

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017
THURSDAY, SEPTEMBER 21, 2017
9:30 A.M.

REVISED 9/20/17 at 5:15 pm

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- September 7, 2017

APPROVAL OF PURCHASE ORDERS

- September 21, 2017

APPROVAL OF ACCOUNTS PAYABLE

- September 14, 2017
- September 21, 2017

APPROVAL OF MANUAL CHECKS

- September 14, 2017
- September 21, 2017

APPROVAL OF PAYROLL

- September 7, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
 - Exonerations - Discussion/Action
 - Split Ticket - Discussion/Action
2. 10:00 a.m. Barbara Miller, Director - Jefferson County Homeland Security and Emergency

Management

- Approval of the 2017 Memorandum of Understanding with Jefferson County Board of Education - Discussion/Action
- Presentation of CRS (Community Rating System) Class 6 Award by Kevin Sneed, WV Division of Homeland Security and Emergency Management and Heather Davis-Jenkins, FEMA - Discussion/Action

3. 10:15 a.m. Peter Dougherty, Sheriff
 - Approval of new hire - Discussion/Action
 - Approval of hire of Bailiff/Trip Guards - Discussion/Action
 - Approval to transfer \$9,000 from 716-01-106 to Capital Outlay for the purchase of an animal control vehicle - Discussion/Action
 - Approval to transfer \$20,000 from 716-01-103 to 716-03-341 to cover purchase of bed insert on vehicle - Discussion/Action
 - Notice of Sheriff Sale - October 27, 2017 at 5:00 p.m. - Discussion/Action
 - Approval of Grant Application - Governor's Highway Safety Program - Discussion/Action
 - Michelle Gordon, Finance Director - Review and approval of FY2018 Budget Revision 3 for the General Fund (Governor's Highway Safety Program Grant \$305,660) - Discussion/Action
4. 10:30 a.m. Rankin Properties, LLC, Christopher Rankin
 - Map Amendment request for Rankin Properties, LLC - request to schedule a public hearing and referral to Planning Commission for advice on consistency of the request with the Comprehensive Plan - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Eugene and Sarah Abelow
 - Request refund of permit fee - Discussion/Action
7. 11:15 a.m. Annette Gavin, Jefferson County CVB
 - Request Bill Polk and County Maintenance help with the build out of the JCCVB expansion - Discussion/Action
8. 11:30 a.m. Bill Polk, Maintenance Department
 - Approval of Bid for Fire Escape Removal/Replacement - Discussion/Action
9. 11:45 a.m. Appointment and interviews to the Jefferson County Parks and Recreation Commission - One unexpired term ending June 30, 2019 - Discussion/Action
10. 12:00 p.m. Appointment and interviews to the Sheriff's Civil Service Commission - One 4-year term ending September 29, 2021 - Discussion/Action
11. 12:15 p.m. **BREAK FOR LUNCH**

~~~~~ AFTERNOON SESSION ~~~~~

12. 1:30 p.m. Jennifer Myers, Director - Jefferson County Parks and Recreation  
- Request Letter of Support for Festival at Sam Michaels Park - Discussion/Action
13. 1:45 p.m. Roger Goodwin, Chief County Engineer  
- Pleasant Hills Subdivision (JCPC File No. 05-28) - Contractor's Final Payment for Site Work - Discussion/Action  
- Approval to advertise a Request for Proposals for Engineering Consulting Services - Discussion/Action  
- Refund of building permit fees for 1) Jae & Arlene Anderson and 2) Douglas & Marie Burgess - Discussion/Action  
- Complete Construction Bond Release for David Waddell - Mark Kramer Subdivision Lot 6 Waddell Addition (File #S16-04) - Discussion/Action
14. 2:15 p.m. Michelle Gordon, Finance Director  
- Ambulance Fee Analysis - Discussion/Action
15. 3:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues - Possible Executive Session - Discussion/Action  
- Discussion of notice of claim re: Oakhill MHC, LLC - Possible Executive Session - Discussion/Action  
- Discussion of EEOC Complaint Charge No. 533-2016-00519 - Possible Executive Session - Discussion/Action  
- Issues regarding repair/replacement of windows at Courthouse and Hunter House - Discussion/Action

#### **NEW BUSINESS**

16. Approval of Resolution and contract - 16-JJP-006 - Juvenile Justice and Delinquency Prevention Grant - Discussion/Action
17. Courthouse Commemorative Plaque Committee - Discussion/Action (JT)

#### **COUNTY ADMINISTRATOR REPORTS**

- Ethics and Open Meetings Training
- Discuss scheduling Legislative Summit

#### **COUNTY COMMISSION REPORTS**

18. **ADJOURN**

#### **CORRESPONDENCE/INFORMATION**

Correspondence received from the American Legion Auxiliary regarding that the American Legion and the American Legion Auxiliary are non-political and non-partisan Veterans organizations, serving and honoring all veterans.

Correspondence received from Jason Wyatt regarding the draft fireworks ordinance.

Memorandum regarding Burr Business Park, lot 23/Quinn Enterprises, LLC (File #S17-09) and Universal Forrest Products Redline Revision (File #S05-14).

Notice received from the State Auditor regarding the 2017 State Auditor's Seminar for Municipal Officials and Assistants and Municipal and County Boards and Authorities.

Notice from the Public Service Commission of West Virginia regarding disbursement of wireless E-911 subscriber fees to be mailed to the Jefferson County Commission.

Jefferson County Public Service August 7, 2017 Regular Board Meeting Minutes.

Impact Fee Status Report for August 2017.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

WV Lottery Weekly Settlement for Charles Town - week ending August 26, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending September 2, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending September 9, 2017.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*

## Minutes

### Jefferson County Commission

Thursday, September 7, 2017

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A meeting of the Jefferson County Commission was held on Thursday, September 7, 2017 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, September 7, 2017 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Onoszko led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the August 31, 2017 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT       | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|-------------|--------------|
| 078896 | 712     | AT&T/GA                  |       | \$ -  | \$ 23.12    | \$ 23.12     |
| 078897 | 717     | ADVANCE AUTO PARTS       |       | \$ -  | \$ 313.92   | \$ 313.92    |
| 078898 | 440     | ALLEGHENY SURVEYS, INC.  |       | \$ -  | \$ 962.50   | \$ 962.50    |
| 078899 | PAYROLL | BOOTH AND MCCARTHY       |       | \$ -  | \$ 231.00   | \$ 231.00    |
| 078900 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -  | \$ 49.85    | \$ 49.85     |
| 078901 | 412     | JADA BENNETT             |       | \$ -  | \$ 170.73   | \$ 170.73    |
| 078902 | PAYROLL | BUREAU F/CHILD SPRT ENF  |       | \$ -  | \$ 212.31   | \$ 212.31    |
| 078903 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 461.54   | \$ 461.54    |
| 078904 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 119.54   | \$ 119.54    |
| 078905 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -  | \$ 1,500.00 | \$ 1,500.00  |

|        |         |                           |       |              |               |               |
|--------|---------|---------------------------|-------|--------------|---------------|---------------|
| 078906 | PAYROLL | DELTA DENTAL OF WV        |       | \$ -         | \$ 6,430.78   | \$ 6,430.78   |
| 078907 | 425     | J.C.EHRLICH               |       | \$ -         | \$ 120.00     | \$ 120.00     |
| 078908 | 440     | GEOCONCEPTS ENGINEERING   | 52810 | \$ 299.02    | \$ -          | \$ 299.02     |
| 078908 | 440     | GEOCONCEPTS ENGINEERING   | 52810 | \$ 700.18    | \$ -          | \$ 700.18     |
| 078908 | 440     | GEOCONCEPTS ENGINEERING   | 52810 | \$ 10,598.10 | \$ -          | \$ 10,598.10  |
| 078909 | PAYROLL | TONY GAINEY               |       | \$ -         | \$ 556.82     | \$ 556.82     |
| 078909 | PAYROLL | TONY GAINEY               |       | \$ -         | \$ 2,250.00   | \$ 2,250.00   |
| 078910 | 712     | BROOKE HESS               |       | \$ -         | \$ 106.00     | \$ 106.00     |
| 078911 | PAYROLL | THE HARTFORD              |       | \$ -         | \$ 2,317.75   | \$ 2,317.75   |
| 078911 | PAYROLL | THE HARTFORD              |       | \$ -         | \$ 4,220.42   | \$ 4,220.42   |
| 078912 | 403     | JEFFERSON CENTER          |       | \$ -         | \$ 100.00     | \$ 100.00     |
| 078913 | PAYROLL | JEFFERSON SECURITY BANK   |       | \$ -         | \$ 5,360.00   | \$ 5,360.00   |
| 078914 | PAYROLL | HIGHMARK WV               |       | \$ -         | \$ 182,493.94 | \$ 182,493.94 |
| 078915 | PAYROLL | HELEN M. MORRIS, TRUSTEE  |       | \$ -         | \$ 543.86     | \$ 543.86     |
| 078916 | PAYROLL | MILLENIUUM INSURANCE GROU |       | \$ -         | \$ 750.00     | \$ 750.00     |
| 078917 | PAYROLL | MAZZITTI & SULLIVAN EAP   |       | \$ -         | \$ 300.00     | \$ 300.00     |
| 078918 | 700     | BRYAN McCUSKER            |       | \$ -         | \$ 30.15      | \$ 30.15      |
| 078919 | PAYROLL | NATIONWIDE RETIREMENT     |       | \$ -         | \$ 849.00     | \$ 849.00     |
| 078920 | PAYROLL | NATIONAL VISION ADMIN.    |       | \$ -         | \$ 1,774.44   | \$ 1,774.44   |
| 078921 | 700     | NAACP JEFFERSON CO        |       | \$ -         | \$ 100.00     | \$ 100.00     |
| 078922 | 712     | JEFFREY POLCZYNSKI        |       | \$ -         | \$ 106.00     | \$ 106.00     |
| 078923 | 424     | POTOMAC EDISON/OH         |       | \$ -         | \$ 3,028.27   | \$ 3,028.27   |
| 078923 | 425     | POTOMAC EDISON/OH         |       | \$ -         | \$ 20,722.33  | \$ 20,722.33  |
| 078924 | PAYROLL | WILLIAM POWELL            |       | \$ -         | \$ 432.61     | \$ 432.61     |
| 078925 | 425     | RCS SECURITY              |       | \$ -         | \$ 185.00     | \$ 185.00     |
| 078926 | 403     | RECORD MANAGEMENT SOLUTN  |       | \$ -         | \$ 30.00      | \$ 30.00      |
| 078927 | PAYROLL | RETIREE HLTH BENEFIT TRS  |       | \$ -         | \$ 6,126.00   | \$ 6,126.00   |
| 078928 | 717     | RICE TIRES CO             |       | \$ -         | \$ 316.04     | \$ 316.04     |
| 078929 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 11,020.44  | \$ 11,020.44  |
| 078929 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 47,121.76  | \$ 47,121.76  |
| 078929 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 44,961.55  | \$ 44,961.55  |
| 078930 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 175.00     | \$ 175.00     |
| 078930 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 113.25     | \$ 113.25     |
| 078931 | 700     | STEPHENS AUTO CENTER      | 48575 | \$ 30,989.00 | \$ -          | \$ 30,989.00  |
| 078931 | 700     | STEPHENS AUTO CENTER      | 48575 | \$ 30,989.00 | \$ -          | \$ 30,989.00  |
| 078932 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 3,090.00   | \$ 3,090.00   |
| 078932 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 315.00     | \$ 315.00     |
| 078933 | PAYROLL | SPECIAL MARKETS INSURANC  |       | \$ -         | \$ 712.50     | \$ 712.50     |
| 078934 | 405     | THOMSON REUTER - WEST     |       | \$ -         | \$ 1,255.50   | \$ 1,255.50   |
| 078934 | 405     | THOMSON REUTER - WEST     |       | \$ -         | \$ 423.00     | \$ 423.00     |

|              |     |                    |  |                     |                      |                      |
|--------------|-----|--------------------|--|---------------------|----------------------|----------------------|
| 078935       | 412 | EMILY WELLS        |  | \$ -                | \$ 121.86            | \$ 121.86            |
| 078936       | 404 | W.B. MASON CO. INC |  | \$ -                | \$ 10.99             | \$ 10.99             |
| 078936       | 404 | W.B. MASON CO. INC |  | \$ -                | \$ 133.71            | \$ 133.71            |
| 078937       | 402 | XEROX CORPORATION  |  | \$ -                | \$ 366.65            | \$ 366.65            |
| 078937       | 402 | XEROX CORPORATION  |  | \$ -                | \$ 322.83            | \$ 322.83            |
| 078937       | 402 | XEROX CORPORATION  |  | \$ -                | \$ 386.64            | \$ 386.64            |
|              |     |                    |  |                     |                      |                      |
| <b>TOTAL</b> |     |                    |  |                     |                      | <b>\$ 427,399.90</b> |
| <b>TOTAL</b> |     |                    |  | <b>\$ 73,575.30</b> | <b>\$ 353,824.60</b> | <b>\$ 427,399.90</b> |

**Motion by Mr. Compton to approve the Accounts Payable for September 7, 2017 in the amount of \$427,399.90. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

|                            |                |                                    |               |
|----------------------------|----------------|------------------------------------|---------------|
| <b>COAL SEVERANCE</b>      |                |                                    |               |
| <b>OO2</b>                 |                |                                    |               |
| <b>Date</b>                | <b>Check #</b> | <b>VENDOR</b>                      | <b>Amount</b> |
| 9/8/2017                   | 447            | <b>EASTRIDGE HEALTH SYSTEM</b>     | \$ 200.00     |
| <b>HOME DETETION</b>       |                |                                    |               |
| <b>OO8</b>                 |                |                                    |               |
| <b>Date</b>                | <b>Check #</b> | <b>VENDOR</b>                      | <b>Amount</b> |
| 09/08/17                   | 577            | <b>3M ELECTRONIC MONITORING</b>    | \$ 2,150.00   |
| 09/08/17                   | 578            | <b>CDA</b>                         | \$ 371.25     |
| 09/08/17                   | 579            | <b>UNITED BANK</b>                 | \$ 55.25      |
| <b>ASSESSOR VALUATION</b>  |                |                                    |               |
| <b>O56</b>                 |                |                                    |               |
| <b>Date</b>                | <b>Check #</b> | <b>VENDOR</b>                      | <b>Amount</b> |
| 9/8/2017                   | 643            | <b>MONROE SYSTEMS FOR BUSINESS</b> | \$ 484.00     |
| <b>SHERIFF CAPITOL O/L</b> |                |                                    |               |
| <b>246</b>                 |                |                                    |               |
| <b>Date</b>                | <b>Check #</b> | <b>VENDOR</b>                      | <b>Amount</b> |
| 9/8/2017                   | 1644           | <b>AF MCCORMICK STRUCTURAL</b>     | \$ 450.00     |

|              |      |                   |                   |
|--------------|------|-------------------|-------------------|
| 9/8/2017     | 1645 | BG BERKELEY GLASS | \$ 96.00          |
|              |      |                   |                   |
|              |      |                   |                   |
| <b>TOTAL</b> |      |                   | <b>\$3,806.50</b> |

**Motion by Ms. Tabb to approve the Manual Checks for September 7, 2017 in the amount of \$3,806.50. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Danny Lutz, resident – made comments regarding the Census and also stated that public utility corporations do not pay their fair share of property taxes.

**PRESENTATIONS**

1. Angela Banks, Assessor – requested the approval of the following Exoneration:

| NAME          | TYPE | DISTRICT | TICKET # | AMOUNT  |
|---------------|------|----------|----------|---------|
| John Buranich | PP   | HF       | 306995   | \$16.44 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 306995 as presented. Motion seconded and unanimously approved.**
    - Requested the approval of the transfer of Denise Barnhart from the general fund to the Assessor’s Valuation fund and transfer her from part-time employment to full-time employment.
  - **Motion by Ms. Noland to approve the transfer of Denise Barnhart from the general fund to the Assessor’s Valuation fund and change her employment status from part-time to full-time. Motion seconded and unanimously approved.**
2. Discussion regarding letter dated August 15, 2017 received from the Marshall-Holley-Mason American Legion Auxiliary Unit 102 – Courthouse Plaque. Commissioner Onoszko opened the discussion by reading a prepared statement regarding the request to remove the plaque. Public comments were made by the following:

Brian Belman, resident – spoke in favor of the plaque remaining at the Courthouse, stating the plaque can serve as a “positive catalyst” for teaching history.

Gary Dungan, resident – spoke in favor of the plaque remaining at the Courthouse.

Curtis Gray, resident – stated there are “bigger fish to fry” than the Confederate plaque and its placement at the Courthouse.

Linda Ballard, member of the Marshall-Holley-Mason American Legion Auxiliary Unit 102 – stated the nature of her request to have the plaque removed from the Courthouse stems from her concern for human rights and the fact that the Courthouse is an egalitarian facility that serves all.

Danny Lutz, resident – stated all parties should come together to discuss this issue to find a suitable resolution.

Malcolm Killdale, resident – spoke in favor of the plaque remaining at the Courthouse.

Brian Tolstyka, resident – spoke in favor of the plaque remaining at the Courthouse.

Raymond Bruning, resident – stated the Auxiliary is supposed to show support for all American veterans.

Curt Compton, resident – stated the removal of the Confederate plaque from the Courthouse would be an “erasure of history.”

Jack Hefestay, resident – spoke in favor of the plaque remaining at the Courthouse in order to “defend history.” He also requested the Commission consider adopting a county-wide ordinance to protect all historical monuments.

Bo Bolyard, resident – spoke in favor of plaque remaining at the Courthouse.

Linda Ballard – re-emphasized that her issue wasn’t the plaque itself so much as the location of the plaque.

James Tolbert, resident and President of the Jefferson County NAACP – stated he did not appreciate that Mr. Dungan referred to Ms. Ballard and the other women of the Marshall-Holley-Mason American Legion Auxiliary Unit 102 as a “radical minority.”

Gary Dungan, resident – defended his “radical minority” comments by stating they were not referring to anyone specific.

Tim Ross, resident – stated that everyone wants to honor their ancestors, and that all parties should form a group to discuss the best way to do so.

- **Motion by Mr. Compton to retain the Confederate plaque on the face of the Courthouse. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to appoint a citizen’s committee to examine the best method to memorialize the forbearers pertaining to the Courthouse property. Motion seconded and passes on a vote of 4-1 with Commissioner Hudson opposing.**

3. Peter Dougherty, Sheriff

- Vehicle Transfer – requested the approval of the transfer of a 2010 Ford Explorer to the Jefferson County Emergency Services Agency
  - **Motion by Ms. Tabb to approve the transfer of the 2010 Ford Explorer (98177) from the Sheriff’s Office to the JCESA. Motion seconded and unanimously approved.**
- FY2017 Sheriff’s Report

4. Marti Steiner, Recovery Coach Academy – Eastern Panhandle Recovery Coach Academy (EPRCA) – Informational Presentation

5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.

6. Janet Young Spry, US Census Bureau – provided the Commission with an overview of the 2020 Census Local Update of Census Addresses Operations (LUCA)

7. Roger Goodwin, Chief County Engineer – requested a complete construction bond release for CTSS, LLC – Charles Town Self Storage (File S16-01)

- **Motion by Ms. Tabb to authorize a partial release of \$443,719.00 from the construction bond for CTSS, LLC, Charles Town Self Storage (File S16-01) for a new bond amount of \$15,000. Motion seconded and unanimously approved.**

8. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution Appeals of the PSC decision, acquisition of PSD assets, and related issues – Mr. Cochran stated he did not have any updates regarding the JCPSD.
- Discussion of notice of claim re: Oakhill MHC, LLC –

- **Motion by Ms. Noland to go into Executive Session to receive legal advice regarding the notice of claim re: Oakhill MHC, LLC. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

PSD Audit Update – Ms. Grove stated Perry & Associates suggested the Commission consider requesting a forensic audit of the three accounts in question as it would allow the auditors to examine the accounts more closely.

- **Motion by Mr. Compton to instruct the County Administrator to contact Perry and Associates to change the scope of work from a complete audit to a forensic audit on the Maintenance & Repair, Capital, and SB234 accounts for the Jefferson County PSD. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**

Ethics Training Update – Ms. Grove stated an employee from the State Auditor’s Office would be available on the evening of Wednesday, October 18<sup>th</sup> to conduct Ethics Training for County employees and County appointed members of boards, commissions, and committees.

9. There being no further business, motion by Mr. Compton to adjourn at 12:33 pm. Motion was seconded and unanimously approved.

**PETER ONOSZKO, PRESIDENT**

Respectfully Submitted  
 Jessica D. Carroll  
 Administrative Assistant



**PURCHASE ORDERS TO BE APPROVED**

**August 31, 2017**

| DEPARTMENT             | P.O. NUMBER | AMOUNT              | VENDOR                    | DESCRIPTION                                |
|------------------------|-------------|---------------------|---------------------------|--------------------------------------------|
| IT DEPARTMENT          | 52340       | \$ 12,354.61        | CONDUENT GOV SYSTEMS, LLC | AS/400 IMB iseries annual software support |
| COUNTY CLERK ELECTIONS | 5491        | \$ 5,375.25         | CASTO & HARRIS            | Special Election - Ballots                 |
|                        |             |                     |                           |                                            |
| <b>GRAND TOTAL</b>     |             | <b>\$ 17,729.86</b> |                           |                                            |



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 52340

VENDOR:

DELIVER TO:

CONDUENT GOVERNMENT  
SYSTEMS, LLC  
P.O. BOX 201322  
DALLAS, TX 75320-1322

JEFFERSON COUNTY COMMISSION  
ATTN: RUSSELL BURGESS  
116 E. WASHINGTON STREET  
CHARLES TOWN, WV 25414

| QUANTITY | DESCRIPTION - BUDGET LINE - ITEM NUMBER                              | PRICE | UNIT | AMOUNT   |
|----------|----------------------------------------------------------------------|-------|------|----------|
|          | AS/400 IBM iSERIES<br>APPLICATION SOFTWARE<br>10-1-2017 to 9-30-2018 |       |      |          |
|          | FINANCE                                                              |       |      | 6,666 81 |
|          | FIXED ASSETS                                                         |       |      | 2,009 64 |
|          | PAYROLL                                                              |       |      | 3,766 26 |
|          | ONLINE SUPPORT - WEBEX - DASH                                        |       |      | 469 93   |
|          | PALE                                                                 |       |      | 2,171 97 |
|          |                                                                      |       |      | 15104 61 |
|          | CREDIT                                                               |       |      | 2750 00  |
|          | TOTAL DUE                                                            |       |      | 12354 61 |

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

*Russell Burgess*  
Signature

9/11/2017  
Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 52491

VENDOR:

Casto & Harris

DELIVER TO:

County Clerk Elections

| QUANTITY | DESCRIPTION - BUDGET LINE - ITEM NUMBER              | PRICE | UNIT | AMOUNT  |
|----------|------------------------------------------------------|-------|------|---------|
|          | Ballots: Special Election<br>Oct 7, 2017<br>handling |       |      | 5310 25 |
|          |                                                      |       |      | 65 00   |
|          |                                                      |       |      | <hr/>   |
|          |                                                      |       |      | 5375 25 |
|          | *SPL107*                                             |       |      |         |

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

*Nikki Painter*  
Signature

9/6/17  
Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date



| DESCRIPTION                 | Fund 001 CO.  | Fund 003 Dog | Total         |
|-----------------------------|---------------|--------------|---------------|
| Gross Wages                 | \$ 395,951.92 |              | \$ 395,951.92 |
| 6.2% Tax Payable OASDI      | 23,560.88     |              | \$ 23,560.88  |
| 1.45% Tax Payable HI        | 5,510.22      |              | \$ 5,510.22   |
| Fed Withholding             | 44,961.55     |              | \$ 44,961.55  |
| WV State Withholding        | 17,265.08     |              | \$ 17,265.08  |
| PERS Retirement Deduct 4.5% | 11,407.84     |              | \$ 11,407.84  |
| PERS Retirement Deduct 6%   | 2,721.33      |              | \$ 2,721.33   |
| Hosp. Pre-Tax               | 13,248.50     |              | \$ 13,248.50  |
| Cancer/ICU Pre-Taxed        | 1,058.69      |              | \$ 1,058.69   |
| Cancer/ICU Not Pre-Taxed    | 1,108.61      |              | \$ 1,108.61   |
| Optional Life Not Pre-Taxed | 2,117.47      |              | \$ 2,117.47   |
| Christmas Club              | 5,360.00      |              | \$ 5,360.00   |
| Wage Attach #1              | 1,405.79      |              | \$ 1,405.79   |
| Wage Attach #3              | 212.31        |              | \$ 212.31     |
| DSRS Retirement Deduct 8.5% | 6,471.94      |              | \$ 6,471.94   |
| 457 - Nationwide            | 849.00        |              | \$ 849.00     |
| 457I - Empower              | 3,090.00      |              | \$ 3,090.00   |
| 457R - Roth                 | 315.00        |              | \$ 315.00     |
| MD State Tax                | 462.64        |              | \$ 462.64     |
| D/VF                        | 1,630.02      |              | \$ 1,630.02   |
| VA. State Tax               | 131.75        |              | \$ 131.75     |
| COLONIAL(PLUS)              | 102.55        |              | \$ 102.55     |
| Total Deductions            | \$ 142,991.17 | \$ -         | \$ 142,991.17 |
|                             |               |              |               |
| Net Wages Total             | \$ 252,960.75 | \$ -         | \$ 252,960.75 |
| Payroll Date                | 7-Sep-2017    |              |               |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

- Exonerations
- Split Ticket

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



**Name:** Barbara J. Miller, Director.

**Department or Organization:** Jefferson County Homeland Security and Emergency Management

**Estimation of amount of time needed for appointment:** 15 minutes

**Date Requested – 1<sup>st</sup> Choice:** September 21, 2017

*If a specific date is needed, please provide reason for specific date:*

**Date Requested – 2<sup>nd</sup> Choice:**

**Subject (Wording to be placed on agenda):**

1. Approval of the 2017 Memoranda of Understanding with Jefferson County Board of Education.
2. Presentation of CRS (Community Rating System) Class 6 Award by Kevin Sneed, WV Division of Homeland Security and Emergency Management and Heather Davis-Jenkins, FEMA.

**Background Information:**

1. These MOUs are signed by both parties annually. This MOU enables Emergency Management to utilize the school buildings for setting up shelters, Points of Distribution, Alternate Command site or other approved uses during a declared emergency. Nathan Cochran has reviewed the content.
2. Jefferson County entered the Community Rating System of the National Flood Insurance Program in 2006 as a Class 9 saving residents in the unincorporated areas of the County 5% off of their flood insurance premiums. In 2012, we advanced to a Class 8 saving 10% off of flood insurance premiums. Because of an advanced commitment of County employees in Homeland Security and Emergency Management, the Engineering Department, and our GIS Department, Jefferson County has now advanced to a Class 6 Community, which will save residents a 20% discount on their flood insurance premiums. Presentation of the award will be by Kevin Sneed, National Flood Insurance Program Coordinator for the WV Division of Homeland Security and Emergency Management and Heather Davis-Jenkins.

**Is this a funding request? No**

**If so, how much?**

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):**

1. I move to approve the MOUs with Jefferson County Board of Education, as presented.

**Attach supporting documents for request, or request may be denied.**

**If not attached, explain:**

**Is equipment needed? Projector**  **Click here to enter text.** **Internet/Wi Fi**  **Click here to enter text.** **Telephone**  
**for conference call**  **Click here to enter text.**

**Contact information:**

**Email address:** [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org). **Phone Number:** 304-728-3290

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide T. A. Lowery Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

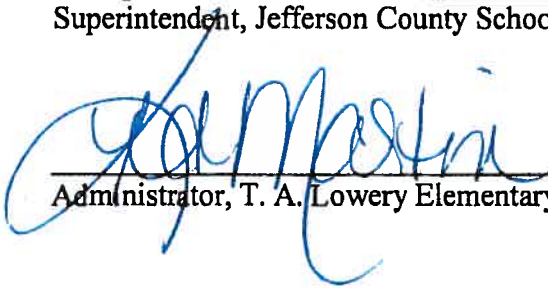
Agreed to and accepted by:



\_\_\_\_\_  
Superintendent, Jefferson County Schools



\_\_\_\_\_  
Date



\_\_\_\_\_  
Administrator, T. A. Lowery Elementary School



\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Driswood Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

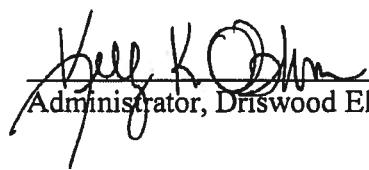
- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

8/28/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Driswood Elementary School

8/8/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Charles Town Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

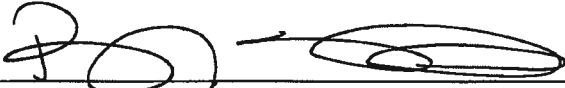
Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

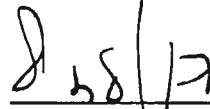
- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



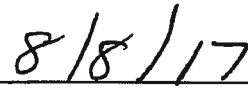
\_\_\_\_\_  
Superintendent, Jefferson County Schools



\_\_\_\_\_  
Date



\_\_\_\_\_  
Administrator, Charles Town Middle School



\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Harpers Ferry Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

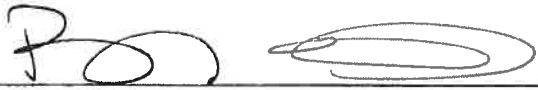
Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

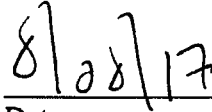
- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



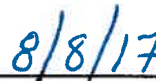
\_\_\_\_\_  
Superintendent, Jefferson County Schools



\_\_\_\_\_  
Date



\_\_\_\_\_  
Administrator, Harpers Ferry Middle School



\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Shepherdstown Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.


Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

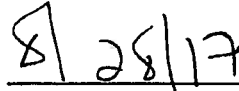
- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



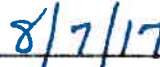
\_\_\_\_\_  
Superintendent, Jefferson County Schools



\_\_\_\_\_  
Date



\_\_\_\_\_  
Administrator, Shepherdstown Middle School



\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Wildwood Middle School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

8/28/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Wildwood Middle School

8/2/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Jefferson High School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.


Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

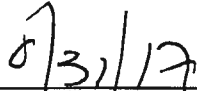
1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.


This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Jefferson High School

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Washington High School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



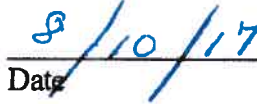
\_\_\_\_\_  
Superintendent, Jefferson County Schools



\_\_\_\_\_  
Date



\_\_\_\_\_  
Administrator, Washington High School



\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Opportunity Learning Center for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

4. Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



\_\_\_\_\_  
Superintendent, Jefferson County Schools



\_\_\_\_\_  
Date



\_\_\_\_\_  
Administrator, Opportunity Learning Center



\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide C. W. Shipley Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

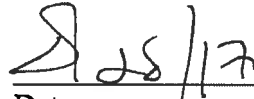
1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.


This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, C. W. Shipley Elementary School

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide South Jefferson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

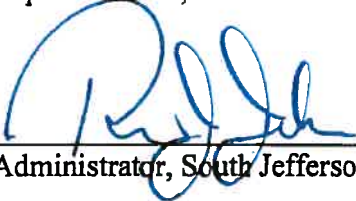
- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

8/28/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, South Jefferson Elementary School

Aug 7, 2017  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Wright Denny Intermediate School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.


Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

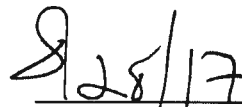
- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:



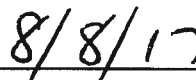
\_\_\_\_\_  
Superintendent, Jefferson County Schools



\_\_\_\_\_  
Date



\_\_\_\_\_  
Administrator, Wright Denny Intermediate School



\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Blue Ridge Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

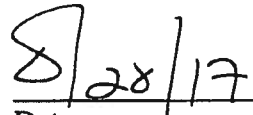
1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

4. Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

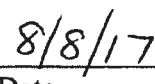
This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Blue Ridge Elementary School

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide North Jefferson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

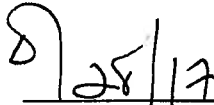
1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.


This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, North Jefferson Elementary School

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&**

**Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Blue Ridge Primary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

8/28/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Blue Ridge Elementary School

8/8/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Page Jackson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

4. Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

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Agreed to and accepted by:

  
\_\_\_\_\_  
Superintendent, Jefferson County Schools

8/28/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Page Jackson Elementary School

8/18/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Ranson Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.


Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:



Superintendent, Jefferson County Schools

8/28/17

Date



Administrator, Ranson Elementary School

8/7/17

Date

Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

Date

**Memorandum of Understanding  
Between  
Jefferson County Board of Education  
&  
Jefferson County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

Jefferson County Board of Education agrees to the following:

1. Provide Shepherdstown Elementary School for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the Jefferson County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
  - a. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
  - b. A custodian point of contact, who will work with the Jefferson County Jefferson County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
3. Work with the Jefferson County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow school to be visited by members of the Jefferson County Jefferson County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
5. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

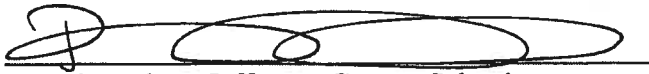
Jefferson County Jefferson County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a Jefferson County Office of Homeland Security and Emergency Management point of contact to answer questions that the Jefferson County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.

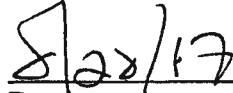
- Return all buildings to the state they were found in prior to the Jefferson County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.


Agreed to and accepted by:



Superintendent, Jefferson County Schools



Date



Administrator, Shepherdstown Elementary School

8-7-17

Date

Administrator, Jefferson County Office of Homeland Security  
& Emergency Management

Date



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Peter Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice: **Next Meeting**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): New Hire  
Bailliffs  
Transfer  
Notice of Sheriff Sale

Please provide the County Commission with a description of your request or presentation, including any background information:

I would like you to approve the hire of Kelsey Propps to fill an existing vacancy. She has successfully passed the pre-employment process and has been deemed eligible for consideration by the civil service commission. Tentative start date would be October 16, 2017.

I would like you to approve the hire of <sup>Keith</sup> Douglas Pierson and Earl Gill III to be added to the list of available Bailliff/Trip Guards and Daryll Wimer who is already a Trip Guard to be added to the Bailliffs list.

I would like approval to perform an internal transfer of \$9,000 from 716-01-106 (Insurance) to Capital Outlay for the purchase of an animal control vehicle.

I would also to transfer \$20,000 from 716-01-103 (Salaries) to 716-03-341 (Material and Supplies) to cover the purchase of the bed insert for the vehicle.

The Sheriff's Office will be holding a sale of seized and forfeited items as well as any property that the county would like sold on October 27, 2017 at 5:00 p.m. in Maintenance Parking lot.

Is this a funding request? Y/N  
If so, how much? \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*)

I move to approve the hire of Kelsey Propps for the position of Deputy.

I move to approve the hire of Douglas Pierson and Earl Gill III as Bailliff/Trip Guards and the hire of Daryll Wimer as a Bailliff.

I move to approve the transfer of \$9,000 from Animal Control Insurance to their Capital Outlay to aid in the purchase of an animal control vehicle.

I move to approve the transfer of \$20,000 from Animal Control Salaries to their Material and Supply for the purchase of an insert for the bed of the animal control vehicle.

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: pdougherty@jcsdvw.com. Phone Number: 304-728-3205

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Peter Dougherty, Sheriff  
Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- Review and Approval of FY2018 State Budget Revision 3 for the General Fund

Please provide the County Commission with a description of your request or presentation, including any background information:  
Review and approval of State Budget revision No. 3 for FY18 to accept the Governor's Highway Safety Program grant funding effective 10/1/2017 in the amount not to exceed \$305,660.

Is this a funding request? Y/N **No**

If so, how much? \$ **NA**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to accept General Fund FY18 State Budget Revision No. 3 for the Governor's Highway Safety Program in the amount not to exceed \$305,660.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N NO** Internet/Wi Fi **Y/N NO** Telephone for conference call **Y/N NO**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

2018

FY

001

FUND

3

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

P.O. Box 250

Budget Revision: Michelle Gordon

STREET OR PO BOX

Phone: 304-724-8425

Fax: 304-725-7916

Charles Town

25414

CITY

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

| ACCOUNT NUMBER                                      | ACCOUNT DESCRIPTION | PREVIOUSLY APPROVED AMOUNT | (INCREASE)     | (DECREASE) | REVISED AMOUNT |
|-----------------------------------------------------|---------------------|----------------------------|----------------|------------|----------------|
| 323                                                 | State Grants        |                            | 305,660        |            | 305,660        |
|                                                     | #N/A                |                            |                |            |                |
|                                                     | #N/A                |                            |                |            |                |
|                                                     | #N/A                |                            |                |            |                |
|                                                     | #N/A                |                            |                |            |                |
|                                                     | #N/A                |                            |                |            |                |
| <b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b> |                     |                            | <b>305,660</b> |            |                |

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

| ACCOUNT NUMBER                              | ACCOUNT DESCRIPTION     | PREVIOUSLY APPROVED AMOUNT | (INCREASE)     | (DECREASE) | REVISED AMOUNT |
|---------------------------------------------|-------------------------|----------------------------|----------------|------------|----------------|
| 700                                         | Sheriff-Law Enforcement | 3,960,896                  | 305,660        |            | 4,266,556      |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
|                                             | #N/A                    |                            |                |            |                |
| <b>NET INCREASE/(DECREASE) Expenditures</b> |                         |                            | <b>305,660</b> |            |                |

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 21<sup>st</sup> day of September, 2017, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on Fiscal Year 2018 budget revision number #3 to the General County Fund, a copy of which is entered as part of this record. The budget revision approves and accepts the Governor's Highway Safety Program Grant funding in the amount not to exceed \$305,660.

