

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2018
THURSDAY, JANUARY 18, 2018
9:30 A.M.

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

- January 4, 2018

APPROVAL OF PURCHASE ORDERS

- January 18, 2018

APPROVAL OF ACCOUNTS PAYABLE

- December 21, 2018 - Ratify approval on January 4, 2018
- January 11, 2018
- January 18, 2018

APPROVAL OF MANUAL CHECKS

- January 12, 2018
- January 19, 2018

APPROVAL OF PAYROLL

- January 11, 2018

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
 - Approval to advertise - vacant Clerk's position - Discussion/Action

2. 10:00 a.m. **Pete Dougherty, Sheriff**
 - Request approval of promotion and wage adjustment of Brandon Conway from Corporal to Sergeant - Discussion/Action
 - Request approval of the hire of Donald Dean and Teri Mand - Bailiffs/Trip Guards - Discussion/Action
 - Request approval of the conversion of David Sayampanathan from part-time to full-time Bailiff/Trip Guard - Discussion/Action

3. 10:15 a.m. **Laura Storm, Circuit Clerk**
 - Request to fill a vacancy in the Circuit Clerk's office - Discussion/Action

4. 10:30 a.m. **Joshua Midgett, Contemporary American Theater Festival**
 - Request approval of funding for the Contemporary American Theater Festival's Economic Impact Study - Discussion/Action

5. 10:45 a.m. **BREAK**

6. 11:00 a.m. **Lynn Fields, Probate Office**
 - Quarterly Review to close estates and approve new estates - Discussion/Action

7. 11:15 a.m. **Martin Burke, Jefferson County Historic Landmarks Commission**
 - Request approval and support to prepare a briefing statement for a National Historic Landmark designation for the Jefferson County Courthouse - Discussion/Action
 - Request for \$5,000 of FY18 funds to abate asbestos discovered in the Eyler House, Shepherdstown Battlefield - Discussion/Action

8. 11:30 a.m. **Nikki Painter, Voter and Elections**
 - Approval of the Extended Emergency Absentee Voting Policy - Discussion/Action

9. 11:45 a.m. **Interviews and Appointments to the Board of Zoning Appeals - Two 3-year terms ending January 1, 2021 and 3 alternate positions expiring January 1, 2019, 2020 and 2021 - Discussion/Action**

10. 12:00 p.m. **Jeffrey A. Polczynski, ENP - Director of Communications**

- Request to approve and reinstate Public Safety Dispatcher Sara Kelly from part-time to full-time employment - Discussion/Action

11. 12:30 p.m. **BREAK FOR LUNCH**

NEW BUSINESS

12. Legislative Issues

13. Appointment to the North Eastern Regional EMS - Discussion/Action

14. Commission liaison to the Jefferson County Parks and Recreation - Discussion/Action

15. Discuss County Courthouse conditions and issues that needs to be addressed - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- FY19 Budget 101 - Decide Date & Time - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 3 for the Coal Severance Fund - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 6 for the General Fund - Discussion/Action
- Review of FY2018 Budget to Actual as of 12/31/2017, includes analysis of expenditures by statute and funding sources, an analysis of gaming revenues, and an analysis Regional Jail Fees that will require additional funding in FY18 - Discussion/Action
- Ambulance Fee Billing Rate Structure - Continue Review - Discussion/Action
- BB&T Bank Securities/Bonding - Review balance and current pledged securities level and approve increase - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- 911 Center Outage - Discussion/Action
- Set date, time, and location for Commission Meet and Greet
- Update - PSD Audit
- Approval of Employment - Director of Homeland Security - Discussion/Action
- Discuss Compensation During Temp Assignment - Discussion/Action

COUNTY COMMISSION REPORTS

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

16. 1:30 p.m. Public Hearing - Proposed text amendments to the Jefferson County

Subdivision and Land Development Regulations, File #STA16-01

17. 1:45 p.m. Alexandra Beaulieu, Zoning Administrator
- Request to schedule a public hearing to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA17-03) which proposes revisions to Section 5.7D Maximum Number of Lots Allowed (in Rural Zoning District) - Discussion/Action
18. 2:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action - Possible Executive Session
- Discussion of Jefferson County Civil Action No. 2017-C-282 - Discussion/Action - Possible Executive Session
- Discussion of US Supreme Court Case #17-7 (Jeff. Co. Circuit Court Civil Action #13-C-432) - Discussion/Action - Possible Executive Session
- Discussion and potential action concerning Public Service Commission Case Number 08-0006-PSD-C - Discussion/Action - Possible Executive Session
19. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Historic Landmarks Commission Written Quarterly Report

CORRESPONDENCE/INFORMATION

Notice of Public Hearing on Thursday, February 15, 2018 at 1:30 p.m. regarding proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA16-02.

Correspondence received from the Department of Revenue, State Tax Department regarding the housing index report to the Joint Committee on Government and Finance.

Board of Review and Equalization - Notice.

Jefferson County Maintenance Department Monthly Report received.

Impact Fee Status Report - December, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending December 30, 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, January 4, 2018

A meeting of the Jefferson County Commission was held on Thursday, January 4, 2018 during the first quarterly session 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 Jacqueline Shadle, County Clerk; Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 4, 2018 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 December 15, 2017 Legislative Summit Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the December 21, 2017 Special Session Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for January 4, 2018 to include Purchase Order Nos. 52825 and 52828 in the amount of \$28,068.64. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for December 28, 2017 in the amount of \$258,752.26. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079422	712	EASTERN PANHANDLE INVEST		\$ -	\$ 495.00	\$ 495.00
079422	712	EASTERN PANHANDLE INVEST		\$ -	\$ 540.00	\$ 540.00
079422	712	EASTERN PANHANDLE INVEST		\$ -	\$ 240.00	\$ 240.00
079423	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,555.30	\$ 20,555.30
079424	412	ELLEN HENDERSON		\$ -	\$ 28.89	\$ 28.89
079425	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 199.00	\$ 199.00
079426	715	*JEFFERSON CO EMERGENCY		\$ -	\$ 175,000.00	\$ 175,000.00
079427	712	LANGUAGE LINE SERVICES		\$ -	\$ 90.03	\$ 90.03
079428	P/R DED	NICOLE NOBREGA		\$ -	\$ 633.26	\$ 633.26
079429	412	AMANDA MASTERS		\$ -	\$ 16.59	\$ 16.59
079430	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
079430	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079431	717	RICE TIRES CO		\$ -	\$ 345.00	\$ 345.00
079431	717	RICE TIRES CO		\$ -	\$ 481.68	\$ 481.68
079432	P/R DED	EVELYN STEPHENSON		\$ -	\$ 682.30	\$ 682.30
079433	425	CAPITAL TRISTATE		\$ -	\$ 168.05	\$ 168.05
079433	425	CAPITAL TRISTATE		\$ -	\$ 14.11	\$ 14.11
079433	425	CAPITAL TRISTATE		\$ -	\$ 325.00	\$ 325.00
079433	425	CAPITAL TRISTATE		\$ -	\$ 268.57	\$ 268.57
079434	P/R DED	VINCENT TIONG		\$ -	\$ 828.16	\$ 828.16
079435	425	TRENARY SERVICE CO		\$ -	\$ 307.35	\$ 307.35
079436	401	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
079439	401	NEOPOST MID ATLANTIC		\$ -	\$ 203.99	\$ 203.99
079439	401	SPIRIT OF JEFFERSON		\$ -	\$ 2,651.74	\$ 2,651.74
079439	402	PANHANDLE PRINTING AND D		\$ -	\$ 722.65	\$ 722.65
079439	402	SHOPLET		\$ -	\$ 91.76	\$ 91.76
079439	402	SPIRIT OF JEFFERSON		\$ -	\$ 276.46	\$ 276.46
079439	402	USPS US POSTAL SERVICE		\$ -	\$ 10.95	\$ 10.95
079439	403	SHOPLET		\$ -	\$ 45.09	\$ 45.09
079439	404	SPIRIT OF JEFFERSON		\$ -	\$ 4,368.78	\$ 4,368.78
079439	405	BWI PARKING		\$ -	\$ 48.00	\$ 48.00

079439	405	LA FONDA HOTEL	\$ -	\$ 879.09	\$ 879.09
079439	405	SANDIA SHUTTLE EXPRESS	\$ -	\$ 69.38	\$ 69.38
079439	412	COMCAST	\$ -	\$ 105.75	\$ 105.75
079439	415	FRONTIER	\$ -	\$ 85.95	\$ 85.95
079439	424	CHARLES TOWN UTILITIES	\$ -	\$ 128.56	\$ 128.56
079439	424	FRONTIER	\$ -	\$ 10,087.30	\$ 10,087.30
079439	424	THE HOME DEPOT	\$ -	\$ 64.00	\$ 64.00
079439	424	THE JOURNAL PUBLISH	\$ -	\$ 208.00	\$ 208.00
079439	424	4 IMPRINT	\$ -	\$ 1,028.46	\$ 1,028.46
079439	425	AMAZON	\$ -	\$ 556.68	\$ 556.68
079439	425	CHARLES TOWN UTILITIES	\$ -	\$ 1,183.71	\$ 1,183.71
079439	425	COMCAST	\$ -	\$ 1,024.32	\$ 1,024.32
079439	425	CRYSTAL SPRINGS	\$ -	\$ 645.80	\$ 645.80
079439	425	INTERSTATE ALL BATTERY	\$ -	\$ 131.40	\$ 131.40
079439	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 423.16	\$ 423.16
079439	425	JEFFERSON RENTALS	\$ -	\$ 34.71	\$ 34.71
079439	425	JEFFERSON UTILITIES, INC	\$ -	\$ 860.77	\$ 860.77
079439	425	MILLERS OFFICE PRODUCTS	\$ -	\$ 4,138.58	\$ 4,138.58
079439	425	POTOMAC EDISON	\$ -	\$ 22,836.43	\$ 22,836.43
079439	425	POTOMAC EDISON	\$ -	\$ 2,214.02	\$ 2,214.02
079439	425	RCS/ALARM FUNDING ASSOC	\$ -	\$ 1,188.36	\$ 1,188.36
079439	425	THE BUSINESS CENTER	\$ -	\$ 45.52	\$ 45.52
079439	425	THE HOME DEPOT	\$ -	\$ 111.15	\$ 111.15
079439	425	THE HOME DEPOT	\$ -	\$ 281.50	\$ 281.50
079439	425	THOMPSON GAS	\$ -	\$ 278.12	\$ 278.12
079439	425	THOS SOMERVILLE	\$ -	\$ 729.38	\$ 729.38
079439	425	WAL-MART	\$ -	\$ 75.92	\$ 75.92
079439	425	WM WASTE MGNT	\$ -	\$ 734.49	\$ 734.49
079439	425	4 IMPRINT	\$ -	\$ 1,067.38	\$ 1,067.38
079439	428	ADOBE	\$ -	\$ 304.56	\$ 304.56
079439	428	ADVANTAGE TECH	\$ -	\$ 4,200.00	\$ 4,200.00
079439	428	AMAZON	\$ -	\$ 4.34	\$ 4.34
079439	428	AMAZON	\$ -	\$ 253.38	\$ 253.38
079439	428	AMAZON	\$ -	\$ 42.82	\$ 42.82
079439	428	AMAZON	\$ -	\$ 285.52	\$ 285.52
079439	428	AMAZON	\$ -	\$ 69.89	\$ 69.89
079439	428	OFFICE DEPOT	\$ -	\$ 273.04	\$ 273.04
079439	428	QUALITY UPTIME SERVICES	\$ -	\$ 10,932.40	\$ 10,932.40
079439	428	SERVER SUPPLY	\$ -	\$ 673.20	\$ 673.20
079439	428	SERVER SUPPLY	\$ -	\$ 700.00	\$ 700.00

079439	428	SERVER SUPPLY		\$ -	\$ 816.75	\$ 816.75
079439	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
079439	428	WWW.LOGMEIN.COM		\$ -	\$ 199.99	\$ 199.99
079439	440	SPIRIT OF JEFFERSON		\$ -	\$ 140.26	\$ 140.26
079439	440	WVCOA WV CODE OFFICIALS		\$ -	\$ 35.00	\$ 35.00
079439	700	AMAZON		\$ -	\$ 192.39	\$ 192.39
079439	700	AUTOZONE		\$ -	\$ 15.98	\$ 15.98
079439	700	BOB BARKER CO INC		\$ -	\$ 108.00	\$ 108.00
079439	700	CHEIF SUPPLY		\$ -	\$ 3,603.97	\$ 3,603.97
079439	700	GOWERS FEED INC		\$ -	\$ 57.14	\$ 57.14
079439	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
079439	700	HOLIDAY INN		\$ -	\$ 109.61	\$ 109.61
079439	700	JEFFERSON URGENT CARE		\$ -	\$ 300.00	\$ 300.00
079439	700	O'NEAL COMMUNICATION		\$ -	\$ 994.00	\$ 994.00
079439	700	RUBBERSTAMPS NET		\$ -	\$ 15.90	\$ 15.90
079439	700	SPIRIT OF JEFFERSON		\$ -	\$ 166.10	\$ 166.10
079439	700	SPRINT		\$ -	\$ 75.00	\$ 75.00
079439	700	SURPLUS AMMO		\$ -	\$ 832.52	\$ 832.52
079439	700	TELTRONIC		\$ -	\$ 426.00	\$ 426.00
079439	700	TEXAS ROADHOUSE		\$ -	\$ 27.48	\$ 27.48
079439	700	THE GUN SHOP		\$ -	\$ 2,964.93	\$ 2,964.93
079439	700	THE HOME DEPOT		\$ -	\$ 199.00	\$ 199.00
079439	700	TRACTOR SUPPLY CO		\$ -	\$ 95.98	\$ 95.98
079439	700	USPS US POSTAL SERVICE		\$ -	\$ 19.67	\$ 19.67
079439	700	WAL-MART		\$ -	\$ 140.03	\$ 140.03
079439	700	WINGATE INN		\$ -	\$ 93.00	\$ 93.00
079439	700	WV DMV CHARLES TOWN		\$ -	\$ 15.00	\$ 15.00
079439	700	WV SIGNAL & LIGHT		\$ -	\$ 657.00	\$ 657.00
079439	701	GALLS		\$ -	\$ 5,642.38	\$ 5,642.38
079439	701	TPS-TOWN POLICE SUPPLY		\$ -	\$ 1,498.50	\$ 1,498.50
079439	701	TRAPUZZANOS UNIFORMS		\$ -	\$ 793.32	\$ 793.32
079439	711	WHALE OF A WASH		\$ -	\$ 10.00	\$ 10.00
079439	711	WINGATE INN		\$ -	\$ 240.00	\$ 240.00
079439	711	WINGATE INN		\$ -	\$ 240.00	\$ 240.00
079439	711	WINGATE INN		\$ -	\$ 240.00	\$ 240.00
079439	712	AMAZON		\$ -	\$ 80.24	\$ 80.24
079439	712	ARIA ADV SALES		\$ -	\$ 214.29	\$ 214.29
079439	712	FLATWOODS HOTEL & CONFER		\$ -	\$ 89.00	\$ 89.00
079439	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
079439	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 530.00	\$ 530.00

079439	712	TARGET		\$ -	\$ 20.38	\$ 20.38
079439	715	AMAZON		\$ -	\$ 579.28	\$ 579.28
079439	716	PATTERSON VETERINARY		\$ -	\$ 17.97	\$ 17.97
079439	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 177.92	\$ 177.92
079439	716	SIR SPEEDY PRINTING		\$ -	\$ 170.13	\$ 170.13
079439	716	TELTRONIC		\$ -	\$ 433.75	\$ 433.75
079439	716	THE HOME DEPOT		\$ -	\$ 50.79	\$ 50.79
079439	716	VALLEY PET MEMORIAL SERV		\$ -	\$ 397.99	\$ 397.99
079439	716	VITAL SIGNS PLUS		\$ -	\$ 50.00	\$ 50.00
079439	716	WAL-MART		\$ -	\$ 35.54	\$ 35.54
079439	717	CODY'S SALVAGE		\$ -	\$ 250.00	\$ 250.00
079439	717	FISHER AUTO PARTS		\$ -	\$ 732.67	\$ 732.67
079439	717	HAGERSTOWN FORD		\$ -	\$ 147.75	\$ 147.75
079440	405	THOMSON REUTER - WEST		\$ -	\$ 423.00	\$ 423.00
079441	412	EMILY WELLS		\$ -	\$ 434.96	\$ 434.96
TOTAL					\$ 329,666.54	\$ 329,666.54

Motion by Ms. Noland to approve the Accounts Payable for December 21, 2017 in the amount of \$329,666.54. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079444	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,224.32	\$ 4,224.32
079445	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079446	P/R DED	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
079447	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079448	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079449	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
079450	P/R DED	CHRISTOPHER CROSS		\$ -	\$ 2,250.00	\$ 2,250.00
079451	P/R DED	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
079452	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 252.56	\$ 252.56
079453	700	RONALD DANTZIC		\$ -	\$ 14.19	\$ 14.19
079454	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
079455	700	EARL GILL		\$ -	\$ 11.74	\$ 11.74
079456	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
079457	425	JEFFERSON COUNTY SOLID		\$ -	\$ 87.96	\$ 87.96
079458	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 14,362.88	\$ 14,362.88
079459	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00

079460	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,915.00	\$ 5,915.00
079461	403	MATTHEW BENDER & CO		\$ -	\$ 172.10	\$ 172.10
079462	P/R DED	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
079463	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079464	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079465	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 340.00	\$ 340.00
079466	700	ROBERT L. PETERSON SR		\$ -	\$ 25.00	\$ 25.00
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,310.04	\$ 11,310.04
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 8.28	\$ 8.28
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.94	\$ 1.94
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,360.10	\$ 48,360.10
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.58	\$ 5.58
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,744.59	\$ 48,744.59
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,356.35	\$ 34,356.35
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 617.06	\$ 617.06
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,141.02	\$ 1,141.02
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.01	\$ 3.01
079469	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,212.08	\$ 6,212.08
079469	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,770.01	\$ 8,770.01
079470	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,355.00	\$ 2,355.00
079470	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
079471	425	TRAILER ENTERPRISES	52668	\$ 6,420.00	\$ -	\$ 6,420.00
079472	717	WINCHESTER EQUIPMENT CO		\$ -	\$ 319.36	\$ 319.36
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,225.08	\$ 11,225.08
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,460.16	\$ 4,460.16
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,432.82	\$ 2,432.82
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 27,438.98	\$ 27,438.98
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3.28	\$ 3.28
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 8.01	\$ 8.01
079474	401	WVCORP		\$ -	\$ 38,358.00	\$ 38,358.00
TOTAL						\$ 285,334.34
TOTAL				\$ 6,420.00	\$ 278,914.34	\$ 285,334.34

Motion by Mr. Compton to approve the Accounts Payable for December 28, 2017 in the amount of \$285,334.34. Motion seconded and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079476	712	AT&T/GA		\$ -	\$ 147.62	\$ 147.62

079477	P/R DED	STEPHEN S ALLEN		\$ -	\$ 2,076.91	\$ 2,076.91
079478	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
079479	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
079479	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
079480	402	CONDUENT BUSINESS SERVIC		\$ -	\$ 400.00	\$ 400.00
079481	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,267.11	\$ 6,267.11
079482	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
079483	P/R DED	THE HARTFORD		\$ -	\$ 4,054.36	\$ 4,054.36
079483	P/R DED	THE HARTFORD		\$ -	\$ 2,279.65	\$ 2,279.65
079484	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
079485	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 488,558.50	\$ 488,558.50
079486	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
079487	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 577.71	\$ 577.71
079488	425	JEFFERSON UTILITIES INC		\$ -	\$ 85.00	\$ 85.00
079488	425	JEFFERSON UTILITIES INC		\$ -	\$ 85.00	\$ 85.00
079488	425	JEFFERSON UTILITIES INC		\$ -	\$ 85.00	\$ 85.00
079489	P/R DED	HIGHMARK WV		\$ -	\$ 184,094.75	\$ 184,094.75
079490	P/R DED	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
079491	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,743.74	\$ 1,743.74
079492	401	OLD WHITE HOUSE INN		\$ -	\$ 227.22	\$ 227.22
079493	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
079494	401	POTOMAC RIDGE BNB		\$ -	\$ 904.84	\$ 904.84
079495	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
079496	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
079497	704	WV REGIONAL JAIL &		\$ -	\$ 131,577.75	\$ 131,577.75
079498	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
079499	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
079500	GRANT	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
079501	424	JUANITA ZALESKI		\$ -	\$ 147.41	\$ 147.41
TOTAL					\$ 1,050,836.07	\$ 1,050,836.07

Motion by Ms. Tabb to approve the Accounts Payable for January 4, 2017 in the amount of \$1,050,836.07. Motion seconded and unanimously approved.

MANUAL CHECKS

FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
12/22/2017	295	JEFFERSON CO FARMLAND PROT.	\$ 55,355.25
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
12/22/2017	1658	TRAILER ENTERPRISES	\$ 6,420.00
12/22/2017	1659	VALLEY SHADE AND SHUTTER	\$ 5,410.00
TOTAL			\$ 67,185.25

Motion by Mr. Compton to approve the Manual Checks for December 22, 2017 in the amount of \$67,185.25. Motion seconded and unanimously approved.

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
12/29/2017	453	SHERIFF OF JEFFERSON CO	\$ 50,000.00
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
12/29/2017	1661	SHERIFF OF JEFFERSON CO	\$ 19,045.78
TOTAL			\$ 69,045.78

Motion by \$69,045.78 to approve the Manual Checks for December 29, 2017 in the amount of 5,580.00 Motion seconded and unanimously approved.

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
01/05/18	589	UNITED BANKCARD	\$ 165.75
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
1/5/2018	661	KNIGHT COUNSULTING	\$ 100.00
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
1/5/2018	1662	BERKELEY GLASS	\$ 395.00
TOTAL			\$ 660.75

Motion by Ms. Noland to approve the Manuel Checks for January 5, 2018 in the amount of \$660.75. Motion seconded and unanimously approved.

PUBLIC COMMENT

David Tabb, resident – spoke regarding his pending litigation against the Commission in the flag case, stating, “I will not pledge allegiance to anyone who will not let me have a day in court.”

Danny Lutz, resident and Conservation District Supervisor – discussed happenings within the Conservation Agency and budget requests for the upcoming fiscal year. He also requested time on the County Commission agendas after the monthly Conservation District meetings.

PRESENTATIONS

1. County Commission Organization

a. Selection of President

- Commissioner Onoszko nominated Commissioner Compton as Commission President for 2018, and received three votes (Onoszko, Compton, Hudson)
- Commissioner Tabb nominated Commissioner Noland as Commission President for 2018, and Commissioner Noland received two votes (Noland, Tabb)
 - **Motion by Ms. Noland to close the nominations for Commission President for 2018. Motion seconded and unanimously approved.**
 - **After receiving the majority vote, it was decided Commissioner Compton would be the Commission president for the 2018 calendar year.**

b. Selection of Vice President

- Commissioner Compton nominated Commissioner Hudson for Commission Vice President for 2018, and Mr. Hudson received three votes (Onoszko, Compton, Hudson)
- Commissioner Tabb nominated Commissioner Noland as Commission Vice President and received two votes (Noland, Tabb)
 - **Motion by Mr. Onoszko to close the nominations for Commission Vice President for 2018. Motion seconded and unanimously approved.**
 - **After receiving the majority vote, it was decided Commissioner Hudson would be the Commission Vice President for the 2018 calendar year.**

c. Committee Assignments

Assignment to Boards, Commissions & Organizations Calendar Year 2017		
<i>Organization</i>	<i>Commissioner 2017</i>	<i>Commissioner 2018</i>
Affordable Housing	Hudson	Hudson
Approval of Bills	Hudson	Hudson
Board of Health	Hudson	Hudson
Building Repair & Security Courthouse Committee	Noland	Noland
Community Corrections Committee - Day Report Center	Hudson	Hudson
Development Authority	Onoszko	Onoszko
E-911 Council	Tabb	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Compton
Historic Landmarks Commission	Onoszko	Onoszko
Homeland Security/LEPC	Tabb	Tabb
Legislative Liaison	AS NEEDED	Ms. Grove
MPO Interstate Council	Noland	Noland
Eastern Panhandle Transportation Authority (EPTA)	Noland	Tabb
Parks and Recreation	Compton	Compton
Planning Commission	Onoszko	Onoszko
Public Service District Liaison	Compton	Compton
Region 9	Noland	Noland
Solid Waste Authority	Compton	Compton
Water Advisory Committee	Hudson	Hudson
Workforce Investment Act Liaison	Hudson	Noland

- Emergency Services Agency – Mr. Compton received three votes (Compton, Onoszko, and Hudson) while Ms. Tabb received two votes (Tabb, Noland). After receiving the majority vote, Mr. Compton was elected to serve as liaison for the Emergency Services Agency Board for 2018.

- Region 9 – Ms. Noland received three votes (Noland, Tabb, Onoszko) while Mr. Hudson received two votes (Hudson, Compton). After receiving the majority vote, Ms. Noland was elected to serve as liaison for Region 9 for 2018.
2. Matthew Harvey, Prosecuting Attorney and Debra Young, Jefferson County Victim Assistance Program
 - a. Requested approval to fill the position of part time Victim Advocate in the Jefferson County Victim Assistance Program.
 - **Motion by Ms. Tabb to hire Cora Kowalski as a part-time Victim Advocate for the Jefferson County Victim Assistance Program. Motion seconded and unanimously approved.**
 - b. Requested approval to hire a full time Assistant Prosecuting Attorney.
 - **Motion by Ms. Noland to hire Morgan Creamer as a full-time assistant prosecutor in the Jefferson County Prosecuting Attorney's Office. Motion seconded and unanimously approved.**
 3. Thomas Butcher, Frist Energy – introduced himself to the Commission as the new External Affairs Manager of First Energy Corp and discussed information regarding new, reduced rates for customers in Jefferson County.
 4. Interviews/Appointments to the Jefferson County Public Service District – one unexpired term ending December 1, 2019.
 - Commissioner Onoszko nominated Ms. Tara Ashley to the Jefferson County Public Service District Board. No other nominations were offered.
 - **Motion by Mr. Compton to appoint Ms. Tara Ashley to the Jefferson County Public Service District Board for one unexpired term ending December 1, 2019. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Appointment of Daryl Hennessy, Charles Town City Manager, to the Jefferson County Development Authority for one unexpired term ending April 5, 2020.

- **Motion by Mr. Onoszko to appoint Daryl Hennessy, Charles Town City Manager, to the Jefferson County Development Authority as the representative for the City of Charles Town, for one unexpired term ending April 5, 2020. Motion seconded and unanimously approved.**

7. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues.
- Discussion of Jefferson County Civil Action No. 2017-C-282
- Conference Call with Counsel regarding Comcast cable franchise contract and related issues
- County Security Cameras
 - **Motion by Mr. Compton to enter into Executive Session to discuss matters of the PSD Dissolution and sale of the assets to the City of Charles Town, Civil Action No. 2017-C-282, and Comcast Cable Franchise Agreement, and County Security Cameras pursuant to W.Va. Code 6-9A-4(b)(8). Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to authorize counsel to move forward with the Comcast Cable Franchise agreement in the most cost-effective manner. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to instruct the Director of the IT Department to conduct a review of the security camera system and be provided all access codes to the entire system including phones to do such a review. Motion seconded and unanimously approved.**
- Provide update and final report re: City of Charles Town v. Hilleary Trust, et al (Jefferson County Civil Action No. 2017-P-83) – Mr. Cochran stated the issue had been resolved and provided the Commission with a copy of the final Order in the matter. Mr. Cochran also stated the County would be receiving \$36,264.61 from the sale of the property.

8. Stephen D. Allen, Deputy Director/Planner/Program Manager – recommendation from the Jefferson County Homeland Security and Emergency Management Steering Committee for appointments/reappointments to the JCHSEM Steering Committee.

- **Motion by Ms. Noland to approve the recommendation of the JCHSEM Steering Committee for the appointments of the following people to serve on the JCHSEM Steering Committee, per their letter (dated December 26, 2017), for a term of two years beginning January 1, 2018: John Sherwood, Chair, representing the Chamber of Commerce; Ed Smith, Vice Chair, Fire Representative; Clair Brendel, American Red Cross, representative of community organizations; Sanford (Sandy) Green, WV Homeland Security and Emergency Management Representative; Jeff Polczynski, Director, Emergency Communications Center; Nic Diehl, Director, Jefferson County Development Authority, representing business; Thomas Butcher, First Energy, Utility Company representative; Donald L. Grubb, Jr., Jefferson Medical Center, representing Non-Profit; Paula Marrone-Reese, Good Shepherd Interfaith Volunteer Caregivers, representing Non-Profit. Motion seconded and unanimously approved.**

9. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

COUNTY ADMINISTRATOR REPORTS

Homeland Security & Emergency Management Director Vacancy – Ms. Grove stated a panel was currently conducting interviews to fill the director position for the Department of Homeland Security and Emergency Management. She stated she hoped to have a candidate selected and on the agenda for hire during the January 18 or February 1 Commission meeting.