The adoption of the foregoing Resolution having been moved by \_\_\_\_\_,  
and duly seconded by \_\_\_\_\_ the vote was as follows:

|                 |       |
|-----------------|-------|
| Peter Onoszko   | _____ |
| Jane Tabb       | _____ |
| Patricia Noland | _____ |
| Caleb Hudson    | _____ |
| Josh Compton    | _____ |

Whereupon, Commissioner Onoszko declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Peter Onoszko, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Peter Onoszko, President  
Jefferson County Commission

GOVERNOR'S HIGHWAY SAFETY PROGRAM  
STATE OF WEST VIRGINIA  
DIVISION OF MOTOR VEHICLES

Application - Page 1

DATE APPLICATION RECEIVED (For Highway Safety Use Only)

NAME OF APPLICANT: (Must be a government agency)

Jefferson County Commission

PROJECT TITLE:

Jefferson County EP Traffic Safety Enforcement Program

F.E.I.N. NUMBER:

FEDERAL FUNDS REQUESTED:

\$ 305,660

FEDERAL FUNDS AWARDED:

\$ \_\_\_\_\_

AUTHORIZED OFFICIAL: (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Peter Onoszko  
PO Box 250  
Charles Town, WV 25414  
Phone: 304-728-3284  
Fax: 304-725-7916  
Email: ponoszko@aol.com

This Section For Highway Safety Use Only

Date Logged In: \_\_\_\_\_

Conditions & Assurances Signed: \_\_\_\_\_

Signed Resolution Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

Acknowledgement Letter: \_\_\_\_\_

Copies Distributed To Staff: \_\_\_\_\_

Application: Approved   
Denied

Grant Number: \_\_\_\_\_

Coordinator Assigned: \_\_\_\_\_

Special Conditions: Yes   
No

Award Letter Dated & Mailed: \_\_\_\_\_

Process Contract:  
To Grantee for Signature: \_\_\_\_\_  
To Commissioner for  
Signature: \_\_\_\_\_  
Signed Contract to Grantee: \_\_\_\_\_

PROJECT DIRECTOR: (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Pete Dougherty, Sheriff  
Jefferson County Sheriff's Office  
102 Industrial Blvd.  
Kearneysville, WV 25430  
Phone: 304-728-3205  
Fax: 304-728-3299  
E-mail: pdougherty@jcsdvw.com

FINANCIAL OFFICER : (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Michele Gordon  
PO Box 250  
Charles Town, WV 25414  
Phone: 304-724-8424  
Fax: 304-725-7916  
E-Mail: mgordon@jeffersoncountywv.org

**CONDITIONS & ASSURANCES**

**The applicant hereby certifies and assures that it shall comply with the following regulations, policies, guidelines, and requirements of the Governor's Highway Safety Program as further clarified in the Highway Safety Administrative Manual.**

1. The applicant hereby certifies it has legal authority to apply for the grant: that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of this proposal/application, including all understandings and assurances contained therein, and directly authorizes the person identified as the authorized representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **RELATIONSHIP.** The relationship of the Sub-Grantee to the Governor's Highway Safety Program shall be that of an independent contractor, not that of a joint enterprise. The Sub-Grantee shall have no authority to bind the Governor's Highway Safety Program for any obligation or expense without the express prior written approval of the Governor's Highway Safety Program.
3. **LAW OF WEST VIRGINIA.** The proposal/application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the Governor's Highway Safety Program.
4. **ACCESS TO RECORDS.** The Governor's Highway Safety Program through any authorized representative will have access to and the right to examine all records, books or documents related to the proposal/application/contract/grant, and to relevant books and records of contractors.
5. **USE OF FUNDS.** Funds awarded by the Governor's Highway Safety Program may be extended only for the purpose and activities specifically covered by the Sub-Grantee's approved project description and budget.
6. **ALLOWABLE/UNALLOWABLE COSTS.** The allowability/unallowability of costs incurred under this grant shall be determined in accordance with general principles and standards for selected cost items set forth in the Highway Safety Administrative Manual.
7. **REPORTS & SUSPENSIONS.** The Sub-Grantee shall submit, at such times and in such form as may be prescribed, such reports as the Governor's Highway Safety Program may reasonably require, including but not limited to fiscal and program progress reports. Failure to submit any required report (i.e. Progress, Fiscal, Activity, etc.) by close of business (C.O.B.) on the designated due date may result in suspension of the project. To reinstate the project, a letter of explanation signed by the Authorized Official, the Project Director, and the Fiscal Director must be submitted promptly to the Governor's Highway Safety Program. More than one suspension in any twelve (12) month project period will automatically terminate the project for the remainder of the project's funding period.
8. **SANCTIONS FOR NONCOMPLIANCE.** In the event of the Sub-Grantee's noncompliance with the terms, conditions, covenants, rules or regulations of this grant, the Governor's Highway Safety Program shall impose such contract sanctions as it may deem appropriate, including but not limited to: a) Withholding of payments to the Sub-Grantee until the Sub-Grantee complies, or b) Cancellation, termination or suspension of the contract in whole or in part, or c) Refrain from extending any further assistance to the Sub-Grantee until satisfactory assurance of future compliance has been received from the Sub-Grantee.
9. **WRITTEN APPROVAL OF CHANGES.** The Sub-Grantee must obtain prior written approval from the Governor's Highway Safety Program for all changes relating to the scope of the project and for all financial adjustments between major budget categories.
10. **MATCHING CONTRIBUTION.** The Sub-Grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in the proposal as "Local Funds" and as approved by the Governor's Highway Safety Program.
11. **PROJECT INCOME.** All income earned by the Sub-Grantee as a result of the conduct of this project, must be accounted for and included in the total budget.
12. **DISCRIMINATION PROHIBITED.** No person shall, on the grounds of race, color, sex, national origin, religion, disability, or age be excluded from participation in, be refused the benefits of, or to be otherwise subjected to discrimination under grants awarded by the Governor's Highway Safety Program.
13. **FEDERAL GRANT REQUIREMENTS AND CONTRACTS.** The agency shall comply with the following statutes and implementing regulations as applicable: The Agency shall comply with the following statutes and implementing regulations as applicable: a) 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other relevant Federal regulations covering the Highway Safety Program; b) 5 U.S.C. §1501-1508 and 5 CFR Part 151 "Political Activity of State and Local Offices, or Employees" (HATCH ACT); c) 23 U.S.C. §313 Buy America; and d) NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 ([www.nhtsa.gov](http://www.nhtsa.gov)) and additions or amendments thereto. e) 23 USC Chapter 4 – Highway Safety Act of 1966, as amended; 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs; 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

14. **FEDERAL LOBBYING** The Agency agrees that no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
15. **STATE LOBBYING** None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect ("grassroots") lobbying activities.
16. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS.** a) The prospective lower tier participant (the Agency) certifies, by submission of this contract proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Federal Agency. b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.
17. **PROHIBITION OF USING GRANT FUNDS TO CHECK FOR HELMET USAGE.** The State and each sub-recipient will not use 23 U.S.C. Chapter 4 Grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
18. **AUDIT.** It is the responsibility of the Sub-grantee to provide for the performance of an independent audit as detailed in the Highway Safety Administrative Manual. The Sub-Grantee further agrees to submit a copy of each audit to the Governor's Highway Safety Program, including a systematic statement for the timely and appropriate resolution of findings or recommendations.
19. **CONSULTANT/CONTRACTS.** No agreement or contract may be entered into by the Sub-Grantee for the execution of project activities or provisions of service which is not incorporated in the approved grant, and/or without the prior written permission of the Governor's Highway Safety Program. Grant approval does not constitute consultant/contract approval.
20. **PROPERTY ACCOUNTABILITY.** The Sub-Grantee shall establish and administer a system to control, protect, preserve, use, maintain, and dispose of any property or equipment furnished by the Governor's Highway Safety Program. The obligation continues as long as the property is retained by the Sub-Grantee notwithstanding the expiration of this agreement. Prior to the sale, trade-in, or disposal of property, disposition instructions will be obtained from the Governor's Highway Safety Program. The Sub-Grantee assures that all property shall be made available to the Governor's Highway Safety Program for inspection/inventory at the request of the Governor's Highway Safety Program.
21. **ACCOUNTING REQUIREMENTS.** Sub-Grantee agrees to record all project funds and costs following generally accepted accounting principles. A separate account number or cost recording must separate all project costs from the Sub-Grantee's other or general expenditures. Adequate documentation for all project costs and incomes must be maintained. Adequate documentation of financial and supporting materials, as defined in the Highway Safety Administrative Manual, must be retained and be available for audit purposes.
22. **OBLIGATION OF PROJECT FUNDS.** Funds may not, without prior written approval from the Governor's Highway Safety Program, be obligated prior to the effective date or subsequent to the termination date of the project period. Obligations outstanding as of the termination date shall be liquidated within thirty days.
23. **ASSUMPTION OF FUNDING.** The Sub-Grantee will assume the funding of improvements after a reasonable period of assistance.
24. **REPORTING OF IRREGULARITIES.** Sub-Grantees are responsible for reporting promptly to the Governor's Highway Safety Program the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action determined by the Governor's Highway Safety Program.
25. **PUBLIC AVAILABILITY OF INFORMATION.** The Sub-Grantee agrees to comply with the terms and conditions of pertinent Federal and State Freedom of Information Acts, and to require its contractors to comply with these requirements.
26. **CONFLICT OF INTEREST.** No public official or employee of the State of West Virginia, who performs any duties under the project, may participate in any administrative decision with respect to this project, if such a decision can be expected to result in any benefit or remuneration to him or his or his immediate family.

27. **CANCELLATION PROVISION.** If this project is not started within thirty days of the grant award, the Sub-Grantee will report to the Governor's Highway Safety Program by letter the steps taken to initiate the project. If after sixty days from the date of the grant award the project is still not operational, a further statement explaining the delay will be submitted by the Sub-Grantee to the Governor's Highway Safety Program. Upon receipt of the sixty-day letter, and unless warranted by extenuating circumstances, the Governor's Highway Safety Program will cancel the project and redistribute the funds to other projects.
28. **CRIMINAL PENALTIES.** Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property which are the subject of this grant, or whoever knowingly and willingly falsifies, conceals or covers up by trick, scheme, or device any material fact in any application/contract for assistance submitted to the Governor's Highway Safety Program shall be subject to prosecution.
29. **MEETINGS.** Sub-Grantee assures that the Project Director, Fiscal Officer (or designee), and/or the Authorized Official (or designee) will attend any meeting, conference, workshop, or other similar function as deemed necessary by the Governor's Highway Safety Program for administration of this project. Additionally, the Sub-Grantee assures that the Project Director will cooperate and fully participate with staff of the Governor's Highway Safety Program and Law Enforcement Liaisons during statewide initiatives and campaigns.
30. **TRAVEL.** All out of state travel to be reimbursed under any Highway Safety grant must receive written approval in advance from the Governor's Highway Safety Program. All estimated travel expenses (per diem, registration, transportation, etc.) must be included with the request for out of state travel. All Requests for Reimbursements for travel expenses must be submitted to the Governor's Highway Safety Program within 2 months of the travel dates.
31. **PARTICIPATION.** Law enforcement agencies/officers must be an active participant in Highway Safety/NHTSA funded initiatives in order to receive any Highway Safety Program/NHTSA funded benefit, such as highway safety related equipment, training, conference attendance, reimbursement for enforcement (not to exceed the officer's time and one half rate of pay), etc.
32. **STATEWIDE MEDIA.** Statewide media costs incurred by the GHSP are accepted and recognized by the Grantee as a supplemental benefit to complement their local and regional law enforcement efforts.
33. **SEAT BELT POLICY.** Any law enforcement agency receiving Highway Safety funds must have a written seat belt use policy in place for their agency. A copy of this policy, which must outline sanctions for non-compliance with the policy, must be on file with their respective Regional Coordinator.
34. **REGIONAL COORDINATOR.** In the event that the position of Regional Coordinator becomes available, the Governor's Highway Safety Program must be involved in the selection process of filling the position, and must give final approval of hiring the individual selected.
35. **REQUIRED ACTIVITIES.** Failure to complete the "Coordinator's Required Activities" may result in temporary or permanent suspension of the program. It is imperative to the success of the Highway Safety Program that these activities be implemented. If a particular activity cannot be completed, a written detailed explanation must be submitted to the Program Manager as to why it cannot be completed.
36. **FINAL REQUEST FOR REIMBURSEMENT.** Sub-grantees must submit a Final Request for Reimbursement to the Governor's Highway Safety Program no later than November 15 for the preceding fiscal year, and must include all expenditures made prior to October 1. Any Request for Reimbursement submitted after November 15 for funds expended prior to October 1 of the preceding fiscal year will be denied.
37. **EQUIPMENT.** Computers/laptops/tablets may not be purchased by any sub-grantee without prior written approval by the Director, Federal Programs Administrator, or State Programs Administrator of the GHSP. Any equipment with a total cost of \$5,000 or more per item must receive written prior approval from the NHTSA Region 3 office (and submitted by the GHSP). Additionally, any individual item costing \$5,000 or more must meet the **BUY AMERICA** guidelines set forth by NHTSA.

**In accordance with the Conditions and Assurance Pages 5 - 7, and without limiting same, we certify this application is an accurate and complete description of the project to be considered for receiving Highway Safety funds. We further agree this application shall be binding upon the applicant, assignees, transferees, lessees, and successors in interest. These assurances shall also be binding through every modification or amendment to the project.**

\_\_\_\_\_  
Signature of Authorized Official  
(Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Project Director  
(Required)

\_\_\_\_\_  
Date



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Rankin Properties, LLC, Christopher Rankin (Paul J Raco will attend meeting)

Department or Organization:

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Map Amendment Request for Rankin Properties, LLC,. 3.56 acre Parcel identified as District 9, Map 8, Parcel 8.1 for purposes of Scheduling of Public Hearing and Referral to Planning Commission for Advice on Consistency of the Request with the Comprehensive Plan.

Please provide the County Commission with a description of your request or presentation, including any background information:

Request for a Rezoning/Map Amendment that is Consistent with the Envision Jefferson 2035 Comprehensive Plan for Rankin Properties, LLC.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to Accept the Request and Schedule a Public Hearing pursuant to the State Code at 1:30 p.m. on October 19, 2017 (or November 2, 2017) and Refer the proposal to the Planning Commission for advice on the application's consistency with the Jefferson County Comprehensive Plan.

Attach supporting documents for request, or request may be denied. Attached

If not attached, explain:

Is equipment needed? Projector Y/N USB Drive Internet/Wi Fi Y/N Telephone for conference call Y/N No

Contact information: Paul J Raco, P.J. Raco Consulting, LLC

Email address: [pjraco.consulting@gmail.com](mailto:pjraco.consulting@gmail.com)

Phone Number: 304/676-8256

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



# JEFFERSON COUNTY, WEST VIRGINIA

## Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338  
Charles Town, WV 25414

File Number: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_

[www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228  
Fax: (304) 728-8126

### Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

#### **Property owner information**

Name: Rankin Properties, LLC  
Mailing Address: 99 Maddex Square, Shepherdstown, WV 25443  
Phone Number: c/o 304/676-8256 Email: \_\_\_\_\_

#### **Applicant contact information**

Name: Christopher Rankin and Paul J Raco  
Mailing Address: Above and Below  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Applicant representative**

Name: P. J. Raco Consulting, LLC Paul J Raco  
Mailing Address: P.O. Box 548, Charles Town, WV 25414  
Phone Number: 304/676-8256 Email: pjraco.consulting@gmail.com

#### **Physical property details**

Physical Address: Route 45 Connector Road/Potomac Farms Road NW Corner at Route 480 Intersection  
City: Shepherdstown State: WV Zip Code: 25443  
Tax District: 9 Map No: 8 Parcel No: 8.1  
Parcel Size: 3.56 +/- Acres Deed Book: 1015 Page No: 89

#### **Current Zoning District (please check one)**

|                                     |                                  |                               |                                                           |                             |                                                 |                                             |
|-------------------------------------|----------------------------------|-------------------------------|-----------------------------------------------------------|-----------------------------|-------------------------------------------------|---------------------------------------------|
| Residential<br>Growth<br>(RG)       | Industrial<br>Commercial<br>(IC) | Rural<br>(R)                  | Residential-<br>Light Industrial-<br>Commercial<br>(RLIC) | Village<br>(V)              | Neighborhood<br>Commercial<br>(NC)              | General<br>Commercial<br>(GC)               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>      | <input type="checkbox"/>                                  | <input type="checkbox"/>    | <input type="checkbox"/>                        | <input type="checkbox"/>                    |
|                                     |                                  | Highway<br>Commercial<br>(HC) | Light<br>Industrial<br>(LI)                               | Major<br>Industrial<br>(MI) | Planned<br>Neighborhood<br>Development<br>(PND) | Office/<br>Commercial<br>Mixed-Use<br>(O/C) |
|                                     |                                  | <input type="checkbox"/>      | <input type="checkbox"/>                                  | <input type="checkbox"/>    | <input type="checkbox"/>                        | <input type="checkbox"/>                    |

Place Received Date Stamp Here

**Proposed Zoning District (please check one)**

|                                     |                                  |                             |                                                           |                                                 |                                             |
|-------------------------------------|----------------------------------|-----------------------------|-----------------------------------------------------------|-------------------------------------------------|---------------------------------------------|
| Residential<br>Growth<br>(RG)       | Industrial<br>Commercial<br>(IC) | Rural<br>(R)                | Residential-<br>Light Industrial-<br>Commercial<br>(RLIC) | Village<br>(V)                                  | Neighborhood<br>Commercial<br>(NC)          |
| <input type="checkbox"/>            | <input type="checkbox"/>         | <input type="checkbox"/>    | <input type="checkbox"/>                                  | <input type="checkbox"/>                        | <input type="checkbox"/>                    |
| General<br>Commercial<br>(GC)       | Highway<br>Commercial<br>(HC)    | Light<br>Industrial<br>(LI) | Major<br>Industrial<br>(MI)                               | Planned<br>Neighborhood<br>Development<br>(PND) | Office/<br>Commercial<br>Mixed-Use<br>(O/C) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>    | <input type="checkbox"/>                                  | <input type="checkbox"/>                        | <input type="checkbox"/>                    |

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

**Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.**

Map Amendment from Residential Growth to General Commercial as supported by the Envision Jefferson 2035 Comprehensive Plan.

**Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.**

See Attached

**Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.**

See Attached

**Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?**

Yes, I request that the Planning and Zoning Staff present the petition

No, I prefer to present the petition



**REQUEST FOR MAP AMENDMENT/Rezoning**  
**Rankin Properties LLC**  
**District 9, Map 8, Parcel 8.1**  
**September 13, 2017**

**Property Owner and Applicant:**

Rankin Properties, LLC  
Christopher Rankin  
99 Maddex Square  
Shepherdstown, WV 25443

**Request:**

Amend the Zoning Map for this 3.56 Acre Parcel Based on its Consistency with the Envision Jefferson 2035 Comprehensive Plan. Currently, the property is Zoned for Residential Growth and this Map Amendment is for General Commercial.

**Section of Ordinance:**

Article 12 of the Jefferson County Zoning and Development Review Ordinance, as amended.

A Map Amendment is defined as: "An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation."

**Substantiation for the Request:**

1. The request is consistent and very much compatible with the 2015 Jefferson County Comprehensive Plan (Envision Jefferson 2035). This Plan was adopted recently and places this property in the Preferred Growth Area and the Future Land Use Guide identifies this property as a commercial and/or residential property. The plan's applicable recommendations are explained in this narrative.
2. The subject property is within the Shepherdstown Preferred Growth Area and Growth Boundary (UBG per Code). As such, the Comprehensive Plan supports Urban Level Growth in and around this property.

3. Central Water and Sewer services are available in this neighborhood.
4. Since the Zoning Ordinance was adopted in 1988, there have been several significant changes in the neighborhood. The most notable change was the construction of the Connector Road which functions as a bypass around Shepherdstown. This road is adjacent to the Applicant's property and the DOH has constructed an entrance on the Connector Route to serve the property directly. Other changes in the neighborhood include the development of the Maddex Commercial Area (Food Lion, etc.); the construction of the Clarion Conference Hotel and National Training Center; the enhancement to the entrance to the western campus of Shepherd University; the rezoning of the Lowe property located on the other end of the connector road; and, the development of the Colonial Hills Subdivision in this neighborhood. These and other changes are described in this narrative.
5. Since the Zoning Ordinance was adopted in 1988, there has also been a significant change in Transportation Characteristics including the construction of the Connector Route that this property accesses.
6. Current Zoning, Residential Growth, would allow for a dense apartment complex. As such, the map amendment to General Commercial will not have a negative impact in the neighborhood.

**Tax Parcel Information:**

Shepherdstown Tax District, Map 8, Parcel 8.1

**Deed Book Reference:**

Deed Book 1015 at Page 89

**Sketch Plat:**

Attached

**Tract Size:**

Approximately 3.56 Acres

**Ordinance Required Discussion on:**

The compatibility of the proposed change with the Jefferson County Comprehensive Plan; and,  
The change of transportation characteristics and neighborhood from when the original zoning ordinance was adopted in 1988.

**A. Comprehensive Plan Compatibility**

Among the many recommendations in the 2015, Envision Jefferson 2035 Jefferson County Comprehensive Plan, the following sections address items pertinent to this map amendment.

As found on page 13 of the 2015 Comprehensive Plan, there are only 6 Preferred Growth Areas (PGAs) in Jefferson County that are targeted for urban scale growth. The subject parcel is within the Shepherdstown PGAs. The attached map shows the Shepherdstown PGA. The Comprehensive Plan was recently adopted after several years of meetings in various neighborhoods of the County and after extensive work by the Staff, the Steering Committee, Planning Commission and County Commission. As common with communities that have just adopted a new Comprehensive Plan, there will be many ordinance amendments and map amendments processed in order for the map and ordinances to better reflect the new Plan. In this case, both the 2004 Plan and the new 2015 Plan show this property within the Growth Area around Shepherdstown. The new Envision Jefferson 2035 Plan is more specific in that it shows this property within the Preferred Growth Area and specifically identifies the property for Commercial and/or Residential Development.

A main difference between the new Comprehensive Plan and the previous versions of the Plans completed in the 80s, 90s, and 00s, this Plan has a Future Land Use Guide (Map) that specifically delineates properties for future uses and map amendments. The subject property is properly located on the Future Land Use map (Guide) as Commercial or Residential in this 2015 Plan. The property is now zoned for Residential Growth including apartments and the Applicant would like to expand the capabilities of the property to allow commercial opportunities. As shown on this guide, this requested change is consistent with the Future Land Use Guide. As described in other sections of this document, the residential development in the neighborhood around Shepherdstown (particularly Colonial Hills is this immediate neighborhood) will need some commercial development to provide services and to provide an increased tax base to supplement the residential tax base provided by the subdivisions in the area.

The Comprehensive Plan's maps and guides continue to show that this property is read for future development, especially commercial development due to its location. This type of use is what the Commission intended when it was added to the Preferred Growth Area and designated as Commercial or Residential on the Future Land Use Guide.

**Page 17** of the Comprehensive Plan describes the various categories of land, including PGAs as follows:

## “Land Use Activity Areas

This Plan details four broad types of land use activity within Jefferson County where development is to be targeted over the planning horizon of Envision Jefferson 2035.

### Four Comprehensive Types of Land Use Activity within the Designated Areas

Urban Growth Boundaries  
Preferred Growth Areas (PGAs)  
Villages  
Rural/Agricultural Areas

The first two area types addressed below, Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA) (including one residential growth area), are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of Envision Jefferson 2035.” Emphasis Added.

A further explanation of PGAs is found on Page 20 of the Plan:

**“The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another. Each of the PGA Maps can be found in Appendix F – Maps” Emphasis Added.**

In this case, the subject property is both in an Urban Growth Boundary (UGB, as defined by the Code) and the Preferred Growth Area (PGA). Therefore, pursuant to the Comprehensive Plan, this location is prime for development since it is in both of these designated areas, along with the fact that the property fronts on the Route 45 Connector Route and is close to both commercial development and residential subdivisions.

The most definitive section of the Envision Jefferson 2035 that supports this map amendment is found on Page 20:

**“a. Shepherdstown PGA (an area located south and west of Shepherdstown)**

**This PGA is defined predominately by existing residential and commercial development, existing zoning, and access to water and sewer services. It encompasses an area broadly described as properties on either side of WV 45 past the west end of Old Martinsburg Road to Venice Way and to the south along the west side of WV 480 including land on either side of Potomac Farms Road. This area is included within Shepherdstown’s Growth Management Boundary (GMB) and is the primary area outside of**

**Shepherdstown that this Plan anticipates developing at an urban level even if it remains in the unincorporated area.** (Emphasis Added)

It is clear that this section specifically recognizes the subject property as one of the primary properties that is slated for Urban Level Growth. Furthermore, it cannot be over developed since it is a narrow, 3.56 acre parcel. It is ideal for a small professional office or commercial center that will serve the immediate residential area. This type of project will provide for services, while keeping traffic to a minimum. It should provide an area that will be walkable from the Colonial Hills Residential Subdivision.

Finally, the following recommendation is found in the Urban Level Development Recommendations Table starting on Page 30 of the Plan:

**“5. Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.**

The requested Map Amendment is also supported by the following Economic Development portions of the 2015 Comprehensive Plan:

**“Focusing Economic Development in Municipalities, Urban Growth Boundaries, and Preferred Growth Areas**

Envision Jefferson 2035 expects urban level commercial, office, and industrial activity to be located in the municipalities, within the Urban Growth Boundary and Preferred Growth Areas, where the infrastructure is expected to be available to support these uses.” (Page 69)

And on Page 70: Recommendations:

**“5. Create a business friendly environment in Jefferson County.**

**6. Develop methods to promote local business growth which include providing research, support, and marketing resources that would assist business start-ups in Jefferson County.”**

Based on these portions of the Envision Jefferson 2035 Comprehensive Plan, the Future Land Use Guide, the Future Development Area Map, and the Shepherdstown PGA Map and the Shepherdstown Growth Boundary (GMB/UGB), this map amendment is consistent and compatible with the Plan. The Consistency with, and Compatibility to the existing Comprehensive Plan and the Future Land Use Guide are the two most important criteria to be used for a Map Amendment.

**B. Shepherdstown UGB/GMB, Shepherdstown PGA and Future Land Use Guide**

The subject property is located squarely in the core of the all the Growth Areas around Shepherdstown. It is also shown on the Future Land Use Guide (Map, Attached) as Commercial and/or Residential. As there is much planned residential in this neighborhood, the rezoning of this property pursuant to the Future Land Use Guide, will allow needed commercial services to support this residential. The PGA UGM/GMB and Future Land Use Guide are thoroughly discussed in A above. The maps are included in this application.

Based on the location of this property within these areas, the property has already been determined to be an intensive growth area. This area was vetted by the Public, Staff, Planning Commission and County Commission as an area for Urban Level Growth. As stated above, these maps and guides that are a Part of the Comprehensive Plan are the primary resources to be utilized by the Commission to approve a Map Amendment.

**C. Sewer and Water**

This property is within the Shepherdstown Water and Sewer Service area and is part of the reason that this area has been included within the Growth Areas and designated as commercial on the Future Land Use Map. Colonial Hills Subdivision is also served by Shepherdstown Water and Sewer. Any development on this property will be responsible for the extension of any utilities to the property. As the Comprehensive Plan points out in many sections, Urban Level Growth should be directed into the areas served by central sewer and water. Accordingly, the Plan supports this Map Amendment based on the availability of utilities in this area.

As addressed below, the Shepherdstown Wastewater Treatment Plant has just undergone a tremendous quantity expansion and quality renovation.

**D. Change of Neighborhood**

It is important to point out that the Zoning Ordinance requires a discussion of the changes in an area since the original Zoning Ordinance was adopted in 1988. Some of these neighborhood changes are recent and others were completed years ago.

The neighborhood has undergone significant changes since the zoning ordinance was adopted. In 1988, the Shepherdstown Wastewater Treatment Plant was nearing capacity and that is probably one of the reasons that more land wasn't zoned for residential or commercial uses at that time. That Shepherdstown Treatment Facility has recently completed a major upgrade and can now support additional growth. Another huge change in the neighborhood very specific to the subject property is that the Route 45 Connector Road (Potomac Farms Drive) bisected the property in 2000/2001. The subject 3.56 acre portion of the property is on the northwest corner (Shepherdstown) side of Potomac Farms Drive's intersection with Route 480.

This property is referred to as one of the properties on 'either side of Potomac Farms Drive' which is slated for development in the Plan. This change will be further discussed in the Change of Transportation Characteristics' part of the petition. Finally, the neighborhood has added a considerable number of residential units in several subdivisions including Maddex, Kensington, Tollhouse Woods and Colonial Hills. Along with this residential growth, other commercial areas have also developed since 1988, leaving a deficit of available commercial land in and around the growth areas of the County.

The following are changes in the neighborhood that would specifically support the requested change from Residential Growth to the General Commercial District:

1. Availability of Public Utilities and Services:

Public Water and Sewer is now available in this neighborhood. Furthermore, the recent Wastewater Treatment Plan expansion has increased its capacity to sustain additional growth in the Growth Area Boundaries. The availability of the capacity is a change for this neighborhood since 1988. As stated earlier, one of the Comprehensive Plan's primary objectives is to funnel growth into areas already served by existing infrastructure such as sewer and water:

'This Plan recommends that new development will take place in areas where infrastructure exists and the extension of services to growth in outlying areas will occur in accordance with the goals and objectives of this Plan.' (Page 27)

The allowance of growth in this area because of both the sewer and water and location within the aforementioned UGB/GMA and PGA is also supported by Recommendation 5a found on Page 30:

**"Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, PGAs, or Villages where water and sewer services are available."** (Emphasis added)

In this case, any needed construction of these services on the property will be paid for by the owner. There would be no unreasonable costs to the community, since the additional utility customers would allow the Town to keep the rates stabilized.

Regarding schools, the property is already zoned for high density residential growth. Therefore, the map amendment will only provide for a lessened impact on the schools, since the addition of the commercial component would reduce the number of residential units permitted.

## 2. Growth in the Area:

Several large residential projects have been completely developed in this area that would benefit from the additional commercial growth that would be permitted with this map amendment. Four of these, Colonial Hills, Tollhouse Woods, Kensington Townhouses and Maddex Subdivision (near the northwest end of Potomac Farms Road), are residential developments that are approved with a considerable number of residential units. Colonial Hills has just started to develop units again and expect substantial growth in the next couple of years. While the Maddex development has a small amount of commercial services available to the residents in the Maddex Subdivision, Colonial Hills, Tollhouse Woods and Kensington Townhouses are approved mostly as residential developments. As these subdivisions build out, they will most certainly need nearby commercial services available to their residents. Due to the limited area of Shepherdstown and the traffic congestion and parking problems within the town, it is imperative that some commercial services be made available to the residents outside of town. Otherwise, the town will only be surrounded by residential development. Furthermore, these new commercial services should not have a negative impact on the businesses within the Central Business District of Shepherdstown, because of the unique collection of eclectic shops that are already in town. As exhibited in other growth areas around small historic town centers, these types of shops continue to be utilized by both residents and tourists.

The other significant development in the area that was built after the zoning ordinance was adopted is the Clarion Conference Hotel and National Training Center. This hotel and conference center hosts many guests and conferences and provides other governmental office space. The people attending these functions will also be able to utilize the commercial services on this property. A participant at the facility would have the ability to walk to both this property and downtown Shepherdstown for commercial services.

The primary area that is zoned for commercial uses in the Shepherdstown Growth area has mostly been developed. The original zoning map only allowed for limited areas for commercial development in the Shepherdstown Growth Area. These areas were zoned for the Mixed-Use District. Most of that commercial area was the Maddex Farm area that is now almost entirely developed for commercial uses. Therefore, it is vital to change some of the residential land into the general commercial district. Otherwise, commercial growth in the Shepherdstown Growth Area will not be able to meet the demands of the residential properties in that growth area. This map amendment is a perfect opportunity to take some property slated for residential use and allow it to develop commercially. It will also provide for some limited commercial development in the area to serve the residential developments in the area.

Most recently, the changes in neighborhood include the conversion of the old service station (just two properties north of the subject property) to a commercial operation called Sustainable Solutions. Also, the rezoning of the former Henry's Restaurant was approved for a mixed used development of commercial and residential uses. The concept plan for that property was recently approved by the County.

Finally, the owner of this property also owns Christian Caine, a Jewelry Designer in Jefferson County for the past 25 years. They are currently located in the Maddex Square Shopping Center and are strongly considering a move to this property if the map amendment is approved. If the business does not move, similar types of limited uses are contemplated for this site that will be subject to setbacks and buffering requirements.

**E. Change of Transportation Characteristics:**

Please note that this property is already zoned Residential Growth. As such, there should be little significant difference in traffic from this property if it is rezoned to General Commercial. As a matter of fact, it should provide for less traffic than if this property developed into a permitted apartment complex. Additionally, a small-scale commercial and/or office center would have a more favorable outcome regarding traffic since some of the local residents could utilize the commercial services available if the property is rezoned. The major change to this area from a transportation standpoint was when Potomac Farms Drive (Alternate Route 45) was constructed through the Applicant's property. The State left an area for an entrance into the Applicant's property. This would allow the property to develop into a commercial operation using the road and will still obtain DOH approval for any of the entrances onto the State roads. The size and shape of the property should provide an opportunity to plan a small neighborhood commercial and/or office center that can serve the area. The construction of the connector route was to provide for alternative traffic patterns to alleviate congestion within Shepherdstown. A small commercial center on this property will accomplish that goal.

The addition of this connector road (functionally a bypass), along with the expanded entrance into the western campus of Shepherd University, has considerably changed the transportation characteristics of the expanded neighborhood. These two improvements have allowed traffic to bypass Shepherdstown to keep pass through traffic away from the more congested areas of town. The addition of commercial services in the western and southwestern areas of Shepherdstown should further reduce commercial traffic in the downtown area of Shepherdstown, without negatively affecting the unique collection of shops in town.

business enhancement in Jefferson County; and, the changes in the neighborhood from when the original zoning ordinance was adopted, all support the requested map amendment. The requested rezoning will change this property's zoning designation from the Residential Growth District to the General Commercial District. Thank you for the Commission's consideration of the request.



\_\_\_\_\_  
Owner

*September 12, 2017*

\_\_\_\_\_  
Date

Christopher Rankin  
Rankin Properties, LLC



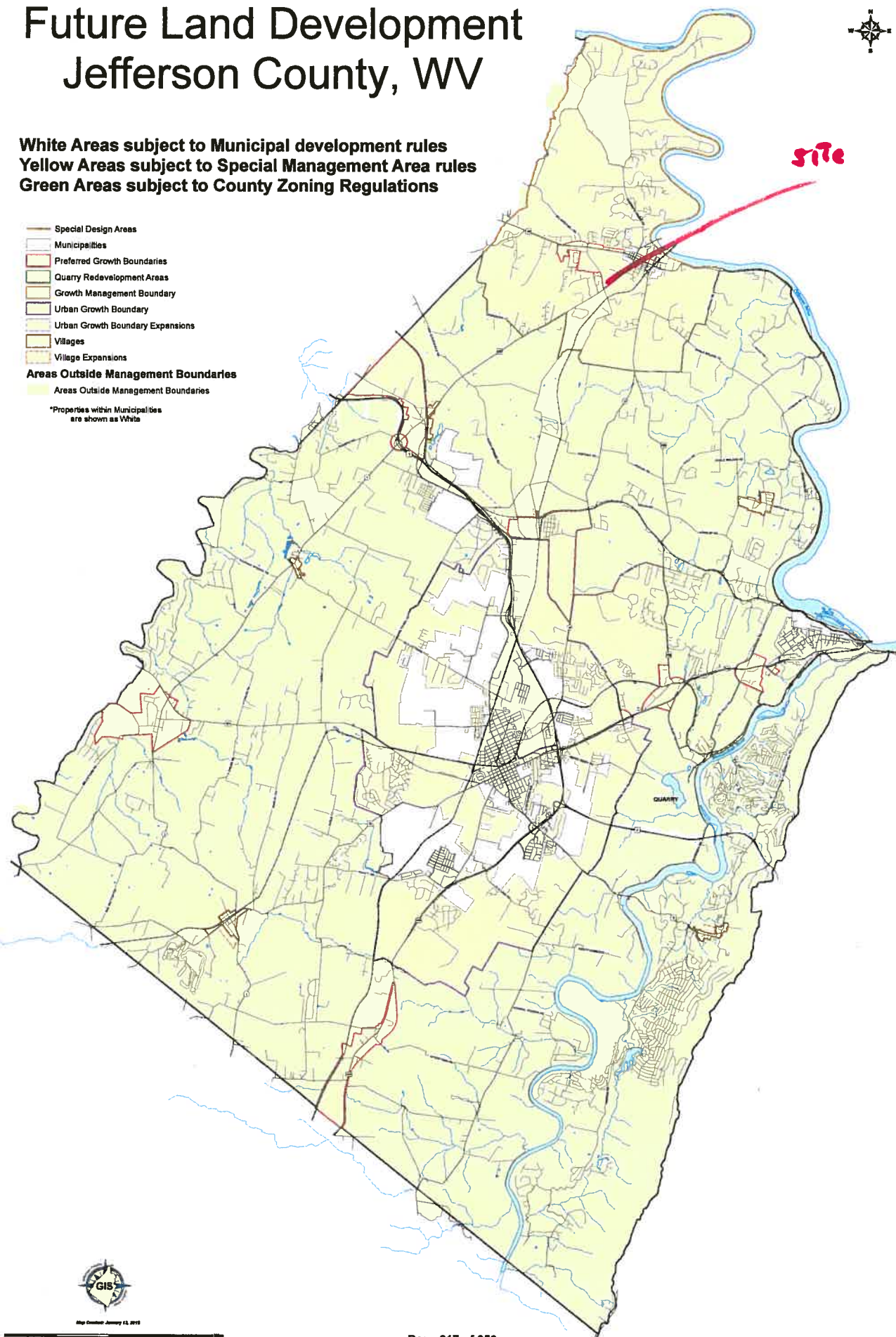
# Future Land Development Jefferson County, WV



**White Areas** subject to Municipal development rules  
**Yellow Areas** subject to Special Management Area rules  
**Green Areas** subject to County Zoning Regulations

- Special Design Areas
  - Municipalities
  - Preferred Growth Boundaries
  - Quarry Redevelopment Areas
  - Growth Management Boundary
  - Urban Growth Boundary
  - Urban Growth Boundary Expansions
  - Villages
  - Village Expansions
  - Areas Outside Management Boundaries**
  - Areas Outside Management Boundaries
- \*Properties within Municipalities are shown as White

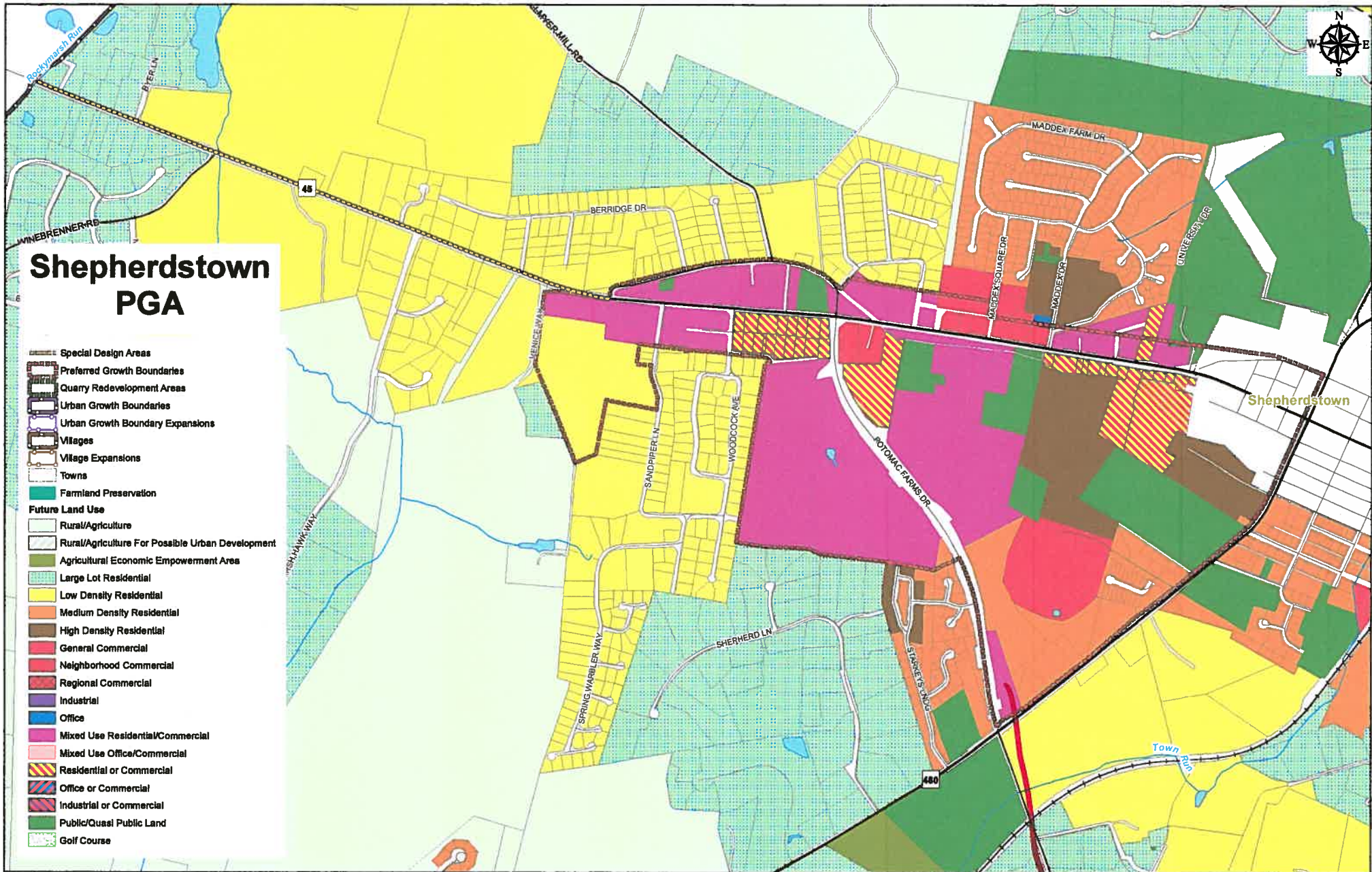
site



Map Created: January 13, 2015

# Shepherdstown PGA

-  Special Design Areas
-  Preferred Growth Boundaries
-  Quarry Redevelopment Areas
-  Urban Growth Boundaries
-  Urban Growth Boundary Expansions
-  Villages
-  Village Expansions
-  Towns
-  Farmland Preservation
- Future Land Use**
-  Rural/Agriculture
-  Rural/Agriculture For Possible Urban Development
-  Agricultural Economic Empowerment Area
-  Large Lot Residential
-  Low Density Residential
-  Medium Density Residential
-  High Density Residential
-  General Commercial
-  Neighborhood Commercial
-  Regional Commercial
-  Industrial
-  Office
-  Mixed Use Residential/Commercial
-  Mixed Use Office/Commercial
-  Residential or Commercial
-  Office or Commercial
-  Industrial or Commercial
-  Public/Quasi Public Land
-  Golf Course



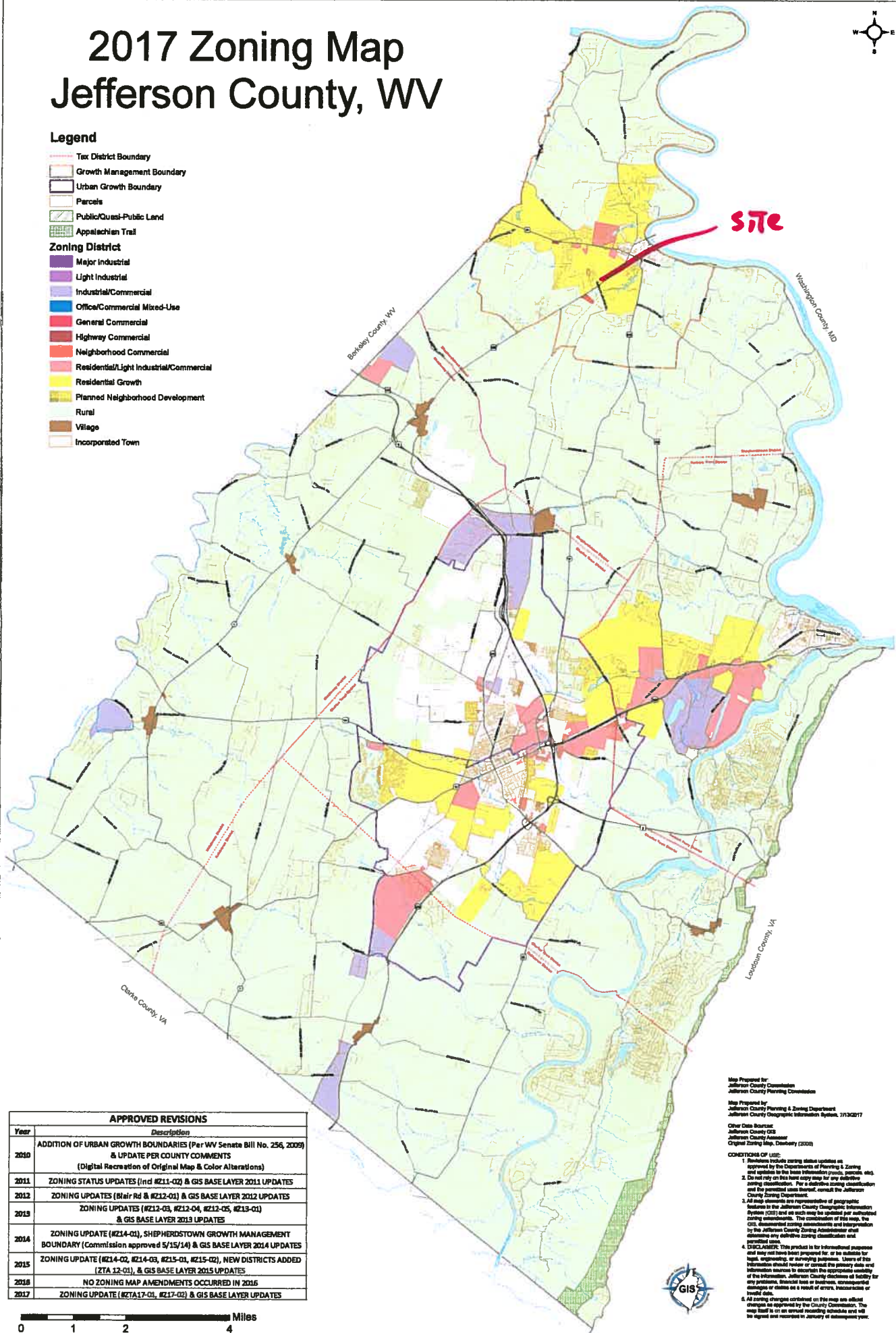
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# 2017 Zoning Map Jefferson County, WV



## Legend

- Tax District Boundary
  - Growth Management Boundary
  - Urban Growth Boundary
  - Parcels
  - Public/Quasi-Public Land
  - Appalachian Trail
- ### Zoning District
- Major Industrial
  - Light Industrial
  - Industrial/Commercial
  - Office/Commercial Mixed-Use
  - General Commercial
  - Highway Commercial
  - Neighborhood Commercial
  - Residential/Light Industrial/Commercial
  - Residential Growth
  - Planned Neighborhood Development
  - Rural
  - Village
  - Incorporated Town



| APPROVED REVISIONS |                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year               | Description                                                                                                                                                  |
| 2010               | ADDITION OF URBAN GROWTH BOUNDARIES (Per WV Senate Bill No. 256, 2009) & UPDATE PER COUNTY COMMENTS (Digital Recreation of Original Map & Color Alterations) |
| 2011               | ZONING STATUS UPDATES (incl #Z11-02) & GIS BASE LAYER 2011 UPDATES                                                                                           |
| 2012               | ZONING UPDATES (Blair Rd & #Z12-01) & GIS BASE LAYER 2012 UPDATES                                                                                            |
| 2013               | ZONING UPDATES (#Z13-03, #Z13-04, #Z13-05, #Z13-01) & GIS BASE LAYER 2013 UPDATES                                                                            |
| 2014               | ZONING UPDATE (#Z14-01), SHEPHERDSTOWN GROWTH MANAGEMENT BOUNDARY (Commission approved 5/15/14) & GIS BASE LAYER 2014 UPDATES                                |
| 2015               | ZONING UPDATE (#Z14-02, #Z14-03, #Z15-01, #Z15-02), NEW DISTRICTS ADDED (ZTA 12-01), & GIS BASE LAYER 2015 UPDATES                                           |
| 2016               | NO ZONING MAP AMENDMENTS OCCURRED IN 2016                                                                                                                    |
| 2017               | ZONING UPDATE (#Z17-01, #Z17-02) & GIS BASE LAYER UPDATES                                                                                                    |



Map Prepared for:  
Jefferson County Commission  
Jefferson County Planning Commission

Map Prepared by:  
Jefferson County Planning & Zoning Department  
Jefferson County Geographic Information System, 7/13/2017

Other Data Sources:  
Jefferson County GIS  
Jefferson County Assessor  
Original Zoning Map, December 2009

- CONDITIONS OF USE:**
1. Revisions include zoning status updates as approved by the Department of Planning & Zoning and updates to the base information (roads, parcels, etc). Do not rely on this hard copy map for any definitive zoning classification. For a definitive zoning classification and the permitted uses therein, consult the Jefferson County Zoning Department.
  2. All map elements are representation of geographic features in the Jefferson County Geographic Information System (GIS) and as such may be updated per authorized zoning amendments. The creation of this map, the GIS, associated zoning amendments and interpretation by the Jefferson County Zoning Administrator shall determine any definitive zoning classification and permitted uses.
  3. **DISCLAIMER:** This product is for informational purposes and may not have been prepared for, or is suitable for, legal, engineering, or surveying purposes. Users of this information should verify or consult the primary data and information sources to ascertain the appropriate usability of any particular. Jefferson County disclaims all liability for any particular. Electrical lines or features, unrecorded easements or claims as a result of errors, inaccuracies or outdated data.
  4. All zoning changes contained on this map are subject to change as approved by the County Commission. The map shall be on an annual recosting schedule and will be signed and reissued in January of subsequent year.





SHEPHERD LN

SWEARINGEN WAY

COMEGY DR

WEESE PT

FOLKS PT

POTOMAC FARMS DR

STARKS LANDING

BRANSON CIR

KEARNEYSVILLE PIKE

MORGAN GROVE RD

LOWE DR

HARTZELL DR



WEESEPT

COMEGY DR

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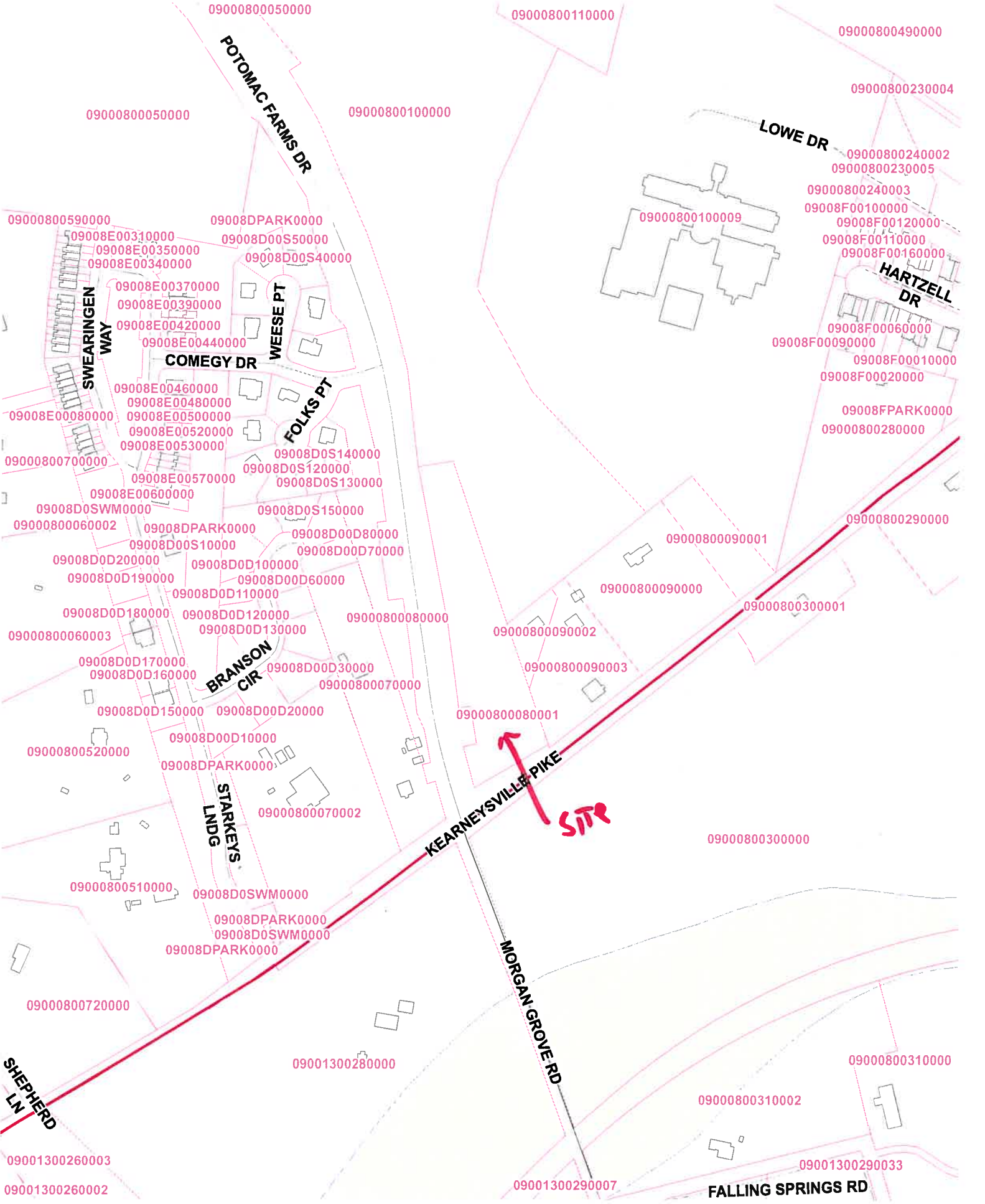
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POTOMAC FARMS DR

KEARNEYSVILLE PIKE

MORGAN GROVE RD

STARKEYS INDG



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MORGAN GROVE RD

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FALLING SPRINGS RD



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Eugene Abelow and Sarah Abelow**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): Request refund of permit fee - **Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request?  Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed?  Projector  Y/N [Click here to enter text.](#)  Internet/Wi Fi  Y/N [Click here to enter text.](#)  Telephone for conference call  Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)

Eugene and Sarah Abelow  
1495 Gardners Lane  
Shepherdstown, WV 25443  
Phone: 304-671-7026

Received

AUG 15 2017

August 6, 2017

Jefferson County Commission

Jefferson County Commission Office  
124 E. Washington Street  
P.O. Box 250  
Charles Town, WV 25414

Dear Mr. Peter Onoszko, President; Ms. Jane M. Tabb, Vice President; Ms. Patsy Noland, Commissioner; Josh Compton, Commissioner and Caleb Wayne Hudson, Commissioner.

I am requesting a refund of the permit fee I paid for Building Permit 17-152. I have decided not to build a house on Lot 3, located at Gardners Lane, Shepherdstown, WV. The lot is identified as: Lot number 3, Tax District: Shepherdstown, Tax Map number 17, Parcel number 9.

I am making this request because Judge Bridget Cohee issued an injunction which prevents me from building on Lot 3.

Thank you for your consideration and understanding.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eugene Abelow', with a long horizontal line extending to the right.

Eugene Abelow

Sarah Abelow

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Engineering, Building Permits & Inspections**

116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

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MEMORANDUM

TO: STEPHANIE GROVE, COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: SEPTEMBER 14, 2017

SUBJECT: EUGENE & SARAH ABELOW PERMIT FEE REFUND REQUEST  
PERMIT #17-152

The total permit fee paid for this building permit was \$463.20 paid on March 22, 2017. The staff reviewed the building plans and application for compliance with the 2015 International Residential Code and ordinances enforced through our office. It is our recommendation that the building permit fees not be refunded, however, staff does recommend the impact fee be refunded in the amount of \$6,347.00 which was paid on March 22, 2017 as well.

If you have any questions please let me know.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Annette Gavin

Department or Organization: Jefferson County CVB

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **Thurs. Sept. 21**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice: Thurs. Oct. 5

Subject (*Wording to be placed on agenda*): JCCVB requests Bill Polk and County Maintenance to help with the build out of the JCCVB expansion

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County CVB hired an architect and contractor to design and build the expansion on the visitors' center. The contractor will be responsible for the shell of the building and rough in and then county maintenance can work on the remainder as they can fit projects into their schedules. We have federal dollars invested and the CVB is committed to providing the funds for the short gap to complete the project. With the help of the county maintenance, I believe we can be more financially efficient in the build out of the welcome center. We will work together to create a better experience for the visitor as they arrive in our county at this beautiful gateway into our state.

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): The JCC approves Bill Polk to act as General Contractor for the build out of the Welcome Center in Harpers Ferry.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Annette Gavin

Email address: [Annette.gavin@jccvb.com](mailto:Annette.gavin@jccvb.com)

Phone Number: 304-279-3637

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Bill Polk

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Approval of Bid for Fire Escape Removal/Replacement

Please provide the County Commission with a description of your request or presentation, including any background information: The fire escape behind the Reining Building is currently closed. The structural engineer's report recommended closure of the fire escape until it could be removed and replaced. We advertised a Request for Bids twice each in two newspapers, posted the ad on the County's website and mailed the ad directly to 8 different steel contractors. A mandatory pre-bid meeting was held on September 7, 2017. We had two contractors present for the meeting. I am submitting to you my recommendation for bid approval.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to approve the bid for the removal and replacement of the fire escape behind the Reining Building.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? NO Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: [bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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**Fire Escape Removal/Replacement Pre-Bid Meeting**  
**September 7, 2017**  
**Sign In Sheet**  
(Please Print Neatly)

|                                                              |                                                 |                                                                    |  |
|--------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------|--|
| <b>Company Name:</b><br>Minghini's General Contractors, Inc. |                                                 | <b>Mailing Address:</b><br>51 Trumpet Ln.<br>Martinsburg, WV 25404 |  |
| <b>Representative Name:</b><br>Corey Jackson                 | <b>Email Address:</b><br>cjackson@minghinis.com | <b>Telephone Number:</b><br>304-263-9988                           |  |

|                                              |                                                      |                                                                    |  |
|----------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------|--|
| <b>Company Name:</b><br>Jefferson Welding    |                                                      | <b>Mailing Address:</b><br>400E North St<br>Charles Town WV, 25414 |  |
| <b>Representative Name:</b><br>Patrick Riley | <b>Email Address:</b><br>Priley@JeffersonWelding.com | <b>Telephone Number:</b><br>304-725-9040                           |  |

|                             |                       |                          |  |
|-----------------------------|-----------------------|--------------------------|--|
| <b>Company Name:</b>        |                       | <b>Mailing Address:</b>  |  |
| <b>Representative Name:</b> | <b>Email Address:</b> | <b>Telephone Number:</b> |  |

|                             |                       |                          |  |
|-----------------------------|-----------------------|--------------------------|--|
| <b>Company Name:</b>        |                       | <b>Mailing Address:</b>  |  |
| <b>Representative Name:</b> | <b>Email Address:</b> | <b>Telephone Number:</b> |  |

|                             |                       |                          |  |
|-----------------------------|-----------------------|--------------------------|--|
| <b>Company Name:</b>        |                       | <b>Mailing Address:</b>  |  |
| <b>Representative Name:</b> | <b>Email Address:</b> | <b>Telephone Number:</b> |  |

|                             |                       |                          |  |
|-----------------------------|-----------------------|--------------------------|--|
| <b>Company Name:</b>        |                       | <b>Mailing Address:</b>  |  |
| <b>Representative Name:</b> | <b>Email Address:</b> | <b>Telephone Number:</b> |  |

**Request for Bids**  
**County Commission of Jefferson County**  
**Fire Escape Removal/Replacement**

The County Commission of Jefferson County, West Virginia will be accepting sealed bids for the removal and replacement of the existing fire escape behind the Reininger Building located at 110 East Washington Street, Charles Town, WV.

A mandatory pre-bid meeting and walkthrough will be held on Thursday, September 7, 2017, at 10:00 a.m. Please meet in the parking lot behind the Reininger Building. Detailed specifications and information will be provided at this meeting.

Sealed bids must be received by Tuesday, September 19, 2017, at 10:00 a.m. Bids can be mailed or hand-delivered to the Jefferson County Maintenance Department, 128 Industrial Blvd, Kearneysville, WV 25430. Please mark clearly on the outside of your bid, "Sealed Fire Escape Bid."

All bidders must provide references. The successful bidder must provide proof of insurance, bonding and be in good standing with the State of West Virginia.

Please direct all questions and comments to the Jefferson County Maintenance Department at 128 Industrial Blvd, Kearneysville, WV 25430 or by calling 304-728-3355.

The County Commission of Jefferson County reserves the right to reject any and all bids in whole or in part.

**A.F. McCormick Structural Engineering**  
Suite 208, Historic Entler Hotel  
129 East German Street  
PO Box 3604  
Shepherdstown, WV 25443

August 4, 2017

Bill Polk  
Jefferson County Commission Maintenance  
128 Industrial Blvd.  
Kearneysville, WV 25430

Re: Structural Evaluation of Steel Stairs  
108 and 110 East Washington Street  
Martinsburg, WV

Dear Mr. Polk:

At your request, I visited the above-referenced buildings on August 3, 2017 to inspect and evaluate the exterior steel stairs serving the second floors at the rear. There was doubt regarding their safety, and a question if they could be repaired, or must be replaced.

One run of stairs provides access to a central landing from which stairs rise from each side to the respective buildings. The construction of the stairs consists of rolled steel channels and angles for landing framing and stringers, and diamond plate treads and walking surfaces. The center landing is hung from the brick masonry, and supported by two steel pipe columns. The other four landings are supported by cantilevered steel angle brackets, bolted through the brick masonry.

The original treads, which are severely rusted, had been overlaid with new diamond plate treads at some time, welded to the stringers. Most of the steel framing and the supporting posts are extremely rusted, with significant loss of material and holes in many locations. The worst visible damage is on the middle landing leading to the east building, where the framing and diamond plate walking surface have large voids.

The cantilevered angle brackets and bolts, as viewed below from the exterior, appear to be serviceable, though there could be hidden damage to the tops and backs of the angles, and to the bolts within the walls.

**The stairs are unsafe for use in their current condition.** Reinforcing or repair is not a feasible option due to the overall poor condition of the framing members. Removing the stairs and replacing them with wood-framed stairs and landings would require more supports which would interfere with exits and require foundation work.

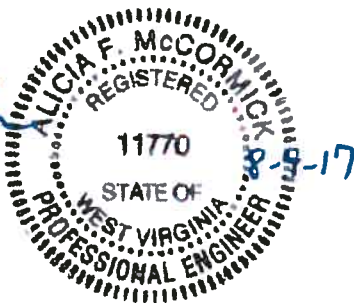
I recommend that the stairs be closed for use, and replaced with steel stairs of similar construction. As part of the new construction, the existing brackets and bolts, and support posts should be replaced, though re-using the existing holes in the masonry would be preferable to drilling new holes, especially close to those existing. The size and locations of the landings, and tread and riser dimensions appear to meet building code requirements, however, the addition of a concrete topping slab has decreased the first riser height. Before fabrication, the new design for the stairs and guards must be confirmed to meet the current International Building Code, including the 100 psf live load and 300 lb point load requirements for stairs.

If you have any questions regarding the above, please contact me.

Respectfully submitted,



Alicia F. McCormick, P.E.  
afmc/let17-073





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: September 21, 2017

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2019

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 21, 2017, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2019**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

**Resume for Dr. J. Michael Jacobs**

**Information relevant to Application as Parks and Recreation Commissioner**

**September 15, 2017**

**Contact Information:**

**1141 Steamboat Run Road**

**Shepherdstown, WV 25443**

**304-876-6196**

**Academic Degrees:**

**B.A. Bridgewater College 1967, Physical Education, Health, Safety, Drivers Education**

**M.S. James Madison University 1971, Education, Physical Education**

**Ed. D. West Virginia University 1996, Physical Education Teacher Education, Curriculum & Instruction, Educational Psychology**

**Professional Experience:**

**1967-71 Frederick County VA, Social Studies, Physical Education, Health, First Aid Grades 7-12**

**1971-2011 Shepherd University, Professor, Applied Kinesiology, Perceptual Motor Learning, Applied Anatomy and Physiology, Tests and Measurements**

**Coaching: Football, Track, Baseball, Golf**

**Athletic Director 1986-1993**

**President, National Association of Collegiate Directors of Athletics**

**Chairman, WVIAC Athletic Directors**

**Lobbied and took West Virginia Conference from NAIA to NCAA Division II**

**Design, Fund Raising and Building Experience at Shepherd University:**

**Softball Field, Baseball Field, Outdoor Volleyball Courts, Original Cross Country Course, Outdoor Basketball Courts, Construction and Procurement of Butcher Center for Athletics and Physical Education, Football Stadium Plan adopted for present structure.**

**Past member of Jefferson County Parks and Recreation Commission, Finance Committee 1995, Facilities Committee 1996.**

**WRNR Award Winning Football Broadcast Team (Football Color Commentator) Present**

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: September 21, 2017

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Sheriff's Civil Service Commission – one four year term ending September 29, 2021 – Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 21, 2017 or as soon thereafter as the Commission may decide:

**Sheriff's Civil Service Commission - one four-year term ending September 29, 2021.**

*W. Va. Code, §7-14-13. Civil Service Commission: "The persons appointed commissioners shall be qualified voters of the county for which they are appointed, and at least two of the commissioners shall be persons in full sympathy with the purposes of this article. Not more than two of the commissioners, at any one time, shall be members of the same political party."*

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

August 21, 2017

Jefferson County Commissioners  
P.O Box 250  
Charles Town, WV 25414

Commissioners,

You will find my resume for consideration for an appointment to serve on the Sheriff's Civil Service Commission (Enclosure 1). I have an extensive background in law enforcement and security with county and federal government agencies. My experience includes working level, supervisory and senior management positions with these agencies. My synopsis of experience is at Enclosure 2.


I have conducted law enforcement disciplinary investigations, presented my findings to review boards, arbitrators and, as a member of management, was appointed as a decision maker on disciplinary boards. These duties resulted from no adverse action taken to recommendations for separation from government service. I have written law enforcement job descriptions, Standard Operating Procedures and participated in committees that developed government- wide Federal rules and regulations.

I am familiar with working within human resources guidelines as it relates to selection, retention and dismissing law enforcement employees. I have also reviewed the qualifications of hundreds of employment applications, interviewed several hundred of these applicants for entry level law enforcement positions and functioned as the hiring official for numerous hires, both sworn and non-sworn. I have also reviewed candidate's qualifications for promotion to supervisory and management level positions. I have also functioned as the employment selection board chair and as the promotion authority.

I am familiar with the professional ethics that govern the conduct of law enforcement officers both on and off duty. I am also familiar with the restrictions imposed on law enforcement officers regarding their official duties and responsibility, including part time employment and political activity.

If you have additional questions or would like additional information, please contact me at 301-529-0887 (Cell) or 304-725-0078 (Home), or email me at BSAT220WILL@gmail.com.

Regards,

  
Willard L. Liston "Will"  
282 Rose Hill Drive  
Kearneysville, WV 25430

Enclosures:

1. Resume
2. Synopsis of Experience

Willard L. Liston  
282 Rose Hill Drive  
Kearneysville, WV 25430  
PO BOX 818  
Charles Town, WV 25414 (mail)  
Cell: 301-529-0887  
Home: 304-725-0078  
BSAT220WILL@GMAIL.COM

04/05 to 07/2010 (Retired) - Chief, Corporate Liaison Branch, Program Security Division, Office of Security (SIS), National Geospatial Intelligence Agency (NGA). I was responsible for managing both government and contract Security Officers located at several NGA mission critical sites in the United States and in foreign countries (CONUS/OCONUS), including a staff member assigned to the Executive Office of the President of the United States, as well as a CIA government Security Officer. I frequently meet with high-level managers in the intelligence, law enforcement and security communities to develop long-range plans and projections, including intelligence officers from other countries. I represented SIS as Chairman on joint inter-agency working groups with mission partners to address security issues at several mission critical sites. I also represented Security and Installation Operations Directorate (SI) on working groups with NGA's mission partners. I oversaw all aspects of NGA security at several non-core sites. I acted as a Subject Matter Expert on all facets of security and law enforcement, advising both SIS staff members and management officials at these sites. I oversaw the establishment and development of all aspects of NGA security operations at new host sites. I served on the NGA Law Enforcement Advisory Panel with input on all aspects of police operations, including policy development. I evaluated the performance of subordinate government and contract employees and served as a monitor for contract performance. I developed, negotiated and oversaw the implementation of Memorandums of Understandings, Standard Operating Procedures and business processes/procedures with our customers and mission partners for security operations at these sites. I was appointed as Acting Director, Program Security Division in the absence of the Director. In addition, I built a strong, hardworking team that focused on customer service, with the NGA mission as first priority.

Enclosure 1

07/02 to 04/05 - Health and Human Services (HHS); Office of the Secretary, Division of Real Property Policy and Management Programs, Washington, D.C. - As Departmental Physical Security Program Manager, I managed the Department's Physical security program and provided expert advice to the Assistant Secretary for Management, Deputy Assistant Secretary and HHS Operational Divisions (OPDIVS) security directors, on all facets of security policy and law enforcement issues. I conducted law enforcement business process management reviews, physical security audits and vulnerability assessments of HHS-owned, leased and delegated buildings, including Critical Infrastructure Protections Sites. I also monitored HHS compliance with the Department of Homeland Security, GSA and HHS security policies and procedures. I Co-chaired the Departmental Security Council and coordinated monthly meetings with the members. I reviewed and analyzed HHS OPDIV's security procedures. I planned, developed, administered and evaluated Department-wide physical security programs, including departmental access control, contract security, emergency preparedness and loss prevention. I developed physical security program documents, including policies, directives, manuals, and budget proposals. I represented HHS on interagency work groups, committees and task forces, including the Interagency Security Committee and the Federal Identity Credentialing Committee. I addressed all security related issues and concerns that came to the attention of the Office of the Secretary.

01/00 to 07/02 - National Institutes of Health (NIH); Division of Public Safety (DPS); Bethesda, MD - Chief, Crime Prevention Branch, I served as a recognized expert in the field of crime prevention, access control, law enforcement and physical security. I implemented and managed security systems to protect 23,000 federal employees, patients and visitors in over 100 buildings. I managed over 200 employees in the Security Section, Employee Transportation Services Office, Emergency 9-1-1 Communications Section and Locksmith Section. I directed and had approval authority for crime prevention programs for all components of NIH. I coordinated the Disaster Recovery Continuity of Operation Plan (COOP). I assisted with the development of plans to build a Sensitive Compartmented Information Facility (SCIF) at NIH. I managed security infraction investigations and recommended corrective procedures. I authored and implemented numerous physical security policies and procedures. I managed employees responsible for handling and distributing classified materials. I was responsible for directing annual inspections of high security biomedical

research areas on and off the Bethesda campus. I analyzed complex security processes and procedures and implemented findings. I gave oral presentations at briefings and seminars to staff and senior officials. I assisted with the development and Presentation of the Division's annual budget request to approving authorities. I implemented the 1995 Department of Justice (DoJ) Vulnerability Assessment of Federal Facilities Standards, and HHS Security directives, policies and procedures. I analyzed and interpreted security policies, including federal and state law, HHS, DoJ, and NIH security procedures, and Presidential Directives. I served as a major communications link between DPS and the NIH Research Community.

06/95 to 01/2000 - NIH; Division of Public Safety (DPS); Bethesda, MD - Acting Chief, Police Branch, Police Captain, Police Lieutenant, Management Analyst for the Director, DPS, I participated in the development and direction of all law enforcement, security and fire safety programs within the Division. I directed and/or managed all criminal investigations, including law enforcement misconduct cases that occurred while I served in this position. I commanded seventy government employees, including police officers, emergency service dispatchers and non-sworn staff members. I advised the Director, DPS regarding the vital functions of the Division. I acted as representative and advisor for the Director, DPS on committees and task groups. I managed and coordinated special projects assigned by the Director, DPS. I was the chief negotiator for the government on binding labor agreements, labor arbitrations and security contracts while in this position.

1/67 to 1/95 - Montgomery County Department of Police; Rockville, MD; Retired after 28 years of law enforcement service. Supervisory/management duties: My assignments included: Staff Officer to Chief, Investigation Services Bureau, Communications Division, SWAT Supervisor, Uniform Patrol Shift Commander, Vice and Intelligence Commander, Narcotics Commander, Traffic and Special Assignment Team Commander.

I was born in Preston County, WV.

Graduated - Montgomery Blair High School, Silver Spring, MD

08/63 to 08/66 United States Navy - Honorable discharge - Vietnam Service

Graduated - Bachelor's Degree, Criminology-Law Enforcement,  
University of Maryland

Attended senior level supervisory/management training classes  
and seminars during my federal and county service.

Received numerous Letters of Accommodation, Special Act, Merit  
and monetary awards from Montgomery County Police, FBI and from  
my Federal Government Service.

## Synopsis of Experience

- Twenty-eight years with Montgomery County Department of Police; Rockville, Maryland, with various supervisory and management assignments:
  - Commanded Patrol units
  - Commanded Vice and Intelligence
  - Commanded Narcotics Section
  - Commanded Traffic Section
  - Commanded Special Assignment Team
  - Assistance to the Chief, Investigation Services Bureau
  - Communications Section
  
- Eighteen years as a Federal Employee, which included senior management positions:
  - Federal Law Enforcement
  - Intelligence Community Service
  - Senior management positions with the National Institutes of Health, Police Branch
  - Senior Management positions with National Institutes of Health, Division of Public Safety
  - Senior Management position with the Department of Health and Human Services where I coordinated security functions nationwide
  - Senior Management positions with National Geospatial Intelligence Agency where I managed security officers and security programs. These responsibilities included managing security officers assigned to the Office of the President of the United States and employees located in the United States and in foreign countries.
  
- Armed Services Veteran - Vietnam Service

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name:

Department or Organization: **Jefferson County Parks and Recreation Commission**

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice: **9/21/17**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Letter of support for festival at Sam Michaels Park.

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Parks and Recreation Commission is proposing a new festival designed to serve as an annual fund-raiser for the department and an economic driver for Jefferson County. All proceeds from the event will benefit Jefferson County Parks and Recreation in providing facilities and activities for citizens.

Is this a funding request? Y/N **NO**

If so, how much? \$ n/A

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Jefferson County Commission, as the governing body of the county wherein the festival is to be conducted, agrees to provide a letter of endorsement for the festival to be held at Sam Michaels Park on June Saturday, June 17, 2018 as required by the WVABC License Application.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**



State of West Virginia  
Department of Revenue  
Alcohol Beverage Control Administration  
900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
Charleston, WV 25302

**INSTRUCTIONS FOR COMPLETING LICENSE APPLICATION PACKET**  
**SPECIAL EVENTS, FAIRS AND FESTIVALS**

PLEASE READ ALL INSTRUCTIONS CAREFULLY. ALL QUESTIONS ARE TO BE ANSWERED IN FULL. APPLICANT'S ACCURACY AND THOROUGHNESS IN COMPLETING THE APPLICATION FORM WILL ASSIST THIS OFFICE IN PROCESSING THE APPLICATION AND PREVENT UNNECESSARY DELAYS.

**APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO THE DATE OF THE EVENT**

**APPLICANTS MUST TYPE OR PRINT (IN INK) ALL ANSWERS ON ALL FORMS**

Please find enclosed:

1. Application for Special Events Fair and Festival License (ABCA-192SF&F)
2. Release of Information & Waiver of Confidentiality of Records (ABCA-Lic.RIWCR.2)
3. Nonintoxicating Beer Bond (ABCA-194)
4. Floor Plan (ABCA-Lic.FP.3)

**INSTRUCTIONS**

All questions and/or descriptions must be answered. The application must be signed and notarized. If any question/description cannot be completed in the available space on the application, please submit additional pages as needed. Be sure to indicate on the additional pages which question applicant is answering (print Entity and DBA Name on the additional pages).

Applications must be completed correctly and all necessary paperwork included when mailed to the ABCA. Failure to do so will result in the application being delayed and/or returned to the applicant for the necessary corrections.

Applicant must indicate whether Beer and/or Wine will be sold at the event. (See box at the top right on the first page of the application form - ABCA-192SF&F)

Applicant is required to notify, in writing, all distributors in the area where the fair, festival, or special event will occur in order that all distributors are provided the opportunity to participate. A list of all licensed distributors is provided with the application packet.

LICENSE FEES - License fees must be paid by Certified Check, Cashier's Check, or Money Order. Personal checks, business checks, or cash will not be accepted. Make checks payable to the West Virginia ABCA.

LIVE SCAN FINGERPRINTING – All applicants must complete a Live Scan Fingerprint in order to obtain a valid license. L-1 Identity Solutions/Morpho Trust will provide fingerprinting services for all WVABCA license applications. Appointments are preferred and may be made by calling L-1 at 855-766-7746 or online at L1enrollment.com. The charge for the fingerprinting and background check is \$45.35. The WVABCA does not pay this fee. Applicants will be required to pay this fee directly to L-1 Identity Solutions/Morpho Trust. When completing the application, please have the fingerprint result report forwarded to: WVABCA, Attention: Licensing Division, 900 Pennsylvania Avenue, 4<sup>th</sup> Floor, Charleston, WV 25302. Fingerprint result reports MUST be sent to the WVABCA directly from L-1. NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.

BONDS – Applicants must have a \$1,000.00 Nonintoxicating Beer Bond completed on the form provided by the ABCA.

HEALTH PERMIT – Applicants must provide a copy of a valid Health Permit issued in applicant's name. (If Association, Limited Liability Company or Corporation, the health permit must be issued in the business entity name.)

LOCATION – The applicant must provide a map/drawing/floor plan of the area in which alcoholic beverages are to be served at the fair or festival.

SPONSORSHIP – The fair or festival must be sponsored or endorsed by the governing body of either the municipality or of the county wherein the fair or festival is to be conducted. The applicant must provide a letter from the aforementioned stating the dates the event has been approved to be held.