Maintenance Resignation – Ms. Grove stated the Maintenance department received an unexpected resignation within their custodial staff and would be advertising the position as standard procedure.

Security Cameras - this item was discussed in Executive Session pursuant to W.Va. Code § 6-9A-4(b)(8).

NEW BUSINESS

10. Approval of the Notice for the 2018 Board of Review and Equalization Notice.
 - **Motion by Mr. Compton to approve the Board of Review and Equalization Notice for the purpose of reviewing and equalizing assessments for the tax year 2018 and to authorize staff to advertise the notice. Motion seconded and unanimously approved.**
11. Michelle Gordon, Finance Director – Ambulance Fee Analysis, Continued – the Commission requested Ms. Gordon to bring this item back for discussion during the January 18, 2018 regularly scheduled County Commission meeting.
12. Alexandra Beaulieu, Zoning Administrator – request to schedule a public hearing to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA16-02) which includes proposed revisions and additions to multiple sections including Section 2.2, Terms Defined; Section 3.4 Boards and Commissions; Section 4.6, Distance Requirements; Section 4.14 Historic Preservation; Section 5.10 Village (V) District; Section 10.4 Signs Requiring a Zoning Permit; and Appendix C: Principal Permitted and Conditional Uses Table
 - **Motion by Mr. Onoszko to schedule a public hearing on February 15, 2018 at 1:30 pm to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA16-02) which includes proposed revisions and additions to multiple sections including Section 2.2, Terms Defined; Section 3.4 Boards and Commissions; Section 4.6, Distance Requirements; Section 4.14 Historic Preservation; Section 5.10 Village (V) District; Section 10.4 Signs Requiring a Zoning Permit; and Appendix C: Principal Permitted and Conditional Uses Table. Motion seconded and unanimously approved.**
13. Roger Goodwin, P.E. Director and Chief County Engineer and Ralph Blasey, Attorney, Peel Properties and Tim Powell, United Bank – Thorn Hill Subdivision (JCPC File No. 02-17) – Request for time extension on Tolling of Bonding Agreement expiration.
 - **Motion by Ms. Noland to approve the request to extend the tolling of bonding agreement with the condition that the stormwater management system be redesigned to meet the requirements of the current Jefferson County Stormwater Management Ordinance as required and reviewed by the County Engineer and that the redesign and resulting plan changes be reviewed and processed administratively by staff; and to extend the expiration date by four (4) years (through**

February 19, 2022) for the Thorn Hill Subdivision (JCPC File No. 02-17) and that the new/amended agreement be executed and recorded in the office of the County Clerk. Motion seconded and unanimously approved.

14. Roger Goodwin, P.E. Director and Chief County Engineer – complete bond release request for The Conservation Fund Freshwater Institute – Hoop Structure Replacement (File #S16-03)

- **Motion by Ms. Tabb to authorize a complete release of Performance Bond No. 106565371 in the amount of \$136,330.00 construction bond amount for The Conservation Fund Freshwater Institute – Hoop Structure Replacement (File #S16-03). Motion seconded and unanimously approved.**

15. Roger Goodwin, P.E. Director and Chief County Engineer – Engineer Consultant Proposal- Bardane Industrial Park Waste Water Treatment Plant Lagoon Decommissioning & Sinkhole Remediation Project

- **Motion by Ms. Tabb to accept the proposal from Potesta Engineers and Environmental Consultants, dated December 19, 2017, in the amount of \$55,950.00, for engineering consulting services for the decommissioning of the waste water treatment plant lagoon and for remediating the sinkhole in the Bardane Industrial Park; contingent upon the finance director demonstrating to the County Commission that funding is available for the project. Motion seconded and unanimously approved.**

16. The Commission meeting was adjourned at 2:40 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

PURCHASE ORDERS TO BE APPROVED

January 18, 2018

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
JC Sheriff's Office	48579	\$41,930	WV Public Safety Equip.	Equipment for GHSP vehicles
JC Sheriff's Office	48580	\$ 13,295.00	Swab Wagon	Animal transport unit installed on GMC
GRAND TOTAL		\$ 55,225.02		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 48579

VENDOR:

DELIVER TO:

WV Public Safety Equipment LLC
DBA O'Neal Communications
141 S High St
Morgantown WV 26501

JCSO
GRANT

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	Equipment for GHSP Vehicle S			
	Inv # 622			21,785 19
	Inv # 623			20,144 83
	GRANT			<hr/>
	700-04-459-001			41930 02

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 ITEM(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.

Peter H. Dunphy

Signature

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. 48580

VENDOR:

DELIVER TO:

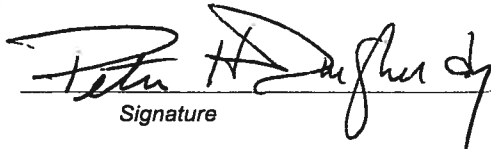
SWAB Wagon
PO Box 919
Elizabethville PA

JCSO

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT	
1	SWAB model Animal transport unit installed on GMC Canyon 246-993-04-459 Capital Outlay			13295	00

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.



 Signature Date

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

 Signature Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 395,607.85		\$ 395,607.85
6.2% Tax Payable OASDI	23,542.65		\$ 23,542.65
1.45% Tax Payable HI	5,505.94		\$ 5,505.94
Fed Withholding	45,199.84		\$ 45,199.84
WV State Withholding	17,192.83		\$ 17,192.83
PERS Retirement Deduct 4.5%	11,015.56		\$ 11,015.56
PERS Retirement Deduct 6%	2,469.57		\$ 2,469.57
Hosp. Pre-Tax	13,415.50		\$ 13,415.50
Cancer/ICU Pre-Taxed	911.60		\$ 911.60
Cancer/ICU Not Pre-Taxed	1,068.73		\$ 1,068.73
Optional Life Not Pre-Taxed	2,041.70		\$ 2,041.70
Christmas Club	5,260.00		\$ 5,260.00
Wage Attach #1	1,427.35		\$ 1,427.35
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	6,837.80		\$ 6,837.80
457 - Nationwide	849.00		\$ 849.00
457I - Empower	2,355.00		\$ 2,355.00
457R - Roth	315.00		\$ 315.00
MD State Tax	581.22		\$ 581.22
D/VF	1,560.85		\$ 1,560.85
VA. State Tax	71.37		\$ 71.37
COLONIAL(PLUS)	102.55		\$ 102.55
Total Deductions	\$ 141,936.37		\$ 141,936.37
Net Wages Total	\$ 253,671.48	\$ -	\$ 253,671.48
Payroll Date	11-Jan-2018		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 18, 2018**

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

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

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

- Exonerations – Discussion/Action
- Approval to advertise – vacant Clerk's position – 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](#)



Name: Pete Dougherty

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: Next Meeting *Jan 18 2018*
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Promotion
Balliffs/Trip Guards

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

Promotional testing was conducted on December 8, 2017 for the position of Sergeant. According to policy, the Cpl that should be promoted is Brandon Conway. His promotion and wage adjustment would become effective February 4, 2018.

I would like to add 2 additional balliffs/trip guards to the list of those eligible to be called upon to fill those roles by hiring Donald Dean and Terri Mand. Additionally, I would like to add David Sayampanathan as a Full-Time Balliff/trip guard. This individual is already employed as a part-time balliff and would not require health insurance.

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*):

I approve the promotion and wage adjustment of Brandon Conway from corporal to sergeant.

I approve the hire of Donald Dean and Terri Mand and Balliffs/Trip Guards.

I approve the conversion of David Sayampanathan (Slam -pa -nathan) from a part-time to full-time Balliff/Trip Guard.

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@jcsdwv.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Laura Storm

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice January 18, 2018

Date Requested – 2nd Choice: _____

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

Subject:

Request to fill a vacancy in the Circuit Clerks office.

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

Approve the rehire of Jamie Wolfe. The previously approved employee did not successfully complete the required 90 day probationary period. Jamie was an exceptional employee and will return with additional duties assigned to her. For this fiscal year will this will be a budget neutral request. I have spoken with Michelle Gordon and she has indicated that I will need a small amount added to my budget for the next fiscal year and she will join me to speak of that.

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

Approve the re-hiring of Jamie Wolfe as full time Deputy Clerk in the Circuit Clerks office, with all benefits afforded to County Commission employees. At the salary of \$38,000, with an effective starting date of January 22, 2018.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Joshua Midgett

Department or Organization: **Contemporary American Theater Festival**

Estimation of amount of time needed for appointment: 15 mins.

Date Requested – 1st Choice: **1.18.18**

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

Date Requested – 2nd Choice: 2.4.18

Subject (*Wording to be placed on agenda*): Economic Impact Study Funding Request

Please provide the County Commission with a description of your request or presentation, including any background information: Presenting request for support of Economic Impact Study to be conducted during 2018 CATF Season. The aim of this study is to better understand the impact of the Festival on the region while also gathering important information about visiting patrons so that the County may better serve and attract these individuals.

Is this a funding request? YES
If so, how much? \$10,000.00
Provide exact financial impact/request:

This request will afford CATF the opportunity to include In Depth Interviews with local retailers (to be conducted by the third party provider). The goal of these interviews is to increase cooperation between the Festival and the Community to create a cohesive experience for visiting patrons and thereby increasing their potential expenditures.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I move to approve funding for the Contemporary American Theater Festival's Economic Impact Study in the amount of ten thousand dollars and zero cents (\$10,000.00).

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

Is equipment needed? Projector YES Internet/Wi Fi YES Telephone for conference call NO
Contact information:
Email address: jmidgett@catf.org Phone Number: 304.876.3304

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

contemporaryamericantheaterfestival

AT SHEPHERD UNIVERSITY

2018 ECONOMIC IMPACT STUDY

CATF = CULTURAL TOURISM

- Nonprofit arts and cultural organizations are also businesses. They employ people locally, purchase goods and services from local businesses, make communities more vibrant, and attract tourists.
- Event-related spending by arts audiences generates valuable revenue for local merchants such as restaurants, retail stores, hotels, etc.
- The arts increase the quality of life in an area providing inspiration to residents, beautifying public spaces, and strengthening the social fabric of our communities. This quality of life increase is in turn, attractive to other businesses.

Economic Impact of the Nonprofit Arts & Culture Industry (2015)



Total Direct Expenditures
\$63.8 BIL + \$102.5 BIL



Resident Household Incomes
\$49.43 BIL + \$46.64 BIL



Total Government Revenue
\$11.86 BIL + \$15.68 BIL



Full-time Equivalent Jobs
2.3 MIL + 2.3 MIL

■ Organization ■ Audiences ■ Total

BACKGROUND

THE BUSINESS OF THEATER

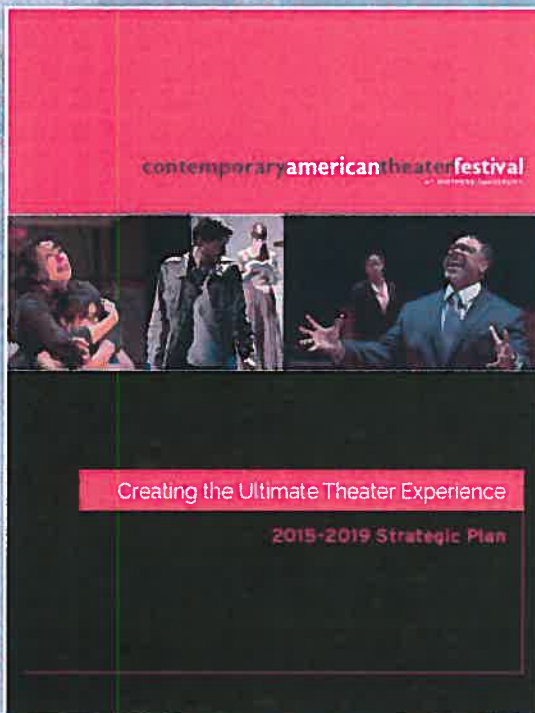
THE CONTEMPORARY AMERICAN THEATER FESTIVAL'S
ECONOMIC IMPACT ON WEST VIRGINIA

FEBRUARY 2009
SHEPHERDSTOWN, WEST VIRGINIA

THE CONTEMPORARY AMERICAN THEATER FESTIVAL
PO BOX 420 SHEPHERDSTOWN, WV 25443
304.876.3304 | WWW.CATF.ORG

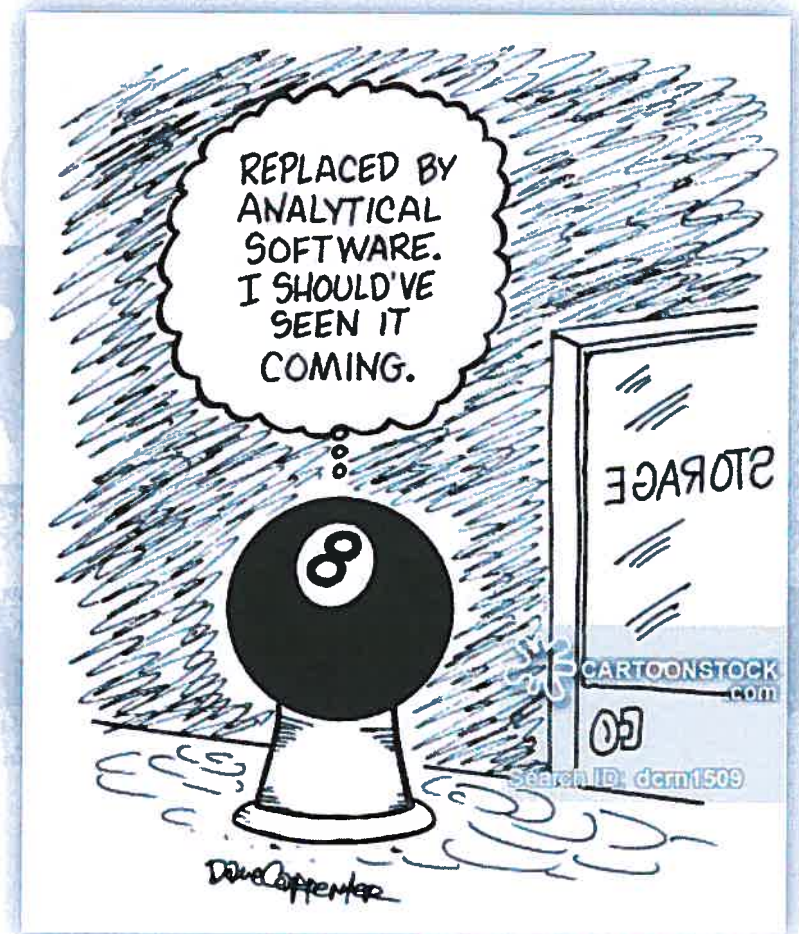
- Original study conducted in 2009
- 5,500 surveys given to CATF Patrons
- \$2.1m assessed impact of patrons
- \$1.1m assessed CATF spending impact

- CATF's current Strategic Plan lays out four primary goals:
 - To Make Great Art
 - To Inspire & Educate through the Theater Experience
 - To Initiate & Enhance Partnerships
 - To Sustain Growth with Integrity



INITIAL GOALS

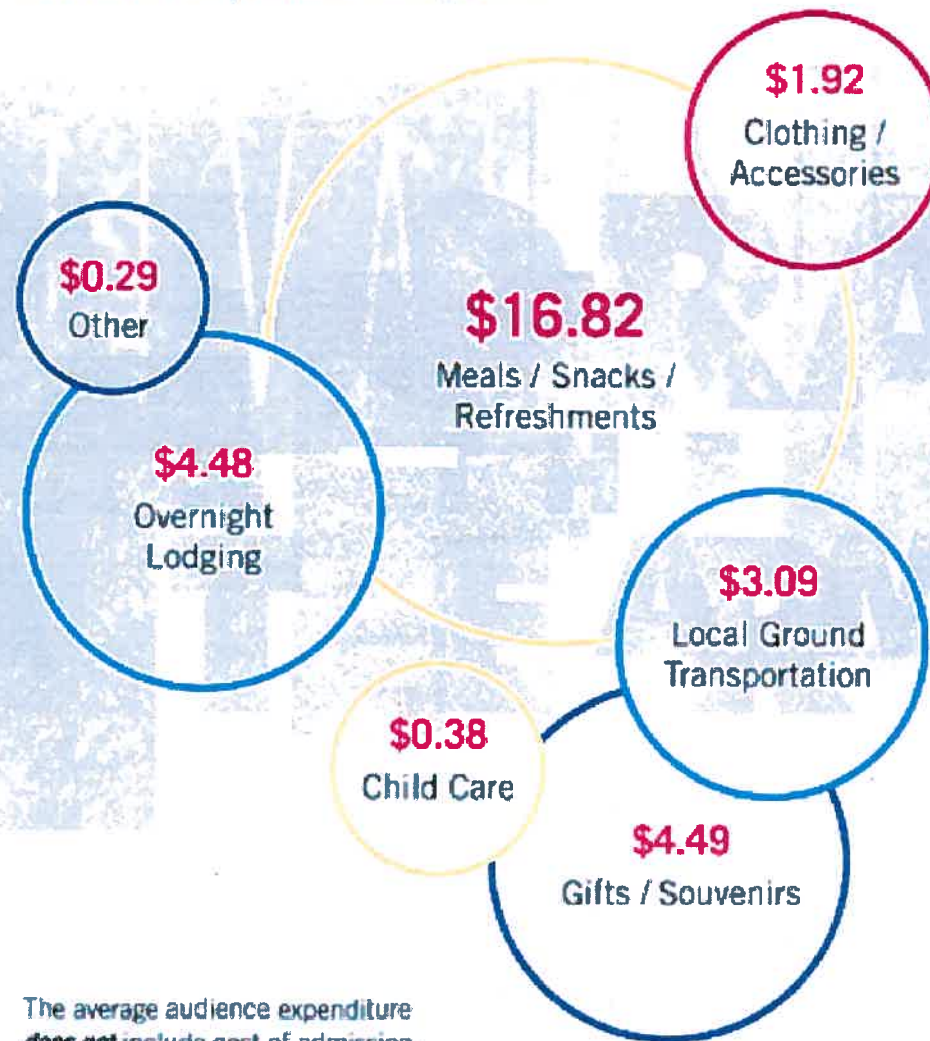
- Quantify Direct & Indirect Economic Impact of the Festival
- Quantitative & Qualitative Analysis of CATF's Value Added Impact
- A Tangible Research Study - Professionally Presented & Expertly Explained
- Concise and Well-Designed Outcomes
- Third-party Evidence of the Significance of the Festival as a Tourism Engine
- Secondary Support for the Possible Impact of the Festival on Future Regional Economic Development Opportunities
- Internal data tracking improvements



AUDIENCE IMPACT

Average Per Person Per Event

Audience Expenditures: \$31.47

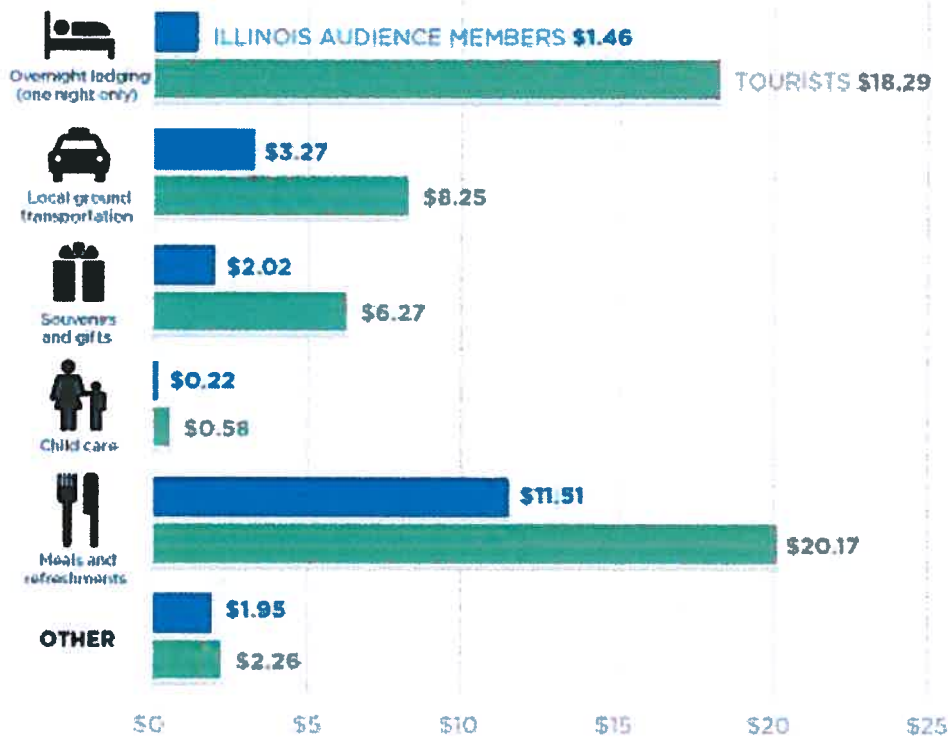


The average audience expenditure *does not* include cost of admission.

AUDIENCE IMPACT

RESIDENT VS. CULTURAL TOURIST SPENDING IN ILLINOIS

EVENT-RELATED EXPENSES



Illinois Arts Audiences Spend on Average **\$20.43**



Cultural Tourists spend **two-and-a-half times more** on average than Illinois-based audiences.

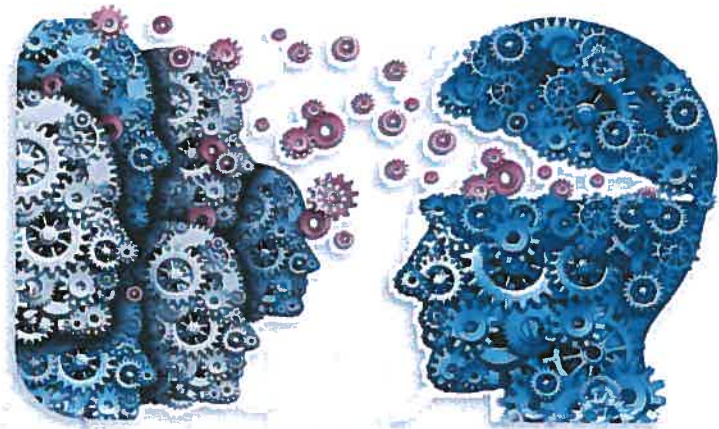


Cultural Tourists Spend on Average **\$55.82**

Source: *Arts & Economic Prosperity IV: The Economic Impact of Nonprofit Arts and Culture Organizations and Their Audiences in the State of Illinois*. For more information about this study, visit the Arts Alliance Illinois website at www.artsalliance.org. Copyright 2013 by Americans for the Arts (www.americansforthearts.org).

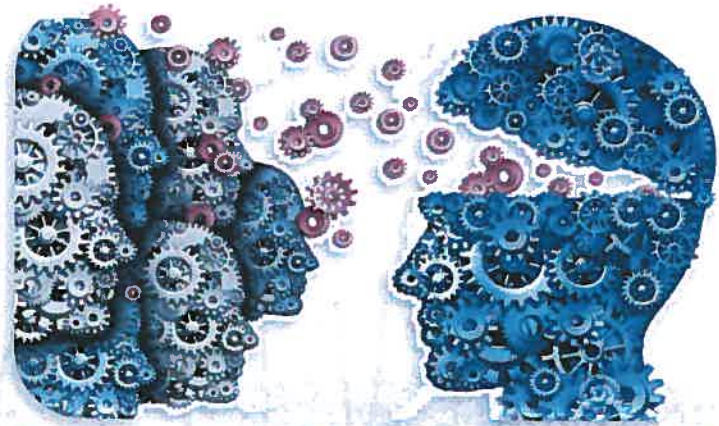


PARTNERSHIP GOALS



- Deeper understanding of profiles and interests of the over 7,500 visitors to the Festival, Shepherdstown, and Jefferson County
- Quantifiable impact on the Festival on WV Tourism and local and regional economy
- Raw data of current attendance trends with recommendations of regions for potential growth
- Analysis of current marketing strategies and recommendations for increasing ROI.

PARTNERSHIP GOALS



- Third-Party conducted stakeholder interviews to better understand the role of the destination (Shepherdstown and Jefferson County) in ticket purchase trends
- A commitment to work with Shepherd University and leverage business students to create a hands on learning experience
- Recommendations and possible paths for future growth of the Festival and its business partnership with the community

TIMELINE



- **TO DATE**

- Identified potential EIS providers & requested letters of interest
- Of 12 requests, 7 responses received; those firms invited to the Festival in July
- Of those firms, 5 were asked to submit full proposals (one being Shepherd University)
- Proposals due by the end of September
- Firm selected in October 2017

TIMELINE



- **TO COME**

- Visits & Initial conversations with CATF Board & Staff in January 2018
- Survey Creation in the Spring of 2018
- Stakeholder Interviews in April/May
- Distribution Training in June
- Survey Delivery in July
- Data collection & analysis in August
- Presentation to the Board and Community in Fall of 2018
- Rollout in Shepherdstown, Jefferson County, Charleston, and to Foundation Funders in 2018/2019



CREDENTIALS

- Shugoll is a leading firm in culture and arts marketing research
- Has worked with Alliance Theatre, Arena Stage, Berkeley Rep, Center Stage, Woolly Mammoth Theatre Company, Milwaukee Rep, Yale Rep, Signature Theatre, and many others
- Studies for these theaters include: economic impact analysis, marketplace competitive analysis, perception evaluation, identification of market segments, satisfaction assessments, and more.

GRANT EXPERIENCE

- Has extensive experience working with arts organizations who are funded through grants, and would be more than willing to meet the needs those grants might supply
- Mentioned the example of working directly with the Wallace Foundation



• **ECONOMIC IMPACT**

Attendee Survey:

- Intercept survey to be used on 2018 Patrons
- Use American for the Arts model survey
- Well-proven, has been used five times nationally and would offer credibility to CATF's results
- Slight modifications to suit CATF's needs and purposes

Staff Survey:

- Checklist for internal costs and benefits
- Completed by CATF Staff

The cost for the survey methodology includes: design of the questions to be added to Americans for the Arts' existing survey, rights to use the Americans for the Arts survey, design of a sampling plan, field and project management, printing and shipping 2,000 surveys to CATF, purchasing and shipping golf pencils to attach to surveys, one day of volunteer training, data entry of responses and analysis which will then be incorporated into a final report.

COSTS

\$13,700
(+/- 10%)





• DINE & DISCUSS

Focus Groups:

- Conducted directly by Shugoll in person, during the Festival
- Will focus on both in season spending AND customer satisfaction
- Incentivized participation (food, but likely also cash incentive)
- Two groups of 12, twice in one day
- CATF will provide space and catering costs

The cost for this methodology includes: design of the recruitment screener and moderator's guide, recruitment of 24 respondents, project and field management, moderation of two 1-hour focus groups, videography of the focus groups, transcription and analysis which will then be incorporated into a final report.

COSTS

\$13,800
(+/- 10%)





• DIRECT INTERVIEWS

Retail Owner

Interviews:

- Conducted directly by Shugoll over the phone
- Incentivized
- Quote collecting method
- Scheduled following the 2018 Festival
- Screener for participants will be designed by Shugoll and approved by CATF

The cost for this methodology includes: design of the recruitment screener and moderator's guide, recruitment of 10 local business owner respondents, honoraria for 10 local business owner respondents, project and field management, moderation of 10, 20-minute telephone depth interviews, audio recording of the interviews, transcription and analysis which will then be incorporated into a final report.

COSTS

\$18,200
(+/- 10%)





• SYNOPSIS

- Four phased plan that can be bought piecemeal: **Economic Impact Research, TDP's, Dine & Discuss, Patron Satisfaction Survey** (not discussed).
- Extensive history with the organization and with similar arts organizations in the region
- Leverages the use of an established arts patron survey
- Rudimentary presentation options
- One of the most cost efficient firm options
- Would work with CEO Mark Shugoll, Ph.D. and project consultant, Ms. Merrill Shugoll

The Arts Provide Meaning to our Lives

The infographic consists of three rows, each featuring a circular gauge chart on the left and a grid of human icons on the right. The first row shows a gauge at 73% and 73 human icons, with the text "73% Agree the Arts are a 'positive experience in a troubled world'". The second row shows a gauge at 64% and 64 human icons, with the text "64% Agree the Arts give them 'pure pleasure to experience and participate in'". The third row shows a gauge at 63% and 63 human icons, with the text "63% Agree the Arts 'lift me beyond everyday experiences'".