**INSTRUCTIONS FOR SIGNING:**

- a. If an individual, by the owner
- b. If a partnership, by each member of the partnership
- c. If an association, by each member of the governing board
- d. If a corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed)
- e. If a limited liability company, by all members
- f. Manager(s) must sign

**ALL AREAS WHERE ALCOHOLIC BEVERAGES WILL BE SOLD MUST BE LICENSED.**

**MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:**

West Virginia Alcohol Beverage Control Administration  
ATTN: Licensing Division  
900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
Charleston, WV 25302

**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE CALL THE ADMINISTRATION AT 1-800-642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION.**

CHECKLIST OF FORMS/PAPERS TO RETURN TO THE WVABCA, LICENSING DIVISION:

- Application Form
- Waiver
- License fee(s)
- Nonintoxicating Beer Bond, if Applicable
- Copy of Health Permit
- Map/Drawing/Floor Plan of the Area to be Licensed
- Municipality or County Letter of Sponsorship or Endorsement

**WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION**

**APPLICATION FOR SPECIAL EVENTS  
FAIR AND FESTIVAL LICENSE  
Consumption "On Premise"  
CLASS A**

|                                    |              |
|------------------------------------|--------------|
| <b>SPECIAL EVENTS</b>              |              |
| <input type="checkbox"/> BEER..... | <b>\$250</b> |
| <input type="checkbox"/> WINE..... | <b>\$250</b> |

County: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

1. Name of Event: \_\_\_\_\_

2. Name of Applicant(s): \_\_\_\_\_

3. Applicant's Mailing Address:

\_\_\_\_\_ (Street/Route) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

4. Applicant's Telephone Number:(\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_ Other:(\_\_\_\_) \_\_\_\_\_

5. Email address: \_\_\_\_\_

6. Description of the location of the event (street, reference landmark, etc.): \_\_\_\_\_

7. Dates of event (month /day/year) Start: \_\_\_\_\_ End: \_\_\_\_\_  
(Event cannot exceed ten (10) days)

Operation days and times must be listed below (if all times are the same as the first day write same on following lines)

|  |  |
|--|--|
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|  |  |
|  |  |

8. Supply the Following Information About Owner(s) and/or Officer(s) and Manager(s):

US Citizen\*

|       |                               |                                   |                         |                     |       |
|-------|-------------------------------|-----------------------------------|-------------------------|---------------------|-------|
| Title | Name                          | Residence Address                 | % ownership             | Yrs. Resident of WV | Y / N |
|       | _____<br>/ /<br>Date of Birth | _____<br>- -<br>Social Security # | ( )<br>Telephone Number |                     |       |
|       |                               |                                   |                         |                     |       |
| Title | Name                          | Residence Address                 | % ownership             | Yrs. Resident of WV | Y / N |
|       | _____<br>/ /<br>Date of Birth | _____<br>- -<br>Social Security # | ( )<br>Telephone Number |                     |       |
|       |                               |                                   |                         |                     |       |
| Title | Name                          | Residence Address                 | % ownership             | Yrs. Resident of WV | Y / N |
|       | _____<br>/ /<br>Date of Birth | _____<br>- -<br>Social Security # | ( )<br>Telephone Number |                     |       |
|       |                               |                                   |                         |                     |       |
| Title | Name                          | Residence Address                 | % ownership             | Yrs. Resident of WV | Y / N |
|       | _____<br>/ /<br>Date of Birth | _____<br>- -<br>Social Security # | ( )<br>Telephone Number |                     |       |

\*IF A NATURALIZED US CITIZEN, PLEASE ATTACH A WRITTEN EXPLANATION OF WHEN AND WHERE NATURALIZED.

9. CRIMINAL HISTORY-THE FOLLOWING IS A RECORD OF **ALL CONVICTED ARRESTS** OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS. ALL APPLICANTS WILL BE CHECKED THROUGH THE SECURITY DIVISION AT THE WV LOTTERY. ATTACH ADDITIONAL PAGES IF NECESSARY. **IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD "NONE"**.

| NAME | DATE OF ARREST | CHARGE | DISPOSITION OF ARREST | LOCATION OF COURT (COUNTY & STATE) |
|------|----------------|--------|-----------------------|------------------------------------|
|      |                |        |                       |                                    |
|      |                |        |                       |                                    |
|      |                |        |                       |                                    |
|      |                |        |                       |                                    |
|      |                |        |                       |                                    |

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of West Virginia Code §§ Chapter 11, Article 16 et seq., and Chapter 60, Articles 1 through 8 et seq., and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Alcohol Beverage Control Administration. I or we certify under penalty of law and disqualification of licensure that all statements are true and complete. I or we release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information.

The undersigned hereby verify that we are all officers and all members of the board of directors on the application and that the statements and answers made in the foregoing application are true and the said writing is the act and deed of said Corporation, Limited Liability Company, Association, Individual, Partnership, Limited Partnership. **PRESIDENT, INDIVIDUAL, OR CONTROLLING MEMBER(S) SIGNATURES MUST BE NOTARIZED! MUST MATCH OFFICERS LISTED WITH THE SECRETARY OF STATE. MANAGERS MUST ALSO SIGN.**

PRINT CLEARLY/WITTEN SIGNATURES REQUIRED

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

State of West Virginia, \_\_\_\_\_ County, To-Wit:

\_\_\_\_\_, Being first duly sworn

according to law, deposes and says that he/she is \_\_\_\_\_ of the  
President, Individual, or controlling Member(s)

\_\_\_\_\_, authorized by law to do business in the State of West Virginia, and that the  
Business Entity

statements and answers made in the foregoing application are true and acknowledged the said writing to be the act and deed of said corporation.

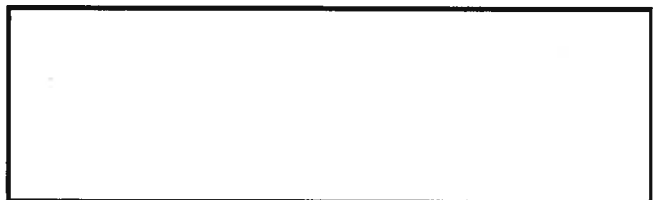
(Applicant Signature) \_\_\_\_\_

STATE OF WEST VIRGINIA,  
COUNTY OF \_\_\_\_\_, to wit:

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_



SEAL OF NOTARY

Applicant/Entity Name: \_\_\_\_\_

Doing Business As (DBA) Name: \_\_\_\_\_

**WEST VIRGINIA**  
**ALCOHOL BEVERAGE CONTROL ADMINISTRATION**

**RELEASE OF INFORMATION AND WAIVER OF**  
**CONFIDENTIALITY OF RECORDS**

I or we, having made application with the West Virginia Alcohol Beverage Control Administration for issuance of a license to sell alcoholic beverages within the State of West Virginia, hereby waive the benefit of any municipal, county, state, or federal statute, rule, ordinance, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to residency, business location, business activities, education and/or training, employment, criminal history, civil litigation, or law enforcement investigation.

I or we, hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the West Virginia Alcohol Beverage Control Administration, or their agents or representatives, any information contained therein and to permit them to inspect and make copies of such records and documents.

I or we, hereby authorize the West Virginia Alcohol Beverage Control Administration to disclose any information pertaining to the licensure to any municipal, county, state, federal or private agency or organization that has any interest in the licensing of said applicant.

I or we, hereby release the West Virginia Alcohol Beverage Control Administration, their agents and representatives, and any agency, organization, or person furnishing information from all liability arising out of any investigation concerning the applicant. I or we further agree that a copy of this Release and Waiver shall function as an original.

I or we acknowledge that by affixing a signature(s) below gives this document full force, and upon this date all aforementioned information may be received and shared as prescribed.

| <b>Name: Must include owner's, officer's, member's and manager's printed and written signature(s).</b> | <b>Title</b> | <b>Date</b> |
|--------------------------------------------------------------------------------------------------------|--------------|-------------|
|                                                                                                        |              |             |
|                                                                                                        |              |             |
|                                                                                                        |              |             |
|                                                                                                        |              |             |
|                                                                                                        |              |             |
|                                                                                                        |              |             |
|                                                                                                        |              |             |

### NONINTOXICATING BEER BOND

#### THIS BOND MAY BE USED BY AN INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That (I) (we), \_\_\_\_\_ being \_\_\_\_\_ / \_\_\_\_\_  
If individual or partnership insert name of people Corporation or association insert name of corporation or association An Individual, Partnership, Corporation, or Association (County)

doing business under the name of \_\_\_\_\_ / \_\_\_\_\_  
(Mailing Address) (City)

West Virginia, as principal, and \_\_\_\_\_ a corporation authorized  
(Name of corporate surety)

to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of One Thousand Dollars (\$1,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of: Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, a CLASS A RETAIL DEALER'S LICENSE to sell nonintoxicating beer on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner, with respect to the distribution, sale and dispensing of nonintoxicating beer, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said articles and regulations are hereby made a part of this bond.

#### INDIVIDUAL OR PARTNERSHIP APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the said principal(s) (has) (have) hereunto set (his) (their) hand and seal(s), and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent there unto duly authorized, and this bond is to be effective from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to the 30th day of June, \_\_\_\_\_, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_,

(All Partners Must Sign As Principal)

Surety: \_\_\_\_\_ Principal: \_\_\_\_\_ (Seal)

Address: \_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)

By: \_\_\_\_\_ Title \_\_\_\_\_ (Seal)

(SURETY CORPORATE SEAL)

#### CORPORATE OR ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the (said corporate principal) (said association principal) and the said surety have caused their respective names to be signed hereto and their respective seals to be hereunto affixed by their respective officials or agents thereunto authorized, and this bond is to be effective from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to the 30th day of June \_\_\_\_\_, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_,

Surety: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_ (Seal)

Its: \_\_\_\_\_ (Title)

(SURETY CORPORATE SEAL)

#### INSTRUCTIONS FOR SIGNING

If Association or Fraternal Club has two owners, all must sign bond as Association

principals. If ownership involves more than two persons, one officer or (owner) can be

empowered to sign on behalf of Association. Corporation must be signed by President

or Vice-President. If any other officer signs, attach corporate resolution or Power of Attorney permitting him to bind corporation.

Association \_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)

Principals: \_\_\_\_\_ (Seal)

Corporate Name: \_\_\_\_\_

By: \_\_\_\_\_ (Seal)

Its: \_\_\_\_\_ Title

|                       |
|-----------------------|
| Resident Agent: _____ |
| Address: _____        |
| Phone No: _____       |

Note: No. 1 -To be completed by Notary Public for an Individual or Partnership.  
No. 2 -To be completed by Notary Public for a Corporation or an Association.  
No. 3 -To be completed by Notary Public for Bonding Company Signature.

Power of Attorney should be attached and dated, notarized same day as issuance of bond.

### NO. 1 - INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, whose name(s) (is) (are) signed to the writing above or hereto annexed, bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day acknowledged the same before me in my said county.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

### NO. 2- CORPORATION OR ASSOCIATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, who signed the writing above, or hereto annexed, for \_\_\_\_\_, (a corporation) (an association), bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said (corporation) (association).

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

### NO. 3-BONDING COMPANY - CORPORATE ACKNOWLEDGMENT (For Individual Signing For Surety)

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the county and state aforesaid, do hereby certify that \_\_\_\_\_, who signed to the writing above, or hereto annexed for \_\_\_\_\_, a corporation, bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

# West Virginia Alcohol Beverage Control Administration Floor Plan

License period: \_\_\_\_\_ - \_\_\_\_\_

Applicant Entity Name: \_\_\_\_\_

Doing Business As (DBA) Name: \_\_\_\_\_

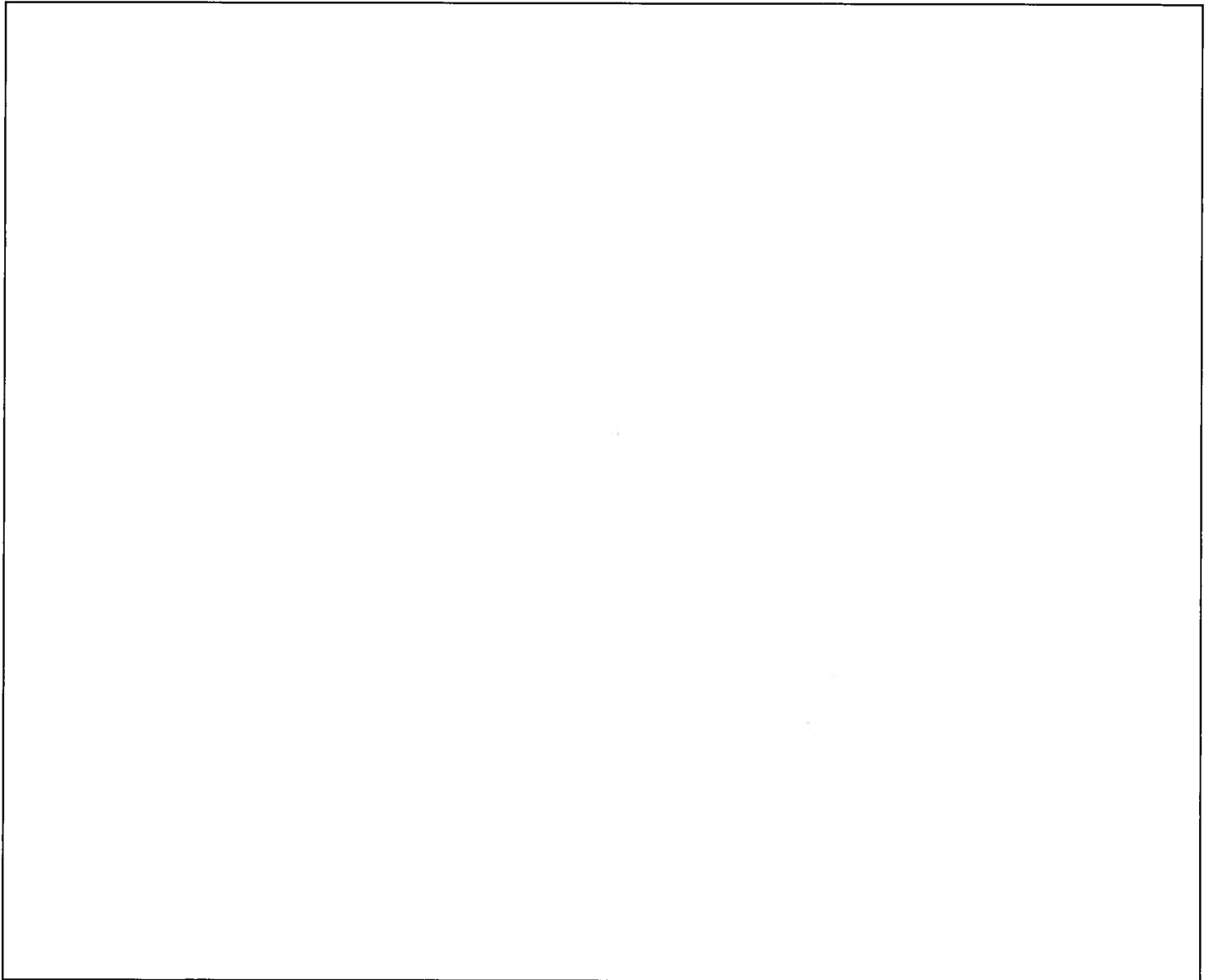
County: \_\_\_\_\_

Floor plan **must** include **all areas under the control or lease of the applicant** where alcohol is to be stored, sold or consumed. All areas under control or lease of the licensee must be licensed.

Submit (1) copy to ABCA.

(Give Dimensions)

Keep (1) copy at licensed premises.



\*If there are attached drawings please check: \_\_\_\_\_ (additional drawings must be signed).  
\*Complete information on reverse side of form.





STATE OF WEST VIRGINIA  
DEPARTMENT OF REVENUE  
ALCOHOL BEVERAGE CONTROL ADMINISTRATION

900 Pennsylvania Ave., 4<sup>th</sup> Floor  
Charleston, West Virginia 25302

JIM JUSTICE  
GOVERNOR

FREDRIC L. WOOTON  
COMMISSIONER

DAVE HARDY  
CABINET SECRETARY

MEMORANDUM

TO: Class "S" Licensee  
FROM: West Virginia Alcohol Beverage Control Administration  
RE: **Notification to Distributors and Resident Brewers who can act as their own distributor with regards to a Special Event (Class S License).**

Enclosed is the West Virginia Alcohol Beverage Control Administration Special Event License Application. Included with the application is a list of West Virginia Licensed Beer Distributors and Resident Brewers. Per 176 CSR1, Section 3.11.a (below) it is required that Special Event License holders notify those in the area of the event and they must be given the opportunity to participate. Distributors and Resident Brewers may not serve product at the event. Participation in the event may not be contingent upon sponsorship.

Title 176, Series 1

Section 3.11. Class S License.

"3.11.a. An applicant shall submit the application, as provided by the Commissioner, for a Class S license to the Commissioner at least thirty (30) days before the first day upon which nonintoxicating beer is to be sold at a fair or festival or other special event approved by the Commissioner. Any time a Class S license is obtained, the licensee is required to notify in writing all distributors in the area where the fair, festival or special event will occur in order that all distributors are provided the opportunity to participate."

Should you require additional information or further assistance concerning this matter, you may contact this office 304-356-5500.

## WEST VIRGINIA NONINTOXICATING BEER DISTRIBUTOR LIST

The American Beer Company (two locations)

1665 Smoot Road,

Smoot, WV 24977

(304)392-6311

[jrunyon@americanbeerwv.com](mailto:jrunyon@americanbeerwv.com)

[dford@americanbeerwv.gov](mailto:dford@americanbeerwv.gov)

Atomic Distributing

435 Seventh Ave.

Huntington, WV 25701

(304)523-7866

[vphipps@atomicdist.com](mailto:vphipps@atomicdist.com)

[rphipps@atomicdist.com](mailto:rphipps@atomicdist.com)

Beverage Distributors

PO Box 866

Clarksburg, WV 26301

(304)624-4261

[bevdist@beveragewv.com](mailto:bevdist@beveragewv.com)

Blue Ridge Beverage

PO Box 864

Morgantown, WV 26507-9864

(304)292-1130

[bluerdg@comcast.net](mailto:bluerdg@comcast.net)

Capitol Beverage Company (two locations)

60 Pilsner Place

Charleston, WV 25312

(304)720-1425

[jjwaugh@capitolbev.com](mailto:jjwaugh@capitolbev.com)

Carenbauer Distributing Company

1900 Jacob Street

Wheeling, WV 26003

(304)232-3000

[ccarenbauer@verizon.net](mailto:ccarenbauer@verizon.net)

Elkins Distributing Company  
PO Box B550  
Elkins, WV 26241  
(304)636-3643  
[crystal@elkinsdistributing.com](mailto:crystal@elkinsdistributing.com)

Galaxy Distributing (two locations)  
3255 Route 60 East  
Ona, WV 25545  
(304)955-4800  
[info@galaxywv.com](mailto:info@galaxywv.com)

J.C. Mensore  
134 North Bridge Street  
New Martinsville, WV 26155  
(304)455-1890  
[wsl54761@suddenlinkmail.com](mailto:wsl54761@suddenlinkmail.com)

Jefferson Distributing  
PO Box 1185  
Martinsburg, WV 25402  
(304)263-3841  
[richr@jeffdist.com](mailto:richr@jeffdist.com)

Jo's Globe  
1151 Greenbag Road  
Morgantown, WV 26508  
(304)292-3161  
[mike.marrara@josglobe.com](mailto:mike.marrara@josglobe.com)

Martin Distributing  
528 W. Race Street  
Martinsburg, WV 25402  
(304)267-4142  
[cmartin@martindist.com](mailto:cmartin@martindist.com)

McCann Distributing  
42<sup>nd</sup> & Jacob Street  
Wheeling, WV 26003  
(304)232-8870  
[mccanndist@yahoo.com](mailto:mccanndist@yahoo.com)  
[lbreiding@mccanndist.com](mailto:lbreiding@mccanndist.com)

Mercer Wholesale  
PO Box 1237  
Bluefield, WV 24701  
(304)327-7265  
[mercercoco@citlink.net](mailto:mercercoco@citlink.net)

Mona Supply  
P.O. Box 70  
Dellslow, WV  
(304)296-5611  
[loleksa@monabeer.com](mailto:loleksa@monabeer.com)  
[coleksa@monabeer.com](mailto:coleksa@monabeer.com)

Mountain Eagle  
559 Industrial Park Road  
Beaver, WV 25813  
(304)253-8886  
[mtneagle@suddenlinkmail.com](mailto:mtneagle@suddenlinkmail.com)

Mountain State Beverage – (three locations)  
300 Greenbrier Road  
Summersville, WV 26651  
(681)355-0120  
[waynem@mtneagle.net](mailto:waynem@mtneagle.net)

North Central (three locations)  
PO Box 2328  
Clarksburg, WV 26301  
(304)842-6231  
[kathy@winedist.com](mailto:kathy@winedist.com)

Northern Eagle  
HC 64, Box 132  
Romney, WV 26757  
(304)822-5139  
[scottparkes@mountain.net](mailto:scottparkes@mountain.net)

Preston Silver Eagle  
PO Box 545  
Kingwood, WV 26357  
(304)329-1355  
[4hunting@earthlink.net](mailto:4hunting@earthlink.net)

Ralph's Beer  
Box 1047  
Morgantown, WV 26505  
(304)296-4871  
[ironmtony@gmail.com](mailto:ironmtony@gmail.com)

Reid's Distributor  
1952 Kelly Island Road  
Martinsburg, WV 25401  
(304)263-5715  
[Preid02@comcast.net](mailto:Preid02@comcast.net)  
[Trent@reidsdistributor.com](mailto:Trent@reidsdistributor.com)

Ridgeley Distributors  
Rt. 2, Box 529-A  
Ridgeley, WV 26753  
(304)726-8444  
[ridgeleydist@atlanticbbn.net](mailto:ridgeleydist@atlanticbbn.net)

Spriggs Distributing – Central Division (two locations)  
One Childress Place  
South Charleston, WV 25309  
(304)744-4242  
[Casey.hill@triplecrownbeverage.com](mailto:Casey.hill@triplecrownbeverage.com)  
[Nick.Williams@triplecrownbeverage.com](mailto:Nick.Williams@triplecrownbeverage.com)

Spriggs Distributing – West Division  
140 3<sup>rd</sup> Ave., West  
Huntington, WV 25701  
(304)522-7371  
[Casey.hill@triplecrownbeverage.com](mailto:Casey.hill@triplecrownbeverage.com)  
[Nick.Williams@triplecrownbeverage.com](mailto:Nick.Williams@triplecrownbeverage.com)  
[chill@eaglewv.com](mailto:chill@eaglewv.com)

Standard Distributing  
905 7<sup>th</sup> Ave.  
Charleston, WV 25302  
(304)342-5200  
[robertperson@standarddist-wv.com](mailto:robertperson@standarddist-wv.com)

State Distributing  
PO Box 350  
Clarksburg, WV 26301  
(304)624-5231  
[statedist@clarks.twcbc.com](mailto:statedist@clarks.twcbc.com)

Steel City Distributors  
202 Greenlawn Boulevard  
Weirton, WV 26062  
(304)797-1139  
[jay@steelcitydist.com](mailto:jay@steelcitydist.com)

Tygart Valley Distributors  
895 Industrial Park Road  
Elkins, WV 26241  
(304)636-1330  
[tvd@wvhome.net](mailto:tvd@wvhome.net)

Valley Distributing of Fairmont  
PO Box 97  
Fairmont, WV 26555-0097  
(304)366-1880  
[valleydistinc@ma.rr.com](mailto:valleydistinc@ma.rr.com)

Waldorf Distributing Company

Jim Rosso

PO Box 40

Beech Bottom, WV 26030

(304)394-5370

[jrosso.waldorf@frontier.com](mailto:jrosso.waldorf@frontier.com)

Wine & Beverage Merchants of West Virginia

PO Box 2188

Weirton, WV 26062

(304)723-1720

[adlatousakis@wineandbeverage.com](mailto:adlatousakis@wineandbeverage.com)

## WEST VIRGINIA RESIDENT BREWERS

\*Ability to distribute their products in territory not franchised with/to a WV Wholesale Distributor.

Banning's  
620 Water Street  
Summersville, WV 26651  
(304)619-6972  
[georgekallai@hotmail.com](mailto:georgekallai@hotmail.com)

Beaver Creek Brewing  
Stumptown Ales  
P.O. Box 773  
Davis, WV 26260  
(304)259-5266  
[JONBROBESON@AOL.COM](mailto:JONBROBESON@AOL.COM)

Berkeley Springs Brewing  
91 Sugar Hollow Road  
Berkeley Springs, WV 25411  
(304)258-3369  
[mountainmanwineandbrewsupply@gmail.com](mailto:mountainmanwineandbrewsupply@gmail.com)

Big Timber Brewing  
P.O. Box 2547  
Elkins, WV 26241  
(304)614-6288  
[matt@bigtimberbrewing.com](mailto:matt@bigtimberbrewing.com)

Black Sheep/Bad Shepherd Brewing Company  
702 Quarrier Street  
Charleston, WV 25301  
(304)343-2739  
[blacksheepwv@gmail.com](mailto:blacksheepwv@gmail.com)

Blackwater Brewing  
P.O. Box 356  
Davis, WV 26260  
(304)259-4221

[bwbrewing@hotmail.com](mailto:bwbrewing@hotmail.com)

Brew Keepers  
2200 Main Street  
Wheeling, WV 26003  
(724)809-8968  
[brewkeepers@gmail.com](mailto:brewkeepers@gmail.com)

Brewstel Brew Shop  
120 Davis Ave.  
Elkins, WV 26241  
(304)997-4769  
[brewstelbrewshop@gmail.com](mailto:brewstelbrewshop@gmail.com)

Bridge Brew Works  
335 Nick Rahall Greenway  
Fayetteville, WV 25840  
(304)574-1998  
[bridgebrewworks@hotmail.com](mailto:bridgebrewworks@hotmail.com)

Chestnut Brew Works  
444 Brockway Ave.  
Morgantown, WV 26501  
(304)212-5079  
[bill@chestnutbrewworks.com](mailto:bill@chestnutbrewworks.com)

Dobra Zupas  
600 South Oakwood Ave.  
Beckley, WV 25801  
(304)253-9872  
[rmzupanick@gmail.com](mailto:rmzupanick@gmail.com)

Front Porch Brewing  
129 West Washington Street  
Charles Town, WV 25414  
(304)283-3972  
[Vance.josh@gmail.com](mailto:Vance.josh@gmail.com)

Greenbrier Valley Brewing  
862 Industrial Park Road, Suite A  
Maxwelton, WV 24957  
(304)520-4669  
[wil@gvbeer.com](mailto:wil@gvbeer.com)

Lost River Brewing  
155 West Main Street  
Wardensville, WV 26851  
(304)874-4455  
[myerswd@aol.com](mailto:myerswd@aol.com)

Mash Brewing Company  
122 North George Street  
Charles Town, WV 25414  
(240)344-3451  
[brewmaster@mashbrewingcompany.com](mailto:brewmaster@mashbrewingcompany.com)

Morgantown Brewing  
1291 University Avenue  
Morgantown, WV 26505  
(304)292-6959  
[info@morgantownbrewing.com](mailto:info@morgantownbrewing.com)

Morgantown Brewing  
132 Tower Ln.  
Westover, WV 26501  
(304)376-1869  
[art@morgantownbrewing.com](mailto:art@morgantownbrewing.com)

Mountain State Brewing  
1 Nelson Blvd.  
Thomas, WV 26292  
(304)463-4500  
[mtn.state.brewing@gmail.com](mailto:mtn.state.brewing@gmail.com)

North End Brewing  
3500 Emerson Avenue  
Parkersburg, WV 26104  
(304)428-5854  
[info@netbrewery.com](mailto:info@netbrewery.com)

Parkersburg Brewing Company  
707 Market Street  
Parkersburg, WV 26101  
(304)619-1502  
[info@parkersburgbrewing.com](mailto:info@parkersburgbrewing.com)

Screech Owl Brewing  
2323 Ralph Livingood Road  
Bruceton Mills, WV 26525  
(304)379-4777  
[Screechowlbrewing@gmail.com](mailto:Screechowlbrewing@gmail.com)

Sophisticated Hound Brewing  
219 Poplar Grove Drive  
Princeton, WV 24739  
(304)898-4005  
[sophisticatedhoundbrewing@yahoo.com](mailto:sophisticatedhoundbrewing@yahoo.com)

Wheeling Brewing  
2247 Market Street  
Wheeling, WV 26003  
(304)905-8757  
[cchpa08@yahoo.com](mailto:cchpa08@yahoo.com)

## JCPRC Annual Signature Event

This proposal outlines a new festival designed to serve as an annual fund-raiser for Jefferson County Parks and Recreation and an economic driver for Jefferson County. All proceeds will benefit Jefferson County Parks and Recreation.

**Date:** The Saturday Before Father's Day Each Year

**Time:** 4pm - 8pm

**Name:** TBD

**Tagline:** TBD

**Estimated Attendance:** 2000-3000

**Audience:** Families

**Admission:**

*VIP - Adult Only - \$45 Limited to 200 - Enter an hour early, VIP parking, (20) 3.5 oz pours, 20 food tastings, private acoustic stage performance*

*Adult Wristbands - \$25 - (10) 3.5 oz pours and commemorative cup (approximately 2 pints)*

*Children's Wristbands - \$10*

*Designated Driver - \$15*

**Activities onsite:** live music, inflatables, car show, food vendors, contests

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering, Planning and Zoning Department**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

Date Requested – 2<sup>nd</sup> Choice: **October 5, 2017**

Subject : **Pleasant Hills Subdivision (JCPC File No. 05-28)**  
**Contractor's Final Payment for Site Work**

Please provide the County Commission with a description of your request or presentation, including any background information:

**The Pleasant Hills Subdivision is a three lot subdivision added to an already existing two lot minor subdivision. The project is located on Gibb Farm Road, at the intersection of Uvilla Road, county route 33. Three homes have been constructed on 3 of the 5 lots.**

**The developer sold the lots and defaulted on the bond and completion of all of the site improvements. The work to be completed consists of the extension of the existing two lot subdivision road and installation of a stop sign. The road is an 18' wide gravel road with a "T" turnaround at the end.**

**Bond funds in the amount of \$13,034.97 are being held in a bank escrow account at the Bank of Charles Town (account no. xxxx541). We are requesting approval of the final payment for the site work performed by Kable Excavating, LLC in the amount of \$10,150.00. The work will be paid for with funds from the bank escrow account. Charges for staff's time in managing the project will then be charged against the remaining balance and the escrow account closed.**

Is this a funding request? **No** If so, how much?

Recommended motion *(Please type out the wording of the motion that you would like the Commission to approve):*

**Motion Requested: Move to accept the invoice of Kable Excavating, LLC, in the amount of \$10,150.00, as presented and; invoicing of charges for staff's time in the amount of \$2,884.97 against the Pleasant Hills Subdivision (JCPC File No. 05-28) project and the acceptance of partial reimbursement and then close the bank escrow account.**

Attach supporting documents for request, or request may be denied. **Kable Excavating, LLC Invoice, Contractor's Final Release of Waiver of Lien, Staff's Time Invoice.**

If not attached, explain:

Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

|  |
|--|
|  |
|--|

**KABLE EXCAVATING, LLC**  
**83 PROSPERITY LANE**  
**RANSON WV 25438**  
**WV032512**

**Invoice**

|          |           |
|----------|-----------|
| Date     | Invoice # |
| 8/3/2017 | 5307      |

|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Bill To</b>                                                                                                              |
| Jefferson County Commission<br>on behalf of Pleasant Hills Lot Owner<br>116 East Washington Street<br>Charles Town WV 25414 |

|              |                                 |          |              |
|--------------|---------------------------------|----------|--------------|
| Phone #      | Terms                           | Due Date | Project/PO # |
| 304-724-5477 | 30 Days-See Reverse for Details | 9/2/2017 |              |

| Hours/Qty. | Work Performed               | Rate     | Amount   |
|------------|------------------------------|----------|----------|
|            | Pleasant Hills Subdivision   |          |          |
| 1          | EXCAVATING: Stone            | 1,860.00 | 1,860.00 |
| 1          | EXCAVATING: Stop Sign        | 360.00   | 360.00   |
| 1          | EXCAVATING: Asphalt          | 3,720.00 | 3,720.00 |
| 1          | EXCAVATING: Seed & Mulch     | 1,440.00 | 1,440.00 |
| 1          | EXCAVATING: Property corners | 720.00   | 720.00   |
| 1          | EXCAVATING: Entrance Apron   | 1,090.00 | 1,090.00 |
| 1          | EXCAVATING: Traffic Control  | 960.00   | 960.00   |
|            | July, 2017                   |          |          |

3 JS  
 AUG - 8 2017

|                             |              |                    |
|-----------------------------|--------------|--------------------|
| THANK YOU FOR YOUR BUSINESS | <b>Total</b> | <b>\$10,150.00</b> |
|-----------------------------|--------------|--------------------|

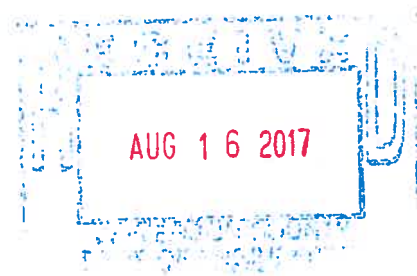
**DEFAULT: KABLE EXCAVATING LLC REMEDIES.** In the event that Owner or General Contractor shall not pay any draw, payment, fee or expense required to be paid to Kable Excavating LLC hereunder, then Kable Excavating LLC shall be entitled to recover from Owner or General Contractor interest at the rate of one and one-half percent (1.5%) per month on the outstanding amount due Kable Excavating LLC for each unpaid draw, payment, fee or expense from the due date of such unpaid draw, payment, fee or expense to the date of actual receipt of such draw, payment, fee or expense by Kable Excavating LLC. In the event that Kable Excavating LLC must retain counsel to enforce any provision of this Contract against Owner or General Contractor, whether suit is filed or demand for arbitration is made, or not, Kable Excavating LLC shall recover from Owner or General Contractor all of Kable Excavating LLC's attorneys fees and costs. Nothing contained herein shall be construed to mean that Kable Excavating LLC is financing any portion of the financing of the Work, and this Contract shall not be construed to be a consumer loan or consumer credit sale for any purpose as Kable Excavating LLC is not a lender or in the business of financing the Work. This Contract contemplates payment for the Work pursuant to the draw schedule or otherwise as provided herein, and interest accruing to Kable Excavating LLC under this provision is added only in the event of untimely payment by Owner or General Contractor, not as a benefit of the bargain to Kable Excavating LLC.

**DEMAND FOR ARBITRATION.** Each, every, and all controversies between Kable Excavating LLC and Owner or General Contractor, no matter who raises the same, shall be resolved by a demand for arbitration to the American Arbitration Association, according to its then prevailing Construction Rules. If the claim or counter-claim is for an amount in excess of \$50,000.00, then there shall be three (3) arbitrators selected; otherwise, only one (1) arbitrator shall be selected. Any award rendered by the arbitrator(s) shall be enforceable against the non-prevailing party in any court of competent jurisdiction. Nothing contained herein shall limit or restrict Kable Excavating LLC's ability to file a notice of mechanics lien or to file suit to enforce it pending an arbitration award. Each party expressly waives the right to a jury trial.

05-28

**CONTRACTOR'S FINAL RELEASE  
WAIVER OF LIEN**

State of West Virginia  
County of Jefferson



WHEREAS, ***Kable Excavating LLC***  
***83 Prosperity Lane***  
***Ranson WV 25438***

Has entered into an agreement with: **JEFFERSON COUNTY COMMISSION**  
**On behalf of Pleasant Hills Lot Owner**  
**116 East Washington Street, Suite 100**  
**Charles Town WV 25414**

To perform all work on project "Pleasant Hills Subdivision – Site Work (street paving, entrance apron)" located on Gibb Farm Road, at the intersection of Uvilla Road, County Route 33.

NOW, THEREFORE, KNOW YE, THAT ***Kable Excavating LLC*** does hereby warrant that there are no amounts owed by it or by any of its employees, material or equipment suppliers which could become the basis for a lien against **JEFFERSON COUNTY COMMISSION, on behalf of Pleasant Hills Lot Owner**, the Owner, and/or the project premises.

WHEREAS, the balance due from **JEFFERSON COUNTY COMMISSION** are unpaid to ***Kable Excavating LLC*** in the sum of \$10,150, and further, that upon receipt of the final payment in the amount of \$10,150, does hereby waive, remise, release and discharge **JEFFERSON COUNTY COMMISSION, on behalf of Pleasant Hills Lot Owner**, the Owner, and/or the project premises, and agrees to indemnify and hold them harmless against any liens, claims, demands and causes of action whatsoever arising out of this agreement.

Given under my hand and seal this 14th day of August, 2017.

By: *Mal H Kable*

Title: President

Taken, Subscribed and Sworn to before me this 14th day of August, 2017

*Shelly Dodson*  
Notary Public



My commission expires: June 3, 2020

**County Commission of Jefferson County, West Virginia**

**P.O. Box 250  
Charles Town, WV 25414**

**Invoice**

**August 29, 2017**

**To: Pleasant Hills Property Subdivision Bond Escrow Account**

Completion of items under remaining Bond held for Pleasant Hills Property Subdivision, Jefferson County File number 05-28.

Staff time for Project Management includes: Meetings, correspondence, coordination, negotiations, preparing scope of work, obtaining proposals from contractors, selecting contractor, obtaining letters of agreement from affected lot owners, Agenda Request, and inspections.

**Project Management - Jefferson County Engineering Department**

|                            |       |            |         |
|----------------------------|-------|------------|---------|
| Chief County Engineer      | 21 hr | \$92/hr    | \$1,932 |
| Engineer                   | 42 hr | \$75/hr    | \$3,150 |
| Land Development Inspector | 10 hr | \$71/hr    | \$710   |
| Administrative Assistant   | 4 hr  | \$62.50/hr | \$250   |

**Project Management Total = \$6,042**

**TOTAL AMOUNT DUE (net 30 days from date of Invoice: August 29, 2017 ) \$6,042.00**

**(Payable from JCPC File# 05-28 Bond Escrow Funds)**

**Payable To: Sherriff of Jefferson County**

**C/O Jefferson County Engineering Department  
P.O. Box 716  
Charles Town, WV 25414  
Attn: Roger Goodwin, Chief County Engineer**

**ED JOHNSON & ASSOCIATES, INC.**

**LAND SURVEYORS**

LICENSED IN WV, VA, MD & CO

Edward L. Johnson, Jr., PS, President  
Ed Johnson & Associates, Inc.  
P.O. Box 1277  
Charles Town, West Virginia 25414

Telephone (304) 725-6060  
Fax (304) 876-3028

August 01, 2017

Jefferson County Commission  
108 East Washington Street  
Charles Town, WV 25414

Re: Lots 3, 4 and 5-Residue,  
Pleasant Hills Subdivision  
JCPC File # 05-28

Dear Commissioners:

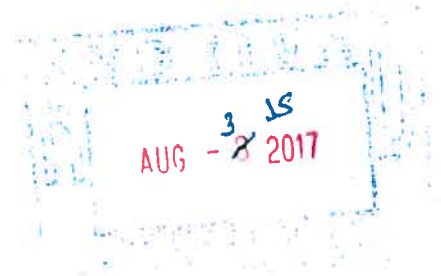
I conducted my field work on August 1, 2017 and recovered all of the property corners. This letter serves as my certification that all property corners have been set in accordance with the plat for Lots 3-5-Residue recorded in Plat Book 23 at Page 3.

I can be reached between the hours of 8:30 am and 5:30 pm, Monday through Friday, should you have any questions.

Sincerely,



Edward L. Johnson, Jr., PS  
President





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

Date Requested – 2<sup>nd</sup> Choice: **October 5, 2017**

Subject (*Wording to be placed on agenda*): **Approval to advertise a Request for Proposals for Engineering Consulting Services**

Please provide the County Commission with a description of your request or presentation, including any background information:

**A sinkhole exists on a parcel of land in the Bardane Industrial Park, which is owned by the Jefferson County Commission. The parcel of land (4.26 Acres) is located on Industrial Boulevard next to the West Virginia State Police maintenance facility; and is described as Parcel 1.4, Tax Map 2, Charles Town Tax District; Deed Book 584, Page 419.**

**Currently stormwater runoff from 307 acres of land is draining into the sinkhole. Under West Virginia Department of Environmental Protection (WVDEP) regulations, the county commission is required to obtain an Underground Injection Control (UIC) permit to be able to continue discharging stormwater runoff into the sinkhole. However, it is preferable to not obtain a UIC permit, which will require ongoing monitoring, testing and reporting to the WVDEP. Plus, it is not a good practice to continue to discharge stormwater runoff into the sinkhole and the groundwater aquifer due to potential contamination.**

**The County Commission also owns a waste water treatment plant (WWTP) located on the same parcel as the sinkhole. The County Commission was deeded ownership of the land and the WWTP from JEDECO Utilities, Inc., under Deed Book 584, Page 419, on May 11, 1987.**

**A West Virginia Department of Health Certificate of Approval No. 9976, and a West Virginia Department of Environmental Protection (WVDEP) NPDES permit no. WV0080268 (superseded the original 1978 permit) was issued to the county commission effective March 8, 1988, to own and operate the WWTP. The WWTP is a 24,000 gallon-per-day package treatment plant designed to serve the Bardane Industrial Park.**

**Subsequently however, under an Office of Environmental Health Services permit no. 10,577, dated September 13, 1989, approval was granted to the Jefferson County Development Authority to construct a gravity sanitary sewer system, force mains and two pump stations to serve the industrial park. It appears that soon after completion of construction the Jefferson County Public Service District (JCPSD) began pumping the sanitary sewage to the City of Charles Town's system, and the WWTP was abandoned as it was no longer needed. The WWTP – and the effluent discharge storage lagoon - was abandoned in the early 1990's and left sitting there locked up inside a chain link fence.**

In 2013, the County Commission, under Deed Book 1132, Page 101, dated November 4, 2013, subdivided and deeded a 0.27 acre parcel to the Jefferson County Public Service District (JCPSD). This parcel is adjacent to the abandoned WWTP. According to Susanne Lawton, general manager of the JCPSD, this parcel was used to construct a new sanitary sewer pump station to replace an older and obsolete pump station. The new sanitary sewer pump station is owned and operated by the JCPSD. However, the County Commission appears to have retained ownership of the WWTP and lagoon and the 4.26 acre parcel of land upon which all of it is located.

The WWTP facility was decommissioned this summer in accordance with WVDEP regulations, but the lagoon still remains and still needs to be decommissioned. The engineering staff have been working with WVDEP officials on a satisfactory plan to address the above issues related to the sinkhole UIC permit and the lagoon decommissioning.

The attached plan submitted to the WVDEP involves closing the sinkhole and diverting the stormwater runoff away from the sinkhole and downstream to the existing storm drainage system (see map in attached plan). In order to do this, we will need to drain the lagoon, dry it out, remove the north and south berms and construct a new drainage swale through the lagoon site. The new drainage swale will then connect to the existing drainage swale on the adjacent lot owned by Apple Valley Waste. A drainage easement already exists across this lot (see plat in attached plan).

This agenda request is for approval to advertise a Request for Proposals (RFP) for engineering consulting services to perform survey work and provide the construction plans, specifications and bid documents for a new drainage swale, remediation of the sinkhole, draining and decommissioning the lagoon in accordance with WVDEP regulations, a sediment and erosion control plan, finish grading plan of the site, recordation plat of a drainage easement across the parcel owned by the County Commission, construction stakeout, post construction as-built certifications, a post construction watershed drainage map, and obtain a WVDEP temporary construction stormwater NPDES permit, etc.

The RFP will not be advertised until approval of the attached *WWTP Lagoon Decommission & Sinkhole Remediation Plan* is received from the WVDEP.

Is this a funding request? **Not at this time. A funding request will be made to the County Commission at the time of awarding of a contract for engineering consulting services.**

If so, how much? Advertising funds are in the Engineering, Planning & Zoning budget. However, the engineering consulting costs are not in the budget and are expected to be in the range of \$25,000 to \$40,000.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Move to advertise a Request for Proposals (RFP) for engineering consulting services for decommissioning of the waste water treatment plant lagoon and remediating the sinkhole in accordance with the attached plan submitted to the West Virginia Department of Environmental Protection on August 31, 2017, upon approval of the plan by the WVDEP.**

Motion Requested: **None.**

Attach supporting documents for request, or request may be denied.

**See attached *WWTP Lagoon Decommission & Sinkhole Remediation Plan***

If not attached, explain:

Is equipment needed?      Projector Y/N **No**      Internet/Wi Fi Y/N **No**      Telephone for conference call Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

|                                                                  |
|------------------------------------------------------------------|
| <u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u> |
|                                                                  |

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Offices of**

**Engineering / Building Permits & Inspections / Floodplain Management**

116 East Washington Street, Suite 100  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: (304) 728-3256

Fax: (304) 728-3953

Roger Goodwin, P.E., CFM  
Director, Chief County Engineer & Building Official

rgoodwin@jeffersoncountywv.org

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TO: West Virginia Department of Environmental Protection  
Division of Water & Waste

FROM: Roger Goodwin, P.E., CFM  
Director & Chief County Engineer

DATE: August 31, 2017

SUBJECT: **WWTP Lagoon Decommission & Sinkhole Remediation Plan**  
Bardane Industrial Park, Jefferson County

*WWTP and Lagoon Decommission Violation no. w17-19-026-mkk*  
*Sinkhole UIC Permit Violation no. w17-19-025-mkk*

The following is the proposed plan to decommission the waste water treatment plant effluent discharge storage lagoon and to remediate the sinkhole at the Bardane Industrial Park in Jefferson County (*see attached location map*), as required under the above noted West Virginia Department of Environmental Protection (WVDEP) violations:

1. The proposed plan is to decommission the lagoon by draining it, then removing a portion of north and south lagoon berms and drying out the lagoon. A new drainage swale can then be constructed from the upstream roadway culverts located at Industrial Boulevard, through the lagoon site, to a drainage swale that exists on an adjacent lot at the northern end of the lagoon. There is already a minimum 300 foot wide drainage easement (*see attached existing easement plat*) across this lot that extends to the downstream roadway culverts located at James Burr Boulevard.
2. It is understood that as part of the approval of the plan to drain the lagoon and construct a drainage swale, that we are required by the WVDEP to obtain one grab sample of the sludge/soil in the lagoon and have it tested for the following:

|            |                               |
|------------|-------------------------------|
| Arsenic    | Total Nitrogen                |
| Cadmium    | Phosphorous                   |
| Chromium   | Potassium                     |
| Copper     | Calcium                       |
| Lead       | Magnesium                     |
| Mercury    | pH                            |
| Molybdenum | Percent solids (sludge only)  |
| Nickel     | Fecal Coliform (sludge only)  |
| Selenium   | Volatile Solids (sludge only) |
| Zinc       |                               |
| Cyanide    |                               |

The results are to be submitted to the WVDEP for review.

3. The lagoon will be drained by pumping the water in the lagoon to the nearby Jefferson County Public Service District (JCPSD) pump station since the WVDEP will not allow the water in the lagoon to be discharged downstream into the stormwater drainage system.
4. Once the new drainage swale is in place, the sinkhole will then be remediated in accordance with applicable guidelines in the WVDEP's Sinkhole Mitigation Guidance document (*see attached guidelines*). Fill will then be placed over the sinkhole and in the drainage swale that currently runs to the sinkhole. The fill will be graded toward the new drainage swale so that the stormwater runoff sheet/surface flows to the new drainage swale and not into the sinkhole (*see attached aerial site map showing proposed drainage swale*).
5. All WVDEP permits required for the project will be obtained prior to beginning construction. All disturbed areas will be stabilized with seeding and mulch, erosion matting, check dams, etc., in accordance with the sediment and erosion control plan that is developed by the consulting engineer for this project.
6. Upon completion of all work, an inspection will be scheduled with the WVDEP.
7. A drainage easement plat will then be recorded at the county clerk's office for the new drainage swale that is constructed across the lot owned by the Jefferson County Commission (the parcel with the sinkhole and lagoon).

In summary, the overall intent of this plan is to carry the stormwater runoff from the upstream culverts at Industrial Boulevard directly to the downstream drainage and stormwater management system – thereby diverting the stormwater away from the sinkhole; which will eliminate the need for an Underground Injection Control (UIC) permit for the sinkhole.

Currently, there are approximately 307.77 acres draining to the sinkhole. When

the project is finished, we expect approximately only 1.5 acres of area will have stormwater runoff sheet flowing over the sinkhole to the new drainage swale. The other 306.27 acres will by-pass the sinkhole.

The following table is an estimated timeline for the generally anticipated steps to performing field surveying, engineering the project, bidding the work, funding the project and constructing the project. This plan/project will require a time extension on the "Rule Authorization" from the current October 1, 2017 deadline for obtaining a UIC permit for the sinkhole:

| <p align="center"><u>WWTP Effluent Discharge Lagoon Decommission</u><br/> <u>&amp;</u><br/> <u>Sinkhole Remediation Project</u></p> <p align="center">Bardane Industrial Park<br/>                     Jefferson County, WV<br/>                     August 31, 2017</p> |                                                                                                                                                                                    |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p align="center"><b>Project Timeline</b></p>                                                                                                                                                                                                                            |                                                                                                                                                                                    |           |
| No.                                                                                                                                                                                                                                                                      | Task                                                                                                                                                                               | Weeks     |
| 1                                                                                                                                                                                                                                                                        | Get Co. Commission approval to issue RFP to Engineering consultants                                                                                                                | 3         |
| 2                                                                                                                                                                                                                                                                        | Draft RFP & scope of work                                                                                                                                                          | 2         |
| 3                                                                                                                                                                                                                                                                        | Advertise Request for Proposals from Consulting Engineers                                                                                                                          | 2         |
| 4                                                                                                                                                                                                                                                                        | Receive RFP's and review and get Co. Commission approval to hire                                                                                                                   | 4         |
| 5                                                                                                                                                                                                                                                                        | Engineering consultant performs field survey, engineers design, completes construction documents, plans & specifications, obtains state & federal permits, provides cost estimate. | 12        |
| 6                                                                                                                                                                                                                                                                        | Get Co. Commission funding allocation and approval to bid project.                                                                                                                 | 4         |
| 7                                                                                                                                                                                                                                                                        | Advertise for Bids from Contractors, pre-bid conference, receive bids                                                                                                              | 6         |
| 8                                                                                                                                                                                                                                                                        | Review bids and make recommendation to County Commission                                                                                                                           | 3         |
| 9                                                                                                                                                                                                                                                                        | Award Bid & Issue Notice of Award                                                                                                                                                  | 1         |
| 10                                                                                                                                                                                                                                                                       | Legal review construction bonds, insurance documents; issue Notice to Proceed                                                                                                      | 4         |
| 11                                                                                                                                                                                                                                                                       | Construction stakeout and perform construction work                                                                                                                                | 10        |
| 12                                                                                                                                                                                                                                                                       | WVDEP Inspection                                                                                                                                                                   | 2         |
| 13                                                                                                                                                                                                                                                                       | Close out Project & Final Payment to Contractor                                                                                                                                    | 2         |
|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                    |           |
|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                    |           |
|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                    |           |
|                                                                                                                                                                                                                                                                          | <i>Estimated Total Weeks</i>                                                                                                                                                       | <b>55</b> |
|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                    |           |

**West Virginia Department of Environmental Protection  
Division of Water and Waste Management  
Groundwater Protection Program**

**Sinkhole Mitigation Guidance**

**August 8, 2005**

**Purpose:**

These sinkhole mitigation designs serve to allow the filling of sinkholes while maintaining recharge to the aquifer, reducing potential contamination threats to groundwater, and eliminating safety hazards at sinkhole entries.

**General:**

Consideration should be given to the method used for removing contaminated materials from sinkholes and reducing or eliminating direct inflow of surface water into sinkholes. Land treatment methods that improve the filtration and infiltration of surface water before it enters the sinkhole should be used along with the mitigation of the sinkhole.

Before selecting a treatment option the following should be considered:

- Land use
- Existing and planned land treatment
- Sinkhole drainage area
- Dimensions of the sinkhole opening
- Safe outlet for diverted surface water
- Environmentally safe disposal of sinkhole “clean out” material
- Availability and quality of filter material
- Safety of equipment and operators and laborers during installation

Treatment selection should be based on the dimensions of the sinkhole drainage area and include direct sinkhole treatment with surface water control measures and filter strips. Whichever treatment option is chosen, it should avoid surface water ponding or the creation of high soil moisture conditions in excess of 72 hours.

Treatment designs apply to sinkholes with excavated depths of 5 to 25 feet and with drainage areas up to 15 acres. Excavations up to 5 feet are sufficient for most sinkholes. Sinkholes with excavation depths of greater than 25 feet or with uncontrolled drainage areas greater than 15 acres may require adjustments to the treatment measure(s) and/or surface water control measure(s). In these cases, geologic and engineering assistance must be obtained and a site-specific treatment design prepared.

#### **Treatment for Sinkholes with Drainage Areas Less than 5 Acres**

Treat the sinkhole using the mitigation design in Figure 1 of this guidance document. The treatment site should be inspected after periods of heavy precipitation because some material may run into adjacent sinkhole voids causing a surface depression. In this case, maintenance will include adding soil material at the surface. The existing land use or practice may continue over the treated sinkhole as long as the treatment is maintained.

#### **Treatment for Sinkholes with Drainage Areas of 5 Acres or More and Having a Safe Outlet**

The following additional treatment criteria are applicable to sinkholes with drainage areas of 5 acres or more where a safe outlet can be provided to divert surface water away from the sinkhole. A safe outlet is one that does not erode, divert surface water to another sinkhole or injection well, or cause flood damage to crops, property, buildings, or highways/roads.

Surface water control measures should be situated to reduce the internal drainage area around the sinkhole to less than 5 acres. The choice of surface water control measures is generally based on site-specific conditions.

#### **Treatment for Sinkholes with Drainage Areas of 5 to 15 acres and Having No Safe Outlet**

Treat the sinkhole using the mitigation design in Figure 2 of this guidance document. The site should be inspected after periods of heavy precipitation because some material may run into adjacent sinkhole voids causing a surface depression. In this case, maintenance will include adding soil material at the surface. The sinkhole should remain as unused land.

### **Vegetated Buffer Area**

A vegetated buffer area should be installed around the sinkhole to improve runoff water quality by filtration and adsorption of contaminants. The vegetated buffer area should be installed within the sinkhole drainage area and should begin at the treated sinkhole.

The minimum width (in feet) of the vegetated buffer area is determined by multiplying the sinkhole drainage area (in acres) by seven. This width should provide beneficial filtering for some distance outside the sinkhole because surface water runoff may be temporarily held before reaching the treated sinkhole.

Appropriate vegetation should be used for the buffer area. Use native vegetation as much as possible. **DO NOT** use noxious plants or weeds. It is recommended that a plant nursery be consulted for the appropriate vegetation.

### **Acceptable Materials**

Engineering fabric - must meet the applicable requirements of AASHTO M-288.

Aggregates – fine aggregates, gravel, or rock rip rap that conforms to the West Virginia Department of Highways, Standard Specifications for Roads and Bridges, Sections 702, 703, and 704.

### **Specifications**

Use the following guidance for installing a mitigation design for sinkholes and sinkhole areas with drainage areas of less than 5 acres:

1. Remove and properly dispose of materials dumped in and around the sinkhole in accordance with applicable federal, state, and local laws.
2. Excavate loose material from the sinkhole and try to expose the solution void(s) in the bottom. Enlarge the sinkhole, as necessary, to allow for installation of the filter material.

3. Select stone that is approximately 1.5 times larger than the solution void(s). Place the stone into the void(s) forming a competent bridge. Stone used for the bridge should have rock strength equal to, at least, moderately hard (*e.g.*, resistant to abrasion or cutting by a knife blade but can be easily dented or broken by light blows with a hammer). Shale or similar soft and non-durable rock is not acceptable.
4. Place a layer of filter material over the bridge to a minimum thickness of 24 inches. Approximately 35 percent of the material should be larger than the opening between the bridge and the void(s). There should be no discernable large openings around the bridge. The material should be either gabion stone, stone for rip rap, or stone for special rock fill that conforms to West Virginia Department of Highways, *Standard Specification Roads and Bridges*, Section 704.
5. Place a layer of smaller size filter material over the previous layer to a minimum thickness of 10 inches. The size of the material should be  $\frac{1}{4}$  to  $\frac{1}{2}$  the size of that used in the previous layer. The material should be No. 57 aggregate, which conforms to West Virginia Department of Highways, *Standard Specifications Roads and Bridges*, Sections 703.1.1, 703.1.2, 703.1.3, 704.1.4, and 703.2.1. Unacceptable filter material consists of pea gravel or slags (steel, electromagnetic, or power plant).
6. Place a layer of sand-sized filter material over the previous layer at to a minimum thickness of 10 inches. The sand must be compatible in size with the previous layer to prevent piping. The material should be fine aggregate that conforms to West Virginia Department of Highways, *Standard Specification Roads and Bridges*, Sections 702.1.1, 702.1.2, and 702.1.3.
7. Engineering fabric conforming to AASHTO M 288 may be substituted for the stone and sand filter materials discussed in 5 and 6.
8. Backfill over the top filter layer or engineering fabric with soil material to the surface. This should be mineral soil with at least 12 percent fines. Reuse soil material excavated from the sinkhole as much as possible and place any available topsoil over the backfill. Overfill by about 5 percent to allow for settling.

9. Establish vegetation on the mitigated sinkhole and other disturbed areas of the site.

Use the following guidance for installing a mitigation design for sinkholes and sinkhole areas with drainage areas of 5 to 15 acres:

1. Remove and properly dispose of materials dumped in and around the sinkhole.
2. Excavate loose material from the sinkhole.
3. Place a layer of filter material into the sinkhole, allowing the stone to fill the void(s) below the bottom of excavated sinkhole. The size should be  $\frac{1}{4}$  to  $\frac{1}{2}$  the size of the void(s). This material can be WVDOH gabion stone, rip rap stone, or special rock fill stone.
4. Place a layer of the same size filter material to a thickness of about  $\frac{3}{4}$  TD (TD = total depth) above the sinkhole bottom.
5. Place a layer of smaller size filter material over the previous layer to a thickness of about  $\frac{1}{4}$  D. Bring this layer to surface level. The size should be  $\frac{1}{4}$  to  $\frac{1}{2}$  the size of the previous layer. The material should be No. 57 aggregate, which conforms to West Virginia Department of Highways, *Standard Specification Roads and Bridges*, Sections 703.1.1, 703.1.2, 703.1.3, 703.2.1, and 704.1.4. Unacceptable stone consists of pea gravel or slags (steel, electrometallurgical, or power plant).
6. Shale or similar soft and non-durable rock is not acceptable.
7. Establish vegetation on the mitigated sinkhole and disturbed areas of the site.

### **Engineering Fabric Requirements for Subsurface Drainage**

Engineering fabric used in the mitigation of sinkholes should meet the applicable requirements of AASTHO M 288, Section 7.2

## **Engineering Fabric Installation**

Proper construction and installation techniques are essential to ensure that the intended function of the engineering fabric is fulfilled.

When sewn seams are necessary, the seam strength must be equal to or greater than 90 percent of the specified grab strength, as measured in accordance with ASTM D 4632.

When sewn seams are used for the seaming of the engineering fabric, the thread must be high strength polypropylene, or polyester. Nylon thread is unacceptable.

For Sinkhole Mitigation Design A, place the engineering fabric loosely, with no wrinkles or folds, and with no void spaces between the fabric and the bridge. Overlap successive sheets of engineering fabric a minimum of 12 inches, with the upstream sheet overlapping the downstream sheet.

Prior to covering, the engineering fabric should be inspected to ensure that it has not been damaged (*e.g.* holes, tears, rips) during installation. An engineer or the engineer's designated representative should conduct the inspection. The designated representative should be a certified field inspector.

Damaged fabric must be repaired immediately. Cover the damaged area with an engineered fabric patch that overlaps to 12 inches beyond the damaged area.

Any damaged engineering fabric that cannot be repaired shall be replaced as directed by the engineer.

Place material over the engineering fabric in such a manner as to avoid stretching and subsequently tearing the fabric. Do not drop stone and soil placement from a height greater than one meter. Do not allow stone with a mass of more than 100 kg to roll down the slope of the sinkhole.

Grading the sinkhole slope is not permitted if the grading will result in the movement of the stone directly above the engineering fabric.

## **Operation and Maintenance**

The owner/operator is responsible for maintaining the mitigated sinkhole and sinkhole area. At a minimum, the following maintenance practices should be performed:

1. Mow grass and plantings as necessary to promote vigorous growth.
2. Inspect mitigation measures at least twice a year and after all major rain events. Repairs to the sinkhole mitigation measures should be made promptly were warranted.

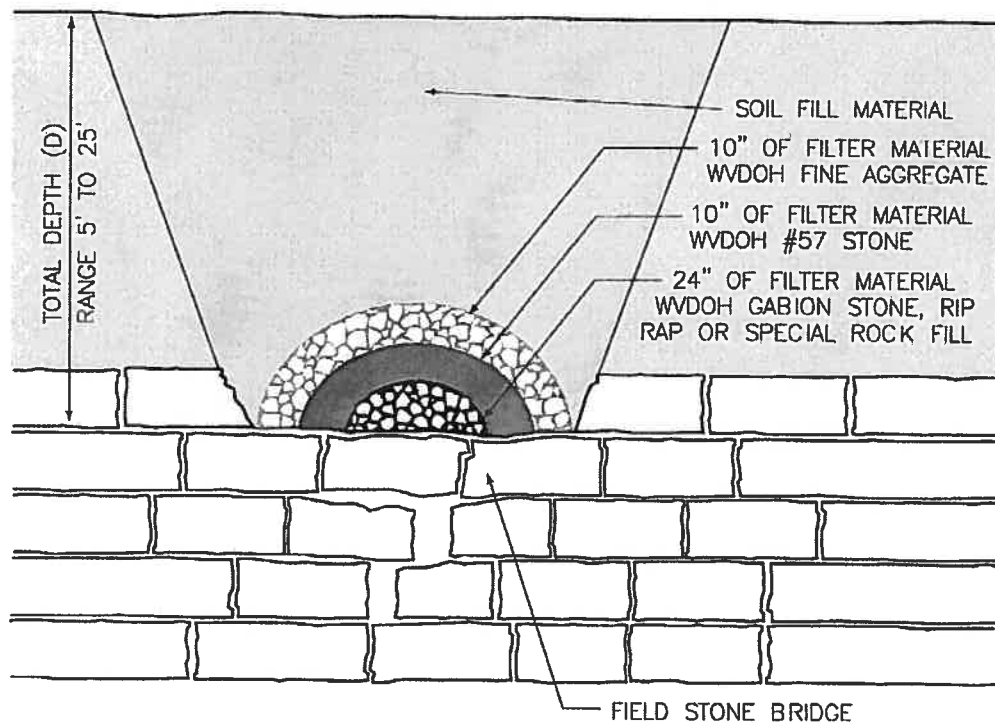
## **References:**

USDA Natural Resources Conservation Center, January 2004. *Maryland Conservation Practice Standard, Sinkhole and Sinkhole Area Treatment, Code 725.*

West Virginia Department of *Highways, Standard Specifications Roads and Bridges*, 2000, Section 702, "Fine Aggregates", Section 703, "Coarse Aggregates", Section 704, "Stone and Crushed Aggregate", Section 715, "Miscellaneous Materials".

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
SINKHOLE MITIGATION GUIDANCE

FIGURE 1



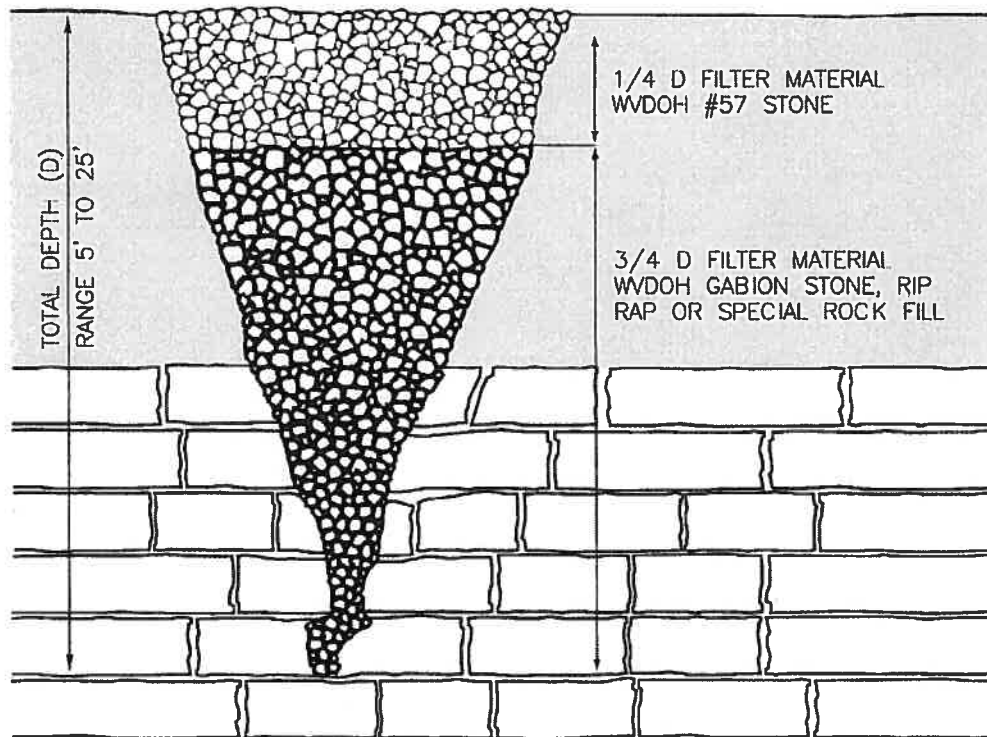
NOTE:  
A NONWOVEN GEOTEXTILE MEETING AASHTO M288,  
SECTIONS 7.1+7.2 MAY BE SUBSTITUTED FOR THE  
WVDH #57 STONE AND WVDH FINE AGGREGATE

## SINKHOLE MITIGATION

(DRAINAGE AREA LESS THAN 5 ACRES)

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
SINKHOLE MITIGATION GUIDANCE

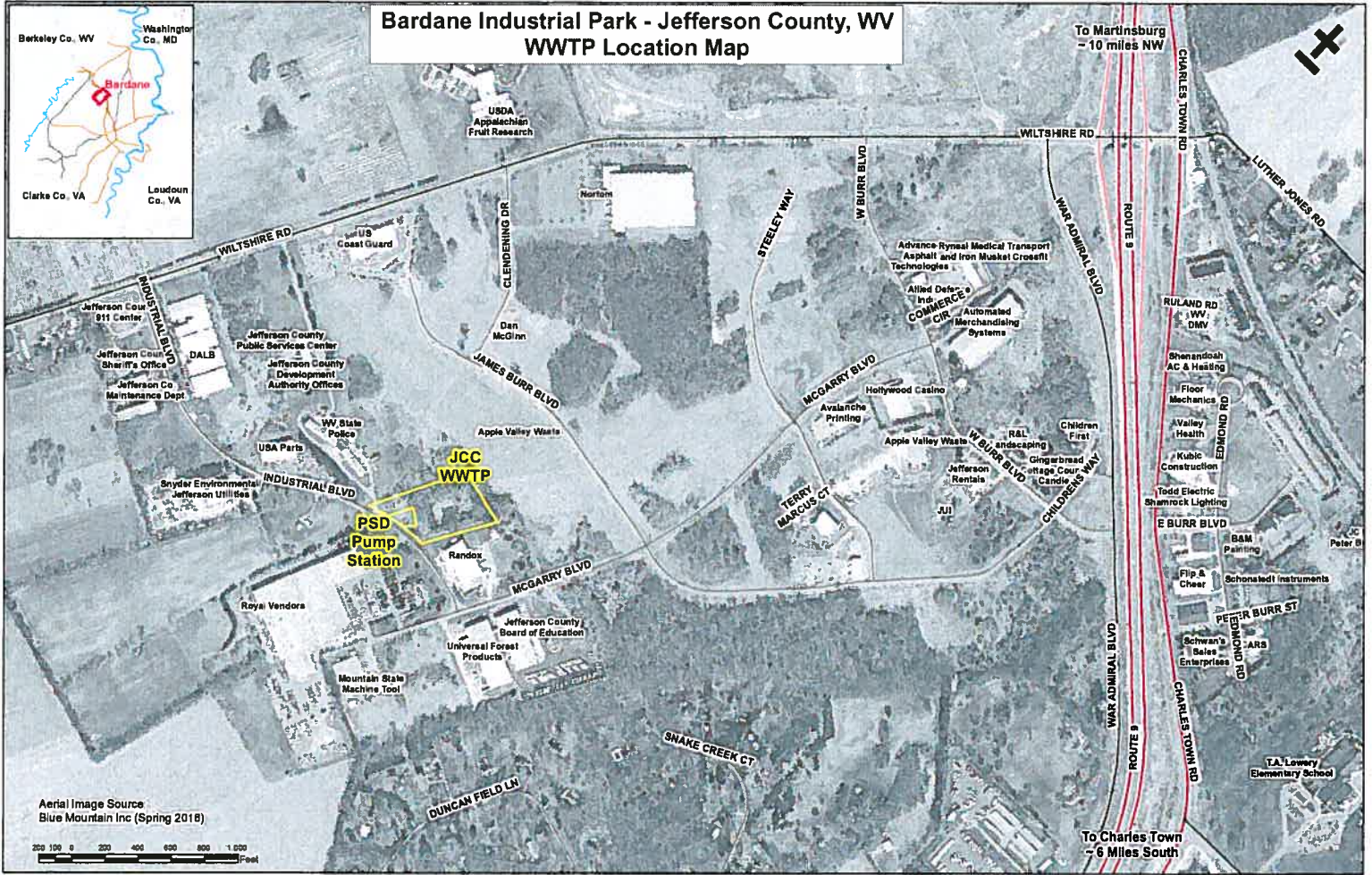
FIGURE 2



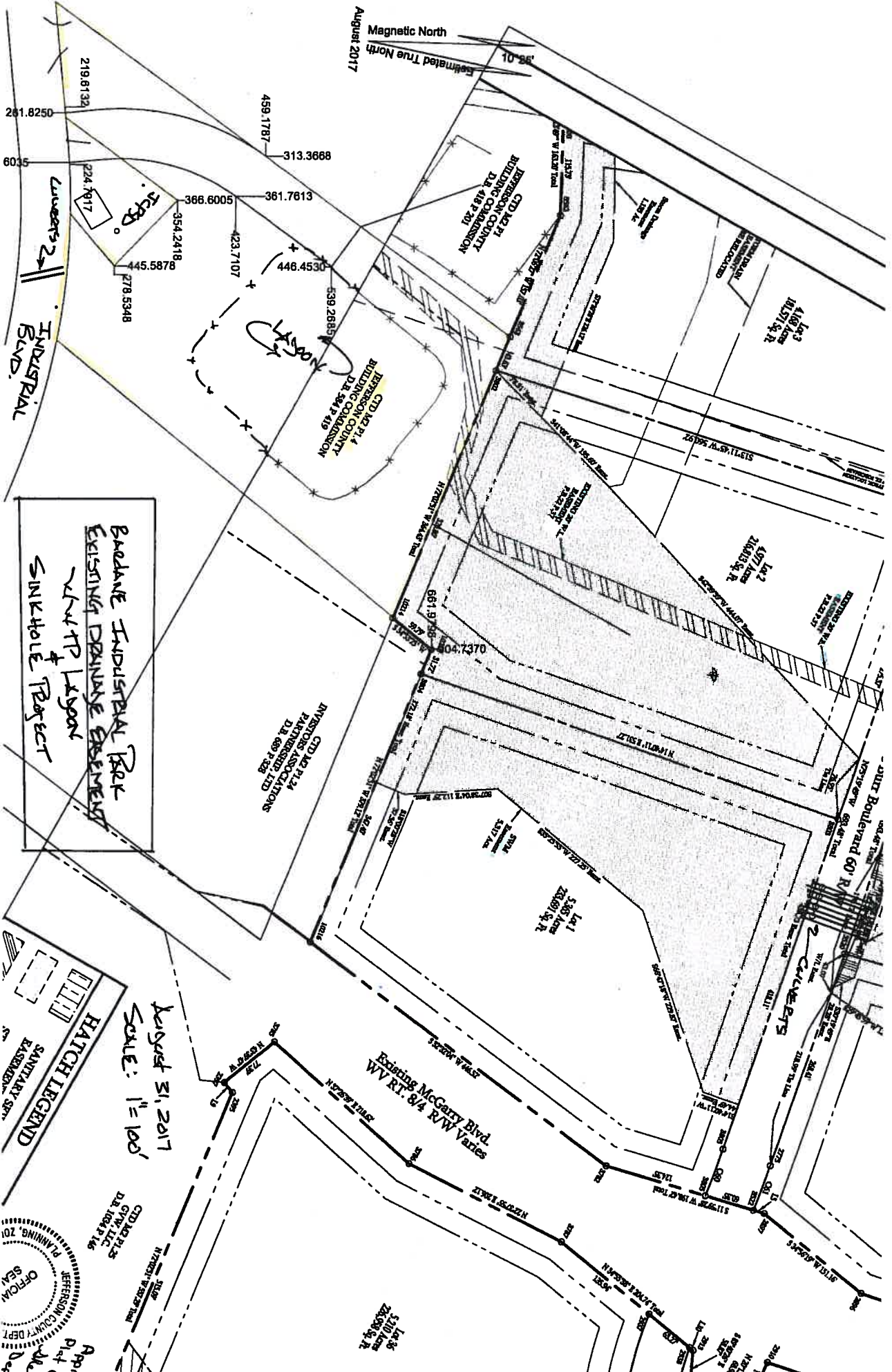
## SINKHOLE MITIGATION

(DRAINAGE AREA 5 TO 15 ACRES)

# Bardane Industrial Park - Jefferson County, WV WWTP Location Map



August 2017  
Magnetic North  
Estimated True North

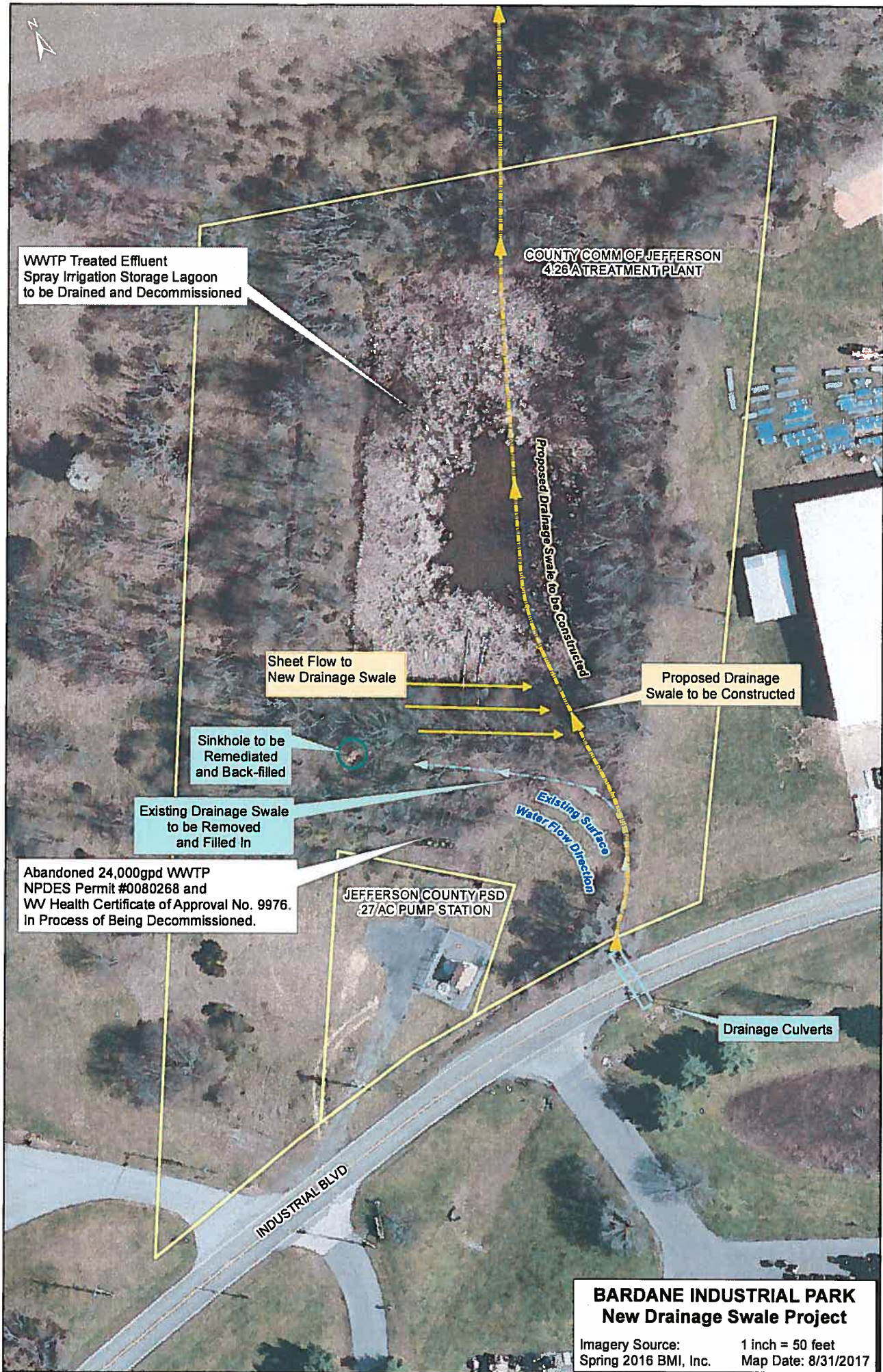


BRADY INDUSTRIAL TRACT  
EXISTING DRAINAGE BASEMENT  
NEW TR Lagoon  
SINKHOLE TRACT

HATCH LEGEND  
SANITARY  
RAILROAD

August 31, 2017  
SCALE: 1" = 100'

JEFFERSON COUNTY DEPT.  
PLANNING ZONING  
OFFICE  
App. Plat. C



WWTP Treated Effluent  
Spray Irrigation Storage Lagoon  
to be Drained and Decommissioned

COUNTY COMM OF JEFFERSON  
4.26 A TREATMENT PLANT

Proposed Drainage Swale to be Constructed

Sheet Flow to  
New Drainage Swale

Proposed Drainage  
Swale to be Constructed

Sinkhole to be  
Remediated  
and Back-filled

Existing Drainage Swale  
to be Removed  
and Filled In

Existing Surface  
Water Flow Direction

Abandoned 24,000gpd WWTP  
NPDES Permit #0080268 and  
WW Health Certificate of Approval No. 9976.  
In Process of Being Decommissioned.

JEFFERSON COUNTY PSD  
27/AC PUMP STATION

Drainage Culverts

INDUSTRIAL BLVD

**BARDANE INDUSTRIAL PARK  
New Drainage Swale Project**  
Imagery Source: Spring 2016 BMI, Inc. 1 inch = 50 feet  
Map Date: 8/31/2017

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Becky Burns, Office Manager

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: 9/21/17

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Refund of building permit fees for 1) Jae & Arlene Anderson and 2) Douglas & Marie Burgess

Please provide the County Commission with a description of your request or presentation, including any background information: 1) Jae & Arlene Anderson applied for a building permit for an in-ground swimming pool. 2) Douglas and Marie Burgess applied for a building permit for a landing and stairs. Upon researching both permit applications for compliance with the county requirements it was determined both properties are located within the Corporation of Charles Town.