73% Agree the Arts are a "positive experience in a troubled world"

64% Agree the Arts give them "pure pleasure to experience and participate in"

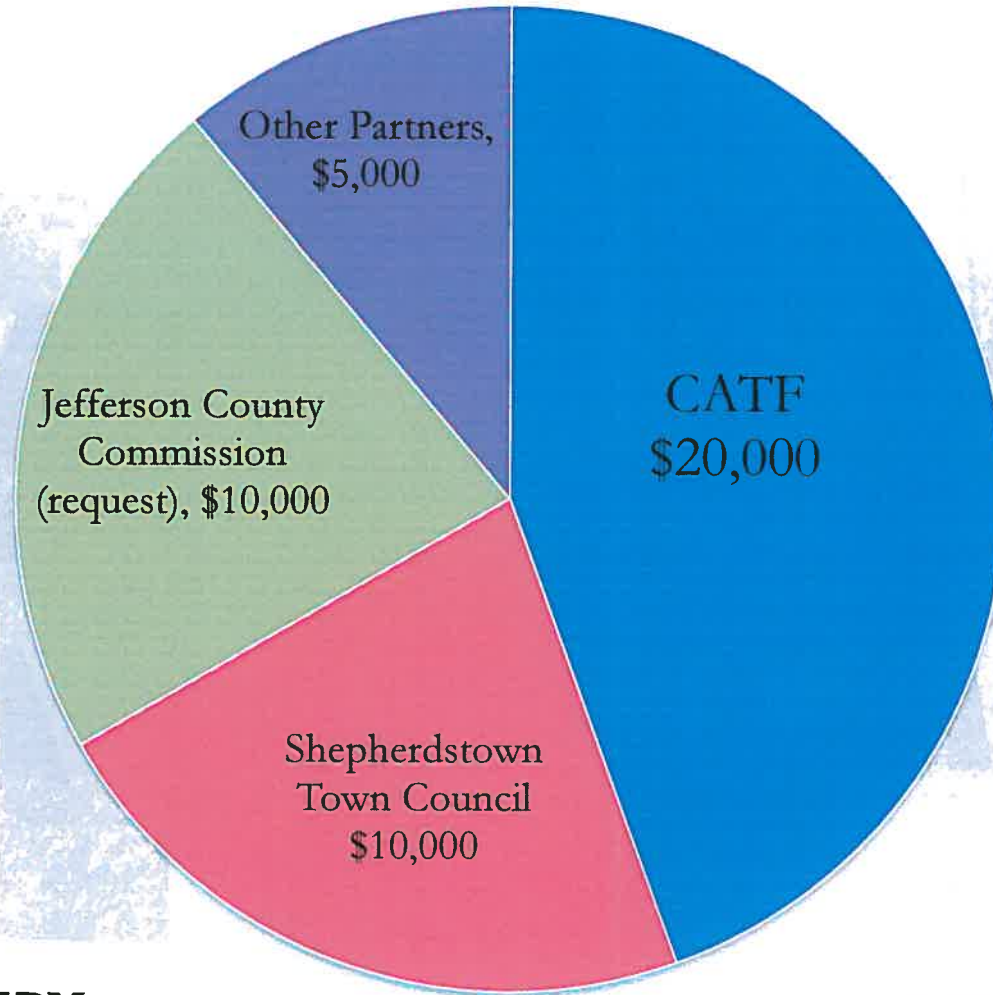
63% Agree the Arts "lift me beyond everyday experiences"

The arts transform people and communities every day. To learn more about how the arts impact all of our lives every day, browse more findings from the Americans for the Arts' Public Opinion Poll.

Learn More at www.AmericansForTheArts.org/PublicOpinion

The logo for American Arts, featuring a stylized star above the words "AMERICAN ARTS" in a bold, sans-serif font.

REQUEST FOR SUPPORT



**TOTAL STUDY
COST**

~\$45k

**JEFFERSON COUNTY
COMMISSION REQUEST**

\$10k

contemporaryamericantheaterfestival

AT SHEPHERD UNIVERSITY

2018 ECONOMIC IMPACT STUDY

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10-15 MIN

DATE REQUESTED: 1ST CHOICE January 18th, 2018

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: **Quarterly Review to close estates and approve new estates**

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

The probate office would ask the county commission to approve estates closed that have met the deadlines and requirements of our office and to approve estates that have been opened since the last quarterly review in October 2017.

ARE DOCUMENTS ATTACHED: To Follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 18, 2018**

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

Date Requested – 2nd Choice:

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

National Historic Landmark status for the Jefferson County Courthouse

Please provide the County Commission with a description of your request or presentation, including any background information:
JCHLC seeks JCC approval and support to prepare a briefing statement for a National Historic Landmark designation for the Jefferson County Courthouse

SEE ATTACHED 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 Internet/Wi Fi Telephone for conference call

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

INSTRUCTIONS FOR PREPARING A BRIEFING STATEMENT FOR POTENTIAL NATIONAL HISTORIC LANDMARKS

Most briefing statements are approximately 2-7 pages in length. Although it does not have to follow a specific format, key points should be included:

- 1) Why is the site significant? Explain within the context of a bigger national picture. For example, if it is important within a history context (pattern of national history):
 - a) describe that national pattern of history (likewise if the site is of architectural significance, archeological significance, etc., explain the national aspect of architecture or archeology). Then
 - b) explain how this site has an important association with that national pattern of history. Also indicate if the property is already listed on the National Register. This section should take up the majority of the briefing statement.
- 2) Compare the site to similar properties, i.e. properties that are also important within the same historic context. Why should this resource be considered one of the best in the country?
- 3) Discuss the physical integrity of the site --- how much remains from what was there during the period of significance?
- 4) Who is the owner, does the owner support the nomination, and is the person submitting the statement the owner.

See samples on following pages.

SAMPLE Briefing Statement

Briefing Statement

Potential NHL: Colorado Chautauqua, Boulder, Colorado

Date: October 29, 2004

SIGNIFICANCE:

National Pattern of History: The Chautauqua movement, which flourished between 1874 and the Great Depression, brought unprecedented educational, cultural, and recreational opportunities to millions of ordinary Americans. The movement emphasized learning for all, uplifting entertainment, and useful leisure in a natural and inspiring setting. The Chautauqua movement began in New York at the Chautauqua Institution. The democratic, non-hierarchical movement swept the nation in two forms: independent assemblies based in particular communities, and tent or circuit chautauquas that traveled. By its peak in 1924, the Chautauqua movement had been institutionalized in 440 independent assemblies. More than 10,000 mostly small, mostly rural communities had hosted weeklong traveling chautauquas. Between 1874 and the demise of the movement in 1930, perhaps 45 million Americans had attended a chautauqua.

The national significance of the movement has been established via three NHL designations: the founding Chautauqua Institution and the associated Lewis Miller Cottage in New York, and the Bay View, Michigan independent assembly.

Important Association with National Pattern of History: Founded in 1898, the Colorado Chautauqua is an outstanding representative of the Chautauqua movement. Although historians have identified more than 400 independent chautauqua assembly sites in the United States, the Colorado Chautauqua is the only site of its kind: an independent institution established and continuously operating as a chautauqua open to the general public. Its founders—Texas educators and Boulder civic leaders—designed the site and the program of “the Great Western Chautauqua” with great attention to the Chautauqua Idea. Adding to its national significance is the fact that the Colorado Chautauqua survives as a unique, western expression of the Movement. In its heyday, the Colorado Chautauqua was the most prominent, most stable and largest independent chautauqua in the West. Its location in the Rocky Mountains represents the westward spread of the movement, and its site at the base of Green Mountain is an intact and enduring reminder of the emphasis placed by the movement on an inspiring natural setting. It remains the only continuously operating chautauqua west of the Mississippi River.

The district was listed on the National Register of Historic Places in 1978. In addition, the Chautauqua Auditorium was individually listed on the National Register in 1974.

PHYSICAL INTEGRITY and COMPARISON TO OTHER PLACES THAT REPRESENT THE NATIONAL PATTERN OF HISTORY:

The Colorado Chautauqua displays more historic integrity than any extant chautauqua property, including those already designated National Historic Landmarks. It remains much as it was—both physically and programmatically—at the height of the Chautauqua Movement in 1924. The Colorado Chautauqua's grounds and structures are remarkably intact, and accessible to the general public. This makes it rare among the independent assemblies.

Other assemblies, for instance, have been enveloped by urban development; reduced to only a meeting hall in a suburban park; and developed into an amusement park. Only six chautauquas have remained in continuous operation, offering chautauqua programming since their founding. And of these six, the Colorado Chautauqua displays the highest integrity of site, structures, and setting. Three of the operating historic chautauquas—the Chautauqua Institution in New York, the Bay View Association in Michigan, and the Lakeside Assembly in Ohio—are private, suburban communities.

The Colorado Chautauqua represents the more typical independent assembly because of its historically non-secular organization, as compared to the Bay View's strong association with Methodist camp meetings. While Bay View emphasized the arm of the movement that focused on vacation, retreat, useful leisure, and entertainment, the Colorado Chautauqua emphasized both arms, thereby also focusing on education. The Chautauqua movement lives on at the Colorado Chautauqua, where chautauquans listen, learn, and recreate in a built, designed, and natural environment largely unchanged since 1930.

OWNERSHIP AND SUPPORT:

The City of Boulder owns the land at the site of the historic Chautauqua in Boulder, Colorado. The City leases, on 20-year terms, the 26 acres to the Colorado Chautauqua Association (CCA), a 501 (c) (3) organization. The CCA provides cultural, musical, and educational programs and housing on the site. Of the 99 residential cottages on the grounds, 39 are privately leased, while the CCA leases, preserves, and rents 60. The CCA also leases and maintains 2 lodges and 4 public buildings on the site. The City of Boulder is thus the owner of record, with some 40 interested parties.

The City of Boulder and the Colorado State Historic Preservation Office both support the proposal. Furthermore, there is no known opposition or controversy regarding the proposal. A meeting was held at the district to discuss the proposal, and no opposition was voiced.

SAMPLE BRIEFING STATEMENT

UNION PACIFIC RAILROAD DEPOT **Cheyenne, Wyoming**

SIGNIFICANCE

National Themes:

Architecture: Romanesque architectural style, designed by master architect Henry Van Brunt

History: Transcontinental railroad

Built in 1886-1887, the Union Pacific Depot in Cheyenne, Wyoming, is a nationally prominent landmark that derives its significance from two principal areas: transportation and architecture. The depot is the last of the grand 19th century depots remaining on the transcontinental railroad--one of the best articulated examples of the Richardsonian Romanesque style in the West, designed by one of America's most distinguished architects at a pivotal point in his practice. It formed a strategic point along the Union Pacific Railroad, America's first transcontinental rail line, and was easily the Union Pacific's most grandiose facility west of its starting point at Council Bluffs.

The depot embodies the distinctive characteristics of the Richardsonian Romanesque style, a distinctive architectural idiom first developed by architect H.H. Richardson in the 1870s. With its rusticated stonework, uncomplicated building forms and general sense of massiveness, the style fit well within the outsized scale of the West. Richardson's style was employed by others such as Henry Van Brunt, the Boston architect who designed the Cheyenne Depot for the Union Pacific. Van Brunt was one of the country's most prominent architects at the time he designed the Cheyenne Depot, an acknowledged founder and leader of the architectural profession in America. As the most significant depot designed by one of America's most distinguished architects using an architectural style that was distinctively American in its lineage, the Union Pacific Depot in Cheyenne enjoys a significance that is truly national in scope.

The property is also significant for the pivotal role it has played on one of America's most storied and most important 19th century railroads. Chartered by Congress in 1862, the Union Pacific (UP) was one of two rail companies charged with completing the country's first transcontinental rail line. During the 1860s, the Union Pacific built westward from Council Bluffs, Iowa, while the Central Pacific built eastward from Sacramento, California. The two lines met at Promontory, Utah, in May 1869, in an event that has been likened by historians to the signing of the Declaration of Independence in terms of its national significance. The Union Pacific Board of Directors had intended from the start to locate the railroad's principal depot in the Rocky Mountains in Cheyenne, approximately halfway between the route's two termini at Council Bluffs and Ogden. The directors promised that Cheyenne's depot would be the finest on the line, but they made do with a temporary frame building here until construction began on this structure in 1886. Completed the following year, the massive three-story stone depot building was an architectural masterpiece. The Cheyenne Depot, in its placement at a

strategic point along the railroad's length, has functioned as a crown jewel in the Union Pacific's extensive system.

COMPARISON TO SIMILAR PROPERTIES: Architect H.H. Richardson's style was so self-assured and so singular that during the 1880s Richardson himself was almost its sole practitioner. After his death in 1886, however, others began borrowing his style as their own. Several outstanding Romanesque buildings were constructed in the West, including the Rookery (1886; listed as an NHL in 1975) and the Insurance Exchange Building (1885) by Burnham & Root, the Auditorium Building (1889; listed as an NHL in 1975) by Louis Sullivan, the Newberry Library (1892) and the Owings Building (1888) by Cobb & Frost, all in Chicago; Pillsbury Hall (1888) at the University of Minnesota by Harvey Ellis and the Minneapolis City Hall (1889) by Long & Kees, both in Minneapolis; the Board of Trade Building (1886) in Kansas City by Burnham & Root; the Lionberger Warehouse (1887) in St. Louis by Shepley, Rutan & Coolidge; and further West in California, the Los Angeles County Courthouse (1888) by Curlett, Cuthbertson & Eisen, and the Inner Quad Arcade (1891) at Stanford University, also by Shepley, Rutan & Coolidge. The success of the post-Richardson Romanesque buildings in this country has largely been gauged by their adherence to Richardson's design philosophy, and the Cheyenne Depot certainly ranks among these buildings as an excellent example of Romanesque style.

The depot in Cheyenne was Henry Van Brunt's most noteworthy achievement in the Romanesque style. He designed other buildings using this architectural language, including the Thayer Building (1886) and Gibraltar Building (1888), both in Kansas City, the Hoyt Library (1885-1886) in Saginaw, Michigan, and the Public Library (1888-1889) in Cambridge, Massachusetts. None of these structures approached the Union Pacific Depot in Cheyenne in grandeur or architectural accomplishment.

Two of Van Brunt's earlier buildings—the Adams Academy in Quincy, Massachusetts, and Memorial Hall at Harvard-- have subsequently been designated as National Historic Landmarks. Both buildings were primarily educational in nature, unlike the Union Pacific Depot in Cheyenne. And both were built relatively early in Van Brunt's career, before his move westward, using an entirely different architectural idiom than the depot. Neither reflected Van Brunt's later architectural development, as illustrated by his commercial and railroad commissions of the 1880s and 1890s.

The Union Pacific Railroad built other large-scale depots along its transcontinental route—at Omaha, Ogden, Reno and Sacramento—but all have subsequently been destroyed by fire or demolition. The Cheyenne Depot is the last one standing.

PHYSICAL INTEGRITY: The depot is in excellent condition. In 1922 a single-story wing was built onto the structure's east end. Designed by architect Gilbert Stanley Underwood, the wing sensitively mirrored Van Brunt's design for the original west wing. The most noteworthy change to the building's interior occurred during the rehabilitation of the first-floor public spaces in 1929. The breezeway at the base of the tower was enclosed to form a new entrance, many of the original wooden columns in the basement

were replaced with steel members, and many of the first-floor public spaces were rehabilitated.

The City of Cheyenne recently completed an extensive multi-year restoration effort. The building's exterior has been restored to its original condition: wooden windows and doors have been replaced in-kind; the roof has been resheathed with synthetic slate tiles to replicate the original; deteriorated stones and wooden trim boards have been repaired or replaced. The first floor of the interior appears much as it did originally: the large waiting room is used for events and temporary exhibits, the dining room space in the eastern wing is now occupied by a brewpub, and the Cheyenne Depot Museum is located in the west wing. The office spaces for the railroad on the second and third floors have been rehabbed to house offices for several municipal organizations. Throughout the interior, finishes have either been restored to their original condition or sensitively rehabilitated to accommodate new uses. As a result, the building has retained its architectural character, both in its overall configuration and in its details.

OWNER: The City of Cheyenne owns the building, and enthusiastically endorses nominating the depot as a National Historic Landmark.

SAMPLE BRIEFING STATEMENT

Mountain Meadows Massacre Site, Southern Utah

SIGNIFICANCE:

National Pattern of History: During the nineteenth century, members of The Church of Jesus Christ of Latter-day Saints, often called Mormons, experienced ongoing friction with the larger, dominant society. Suspicion, fear, and misunderstanding formed the basis for the relationship between Mormons and other Americans for generations, resulting in the Mormons' flight from New York, Ohio, Missouri, and Illinois. The Mormons relocated to the West, but tensions developed with the federal government and cultural conflicts with non-Mormons continued. The national significance of this conflict has been established in National Historic Landmark designations such as the Nauvoo Historic District in Hancock County, Illinois; the Emigration Canyon, Fort Douglas, Salt Lake City's Old City Hall, and Temple Square Historic Landmarks in Salt Lake County, Utah; the Reed Smoot House National Historic Landmark in Utah County, Utah; and the Mormon National Historic Trail.

Important Association with National Pattern of History: The Mountain Meadows Massacre Site is nationally significant as the location of the September 11, 1857 massacre of 120 emigrants, most of them from Arkansas, at the hands of Mormon militiamen in southern Utah. Within an era of great violence and intolerance, the Mountain Meadows Massacre site represents the violent apex of conflict between Mormons and non-Mormons.

Driven by persecution, the Mormons fled the state of Illinois in 1846 and sought refuge in the Great Basin, the expansive interior drainage of the United States. The Great Basin's isolation proved illusory as other American emigrants passed through the region, drawn by the promise of California. The Mormons' difficulties with the dominant American culture were renewed, especially with the arrival of appointed officials sent by Washington to govern Utah Territory. Conflict in Utah would exist throughout the nineteenth century but was particularly sharp in 1857.

That spring, friction and misunderstanding between Utah Territory and the federal government prompted U.S. President James Buchanan to declare Utah in a state of rebellion. Buchanan sent roughly 1,500 troops—nearly one-third of the standing U.S. Army—to Utah to accompany a new set of territorial appointees. As the troops headed west that year, so did thousands of California-bound emigrants. Many emigrants arrived in Utah just as its citizens were bracing for what they believed would be a hostile military invasion. The Mormons' efforts to thwart the troops' approach and the resulting conflicts became known as the Utah War of 1857–58.

Tensions developed between emigrant companies and the war-preparing Mormons at several settlements. In Cedar City, local leaders planned an attack on one combined emigrant company made up mostly of Arkansans. The attack took place on September 7, 1857, at the Mountain Meadows, a popular resting place along the Spanish Trail about thirty-five miles southwest of Cedar City. The emigrants fought off their attackers, and a siege ensued.

On September 11, dozens of Mormon militiamen used a false flag of truce to lull members of the Arkansas company from their circled wagons and, aided by Indians, killed over a hundred men, women, and children, bringing the total number of massacre victims over the

tragic week to approximately 120. Only seventeen young children, considered “too young to tell the tale,” were spared. The militiamen buried their victims in shallow graves, but the bodies were soon unearthed and strewn by scavenging animals across the landscape.

The massacre was the bloodiest event of the Utah War. The U.S. Army’s march on Utah stalled, and the troops spent the winter of 1857-58 near Ft. Bridger in modern-day Wyoming. Negotiations between Brigham Young, newly appointed territorial governor Alfred Cumming, and a peace commission sent by President James Buchanan averted a major military encounter, and the army marched peacefully through Salt Lake City in June 1858. War was avoided, the Mormons returned to settlements that they had abandoned, and a post named Camp Floyd was established southwest of Salt Lake City.

Except for a brief hiatus at the beginning of the Civil War, the United States would retain an army garrison in Utah for the remainder of the nineteenth century to keep an eye on the Mormons. Continuing cultural conflict, including the overt Mormon practice of polygamy until 1890, would delay Utah’s admission as a state of the Union until 1896.

On May 20, 1859, Brevet Major James Henry Carleton and a detachment of U.S. troops gathered the scattered bones of the massacre victims and reburied them under a cone-shaped cairn of stones. Since then, additional memorials have been built, both at the Mountain Meadows and in Arkansas. In the 1870s, newspapers nationwide covered the court trials and execution of John D. Lee, the only perpetrator convicted of the crime. For more than a century and a half, people have debated the circumstances of the massacre in the press, film, and other media. Major scholarly works have examined the crime. The site was listed on the National Register of Historic Places in 1975, and was identified as having national significance in the areas of exploration, settlement, and transportation.

PHYSICAL INTEGRITY and COMPARISON TO SIMILAR PROPERTIES:

The Mountain Meadows Massacre site has seen relatively little development, and portions have never been cultivated. It retains its historic association to the surrounding topography, such as hills and springs, that provides context to the observer.

For decades, The Church of Jesus Christ of Latter-day Saints (“the Church”) has owned and preserved some of the area where the massacre occurred. The Church recently purchased hundreds of additional acres to protect the site from encroaching urban development.

As noted above, several places have been designated NHLs in relation to this theme. The Mountain Meadows Massacre Site is linked closely with these other sites by association with Mormon settlement history and their history of conflict with nineteenth century American society. However, the Mountain Meadows Massacre Site is singularly significant in the contexts of both the Mormon migration and American expansion, as the apex of that chain of violence, mistrust, and fear.

OWNERSHIP AND SUPPORT:

Located seven miles south of Enterprise on UT 18, the site is easily accessible to visitors. The U.S. Forest Service owns property on Dan Sill Hill at Mountain Meadows, including a parking facility and historical markers. The Church’s property includes a memorial rock cairn that the Church constructed in a cooperative effort with descendants of victims and perpetrators, the state of Utah, and other institutions and individuals.

The Church, as one owner, seeks National Historic Landmark status for the site. There is widespread support for the Church's proposed nomination. The Utah State Historic Preservation Office (SHPO) supports the nomination. Likewise, three groups that include relatives of the massacre victims have united in support of landmark status, as have Arkansas and U.S. Congressional leaders (Senators Lincoln and Pryor, Rep. Boozman, Governor Beebe, and fifty-five Arkansas state legislators).

SAMPLE BRIEFING STATEMENT

Medicine Wheel National Historic Landmark (NHL)

Bighorn National Forest, Kane vicinity, Big Horn County, Wyoming
Expansion of significance, period of significance and boundary, and changing name

PURPOSE: Revisions to the Medicine Wheel NHL nomination to incorporate information that has become known to researchers since the NHL was designated in August 1970. The revised nomination will:

- A) expand the NHL criteria to include Criterion 1 (broad patterns of U.S. history; currently the property is designated under Criterion 6 for nationally significant information/archeology);
- B) expand the significance to include Native American traditional cultural values, evaluated within the context of multiple religious traditions in the Northern Plains, and compared to other similar sites;
- C) expand the period of significance to approximately 7000 B.P. to 2010 (the current period of significance is 18th and 19th centuries);
- D) expand the boundary to include both related archeological sites and sites known to be associated with related tribal rituals and practices, and
- E) change the name of the expanded district (which contains many associated sites) to "Medicine Mountain NHL."

SIGNIFICANCE: Medicine Wheel was designated an NHL in 1970 for its ability to yield nationally significant information (Criterion 6); its national significance/information potential was based on the Medicine Wheel being the largest and most elaborate of structures of its type found east of the Rocky Mountains from Canada to Oklahoma. Since then, extensive ethnographic, documentary and archeological research has demonstrated that the Medicine Wheel is associated with a substantially larger concentration of resources reflecting a broad continuum of use over time by multiple aboriginal groups. Moreover, these sites as well as the mountain itself possess tremendous spiritual importance to a number of American Indian tribes. When examined within a national context, this property can be evaluated as a Traditional Cultural Place (TCP) under Criterion 1 as these cultural practices and beliefs are not only rooted in the cultural communities' histories but are associated with and outstandingly represent the broad national patterns of United States history. The property addresses the NHL thematic framework category of Expressing Cultural Values by providing a prime example of a place where American Indian religious and moral beliefs are expressed in ancient and on-going ceremony and ritual. These cultural and moral beliefs continue to be a key element in the broad character of American Indian worldviews – worldviews that have shaped, and continue to shape, the pattern of historic and contemporary Indian interactions with non-Indian communities as well as with state and federal governments.

It is now recognized that the Medicine Wheel itself is an important part of a larger sacred landscape that embodies cultural significance to American Indian peoples. Many American Indian tribes consider Medicine Mountain to be a powerful spirit lodge. Each year tribal members embark on pilgrimages to the Medicine Wheel to worship, conduct vision questing, and perform other related ceremonies. The journey to the mountain has become integral to this spiritual process; and affiliated tribes consider the locale to be neutral ground and a place of peace. As a consequence, the terrain leading to the Medicine Wheel is also considered sacred.

On a national scale, the proposed Medicine Mountain NHL reflects a broad North American Indian religious tradition that stretches back before the beginnings of recorded history on the continent. Medicine Mountain is significant within the context of multiple religious traditions in the Northern Plains. Archeological evidence clearly demonstrates American Indian presence on or near Medicine Mountain for the past 11,000 years. It is generally believed that the Medicine Wheel is a composite feature constructed over several hundred years. The date of the origin of the construction is uncertain but charcoal samples from archeological sites within a few hundred yards of the Medicine Wheel yield dates ranging back to 6,650 B.P.

Medicine Mountain can be viewed not only as an archeological type site, but also a living "ceremonial" and "religious" type site that illustrates in a physical form the central principles of a larger American Indian traditional religious practice. As such, Medicine Mountain is of national and perhaps international significance as a site that embodies central elements of ancient cultural and religious traditions that continue to be shared by numerous western American Indian tribes. These traditions and practices may have evolved over time, but it is likely that they have evolved (not unlike western religious traditions) as a largely coherent and consistent set of cultural practices and beliefs with roots in the distant past of this continent. Adding strength to the argument that these living traditions have remained consistent over time is the fact that they have successfully endured in the face of persistent efforts by the non-Indian society to eradicate these traditions from the nation's history as a consequence of western expansion.

DESCRIPTION: Medicine Mountain is in north-central Wyoming in the Bighorn Mountain range on the Bighorn National Forest. The Medicine Wheel (also known as the Bighorn Medicine Wheel), at an elevation of 9,642 feet above sea level, is situated on a northwestern ridge of Medicine Mountain, whose peak is about 300 feet higher. Across the northern flank of the mountain are numerous archeological sites, vision quest enclosures, cairns, access trails, and other examples of American Indian sacred architecture. The site is impressive in its natural beauty. However, some disturbances can be seen: A Federal Aviation Administration (FAA) radar facility is on the mountain summit, a USFS road extends across the area, a parking lot is situated 1-1/2 miles from the wheel, and a fence and walkway have been constructed around the Medicine Wheel; these disturbances do not affect the overall excellent, high integrity within the new, expanded boundary. The property still conveys national significance to a high degree.

BOUNDARY EXPANSION: The current NHL boundary encloses approximately 110 acres immediately surrounding the Medicine Wheel. However, to American Indian peoples the Medicine Wheel by itself is not the centrally significant site; instead, it has been described as an altar for Medicine Mountain. The Medicine Wheel itself remains significant as the major component of the archeological site, but all the recently gathered information indicates that its tribal significance relies to a greater extent on the larger more encompassing geographic and cultural context of which it is a part. The proposed 4,000 acre NHL boundary encompasses the primary area where religious and ceremonial activities take place. This area consists of a culturally patterned complex of natural and cultural features which include numerous archeological sites, vision quest enclosures, cairns, access trails, and other examples of American Indian sacred architecture. The inclusion of this larger area in the NHL reflects the fact that Medicine Mountain has been-- and continues to be -- a culturally significant spiritual and ceremonial center for numerous American Indian tribes in the United States.

SIMILAR PROPERTIES: Approximately 70 to 150 structures resembling the architecture of the Medicine Wheel are found in Alberta, Saskatchewan, South Dakota, Montana, Wyoming, and farther south. These sites fall into differing archeological categories but they likely served similar religious or

ceremonial functions. Two medicine wheels are listed on the National Register of Historic Places: *Annashisee Iisaxpuatahcheeaashisee* Medicine Wheel on Bighorn River, in the Fort Smith vicinity, Big Horn County, Montana; and the Bear Creek Ranch Medicine Wheel, Greybull vicinity, Big Horn County, Wyoming.

The Bighorn Medicine Wheel is the type site for circular stone alignments and was the first to be called “Medicine Wheel”, thus its name has been assigned to the genre. As compared to other similar structures, the Bighorn Medicine Wheel is one of the largest, most elaborate, best preserved, and highest (in elevation) medicine wheels. It is also the most written about and widely known medicine wheel. However, extending beyond the Medicine Wheel itself, the proposed NHL demonstrates an uncommonly high site density as compared with similar medicine wheel landscapes in the vicinity. Most important, the site is unique among all these examples due to the wheel's known long-term association with Medicine Mountain as a sacred place. These clear associations with a rich cultural complex of recent or contemporary Indian religious practices and beliefs tie directly to Medicine Mountain as a single sacred place or district.