Is this a funding request? Y/N YES

If so, how much? 1) Anderson \$150.00 2) Burgess \$62.10

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Full refund of building permit fees for Jae & Arlene Anderson in the amount \$150.00; and, for Douglas & Marie Burgess in the amount of \$62.10.

Attach supporting documents for request, or request may be denied.

If not attached, explain: Staff Memo Seeking Fee Reimbursement

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information: Becky Burns

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-725-2998

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Engineering, Building Permits & Inspections**

116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

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MEMORANDUM

TO: STEPHANIE GROVE, COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: SEPTEMBER 14, 2017

SUBJECT: 1) ARLENE & JAE ANDERSON AND 2) DOUGLAS & MARIE BURGESS  
PERMIT FEE REFUND REQUESTS

- 1) Arlene and Jae Anderson applied for a building permit for an in-ground swimming pool and paid a permit fee of \$150.00 on July 7, 2017.
- 2) Douglas and Marie Burgess applied for a building permit for a landing with stairs and railing and paid a permit fee of \$62.10 on August 27, 2017.

The fees were deposited in the engineering's account. During the course of researching the permits for compliance with the county requirements it was determined both properties are located within the City of Charles Town and do not fall under our purview. Therefore, we are requesting the building permit fees be fully refunded to both the Andersons and the Burgesses.

If you have any questions please give me a call.





## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Peter Onoszko*

September 14, 2017

VICE PRESIDENT

*Jane Tabb*

Mr. Steven Shaffer, Assistant Vice President

Bank of Charles Town

COMMISSIONER

*Josh Compton*

P. O. Box 906

Charles Town, West Virginia 25414

COMMISSIONER

*Caleb Hudson*

RE: Cash in Escrow dated November 21, 2016 Construction Bond Surety for David Waddell – Mark Kramer Subdivision Lot 6 Waddell Addition (File #S16-04).

COMMISSIONER

*Patricia Noland*

Dear Mr. Shaffer:

The Jefferson County Commission authorizes a complete release of the remaining \$47,175.00 from the construction bond amount for David Waddell – Mark Kramer Subdivision Lot 6 Waddell Addition (File #S16-04). This project is located at 118 Amanda Court off of Route 230-Shepherdstown Pike. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Cash in Escrow, originally issued in the amount of \$47,175.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning at (304)-728-3257 if you have any questions.

Sincerely,

Peter Onoszko, President

Jefferson County Commission

PO:rfb

cc: Mr. David B. Waddell  
41593 Spring Valley Lane  
Leesburg, VA 20175  
Department of Engineering

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Shusher McDonald*

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
116 East Washington Street, P.O. Box 716  
Charles Town, West Virginia 25414

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

Phone: 304-728-3257  
Fax: 304-728-3953

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 06 / 14 / 2017 J.C.P.C. File No. 516 - 04

Consultant/Engineer/Firm Name: GORDON

Mailing Address: 301 N. MILOSD ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERMANT Phone: 304-725-8456

Project/Subdivision Name: MARK KRANER SUBDIVISION LOT 6 WARDELL ADDITION SITE PLAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS TO BE COMPLETE, & IN

ACCORDANCE WITH THE APPROVED RSD LMS REVISION.

ALL DISTURBED AREAS ARE NOW STABILIZED.

**Approved for:**  
BOND RELEASE  
By [Signature] 09/11/2017  
**County Engineer Date**

Original Bond Amt. \$ 32,175 + 15% Cont. \$ 15,000 = Total Original Bond Amt. \$ 47,175

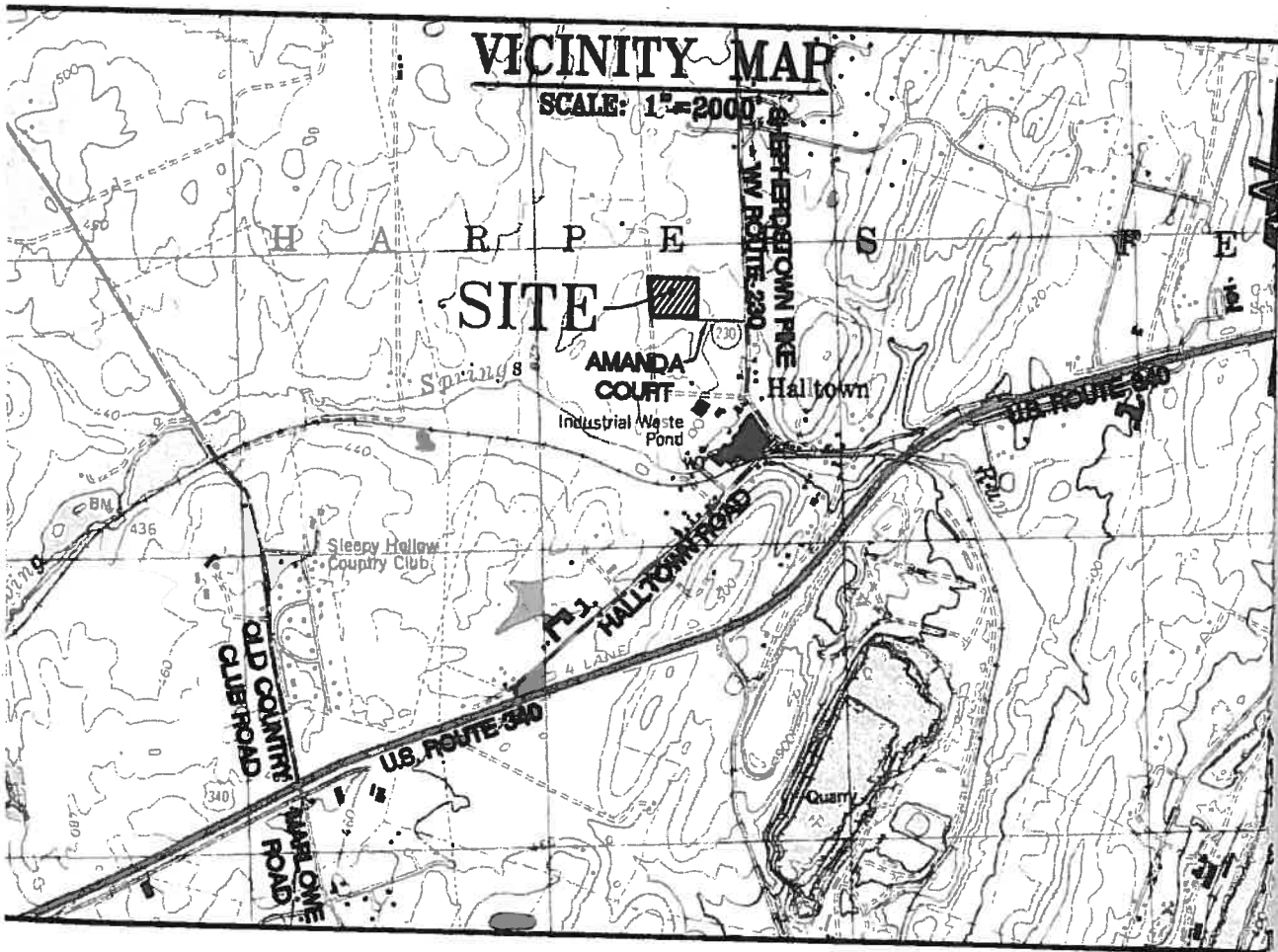
Total Current Bond Amount \$ 47,175.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent Title: L.O.I.

Signature: [Signature] Date: 09 / 11 / 2017



Jefferson County

This is a notice to certify the completion of the storage facility I had erected on my property at 118 Amanda Ct., Harpers Ferry WV. 25425

The building is completed per the site plan and architect's requirements per Jefferson County. Landscaping is completed and the site plan developer has checked it. I am happy with the landscaping and the facility.

DB Waddell owner

RECEIVED

JUN 14 2017

JEFFERSON COUNTY  
PLANNING, ZONING AND ENGINEERING

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name:

Department or Organization: County Commission

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Approval of Resolution and contract – 16-JJP-006 – Juvenile Justice and Delinquency Prevention Grant – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:  
[Click here to enter text.](#)

Is this a funding request? Yes  
If so, how much?

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
**Motion to approval of Resolution, contract, and grant documents – 16-JJP-006 - Juvenile Justice and Delinquency Prevention Grant in the amount of \$20,000 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action**

Attach supporting documents for request, or request may be denied.  
If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)  
Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:  
Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

|                                                                                |
|--------------------------------------------------------------------------------|
| <p><b><u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u></b></p> |
|--------------------------------------------------------------------------------|



Department of Military Affairs & Public Safety

September 5, 2017

The Honorable Peter Onoszko  
President  
Jefferson County Commission  
Post Office Box 250  
Charles Town, West Virginia 25414

**Re: Approved Funding – \$20,000.00**  
**Project Number: 16-JJP-006**

Dear Commissioner Onoszko:

Congratulations on your recent award for a Juvenile Justice and Delinquency Prevention (JJDP) grant award. Enclosed you will find:

- Contract
- Sample Resolution
- Standard Conditions and Assurances
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement
- EEOC Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Justice and Community Services

To formalize your acceptance of this grant award, please sign the contract, certification and affect a resolution (if necessary) and return the **originals** to this office by **Friday, September 26, 2017**.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304) 558-8814, extension 53331, or via email at [Tanisha.C.Travis@wv.gov](mailto:Tanisha.C.Travis@wv.gov). I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,

Tanisha C. Travis  
Senior Justice Program Specialist

TCT/amw

cc: Ms. Deborah Lowe (*all enclosures*)  
Grant File (*all enclosures*)

Enclosures



# **GRANT CONTRACT AGREEMENT**

**BETWEEN**

**DIVISION OF JUSTICE AND COMMUNITY SERVICES**

**AND**

**Jefferson County Commission**

**16-JJP-006**

This **AGREEMENT**, entered into this **2<sup>nd</sup> day of August 2017** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the **Jefferson County Commission**, hereinafter referred to as "Grantee."

**WHEREAS**, DJCS is the recipient of a Juvenile Justice and Delinquency Prevention grant from the United States Department of Justice and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds for: **These funds will be utilized to support the position of a Prevention Resource Officer (PRO) in Jefferson High School.**

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **July 1, 2017**, and shall continue those services/activities until **June 30, 2018**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **\$20,000.00** all be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
  - a. Division of Justice and Community Services  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301-1323
  - b. **Grantee Mailing Address:**  
  
**Jefferson County Commission  
Post Office Box 250  
Charles Town, West Virginia 25414**
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

---

**Peter Onoszko, President  
Jefferson County Commission**

---

**W. Richard Staton, Director  
Division of Justice and Community Services**

## RESOLUTION

The Commission of Jefferson County met on \_\_\_\_\_ (date) with a quorum present and passed the following resolution.

Be it resolved that the Commission of Jefferson County hereby authorizes Peter Onoszko, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Juvenile Justice and Delinquency Prevention grant program.

Signed: \_\_\_\_\_

**County Clerk**

**WEST VIRGINIA  
DIVISION OF JUSTICE & COMMUNITY  
SERVICES**

**STANDARD CONDITIONS AND ASSURANCES**

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Standard Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services  
1124 Smith Street-Suite 3100  
Charleston, West Virginia 25301-1323

**1. LAWS OF WEST VIRGINIA:**

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**3. RELATIONSHIP:**

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

**4. COMMENCEMENT WITHIN 60 DAYS:**

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

**5. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

**6. WRITTEN APPROVAL OF CHANGES:**

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

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**7. CIVIL RIGHTS COMPLIANCE:**

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § § 12131-34); the Education Amendments of 1972 (20 U.S.C. § § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations-OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations-Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt.38 (U.S. Department of Justice Regulations-Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

**8. PRESS RELEASE:**

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

**9. LOBBYING:**

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

**10. ACCESS TO RECORDS:**

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

**11. CONFLICT OF INTEREST:**

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

**12. POLITICAL ACTIVITY:**

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

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**13. RELEASE OF INFORMATION:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

**14. NATIONAL AND STATE EVALUATION EFFORTS:**

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**15. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

**16. USE OF FUNDS:**

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

**18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:**

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

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**19. NON-SUPLANTING:**

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

**20. MATCHING CONTRIBUTION:**

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

**21. PROJECT INCOME:**

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

**22. CONSULTANT FEES:**

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

**23. SUSPENSION OF FUNDING:**

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

**24. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

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**25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES**

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. \_\_\_\_\_ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United State Department of Justice."

**26. PROPERTY ACCOUNTABILITY:**

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

**27. CRIMINAL PENALTIES:**

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

**28. REPORTS:**

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

**29. PURCHASING:**

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

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**30. COLLABORATION W/OTHER FED. AND STATE GRANTS:**

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

**31. INFORMATION SYSTEMS:**

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

**32. INCIDENT BASED REPORTING COMPLIANCY:**

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

**33. TIME EXTENSIONS:**

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

**34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:**

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

**35. LIMITED ENGLISH PROFICIENCY:**

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website [www.lep.gov](http://www.lep.gov).

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**36. COMPUTER EQUIPMENT:**

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum** hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

**Minimum Hardware Requirements:**

- Processor: Intel Core i3, 3.00 GHz
- RAM: 4 GB minimum
- Hard Drive: 500 GB, 7200 RPM SATA, upgradable
- Keyboard: Standard USB
- Mouse: Optical USB 2 button W/scroll
- DVD/RE: Multi DVD/RW optical drive
- USB Ports: 4 back, 2 front, with a minimum one USB 2.0 port or higher
- Ethernet Port: Standard integrated
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

**Recommended Hardware Components:**

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (**may** be integrated)
- APC UPS Backup power protection (adequate size to handle power load)

**Software Requirements:**

Whenever possible, software should operate within open industry standards. For example, Windows 7 Enterprise 32 bit

**Warranty Requirements:**

3 Year on-site warranty

**37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:**

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at [www.it.ojp.gov/gjxdm](http://www.it.ojp.gov/gjxdm).

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**38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:**

Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award. (2CFR Part 200 or OMB Circular Q-133 – for further information go to OMB Uniform Guidelines at: [https://search.whitehouse.gov/search?affiliate=wh&form\\_id=usasearch\\_box&query=Indirect+Costs](https://search.whitehouse.gov/search?affiliate=wh&form_id=usasearch_box&query=Indirect+Costs))

**§200.501(a) *Audit required.*** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

**(b) *Single audit.*** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

**(c) *Program-specific audit election.*** When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

**(d) *Exemption when Federal awards expended are less than \$750,000.*** A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

**l.)** If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse  
Bureau of the Census  
400 F. 40th Street

**39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

**l.)** Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

**40. CONFIDENTIALITY OF RESEARCH INFORMATION:**

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

**41. LEASE AGREEMENTS:**

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

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**42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services, if it has received a single award of \$500,000 or more. If the grantee receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, the grantee will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. EEOP Certification Forms are available at: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

**43. VETERANS PREFERENCE:**

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

**44. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

**45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:**

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

**46. PERSONNEL TRAINING:**

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

**47. ACCOUNTING REQUIREMENTS:**

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

**48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:**

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

**49. TRANSFER OF FUNDS PROHIBITION:**

The grantee is expressly prohibited from transferring funds between any DJCS programs.

**50. MARKING OF EQUIPMENT:**

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

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**51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

**52. CENTRAL CONTRACTOR REGISTRATION:**

Grantee agrees to register with the Central Contractor Registration (CCR), [www.ccr.gov](http://www.ccr.gov) and provide documentation to DJCS within 30 days of award notification that they have done so.

**53. DATA UNIVERSAL NUMBERING SYSTEM:**

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, [www.dnb.com](http://www.dnb.com) and provide documentation to DJCS within 30 days of award notification that they have done so.

**54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:**

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

**55. BIDDING PROCEDURES:**

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

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**56. COMPLIANCE WITH FEDERAL PROCEDURES:**

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

**57. ADDITIONAL REGULATIONS AND PROCEDURES:**

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

**58. RELIGIOUS ACTIVITIES**

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

**Authorized Official:**

**Title:**

\_\_\_\_\_

\_\_\_\_\_

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEO) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

|                                                                     |                                             |                          |
|---------------------------------------------------------------------|---------------------------------------------|--------------------------|
| Recipient's Name: Jefferson County Commission                       |                                             | DUNS Number: 07-741-4548 |
| Address: 124 E. Washington Street Charles Town, WV 25414            |                                             |                          |
| Grant Title: Juvenile Justice and Delinquency Prevention            | Grant Number: 16-JJP-006                    | Award Amount: \$20,000   |
| Name and Title of Contact Person: Deborah Lowe, Executive Assistant |                                             |                          |
| Telephone Number: 304-728-3205                                      | E-Mail Address: dlowe@jeffersoncountywv.org |                          |

### Section A—Declaration Claiming Complete Exemption from the EEO Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees.     Recipient is an Indian tribe.     Recipient is a medical institution.  
 Recipient is a nonprofit organization.     Recipient is an educational institution.     Recipient is receiving an award less than \$25,000.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient] is  
not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.  
I further certify that \_\_\_\_\_ [recipient]  
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
services.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B—Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Peter Onoszko, President \_\_\_\_\_ [responsible official],  
certify that Jefferson County Commission \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than  
\$500,000, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last  
twenty-four months, the proper authority has formulated and signed into effect the EEO and, as required by applicable  
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for  
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEO is on file at the following office:  
Jefferson County Commission \_\_\_\_\_ [organization],  
P.O. Box 250, Charles Town, WV 25414 \_\_\_\_\_ [address].

Peter Onoszko, President \_\_\_\_\_ September 21, 2017  
Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section C—Declaration Stating that an EEO Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEO Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEO in  
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the  
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

|                                                                     |                                             |                          |
|---------------------------------------------------------------------|---------------------------------------------|--------------------------|
| Recipient's Name: Jefferson County Commission                       |                                             | DUNS Number: 07-741-4548 |
| Address: 124 E. Washington Street Charles Town, WV 25414            |                                             |                          |
| Grant Title: Juvenile Justice and Delinquency Prevention            | Grant Number: 16-JJP-006                    | Award Amount: \$20,000   |
| Name and Title of Contact Person: Deborah Lowe, Executive Assistant |                                             |                          |
| Telephone Number: 304-728-3205                                      | E-Mail Address: dlowe@jeffersoncountywv.org |                          |

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees.     Recipient is an Indian tribe.     Recipient is a medical institution.  
 Recipient is a nonprofit organization.     Recipient is an educational institution.     Recipient is receiving an award less than \$25,000.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient] is  
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.  
I further certify that \_\_\_\_\_ [recipient]  
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
services.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Peter Onoszko, President \_\_\_\_\_ [responsible official],  
certify that Jefferson County Commission \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:  
Jefferson County Commission \_\_\_\_\_ [organization],  
P.O. Box 250, Charles Town, WV 25414 \_\_\_\_\_ [address].

Peter Onoszko, President \_\_\_\_\_ September 21, 2017  
Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

### Completing the Certification Form

#### Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

**Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.**

#### Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

#### Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

#### Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

#### Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7<sup>th</sup> Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

### **Public Reporting Burden Statement**

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

\_\_\_\_\_

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:  
Place of Performance (Street address, city, county, state, zip code)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: **Jefferson County Commission PO Box 250 Charles Town WV 25414**

**16-JJP-006** **55-6000333**

2. Application Number and/or Project Name 3. Grantee IRS/Vendor Number

**Peter Onoszko, President**

4. Typed Name and Title of Authorized Representative

**September 21, 2017**

5. Signature

6. Date

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                 |                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance                                                                                                                                                                                                                                                                                                                       | <b>2. Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award | <b>3. Report Type:</b><br><input type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><b>For Material Change Only:</b><br>year _____ quarter _____<br>date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier _____, <i>if known:</i><br><br>Congressional District, <i>if known:</i>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b><br><br>Congressional District, <i>if known:</i>                                        |                                                                                                                                                                                                                  |
| <b>6. Federal Department/Agency:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, <i>if applicable:</i> _____                                                                                     |                                                                                                                                                                                                                  |
| <b>8. Federal Action Number, if known:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>9. Award Amount, if known:</b><br>\$ _____                                                                                                                                   |                                                                                                                                                                                                                  |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i>                                           |                                                                                                                                                                                                                  |
| <b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: _____<br>Print Name: _____<br>Title: _____<br>Telephone No.: _____ Date: _____                                                                                       |                                                                                                                                                                                                                  |
| <b>Federal Use Only:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                 | Authorized for Local Reproduction<br>Standard Form LLL (Rev. 7-97)                                                                                                                                               |

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**AGENDA REQUEST FORM**

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: Sept. 21, 2017

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

If a specific date is needed, please provide reason for specific date:

Subject (Wording to be placed on agenda):

**Court House Commemorative Plaque Committee**

Please provide the County Commission with a description of your request or presentation, including any background information:

- **Suggest Committee Membership: County Commissioner, Head of Maintenance Department, Historic Landmarks Board member and 4 Citizens.**
- **Advertisement and interview by County Commission for appointments per standard procedures.**
- **Committee is subject to the Open Meeting Act, meetings must be posted and open to the public.**
- **Committee to send recommendations to the County Commission for final approval.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

**I move that a Court House Commemorative Plaque Committee be formed with the following membership ( see suggestion above), subject to the Open Meetings Act, and submitting recommendations to the County Commission for final approval.**

Are documents attachments? Yes                      NoX

If not, explain:

Is a projector needed? Yes                      No X

Contact information:

Email address: [vinemont.farm@gmail.com](mailto:vinemont.farm@gmail.com)

Phone number: \_304.725.4325



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 45 minutes

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- Ambulance Fee Analysis

Please provide the County Commission with a description of your request or presentation, including any background information: Begin discussions on the rates for ambulance fee billings. Review an analysis of ambulance calls for service, expenditures based on usage, the cost of JCESA staffing needs, and potential ambulance fee rates.

Is this a funding request? Y/N **No**

If so, how much? \$ **NA**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N NO** Internet/Wi Fi **Y/N NO** Telephone for conference call **Y/N NO**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 21, 2017**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

- 1. Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action. Possible Executive Session.**
- 2. Discussion of notice of claim re: Oakhill MHC, LLC. Discussion/Action. Possible Executive Session.**
- 3. Discussion of EEOC Complaint Charge No. 533-2016-00519. Discussion/Action. Possible Executive Session.**
- 4. Issues regarding repair/replacement of windows at Courthouse and Hunter House. Discussion/Action.**

Is this a funding request?    Y/N **NO**

If so, how much?                \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?        Projector    **Y/N**        Internet/Wi Fi    **Y/N**        Telephone for conference call    **Y/N**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





Department of West Virginia  
1251 Doolin Run Road  
New Martinsville, WV 26155-7808

September 6, 2017

Dear Jefferson County Commissioner Onoszko,

It was brought to my attention that you received a letter from some members of Marshall-Holley-Mason American Legion Auxiliary Unit # 102 about the removal of a Confederate plaque.

The American Legion and the American Legion Auxiliary are non-political and non-partisan Veterans organizations, serving and honoring all veterans. I have contacted this Auxiliary Unit board and informed them that it is a violation of our Charter to represent The American Legion or the American Legion Auxiliary in a political or partisan matter.

Sincerely yours,

Lisa Cadwallader  
ALA, WV Department President

## Sandra McDonald

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Saturday, September 02, 2017 2:55 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 09/02/2017 2:55 PM  
**Response #:** 437  
**Submitter ID:** 2974  
**IP address:** 24.126.103.1  
**Time to complete:** 6 min. , 49 sec.

---

### Survey Details

#### Page 1

**1. Name**

Jason Wyatt

**2. Email**

jwyatt303@gmail.com

**3. Questions or Concerns**

I want to express my opinion on the draft fireworks ordinance. For the most part I think the draft regulations are appropriate. However I am concerned about allowing fireworks until midnight (or 12:30am) on July 3rd and 4th. Midnight is pretty late to be shooting off fireworks when people are trying to sleep. Since West Virginia does not have many restrictions on consumer fireworks, this means some pretty loud fireworks could be set off well past the bedtime of many children (and parents) who have to work or go to school early the next day.

In my opinion, with the exception of New Years Eve/Day, fireworks should not be permitted after 11pm.

I would have preferred to share this opinion in person at the meeting later this month, but 9:30am during the week is not a very good time for a working individual to attend a hearing.

**4. Would you like to receive email notifications from Jefferson County?**

No

Thank you,  
Jefferson County Commission, WV

---

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.



## Ethics and Open Meetings Training

Offered by the Jefferson County Commission

By: Martin J. Wright, Jr., General Counsel  
West Virginia State Auditor's Office

Where: Jefferson County Commission Meeting Room  
Old Charles Town Library  
200 E. Washington Street  
Charles Town, WV 25414

When: Wednesday, October 18, 2017

Time: 7:00 p.m.

*Questions regarding the event should be directed to  
the Jefferson County Commission: 304-728-3284*

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**

116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257  
Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

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MEMORANDUM

TO: SANDY SLUSHER McDONALD, DEPUTY COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: AUGUST 28, 2017

SUBJECT: BURR BUSINESS PARK, LOT 23/QUINN ENTERPRISES, LLC (FILE #S17-09)  
UNIVERSAL FOREST PRODUCTS REDLINE REVISION (FILE #S05-14)

Please find enclosed the construction bond agreement for the following projects:

1. Burr Business Park, Lot 23/Quinn Enterprises, LLC (File #S17-09), which is secured by Letter of Credit #338 with the Bank of Charles Town, located in Charles Town, WV in the amount of \$79,193.00
2. Universal Forest Products Redline Revision (File #S05-14), Performance Bond No. 929-639-671 with Western Surety Company, Chicago, IL in the amount of \$242,023.00

The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:rfb

RECEIVED

SEP 05 2017

County Commission  
of Jefferson County, WV



*State of West Virginia*  
**John B. McCuskey**

**State Auditor**

**Office of the State Auditor  
Local Government Services  
153 West Main Street, Suite C  
Clarksburg, West Virginia 26301**

**Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 627-2417  
[www.wvsao.gov](http://www.wvsao.gov)**

August 25, 2017

**To: ALL WEST VIRGINIA COUNTY COMMISSIONERS**

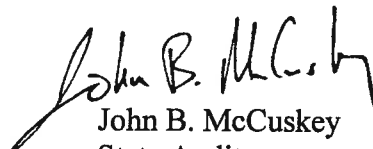
We recognize some of our local boards and authorities are not aware of certain laws, regulations and reporting requirements for which they are responsible. New standards are established, existing ones may have been changed, and the people who hold those positions of responsibility change as well. Therefore, the State Auditor's Office will once again be providing training to members and staff of the municipal and county boards and authorities, free of charge.

Because we do not know what boards and authorities you have within your local government, we are asking you to please forward this information to the people in those positions. We will be providing these free training seminars at five different locations throughout the state. Although they are free to attend, we are asking everyone to pre-register for our planning purposes.

Not only will attendees benefit from the sessions we offer, but also they will have the opportunity to network with others in similar positions, with similar concerns. The training we are offering has been designed to assist those on boards and authorities with skills and knowledge, for adequate controls and oversight, relating to the financial reporting and internal control process.

Enclosed you will find the agenda and registration form for these free training events. Please contact a member of our Local Government Services staff at 304-627-2415, if you have any questions.

Sincerely,

  
John B. McCuskey  
State Auditor



John B. McCuskey  
State Auditor

# 2017 State Auditor's Seminar for Municipal Officials and Assistants and Municipal and County Boards and Authorities AGENDA

**Times may fluctuate to accommodate audience participation**

---

8:00-9:00AM **Registration**

9:00 AM **Welcome**

9:15 AM **Reducing the Cost of an Audit and What Does an Audit Tell You**

10:00 AM **Break**

10:10 AM **Fraud Prevention and Detection**

11:00 AM **Open Meetings and the Setting of Agendas**

12:15 PM **Lunch (provided)**

12:45 PM **How Do the Ethics Laws Affect You**

1:50PM **Break**

2:00 PM **Internet Safety**

3:00 PM **Budgeting By Code and Who is Responsible**

4:00 PM **General Discussion among Attendees and Question and Answer Session**  
Topics to be determined by Attendees

**Adjournment**



# 2017 State Auditor's Training Seminar for County and Municipal Boards and Authorities

State Auditor J.B. McCuskey, through his Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for County and Municipal Boards and Authorities during the months of September and October at various locations throughout West Virginia.

| City              | Seminar Date                  | Location                                                         | Registration Deadline |
|-------------------|-------------------------------|------------------------------------------------------------------|-----------------------|
| Wheeling, WV      | Thursday, <b>September 28</b> | Hampton Inn & Suites<br><i>35 Bob Wise Dr., Triadelphia</i>      | Sept. 21              |
| So Charleston, WV | Thursday, <b>October 5</b>    | Holiday Inn & Suites<br><i>400 Second Ave., South Charleston</i> | Sept. 28              |
| Beckley, WV       | Thursday, <b>October 12</b>   | Holiday Inn & Suites<br><i>114 Dry Hill Rd., Beckley</i>         | October 5             |
| Martinsburg, WV   | Thursday, <b>October 19</b>   | Holiday Inn & Suites<br><i>301 Foxcroft Ave., Martinsburg</i>    | October 12            |
| Bridgeport, WV    | Thursday, <b>October 26</b>   | Best Western Plus<br><i>100 Lodgeville Rd., Bridgeport</i>       | October 19            |

**The registration fee has been waived, however, pre-registration is required.**

*Although the fee has been waived, we must receive your registration **before** the deadline in order to have available space as well as food and beverages. Lunch will be provided.*

**If we do not receive an adequate response for a particular location we may have to cancel the seminar for that location.**

Return this registration form no later than the deadline for the specific seminar. Please feel free to **make copies of this form for additional attendees**. For questions concerning these seminars contact: Ora Ash, (304) 627-2415, ext. 5114 Email: [ora.ash@wvsao.gov](mailto:ora.ash@wvsao.gov)

## County and Municipal Boards & Authorities

**FREE TO ATTEND, BUT YOU MUST REGISTER!**

**ONE NAME PER FORM PLEASE**

Name: \_\_\_\_\_ Name of Board or Authority: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mail to: **Karen Drain, Admin. Support  
Boards & Authorities Training  
153 West Main St., Suite C  
Clarksburg, West Virginia 26301**  
FAX TO: 304-627-2417 or  
EMAIL TO: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)

|                                        |                                    |
|----------------------------------------|------------------------------------|
| ___ <b>Wheeling, September 28</b>      | ___ <b>Martinsburg, October 19</b> |
| ___ <b>South Charleston, October 5</b> | ___ <b>Bridgeport, October 26</b>  |
| ___ <b>Beckley, October 12</b>         |                                    |

**IMPORTANT:** If unable to attend after registering, please call our office at 304-627-2415 to cancel.

# Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
Fax: (304) 340-0325

RECEIVED

September 12, 2017

SEP 14 2017

County Commission  
of Jefferson County, WV

Jefferson County Commission  
124 East Washington Street  
Charles Town, WV 25414

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$213,563.00 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July, and August 2017. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell".

Sandra Mitchell  
Budget & Finance Manager

SM:kp

# Jefferson County Public Service District

RECEIVED

SEP 11 2017

Jefferson County Public Service District  
Regular Board Meeting  
August 7, 2017

County Commission  
of Jefferson County, WV

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, August 8, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, William Strider; Secretary, Richard Weese; Treasurer, Roger Forshee; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; Finance Manager, April Shultz; from Bowles Rice, Tyler Mayhew; from Thrasher Engineering, Wayne Morgan, and liaison for the County Commission, Commissioner Josh Compton.

## CALL TO ORDER

Chairman Bill Strider called the meeting to order at 7:00PM.

## Approval of agenda

The agenda was unanimously approved with no changes.

Mr. Strider, on behalf of the Board and staff, wished Ms. Lawton the best on her retirement. This was Ms. Lawton's last board meeting. Mr. Strider presented her with a plaque.

## OLD BUSINESS

### Review Minutes of July 3 regular board meeting

The minutes of the July 3, 2017 regular board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the July 3, 2017 regular board meeting minutes as presented. Unanimously approved.**

### Discuss the District's financial status (status of paying bills)

The District can pay all disbursements for July for both sewer and water, but will need to collect \$11,200 to cover the previous disbursements for water.

**Action: No action required by the Board.**

### Request from Royal Vendors for wastewater treatment waiver

Don Korrell from Royal Vendors updated the Board. District staff filed the modification for the permit and now waiting for notification for the 30 day public comment period. He also stated that Royal Vendors has changed chemical suppliers to see if that change affects the Silver results. Mr. Korrell informed the Board they have taken two different samples and sent to two different labs. The results came back different from each, one showing Silver as non-detect and the other showing .05. They have taken two more samples and sent to each lab again to see if similar results come back.

**Action: No action required by the Board.**

### Discuss sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN

Ms. Lawton stated that staff and professionals are continuing to work on the administrative duties for the project. To move forward with the loan from USDA, the railroad license with Norfolk Southern needs to be completed. Ms. Lawton requested the Board approve resolution number twelve (12) to pay \$38,000 out of the \$660,000 loan for expenses related to the project. Mr. Strider read resolution #12 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE  
JEFFERSON COUNTY PUBLIC SERVICE DISTRICT  
APPROVING INVOICES RELATING TO ENGINEERING AND  
OTHER SERVICES FOR THE SEWER TRANSMISSION  
IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT  
THEREOF IN THE AMOUNT OF \$38,000.

**Action: Motion by Mr. Strider and seconded by Mr. Weese to approve the resolution 12 as read totaling \$38,000.**

There was a brief discussion held. Mr. Forshee questioned if there was an appraisal done to come up with the \$38,000 fee. Ms. Lawton stated she thought an appraisal was done, but would have to look into how the value was determined.

**Action: Mr. Forshee amended the motion to put the approval of resolution on hold until after December 31<sup>st</sup> to give Charles Town, Ranson, and the Public Service Commission time to evaluate what has been brought forth to them in the consolidation matter. This motion died due to lack of a second.**

**The original motion was approved 2-1. Mr Forshee voted against.**

Discuss Resolution 2017-012 from Charles Town regarding asset acquisition

Ms. Lawton stated her opinion that this is not a good deal for District customers nor the County as there will be no County representation if Charles Town takes over the utility and since there is no rate decrease for PSD customers and no guarantee that Charles Town rate payers rates will not increase. She believed this is being rushed through without looking into other options for a consolidation with equal representation for each entity in a new utility structure. Mr. Forshee asked Ms. Lawton if her memo she had prepared for this item was her opinion and if so, it should be revised to include only facts not opinions. Ms. Lawton stated all GM memos include facts along with the GM's opinion so she was not revising.

**Action: No action required by the Board.**

**NEW BUSINESS**

Discuss Glen Haven Water System notice of violations from Bureau of Public Health

Ms. Lawton provided a brief explanation on the violation the District received for Glen Haven. She stated that staff had collected samples for Radiologicals as they normally do and sent to the regular lab, Reliance Laboratories of Martinsburg. The results came back non-detect, but unbeknownst to the District, Reliance Labs sent the Radiological samples to another lab which had very recently lost its WV State certification for Radiological testing. Ms. Lawton stated that staff did not become aware of this until the violation was received. A letter was sent to the District from the Bureau for Public Health Kearneysville Office explaining the mishap and mentioning the Districts excellent track record of many years. Ms. Lawton stated the District's drinking water is safe to drink.

**Action: No action required by the Board.**

Review March 6, 2017 approved terms of representation for Robert Rodecker and consider if the scope of such agreement should be extended to cover representation in the matter of the Jefferson County Commission's filing to dissolve the District in PSC Case 17-0915-PSWD-PC

Ms. Lawton explained that in March 2017, the board approved Robert Rodecker to represent the District in consolidation discussions, but she wasn't sure if the agreement included representation in the dissolution case at the Public Service Commission. The Board will discuss this item in executive session at the end of the meeting.

**Action: No action required by the Board.**

Consider approval of addendum to the alternate main line extension agreement with Beallair Homes, LLC for the Beallair Homes, LLC for the Beallair development to address the Beallair West Phase 6 extension

Ms. Lawton explained to the Board that the original Alternate Mainline Extension Agreement was approved in 2004, but did not include Phase 6 (Beallair West). Mike Wiley from Wormald Companies, the

developer of Beallair, was in the audience to request an addenda to the original agreement to include Phase 6.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the addenda to Beallair's Alternate Mainline Extension Agreement to include phase 6.

Mr. Forshee asked if the District has received plans for phase 6. Mr. Wiley informed the Board that the District has approved the plans for phases 1-5 and lots 1-14 in phase 6.

**Motion was approved unanimously.**

Discuss step 2 rates per PSC case 15-1338-PSD-PC

Ms. Lawton gave an overview of the step 2 rates that will be taking effect for all services rendered after August 16, 2017 which will show up on the October customer bills. The District rates will decrease from \$17.85 to \$16.61 per 1000 gallons. Mr. Forshee suggested putting a note on the customer bills informing them of the decrease.

**Action:** No action required by the Board.

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. CCA Jefferson 17A – There are no updates in this case.

- Milliron vs. WV PSC & Jefferson County Public Service District – The Supreme Court reaffirmed the decision of the PSC's order on the project for the 2<sup>nd</sup> time. The decision is final.

**Action:** No action required by the Board.

Discussion of any expenses over budget for the year

There were no items over budget for the year.

**Action:** No action required by the Board.

Consider Fiscal Year 2017 sewer budget revisions

Mrs. Shultz discussed the Fiscal Year 2017 sewer budget revisions. This revised budget shows 134% coverage. Mr. Forshee questioned if the public could see invoices that were being approved by the Board. Ms. Lawton stated they could depending what the invoice was for.

**Action:** Motion made by Mr. Strider and seconded Mr. Weese to accept the Fiscal Year 2017 sewer budget revisions as presented. Unanimously approved.

**Action:** Motion made by Mr. Forshee to put the board books on the website from this meeting going forward. This motion died due to lack of a second.

Consider Fiscal Year 2017 water budget revisions

Mrs. Shultz, discussed the Fiscal Year 2017 water budget revisions. This revised budget shows 115% coverage.

**Action:** Motion made by Mr. Strider and seconded Mr. Weese to accept the Fiscal Year 2017 water budget revisions as presented. Unanimously approved.

Disbursements

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for the Public Service District water expenses in the amount of \$7,651.82. Unanimously approved.

**Action:** Motion made by Mr. Forshee to approve disbursements for Public Service District sewer expenses except for the Bowles Rice invoices. Motion died due to a lack of a second.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District sewer expenses in the amount of \$234,902.94. Approved 2-1. Mr. Forshee voted against the motion.

Approve transfer of \$7,070.28 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$7,070.28 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$367.70 from the New Water Security Deposit account to the Water Operating account for security deposit refunds

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$367.70 from the New Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$966.57 from the Water Renewal and Replacement account to the Water Operating account for a new pump at Glen Haven

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$966.57 from the Water Renewal and Replacement account to the Water Operating account for a new pump at Glen Haven. Unanimously approved.

Approve transfer of \$2,150.44 from the Future Needs account to the Sewer SB-234 account and close the Future Needs account

**Action:** Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$2,150.44 from the Future Needs account to the Sewer SB-234 account and close the Future Needs account. Unanimously approved.

General Manager's Report

Mr. Forshee requested Ms. Lawton read "Other Issues" portion of her GM report into public record. Ms. Lawton read this portion from her report.

**Action:** No action required by the Board.

Other staff reports

None discussed.

**Action:** No action required by the Board.

Correspondence

Mr. Forshee asked if the District had any process describing who and who should not be included on correspondence between staff, board members, and others. Ms. Lawton stated that it depends on what is being discussed. Mr. Forshee also stated that the agenda has generic descriptions listed on the as agenda items which should be more specific according to the West Virginia Ethics. Mr. Forshee suggested listing the number of delinquent accounts to the bottom of the monthly agendas to keep track of it.

**Action:** Motion made by Mr. Forshee to add the number of delinquent accounts and the amounts delinquent to future agenda's. The motion died due to a lack of a second.

Public Comment

Patsy Noland stated she does not enjoy night meetings and that is the reason she does not attend the PSD meetings very often, but she does listen to the audio on the District's website and is here other times gathering information from staff. Ms. Noland wished Ms. Lawton a happy retirement and wanted to personally and publically thank her for providing information to her and answering questions when asked. She stated Ms. Lawton has been a great General Manger for the District and has built a wonderful and dedicated staff.

Todd Milliron commented on the SB234 account and his interpretation of what the account is. He stated the PSC had clearly identified in the March order the District needed \$525,099 in total cash available by August. As far as he is concerned, the District should stop collecting for the account since it's been collected.

Andrew Johnson commented on the personal insults that were stated in tonight's meeting by the General Manger. He also stated that the "followers" as they have been called are not following a person rather an idea of not being treated fairly or having representation.

Matt Piepenburg, a former District employee, thanked Ms. Lawton for bringing him and GIS into Jefferson County and wished her a happy retirement.

Mike Wiley, from Beallair Homes and also speaking on behalf of Jefferson County Citizens for Economic Preservations, congratulated Ms. Lawton on her retirement and appreciated her honesty, pleasantness, and fairness over the years. He also urged the District to intervene in the dissolution case at the Public Service Commission because this is not the right decision. This decision will impact Beallair and other developments in the County. Mr. Wiley also stated the District's sewer transmission project should continue to be pursued.

Jacquelyn Milliron wished Ms. Lawton a happy retirement. She also stated that as one of the authors of Senate Bill 81, along with help of Senator Snyder, she is happy to see 2 rate payers on the Board along with a County Commission liaison who is also a rate payer. She commented that the sewer project would be tearing up the Breckenridge community and that is her main concern other than the rates. She stated that there will be developers benefitting, but not paying for it. Ms. Milliron also questioned where the generator is at the Breckenridge pump station.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.**

**Action: Motion made by Mr. Weese and seconded by Mr. Strider to return to public session. Unanimously approved.**

**Action: Motion made by Mr. Strider and seconded by Mr. Weese for the District file a petition to intervene in case #17-0915-PSWD-PC, the Dissolution of the District. Approved 2-1. Mr. Forshee voted against the motion.**

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to direct Robert Rodecker to prepare an addenda to his February 28, 2017 contract signed by the Board on March 6, 2017 and to include the scope to address the dissolution of the District, PSC case # 17-0915-PSWD-PC with the same terms and rates, for two years, as the initial agreement. Unanimously approved.**

**Action: Motion made by Mr. Forshee to schedule a special board meeting to discuss and refer a possible criminal act by a PSD board member. This motion died due to a lack of a second.**

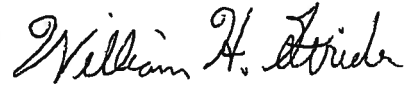
**Action: Motion made by Mr. Forshee to schedule a special board meeting to discuss possible violations by a PSD employee violating West Virginia code 6b-2.5b. This motion died due to a lack of a second.**

**Action: Motion made by Mr. Strider and seconded by Mr. Forshee to adjourn. Unanimously approved.**

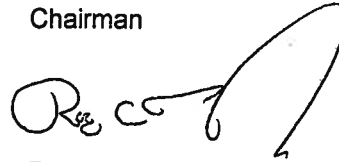
There being no further business at this time, the meeting was adjourned at 9:45PM.

The next regular meeting is scheduled for Tuesday, September 5, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



William H. Strider  
Chairman



Roger C. Forshee Jr.  
Treasurer

# Impact Fee Status Report

## August 2017

### Office of Impact Fees

#### Summary

Date Range: Tuesday 1 through Thursday 31 August 2017

Report Date: 1 September 2017

Process Number Range: 1700160-1700187

Total Applications: 28

Total Non-Exempt: 25

*Of which:*

Commercial: 0

Residential: 25

*Of which:*

County: 21

Municipal: 4

Total Exempt: 3

*Of which:*

Commercial: 0

Residential: 3

*Of which:*

County: 2

Municipal: 1

Tables 1 through 7 summarize impact fee processing for August 2017. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

|                        | Exempt | Commercial | Residential  | Total               |
|------------------------|--------|------------|--------------|---------------------|
| 1 – 31 August 2017     | 3      | 0          | 25           | 28                  |
| Fees collected         |        | \$0.00     | \$158,031.00 | <b>\$158,031.00</b> |
| <i>Of which</i>        |        |            |              |                     |
| School Impact Fee      |        |            | \$142,500.00 | <b>\$142,500.00</b> |
| Law Enforcement Fee    |        | \$0.00     | \$3,381.00   | <b>\$3,381.00</b>   |
| Parks & Recreation Fee |        |            | \$10,950.00  | <b>\$10,950.00</b>  |
| EMS Fee                |        | \$0.00     | \$1,200.00   | <b>\$1,200.00</b>   |

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

| Description                                                             | Amount              |
|-------------------------------------------------------------------------|---------------------|
| Opening Statement Balance (1 August 2017)                               | \$88,427.20         |
| July Deposits (1 – 31 August 2017)                                      | \$158,031.00        |
| School July Transactions (withdraws via transfer on 8 August 2017)      | (\$79,846.98)       |
| Law July Transactions (withdraws via transfer on 8 August 2017)         | (\$1,772.04)        |
| Parks & Rec July Transactions (withdraws via transfer on 8 August 2017) | (\$6,135.65)        |
| EMS July Transactions (withdraws via transfer on 8 August 2017)         | (\$672.53)          |
| Interest Earned (31 August 2017)                                        | \$50.19             |
| <b>Ending Statement Balance (31 August 2017)</b>                        | <b>\$158,081.19</b> |
| <i>Outstanding Credits (deposits through 1 September 2017)</i>          | <i>\$0.00</i>       |

**Table 3. Financial Data – School Impact Fee Account (3107582)**

| Description                                                | Amount                |
|------------------------------------------------------------|-----------------------|
| Opening Balance (1 August 2017)                            | \$3,606,597.41        |
| July Transactions (deposits via transfer on 8 August 2017) | \$79,846.98           |
| Interest Earned (31 August 2017)                           | \$1,557.82            |
| <b>Ending Balance (31 August 2017)</b>                     | <b>\$3,688,002.21</b> |

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

| Description                                                | Amount              |
|------------------------------------------------------------|---------------------|
| Opening Balance (1 August 2017)                            | \$98,892.74         |
| July Transactions (deposits via transfer on 8 August 2017) | \$1,772.04          |
| Interest Earned (31 August 2017)                           | \$42.58             |
| <b>Ending Balance (31 August 2017)</b>                     | <b>\$100,707.36</b> |

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

| Description                                                | Amount              |
|------------------------------------------------------------|---------------------|
| Opening Balance (1 August 2017)                            | \$158,531.01        |
| July Transactions (deposits via transfer on 8 August 2017) | \$6,135.65          |
| Interest Earned (31 August 2017)                           | \$69.34             |
| <b>Ending Balance (31 August 2017)</b>                     | <b>\$164,736.00</b> |

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

| Description                                                | Amount            |
|------------------------------------------------------------|-------------------|
| Opening Balance (1 August 2017)                            | \$1,004.63        |
| July Transactions (deposits via transfer on 8 August 2017) | \$672.53          |
| Interest Earned (31 August 2017)                           | \$0.65            |
| <b>Ending Balance (31 August 2017)</b>                     | <b>\$1,677.81</b> |

**Table 7. Total Impact Fees as of 1 September 2017/1**

| Description                           | Amount                |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$158,081.19          |
| School Impact Fee Account             | \$3,688,002.21        |
| Law Enforcement Fee Account           | \$100,707.36          |
| Parks & Recreation Impact Fee Account | \$164,736.00          |
| EMS Impact Fee Account                | \$1,677.81            |
| <b>Total Impact Fees</b>              | <b>\$4,113,204.57</b> |

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending September 2017 Fee Transfers /1**

| Account                               | 31 August<br>2017<br>Account Totals | Pending Impact<br>Fee Transfers | Account Totals        |
|---------------------------------------|-------------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account             | \$3,688,002.21                      | \$142,545.18                    | \$3,830,547.39        |
| Law Enforcement Fee Account           | \$100,707.36                        | \$3,382.00                      | \$104,089.36          |
| Parks & Recreation Impact Fee Account | \$164,736.00                        | \$10,953.51                     | \$175,689.51          |
| EMS Impact Fee Account                | \$1,677.81                          | \$1,200.50                      | \$2,878.31            |
| <b>Total Impact Fees</b>              | <b>\$3,955,123.38</b>               | <b>\$158,081.19</b>             | <b>\$4,113,204.57</b> |

/1 This table represents each of the impact fee category account totals as of 31 August 2017 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in August 2017 are listed in table 1 of the General Account (3111776); these transactions will be processed in September 2017. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

**610**

## Form 100 Transaction Summary

### Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Tuesday 1 through Thursday 31 August 2017*

| Process Number             | Date       | Last Name    | First Name       | Tax District     | Deed Book | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date       | Exemption Reason |
|----------------------------|------------|--------------|------------------|------------------|-----------|-----------|---------|--------|-----------------------|------------|------------------|
| <b>Exempt Applications</b> |            |              |                  |                  |           |           |         |        |                       |            |                  |
| 1700173                    | 08/07/2017 | Shue-Powless | Jo               | 04 Harpers Ferry | 1166      | 332       | 4       | 31     | \$0.00                | 08/07/2017 | Form 200         |
| 1700181                    | 08/24/2017 | Leon         | Magdaleno        | 07 Middleway     | 1175      | 266       | 4A      | 80     | \$0.00                | 08/24/2017 | Form 200         |
| 1700182                    | 08/25/2017 | Jamie Davis  | JRD Investments, | 08 Ranson Corp   | 1167      | 712       | 2       | 51.3   | \$0.00                | 08/25/2017 | Form 200         |

**Category Count: 3**

**Category Total**

**\$0.00**

| <b>Non-Exempt Applications</b> |            |                  |               |                  |      |     |     |       |            |            |     |
|--------------------------------|------------|------------------|---------------|------------------|------|-----|-----|-------|------------|------------|-----|
| 1700160                        | 08/01/2017 | Cogle            | Paul          | 06 Kabletown     | 1193 | 290 | 21E | 92.93 | \$6,347.00 | 08/01/2017 | N/A |
| 1700161                        | 08/01/2017 | Susan Martin     | Arcadia       | 03 Charles Town  | 23   | 67  | 12A | 48    | \$6,186.00 | 08/01/2017 | N/A |
| 1700162                        | 08/01/2017 | Field            | James         | 04 Harpers Ferry | 2144 | 626 | 11B | 30    | \$6,347.00 | 08/01/2017 | N/A |
| 1700163                        | 08/01/2017 | JC 2017          |               | 09 Shepherdstown | 1189 | 372 | 13  | 6     | \$6,347.00 | 08/01/2017 | N/A |
| 1700164                        | 08/01/2017 | JC 2017          |               | 09 Shepherdstown | 1189 | 687 | 7   | 7     | \$6,347.00 | 08/01/2017 | N/A |
| 1700165                        | 08/01/2017 | J Hess Group     |               | 04 Harpers Ferry | 1139 | 726 | 14  | 27    | \$6,347.00 | 08/01/2017 | N/A |
| 1700166                        | 08/01/2017 | David Lutman     | Lutman        | 06 Kabletown     | 1186 | 564 | 15  | 3.27  | \$6,347.00 | 08/01/2017 | N/A |
| 1700167                        | 08/04/2017 | Tim              | Southern Home | 06 Kabletown     | 1178 | 704 | 20  | 8     | \$6,347.00 | 08/04/2017 | N/A |
| 1700168                        | 08/04/2017 | Arcadia          |               | 03 Charles Town  | 23   | 67  | 12B | 234   | \$6,186.00 | 08/04/2017 | N/A |
| 1700169                        | 08/04/2017 | Fraleley         | Kathleen      | 09 Shepherdstown | 594  | 645 | 16  | 15.2  | \$6,347.00 | 08/04/2017 | N/A |
| 1700170                        | 08/04/2017 | DR Acquisitions, |               | 04 Harpers Ferry | 1129 | 541 | 9   | 138   | \$6,347.00 | 08/04/2017 | N/A |
| 1700171                        | 08/04/2017 | DR Acquisitions, |               | 04 Harpers Ferry | 919  | 660 | 9   | 6     | \$6,347.00 | 08/04/2017 | N/A |
| 1700172                        | 08/04/2017 | Dan Ryan         |               | 04 Harpers Ferry | 1129 | 541 | 9   | 123   | \$6,347.00 | 08/04/2017 | N/A |
| 1700174                        | 08/10/2017 | Hill             | Christopher   | 09 Shepherdstown | 934  | 602 | 13  | 84    | \$6,347.00 | 08/10/2017 | N/A |
| 1700175                        | 08/11/2017 | Dan Ryan         |               | 04 Harpers Ferry | 1129 | 541 | 9   | 135   | \$6,347.00 | 08/11/2017 | N/A |
| 1700176                        | 08/11/2017 | DR Acquisitions, |               | 04 Harpers Ferry | 1129 | 541 | 9   | 128   | \$6,347.00 | 08/11/2017 | N/A |
| 1700177                        | 08/11/2017 | K Hovnanian      |               | 08 Ranson Corp   | 1133 | 476 | 8D  | 14E   | \$6,186.00 | 08/11/2017 | N/A |
| 1700178                        | 08/11/2017 | K Hovnanian      |               | 08 Ranson Corp   | 1133 | 476 | 8D  | 13E   | \$6,186.00 | 08/11/2017 | N/A |
| 1700179                        | 08/18/2017 | JC 2017          |               | 07 Middleway     | 1193 | 553 | 22  | 40    | \$6,347.00 | 08/18/2017 | N/A |

| Process Number                 | Date       | Last Name        | First Name  | Tax District     | Deed Book             | Deed Page | Tax Map | Parcel              | Impact Fees Collected | Date       | Exemption Reason |
|--------------------------------|------------|------------------|-------------|------------------|-----------------------|-----------|---------|---------------------|-----------------------|------------|------------------|
| <b>Non-Exempt Applications</b> |            |                  |             |                  |                       |           |         |                     |                       |            |                  |
| 1700180                        | 08/18/2017 | Dan Ryan         |             | 02 Charles Town  | 952                   | 565       | 4       | 19                  | \$6,347.00            | 08/18/2017 | N/A              |
| 1700183                        | 08/28/2017 | Whisenant        | David and   | 04 Harpers Ferry | 996                   | 359       | 21F     | 915                 | \$6,347.00            | 08/28/2017 | N/A              |
| 1700184                        | 08/30/2017 | Miller           | Alan        | 09 Shepherdstown | 784                   | 328       | 1       | 7.5                 | \$6,347.00            | 08/30/2017 | N/A              |
| 1700185                        | 08/30/2017 | Spry             | Michael and | 09 Shepherdstown | 1189                  | 399       | 2       | 10.5                | \$6,347.00            | 08/30/2017 | N/A              |
| 1700186                        | 08/30/2017 | DR Acquisitions, |             | 04 Harpers Ferry | 1129                  | 541       | 9       | 129                 | \$6,347.00            | 08/30/2017 | N/A              |
| 1700187                        | 08/30/2017 | DR Acquisitions, |             | 04 Harpers Ferry | 1129                  | 541       | 9       | 172                 | \$6,347.00            | 08/30/2017 | N/A              |
| <b>Category Count: 25</b>      |            |                  |             |                  | <b>Category Total</b> |           |         | <b>\$158,031.00</b> |                       |            |                  |
| <b>TOTAL APPLICATIONS: 28</b>  |            |                  |             |                  | <b>Grand Total</b>    |           |         | <b>\$158,031.00</b> |                       |            |                  |

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

**MEMORANDUM**

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *MM*  
DATE: Friday, 1 September, 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of August 2017.

This transfer consists of two components:

- Impact Fee Process Numbers **1700160** through **1700187**, inclusive. Within this range there were 25 non-exempt impact fee payments. This amounts to **\$142,500.00**.
- Interest earned by the Office of Impact Fees General Account in August 2017 amounts to **\$50.19**, of which **\$45.18** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is **\$142,545.18.**

**Check # 1104**



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1104

Trace 20170901:38829.98

Date 9/1/2017

Series 1

Recipient Sheriff of Jefferson County

Amount \$142,500.00

Account 3107582

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in August 2017.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount     |
|--------------|----------------|-----------|------------|------------|
| 8/2/2017     | 1700160        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/2/2017     | 1700161        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/2/2017     | 1700162        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/2/2017     | 1700163        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/2/2017     | 1700164        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/2/2017     | 1700165        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/2/2017     | 1700166        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/7/2017     | 1700167        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/7/2017     | 1700168        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/7/2017     | 1700169        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/7/2017     | 1700170        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/7/2017     | 1700171        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/7/2017     | 1700172        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/11/2017    | 1700174        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/14/2017    | 1700175        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/14/2017    | 1700176        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/14/2017    | 1700177        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/14/2017    | 1700178        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/21/2017    | 1700179        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/21/2017    | 1700180        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/29/2017    | 1700183        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/31/2017    | 1700184        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/31/2017    | 1700185        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/31/2017    | 1700186        | 2003-3    | 11/24/2005 | \$5,700.00 |
| 8/31/2017    | 1700187        | 2003-3    | 11/24/2005 | \$5,700.00 |

**Total amount for this withdraw \$142,500.00**

**Total amount for this account \$142,500.00**

**Total amount all accounts \$142,500.00**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 17033

**Date:** 9/1/2017

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

| <b>Description</b>                                                                                                                                                                                       | <b>Amount</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Impact Fee payments collected for month of August 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). | \$142,500.00  |
| Interest earned by the Office of Impact Fees General Account August 2017.                                                                                                                                | \$45.18       |
| Impact Fee Process Numbers 1700160 through 1700187, inclusive. Within this range, there were 25 non-exempt impact fee payments.                                                                          |               |
| <b>Total: \$142,545.18</b>                                                                                                                                                                               |               |

**Notes/Comments:** Transfer of funds into School Impact Fee Account (3107582).

**Check Number:** 1104

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

COPY

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *mm*  
DATE: Friday, 1 September, 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

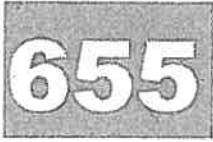
Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of August 2017.

This transfer consists of two components:

- Impact Fee Process Numbers 1700160 through 1700187, inclusive. Within this range there were 21 non-exempt impact fee payments. This amounts to **\$3,381.00**.
- Interest earned by the Office of Impact Fees General Account in August 2017 amounts to **\$50.19**, of which **\$1.00** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is **\$3,382.00**.

Check # **1105**



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1105

Trace 20170901:38905.49

Date 9/1/2017

Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$3,381.00

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in August 2017.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount   |
|--------------|----------------|-----------|------------|----------|
| 8/2/2017     | 1700160        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/2/2017     | 1700161        | 2005-1    | 3/22/2005  | \$0.00   |
| 8/2/2017     | 1700162        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/2/2017     | 1700163        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/2/2017     | 1700164        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/2/2017     | 1700165        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/2/2017     | 1700166        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/7/2017     | 1700167        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/7/2017     | 1700168        | 2005-1    | 3/22/2005  | \$0.00   |
| 8/7/2017     | 1700169        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/7/2017     | 1700170        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/7/2017     | 1700171        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/7/2017     | 1700172        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/11/2017    | 1700174        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/14/2017    | 1700175        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/14/2017    | 1700176        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/14/2017    | 1700177        | 2005-1    | 3/22/2005  | \$0.00   |
| 8/14/2017    | 1700178        | 2005-1    | 3/22/2005  | \$0.00   |
| 8/21/2017    | 1700179        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/21/2017    | 1700180        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/29/2017    | 1700183        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/31/2017    | 1700184        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/31/2017    | 1700185        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/31/2017    | 1700186        | 2005-1    | 3/22/2005  | \$161.00 |
| 8/31/2017    | 1700187        | 2005-1    | 3/22/2005  | \$161.00 |

**Total amount for this withdraw \$3,381.00**

**Total amount for this account \$3,381.00**

**Total amount all accounts \$3,381.00**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

Number: 17034

Date: 9/1/2017

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of August 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$3,381.00

Interest earned by the Office of Impact Fees General Account August 2017. \$1.00

Impact Fee Process Numbers 1700160 through 1700187, inclusive. Within this range, there were 21 non-exempt impact fee payments.

**Total: \$3,382.00**

**Notes/Comments** Transfer of funds into Law Enforcement Impact Fee Account (3120120).

**Check Number:** 1105

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

**MEMORANDUM**

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *MM*  
DATE: Friday, 1 September, 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

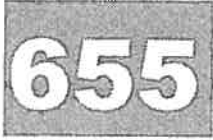
Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of August 2017.

This transfer consists of two components:

- Impact Fee Process Numbers **1700160** through **1700187**, inclusive. Within this range there were 25 non-exempt impact fee payments. This amounts to **\$10,950.00**.
- Interest earned by the Office of Impact Fees General Account in August 2017 amounts to **\$50.19**, of which **\$3.51** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is **\$10,953.51**.

Check # **1106**



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1106

Trace 20170901:38949.52

Date 9/1/2017

Series 3

Recipient Sheriff of Jefferson County

Amount \$10,950.00

Account 3122808

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in August 2017.

| Deposit Date | Process Number | Ordinance | Enact Date | Amount   |
|--------------|----------------|-----------|------------|----------|
| 8/2/2017     | 1700160        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/2/2017     | 1700161        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/2/2017     | 1700162        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/2/2017     | 1700163        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/2/2017     | 1700164        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/2/2017     | 1700165        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/2/2017     | 1700166        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/7/2017     | 1700167        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/7/2017     | 1700168        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/7/2017     | 1700169        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/7/2017     | 1700170        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/7/2017     | 1700171        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/7/2017     | 1700172        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/11/2017    | 1700174        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/14/2017    | 1700175        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/14/2017    | 1700176        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/14/2017    | 1700177        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/14/2017    | 1700178        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/21/2017    | 1700179        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/21/2017    | 1700180        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/29/2017    | 1700183        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/31/2017    | 1700184        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/31/2017    | 1700185        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/31/2017    | 1700186        | 2005-2    | 5/12/2005  | \$438.00 |
| 8/31/2017    | 1700187        | 2005-2    | 5/12/2005  | \$438.00 |

**Total amount for this withdraw \$10,950.00**

**Total amount for this account \$10,950.00**

**Total amount all accounts \$10,950.00**

**Jefferson County Commission**P.O. Box 250  
Charles Town, WV 25414**Invoice**

Number: 17035

Date: 9/1/2017

**Bill To:**Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414**Pay To:**Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414**P.O. Number****Vendor Number****Description****Amount**

Impact Fee payments collected for month of August 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$10,950.00

Interest earned by the Office of Impact Fees General Account August 2017. \$3.51

Impact Fee Process Numbers 1700160 through 1700187, inclusive. Within this range, there were 25 non-exempt impact fee payments.

**Total: \$10,953.51****Notes/Comments** Transfer of funds into Parks & Recreation Impact Fee Account (3122808).**Check Number:** 1106

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

COPY

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *mm*  
DATE: Friday, 1 September, 2017  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of August 2017.

This transfer consists of two components:

- Impact Fee Process Numbers 1700160 through 1700187, inclusive. Within this range there were 25 non-exempt impact fee payments. This amounts to **\$1,200.00**.
- Interest earned by the Office of Impact Fees General Account in August 2017 amounts to **\$50.19**, of which **\$0.50** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is **\$1,200.50**.

Check # ~~1107~~



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1107

Trace 20170901:38985.83

Date 9/1/2017

Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$1,200.00

Signature 1 Peter Onoszko

Signature 2 Sheriff Peter Dougherty

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in August 2017.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount     |
|---------------------------------------|----------------|-----------|------------|------------|
| 8/2/2017                              | 1700160        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/2/2017                              | 1700161        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/2/2017                              | 1700162        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/2/2017                              | 1700163        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/2/2017                              | 1700164        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/2/2017                              | 1700165        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/2/2017                              | 1700166        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/7/2017                              | 1700167        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/7/2017                              | 1700168        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/7/2017                              | 1700169        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/7/2017                              | 1700170        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/7/2017                              | 1700171        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/7/2017                              | 1700172        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/11/2017                             | 1700174        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/14/2017                             | 1700175        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/14/2017                             | 1700176        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/14/2017                             | 1700177        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/14/2017                             | 1700178        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/21/2017                             | 1700179        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/21/2017                             | 1700180        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/29/2017                             | 1700183        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/31/2017                             | 1700184        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/31/2017                             | 1700185        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/31/2017                             | 1700186        | 2005-3    | 5/12/2005  | \$48.00    |
| 8/31/2017                             | 1700187        | 2005-3    | 5/12/2005  | \$48.00    |
| <b>Total amount for this withdraw</b> |                |           |            | \$1,200.00 |
| <b>Total amount for this account</b>  |                |           |            | \$1,200.00 |
| <b>Total amount all accounts</b>      |                |           |            | \$1,200.00 |

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 17036

**Date:** 9/1/2017

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of August 2017 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$1,200.00

Interest earned by the Office of Impact Fees General Account August 2017. \$0.50

Impact Fee Process Numbers 1700160 through 1700187, inclusive. Within this range, there were 25 non-exempt impact fee payments.

**Total: \$1,200.50**

**Notes/Comments** Transfer of funds into EMS Impact Fee Account (3122816).

**Check Number:** 1107

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

| Week Ending Date                                 | FY18<br>August 26, 2017 |
|--------------------------------------------------|-------------------------|
| To Be Deposited On                               | September 1, 2017       |
| Amount Played                                    | \$ 57,157,097.09        |
| Amount Won                                       | 51,383,222.60           |
| Amount Promo                                     | 686,939.00              |
| MWAP Contribution                                | <u>-</u>                |
| Adjusted Gross Terminal Revenue                  | \$ <u>5,086,935.49</u>  |
| Administrative Costs @ 4%                        | 203,477.41              |
| Excess Lottery Fund @ 4%                         | <u>-</u>                |
| Net Terminal Revenue                             | \$ <u>4,883,458.08</u>  |
| Surcharge @ 10%                                  | -                       |
| State Share Excess @ 58% & 10% of 42%            | -                       |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>-</u>                |
| Track Share of Capital Reinvestment @ 96%        | -                       |
| Track Share of Capital Reinvestment @ 4%         | -                       |
| Adjusted Net Terminal Revenue                    | \$ <u>4,883,458.08</u>  |
| Racetrack @ 46.50% / 42%                         | 2,270,808.01            |
| Lottery Fund @ 30% / 0%                          | 1,465,037.41            |
| Excess Lottery Fund @ 0% / 41%                   | -                       |
| Excess Lottery Fund @ 12.85% / 9.55%             | 627,524.38              |
| Racetrack Purses @ 90% of 7% / 4%                | 307,657.86              |
| Employee Pension @ 1% / 0.5%                     | 48,834.58               |
| Greyhound Development @ 90% of 0.75%             | 32,963.34               |
| Thoroughbred Development @ 90% of 0.75%          | 32,963.34               |
| County / Municipality @ 2%                       | <u>97,669.16</u>        |
|                                                  | <u>\$ 4,883,458.08</u>  |

WEST VIRGINIA LOTTERY  
 Charles Town  
 County / Municipality Split  
 Fiscal Year 2018

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

| Date                      | 2% of Adj. Net Revenue | Jefferson County     | Five Municipalities | Bolivar 7.93% | Charles Town 39.90% | Harpers Ferry 2.17% | Ranson 33.68% | Shepherdstown 16.32% |
|---------------------------|------------------------|----------------------|---------------------|---------------|---------------------|---------------------|---------------|----------------------|
| 1 day ending:<br>7/1/2017 | \$ 23,688.48           | \$ 23,688.48         | \$ -                | \$ -          | \$ -                | \$ -                | \$ -          | \$ -                 |
| Week ending:<br>7/8/2017  | 125,588.96             | 125,588.96           | -                   | -             | -                   | -                   | -             | -                    |
| 7/15/2017                 | 99,148.44              | 99,148.44            | -                   | -             | -                   | -                   | -             | -                    |
| 7/22/2017                 | 98,965.20              | 98,965.20            | -                   | -             | -                   | -                   | -             | -                    |
| 7/29/2017                 | 108,161.52             | 108,161.52           | -                   | -             | -                   | -                   | -             | -                    |
| 8/5/2017                  | 104,979.36             | 104,979.36           | -                   | -             | -                   | -                   | -             | -                    |
| 8/12/2017                 | 100,184.16             | 100,184.16           | -                   | -             | -                   | -                   | -             | -                    |
| 8/19/2017                 | 101,813.88             | 101,813.88           | -                   | -             | -                   | -                   | -             | -                    |
| 8/26/2017                 | 97,669.16              | 97,669.16            | -                   | -             | -                   | -                   | -             | -                    |
| <b>Sub Total</b>          | <b>\$ 860,199.16</b>   | <b>\$ 860,199.16</b> | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>   | <b>\$ -</b>          |

Benchmark Goal \$ 912,063.48  
 Remainder until split \$ 51,864.32

VIDEO LOTTERY REPORT

| FY 2014    |            |            | FY 2015    |            |            | FY 2016    |            |           | FY 2017    |      |        | FY 2018 |        |  |
|------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|------|--------|---------|--------|--|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date      | Amount     | Date | Amount | Date    | Amount |  |
| 7/6/2013   | 123,196.88 | 7/5/2014   | 106,819.12 | 7/4/2015   | 89,446.56  | 7/1-2/2016 | 51,477.36  | 7/1/2017  | 23,688.48  |      |        |         |        |  |
| 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015  | 119,132.68 | 7/9/2016   | 125,605.24 | 7/8/2017  | 125,588.96 |      |        |         |        |  |
| 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015  | 112,706.24 | 7/16/2016  | 107,876.48 | 7/15/2017 | 99,148.44  |      |        |         |        |  |
| 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015  | 109,356.88 | 7/23/2016  | 107,196.20 | 7/22/2017 | 98,965.20  |      |        |         |        |  |
| 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015   | 119,089.60 | 7/30/2016  | 111,534.28 | 7/29/2017 | 108,161.52 |      |        |         |        |  |
| 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015   | 115,689.52 | 8/6/2016   | 110,378.32 | 8/5/2017  | 104,979.36 |      |        |         |        |  |
| 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015  | 108,726.48 | 8/13/2016  | 101,561.56 | 8/12/2017 | 100,184.16 |      |        |         |        |  |
| 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015  | 108,922.12 | 8/20/2016  | 115,270.28 | 8/19/2017 | 101,813.88 |      |        |         |        |  |
| 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015  | 73,285.10  | 8/27/2016  | 96,130.52  | 8/26/2017 | 97,669.16  |      |        |         |        |  |
| 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015   | 55,890.76  | 9/3/2016   | 60,448.12  |           |            |      |        |         |        |  |
| 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015  | 63,273.30  | 9/10/2016  | 61,598.04  |           |            |      |        |         |        |  |
| 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015  | 54,233.06  | 9/17/2016  | 50,609.64  |           |            |      |        |         |        |  |
| 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  | 9/26/2015  | 52,439.60  | 9/24/2016  | 51,199.68  |           |            |      |        |         |        |  |
| 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  | 10/3/2015  | 53,104.94  | 10/1/2016  | 54,346.34  |           |            |      |        |         |        |  |
| 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  | 10/10/2015 | 50,291.26  | 10/8/2016  | 50,896.18  |           |            |      |        |         |        |  |
| 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  | 10/17/2015 | 53,048.80  | 10/15/2016 | 51,557.88  |           |            |      |        |         |        |  |
| 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  | 10/24/2015 | 55,418.72  | 10/22/2016 | 53,825.90  |           |            |      |        |         |        |  |
| 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  | 10/31/2015 | 57,023.64  | 10/29/2016 | 50,853.22  |           |            |      |        |         |        |  |
| 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  | 11/7/2015  | 55,832.08  | 11/5/2016  | 55,958.84  |           |            |      |        |         |        |  |
| 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  | 11/14/2015 | 56,012.86  | 11/12/2016 | 53,346.18  |           |            |      |        |         |        |  |
| 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  | 11/21/2015 | 50,193.76  | 11/19/2016 | 47,174.90  |           |            |      |        |         |        |  |
| 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  | 11/28/2015 | 60,010.98  | 11/26/2016 | 56,826.94  |           |            |      |        |         |        |  |
| 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  | 12/5/2015  | 47,767.86  | 12/3/2016  | 48,407.86  |           |            |      |        |         |        |  |
| 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  | 12/12/2015 | 42,938.56  | 12/10/2016 | 43,743.14  |           |            |      |        |         |        |  |
| 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  | 12/19/2015 | 43,087.16  | 12/17/2016 | 33,602.54  |           |            |      |        |         |        |  |
| 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  | 12/26/2015 | 52,835.48  | 12/24/2016 | 40,222.46  |           |            |      |        |         |        |  |
| 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  | 1/2/2016   | 74,963.14  | 12/31/2016 | 60,653.90  |           |            |      |        |         |        |  |
| 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  | 1/9/2016   | 41,474.24  | 1/7/2017   | 42,634.50  |           |            |      |        |         |        |  |
| 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  | 1/16/2016  | 43,455.58  | 1/14/2017  | 37,751.18  |           |            |      |        |         |        |  |
| 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  | 1/23/2016  | 25,025.40  | 1/21/2017  | 46,870.58  |           |            |      |        |         |        |  |
| 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  | 1/30/2016  | 36,805.26  | 1/28/2017  | 40,692.96  |           |            |      |        |         |        |  |
| 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  | 2/4/2016   | 51,695.74  | 2/4/2017   | 44,277.10  |           |            |      |        |         |        |  |
| 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  | 2/13/2016  | 44,941.78  | 2/11/2017  | 42,514.28  |           |            |      |        |         |        |  |
| 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  | 2/20/2016  | 50,505.40  | 2/18/2017  | 48,086.80  |           |            |      |        |         |        |  |
| 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  | 2/27/2016  | 52,426.86  | 2/25/2017  | 55,365.02  |           |            |      |        |         |        |  |
| 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  | 3/5/2016   | 53,474.66  | 3/4/2017   | 47,881.24  |           |            |      |        |         |        |  |
| 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  | 3/12/2016  | 51,447.02  | 3/11/2017  | 46,274.58  |           |            |      |        |         |        |  |
| 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  | 3/19/2016  | 50,356.80  | 3/18/2017  | 43,959.78  |           |            |      |        |         |        |  |
| 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  | 3/26/2016  | 52,217.46  | 3/25/2017  | 49,130.62  |           |            |      |        |         |        |  |
| 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  | 4/2/2016   | 54,185.88  | 4/1/2017   | 48,124.72  |           |            |      |        |         |        |  |
| 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  | 4/9/2016   | 49,690.04  | 4/8/2017   | 46,262.60  |           |            |      |        |         |        |  |
| 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  | 4/16/2016  | 49,071.82  | 4/15/2017  | 46,768.98  |           |            |      |        |         |        |  |
| 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  | 4/23/2016  | 49,485.78  | 4/22/2017  | 45,614.00  |           |            |      |        |         |        |  |

|           |                     |           |                     |           |                     |           |                     |
|-----------|---------------------|-----------|---------------------|-----------|---------------------|-----------|---------------------|
| 5/3/2014  | 54,757.72           | 5/2/2015  | 54,079.66           | 4/30/2016 | 50,872.46           | 4/29/2017 | 48,204.34           |
| 5/10/2014 | 51,011.76           | 5/9/2015  | 50,062.82           | 5/7/2016  | 52,135.22           | 5/8/2017  | 46,890.30           |
| 5/17/2014 | 51,148.34           | 5/16/2015 | 48,308.08           | 5/14/2016 | 51,441.84           | 5/13/2017 | 47,648.16           |
| 5/24/2014 | 53,082.60           | 5/23/2015 | 47,705.92           | 5/21/2016 | 48,392.48           | 5/20/2017 | 43,998.24           |
| 5/31/2014 | 62,642.98           | 5/30/2015 | 58,258.10           | 5/28/2016 | 49,380.84           | 5/27/2017 | 49,930.94           |
| 6/7/2014  | 49,517.18           | 6/6/2015  | 53,927.82           | 6/4/2016  | 58,228.50           | 6/3/2017  | 52,503.12           |
| 6/14/2014 | 50,266.50           | 6/13/2015 | 50,110.84           | 6/11/2016 | 45,053.42           | 6/10/2017 | 42,563.08           |
| 6/21/2014 | 48,768.14           | 6/20/2015 | 47,109.22           | 6/18/2016 | 46,179.18           | 6/17/2017 | 47,653.68           |
| 6/28/2014 | 49,250.32           | 6/27/2015 | 55,325.14           | 6/25/2016 | 47,230.00           | 6/24/2017 | 46,628.62           |
| 6/30/2014 | 12,010.70           | 6/30/2015 | 16,018.68           | 6/30/2016 | 27,584.00           | 6/30/2017 | 37,001.52           |
|           | <b>3,261,565.02</b> |           | <b>3,148,372.80</b> |           | <b>3,167,478.80</b> |           | <b>3,047,532.94</b> |
|           |                     |           |                     |           |                     |           | <b>860,199.16</b>   |

### Table Game Revenue

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount            |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July/August, 2010      | 154,185.68          | July, 2011             | 141,718.01          | July, 2012             | 138,663.64          | July, 2013             | 99,274.36         |
| September, 2010        | 94,247.84           | August, 2011           | 137,473.92          | August, 2012           | 133,245.83          | August, 2013           | 111,427.75        |