INTEGRITY: The proposed expanded NHL possesses a high level of integrity of location, design, setting, materials, workmanship and association. The Medicine Mountain, with its array of archeological sites containing deposits that are relatively intact and complete – as well as the intact design and workmanship of the Medicine Wheel itself, possesses integrity based on its ability to yield specific data that address nationally significant anthropological and archeological research questions (Criterion 6). Medicine Mountain, for American Indian peoples, or many other observers, continues to evoke a strong sense of feeling related to indigenous religious practice and values. The traditional cultural property (Criterion 1) exhibits a high level of integrity based on its association with past and on-going American Indian religious practices. Research demonstrates these practices have been continuous through time and that they have witness resurgence in recent decades since the passage of the American Indian Religious Freedom Act of 1978. Ethnographic interviews with contemporary traditional practitioners (see Boggs 2003) clearly indicate that members of various Northern Plains tribes continue to visit the mountain for traditional religious and cultural purposes. These religious practices and beliefs have had a profound impact on the history of American Indian tribes as well as on the history of the relationships between Indian and non-Indian peoples. Physical changes to trails, and the construction of various nearby structures by government agencies, and changes to the Medicine Wheel on the Mountain have not lessened the importance of Medicine Mountain to Indian tribes. Nor have they significantly altered Indian religious preparations and prescribed traditional practices that are necessary to fulfill pilgrimage obligations on the approach to the mountain.

OWNERSHIP AND SUPPORT OF THE REVISED NHL NOMINATION: The U.S.D.A. Forest Service manages the entire area enclosed within the proposed NHL boundaries and endorses the revised nomination. The USFS has been working closely with seven consulting parties (including tribal and local government representatives) for over 15 years regarding the significance and boundaries of the NHL. In 2009, all parties agreed upon the newly defined significance and proposed boundaries.

Sample Briefing Statement

Potential NHL: Camp Hale, White River National Forest, Red Cliff vicinity, Eagle County, Colorado

Date: July 6, 2011

SIGNIFICANCE:

National Pattern of History

As the training site of the U.S. Army's 10th Mountain Division – the first U.S. division ever to be formed solely for high altitude and winter combat – Camp Hale is significant under National Historic Landmark Criterion 1 for its associations with a special military force that played an instrumental role in the World War II campaign to drive the German Army from northern Italy. Facing an enemy skilled on skis and accustomed to fighting in mountainous terrain, the United States countered by creating the 10th Mountain Division in 1941 and adding it to the country's list of specialty units that made their mark during the war. Using mountaineering skills developed at Camp Hale, soldiers from the 10th Mountain Division captured peaks considered the keystone of the German defense in the Apennine Mountains, culminating in the defeat and surrender of the German Army in Italy on May 2, 1945. Camp Hale, the only base in U.S. military history created specifically for high altitude winter warfare training, was listed on the National Register of Historic Places in 1992 as nationally significant under criterion A for its contribution to broad patterns of U.S. history.

Camp Hale also is nationally significant under Criterion 1 for its contribution to the America ski industry, which came of age after World War II as alpine skiing catapulted to a national sport and a popular form of leisure recreation. So important to this development were the men who trained at Camp Hale that without them, the editors of *Ski Magazine* state, "skiing might well have died out" after World War II.ⁱ Camp Hale veterans returned from the war and became involved in every facet of the nascent ski industry, from teaching, coaching and developing resorts such as Aspen and Vail, to building ski lifts and lodges, designing new lines of sports gear, publishing ski magazines and books, to helping plan, or participating in, the Winter Olympic Games. They transformed their wartime experience at Camp Hale into a postwar lifestyle that combined their love of skiing with business and technological innovations that not only made skiing easier, but put ski vacations in vogue. Today, the U.S. ski industry counts 60 million annual skier visits and revenues of \$2.6 billion, a figure that does not include other industries that profit from skiing, such as fashion merchants and equipment makers.ⁱⁱ

Important Association with National Pattern of History – Special Military Forces

Special military forces are small units that combine specialized personnel, equipment, training or tactics "that exceed the routine capabilities of conventional military forces."ⁱⁱⁱ Though not always called "special forces," exceptional warriors have been a part of American combat since the founding of the country. As technology advanced in the 20th century, special operations forces came of age during World War II. From Army rangers and paratroopers to Navy frogmen and undercover operators with the Office of Strategic Services, these forces played an important role as World War II was fought on many fronts. Not only would American troops have to storm beaches and maneuver a variety of terrain including deserts, hedge rows and jungles, but they faced an enemy with long experience in mountain and cold-weather fighting. By the late 1930s, the German army had three mountain divisions, which grew to 14 by the end of the war.^{iv}

The 10th Mountain Division arrived relatively late on the front lines in January 1945, after the U.S. Fifth Army already had broken through the Gothic Line; still, the division's performance in northern Italy effectively destroyed five German divisions.^v The division's heroics included a night climb up Riva Ridge and the construction of a 1,500-foot aerial tramway by division engineers to provide medical relief and food supplies.^{vi} At great cost – 978 soldiers killed, 3,882 wounded, and 28 taken prisoners – the 10th Mountain Division went on to capture Mount Belvedere and adjacent peaks, considered the keystone of German defense in the Apennine Mountains. This opened their advance into the Po Valley, where they captured retreating Germans before they reached the Alps, and thus were key participants in the surrender of German forces in Italy. Among officers surrendering was Gen. Frido von Senger und Etterlin, commander of the XIV Panzer Corps, who told Gen. George Hays, 10th Mountain commander, "that the 10th was the most impressive opposing force he had ever faced."^{vii} U.S. Major Gen. Willis Crittenger,

commander of the Fifth Army's IV Corps, also praised the division, saying: "Seldom has a division contributed more effectively to an offensive which has so decisively thrown German forces completely off balance."^{xviii}

The 10th Mountain Division traces its roots to events in Finland during 1939-40 when the world watched in amazement as Finnish troops, wearing skis and clad in camouflage white, succeeded in overpowering the invading Russian giant. United States Assistant Secretary of War Louis Johnson took note, and by the spring of 1940, the U.S. Army was laying plans "for an extensive and systematic testing program for winter warfare."^{xix} The National Ski Association, which operated the National Ski Patrol, offered its time and advice and, though a civilian organization, became the key recruiter of ski troops for the Army.^x The genesis of the 10th Mountain Division began with what essentially was a pilot project – the 87th Mountain Infantry Regiment activated at Fort Lewis, Washington, on December 8, 1941, the day after Pearl Harbor. In November 1942, the Army completed its permanent site for winter warfare training: Camp Hale, situated at 9,250 feet above sea level in the Colorado mountains. At nearby Tennessee Pass on the Continental Divide, the military built a two-mile-long rope tow for downhill ski-training.^{xi} (The site today is the Ski Cooper ski area.) Camp Hale housed 14,000 troops in a camp comprising 1,022 buildings and structures, including barracks, offices, a hospital, field house, and stables for the division's mules.^{xii}

Important Association with National Pattern of History – Recreational Skiing

Skiing as a way to travel, hunt, or wage war in wintertime is thousands of years old, but skiing as a recreational sport dates to the late 1800s in the Telemark region of Norway, where the invention of a heel strap provided a way to hold the foot more securely in place. With new designs for skis and bindings in the 1890s, the earliest downhill races were staged in the Alps.^{xiii} The decade of the 1930s brought key advances for downhill (alpine) skiing, with its fixed-heel bindings. In 1930, the first resort specifically designed for downhill skiing opened at Sestriere, Italy; and, in 1936, alpine skiing was added to the Winter Olympic Games, held that year in Germany.^{xiv} The 1930s also saw the first aerial lifts. Idaho's Sun Valley opened with the world's first chairlift in 1936, and Utah's Alta ski area advertised an aerial tram in 1938.^{xv} By the end of the decade, ski areas were operating at Yosemite and on Mount Hood and Mount Rainier. In Colorado, the City of Denver opened Winter Park in 1940, and a ski club began cutting trails on Aspen's Ajax Mountain in 1937. Aspen and Winter Park, in fact, were well-known to 10th Mountain Division soldiers at Camp Hale, who spent free weekends skiing there.^{xvi}

Thus, the downhill skiing industry was emerging just as World War II broke out in 1939. The war curtailed development of new recreational ski areas, but resulted in major advances in the testing of ski equipment, cold weather technology and the design of aerial tramways. Members of the 10th Mountain Division were at the center of such testing, as they conducted sub-zero experiments on everything from dog sleds and early snowmobiles to tents, cooking kits, and sleeping bags, determining, for instance, that a V-shaped bag provided the most warmth.^{xvii} Soldiers tested jerseys, parkas, boots and gaiters, judging each make for the protection and comfort it afforded, information that proved valuable to men like 10th Mountain veteran Gerry Cunningham, who went on to found Gerry Sportswear and become a "gear pioneer," best known for his down-insulated ski apparel.^{xviii} The mountain troops also tested the strength of a collapsible ski by dropping it from an airplane, and the 126th Mountain Engineer Battalion faced the task of constructing a light-weight aerial tramway that could be dismantled and re-assembled.^{xix} Engineers turned for ideas to the mining industry, which had used aerial tramways prior to 1900 to move ore from mine to mill. The Army selected noted mining equipment producer Stearns-Roger Manufacturing Co. to design the military tram, with company engineer Robert Heron assigned to the task. The Army's tramway proved highly beneficial to the 10th Mountain Division during fighting in Italy, just as designing it served Heron after the war as his Heron Brothers Construction Co. became the leading lift builder in Colorado.^{xx}

After the war, the state of Colorado, with resorts such as Vail and a vastly expanded Aspen, became the nation's premier ski destination – a fact that can, in large part, be credited to Camp Hale and the ski troops who trained there. Some 2,000 10th Mountain veterans returned to Colorado after the war and, according to a 1949 article in *The Denver Post*, supplied the energy behind the post-war skiing boom. "Ex-tenth mountaineers are bobbing up all over the continental divide," the newspaper reported. "Some are aiding the noble efforts of the National Ski Patrol. Some are instructing. Others have installed ski tows and opened new areas."^{xxi} Tenth Mountain veteran Peter Seibert, for instance, developed Vail; Friedl Pfeifer co-founded the corporation that transformed Aspen; and Laurence Jump opened Arapahoe Basin ski area in 1946, installed the first Pomalift in the United States in 1953, and started Colorado's first amputee skiing program.^{xxii} Allan Beck of the 126th Engineer Mountain Battalion, went on

to build ski lifts in the East; Alfred “Freddy” Pieren worked as a design consultant for Head, Voit and Olin ski manufacturing; and Francis Limmer manufactured ski boots.^{xxiii} Reflecting their national influence on the industry, 28 veterans of the 10th Mountain Division have been inducted into the U.S. National Ski Hall of Fame.

COMPARISON TO SIMILAR PROPERTIES

Several sites were used to train Special Forces for combat in World War II. The U.S. Army Rangers who assaulted the cliffs overlooking Omaha Beach trained in the United Kingdom, as did Army Air Corps commandos who flew low over enemy territory, delivering supplies, dropping leaflets, or landing on makeshift fields to extract the wounded. America’s Office of Strategic Services, which focused on spying and espionage, set up an assortment of camps in secluded spots – from its mysterious Camp X on Lake Ontario to Catoctin Mountain Park in Maryland, while swimmers in the OSS Maritime Unit trained in California or the Bahamas.^{xxiv} U.S. Airborne forces learned to parachute at Fort Benning, Georgia, and Marine Raider Battalions mastered the use of rubber boats in amphibious landings at the corps’ base in Quantico, Virginia. The Navy’s underwater demolition units, the “frogmen,” trained at Little Creek, Virginia, until a special school was established at the Naval Amphibious Training Base at Fort Pierce, Florida, where the coastal barrier reef offered protection.^{xxv}

However, Camp Hale was the first and only permanent World War II site developed solely for high altitude and winter warfare training. Still, the military used and trained on skis in other locations. As early as 1886-87, Company M of the 1st U.S. Cavalry patrolled on skis in Yellowstone National Park. Soldiers stationed in Alaska trained on skis prior to World War II, as did those at Fort Snelling, Minnesota.^{xxvi} Prior to the completion of Camp Hale, the Army rented two lodges, Paradise and Tatoosh, from the National Park Service on Mount Rainier, where the 87th Mountain Infantry trained.^{xxvii} (Because Park Service regulations forbid the use of firearms, tactics on Mount Rainier were relegated to a minor role.)^{xxviii} Fort William Henry Harrison in Montana also was used by the Army to train mountain and winter warfare troops for World War II. The combined force of 1,600 American and Canadian soldiers who trained there, however, were a special commando unit trained also in demolition, and airborne and amphibious assaults, making them the “blue-collar father” of the Army Special Forces created in 1952.^{xxix} Detachments of 10th Mountain troops from Camp Hale also were dispatched to a number of other military locales – including Camp McCoy, Wisconsin; Pine Camp, New York; and the West Virginia Maneuver Area – where they instructed other soldiers in mountaineering techniques.^{xxx}

Regarding the history of recreational skiing in the United States, comparable properties include sites associated with organizations that made significant contributions to the development of the ski industry, such as the National Ski Association, which was founded in 1905 as an umbrella organization for ski clubs; the National Ski Patrol, a winter rescue organization founded in 1938 by Charles Minot (Minnie) Dole, who would play a key role in the creation of the 10th Mountain Division; and the Dartmouth College Outing Club, which held the first downhill ski race in the U.S. in 1927. Ski resorts associated with major developments in recreational skiing include Stowe, Vermont, which became one of the country’s first a destination ski resort as early as 1934, and Idaho’s Sun Valley ski resort, which introduced the world’s first chairlift in 1936.

PHYSICAL INTEGRITY:

Although only one structure (a vault) remains standing at Camp Hale, building ruins and foundations, as well as landscape and camp features, are readily identifiable. Foundations and footers in the warehouse area and the buttresses and floor slab of the field house, for example, are clearly visible, as are the remains of chimney stacks, bridge footings, road patterns, and the railroad tracks that served the camp. The outlines of the barracks, firing point berms on the rifle range, as well as other features, such as the remains of the former coal storage yard, provide opportunities to understand and interpret the camp layout. The Eagle River, which was rechanneled by the military, still runs through the camp, and the rock outcroppings on which the soldiers trained, as well as the mountain valley setting, are unchanged. On nearby Tennessee Pass, on the Continental Divide, Ski Cooper ski area still utilizes runs where the ski troops trained. Camp Hale’s integrity is most compromised in terms of workmanship and materials, primarily because of the loss of standing structures, but in terms of location, setting, feeling, and association, it has a high degree of integrity.

OWNERSHIP AND SUPPORT

Following deactivation of Camp Hale in 1966, management of the land returned to the U.S. Forest Service, which has developed interpretive signage at a point overlooking the site. The Forest Service is supportive of the effort to nominate Camp Hale as a National Historic Landmark, and is working with the National Park Service on this effort.^{xxxi} Members of Congress also are interested in recognizing the national significance of the site. H.R. 2330, sponsored by Rep. Doug Lamborn (R-CO), and S. 1418, sponsored by Sen. Mark Udall (D-CO), call for a study “to determine the suitability and feasibility of establishing Camp Hale as a unit of the National Park System.”

ⁱ *Ski Magazine* editors and John Henry Auran, *America's Ski Book* (New York: Charles Scribner's Sons, 1966) 46.

ⁱⁱ The National Historic Landmark Theme Study *Recreation in the United States*, published in 1986, does not include skiing, an absence most likely due to the relatively recent popularity of the sport. So important is Colorado-based Vail Resorts, Inc. to the ski industry that it, along with Intrawest, account for 51 percent of the industry's revenue. Although Intrawest is based in British Columbia, two of its six resorts are in Colorado: Winter Park and Steamboat. See “Ski Resorts Thrive, Despite Recession Pain,” *The New York Times*, February 20, 2010; and www.corporateskistar.com. Accessed May 2, 2011. The national skier-visit count is the principal barometer of the ski industry's health.

ⁱⁱⁱ The US Special Operations Command quoted in Thomas K. Adams, *US Special Operations Forces in Action: The Challenge of Unconventional Warfare* (London: Frank Cass, 1998), 7.

^{iv} McKay Jenkins, *The Last Ridge: The Epic Story of the U.S. Army's 10th Mountain Division and the Assault on Hitler's Europe* (New York: Random House, 2003), 11-12, 17-18. John Fry, *The Story of Modern Skiing* (Hanover: University Press of New England, 2006), 22, writes that in 1940 the Nazi government in Germany “demanded that citizens surrender their skis” so troops could use them on the eastern front. A total of 1,567,000 pairs were donated.

^v Jenkins, *The Last Ridge*, 244-45.

^{vi} *Ibid.*, 177.

^{vii} *Ibid.*, 243-45.

^{viii} *Ibid.*

^{ix} John C. Jay, “History of the Mountain Training Center, Study 33,” (Washington, D.C.: Historical Section, Army Ground Forces, 1948).

^x Capt. Thomas P. Govan, “Training for Mountain and Winter Warfare, Study No. 23,” (Washington, D.C.: Historical Section, Army Ground Forces, 1946).

^{xi} See *ibid.*; and National Register of Historic Places Registration Form, “Camp Hale,” Section 7, 1-2. The site also could be accessed from U.S. Highway 24. Construction began on Camp Hale on April 10, 1942.

^{xii} National Register of Historic Places Registration Form, “Camp Hale,” Section 7, 1-2.

^{xiii} *Ski Magazine* editors and Auran, *America's Ski Book*, 22-26.

^{xiv} See *ibid.*, 126; and Fry, *The Story of Modern Skiing*, 4-5, 17.

^{xv} See *ibid.*, 112-13; Fry, *The Story of Modern Skiing*, 17-18; and coloradoskihhistory.com. Fry states that the first aerial tramway went into operation at New Hampshire's Cannon Mountain ski area in 1938.

^{xvi} Annie Gilbert Coleman, *Ski Style: Sport and Culture in the Rockies* (Lawrence: University Press of Kansas, 2004), 104, quotes 10th Mountain veteran Steve Knowlton: “‘We all went skiing on weekends,’ even if it meant driving all night Friday to get there and all night Sunday to get back before reveille.

^{xvii} Tests were conducted in numerous localities, including Camp Hale, Mount Rainier, Mount McKinley, and Canadian Rockies.

^{xviii} See Cunningham obituary at http://antiochcollege.org/news/obituaries/gerald_arthur_cunningham; and “Gerry an Outdoor Sports Co. at <http://www.oregonphotos.com/Gerry1.html>. Accessed May 4, 2011.

^{xix} See Philip A. Lunday and Charles M. Hampton, "The Tramway Builders: A Brief History of Company D, 126th Engineer Mountain Battalion," Box 10 folder 29; "Collapsible Skis," Box 3, Folder 9; "Dog Sleds," Box 3, Folder 10; "Report of the Mount Rainier Test Expedition," Box 1, Folder 23; and "Report on Winter Warfare Equipment by Infantry Test Officer of the War Department," Box 1, Folder 41, all "10th Mountain Division Collection," MS TMD1, Denver Public Library.

^{xx} See Abbott Fay, *SkiTracks in the Rockies: A Century of Colorado Skiing* (Louisville, CO: Cordillera Press, Inc., 1984), 42; and Lunday and Hampton, "The Tramway Builders," 9-10.

^{xxi} See "The Tenth Mountain Division Veterans Impact the Ski Industry," *The Denver Post*, January 9, 1949; and Lisa Olken, *Ski! A Century of Colorado Skiing*, Rocky Mountain PBS, 2002.

^{xxii} See biographical note, "The Laurence (Larry) Jump and Arapahoe Basin Records," WH1220, Western History Collection, Denver Public Library; "Friedl Pfeifer, 83, a founder of the ski industry..." *Baltimore Sun*, March 1, 1995; Colorado Ski Hall of Fame, www.coloradoskihilloffame.com; and www.ColoradoSkiHistory.com/history. Accessed April 21, 2011.

^{xxiii} See Douglas Martin, "Pete Seibert, Soldier Skier Who Built Vail, Is Dead at 77," *The New York Times*, July 28, 2008. www.nytimes.com Accessed April 21, 2011; and Richard M. Wilson, "They Made It Happen! U.S. Skiing – and Men of the 10th Mountain Division," (November 1922), 1, 2, 8, Denver Public Library.

^{xxiv} John Whiteclay Chambers II, "OSS Training in the National Parks and Service Abroad in World War II," (Washington, D.C: National Park Service.

^{xxv} Units also trained in Hawaii.

^{xxvi} See Allen, *From Skisport to Skiing*, 39-40; and Govan, "Training for Mountain and Winter Warfare, Study No. 23."

^{xxvii} Govan, "Training for Mountain and Winter Warfare, Study No. 23."

^{xxviii} Jay, "History of the Mountain Training Center, Study 33."

^{xxix} Southworth & Tanner, *U.S. Special Forces*, 102-03.

^{xxx} See Govan, "Training for Mountain and Winter Warfare, Study No. 23;" and Northern Warfare Training Center, Fort Wainwright, Alaska, at www.wainwright.army.mil/nwtc/history.htm. Accessed April 14, 2011. At the end of World War II, the mission of the Mountain Training Center at Camp Hale was moved to Camp Carson, Colorado. Camp Carson was the only U.S. Army Center for this type of training until November 1948, when the Army Arctic School was established at Big Delta, Alaska, later named Fort Greely. Training included arctic survival, mountaineering, skiing, and solutions to tactical, technical and logistical problems in cold regions. In July 1949, the Army Arctic School was re-designated the Army Arctic Indoctrination School, with no change in the mission. For approximately eight years, training in mountain and cold weather operations were conducted simultaneously at Camp Carson and Fort Greely. In 1957 the total responsibility for cold weather and mountain training was transferred to Alaska. The Arctic Indoctrination School was re-designated the U.S. Army Cold Weather and Mountain School.

^{xxxi} Military use of Camp Hale has included not only the 10th Mountain Division, but also the 38th Regimental Combat Team, 99th Infantry Battalion, and soldiers from Fort Carson who conducted mountain and winter warfare training exercises from 1942 to 1965. Throughout this time, the Army tested a variety of weapons and equipment at Camp Hale. From 1959 through 1965, the Central Intelligence Agency secretly trained Tibetan soldiers at Camp Hale. In July 1965, Camp Hale was deactivated, and control of the lands returned to the Forest Service in 1966. See U.S. Army Corps of Engineers, et al, "Camp Hale Military Munitions Project," online at www.camphale.org. Accessed April 20, 2011.

From: Smith, Kathryn [mailto:kathryn_smith@nps.gov]
Sent: Friday, November 17, 2017 5:13 PM
To: Lauren Kelly
Subject: Re: Jefferson County Courthouse

Lauren,

There is no cost to the county for the NPS to visit the site. NHL designation of a property does not create any Federal authority to regulate what happens on the property except when a federal agency is funding, permitting, or licensing a project that may do damage to the NHL. While the NPS encourages owners to use the Secretary of the Interior's Standards for the Treatment of Historic Properties, owners are under no obligation to follow this guidance. So, the answer is no, there is no extra paperwork EXCEPT when federal funds, grants, or permitting is involved. Then the agency giving the funds or permitting the work must take into account any adverse effects to the NHL and try to avoid them.

Preparation of an effective National Historic Landmark nomination often requires the hiring of a experienced consultant. Nominations range in cost depending on the amount of existing historic scholarship and other types of documentation taht already exists.

I would be happy to work with you to determine if the property may be eligible for designation and therefore warrant to cost to complete a nomination. The first step would be to send me a "letter of inquiry," also known as a NHL briefing statement. I have attached instructions and an example document. This does not need to be a lengthy or heavily researched document, but it does need to accurately capture your current ideas about how the property is nationally significant. Include a list of any sources used.

After I recieve the briefing statement/letter of inquiry and have a chance to review it, I would be happy to schedule a site visit.

Thanks for reaching out and i look forward

Kathryn G. Smith

National Historic Landmarks & National Register Coordinator
National Capital Region, National Park Service

1100 Ohio Drive, SW
Washington, DC 20242
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kathryn_smith@nps.gov

Website <http://www.nps.gov/nhl>

Facebook [National Historic Landmark Program - NPS](#)

Instagram [NationalHistoricLandmarkNPS](#) #NationalHistoricLandmark #FindYourPark

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 18, 2018**

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

Date Requested – 2nd Choice:

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

Request for \$5,000 of FY-18 funds to abate asbestos discovered in the Eyler house, Shepherdstown Battlefield

Please provide the County Commission with a description of your request or presentation, including any background information:
The Eyler property, eleven acres, and house were gifted/transferred by the Civil War Trust to JCHLC in June 2017. The house is required to be torn down and a conservation easement placed on the land. This is an unanticipated non-recurring expense.

SEE ATTACHED information

Is this a funding request? Y/N YES

If so, how much? **\$5,000**

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

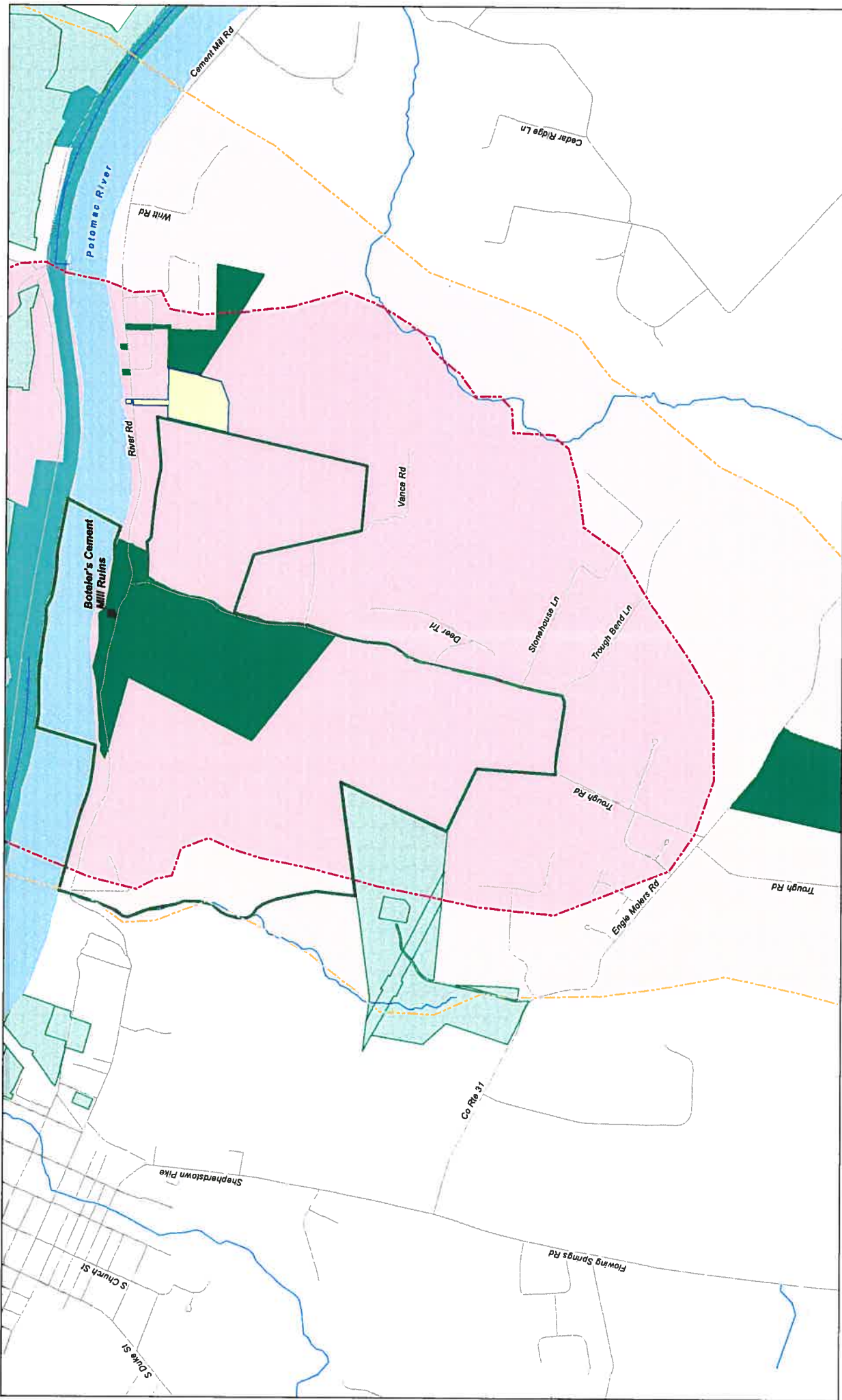
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Prepared by the Civil War Trust

- Eyer Tract (11.17 Acres)
- Preserved in Whole or in Part by the Civil War Trust
- Battlefield Core Area
- Battlefield Study Area
- Shepardstown NPS Proposed Boundary
- Federal Land

Eyer Tract at Shepherdstown Battlefield (Jefferson County, WV)

Created on 3/24/16 by JM



PITTSNOGLE, LLC
1225 ROCK CLIFF DRIVE
MARTINSBURG, WV 25401
Phone/Fax 304-596-9966

WV Asbestos Contractor #AC002546
WV Contractors # WV043361

VA Asbestos Contractor #3306 001014
VA Class A Contractor #2705 131470A

PROPOSAL

January 4, 2018

To: Mr. Martin Burke
Jefferson County Landmark Commission
P. O. Box 23
Charles Town, WV 25414

E-MAILED TO: martinburke@frontiernet.net

Re: Asbestos Abatement
3455 River Road, Shepherdstown, WV

This proposal is for Abatement of Asbestos Containing Material (ACM) at the above referenced property. Proper removal, transportation and disposal of ACM in the approximate quantities described, as dictated by law. More specifically, removal of approximately 1,959 square feet of vinyl flooring; as identified in the Asbestos Inspection Report prepared by Winchester Environmental Consultants, Inc. dated December 5, 2017. This proposal includes all necessary construction and subsequent removal and disposal of Containment and Critical Barriers. Includes all Labor, Material and Equipment to accomplish the described work. This includes Negative Air Machines, Personal Protective Equipment and Personal Air monitoring of employees of PITTSNOGLE, LLC only; and as required by law. Upon disposal of waste in a Landfill licensed to accept ACM, a copy of the required waste manifest will be provided to the Owner of the property. This proposal includes the Project Design and Independent third party clearances as required by law. Also included are all notifications, permits and associated fees. Includes all applicable taxes.