| October, 2010          | 105,903.60          | September, 2011        | 110,375.25          | September, 2012        | 127,532.40          | September, 2013        | 80,857.74         |
| November, 2010         | 108,717.67          | October, 2011          | 124,273.94          | October, 2012          | 126,482.02          | October, 2013          | 81,066.09         |
| December, 2010         | 118,721.11          | November, 2011         | 121,118.87          | November, 2012         | 134,443.93          | November, 2013         | 79,853.94         |
| January, 2011          | 106,189.21          | December, 2011         | 140,509.93          | December, 2012         | 146,677.92          | December, 2013         | 79,617.31         |
| February, 2011         | 105,776.45          | January, 2012          | 137,812.68          | January, 2013          | 132,650.35          | January, 2014          | 75,093.81         |
| March, 2011            | 120,927.10          | February, 2012         | 142,770.01          | February, 2013         | 121,636.62          | February, 2014         | 75,170.90         |
| April, 2011            | 130,654.61          | March, 2012            | 151,845.46          | March, 2013            | 149,033.62          | March, 2014            | 78,201.51         |
| May, 2011              | 130,492.02          | April, 2012            | 127,862.26          | April, 2013            | 105,545.23          | April, 2014            | 72,380.72         |
| June, 2011             | 121,576.41          | May, 2012              | 137,905.13          | May, 2013              | 109,747.38          | May, 2014              | 93,191.89         |
|                        |                     | June, 2012             | 129,235.38          | June, 2013             | 104,803.37          | June, 2014             | 72,350.70         |
| <b>Total 2010-2011</b> | <b>1,297,391.70</b> | <b>Total 2011-2012</b> | <b>1,602,900.84</b> | <b>Total 2012-2013</b> | <b>1,530,462.31</b> | <b>Total 2013-2014</b> | <b>998,486.72</b> |

| Date                   | Amount            | Date                   | Amount            | Date                   | Amount            |
|------------------------|-------------------|------------------------|-------------------|------------------------|-------------------|
| July, 2014             | 78,639.07         | July, 2016             | 77,234.20         | July, 2017             | 59,809.62         |
| August, 2014           | 84,726.51         | August, 2016           | 63,158.62         |                        |                   |
| September, 2014        | 71,967.51         | September, 2016        | 67,701.42         |                        |                   |
| October, 2014          | 66,257.02         | October, 2016          | 63,392.97         |                        |                   |
| November, 2014         | 71,046.66         | November, 2016         | 61,087.94         |                        |                   |
| December, 2014         | 76,797.24         | December, 2016         | 59,508.00         |                        |                   |
| January, 2015          | 73,346.66         | January, 2017          | 63,836.29         |                        |                   |
| February, 2015         | 66,262.78         | February, 2017         | 51,478.72         |                        |                   |
| March, 2015            | 73,747.70         | March, 2017            |                   |                        |                   |
| April, 2015            | 76,343.68         | April, 2017            | 54,086.05         |                        |                   |
| May, 2015              | 78,424.23         | May, 2017              | 55,545.56         |                        |                   |
| June, 2015             | 81,569.83         | June, 2017             | 53,609.09         |                        |                   |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>832,756.78</b> | <b>Total 2016-2017</b> | <b>670,638.86</b> |
|                        |                   | <b>Total 2016-2017</b> | <b>670,638.86</b> | <b>Total 2017-2018</b> | <b>59,809.62</b>  |

**Table Game Revenue Distribution - Jefferson County School Board**

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount              |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          | July, 2013             | 297,823.08          | July, 2014             | 235,917.21          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          | August, 2013           | 334,283.25          | August, 2014           | 254,179.53          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          | September, 2013        | 242,573.22          | September, 2014        | 215,902.53          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          | October, 2013          | 243,198.27          | October, 2014          | 198,771.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          | November, 2013         | 239,561.82          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,995,460.18</b> | <b>Total 2014-2015</b> | <b>2,697,386.67</b> |

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount            |
|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July, 2015             | 227,024.37          | July, 2016             | 231,702.60          | July, 2017             | 179,428.86        |
| August, 2015           | 210,194.19          | August, 2016           | 189,475.86          |                        |                   |
| September, 2015        | 194,536.32          | September, 2016        | 203,104.26          |                        |                   |
| October, 2015          | 205,322.91          | October, 2016          | 190,178.91          |                        |                   |
| November, 2015         | 202,465.62          | November, 2016         | 183,263.82          |                        |                   |
| December, 2015         | 219,165.15          | December, 2016         | 178,524.00          |                        |                   |
| January, 2016          | 202,635.33          | January, 2017          | 191,508.87          |                        |                   |
| February, 2016         | 196,555.77          | February, 2017         | 154,436.16          |                        |                   |
| March, 2016            | 218,958.69          | March, 2017            |                     |                        |                   |
| April, 2016            | 204,448.14          | April, 2017            | 162,258.15          |                        |                   |
| May, 2016              | 229,247.52          | May, 2017              | 166,636.68          |                        |                   |
| June, 2016             | 187,716.33          | June, 2017             | 160,827.27          |                        |                   |
| <b>Total 2015-2016</b> | <b>2,498,270.34</b> | <b>Total 2016-2017</b> | <b>2,011,916.58</b> | <b>Total 2017-2018</b> | <b>179,428.86</b> |

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

| Week Ending Date                                 | FY18<br>September 2, 2017    |
|--------------------------------------------------|------------------------------|
| To Be Deposited On                               | September 11, 2017           |
| Amount Played                                    | \$ 61,974,154.14             |
| Amount Won                                       | 55,579,500.77                |
| Amount Promo                                     | 590,379.00                   |
| MWAP Contribution                                | <u>                    -</u> |
| Adjusted Gross Terminal Revenue                  | <u>\$ 5,804,274.37</u>       |
| Administrative Costs @ 4%                        | 232,170.97                   |
| Excess Lottery Fund @ 4%                         | <u>                    -</u> |
| Net Terminal Revenue                             | <u>\$ 5,572,103.40</u>       |
| Surcharge @ 10%                                  | -                            |
| State Share Excess @ 58% & 10% of 42%            | -                            |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>                    -</u> |
| Track Share of Capital Reinvestment @ 98%        | -                            |
| Track Share of Capital Reinvestment @ 4%         | -                            |
| Adjusted Net Terminal Revenue                    | <u>\$ 5,572,103.40</u>       |
| Racetrack @ 46.50% / 42%                         | 2,591,028.08                 |
| Lottery Fund @ 30% / 0%                          | 1,671,630.98                 |
| Excess Lottery Fund @ 0% / 41%                   | -                            |
| Excess Lottery Fund @ 12.85% / 9.55%             | 716,015.31                   |
| Racetrack Purses @ 90% of 7% / 4%                | 351,042.51                   |
| Employee Pension @ 1% / 0.5%                     | 55,721.04                    |
| Greyhound Development @ 90% of 0.75%             | 37,611.70                    |
| Thoroughbred Development @ 90% of 0.75%          | 37,611.70                    |
| County / Municipality @ 2%                       | <u>111,442.08</u>            |
|                                                  | <u>\$ 5,572,103.40</u>       |

WEST VIRGINIA LOTTERY  
 Charles Town  
 County / Municipality Split  
 Fiscal Year 2018

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

| Date                      | 2% of Adj. Net Revenue | Jefferson County     | Five Municipalities | Bolivar 7.93%      | Charles Town 39.90% | Harpers Ferry 2.17% | Ranson 33.68%       | Shepherdstown 16.32% |
|---------------------------|------------------------|----------------------|---------------------|--------------------|---------------------|---------------------|---------------------|----------------------|
| 1 day ending:<br>7/1/2017 | \$ 23,688.48           | \$ 23,688.48         | \$ -                | \$ -               | \$ -                | \$ -                | \$ -                | \$ -                 |
| Week ending:<br>7/8/2017  | 125,588.96             | 125,588.96           | -                   | -                  | -                   | -                   | -                   | -                    |
| 7/15/2017                 | 99,148.44              | 99,148.44            | -                   | -                  | -                   | -                   | -                   | -                    |
| 7/22/2017                 | 98,965.20              | 98,965.20            | -                   | -                  | -                   | -                   | -                   | -                    |
| 7/29/2017                 | 108,161.52             | 108,161.52           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/5/2017                  | 104,979.36             | 104,979.36           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/12/2017                 | 100,184.16             | 100,184.16           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/19/2017                 | 101,813.88             | 101,813.88           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/26/2017                 | 97,669.16              | 97,669.16            | -                   | -                  | -                   | -                   | -                   | -                    |
| 9/2/2017                  | 111,442.08             | 81,653.20            | 29,788.88           | 2,362.26           | 11,885.76           | 646.42              | 10,032.89           | 4,861.55             |
| <b>Sub Total</b>          | <b>\$ 971,641.24</b>   | <b>\$ 941,852.36</b> | <b>\$ 29,788.88</b> | <b>\$ 2,362.26</b> | <b>\$ 11,885.76</b> | <b>\$ 646.42</b>    | <b>\$ 10,032.89</b> | <b>\$ 4,861.55</b>   |

Benchmark Goal \$ 912,063.48

Remainder until split \$ -

VIDEO LOTTERY REPORT

| FY 2014    |            |            | FY 2015    |            |            | FY 2016    |            |           | FY 2017    |      |        | FY 2018 |        |  |
|------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|------|--------|---------|--------|--|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date      | Amount     | Date | Amount | Date    | Amount |  |
| 7/6/2013   | 123,196.88 | 7/5/2014   | 106,819.12 | 7/4/2015   | 89,446.56  | 7/1-2/2016 | 51,477.36  | 7/1/2017  | 23,688.48  |      |        |         |        |  |
| 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015  | 119,132.68 | 7/9/2016   | 125,605.24 | 7/8/2017  | 125,588.96 |      |        |         |        |  |
| 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015  | 112,706.24 | 7/16/2016  | 107,876.48 | 7/15/2017 | 99,148.44  |      |        |         |        |  |
| 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015  | 109,356.88 | 7/23/2016  | 107,196.20 | 7/22/2017 | 98,965.20  |      |        |         |        |  |
| 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015   | 119,089.60 | 7/30/2016  | 111,534.28 | 7/29/2017 | 108,161.52 |      |        |         |        |  |
| 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015   | 115,689.52 | 8/6/2016   | 110,378.32 | 8/5/2017  | 104,979.36 |      |        |         |        |  |
| 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015  | 108,726.48 | 8/13/2016  | 101,561.56 | 8/12/2017 | 100,184.16 |      |        |         |        |  |
| 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015  | 108,922.12 | 8/20/2016  | 115,270.28 | 8/19/2017 | 101,813.88 |      |        |         |        |  |
| 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015  | 73,285.10  | 8/27/2016  | 96,130.52  | 8/26/2017 | 97,669.16  |      |        |         |        |  |
| 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015   | 55,890.76  | 9/3/2016   | 60,448.12  | 9/2/2017  | 81,653.20  |      |        |         |        |  |
| 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015  | 63,273.30  | 9/10/2016  | 61,598.04  |           |            |      |        |         |        |  |
| 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015  | 54,233.06  | 9/17/2016  | 50,609.64  |           |            |      |        |         |        |  |
| 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  | 9/26/2015  | 52,439.60  | 9/24/2016  | 51,199.68  |           |            |      |        |         |        |  |
| 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  | 10/3/2015  | 53,104.94  | 10/1/2016  | 54,346.34  |           |            |      |        |         |        |  |
| 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  | 10/10/2015 | 50,291.26  | 10/8/2016  | 50,896.18  |           |            |      |        |         |        |  |
| 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  | 10/17/2015 | 53,048.80  | 10/15/2016 | 51,557.88  |           |            |      |        |         |        |  |
| 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  | 10/24/2015 | 55,418.72  | 10/22/2016 | 53,825.90  |           |            |      |        |         |        |  |
| 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  | 10/31/2015 | 57,023.64  | 10/29/2016 | 50,853.22  |           |            |      |        |         |        |  |
| 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  | 11/7/2015  | 55,832.08  | 11/5/2016  | 55,958.84  |           |            |      |        |         |        |  |
| 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  | 11/14/2015 | 56,012.86  | 11/12/2016 | 53,346.18  |           |            |      |        |         |        |  |
| 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  | 11/21/2015 | 50,193.76  | 11/19/2016 | 47,174.90  |           |            |      |        |         |        |  |
| 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  | 11/28/2015 | 60,010.98  | 11/26/2016 | 56,826.94  |           |            |      |        |         |        |  |
| 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  | 12/5/2015  | 47,767.86  | 12/3/2016  | 48,407.86  |           |            |      |        |         |        |  |
| 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  | 12/12/2015 | 42,938.56  | 12/10/2016 | 43,743.14  |           |            |      |        |         |        |  |
| 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  | 12/19/2015 | 43,087.16  | 12/17/2016 | 33,602.54  |           |            |      |        |         |        |  |
| 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  | 12/26/2015 | 52,835.48  | 12/24/2016 | 40,222.46  |           |            |      |        |         |        |  |
| 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  | 1/2/2016   | 74,963.14  | 12/31/2016 | 60,653.90  |           |            |      |        |         |        |  |
| 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  | 1/9/2016   | 41,474.24  | 1/7/2017   | 42,634.50  |           |            |      |        |         |        |  |
| 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  | 1/16/2016  | 43,455.58  | 1/14/2017  | 37,751.18  |           |            |      |        |         |        |  |
| 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  | 1/23/2016  | 25,025.40  | 1/21/2017  | 46,870.58  |           |            |      |        |         |        |  |
| 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  | 1/30/2016  | 36,805.26  | 1/28/2017  | 40,692.96  |           |            |      |        |         |        |  |
| 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  | 2/4/2016   | 51,695.74  | 2/4/2017   | 44,277.10  |           |            |      |        |         |        |  |
| 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  | 2/13/2016  | 44,941.78  | 2/11/2017  | 42,514.28  |           |            |      |        |         |        |  |
| 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  | 2/20/2016  | 50,505.40  | 2/18/2017  | 48,086.80  |           |            |      |        |         |        |  |
| 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  | 2/27/2016  | 52,426.86  | 2/25/2017  | 55,365.02  |           |            |      |        |         |        |  |
| 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  | 3/5/2016   | 53,474.66  | 3/4/2017   | 47,881.24  |           |            |      |        |         |        |  |
| 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  | 3/12/2016  | 51,447.02  | 3/11/2017  | 46,274.58  |           |            |      |        |         |        |  |
| 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  | 3/19/2016  | 50,356.80  | 3/18/2017  | 43,959.78  |           |            |      |        |         |        |  |
| 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  | 3/26/2016  | 52,217.46  | 3/25/2017  | 49,130.62  |           |            |      |        |         |        |  |
| 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  | 4/2/2016   | 54,185.88  | 4/1/2017   | 48,124.72  |           |            |      |        |         |        |  |
| 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  | 4/9/2016   | 49,690.04  | 4/8/2017   | 46,262.60  |           |            |      |        |         |        |  |
| 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  | 4/16/2016  | 49,071.82  | 4/15/2017  | 46,768.98  |           |            |      |        |         |        |  |
| 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  | 4/23/2016  | 49,485.78  | 4/22/2017  | 45,614.00  |           |            |      |        |         |        |  |

|           |                     |           |                     |           |                     |           |                     |
|-----------|---------------------|-----------|---------------------|-----------|---------------------|-----------|---------------------|
| 5/3/2014  | 54,757.72           | 5/2/2015  | 54,079.66           | 4/30/2016 | 50,872.46           | 4/29/2017 | 48,204.34           |
| 5/10/2014 | 51,011.76           | 5/9/2015  | 50,062.82           | 5/7/2016  | 52,135.22           | 5/8/2017  | 46,890.30           |
| 5/17/2014 | 51,148.34           | 5/16/2015 | 48,308.08           | 5/14/2016 | 51,441.84           | 5/13/2017 | 47,648.16           |
| 5/24/2014 | 53,082.60           | 5/23/2015 | 47,705.92           | 5/21/2016 | 48,392.48           | 5/20/2017 | 43,998.24           |
| 5/31/2014 | 62,642.98           | 5/30/2015 | 58,258.10           | 5/28/2016 | 49,380.84           | 5/27/2017 | 49,930.94           |
| 6/7/2014  | 49,517.18           | 6/6/2015  | 53,927.82           | 6/4/2016  | 58,228.50           | 6/3/2017  | 52,503.12           |
| 6/14/2014 | 50,266.50           | 6/13/2015 | 50,110.84           | 6/11/2016 | 45,053.42           | 6/10/2017 | 42,563.08           |
| 6/21/2014 | 48,768.14           | 6/20/2015 | 47,109.22           | 6/18/2016 | 46,179.18           | 6/17/2017 | 47,653.68           |
| 6/28/2014 | 49,250.32           | 6/27/2015 | 55,325.14           | 6/25/2016 | 47,230.00           | 6/24/2017 | 46,628.62           |
| 6/30/2014 | 12,010.70           | 6/30/2015 | 16,018.68           | 6/30/2016 | 27,584.00           | 6/30/2017 | 37,001.52           |
|           | <b>3,261,565.02</b> |           | <b>3,148,372.80</b> |           | <b>3,167,478.80</b> |           | <b>3,047,532.94</b> |
|           |                     |           |                     |           |                     |           | <b>941,852.36</b>   |

**Table Game Revenue**

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount            |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July/August, 2010      | 154,185.68          | July, 2011             | 141,718.01          | July, 2012             | 138,663.64          | July, 2013             | 99,274.36         |
| September, 2010        | 94,247.84           | August, 2011           | 137,473.92          | August, 2012           | 133,245.83          | August, 2013           | 111,427.75        |
| October, 2010          | 105,903.60          | September, 2011        | 110,375.25          | September, 2012        | 127,532.40          | September, 2013        | 80,857.74         |
| November, 2010         | 108,717.67          | October, 2011          | 124,273.94          | October, 2012          | 126,482.02          | October, 2013          | 81,066.09         |
| December, 2010         | 118,721.11          | November, 2011         | 121,118.87          | November, 2012         | 134,443.93          | November, 2013         | 79,853.94         |
| January, 2011          | 106,189.21          | December, 2011         | 140,509.93          | December, 2012         | 146,677.92          | December, 2013         | 79,617.31         |
| February, 2011         | 105,776.45          | January, 2012          | 137,812.68          | January, 2013          | 132,650.35          | January, 2014          | 75,093.81         |
| March, 2011            | 120,927.10          | February, 2012         | 142,770.01          | February, 2013         | 121,636.62          | February, 2014         | 75,170.90         |
| April, 2011            | 130,654.61          | March, 2012            | 151,845.46          | March, 2013            | 149,033.62          | March, 2014            | 78,201.51         |
| May, 2011              | 130,492.02          | April, 2012            | 127,862.26          | April, 2013            | 105,545.23          | April, 2014            | 72,380.72         |
| June, 2011             | 121,576.41          | May, 2012              | 137,905.13          | May, 2013              | 109,747.38          | May, 2014              | 93,191.89         |
|                        |                     | June, 2012             | 129,235.38          | June, 2013             | 104,803.37          | June, 2014             | 72,350.70         |
| <b>Total 2010-2011</b> | <b>1,297,391.70</b> | <b>Total 2011-2012</b> | <b>1,602,900.84</b> | <b>Total 2012-2013</b> | <b>1,530,462.31</b> | <b>Total 2013-2014</b> | <b>998,486.72</b> |

| Date                   | Amount            | Date                   | Amount            | Date                   | Amount            | Date                   | Amount           |
|------------------------|-------------------|------------------------|-------------------|------------------------|-------------------|------------------------|------------------|
| July, 2014             | 78,639.07         | July, 2015             | 75,674.79         | July, 2016             | 77,234.20         | July, 2017             | 59,809.62        |
| August, 2014           | 84,726.51         | August, 2015           | 70,064.73         | August, 2016           | 63,158.62         |                        |                  |
| September, 2014        | 71,967.51         | September, 2015        | 64,845.44         | September, 2016        | 67,701.42         |                        |                  |
| October, 2014          | 66,257.02         | October, 2015          | 68,440.97         | October, 2016          | 63,392.97         |                        |                  |
| November, 2014         | 71,046.66         | November, 2015         | 67,488.54         | November, 2016         | 61,087.94         |                        |                  |
| December, 2014         | 76,797.24         | December, 2015         | 73,055.05         | December, 2016         | 59,508.00         |                        |                  |
| January, 2015          | 73,346.66         | January, 2016          | 67,545.11         | January, 2017          | 63,836.29         |                        |                  |
| February, 2015         | 66,262.78         | February, 2016         | 65,518.59         | February, 2017         | 51,478.72         |                        |                  |
| March, 2015            | 73,747.70         | March, 2016            | 72,986.23         | March, 2017            |                   |                        |                  |
| April, 2015            | 76,343.68         | April, 2016            | 68,149.38         | April, 2017            | 54,086.05         |                        |                  |
| May, 2015              | 78,424.23         | May, 2016              | 76,415.84         | May, 2017              | 55,545.56         |                        |                  |
| June, 2015             | 81,569.83         | June, 2016             | 62,572.11         | June, 2017             | 53,609.09         |                        |                  |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>832,756.78</b> | <b>Total 2016-2017</b> | <b>670,638.86</b> | <b>Total 2017-2018</b> | <b>59,809.62</b> |

**Table Game Revenue Distribution - Jefferson County School Board**

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount              |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          | July, 2013             | 297,823.08          | July, 2014             | 235,917.21          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          | August, 2013           | 334,283.25          | August, 2014           | 254,179.53          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          | September, 2013        | 242,573.22          | September, 2014        | 215,902.53          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          | October, 2013          | 243,198.27          | October, 2014          | 198,771.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          | November, 2013         | 239,561.82          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,995,460.18</b> | <b>Total 2014-2015</b> | <b>2,697,386.67</b> |

| Date                   | Amount              | Date                   | Amount              |
|------------------------|---------------------|------------------------|---------------------|
| July, 2015             | 227,024.37          | July, 2016             | 231,702.60          |
| August, 2015           | 210,194.19          | August, 2016           | 189,475.86          |
| September, 2015        | 194,536.32          | September, 2016        | 203,104.26          |
| October, 2015          | 205,322.91          | October, 2016          | 190,178.91          |
| November, 2015         | 202,465.62          | November, 2016         | 183,263.82          |
| December, 2015         | 219,165.15          | December, 2016         | 178,524.00          |
| January, 2016          | 202,635.33          | January, 2017          | 191,508.87          |
| February, 2016         | 196,555.77          | February, 2017         | 154,436.16          |
| March, 2016            | 218,958.69          | March, 2017            |                     |
| April, 2016            | 204,448.14          | April, 2017            | 162,258.15          |
| May, 2016              | 229,247.52          | May, 2017              | 166,636.68          |
| June, 2016             | 187,716.33          | June, 2017             | 160,827.27          |
| <b>Total 2015-2016</b> | <b>2,498,270.34</b> | <b>Total 2016-2017</b> | <b>2,011,916.58</b> |
|                        |                     | <b>Total 2017-2018</b> | <b>179,428.86</b>   |

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

| Week Ending Date                                 | FY18<br>September 9, 2017 |
|--------------------------------------------------|---------------------------|
| To Be Deposited On                               | September 15, 2017        |
| Amount Played                                    | \$ 61,344,429.74          |
| Amount Won                                       | 55,105,361.10             |
| Amount Promo                                     | 475,008.00                |
| MWAP Contribution                                | -                         |
| Adjusted Gross Terminal Revenue                  | <u>\$ 5,764,060.64</u>    |
| Administrative Costs @ 4%                        | 230,562.43                |
| Excess Lottery Fund @ 4%                         | -                         |
| Net Terminal Revenue                             | <u>\$ 5,533,498.21</u>    |
| Surcharge @ 10%                                  | -                         |
| State Share Excess @ 58% & 10% of 42%            | -                         |
| Track Share of Capital Reinvestment @ 90% of 42% | -                         |
| Track Share of Capital Reinvestment @ 98%        | -                         |
| Track Share of Capital Reinvestment @ 4%         | -                         |
| Adjusted Net Terminal Revenue                    | <u>\$ 5,533,498.21</u>    |
| Racetrack @ 46.50% / 42%                         | 2,573,076.67              |
| Lottery Fund @ 30% / 0%                          | 1,660,049.47              |
| Excess Lottery Fund @ 0% / 41%                   | -                         |
| Excess Lottery Fund @ 12.85% / 9.55%             | 711,054.52                |
| Racetrack Purses @ 90% of 7% / 4%                | 348,610.39                |
| Employee Pension @ 1% / 0.5%                     | 55,334.98                 |
| Greyhound Development @ 90% of 0.75%             | 37,351.11                 |
| Thoroughbred Development @ 90% of 0.75%          | 37,351.11                 |
| County / Municipality @ 2%                       | <u>110,669.96</u>         |
|                                                  | <u>\$ 5,533,498.21</u>    |

WEST VIRGINIA LOTTERY  
 Charles Town  
 County / Municipality Split  
 Fiscal Year 2018

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

| Date                      | 2% of Adj. Net Revenue | Jefferson County     | Five Municipalities | Bolivar 7.93%      | Charles Town 39.90% | Harpers Ferry 2.17% | Ranson 33.68%       | Shepherdstown 16.32% |
|---------------------------|------------------------|----------------------|---------------------|--------------------|---------------------|---------------------|---------------------|----------------------|
| 1 day ending:<br>7/1/2017 | \$ 23,688.48           | \$ 23,688.48         | \$ -                | \$ -               | \$ -                | \$ -                | \$ -                | \$ -                 |
| Week ending:<br>7/8/2017  | 125,588.96             | 125,588.96           | -                   | -                  | -                   | -                   | -                   | -                    |
| 7/15/2017                 | 99,148.44              | 99,148.44            | -                   | -                  | -                   | -                   | -                   | -                    |
| 7/22/2017                 | 98,965.20              | 98,965.20            | -                   | -                  | -                   | -                   | -                   | -                    |
| 7/29/2017                 | 108,161.52             | 108,161.52           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/5/2017                  | 104,979.36             | 104,979.36           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/12/2017                 | 100,184.16             | 100,184.16           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/19/2017                 | 101,813.88             | 101,813.88           | -                   | -                  | -                   | -                   | -                   | -                    |
| 8/26/2017                 | 97,669.16              | 97,669.16            | -                   | -                  | -                   | -                   | -                   | -                    |
| 9/2/2017                  | 111,442.08             | 81,653.20            | 29,788.88           | 2,362.26           | 11,885.76           | 646.42              | 10,032.89           | 4,861.55             |
| 9/9/2017                  | 110,669.96             | 55,334.98            | 55,334.98           | 4,388.06           | 22,078.66           | 1,200.77            | 18,636.82           | 9,030.67             |
| <b>Sub Total</b>          | <b>\$ 1,082,311.20</b> | <b>\$ 997,187.34</b> | <b>\$ 85,123.86</b> | <b>\$ 6,750.32</b> | <b>\$ 33,964.42</b> | <b>\$ 1,847.19</b>  | <b>\$ 28,669.71</b> | <b>\$ 13,892.22</b>  |

Benchmark Goal \$ 912,063.48  
 Remainder until split \$ -

VIDEO LOTTERY REPORT

| FY 2014    |            |            | FY 2015    |            |            | FY 2016    |            |           | FY 2017    |      |        | FY 2018 |        |  |
|------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|------|--------|---------|--------|--|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date      | Amount     | Date | Amount | Date    | Amount |  |
| 7/6/2013   | 123,196.88 | 7/5/2014   | 106,819.12 | 7/4/2015   | 89,446.56  | 7/1-2/2016 | 51,477.36  | 7/1/2017  | 23,688.48  |      |        |         |        |  |
| 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015  | 119,132.68 | 7/9/2016   | 125,605.24 | 7/8/2017  | 125,588.96 |      |        |         |        |  |
| 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015  | 112,706.24 | 7/16/2016  | 107,876.48 | 7/15/2017 | 99,148.44  |      |        |         |        |  |
| 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015  | 109,356.88 | 7/23/2016  | 107,196.20 | 7/22/2017 | 98,965.20  |      |        |         |        |  |
| 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015   | 119,089.60 | 7/30/2016  | 111,534.28 | 7/29/2017 | 108,161.52 |      |        |         |        |  |
| 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015   | 115,689.52 | 8/6/2016   | 110,378.32 | 8/5/2017  | 104,979.36 |      |        |         |        |  |
| 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015  | 108,726.48 | 8/13/2016  | 101,561.56 | 8/12/2017 | 100,184.16 |      |        |         |        |  |
| 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015  | 108,922.12 | 8/20/2016  | 115,270.28 | 8/19/2017 | 101,813.88 |      |        |         |        |  |
| 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015  | 73,285.10  | 8/27/2016  | 96,130.52  | 8/26/2017 | 97,669.16  |      |        |         |        |  |
| 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015   | 55,890.76  | 9/3/2016   | 60,448.12  | 9/2/2017  | 81,653.20  |      |        |         |        |  |
| 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015  | 63,273.30  | 9/10/2016  | 61,598.04  |           |            |      |        |         |        |  |
| 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015  | 54,233.06  | 9/17/2016  | 50,609.64  |           |            |      |        |         |        |  |
| 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  | 9/26/2015  | 52,439.60  | 9/24/2016  | 51,199.68  |           |            |      |        |         |        |  |
| 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  | 10/3/2015  | 53,104.94  | 10/1/2016  | 54,346.34  |           |            |      |        |         |        |  |
| 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  | 10/10/2015 | 50,291.26  | 10/8/2016  | 50,896.18  |           |            |      |        |         |        |  |
| 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  | 10/17/2015 | 53,048.80  | 10/15/2016 | 51,557.88  |           |            |      |        |         |        |  |
| 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  | 10/24/2015 | 55,418.72  | 10/22/2016 | 53,825.90  |           |            |      |        |         |        |  |
| 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  | 10/31/2015 | 57,023.64  | 10/29/2016 | 50,853.22  |           |            |      |        |         |        |  |
| 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  | 11/7/2015  | 55,832.08  | 11/5/2016  | 55,958.84  |           |            |      |        |         |        |  |
| 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  | 11/14/2015 | 56,012.86  | 11/12/2016 | 53,346.18  |           |            |      |        |         |        |  |
| 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  | 11/21/2015 | 50,193.76  | 11/19/2016 | 47,174.90  |           |            |      |        |         |        |  |
| 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  | 11/28/2015 | 60,010.98  | 11/26/2016 | 56,826.94  |           |            |      |        |         |        |  |
| 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  | 12/5/2015  | 47,767.86  | 12/3/2016  | 48,407.86  |           |            |      |        |         |        |  |
| 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  | 12/12/2015 | 42,938.56  | 12/10/2016 | 43,743.14  |           |            |      |        |         |        |  |
| 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  | 12/19/2015 | 43,087.16  | 12/17/2016 | 33,602.54  |           |            |      |        |         |        |  |
| 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  | 12/26/2015 | 52,835.48  | 12/24/2016 | 40,222.46  |           |            |      |        |         |        |  |
| 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  | 1/2/2016   | 74,963.14  | 12/31/2016 | 60,653.90  |           |            |      |        |         |        |  |
| 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  | 1/9/2016   | 41,474.24  | 1/7/2017   | 42,634.50  |           |            |      |        |         |        |  |
| 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  | 1/16/2016  | 43,455.58  | 1/14/2017  | 37,751.18  |           |            |      |        |         |        |  |
| 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  | 1/23/2016  | 25,025.40  | 1/21/2017  | 46,870.58  |           |            |      |        |         |        |  |
| 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  | 1/30/2016  | 36,805.26  | 1/28/2017  | 40,692.96  |           |            |      |        |         |        |  |
| 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  | 2/4/2016   | 51,695.74  | 2/4/2017   | 44,277.10  |           |            |      |        |         |        |  |
| 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  | 2/13/2016  | 44,941.78  | 2/11/2017  | 42,514.28  |           |            |      |        |         |        |  |
| 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  | 2/20/2016  | 50,505.40  | 2/18/2017  | 48,086.80  |           |            |      |        |         |        |  |
| 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  | 2/27/2016  | 52,426.86  | 2/25/2017  | 55,365.02  |           |            |      |        |         |        |  |
| 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  | 3/5/2016   | 53,474.66  | 3/4/2017   | 47,881.24  |           |            |      |        |         |        |  |
| 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  | 3/12/2016  | 51,447.02  | 3/11/2017  | 46,274.58  |           |            |      |        |         |        |  |
| 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  | 3/19/2016  | 50,356.80  | 3/18/2017  | 43,959.78  |           |            |      |        |         |        |  |
| 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  | 3/26/2016  | 52,217.46  | 3/25/2017  | 49,130.62  |           |            |      |        |         |        |  |
| 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  | 4/2/2016   | 54,185.88  | 4/1/2017   | 48,124.72  |           |            |      |        |         |        |  |
| 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  | 4/9/2016   | 49,690.04  | 4/8/2017   | 46,262.60  |           |            |      |        |         |        |  |
| 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  | 4/16/2016  | 49,071.82  | 4/15/2017  | 46,768.98  |           |            |      |        |         |        |  |
| 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  | 4/23/2016  | 49,485.78  | 4/22/2017  | 45,614.00  |           |            |      |        |         |        |  |

|           |                     |                     |                     |                     |                   |           |           |
|-----------|---------------------|---------------------|---------------------|---------------------|-------------------|-----------|-----------|
| 5/3/2014  | 54,757.72           | 5/2/2015            | 54,079.66           | 4/30/2016           | 50,872.46         | 4/29/2017 | 48,204.34 |
| 5/10/2014 | 51,011.76           | 5/9/2015            | 50,062.82           | 5/7/2016            | 52,135.22         | 5/8/2017  | 46,890.30 |
| 5/17/2014 | 51,148.34           | 5/16/2015           | 48,308.08           | 5/14/2016           | 51,441.84         | 5/13/2017 | 47,648.16 |
| 5/24/2014 | 53,082.60           | 5/23/2015           | 47,705.92           | 5/21/2016           | 48,392.48         | 5/20/2017 | 43,998.24 |
| 5/31/2014 | 62,642.98           | 5/30/2015           | 58,258.10           | 5/28/2016           | 49,380.84         | 5/27/2017 | 49,930.94 |
| 6/7/2014  | 49,517.18           | 6/6/2015            | 53,927.82           | 6/4/2016            | 58,228.50         | 6/3/2017  | 52,503.12 |
| 6/14/2014 | 50,266.50           | 6/13/2015           | 50,110.84           | 6/11/2016           | 45,053.42         | 6/10/2017 | 42,563.08 |
| 6/21/2014 | 48,768.14           | 6/20/2015           | 47,109.22           | 6/18/2016           | 46,179.18         | 6/17/2017 | 47,653.68 |
| 6/28/2014 | 49,250.32           | 6/27/2015           | 55,325.14           | 6/25/2016           | 47,230.00         | 6/24/2017 | 46,628.62 |
| 6/30/2014 | 12,010.70           | 6/30/2015           | 16,018.68           | 6/30/2016           | 27,584.00         | 6/30/2017 | 37,001.52 |
|           | <b>3,261,565.02</b> | <b>3,148,372.80</b> | <b>3,167,478.80</b> | <b>3,047,532.94</b> | <b>997,187.34</b> |           |           |

**Table Game Revenue**

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount            |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July/August, 2010      | 154,185.68          | July, 2011             | 141,718.01          | July, 2012             | 138,663.64          | July, 2013             | 99,274.36         |
| September, 2010        | 94,247.84           | August, 2011           | 137,473.92          | August, 2012           | 133,245.83          | August, 2013           | 111,427.75        |
| October, 2010          | 105,903.60          | September, 2011        | 110,375.25          | September, 2012        | 127,532.40          | September, 2013        | 80,857.74         |
| November, 2010         | 108,717.67          | October, 2011          | 124,273.94          | October, 2012          | 126,482.02          | October, 2013          | 81,066.09         |
| December, 2010         | 118,721.11          | November, 2011         | 121,118.87          | November, 2012         | 134,443.93          | November, 2013         | 79,853.94         |
| January, 2011          | 106,189.21          | December, 2011         | 140,509.93          | December, 2012         | 146,677.92          | December, 2013         | 79,617.31         |
| February, 2011         | 105,776.45          | January, 2012          | 137,812.68          | January, 2013          | 132,650.35          | January, 2014          | 75,093.81         |
| March, 2011            | 120,927.10          | February, 2012         | 142,770.01          | February, 2013         | 121,636.62          | February, 2014         | 75,170.90         |
| April, 2011            | 130,654.61          | March, 2012            | 151,845.46          | March, 2013            | 149,033.62          | March, 2014            | 78,201.51         |
| May, 2011              | 130,492.02          | April, 2012            | 127,862.26          | April, 2013            | 105,545.23          | April, 2014            | 72,380.72         |
| June, 2011             | 121,576.41          | May, 2012              | 137,905.13          | May, 2013              | 109,747.38          | May, 2014              | 93,191.89         |
|                        |                     | June, 2012             | 129,235.38          | June, 2013             | 104,803.37          | June, 2014             | 72,350.70         |
| <b>Total 2010-2011</b> | <b>1,297,391.70</b> | <b>Total 2011-2012</b> | <b>1,602,900.84</b> | <b>Total 2012-2013</b> | <b>1,530,462.31</b> | <b>Total 2013-2014</b> | <b>998,486.72</b> |

| Date                   | Amount            | Date                   | Amount            | Date                   | Amount            |
|------------------------|-------------------|------------------------|-------------------|------------------------|-------------------|
| July, 2014             | 78,639.07         | July, 2016             | 77,234.20         | July, 2017             | 59,809.62         |
| August, 2014           | 84,726.51         | August, 2016           | 63,158.62         |                        |                   |
| September, 2014        | 71,967.51         | September, 2016        | 67,701.42         |                        |                   |
| October, 2014          | 66,257.02         | October, 2016          | 63,392.97         |                        |                   |
| November, 2014         | 71,046.66         | November, 2016         | 61,087.94         |                        |                   |
| December, 2014         | 76,797.24         | December, 2016         | 59,508.00         |                        |                   |
| January, 2015          | 73,346.66         | January, 2017          | 63,836.29         |                        |                   |
| February, 2015         | 66,262.78         | February, 2017         | 51,478.72         |                        |                   |
| March, 2015            | 73,747.70         | March, 2017            |                   |                        |                   |
| April, 2015            | 76,343.68         | April, 2017            | 54,086.05         |                        |                   |
| May, 2015              | 78,424.23         | May, 2017              | 55,545.56         |                        |                   |
| June, 2015             | 81,569.83         | June, 2017             | 53,609.09         |                        |                   |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>832,756.78</b> | <b>Total 2016-2017</b> | <b>670,638.86</b> |
|                        |                   | <b>Total 2016-2017</b> | <b>670,638.86</b> | <b>Total 2017-2018</b> | <b>59,809.62</b>  |

**Table Game Revenue Distribution - Jefferson County School Board**

| Date                   | Amount              | Date                   | Amount              | Date                   | Amount              | Date                   | Amount              |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          | July, 2013             | 297,823.08          | July, 2014             | 235,917.21          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          | August, 2013           | 334,283.25          | August, 2014           | 254,179.53          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          | September, 2013        | 242,573.22          | September, 2014        | 215,902.53          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          | October, 2013          | 243,198.27          | October, 2014          | 198,771.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          | November, 2013         | 239,561.82          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,995,460.18</b> | <b>Total 2014-2015</b> | <b>2,697,386.67</b> |

| Date                   | Amount              | Date                   | Amount              |
|------------------------|---------------------|------------------------|---------------------|
| July, 2015             | 227,024.37          | July, 2017             | 179,428.86          |
| August, 2015           | 210,194.19          |                        |                     |
| September, 2015        | 194,536.32          |                        |                     |
| October, 2015          | 205,322.91          |                        |                     |
| November, 2015         | 202,465.62          |                        |                     |
| December, 2015         | 219,165.15          |                        |                     |
| January, 2016          | 202,635.33          |                        |                     |
| February, 2016         | 196,555.77          |                        |                     |
| March, 2016            | 218,958.69          |                        |                     |
| April, 2016            | 204,448.14          |                        |                     |
| May, 2016              | 229,247.52          |                        |                     |
| June, 2016             | 187,716.33          |                        |                     |
| <b>Total 2015-2016</b> | <b>2,498,270.34</b> | <b>Total 2016-2017</b> | <b>2,011,916.58</b> |
|                        |                     | <b>Total 2017-2018</b> | <b>179,428.86</b>   |