EXCLUSIONS:

None

The above Scope of Work is proposed for the Firm Lump Sum of \$ 9,000.00

Terms: Payment upon completion of work. Invoices past 7 days
Accrue interest at 18% per annum.

Proposed by: David M. Pittsnogle
David M. Pittsnogle, Sole Member

Date 1/4/18

Accepted by: _____
Printed Name: _____

Date _____

***Extended Emergency Absentee Voting Policy
Primary Election – May 8, 2018***

Policy

The Jefferson County Commission will extend emergency absentee voting to voters who have been admitted to an approved hospital no earlier than three (3) days preceding the election and no later than noon on Election Day.

Provisions

The emergency absentee policy is extended to the following hospitals:

- Jefferson Medical Center
- Berkeley Medical Center
- Martinsburg VA Medical Center
- Winchester Medical Center

Procedures

The voter or immediate family member requests an emergency absentee ballot from the County Clerk's Office no later than noon on Election Day.

The clerk's office will provide two (2) employees of opposite political party the *Application for Voting an Emergency Absentee Voter's Ballot, Declaration of Emergency Absentee Ballot Commissioners*, ballot and all absentee materials needed to vote.

The team of two (2) will deliver the materials to the voter and will await the completion of the application and ballot. If the voter is assisted in voting, the clerk employees or a person of the voter's choice must sign the *Absent Voter's Ballot Envelope No. 2* on the line provided for the "Name of Person Giving Assistance".

The voter must be able to sign the application. Power-of-attorney is not valid for voting.

The application and voted ballot will be returned to the courthouse and the clerks must sign an oath that no person other than the voter voted the ballot.

The policy was approved by the Jefferson County Commission on the _____ day of January, 2018.

Commission President

County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **January 18, 2018**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews and Appointments to the Jefferson County Board of Zoning Appeals – two three-year terms ending January 1, 2021 and three alternate positions expiring January 1, 2019, 2020, and 2021, respectively – 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, January 18, 2018, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - two (2) three-year terms ending January 1, 2021 and three alternate positions expiring January 1, 2019, 2020, and 2021, respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

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 pm 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.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

January 3 and January 10

THANKS - JEFFERSON COUNTY COMMISSION

Jeff D. Bresee
614 Strider Road
Kearneysville, WV 25430

December 29, 2017

Ms. Jessica Carroll
Jefferson County Commission
P.O. Box 250
Charles Town, West Virginia 25414

Re: Board of Zoning Appeals Reappointment

Dear Ms. Carroll:

This is in response to your December 19 letter to me.

On 19 May, 2003 I was appointed by the Jefferson County Commission to the Jefferson County Board of Zoning Appeals. I served on this board for about 10 years, the last few years as president.

In October of 2013 I resigned from the BZA. About a year ago I requested reappointment, and since then I have discovered that there is a void that has been filled by BZA membership, and that the void could continue to be filled by my remaining on the BZA.

I thus request reappointment to the Board of Zoning Appeals by the Jefferson County Commission. And of course I will continue to serve until the Commission makes an appointment.

If you need any additional information please do not hesitate to write, e-mail me at wvbreeze@citlink.net, or call me at 304-728-8247.

With Best Regards,

Jeff D. Bresee



Jessica Carroll

From: dcatterton@frontiernet.net
Sent: Tuesday, January 02, 2018 8:17 PM
To: Jessica Carroll
Subject: Jefferson County Board of Zoning Appeals

Dear Ms. Carroll,

Happy New Year!

I am in receipt of your letter dated December 19, 2017 and am writing to you and the County Commission to confirm my continued interest in serving on the Board of Zoning Appeals.

Please consider this my formal written notice that I want to be considered for another term (either as a Member or an alternate). I would be honored to continue in either position on the Board.

Thank you for your consideration.

Sincerely,

Deirdre J. Catterton
703-431-1940

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 1 Minute

Date Requested – 1st Choice: 1/18/2018

Date Requested – 2nd Choice: _____

Subject: **Request Grade/Status Change – Full-Time Public Safety Dispatcher**

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

The purpose of this memorandum is to inform the Commission about the return of Sara Kelly to full-time status as a Public Safety Dispatcher.

Ms. Kelly was previously a full-time public safety dispatcher and resigned to take part-time status in October 2017 due to a medical issue. She maintained employment and continued training and successfully completed police dispatcher training at the end of December. Due to the resignation of another full-time trainee, Ms. Kelly was provided the opportunity and accepted the return to full-time status.

ECC policy allows for reinstatement of employment to paygrade/benefits/seniority rights (minus the time away from the ECC) if employment is sought within one calendar year. Ms. Hess is in good standing with the ECC and is fully qualified and eligible to return to full time employment.

Ms. Kelly is seeking to return on 1/21/2018 and will fill an opening on the day shift.

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

Motion to approve and reinstate Public Safety Dispatcher Sara Kelly from part-time to full-time employment.

Attachments:



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 18, 2018**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

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

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

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 18, 2018**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Appointment to the North Eastern Regional EMS - 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.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 18, 2018**

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

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

Subject (*Wording to be placed on agenda*): **Commission liaison to the Jefferson County Parks and Recreation - 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.](#)

AGENDA REQUEST FORM
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 – 1st Choice: **January 18, 2018**

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

Date Requested – 2nd Choice: **February 1, 2018**

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

- FY19 Budget 101 – Decide Date & Time
- Review and Approval of FY2018 State Budget Revision 3 for the Coal Severance Fund
- Review and Approval of FY2018 State Budget Revision 6 for the General Fund
- Review of FY2018 Budget to Actual as of 12/31/2017
- Continued discussions of Ambulance Fee Billing Rate Structure
- BB&T Bank Securities/Bonding – Review balance and current pledged securities level and approve increase – Discussion/Action

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

- FY19 Budget 101 – Decide Date: 2/7 Wed, 2/8 Thurs, or 2/12 Mon. Time - recommend 7PM
- Review and Approval of State Budget Revisions
- Review of FY2018 Budget to Actual as of 12/31/2017, includes analysis of expenditures by statute and funding sources, an analysis of gaming revenues, and an analysis Regional Jail Fees that will require additional funding in FY18.
- Ambulance Fee Billing Rate Structure- Continue Review

Is this a funding request? Y/N NO

If so, how much? \$ 0

Provide exact financial impact/request NA

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

- Motion to approve FY18 State Budget Revision 3 for the Coal Severance Fund
- Motion to approve FY18 State Budget Revision 6 for the General Fund

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

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 18th day of January, 2018, 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 Coal Severance Fund, a copy of which is entered as part of this record.

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 Compton 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 Josh Compton, 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.

Josh Compton, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision Entry

Budget Revision #3 of Coal Severance Fund FY18

Description	GL acct	Increase	Decrease
Co Comm Transf to Funds	002.401.05.566.000.GG.000		20,000
Transfer to General Fund	002.698.05.566.001.GG.000	20,000	

Approved on 1/4/2018 by JCC. Need an additional \$20,000 to fund WWTP Lagon decommissioning and sinkhole repairs. Contract approved on 1/4/2018 for \$55,950. This increases the original transfer of \$50,000 approved in Budget revision No. 2. The total transfer needed in FY18 to date to cover costs already incurred and costs expected to be needed in FY18 is \$70,000. We will need an additional transfer in FY19 of approximately \$25,000 and that will be included in the FY19 budget.

Totals		20,000	20,000
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AGENDA REQUEST FORM
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 – 1st Choice: January 4, 2018

Date Requested – 2nd Choice: January 18, 2018

Subject (Wording to be placed on agenda): Engineering Consultant Proposal - Bardane Industrial Park Waste Water Treatment Plant Lagoon Decommissioning & Sinkhole Remediation Project.

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

Introduction:

On March 9, 2017, the West Virginia Department of Environmental Protection (WVDEP) issued two violation notices against the Jefferson County Commission as follows:

Violation No. w17-19-025-mkk

Burr Industrial Park WWTP Site

"Failed to obtain an UIC Permit for a sinkhole within a stormwater conveyance system."

Violation No. w17-19-026-mkk

Burr Industrial Park WWTP & Lagoon

"Failed to properly abandon the Burr Industrial Park WWTP."

As a result, the Jefferson County Engineering Office has been working with WVDEP officials to resolve the violations. The following is our findings and the information we gathered related to each violation:

Sinkhole Violation:

A sinkhole exists on a parcel of land in the Bardane Industrial Park (see attached location map), 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.

On September 11, 2017, the WVDEP issued a time extension, under the authority of a "Rule Authorization", until December 31, 2018, for bringing the violation into compliance.

WWTP & Lagoon Violation:

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, former 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 the summer of 2017, in accordance with WVDEP regulations, but the lagoon still remains and still needs to be decommissioned.

Mitigation Plan:

The engineering staff worked with WVDEP officials on a satisfactory plan to address the above issues related to the sinkhole UIC permit and the lagoon decommissioning. The resolution of the two violations are tied together under one plan. The WVDEP accepted the plan.

The plan the Engineering office submitted to the WVDEP involves closing/plugging the sinkhole and diverting the stormwater runoff away from the sinkhole and downstream to the existing storm drainage system (see attached plan map). This will eliminate the need for obtaining a UIC permit for the sinkhole.

In order to carry out this plan, 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.

This plan proposes pumping the water in the lagoon into the JCPSD pump station adjacent to the lagoon and then on to the Charles Town WWTP for treatment. However, engineering staff is in discussions with Charles Town utility

representatives about the possibility of obtaining approval from the WVDEP for direct discharge instead, and we will be further investigating this possibility.

Engineering the Solution:

In November, 2017, the Engineering office issued a Request for Qualifications (RFQ) for engineering consulting services to perform the survey work, hydrologic analysis, 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, obtaining permits, coordinating efforts with local, state and federal officials, 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 process for procuring engineering services is outlined in State Code, Chapter 5G, Procurement of Architect-Engineer. Under the state code, "the Legislature hereby declares it to be the policy of the state, and its political subdivisions, to procure architectural or engineering services or both on the basis of demonstrated competence and qualification for the type of professional services required."

The Engineering office received five qualification statements. They were evaluated and ranked from most qualified to least qualified. It is our understanding that scope of work and price negotiations are to occur with the most qualified firm; and if a reasonable price cannot be negotiated, then negotiations can proceed with the second most qualified firm, etc.

The Engineering office met with Potesta Engineers and Environmental Consultants to discuss the expectations and scope of work for the project in detail. Potesta has offices in Charleston and Morgantown, WV and Winchester, VA. They have worked with the WVDEP on numerous projects and have developed a good working relationship with WVDEP officials. They have worked on similar sinkhole and lagoon closure projects. Potesta can meet our project schedule/timeline.

Potesta Engineers and Environmental Consultants provided a proposal for the work in the amount of \$55,950. We are asking the County Commission to accept the proposal so we can move forward with the necessary work. Michelle Gordon, finance director, is aware of the proposal price and will need to establish funding for this project.

Is this a funding request? Yes

If so, how much? Project Engineering Budget \$62,000.00 (includes engineering costs, permit fees, advertising costs, water testing costs, etc.)

Motion Requested: Yes

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

Move to accept the proposal from Potesta Engineers and Environmental Consultants, dated December 19, 2017, in the amount of \$55,950.00, for engineering consulting services for the decommissioning of the waste water treatment plant lagoon and for remediating the sinkhole in the Bardane Industrial Park; contingent upon the finance director demonstrating to the county commission that funding is available for this project.

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

WVDEP Violation Notices

Project Location Map

Project Plan Map

Attached proposal from Potesta Engineers and Environmental Consultants

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 Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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STATE OF WEST VIRGINIA
Department of Environmental Protection
Environmental Enforcement

NOTICE OF VIOLATION

Violation No. w17-19-025-mkk

To the Operator or Agent of:

Facility Name: Burr Industrial Park WWTP Permit No. NONE

Permittee or Individual Jefferson County Commission

Located at or near Charles Town in Jefferson County

Representative Stephanie Grove, County Administrator Date 3/9/17 Time 1pm

Address / phone number P.O. Box 250; Charles Town, WV 25414

Received

APR 6 / 2017

Jefferson County Commission

Whereas, an inspection of the above named operation by the undersigned, duly authorized agent of the Secretary, at which the following described condition or practice exists, in violation of Chapter _____, Article _____, Section(s) _____ of the Code of West Virginia and/or Section(s) 47CSR10-3 of the Rules and Regulations and/or Section(s) _____ of the Permit referenced above promulgated thereunder in that you: Failed to obtain an UIC Permit for a sink hole within a stormwater conveyance system.

The following corrective measures were discussed with you at the time of this inspection:

Within days provide a written response to the inspector named below, at the address indicated, detailing the actions taken to abate this violation.

Received by:

Sent certified mail to addressee

Signature

Title



Michael Kanehl

Duly Authorized Agent / Inspector

304-822-7266

Telephone

michael.k.kanehl@wv.gov

E-mail

Send Response to the Inspector at the address indicated below:

WV Department of Environmental Protection

Environmental Enforcement / WW

22288 Northwestern Pike, Romney, WV 26757

Certified Mail Tracking #: 7016 0750 0000 1608 7284

STATE OF WEST VIRGINIA
Department of Environmental Protection
Environmental Enforcement

NOTICE OF VIOLATION

Violation No. w17-19-026-mkk

To the Operator or Agent of:

Facility Name: Burr Industrial Park WWTP Permit No. NONE

Permittee or Individual Jefferson County Commission

Located at or near Charles Town in Jefferson County

Representative Stephanie Grove, County Administrator Date 3/9/17 Time 1pm

Address / phone number P.O. Box 250; Charles Town, WV 25414

Whereas, an inspection of the above named operation by the undersigned, duly authorized agent of the Secretary, at which the following described condition or practice exists, in violation of Chapter 22, Article 11, Section(s) 8 of the Code of West Virginia and/or Section(s) 47CSR10-4.3 of the Rules and Regulations and/or Section(s) _____ of the Permit referenced above promulgated thereunder in that you:
Failed to properly abandon the Burr Industrial Park WWTP.

The following corrective measures were discussed with you at the time of this inspection:

Within days provide a written response to the inspector named below, at the address indicated, detailing the actions taken to abate this violation.

Received by:

Sent certified mail to addressee

Signature

Title



Michael Kanehl

Duly Authorized Agent / Inspector

304-822-7266

Telephone

michael.k.kanehl@wv.gov

E-mail

Send Response to the Inspector at the address indicated below:

WV Department of Environmental Protection

Environmental Enforcement / WW

22288 Northwestern Pike, Romney, WV 26757

Certified Mail Tracking #: 7016 0750 0000 1608 7284



Engineers and Environmental Consultants

15 South Braddock Street, Winchester, Virginia 22601 - (540) 450-0180; www.potesta.com

December 19, 2017

County Commission of Jefferson County
Attn: Mr. Roger Goodwin, P.E.
Chief County Engineer
Jefferson County Engineering Office
116 West Washington Street, Suite 100
Charles Town, West Virginia 25414

RE: Proposal for Professional Engineering Services
WWTP Lagoon Decommission and Sinkhole Remediation Project
Jefferson County, West Virginia
Project No. 0103-17-0340

Dear Mr. Goodwin:

Potesta & Associates, Inc. (POTESTA) is pleased with the opportunity to present this proposal to the County Commission of Jefferson County, West Virginia (Commission), to provide professional engineering and permitting services for waste water treatment plant (WWTP) lagoon decommissioning, sinkhole remediating, and drainage swale design on your parcel within the Bardane Industrial Park in Jefferson County, West Virginia. This proposal is based on information in the RFP packet as well as our meeting on December 12, 2017.

BACKGROUND

POTESTA understands the Commission has a WWTP lagoon within the Bardane Industrial Park which has not been in use for an extended time. This lagoon was placed within a drainage swale, downstream of culverts that convey stormwater flow from approximately 306 acres of land from the south side of Industrial Boulevard and another 1.5 acres from the north side of Industrial Boulevard. This lagoon interfered with the flow of stormwater and a sinkhole developed just upstream of the lagoon. The Commission estimates that approximately 308 acres of land now drain into this sinkhole.

In response to Notice of Violations (NOV) from the West Virginia Department of Environmental Protection (WVDEP), the Commission has presented a "Lagoon Decommission & Sinkhole Remediation Plan" to the WVDEP, which was approved. The plan states that the lagoon will be decommissioned by draining to the nearby Jefferson County Public Service District (PSD) pump station, drying out, and removing the berms of the lagoon. A stormwater drainage swale will be constructed from the culverts at Industrial Boulevard through the former lagoon location, to an existing 300-foot wide drainage easement just downstream of the existing lagoon. This drainage

POTESTA & ASSOCIATES, INC.

Charleston, West Virginia • Morgantown, West Virginia • Winchester, Virginia

swale will route stormwater away from the location of the existing sinkhole which will be remediated per the WVDEP's Sinkhole Mitigation Guide and graded so that sheet flow of stormwater (no concentrated flow) will flow over this remediated sinkhole.

As part of the Lagoon Decommission & Sinkhole Remediation Plan, POTE STA understands that a soil/water sample was taken by the commission and tested for a list of parameters and presented to the WVDEP. POTE STA also understands that the sludge was determined to be of minimal depth (under 6 inches) while taking this sample. The Commission has also been in discussions with the Jefferson County PSD and has received a negative response about the discharge of the lagoon liquid to their pump station, so review of getting approval by the WVDEP to "direct discharge" this liquid downstream will be a part of our scope of work.

The overall intent of the Commission's plan is to carry the stormwater runoff away from the sinkhole, which will eliminate the need for the Commission to acquire an Underground Injection Control permit for the sinkhole.

The Commission has asked POTE STA to develop a proposal for engineering and environmental services to: assist the Commission in decommissioning its lagoon; develop topographic survey; design a mitigation plan for the sinkhole; design a drainage swale through the lagoon; develop engineering drawings and specifications; acquire NPDES Construction Storm Water Management (SWM) permit; obtain required local, state and federal permits, as applicable; provide construction management assistance and construction monitoring; provide construction stakeout, as-built mapping; and drainage easement plat of new drainage swale and record drainage easement.

SCOPE OF SERVICES

Task 1 – Topographic Mapping

POTE STA will perform topographic survey on approximately 8 acres of land which includes the parcel owned by the Commission that includes the existing lagoon and sinkhole, and a 300-foot wide SWM Drainage Easement on portions of two parcels downstream of the existing lagoon. Survey crews will also locate existing features (e.g., the Jefferson County PSD lift station, fences, lagoon, driveways, roads, sinkhole, culverts, utility poles, utility and drainage easements and rights-of-way, property corners, structures, and pump house on lagoon berm, etc.) and other on-site improvements. Because the topography of the lagoon bottom will be required to conduct the engineering design grading (cut/fill) prior to selection of a contractor, POTE STA's survey crews will also obtain four cross sections of the lagoon bottom during this initial survey.

POTE STA will contact Miss Utility to locate existing buried utilities within the boundaries of the site. Survey crews will locate the marked utilities during the site survey field work and the alignments will be indicated on the topographic site mapping. The location and dimensions of recorded property easements and setbacks will also be indicated on the site plan drawings.

Task 2 - Wetlands Determination

POTESTA understands that the Commission will need a letter from the United States Army Corps of Engineers (USACE) that the lagoon is not considered a jurisdictional water. POTESTA also understands that the lagoon has not been a permitted Waste Water Treatment facility for several years and does not discharge to adjacent water bodies. POTESTA proposes to conduct a site visit to review and delineate, if the lagoon is considered jurisdictional waters. Available information and data regarding the site will be compiled and reviewed prior to conducting the on-site reconnaissance. The following resources will be utilized in the preliminary evaluation:

- a. Natural Resources Conservation Service – County Soil Surveys
- b. U.S. Geological Survey 7.5-Minute Topographic Quadrangles
- c. National Wetlands Inventory Mapping
- d. Aerial Mapping

POTESTA will utilize the United States Army Corps of Engineers (USACE) Wetlands Delineation Manual (1987) and *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region*, as necessary. During the site visit, a Trimble global positioning system (GPS) unit with sub-foot capabilities will be used to locate wetland boundaries. This information will then be transferred to project mapping.

POTESTA will prepare a letter to the USACE with aerial mapping to indicate that there is no connection to adjacent waterbodies. It is expected that the USACE review process will take up to 45 days and may require a possible site visit.

Task 3 - Lagoon Closure

As stated above, a plan for decommissioning and removing the lagoon has been approved by the WVDEP. They approved the intent of draining the lagoon water to the Jefferson County PSD pump station prior to seeing soil/sludge/water testing data and prior to knowing that the sludge depth is minimal. Since the sludge is expected to be less than 6 inches in depth, the lagoon can be closed in-place. This data has since been forwarded to the WVDEP. Since the sludge is minimal, it is understood that further testing of just the lagoon liquid will be required before a decision is made to discharge to the Jefferson County PSD or direct discharge. POTESTA will set up meetings with the Jefferson County PSD and the WVDEP - Division of Water and Waste Management (DWWM) to discuss their requirements for discharging to the nearby pump station or direct discharge. From further conversations, the Commission understands that the WVDEP may allow direct discharge if the water to be discharged meets certain limits. POTESTA understands from previous lagoon closures that the DWWM may require multiple composite samples of the lagoon water for this determination. Each composite sample will consist of three grab samples from the top, mid-depth, and bottom of the water column in the lagoon. Each sample will be analyzed for biochemical oxygen demand (BOD), total suspended solids (TSS), and ammonia nitrogen (NH₄). DWWM may

also request dissolved oxygen measurements corresponding to each grab sample location. For this proposal it is assumed that the DWWM will require seven samples. These test results will be used in discussion with the Jefferson County PSD to get approval for discharge of the lagoon water to their system, or if not then approval from the WVDEP for direct discharge.

POTESTA will complete a lagoon closure application and obtain the West Virginia Department of Environmental Protection's approval prior to commencement of closure.

Task 4 – Construction Plans and Specifications

POTESTA will develop Preliminary Construction Plans and Specifications and submit to the Commission for review and comment. The Preliminary Construction Plans and Specifications will include:

Stormwater Drainage Swale and Grading Plans

POTESTA will design grading plans and specifications for the new drainage swale from the existing culverts at Industrial Boulevard through the removed lagoon site to the drainage easement downstream of the existing lagoon. This swale will be designed to safely handle, with sufficient freeboard, a 25-year storm event for approximately 308 acres of land. The stormwater swale will be designed to divert runoff away from the location of the remediated sinkhole and to allow for only sheet flow of the small adjacent area over the sinkhole's remediated location to the swale once the development is completed. The grading plan will show the sequencing of the site's development: (1) lagoon decommissioning and removal, (2) storm water swale construction, and (3) sinkhole remediation. The stormwater swale must be in place prior to the sinkhole remediation so possible storm events will not interfere or reopen the sinkhole prior its complete remediation.

For the SWM requirements pertaining to this site, anticipated engineering services will include review and delineation of the drainage areas and its conditions, performing hydrologic and hydraulic analysis to estimate the peak discharge rates, and design the drainage swale to route stormwater away from the location of the existing sinkhole. POTESTA will design the storm water management to meet the state and Jefferson County requirements and present it in a Storm Water Management Plan and narrative. The existing culverts at Industrial Boulevard are considered sufficient to convey the 25-year storm water runoff for the drainage area north of this road; therefore, hydraulic review of these culverts is not part of this proposal.

Sinkhole Remediation Plan

POTESTA will include in the design drawings and specifications the remediation plan for mitigating the sinkhole located just above the existing lagoon. The Sinkhole Remediation Plan will be in accordance to the WVDEP DWWM Groundwater Protection Program's "Sinkhole Mitigation Guidance" document for a sinkhole with drainage area of less than 5 acres. This is since the

approximately 306 acres from south side of Industrial Boulevard will be routed away from this sinkhole with the construction of the storm water drainage swale, leaving only approximately 1.5 acres drainage area sheet flowing over the remediated sinkhole.

Erosion and Sediment Control Plans

POTESTA will develop an erosion and sediment control plan for this project to meet the WVDEP's requirements and the Jefferson County Land Development Regulations. It is anticipated that the disturbed area will exceed 3 acres, thus requiring coverage under the National Pollutant Discharge Elimination System (NPDES) construction general permit. POTESTA will prepare this application and submit it to the WVDEP (fee to be paid by the Commission).

POTESTA will proceed with the final design and preparation of project specifications for the project once the Commission has concurred with the Preliminary Construction Plans and Specifications.

Task 5 - Construction Administration/Observation

Construction Cost Estimate & Construction TimelineError! Bookmark not defined.

POTESTA will prepare a preliminary estimate of probable construction cost broken down by major work item. The preliminary estimate will be submitted with a draft submittal of the drawings and specifications. A final estimate of probable construction cost and timeline will be prepared and submitted with the draft drawings. The final estimates will be used for evaluation of project costs and subsequent contractor bids.

Bidding Documents Preparation/Bidding Assistance

POTESTA will prepare a contractor's bid package and construction bid form and required bidding (i.e., contract) documents, and will assist the Commission in the appropriate procedures regarding advertisement and procurement of bids. POTESTA will also conduct the pre-bid meeting and respond to questions. Upon receipt of bids, POTESTA will review the bids for completeness, review bid bond requirements and proper qualification/licensing, and provide the Commission with bid tabulation and contractor recommendations. POTESTA will also issue the Award Notice upon commission approval.

Construction Administration/Observation

After bid evaluation and contractor selection, POTESTA proposes to complete the following construction administration and observation tasks during construction.

- Receive and review payment & performance bonds and insurance documents for completeness and execute the agreement.
- Return bid bonds and issue Notice to Proceed (County Commission approves Notice to Proceed).
- Conduct pre-construction conference. Coordinate with contractor the notification of Miss Utility and local utilities for marking of location of existing utility lines before the start of construction.
- Coordinate required WVDEP inspections.
- POTESTA surveyor will provide construction stakeout.
- Provide construction monitoring on a one site visit per week basis and provide a weekly progress report, including photos as deemed necessary, to the owner (identify any unforeseen issues, problems, delays, verify proper sequence of construction, etc.).
- Review contractor's requests for payments for completeness and accuracy. Make recommendation to Chief County Engineer regarding contractor's payment requests. (Chief County Engineer submits pay requests to finance for payment.) Prior to final payment to contractor, obtain lien releases/waivers and bonding firm's approval for final payment.
- Perform post-construction inspection and survey and provide as-built plans of drainage swale and grading demonstrating that the work is built in accordance with the construction plans & specifications. Provide certification letter to Owner.
- Prepare plat of drainage easement for new drainage swale and record drainage easement at county clerk's office.

SCHEDULE AND COST

POTESTA is prepared to commence with this project upon receipt of the authorization to proceed. The following breakdown indicates POTESTA's estimated cost to complete the aforementioned scope of services.

Task	Cost
Task 1 – Topographic Mapping	\$ 20,650
Task 2 - Wetlands Determination	\$ 3,700
Task 3 - Lagoon Closure	\$ 3,300
Task 4 – Construction Plans and Specifications	\$ 11,300
Task 5a - Construction Administration/Observation	\$ 12,400
Task 5b - Construction Monitoring	\$ 4,600
<i>Total Cost</i>	\$ 55,950

This estimate represents the estimated not-to-exceed cost to complete the scope of services as described in this proposal. Work associated with this project will be completed on a

Mr. Roger Goodwin, P.E.
December 19, 2017
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time-and-materials basis and you will only be invoiced for the work completed. POTE STA will invoice in accordance with the attached rate schedule.

The estimated costs presented in this proposal for the associated scope of services are based upon the use of POTE STA's standard billing invoice format (example attached). There is no cost for this invoice format. Staff efforts to generate all other invoice formats will be charged to the project budget at the billing rate of the individuals preparing such specialized invoices. The cost of such specialized invoices is in addition to the estimated project costs provided in this proposal and, therefore, constitutes a change in the scope of services presented herein. Please complete the invoice routing information below to include the name and address to whom the invoice should be sent and any individuals that should receive copies.

CLOSING

POTE STA's services are offered in accordance with the attached standard terms and conditions which are part of this proposal. A copy of our rate schedule is also attached. Please indicate your acceptance of this proposal by signing this letter below and returning it to POTE STA to serve as our notice to proceed.

POTE STA appreciates the opportunity to assist you with this project. If you have any questions, or require additional information, please contact our office.

Sincerely,

POTE STA & ASSOCIATES, INC.



K. Joe Knechtel, P.E.
Senior Engineer

KJK/mh
Enclosures

AUTHORIZATION (Signature Required to Proceed)	
_____	_____
Signature	Date

POTE STA Invoice Routing Information (Client to Complete)	
Name:	Title:
Mailing Address:	
Telephone:	Email:



Mr. Roger Goodwin, P.E.

December 19, 2017

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Copies to:

Check here if invoice addressee/address is same as proposal.

Project No. 0103-17-0430



INVOICE

POTESTA & ASSOCIATES, INC. - Engineers and Environmental Consultants
7012 MacCorkle Avenue, S. E., Charleston, West Virginia 25304 - (304) 343-1400; FEIN 31-1600066

XYZ
123 MAIN STREET
ANY TOWN, USA 22222-1111

Invoice number **39278**
Date **5/15/2012**

Project: **0102-11-0523**
XYZ - SITE TANK

Client ID: **AAAA-1**

AFE# 2012-0118F

PROJECT DESCRIPTION: Preparation of landslide stabilization design drawings, bid documents, conducting Pre-Bid meeting, etc.

Invoice for services rendered April 8, 2012 thru May 5, 2012

Labor

<u>Employee Type</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	3.75	195.00	731.25
Three-Man Survey Crew	32.00	150.00	4,800.00
Senior Engineer	1.00	135.00	135.00
	32.00	130.00	4,160.00
Staff Scientist	2.75	90.00	247.50
Professional Surveyor	18.00	85.00	1,530.00
Senior Cadd Designer	3.00	85.00	255.00
Engineer	164.00	75.00	12,300.00
Clerical Support	2.50	70.00	175.00
Scientist	1.50	45.00	67.50
Labor subtotal	260.50		24,401.25

Reimbursable

<u>Activity</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Rate</u>	<u>Amount</u>
Lodging	14.00	night	90.00	1,260.00
Per Diem Per Night	14.00	Night	35.00	490.00
Reimbursable subtotal				1,750.00

Charleston, West Virginia • Morgantown, West Virginia • Winchester, Virginia
Please pay from this invoice. Interest charged at 1.5% per month on past due invoices.



INVOICE

POTESTA & ASSOCIATES, INC. - Engineers and Environmental Consultants
7012 MacCorkle Avenue, S. E., Charleston, West Virginia 25304 - (304) 342-1400; FEIN 31-1500065

XYZ
123 MAIN STREET
ANY TOWN, USA 22222-1111

Invoice number **39276**
Date **6/18/2012**

Project: 0102-11-0523
XYZ - SITE TANK

Client ID: AAAA-1

Subconsultant

<u>Activity / Vendor</u>	<u>Invoice number</u>	<u>Date</u>	<u>Amount</u>
Other Services ABC Subcontracting augering, rock coring	12-232	4/18/2012	5,545.48
Other Services subtotal			<u>5,545.48</u>
Subconsultant subtotal			<u>5,545.48</u>

Other

<u>Activity</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Rate</u>	<u>Amount</u>
Vehicles -Truck/Van/SUV w fuel 008436	20.75	Day	175.00	3,631.25
Other subtotal				<u>3,631.25</u>

Equipment

<u>Activity</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Rate</u>	<u>Amount</u>
Nuclear Gauge day 008484	6.00	Day	50.00	300.00
Equipment subtotal				<u>300.00</u>

Invoice total 35,627.98



STANDARD TERMS AND CONDITIONS

1. Potesta & Associates, Inc., hereinafter referred to as POTESTA, is an Equal Opportunity Employer and is in compliance with the Drug-Free Workplace Act of 1988 and governmental requirements relating to Right-To-Know regulations. The engineering and consulting services of POTESTA will be performed on an hourly basis for all time rendered to the project, unless the project is quoted for a lump sum, including project scoping by professional, technical, and clerical personnel in accordance with the attached hourly rate schedule. All invoice charges are based on and are payable in U.S. dollars.
2. Services performed by POTESTA under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.
3. Unless stated otherwise, any cost estimate presented in the attached proposal is for budgetary purposes only and is not a fixed lump-sum price. The actual cost of POTESTA's engineering and consulting services and all expenses may be less than that estimated; accordingly, only the cost incurred will be invoiced. If at any time during the progress of the work it appears that the estimated cost will be exceeded, Client will be informed immediately. However, unless written notification is received to stop work, POTESTA will continue working on the project to completion and will invoice Client for all engineering and consulting services and expenses incurred.
4. These terms are subject to and incorporate the provisions of POTESTA's attached proposal. In the event of any conflict, the terms of the accompanying proposal shall govern.
5. Invoices will be submitted periodically as required (but not more frequently than every two (2) weeks) unless charges for such periods are minimal, in which event an invoice will be submitted when total charges exceed \$500.00, or when the work is completed, whichever occurs first. Invoices are due and payable within 30 days from the date of invoice. All delinquent charges are subject to a service charge of 1½ percent per month or a fraction thereof. Should Client fail to pay any invoice within 45 days of its date, POTESTA may, upon 3 days' written notice to Client, stop work and recover from Client payment for all work executed. *Clients requiring specific invoice formats or accounting backup (copies of timesheets, copies of receipts or invoice support data, etc.) will be invoiced for those associated costs; these costs are not included in our proposal and will be invoiced in addition to the approved proposal costs.*

Potesta & Associates, Inc.
Standard Terms and Conditions
Page 2

6. Client agrees to limit POTEFTA's liability to Client and to all construction contractors and subcontractors on the project due to POTEFTA's professional negligent acts, errors, or omissions, such that the total aggregate liability of POTEFTA to all those named shall not exceed \$50,000 or POTEFTA's total fee for all expenses and services rendered on this project, whichever is greater.
7. Time required for POTEFTA personnel to travel between POTEFTA's office and the site (or other destination applicable to the project) is charged in accordance with the attached hourly rate schedule.
8. POTEFTA expenses shall be charged according to the attached Field Supply and Equipment Rate Sheet. External expenses, such as airfare, subcontracted services, etc., shall be charged at direct cost (including taxes) plus a twelve percent (12%) surcharge to the project. A per diem (daily food allowance) of \$35.00 per day will be charged for all personnel required by the work to remain away from their normal residence. For those working out of the office area, but not spending the night, an allowance for lunch (\$6.50 maximum) and, if arriving back after 7:30 p.m., for dinner (\$17.50 maximum) may be charged. Lodging will be charged at \$90.00/night, except in limited availability areas where it will be charged at direct cost plus a twelve percent (12%) surcharge.
9. Specialized equipment purchased with Client's approval specifically for the project will become Client's property upon completion of the work. The purchase price and maintenance cost of such equipment shall be charged to Client at cost plus twelve percent (12%).
10. Client acknowledges that POTEFTA's reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, permit applications and other similar documents are instruments of professional service, not products. Although ownership of such documents normally is retained by POTEFTA, they nonetheless shall, in this instance, become the property of Client upon Client's payment in full of all POTEFTA invoices. Client recognizes that no such documents should be subject to unauthorized reuse; that is, reuse without written authorization of POTEFTA to do so. Such authorization is essential because it requires POTEFTA to evaluate the documents' applicability given new circumstances, not the least of which is passage of time. Accordingly, in return for POTEFTA's relinquishment of ownership, Client agrees to waive any claim against POTEFTA and defend, indemnify and hold POTEFTA harmless from any claim or liability for injury or loss allegedly arising from unauthorized reuse of POTEFTA's instruments of service. Client further agrees to compensate POTEFTA for any time spent or expenses incurred by POTEFTA in defense of any such claim, in accordance with POTEFTA's prevailing fee schedule and expense reimbursement policy. Client agrees that POTEFTA may retain one set of documents for their files and use.
11. Client recognizes that conclusions regarding the assessed condition(s) of the site do not necessarily represent a warranty that all portions of the site are of the same quality. Specific

conditions may not be observable or readily interpreted from available documents, but may become evident at a later date. POTE STA will be responsible for data it collects, its interpretations and recommendations, but shall not be responsible for the interpretation by others of the information developed. The Client recognizes that subsurface conditions beneath the Project site may vary from those encountered in borings, surveys or explorations and the information and recommendations developed by POTE STA are based solely on the information available from such borings, surveys and explorations.

12. Client recognizes that unanticipated or changed conditions may be encountered during construction. Client agrees to retain POTE STA to observe construction, and POTE STA agrees to assign qualified persons to observe and report on the quality of work performed by contractors, et al. Client recognizes that construction observation is a technique employed to minimize the risk of problems arising during construction. Provision of construction observation by POTE STA is not insurance, nor does it constitute a warranty or guarantee of any type. In all cases, contractors, et al. shall retain responsibility for the quality of their work and for adhering to plans and specifications. Should Client for any reason not retain POTE STA to observe construction, or should Client unduly restrict POTE STA's assignment of personnel to observe construction, or should POTE STA for any reason not perform construction observation during the full period of construction, it shall be deemed that POTE STA shall not have had the ability to perform a complete service. Should POTE STA for any reason not have the ability to perform a complete service, Client waives any claim against POTE STA, and agrees to indemnify, defend and hold POTE STA harmless from any claim or liability for injury or loss arising from problems during construction that allegedly result from findings, conclusions, recommendations, plans or specifications developed by POTE STA. Client also agrees to compensate POTE STA for any time spent and expenses incurred by POTE STA in defense of any such claim, with such compensation to be based upon POTE STA's prevailing fee schedule and expense reimbursement policy.
13. The responsibility of POTE STA's field representative(s) is to make observations and conduct field tests. This work does not include supervision or direction of the work of the contractor, his employees, or agents. The contractor should be so advised. The contractor should also be advised that neither the presence of POTE STA's field representative nor the observation and testing by POTE STA shall excuse him in any way for defects discovered in his work. Any review and/or observation of the contractor's performance by POTE STA does not include the contractor's safety measures on or near the construction site. The contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal working hours. Unless specifically stated in POTE STA's proposal, construction review and/or observation is not included in the scope of services. As indicated in item 12 above, POTE STA should be allowed to perform construction observation services; a separate proposal will be prepared after construction documents are available.

14. Soil, rock, water and/or other samples obtained from the project site are the property of Client. POTEESTA will preserve such samples for no longer than ninety (90) calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Further storage or transfer of samples will be made at Client's expense. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is Client's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples from POTEESTA's custody and transporting them to a disposal site. Client is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. Due to the risks to which POTEESTA is exposed, Client agrees to waive any claim against POTEESTA, and to defend, indemnify and hold POTEESTA harmless from any claim or liability for injury or loss arising from POTEESTA's containing, labeling, transporting, testing, storing or other handling of contaminated samples. Client also agrees to compensate POTEESTA for any time spent and expenses incurred by POTEESTA in defense of any such claim, with such compensation to be based upon POTEESTA's prevailing fee schedule and expense reimbursement policy.
15. Unless otherwise agreed, Client or Owner will furnish right-of-entry on the land and/or facilities for POTEESTA to make the planned borings and other explorations and perform necessary sampling. POTEESTA will take reasonable precautions to minimize damage to said land or facilities from use of POTEESTA's equipment and operations. If Client or Owner desires POTEESTA to restore the land or facilities to their former condition, this will be accomplished at the expense of the Client or Owner.
16. In the execution of Client's work, POTEESTA will take reasonable precautions to avoid damage or injury to subterranean structures or utilities. The Client and Owner agree to hold POTEESTA harmless for any damages to subterranean structures or utilities which are not called to POTEESTA's attention, or are not correctly shown on the plans furnished.
17. Client agrees to advise POTEESTA about the presence of any known hazardous substances or any known condition(s) existing in, on, or near the site presenting a potential danger to human health or the environment. If during performance of services, any unforeseen hazardous substances or other unforeseen conditions or occurrences, in, on, or near the site presenting a potential danger to human health or the environment are encountered which, in the judgment of POTEESTA, significantly affect or may affect the services or the recommended scope of services, POTEESTA will promptly notify Client thereof. Subsequent to that notification, Client and POTEESTA agree to pursue one of the following options:
 - a. If practicable, in the judgment of POTEESTA, the original scope of services will be completed in accordance with the procedures originally intended in POTEESTA's proposal for services.

- b. The scope of services will be modified and the estimate of charges revised to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated therein.
 - c. The services for the work in POTE STA's proposal will be terminated, effective on the date specified in writing by POTE STA, and POTE STA shall recover any extra charges associated with the previously unforeseen conditions or occurrences, as well as any charges up to such date for the originally proposed services.
18. Neither the Client nor POTE STA may delegate, assign, sublet or transfer their duties or interest, as described in the Standard Terms and Conditions and accompanying proposal, without the written consent of the other party. Unless stated otherwise, POTE STA's proposal is firm for 90 days.
19. In the event that a dispute should arise relating to the performance of the services to be provided under the Standard Terms and Conditions and the proposal, it is agreed that the dispute shall be mediated. Should mediation fail and litigation result, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in the defense of the claim, including staff time, court costs, attorney's fees, and other claim-related expenses.
20. The law of the State of West Virginia will govern the validity of this Agreement, its interpretation and performance, and remedies for contract breach or any other claims related to this Agreement. All legal proceedings shall be filed in Kanawha County, West Virginia.
21. POTE STA may submit to Client an opinion of the probable cost required to construct work. POTE STA is not a construction cost estimator or construction contractor, nor should POTE STA's rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. POTE STA's opinion will be based solely upon their own experience with construction. This requires POTE STA to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which POTE STA has no control. Given the assumptions which must be made, POTE STA cannot guarantee the accuracy of their opinions of cost, and—in recognition of that fact—Client waives any claim against POTE STA relative to the accuracy of POTE STA's opinion of probable cost.
22. Client or POTE STA may terminate this Agreement upon fourteen (14) days' written notice to the other for reasons included in the notice. In the event such termination becomes necessary, the party effecting termination shall so notify the other party in writing, and termination will become effective fourteen (14) calendar days after receipt of the termination

notice. Irrespective of which party shall effect termination or the cause therefore, Client shall within thirty (30) calendar days of termination remunerate POTEESTA for services rendered and costs incurred, in accordance with POTEESTA's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as those associated with termination itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities, such as demobilization, decontaminating and/or disposing of equipment, disposal and replacement of contaminated consumables, and so on.

23. Client shall not be liable to POTEESTA and POTEESTA shall not be liable to Client for any consequential damages incurred by either due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the Client or POTEESTA, their employees, agents or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
24. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and POTEESTA shall survive the completion of the services hereunder and the termination of this Agreement.
25. POTEESTA shall indicate to Client the information needed for rendering of services hereunder, and Client shall provide to POTEESTA such information as is available to Client. Client recognizes that it is not possible for POTEESTA to assure the sufficiency of such information, either because it is not possible to do so, or because of errors or omissions which may have occurred in assembling the information. Accordingly, Client waives any claim against POTEESTA, and agrees to defend, indemnify and hold POTEESTA harmless from any claim or liability for injury or loss allegedly arising from errors, omissions, or inaccuracies in documents or other information provided to POTEESTA by Client. Further, Client agrees to compensate POTEESTA for any time spent or expenses incurred by POTEESTA in defense of any such claim, with such compensation to be based upon POTEESTA's prevailing fee schedule and expense reimbursement policy.
26. This Agreement shall not create any rights or benefits to parties other than Client or Consultant. No third-party shall have the right to rely on Consultant's opinions rendered in connection with Consultant's services without Consultant's written consent and the third-party's agreement to be bound to the same terms and conditions as Client.
27. If, for any reason, any one or more of the provisions contained in this Agreement are held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision herein, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

Potesta & Associates, Inc.
Standard Terms and Conditions
Page 7

28. For engagements that we accept for other than regular clients, our normal practice is to require a retainer or security deposit in advance of our performing any significant services. On occasion, such a deposit is required at a later time due to payment irregularities. The engagement letter will state whether an advance has been required before undertaking a particular representation.

29. POTE STA will not have any obligation to issue a report or other document, or communicate our research, analyses, or conclusions, and will not have any obligation to appear for or provide written or oral testimony or evidence at trial, deposition or elsewhere, until Client's account is paid in full. POTE STA will have no liability to the Client, or any other person, by reason of not issuing a report, appearing for, and/or providing testimony or other evidence because of the Client's failure to pay all amounts due POTE STA, and the Client agrees to indemnify POTE STA against any such liability.

POTESTA & ASSOCIATES, INC.

2017 RATE SCHEDULE

Principal.....	\$230/hour
Chief Engineer/Scientist.....	\$120 - \$225/hour
Senior Engineer/Scientist.....	\$75 - \$175/hour
Staff Engineer/Scientist.....	\$50 - \$115/hour
Engineer/Scientist.....	\$45 - \$90/hour
Professional Surveyor.....	\$70 - \$120/hour
Senior Technician.....	\$45 - \$85/hour
Technician.....	\$30 - \$55/hour
Two-Man Survey Crew.....	\$110/hour
Three-Man Survey Crew.....	\$150/hour
Senior CADD Designer.....	\$60 - \$100/hour
CADD Designer.....	\$40 - \$80/hour
Clerical Support.....	\$40 - \$85/hour

(Any changes in hourly rates will be made on January 1 of each year.)

NOTE: Engineer/Scientist includes engineer, scientist, technical designers, engineering associates, planners, health and safety specialists, and information technologists.

POTESTA & ASSOCIATES, INC.
FIELD EQUIPMENT RENTAL RATE SHEET

Description	Rate		
	Per Unit	Day	Week ¹
1-Point Proctor Kit	N/A	\$20.00	\$75.00
12' Motorized Boat (includes fuel)	N/A	\$300.00	\$700.00
16' Motorized Boat (includes fuel)	N/A	\$500.00	\$2,000.00
2" Soak Ease Absorbent Tubes	\$11.00	N/A	N/A
22"x34" Internal Plots	\$0.75	N/A	N/A
24"x36" Ammonia Mylar	\$2.50	N/A	N/A
24"x36" Internal Plots	\$0.75	N/A	N/A
30"x42" Internal Plots	\$1.15	N/A	N/A
36"x48" Internal Plots	\$2.10	N/A	N/A
4" Soak Ease Absorbent Tubes	\$12.50	N/A	N/A
4-Gas Meter	N/A	\$75.00	\$250.00
Air Meter (Concrete)	N/A	\$10.00	N/A
Air Purifying Respirator with Cartridges	N/A	\$25.00	N/A
Air Velocity Meter	N/A	\$50.00	\$150.00
Asbestos Sampling Equipment	N/A	\$20.00	\$60.00
Bomb Water Sampler	N/A	\$25.00	\$75.00
Camcorder	N/A	\$50.00	\$200.00
Chlorine Meter	N/A	\$25.00	\$75.00
Company Vehicles - Car (includes fuel)	N/A	\$155.00	\$620.00
Company Vehicles - Truck/Van/SUV (includes fuel)	N/A	\$175.00	\$765.00
Company Vehicles - Truck/Van/SUV (includes fuel) with Trailer	N/A	\$205.00	\$1,025.00
Concrete Testing Equipment (slump, cone, temp., wheelbarrow-excludes air meter)	N/A	\$25.00	N/A
Cone Penetrometer	N/A	\$75.00	N/A
CORMIX/CorHyd Software Utilization (per run)	\$100.00	N/A	N/A
Data Loggers (DO Study)	\$150.00	N/A	N/A
Depth and Velocity Flow Meter	N/A	\$80.00	N/A
Digital Camera	N/A	\$10.00	N/A
Disposable Camera with Double Prints	\$30.00	N/A	N/A
Dissolved Oxygen Loggers (Reader)	N/A	\$50.00	N/A
DO Meter	N/A	\$25.00	\$75.00
DO Meter with Stirrer	N/A	\$50.00	\$100.00
Dredge Sampler	N/A	\$25.00	\$75.00
Electro Fishing Equipment	N/A	\$100.00	\$350.00
Field Data Interface Unit	N/A	\$20.00	N/A
Fish Rearing (per Tank)	N/A	\$5.00	N/A
Flow Cell for YSI	N/A	\$20.00	\$50.00
Flow Meter	N/A	\$50.00	\$150.00
Generator	N/A	\$30.00	\$120.00
Global Positioning System (GeoExplorer 3)	N/A	\$50.00	\$150.00
Hach Hydrometer	N/A	\$85.00	N/A
Hand Auger	N/A	\$10.00	\$30.00

Description	Rate		
	Per Unit	Day	Week ¹
Handheld GPS	N/A	\$30.00	N/A
Hydrolab Multi-Meter	N/A	\$100.00	N/A
Inclinometer	N/A	\$500.00	N/A
Interface Probe	N/A	\$55.00	\$120.00
Internal Color Copies	\$1.00	N/A	N/A
Kemmerer Water Sampler	N/A	\$25.00	\$75.00
Laser Range Finder	N/A	\$20.00	N/A
Level Loggers	N/A	\$50.00	\$200.00
Level Loggers (Reader)	N/A	\$50.00	N/A
Lodging	N/A	\$90.00	N/A
Microscopic Evaluation Laboratory Supplies	\$5.00	N/A	N/A
Nets/Seins Sampler/Miscellaneous Equipment	N/A	\$15.00	\$45.00
Nuclear Gauge	N/A	\$50.00	\$150.00
Opacity Kit	N/A	\$10.00	N/A
Other	Cost + 12%	Cost + 12%	N/A
Other Boat Rental	Cost + 12%	Cost + 12%	Cost + 12%
Oversize Bluelines	\$2.40	N/A	N/A
Petroleum Soil Field Test Kit	\$35.00	N/A	N/A
PH/Temperature/Conductivity Meter	N/A	\$45.00	\$100.00
PID/FID	N/A	\$100.00	\$400.00
PVC Bailer (2")	N/A	\$5.00	N/A
PVC Bailer (3")	N/A	\$10.00	N/A
Sample Storage (Monthly)	\$30.00	N/A	N/A
Small Row Boat	N/A	\$125.00	\$300.00
Soil Probe	N/A	\$10.00	\$30.00
Soil Resistivity Meter	N/A	\$50.00	\$150.00
Speedy Moisture Gauge	N/A	\$25.00	N/A
State Change Logger	N/A	N/A	\$100.00
State Change Reader	N/A	\$50.00	N/A
Sub-Centimeter GPS Equipment	N/A	\$400.00	N/A
Sub-Foot GPS Unit	N/A	\$120.00	\$400.00
Surface Velocity Meter (SVR)	N/A	\$90.00	N/A
Survey Equipment (excludes GPS)	N/A	\$65.00	N/A
Temperature Loggers	N/A	\$5.00	\$20.00
Temperature Loggers (Reader)	N/A	\$50.00	N/A
Treatability Study Equipment	N/A	\$200.00	\$800.00
Turbidity Meter	N/A	\$25.00	\$75.00
Two-Way Radios (1 pair)	N/A	\$5.00	N/A
Vehicle Mileage (if daily rates are not used)	IRS Rate + 12%	N/A	N/A
Water Level Indicator	N/A	\$35.00	\$75.00
Whale Pump System	N/A	\$35.00	\$100.00
YSI Multi-Meter	N/A	\$100.00	N/A

(Any changes in rates will be made January 1 of each year.)

¹ Weekly rental rate implies calendar week.

POTESTA & ASSOCIATES, INC.
FIELD SUPPLY RATE SHEET

Description	Rate	
	Per Unit	Day
Benthic Survey Supplies Forms, Containers, Ethyl Alcohol, Nitrile Gloves, Flagging, Hester Dendy Samplers, Dredge Sampler, Distilled Water, Decon Supplies, Marking Utensils, Plastic Bags	\$25.00	N/A
Discharge Sampling Supplies Forms, Containers, Preservatives, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Marking Utensils, Plastic Bags	\$15.00	N/A
Fish Survey Supplies Buckets, Waders, Bottles, Formalin, Ethyl Alcohol, Forms, Marking Utensils, Plastic Bags	\$30.00	N/A
Groundwater Sampling Supplies Forms, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Marking Utensils, Buckets, Plastic Bags (Does not include bailers and filters.)	\$20.00	N/A
HGM Stream Assessment Supplies Tape, Clinometer, Densimeter, Diameter Tape, Flagging, Quadrat, Etc.	N/A	\$25.00
Soil Sampling Supplies Forms, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Marking Utensils, Buckets, Plastic Bags	\$15.00	N/A
Stream Sampling Supplies Forms, Syringes, Nitrile Gloves, Flagging, Ice, Distilled Water, Decon Supplies, Marking Utensils, Plastic Bags	\$15.00	N/A
Stream/Wetland Delineation Supplies Hip Chain, Clinometer, Flagging, Forms, Etc.	N/A	\$20.00
Survey Supplies Hubs, Stakes, Flagging, Iron Pins, Monuments, Marking Paint, Traffic Control	N/A	\$25.00
Wetland Delineation Supplies Flagging, Forms, Reference Materials, Range Finder, Storage Bags, Etc.	N/A	\$20.00
Asbestos Sampling Supplies	N/A	\$20.00
Disposable Bailers 3' (2" diameter)	\$8.00	N/A
Disposable Bailers 7' (2" diameter)	\$12.50	N/A
GW Filters	\$17.50	N/A
Other	Cost + 12%	N/A

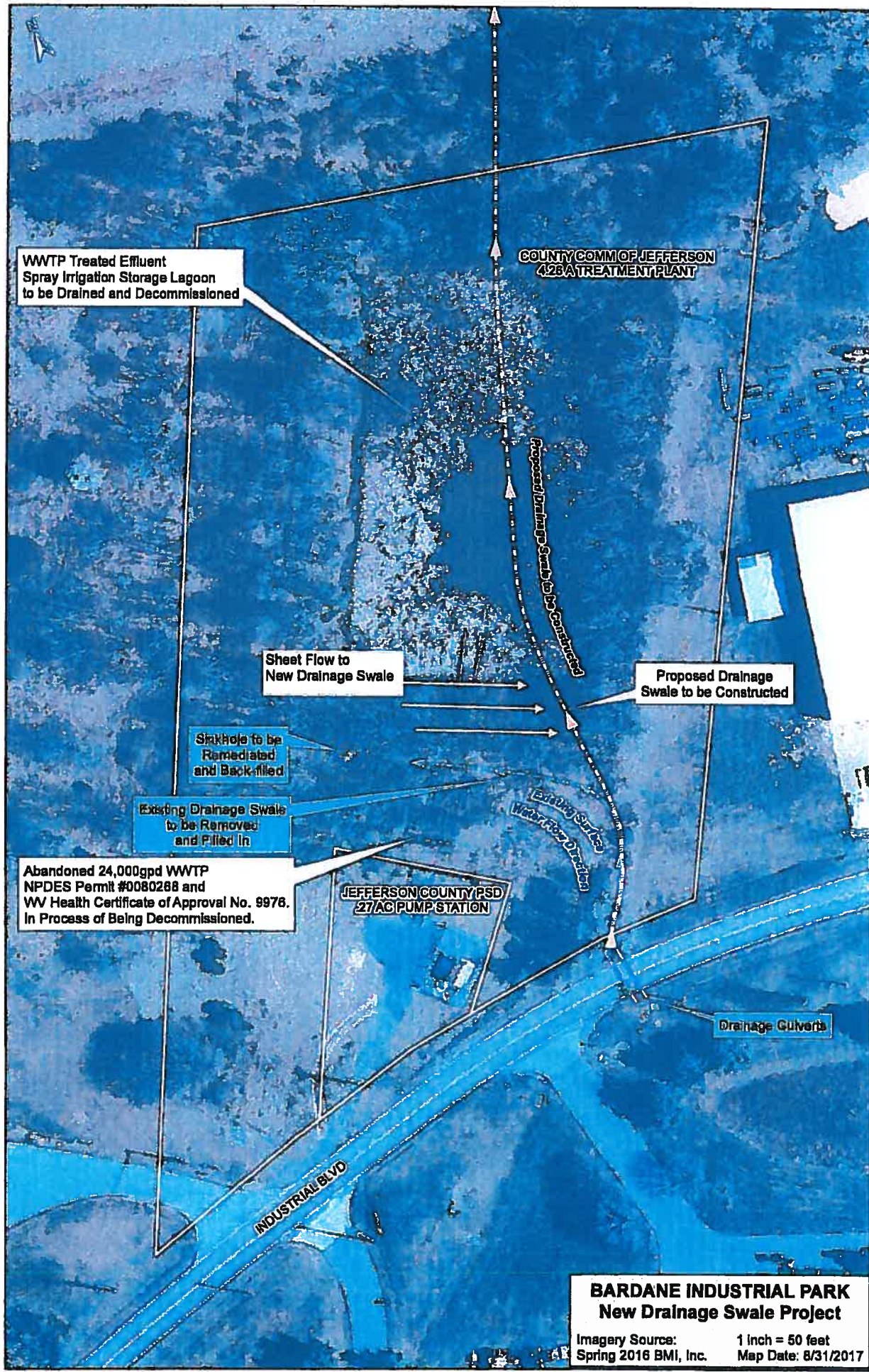
(Any changes in rates will be made January 1 of each year.)

Bardane Industrial Park - Jefferson County, WV WWTP Location Map



Aerial Image Source:
Blue Mountain Inc (Spring 2016)





WWTreated Effluent
Spray Irrigation Storage Lagoon
to be Drained and Decommissioned

COUNTY COMM OF JEFFERSON
426 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

Abandoned 24,000gpd WWTP
NPDES Permit #0080288 and
WV Health Certificate of Approval No. 9978.
In Process of Being Decommissioned.

JEFFERSON COUNTY RSD
27AC PUMP STATION

INDUSTRIAL BLVD

Drainage Culverts

**BARDANE INDUSTRIAL PARK
New Drainage Swale Project**

Imagery Source: Spring 2016 BMI, Inc. 1 inch = 50 feet
Map Date: 8/31/2017

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

6

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
340	Rents & Concessions	66,580	294,135		360,715
388	Transfers From Other Funds	50,000	20,000		70,000
378	Proceeds from Bond Restructuring		40,227		40,227
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			354,362		

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
800	Local Health Department		79,550		79,550
900	Parks & Recreation	561,759	149,610		711,369
911	Visitor's Bureau	347,894	14,100		361,994
431	Economic Development	412,176	50,875		463,051
440	Engineering	1,471,458	20,000		1,491,458
696	Transfer to Financial Stabilization Fund	1,499,077	40,227		1,539,304
428	Data Processing	401,845	15,393		417,238
699	Contingencies	2,906,002		15,393	2,890,609
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			354,362		

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the **18th day of January, 2018**, 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 **#6 to the General County Fund**, a copy of which is entered as part of this record.

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 Compton 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 Josh Compton, 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.

Josh Compton, President
Jefferson County Commission

Jefferson County Commission
 State Budget Revision JE

Budget Revision #6 of General Fund FY18

<u>Description</u>	<u>GL Account</u>	<u>Increase</u>	<u>Decrease</u>
In FY17, In-Kind Contributions were calculated and recorded for the first time when the financial statements were prepared. This entry is to establish the FY18 budget for In-Kind Contributions.			
In-Kind Rental Income	001.340.CS.010	(79,550.00)	Jefferson County Health Department
In-Kind Rental Income	001.340.CS.011	(149,610.00)	Jefferson County Parks & Recreation
In-Kind Rental Income	001.340.CS.013	(14,100.00)	Convention Visitors Bureau
In-Kind Rental Income	001.340.CS.012	(37,000.00)	Jefferson County Development Authority
In-Kind Rental Income	001.340.CS.014	(13,875.00)	Farmland Protection
In-Kind Contributions	001.800.05.567.002.HS.000	79,550.00	Jefferson County Health Department
In-Kind Contributions	001.900.05.567.008.CR.000	149,610.00	Jefferson County Parks & Recreation
In-Kind Contributions	001.911.05.567.002.CR.000	14,100.00	Convention Visitors Bureau
In-Kind Contributions	001.431.05.567.000.GG.000	37,000.00	Jefferson County Development Authority
In-Kind Contributions	001.431.05.567.001.GG.000	13,875.00	Farmland Protection

Approved on 1/4/2018 by JCC. Need an additional \$20,000 to fund WWTP Lagoon decommissioning and sinkhole repairs. Contract approved on 1/4/2018 for \$55,950. This increases the original transfer of \$50,000 approved in Budget revision No. 2. The total transfer needed in FY18 to date to cover costs already incurred and costs expected to be needed in FY18 is \$70,000. We will need an additional transfer in FY19 of approximately \$25,000 and that will be included in the FY19 budget.

Eng-Professional Svc	001.440.02.223.000.GG.000	20,000
Transfer from Coal Sev Fund	001.388.TR.000	(20,000)

We received an unexpected revenue for Defeasance of Debt related to a Revenue bond. The revenue bond is 1985A Single Family Mortgage Revenue Bond; and it is now fully defeased and paid in full.

Defeasance of Debt	001.378.MM.000	(40,227)
Transfer to Financial Stabilization Fund	001.696.05.566.000.GG.000	40,227

Budget revision needed to fund the emergency purchases needed for the 911 Center outage in October 2017. On 10/31/2017, email approval was sent to Stephanie Grove to approve the emergency purchase up to \$20,000. On 11/16/2017 Purchase Order 52824 for 10,932.40 was approved for part of the repairs needed. Additional invoices totaling \$4,459.66 were received in November for the 911 Center emergency repairs. Funding from the Contingency for Emergency was approved.

IT Data Processing-Mat & Supplies	001.428.03.341.000.GG.000	15,393	
Conting for Emergencies	001.699.06.675.001.GG.000		15,393

Total		15,393	15,393
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Jefferson County Commission
 In-Kind Contributions
 FY2018

Description	Amount	In-Kind Rev	In-Kind Exp
Jefferson County Health Department	79,550.00	001.340.CS.010	001.800.05.567.002.HS.000
Jefferson County Parks & Recreation	149,610.00	001.340.CS.011	001.900.05.567.008.CR.000
Convention Visitors Bureau	14,100.00	001.340.CS.013	001.911.05.567.002.CR.000
Jefferson County Development Authority	37,000.00	001.340.CS.012	001.431.05.567.000.GG.000
Farmland Protection	13,875.00	001.340.CS.014	001.431.05.567.001.GG.000
Total In-Kind Contributions	294,135.00		

Jefferson County Board of Health		
FY2018	001.340.CS.010	
	001.800.05.567.002.HS.000	
Actual Cost - \$\$ Received to the Commission		
Sq. Feet Bd of Health Bldg.	4300 SF	
Cost of Rent per Sq. Ft	\$ 18.50 / SF	
Annual Rent Per Year	\$ 79,550.00	
Annual Rent Per Month	\$ 6,629.17	
INCLUDED IN PRICE / SF-Other Services Provides		
Monthly Estimate		
--Cleaning of the building		
--Copy Paper		
--Telephone		
--Utilities/heat/air		

Conventions & Visitors Bureau		
FY2018	001.340.CS.013	
	001.911.05.567.002.CR.000	
Description	Amount	
Land Building is located on	Cost	\$ 70,000.00
Annual Estimate		<u>\$ 10,000.00</u>
Markup for Inflation of Market Value		41%
Estimated Annual Value		\$ 14,100
Note: Use 0.5-1% annual increase thereafter		
FY17		40%
FY18		41%
FY19		42%
FY20		43%

Farmland Protection		
FY2018	001.340.CS.014	
	001.431.05.567.001.GG.000	
Actual Cost - \$\$ Received to the Commission		
Sq. Feet Bardane Bldg.	Estimate	750 SF
Cost of Rent per Sq. Ft	\$ 18.50 / SF	
Annual Rent Per Year	\$ 13,875.00	
Annual Rent Per Month	\$ 1,156.25	
INCLUDED IN PRICE / SF-Other Services Provides		
Monthly Estimate		
--Cleaning of the building		
--Copy Paper		
--Telephone		
--Utilities/heat/air		

Parks & Rec		
FY2018	001.340.CS.011	
	001.900.05.567.008.CR.000	
Description	Year Built	Amount
Community Center & County park	10/01/2006	\$ 2,960,332
Sam Michael's Park	08/25/1981	\$ 13,200
South Jefferson Park	03/12/1981	\$ 28,300
Community Center Access Road Lighting	2008	\$ 41,960
Sam Michael's Park walking trail	10/11/2008	\$ 40,824
Sam Michael's Park Veterans Memorial		\$ 10,500
Exercise equipment		\$ 28,000
Playground Equipment Sam Michael's		\$ 59,988
Total Asset		<u>\$ 3,183,104</u>
Annual Value		\$ 106,103
Markup for Inflation and Other Maint		41%
Estimated Annual Value		\$ 149,610
Note: Use 0.5-1% annual increase thereafter		
FY17		40%
FY18		41%
FY19		42%
FY20		43%

Jefferson County Development Authority		
FY2018	001.340.CS.012	
	001.431.05.567.000.GG.000	
Actual Cost - \$\$ Received to the Commission		
Sq. Feet Bardane Bldg.	Estimate	2000 SF
Cost of Rent per Sq. Ft	\$ 18.50 / SF	
Annual Rent Per Year	\$ 37,000.00	
Annual Rent Per Month	\$ 3,083.33	
INCLUDED IN PRICE / SF-Other Services Provides		
Monthly Estimate		
--Cleaning of the building		
--Copy Paper		
--Telephone		
--Utilities/heat/air		

AGENDA REQUEST FORM
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 – 1st Choice: January 4, 2018

Date Requested – 2nd Choice: January 18, 2018

Subject (Wording to be placed on agenda): Engineering Consultant Proposal - Bardane Industrial Park Waste Water Treatment Plant Lagoon Decommissioning & Sinkhole Remediation Project.

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

Introduction:

On March 9, 2017, the West Virginia Department of Environmental Protection (WVDEP) issued two violation notices against the Jefferson County Commission as follows:

Violation No. w17-19-025-mkk

Burr Industrial Park WWTP Site

"Failed to obtain an UIC Permit for a sinkhole within a stormwater conveyance system."

Violation No. w17-19-026-mkk

Burr Industrial Park WWTP & Lagoon

"Failed to properly abandon the Burr Industrial Park WWTP."

As a result, the Jefferson County Engineering Office has been working with WVDEP officials to resolve the violations. The following is our findings and the information we gathered related to each violation:

Sinkhole Violation:

A sinkhole exists on a parcel of land in the Bardane Industrial Park (see attached location map), 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.

On September 11, 2017, the WVDEP issued a time extension, under the authority of a "Rule Authorization", until December 31, 2018, for bringing the violation into compliance.

WWTP & Lagoon Violation:

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, former 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 the summer of 2017, in accordance with WVDEP regulations, but the lagoon still remains and still needs to be decommissioned.

Mitigation Plan:

The engineering staff worked with WVDEP officials on a satisfactory plan to address the above issues related to the sinkhole UIC permit and the lagoon decommissioning. The resolution of the two violations are tied together under one plan. The WVDEP accepted the plan.

The plan the Engineering office submitted to the WVDEP involves closing/plugging the sinkhole and diverting the stormwater runoff away from the sinkhole and downstream to the existing storm drainage system (see attached plan map). This will eliminate the need for obtaining a UIC permit for the sinkhole.

In order to carry out this plan, 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.

This plan proposes pumping the water in the lagoon into the JCPSD pump station adjacent to the lagoon and then on to the Charles Town WWTP for treatment. However, engineering staff is in discussions with Charles Town utility

representatives about the possibility of obtaining approval from the WVDEP for direct discharge instead, and we will be further investigating this possibility.

Engineering the Solution:

In November, 2017, the Engineering office issued a Request for Qualifications (RFQ) for engineering consulting services to perform the survey work, hydrologic analysis, 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, obtaining permits, coordinating efforts with local, state and federal officials, 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 process for procuring engineering services is outlined in State Code, Chapter 5G, Procurement of Architect-Engineer. Under the state code, "the Legislature hereby declares it to be the policy of the state, and its political subdivisions, to procure architectural or engineering services or both on the basis of demonstrated competence and qualification for the type of professional services required."

The Engineering office received five qualification statements. They were evaluated and ranked from most qualified to least qualified. It is our understanding that scope of work and price negotiations are to occur with the most qualified firm; and if a reasonable price cannot be negotiated, then negotiations can proceed with the second most qualified firm, etc.

The Engineering office met with Potesta Engineers and Environmental Consultants to discuss the expectations and scope of work for the project in detail. Potesta has offices in Charleston and Morgantown, WV and Winchester, VA. They have worked with the WVDEP on numerous projects and have developed a good working relationship with WVDEP officials. They have worked on similar sinkhole and lagoon closure projects. Potesta can meet our project schedule/timeline.

Potesta Engineers and Environmental Consultants provided a proposal for the work in the amount of \$55,950. We are asking the County Commission to accept the proposal so we can move forward with the necessary work. Michelle Gordon, finance director, is aware of the proposal price and will need to establish funding for this project.

Is this a funding request? Yes

If so, how much? Project Engineering Budget \$62,000.00 (includes engineering costs, permit fees, advertising costs, water testing costs, etc.)

Motion Requested: Yes

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

Move to accept the proposal from Potesta Engineers and Environmental Consultants, dated December 19, 2017, in the amount of \$55,950.00, for engineering consulting services for the decommissioning of the waste water treatment plant lagoon and for remediating the sinkhole in the Bardane Industrial Park; contingent upon the finance director demonstrating to the county commission that funding is available for this project.

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

WVDEP Violation Notices

Project Location Map

Project Plan Map

Attached proposal from Potesta Engineers and Environmental Consultants

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 Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

STATE OF WEST VIRGINIA
Department of Environmental Protection
Environmental Enforcement
NOTICE OF VIOLATION

Violation No. w17-19-025-mkk

To the Operator or Agent of:

Facility Name: Burr Industrial Park WWTP Permit No. NONE

Permittee or Individual Jefferson County Commission

Located at or near Charles Town in Jefferson County

Representative Stephanie Grove, County Administrator Date 3/9/17 Time 1pm

Address / phone number P.O. Box 250; Charles Town, WV 25414

Received

APR 11 / 2017

Jefferson County Commission

Whereas, an inspection of the above named operation by the undersigned, duly authorized agent of the Secretary, at which the following described condition or practice exists, in violation of Chapter _____, Article _____, Section(s) _____ of the Code of West Virginia and/or Section(s) 47CSR10-3 of the Rules and Regulations and/or Section(s) _____ of the Permit referenced above promulgated thereunder in that you: Failed to obtain an UIC Permit for a sink hole within a stormwater conveyance system.

The following corrective measures were discussed with you at the time of this inspection:

Within days provide a written response to the inspector named below, at the address indicated, detailing the actions taken to abate this violation.

Received by:

Sent certified mail to addressee

Signature

Title



Michael Kanehl

Duly Authorized Agent / Inspector

304-822-7266

Telephone

michael.k.kanehl@wv.gov

E-mail

Send Response to the Inspector at the address indicated below:

WV Department of Environmental Protection
Environmental Enforcement / WW
22288 Northwestern Pike, Romney, WV 26757

Certified Mail Tracking #: 7016 0750 0000 1608 7284

STATE OF WEST VIRGINIA
Department of Environmental Protection
Environmental Enforcement
NOTICE OF VIOLATION

Violation No. w17-19-026-mkk

To the Operator or Agent of:

Facility Name: Burr Industrial Park WWTP Permit No. NONE

Permittee or Individual Jefferson County Commission

Located at or near Charles Town in Jefferson County

Representative Stephanie Grove, County Administrator Date 3/9/17 Time 1pm

Address / phone number P.O. Box 250; Charles Town, WV 25414

Whereas, an inspection of the above named operation by the undersigned, duly authorized agent of the Secretary, at which the following described condition or practice exists, in violation of Chapter 22, Article 11, Section(s) 8 of the Code of West Virginia and/or Section(s) 47CSR10-4.3 of the Rules and Regulations and/or Section(s) _____ of the Permit referenced above promulgated thereunder in that you:
Failed to properly abandon the Burr Industrial Park WWTP.

The following corrective measures were discussed with you at the time of this inspection:

Within days provide a written response to the inspector named below, at the address indicated, detailing the actions taken to abate this violation.

Received by:

Sent certified mail to addressee

Signature

Title



Michael Kanehl

Duly Authorized Agent / Inspector

304-822-7266

Telephone

michael.k.kanehl@wv.gov

E-mail

Send Response to the Inspector at the address indicated below:

WV Department of Environmental Protection
Environmental Enforcement / WW
22288 Northwestern Pike, Romney, WV 26757

Certified Mail Tracking #: 7016 0750 0000 1608 7284



September 28, 2017

To: Participants in the 44 West Virginia Municipalities
Single Family Mortgage Revenue Bonds 1985A
Dated July 15, 1985

Jefferson County Commission
PO Box 250
124 East Washington Street
Charles Town, WV 25414

Dear Sir or Madam:

On February 1, 2017 the final payments were made to the Bond Holders of the above-referenced bonds and the 1985 Bond Issue was fully defeased and paid in full. There were excess funds on deposit after the pay-off. Pursuant to the terms of the Indenture and Escrow Agreement, excess funds are to be returned to the municipalities. You are receiving this letter because your municipality participated in the 1985 Single Family Mortgage loan program and is entitled to a prorata share of those excess funds.

Please find enclosed a check for your prorata share of the excess funds. The proration was based on the original loan allocation amounts.

If you have any questions, please feel free to call me at 304-905-7867 or lfogle@wesbanco.com.

Sincerely,

LaShawnda K. Fogle
Corporate Trust Officer

WesBanco

CHECK NUMBER **1050298206**

TRUST NUMBER

XXXXXX3846

DATE 09/28/2017

68-3
434

PAY

Forty Thousand Two Hundred Twenty-Six
DOLLARS AND Thirty-Nine CENTS

AMOUNT \$*****40,226.39

TO THE ORDER OF

JEFFERSON COUNTY COMMISSION

Brian W. Johnson
AUTHORIZED SIGNATURE

⑈ 1050298206⑈ ⑆043400036⑆ 10701173⑈

DETACH AND RETAIN THIS PORTION FOR YOUR RECORDS

CHECK NUMBER

1050298206

TRUST NAME

44 SFM 85 EXP FD

Janet L Shelburne CCTS

DATE 09/28/2017

TRUST NUMBER

XXXXXX3846

REMITTANCE AMOUNT	
INCOME	PRINCIPAL
\$*****0.00	\$*****40,226.39

PAID TO

JEFFERSON COUNTY COMMISSION

001.382. MM.000

FOR

EXCESS FUNDS FROM #44 WEST
VIRGINIA MUNICIPALITIES SINGLE
FAMILY MORTGAGE REVENUE BONDS
1985 SERIES A

Michelle Gordon

From: Michelle Gordon
Sent: Tuesday, October 31, 2017 3:46 PM
To: Stephanie Grove
Subject: RE: 911-Center Emergency Purchase

I believe this would qualify as an emergency purchase. You/Bill/Jeff would need to email the commission for a preliminary approval if it's over \$10k. Then, it would need a follow up approval of the emergency PO at a commission meeting.

Looking at the budget document for Jeff, line 216-Maint/Repair of Equip.... I see several lines for equipment battery replacements, and service contracts for the telephone system, CAD, radios in Jeff's budget line 216-Maint/Repair of Equip. Not sure it should be Bill's Dept. I think this would also warrant use of contingency for emergency funding if either is unable to fund it within their approved FY18 budget.

PO Policy:

Exceptions to Purchase Orders: If the purchase is a required emergency for continued employee productivity or our citizens' use of our services and buildings, the maintenance department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. Examples of exceptions would be, but not limited to, heating and air conditioning of the buildings, elevators for the public, car repairs for the deputies, or weather emergencies. If the purchase is above \$10,000, the maintenance department manager would be required to email the Commissioners to seek approval. Either exception requires the maintenance department manager to submit the PO through the agenda at the next regularly scheduled meeting for approval/ratification.

Michelle Gordon

Finance Director, Jefferson County

Jefferson County Commission

O: 304.724.8425

From: Stephanie Grove
Sent: Tuesday, October 31, 2017 3:31 PM
To: Michelle Gordon
Subject: 911-Center Emergency Purchase

Michelle,

I'm not sure if you are aware, but the 911 center went completely dark on Friday due to a failure in the batteries during a power outage. I just spoke with Tom Reilly who informed me that we need to replace all 40 batteries or the same issue will occur the next time we have a power outage. The cost of replacement is estimated to be about \$20,000.00. He doesn't want to wait until the next Commission meeting on November 16 to have the purchase order approved. I authorized him to replace the batteries as soon as he had met with the vendor and determined exactly what needed to be done. I think the battery replacements are technically in Maintenance's budge according to Jeff so I need to sort out where the funds should come from and if we need a budget revision to make the purchase. Let me know if I need me to do anything else or if you need additional information.

Thanks,

Stephanie

Stephanie F. Grove
County Administrator
County Commission of Jefferson County, WV
Post Office Box 250
124 East Washington Street
Charles Town, WV 25414
Office: (304) 728-3284
www.jeffersoncountywv.org

Notice of Confidentiality:

The information contained in this email message is intended for the use of the individual or entity named above and may contain information that is privileged, confidential, exempt or protected from disclosure by law. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, or copy of the communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy all content and attachments included with the original message.

Minutes

Jefferson County Commission

Thursday, November 16, 2017

A meeting of the Jefferson County Commission was held on Thursday, November 16, 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 Caleb Hudson, Patricia Noland, Peter Onoszko and Jane Tabb. Commissioner Josh Compton appeared via phone. Also present were Stephanie Grove, County Administrator, Jacqueline Shadle, County Clerk, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, November 16, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the November 2, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the November 2, 2017 Purchase Order in the amount of \$10,932.40 to include Purchase Order No. 52824. Motion seconded and unanimously approved.

- Discussion regarding opioid litigation and related issues
- Review Resolution on Opioid Epidemic
 - **Motion by Mr. Onoszko to enter into Executive Session to discuss potential litigation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to adopt the Resolution on the Opioid epidemic. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Update on Communications Center Outage - Ms. Grove stated she was working with the Communications, IT, and Maintenance department heads to draft a report on the Communications Center outage which she would be sharing with Commission at a later date and stated that \$26,000.00 was needed to rectify the situation, \$10,932.40 of which had been approved in the morning's purchase orders for batteries, fans, and a capacitor to ensure proper operation of Communications center.
- Discussion of Hunter House Security
 - **Motion by Ms. Noland to enter into Executive Session to discuss matter of county security. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**

Upcoming Dates – Ms. Grove reminded the Commission of two upcoming dates in December, stating Barbara Miller's retirement party would take place on Wednesday, December 13 and the Employee Holiday Luncheon would be taking place on Tuesday, December 19.

17. There being no further business, motion by Ms. Noland to adjourn at 2:58 pm. Motion seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT



9 Parklawn Drive
Bethel, CT 06801
(800) 755-6492

Please contact ar@qualityuptime.com with any questions.

Invoice

Invoice Number: 0018602-IN
Invoice Date: 11/20/2017
Invoice Due Date: 12/20/2017
Order Number: 0011621
Order Date: 11/10/2017
Salesperson: House
Customer Number: JEF1000
Job Number: IB14221

Sold To:	Ship To:
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JEFFERSON COUNTY ECC ATTN: ACCOUNTS PAYABLE 28 INDUSTRIAL LANE KEARNEYSVILLE, WV 25430	JEFFERSON COUNTY ECC ATTN: BILL POLK 28 INDUSTRIAL LANE KEARNEYSVILLE, WV 25430
-------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------

Customer P.O.	Ship VIA	F.O.B.	Terms	Confirm To:
52823			NET 30 DAYS	

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
/TMB-COMPREEN BATTERIES	EACH	40.00	40.00	0.00	239.560	9,582.40
/TMB-LAB-REG BATTERY, LABOR REG HRS Full Battery Replacement	EACH	1.00	1.00	0.00	1,350.000	1,350.00

Please make checks payable to: **Quality Uptime Services** (EIN: 80-0945186)

Electronic payments

Acct Name: Quality Uptime Services Bank Name: Webster Bank
Account No: 1918097111; **ABA:** 211170101

You can now pay your invoices online via credit card or ACH at

<https://www.websterpaymentlink.com/ebpp/QualityUptime/>

Net Invoice:	10,932.40
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00

Invoice Total	10,932.40
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Invoice

9 Parklawn Drive
Bethel, CT 06801
(800) 755-6492

Please contact ar@qualityuptime.com with any questions.

Invoice Number: 0018024-IN
Invoice Date: 10/4/2017
Invoice Due Date: 11/3/2017
Order Number: 0009386
Order Date: 12/30/2016
Salesperson: House
Customer Number: JEF1000
Job Number: 5168429

Sold To:			Ship To:		
JEFFERSON COUNTY ECC ATTN: ACCOUNTS PAYABLE 28 INDUSTRIAL LANE KEARNEYSVILLE, WV 25430			JEFFERSON COUNTY ECC ATTN: BILL POLK 28 INDUSTRIAL LANE KEARNEYSVILLE, WV 25430		
Customer P.O.	Ship VIA	F.O.B.	Terms	Confirm To:	
			NET 30 DAYS		

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
/SVC-ANNUAL7X24	EACH	1.00	1.00	0.00	2,935.800	2,935.80
SC ANNUAL 9/25/17-9/24/18						
ANNUAL SERVICE CONTRACT						
START DATE: 9/25/17						
END DATE: 9/24/18						
GUARDIAN SERVICE ON MITSUBISHI 2033D-50						

Please make checks payable to: **Quality Uptime Services** (EIN: 80-0945186)

Electronic payments

Acct Name: Quality Uptime Services **Bank Name:** Webster Bank

Account No: 1918097111; **ABA:** 211170101

You can now pay your invoices online via credit card or ACH at

<https://www.websterpaymentlink.com/ebpp/QualityUptime/>

Net Invoice: 2,935.80
Less Discount: 0.00
Freight: 0.00
Sales Tax: 176.15

Invoice Total 3,111.95



Credit Memo

9 Parklawn Drive
Bethel, CT 06801
(800) 755-6492

Please contact ar@qualityuptime.com with any questions.

Invoice Number: 0018576-CM
Invoice Date: 11/17/2017
Invoice Due Date:
Order Number:
Order Date:
Salesperson: House
Customer Number: JEF1000
Job Number: 5168429

Sold To:	Ship To:
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JEFFERSON COUNTY ECC ATTN: ACCOUNTS PAYABLE 28 INDUSTRIAL LANE KEARNEYSVILLE, WV 25430	JEFFERSON COUNTY ECC ATTN: BILL POLK 28 INDUSTRIAL LANE KEARNEYSVILLE, WV 25430
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Customer P.O.	Ship VIA	F.O.B.	Terms	Confirm To:
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			NET 30 DAYS	
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Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
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/SVC-ANNUAL7X24	EACH	1.00-	1.00-	0.00	2,935.800	2,935.80-
SC ANNUAL 9/25/17-9/24/18						
ANNUAL SERVICE CONTRACT						
START DATE: 9/25/17						
END DATE: 9/24/18						
GUARDIAN SERVICE ON MITSUBISHI 2033D-50						
CREDIT AGAINST INVOICE 18024-IN FOR SALES TAX EXEMPTION						
/SVC-SALESTAXDJ	EACH	1.00-	1.00-	0.00	2,935.800-	2,935.80
SVC SALES TAX ADJUSTMENT						

Please make checks payable to: **Quality Uptime Services** (EIN: 80-0945186)

Electronic payments

Acct Name: Quality Uptime Services **Bank Name:** Webster Bank

Account No: 1918097111; **ABA:** 211170101

You can now pay your invoices online via credit card or ACH at

<https://www.websterpaymentlink.com/ebpp/QualityUptime/>

Net Invoice:	0.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	176.15-

Invoice Total	176.15-
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Invoice

9 Parklawn Drive
Bethel, CT 06801
(800) 755-6492

Please contact ar@qualityuptime.com with any questions.

Invoice Number: 0018288-IN
Invoice Date: 11/1/2017
Invoice Due Date: 12/1/2017
Order Number: 0011562
Order Date: 11/1/2017
Salesperson: House
Customer Number: JEF1000
Job Number: JB14697

Sold To:			Ship To:			
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JEFFERSON COUNTY ECC
ATTN: ACCOUNTS PAYABLE
28 INDUSTRIAL LANE
KEARNEYSVILLE, WV 25430

JEFFERSON COUNTY ECC
ATTN: BILL POLK
28 INDUSTRIAL LANE
KEARNEYSVILLE, WV 25430

Customer P.O.	Ship VIA	F.O.B.	Terms	Confirm To:
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NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
/TMR-LAB-CO-PRE-BH	EACH	3.58	3.58	0.00	115.000	411.70
CONTRACT LABOR BUSINESS HRS						
/TMR-LAB-CO-PRE-AH	EACH	2.55	2.55	0.00	158.000	402.90
CONTRACT LABOR AFTER HRS						
/TMR-TRAVEL	EACH	4.67	4.67	0.00	128.000	597.76
TIME & MATERIAL TRAVEL						
/TMR-MILES	EACH	150.00	150.00	0.00	0.650	97.50
T&M MILEAGE						
/TMR-TOLL-PARK	EACH	1.00	1.00	0.00	14.000	14.00
T&M TOLLS, PARKING, ETC.						

EMERGENCY CALL 10/27/17: DATA CENTER MANAGER CALLED STATING SOME EQUIPMENT HAD FAILED DUE TO POWER LOST. TECH DISPATCHED TO REVIEW EVENT LOGS AND FOUND LOW INPUT VOLTAGE ALARM AND LOAD IN BYPASS. UNIT BACK ONLINE AFTER ONE MINUTE. CLIENT IDENTIFIER: UPS-1

Please make checks payable to: **Quality Uptime Services** (EIN: 80-0945186)

Electronic payments

Acct Name: Quality Uptime Services **Bank Name:** Webster Bank
Account No: 1918097111; **ABA:** 211170101

You can now pay your invoices online via credit card or ACH at

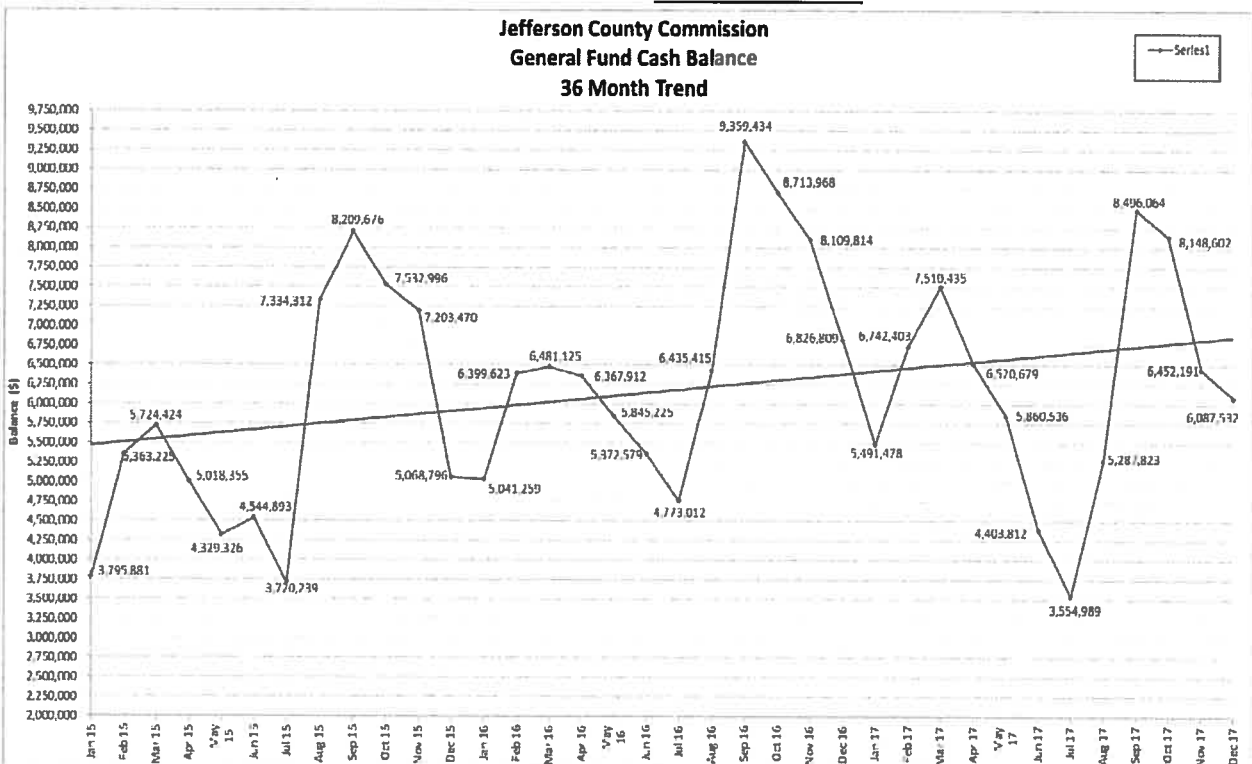
<https://www.websterpaymentlink.com/ebpp/QualityUptime/>

Net Invoice: 1,523.86
Less Discount: 0.00
Freight: 0.00
Sales Tax: 0.00

Invoice Total	1,523.86
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Jefferson County Commission
Cash Balances by Fund

Fund	Discription	12/31/2017 Balance
001	General Operating	\$ 6,087,532
002	Coal Severance	163,766
003	Dog & Kennel	36,989
004	General School	-
005	Magistrate Court	17,108
006	Worthless Check	32,558
008	Home Confinement	26,056
009	Federal Grants	-
010	State Grant	2,501
023	Flood Mitigation	34,959
039	Waste Coal	8,457
056	Assessor Valuation	682,504
057	Farmland Protection	2
058	Financial Stabilization	610,013
059	Concealed Weapons	43,582
063	Voter Registration	9
074	Drug Forfeiture	19,064
075	Sub Division Bond Forfeiture	172
077	Teen Court	-
244	Bardane Public Health Center	-
246	Capital Outlay	3,935,200
247	Parks Land Fund	-
249	Impact Fees	1,612,087
315	State Police	60
369	Deputy Sheriff Retire	1
Total Cash all Funds		\$ 13,312,620



Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 As of 12/31/2017
 Expenditures by Department

	FY18 YTD		Budget	% Rec'd	FY17 YTD	YTD Actual		
	FY18 Budget	Actual as of 12/31/17	Variance Favorable / (Unfavorable)		Actual as of 12/31/16	FY18-FY17 Var Favorable / (Unfavorable)	% Rec'd /Exp'd	
REVENUE								
AD VALOREM TAXES	13,744,400	8,226,970	(5,517,430)	59.86 %	7,794,407	432,563	5.55 %	
TAX PENALTIES	295,000	205,843	(89,157)	69.78 %	202,897	2,946	1.45 %	
PROPERTY TRANSFER TAX	773,000	544,903	(228,097)	70.49 %	417,706	127,197	30.45 %	
GAS & OIL SEVERANCE TAX	99,000	62,174	(36,826)	62.80 %	58,840	3,334	5.67 %	
HORSE & DOG RACING TAX	8,068	5,521	(2,547)	68.43 %	5,978	(457)	(7.64) %	
WINE & LIQUOR TAX	37,000	15,917	(21,083)	43.02 %	23,145	(7,228)	(31.23) %	
HOTEL OCCUPANCY TAX	695,787	426,404	(269,383)	61.28 %	461,832	(35,428)	(7.67) %	
LICENSE/DECALS	65	32	(33)	49.23 %	26	6	23.08 %	
BUILDING PERMIT FEES	245,000	110,060	(134,940)	44.92 %	86,908	23,152	26.64 %	
MISC. RENTS	130	140	10	107.69 %	142	(2)	(1.41) %	
FEDERAL GOV GRANTS	690,660	32,239	(658,421)	4.67 %	(3,944)	36,183	(917.42) %	
FED PYMNT IN LIEU OF TAXS	16,000	-	(16,000)	-	-	-	-	
SHERIFF'S SRVC OF PROCESS	18,700	9,875	(8,825)	52.81 %	10,500	(625)	(5.95) %	
SHERIFF EARNINGS	143,000	95,799	(47,201)	66.99 %	85,596	10,203	11.92 %	
COUNTY CLERK'S EARNING	199,900	105,223	(94,677)	52.64 %	99,771	5,452	5.46 %	
CIRCUIT CLERK'S EARNING	62,900	23,372	(39,528)	37.16 %	27,161	(3,789)	(13.95) %	
PROSECUTING ATTY EARNINGS	1,400	720	(680)	51.43 %	581	139	23.92 %	
ACCIDENT REPORTS	4,300	2,910	(1,390)	67.67 %	2,520	390	15.48 %	
MAP SALES	3,200	45	(3,155)	1.41 %	797	(752)	(94.35) %	
RENT - CONCESSIONS	66,580	9,925	(56,655)	14.91 %	600	9,325	1,554.17 %	
AMBULANCE FEES	854,415	400,000	(454,415)	46.82 %	350,000	50,000	14.29 %	
EMG COMM - 911 FEE	2,007,900	822,312	(1,185,588)	40.95 %	850,271	(27,959)	(3.29) %	
FRANCHISE FEES	533,300	134,044	(399,256)	25.13 %	125,284	8,760	6.99 %	
IRP FEES-INTNATL REG PGM	15,100	7,877	(7,223)	52.17 %	6,608	1,269	19.20 %	
JAIL FEES	98,000	112,557	14,557	114.85 %	69,244	43,313	62.55 %	
INTEREST EARNED	31,945	16,678	(15,267)	52.21 %	17,497	(819)	(4.68) %	
MISCELLANEOUS REVENUE	17,800	2,145	(15,655)	12.05 %	3,487	(1,342)	(38.49) %	
SHERIFF'S COMMISSION	11,200	11,581	381	103.40 %	11,536	45	0.39 %	
DEFEASANCE OF DEBT	-	40,226	40,226	100.00 %	-	40,226	100.00 %	
CHARGES TO OTHER ENTITIES	70,097	89,199	19,102	127.25 %	-	89,199	100.00 %	
CONTR/TRANS FROM OTHR FUNDS	-	57,729	57,729	100.00 %	-	57,729	100.00 %	
REIMBURSEMENTS	279,200	210,063	(69,137)	75.24 %	281,056	(70,993)	(25.26) %	
GEN SCHOOL FUND REIMB	264,000	100,781	(163,219)	38.17 %	83,408	17,373	20.83 %	
TOTAL REVENUES	21,287,047	11,883,264	(9,403,783)	55.82 %	11,073,854	809,410	7.31 %	
EXPENDITURES								
COUNTY COMMISSION	1,785,277	1,065,032	720,245	59.66 %	1,038,902	(26,130)	(2.52) %	
COUNTY CLERK	719,326	345,795	373,531	48.07 %	341,027	(4,768)	(1.40) %	
CIRCUIT CLERK	604,626	289,767	314,859	47.92 %	277,190	(12,577)	(4.54) %	
SHERIFF AND TREASURER	571,366	283,363	288,003	49.59 %	276,828	(6,535)	(2.36) %	
PROSECUTING ATTORNEY	1,810,599	864,501	946,098	47.75 %	854,235	(10,266)	(1.20) %	
ASSESSOR	528,057	273,445	254,612	51.78 %	273,612	167	0.06 %	
ASSESSOR'S VALUATION FUND	523,476	239,844	283,632	45.82 %	217,828	(22,016)	(10.11) %	
STATEWIDE COMPUTER NET	51,356	13,445	37,911	26.18 %	14,444	999	6.92 %	
AGRICULTURAL AGENT	127,568	48,716	78,852	38.19 %	58,367	9,651	16.54 %	
ELECTIONS COUNTY CLERK	350,586	131,525	219,061	37.52 %	190,895	59,370	31.10 %	
MAGISTRATE COURT	2,000	668	1,332	33.40 %	858	190	22.14 %	
COURTHOUSE (MAINTENANCE)	1,044,079	480,353	563,726	46.01 %	586,250	105,897	18.06 %	
OTHER BUILDINGS	596,200	268,514	327,686	45.04 %	201,734	(66,780)	(33.10) %	
IT DATA PROCESSING	401,845	186,813	215,032	46.49 %	156,890	(29,923)	(19.07) %	
REGIONAL DEVELOPMENT AUTH	19,795	19,794	1	99.99 %	19,794	-	-	
ECONOMIC DEVELOPMENT	412,176	207,623	204,553	50.37 %	209,083	1,460	0.70 %	
ENGINEERING	1,471,458	675,290	796,168	45.89 %	688,089	12,799	1.86 %	
CONTINGENCIES	195,382	-	195,382	-	-	-	-	

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 As of 12/31/2017
 Expenditures by Department

	FY18 YTD		Budget	% Rec'd /Exp'd	FY17 YTD	YTD Actual	
	FY18 Budget	Actual as of 12/31/17	Variance Favorable / (Unfavorable)		Actual as of 12/31/16	FY18-FY17 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
SHERIFF LAW ENFORCEMENT	4,431,556	2,008,721	2,422,835	45.33 %	1,774,652	(234,069)	(13.19) %
SHERIFF SVC OF PROCESS	18,700	12,548	6,152	67.10 %	-	(12,548)	-
REGIONAL JAIL	1,320,000	530,847	789,153	40.22 %	573,355	42,508	7.41 %
HOMELAND SECURITY	291,825	122,084	169,741	41.83 %	110,050	(12,034)	(10.94) %
COMMUNICATIONS CENTER	1,977,650	845,000	1,132,650	42.73 %	897,817	52,817	5.88 %
FIRE DEPARTMENTS	665,000	410,000	255,000	61.65 %	295,000	(115,000)	(38.98) %
AMBULANCE AUTHORITY	2,848,808	1,399,732	1,449,076	49.13 %	1,089,337	(310,395)	(28.49) %
ANIMAL CONTROL	275,805	107,381	168,424	38.93 %	141,397	34,016	24.06 %
CENTRAL GARAGE	261,862	126,438	135,424	48.28 %	113,895	(12,543)	(11.01) %
SOLID WASTE AUTHORITY	15,600	-	15,600	-	-	-	-
PARKS AND RECREATION	561,759	282,860	278,899	50.35 %	307,468	24,608	8.00 %
ARTS AND HUMANITIES	13,916	7,148	6,768	51.37 %	8,241	1,093	13.26 %
HISTORICAL COMMISSION	20,606	10,585	10,021	51.37 %	12,203	1,618	13.26 %
VISITOR'S BUREAU	347,894	178,703	169,191	51.37 %	206,022	27,319	13.26 %
LIBRARIES	330,000	165,000	165,000	50.00 %	165,000	-	-
PUBLIC TRANSPORTATION	20,000	10,000	10,000	50.00 %	10,000	-	-
TOTAL EXPENDITURES	24,616,153	11,611,535	13,004,618	47.17 %	11,110,463	(501,072)	(4.51) %
NET PRIOR TO GAMING REVENUE	(3,329,106)	271,729	(3,600,835)		(36,609)	308,338	-842.25 %
TABLE GAMES	617,700	322,573	(295,127)	52.22 %	395,613	(73,040)	(18.46) %
VIDEO LOTTERY	3,020,000	1,742,127	(1,277,873)	57.69 %	1,873,569	(131,442)	(7.02) %
NET REVENUE LESS EXPENDITURES	308,594	2,336,429	2,027,835		2,232,573	103,856	4.65 %
TRANSFERS FROM / (TO) OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	(1,271,200)	(500,000)	771,200	39.33 %	(556,019)	(56,019)	10.08 %
TRANSFER FROM (TO) COAL SEV FUND	50,000	-	(50,000)	-	-	-	-
TRANS/ASSR VAL FUND	523,476	2,844	(520,632)	0.54 %	6,675	(3,831)	(57.39) %
TRANSFER FROM (TO) OTHER FUNDS	-	43,378	43,378	-	-	43,378	-
TOTAL TRANSFERS	(697,724)	(453,778)	243,946	39.88 %	(549,344)	(16,472)	(47.32) %
NET USE OF FUNDS - SURPLUS/ (DEFICIT)	(389,130)	1,882,651	2,271,781		1,683,229	87,384	
BEGINNING FUND BALANCE	4,598,827	4,598,827			5,622,581		
NET CHANGE IN FUND BALANCE	(389,130)	1,882,651			1,683,229		
ENDING FUND BALANCE	4,209,697	6,481,478			7,305,810		

Jefferson County Commission
 Jail Fees (001.704.03.344.000.PS.000)

Month	FY14	FY15	FY16	FY17	Mo-Mo	Cumulative by Mo	FY18	Mo-Mo	Cumulative by Mo
June 2013	88,377								
July	97,658	108,997	101,808	112,567	10.6%	10.6%	128,828	14.4%	14.4%
August	108,370	116,813	117,489	108,852	-7.4%	1.0%	133,604	22.7%	18.5%
September	88,090	114,642	93,460	110,879	18.6%	6.2%	131,626	18.7%	18.6%
October	108,418	112,037	118,792	125,554	5.7%	6.1%	136,789	8.9%	15.9%
November	90,903	109,721	103,738	115,504	11.3%	7.1%	131,578	13.9%	15.5%
December	97,320	104,152	111,458	141,759	27.2%	10.6%			
January	99,395	115,848	105,282	125,788	19.5%	11.8%			
February	81,494	102,648	82,604	116,862	41.5%	14.8%			
March	123,472	95,680	95,535	148,079	55.0%	18.9%			
April	108,659	81,543	85,161	143,930	69.0%	23.1%			
May	113,050	91,241	86,078	134,811	56.6%	25.7%			
June	107,887	76,139	94,570	122,893	29.9%	26.0%			
Total	<u>1,224,716</u>	<u>1,229,458</u>	<u>1,195,973</u>	<u>1,507,475</u>	26.0%		<u>662,424</u>		
				1,322,405		FY18 Budget Estimate	1,741,658		FY19 Budget Estimate
				1,507,475		FY17 Projected Exp	1,741,333		FY18 Projected Exp
				1,537,800		FY17 Budget	1,320,000		FY18 Budget
				(30,325)		FY17 Budget Revision	421,333		FY18 Budget Revision

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 As of 12/31/2017
 General Fund Expenditures by Object Code

	FY18 YTD		Budget	% Rec'd /Exp'd	FY17 YTD	YTD Actual	
	FY18 Budget	Actual as of 12/31/17	Variance Favorable / (Unfavorable)		Actual as of 12/31/16	FY18-FY17 Var Favorable / (Unfavorable)	% Rec'd /Exp'd
REVENUES							
CHARGES FOR SERVICES	4,008,695	1,724,660	(2,284,035)	43.02 %	1,628,934	95,726	5.88 %
INTERGOVERNMENTAL	706,660	32,239	(674,421)	4.56 %	(3,944)	36,183	(917.42) %
INTEREST EARNED	31,945	16,678	(15,267)	52.21 %	17,497	(819)	(4.68) %
LICENSES & PERMITS	245,195	110,232	(134,963)	44.96 %	87,076	23,156	26.59 %
MISCELLANEOUS REVENUE	378,297	353,214	(25,083)	93.37 %	296,077	57,137	19.30 %
OTHER TAXES	5,250,555	3,119,618	(2,130,937)	59.42 %	3,236,684	(117,066)	(3.62) %
TRANSFERS	264,000	100,781	(163,219)	38.17 %	83,408	17,373	20.83 %
TAXES	14,039,400	8,432,813	(5,606,587)	60.07 %	7,997,304	435,509	5.45 %
TOTAL REVENUES	24,924,747	13,890,235	(11,034,512)	55.73 %	13,343,036	547,199	7.31 %
EXPENDITURES							
SALARIES	10,652,277	4,982,838	5,669,439	46.78 %	4,845,400	(137,438)	(2.84) %
FICA	803,632	363,214	440,418	45.20 %	353,952	(9,262)	(2.62) %
HEALTH INSURANCE	1,969,424	975,009	994,415	49.51 %	942,365	(32,644)	(3.46) %
RETIREMENT	1,098,907	517,179	581,728	47.06 %	539,916	22,737	4.21 %
TELEPHONE	227,616	85,820	141,796	37.70 %	96,135	10,315	10.73 %
PRINTING	21,400	5,686	15,714	26.57 %	4,669	(1,017)	(21.78) %
UTILITIES	349,400	130,046	219,354	37.22 %	123,897	(6,149)	(4.96) %
TRAVEL	65,644	9,869	55,775	15.03 %	16,609	6,740	40.58 %
MAINT/REP BLDG & GRNDS	60,000	19,969	40,031	33.28 %	6,400	(13,569)	(212.02) %
MAINT/REP EQUIPMENT	180,772	47,153	133,619	26.08 %	51,207	4,054	7.92 %
MAINT/REP AUTO	5,000	1,479	3,521	29.58 %	728	(751)	(103.16) %
POSTAGE	131,400	83,402	47,998	63.47 %	83,916	514	0.61 %
BLDG/EQUIP RENTAL	27,190	12,290	14,900	45.20 %	49,470	37,180	75.16 %
ADVERTISING/LEGAL PUBS	38,756	11,246	27,510	29.02 %	16,153	4,907	30.38 %
TRAINING AND EDUCATION	52,726	13,047	39,679	24.74 %	14,679	1,632	11.12 %
DUES AND SUBSCRIPTIONS	45,062	27,239	17,823	60.45 %	41,230	13,991	33.93 %
PROFESSIONAL SERVICES	307,154	135,314	171,840	44.05 %	177,371	42,057	23.71 %
AUDIT COSTS	35,000	(17,695)	52,695	(50.56) %	-	17,695	-
INSURANCE AND BONDS	476,530	434,185	42,345	91.11 %	428,230	(5,955)	(1.39) %
COURT COSTS AND DAMAGES	1,500	-	1,500	-	15,000	15,000	100.00 %
CONTRACTED SERVICES	270,219	103,763	166,456	38.40 %	103,798	35	0.03 %
BANK CHARGES	4,780	28	4,752	0.59 %	130	102	78.46 %
REMITTANCE FEES COLLECTED	830,168	400,000	430,168	48.18 %	350,000	(50,000)	(14.29) %
REFUNDING ERRONEOUS PMTS	950	312	638	32.84 %	-	(312)	-
INSURANCE PREMIUM RETIREE	78,700	36,756	41,944	46.70 %	37,564	808	2.15 %
MATERIALS AND SUPPLIES	490,473	266,708	223,765	54.38 %	145,253	(121,455)	(83.62) %
RECORD BOOKS	5,200	1,788	3,412	34.38 %	416	(1,372)	(329.81) %
AUTO SUPPLIES	150,000	87,984	62,016	58.66 %	65,432	(22,552)	(34.47) %
C/F PRISONRS REG JAIL FEE	1,320,000	530,847	789,153	40.22 %	573,355	42,508	7.41 %
UNIFORMS	29,575	20,082	9,493	67.90 %	4,250	(15,832)	(372.52) %
CHARGES BY OTHR GOV UNITS	51,356	13,445	37,911	26.18 %	14,444	999	6.92 %
COMPUTER SOFTWARE	36,250	14,686	21,564	40.51 %	1,411	(13,275)	(940.82) %
COMPUTER HARDWARE	66,700	10,317	56,383	15.47 %	18,531	8,214	44.33 %
IT SUPPORT	57,290	28,152	29,138	49.14 %	25,896	(2,256)	(8.71) %
LICENSE AND ANNUAL FEES	61,178	37,967	23,211	62.06 %	40,166	2,199	5.47 %
CAPITAL OUTLAY-EQUIPMENT	163,400	-	163,400	-	63,225	63,225	100.00 %
CONTR/TRSFR OTHR GOV UNIT	3,966,297	2,093,407	1,872,890	52.78 %	1,775,265	(318,142)	(17.92) %
CONTR/TRSFR OTHER	263,845	70,274	193,571	26.63 %	84,000	13,726	16.34 %
CONTINGENCY FOR EMERGENCIES	195,382	-	195,382	-	-	-	-
TOTAL EXPENDITURES	24,591,153	11,553,806	13,037,347	46.98 %	11,110,463	(457,069)	(3.99) %
NET REVENUE LESS EXPENDITURES	333,594	2,336,429	2,002,835		2,232,573	103,856	4.65 %
TRANSFERS FROM (TO) OTHER FUNDS							
TRANSFER TO CAPITAL OUTLAY FUND	(1,271,200)	(500,000)	(771,200)	39.33 %	(556,019)	(56,019)	10.08 %
TRANSFER FROM (TO) COAL SEV FUND	50,000	-	50,000	-	-	-	-
TRANS/ASSR VAL FUND	523,476	2,844	520,632	0.54 %	6,675	3,831	57.39 %
TRANSFER FROM (TO) OTHER FUNDS	(25,000)	43,378	(68,378)		-	(43,378)	-
TOTAL TRANSFERS	(722,724)	(453,778)	(268,906)	39.88 %	(549,344)	(95,499)	67.47 %
NET USE OF FUNDS - SURPLUS/ (DEFICIT)	(389,130)	1,882,651	1,733,929		1,683,229	8,357	
BEGINNING FUND BALANCE	4,598,827	4,598,827			5,622,581		
NET CHANGE IN FUND BALANCE	(389,130)	1,882,651			1,683,229		
ENDING FUND BALANCE	4,209,697	6,481,478			7,305,810		

Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 Expenditures by Funding Source

	FY16 Actual	FY17 Actual	FY2018				FY17 YTD as of 12/31/2016	YTD Variance FY18-FY17
			Budget	FY18 YTD as of 12/31/2017	Budget Variance	%		
STATUTORY REVENUE & RELATED EXPENDITURES								
Statutory Revenues								
Tax Revenue	12,273,866	12,759,741	13,744,400	8,226,970	(5,517,430)	59.9%	7,794,407	432,563
911 Fee Revenue	1,852,675	1,859,007	2,007,900	822,312	(1,185,588)	41.0%	850,271	(27,959)
Total Statutory Revenues	14,126,541	14,618,748	15,752,300	9,049,282	(6,703,018)	57.4%	8,644,678	404,604
Statutory Expenditures								
County Commission	1,687,540	1,744,138	1,785,277	1,065,032	720,245	59.7%	1,038,902	(26,130)
County Clerk	720,816	697,793	719,326	345,795	373,531	48.1%	341,027	(4,768)
Circuit Clerk	596,132	569,916	604,626	289,767	314,859	47.9%	277,190	(12,577)
Sheriff and Treasurer	560,242	542,542	571,366	283,363	288,003	49.6%	276,828	(6,535)
Prosecuting Attorney	1,776,094	1,761,541	1,810,599	864,501	946,098	47.7%	854,235	(10,266)
Assessor	511,554	520,887	528,057	273,445	254,612	51.8%	273,612	167
Statewide Computer - Assessor	53,302	52,849	51,356	13,445	37,911	26.2%	14,444	999
Elections County Clerk	379,574	293,706	350,586	131,525	219,061	37.5%	190,895	59,370
Magistrate Court	2,257	2,303	2,000	668	1,332	33.4%	858	190
Courthouse (Maintenance)	1,171,924	1,119,985	1,044,079	480,353	563,726	46.0%	586,250	105,897
Regional Development Authority	19,795	19,794	19,795	19,794	1	100.0%	19,794	-
Sheriff Law Enforcement	3,637,393	3,722,266	4,431,556	2,008,721	2,422,835	45.3%	1,774,652	(234,069)
Regional Jail	1,195,973	1,507,475	1,320,000	530,847	789,153	40.2%	573,355	42,508
Homeland Security	229,555	233,099	291,825	122,084	169,741	41.8%	110,050	(12,034)
911 Center Expenditures								
Communications Center	1,831,615	1,840,282	1,977,650	845,000	1,132,650	42.7%	897,817	52,817
Comm Ctr (Est In Other Depts)	100,000	105,000	110,000	55,000	55,000	50.0%	55,000	-
Transfers to C/O Fund								
Courthouse (Maintenance)	-	232,549	60,000	-	60,000	0.0%	-	-
Prosecuting Attorney	-	979,944	-	-	-	-	377,531	377,531
County Clerk	-	-	301,675	-	301,675	0.0%	-	-
Elections County Clerk	-	178,488	178,488	178,488	-	100.0%	178,488	-
Sheriff's Law Enforcement	-	-	80,000	80,000	-	100.0%	-	(80,000)
911 / Homeland Security	-	-	560,000	241,512	318,488	43.1%	-	(241,512)
Total Statutory Expenditures	14,473,766	16,124,557	16,798,261	7,829,340	8,968,921	46.6%	7,840,928	11,588
Subtotal Net Tax Surplus/(Deficit)	(347,225)	(1,505,809)	(1,045,961)	1,219,942	(15,671,939)		803,750	393,016
DEDICATED REVENUE & RELATED EXPENDITURES								
Ambulance Fee Revenue								
Ambulance Fees	992,393	968,222	854,415	400,000	(454,415)	46.8%	350,000	50,000
Ambulance Fee Expenditures								
Fire Departments	420,000	595,000	665,000	410,000	255,000	61.7%	295,000	(115,000)
Jefferson County Emergency Services Agency	2,439,972	2,506,548	2,848,808	1,399,732	1,449,076	49.1%	1,089,337	(310,395)
Total Expenditures	2,859,972	3,101,548	3,513,808	1,809,732	1,704,076	51.5%	1,384,337	(425,395)
Subtotal Net Ambulance Surplus/(Deficit)	(1,867,579)	(2,133,326)	(2,659,393)	(1,409,732)	(2,158,491)		(1,034,337)	475,395
Hotel Tax Revenue								
Hotel Occupancy Tax	652,945	775,514	695,787	426,404	(269,383)	61.3%	461,832	(35,428)
Hotel Tax Expenditures								
Parks and Recreation	536,892	749,331	561,759	282,860	278,899	50.4%	307,468	24,608
Arts and Humanities	12,827	15,742	13,916	7,148	6,768	51.4%	8,241	1,093
Historical Commission	18,994	23,310	20,606	10,585	10,021	51.4%	12,203	1,618
Convention Visitor's Bureau	320,676	403,554	347,894	178,703	169,191	51.4%	206,022	27,319
Total Hotel Expenditures	889,389	1,191,937	944,175	479,296	464,879	50.8%	533,934	54,638
Subtotal Net Hotel Surplus/(Deficit)	(236,444)	(416,423)	(248,388)	(52,892)	(734,262)		(72,102)	(90,066)
Permit Fee Revenue								
Building Permit Fees	241,384	252,580	245,000	110,060	(134,940)	44.9%	86,908	23,152
Permit Fee Expenditures								
Engineering	1,441,885	1,391,517	1,471,458	675,290	796,168	45.9%	688,089	12,799
Subtotal Net Permit Surplus/(Deficit)	(1,200,501)	(1,138,937)	(1,226,458)	(565,230)	(931,108)		(601,181)	10,353
Service of Process Revenue								
Sheriff's Service of Process	19,255	17,915	18,700	9,875	(8,825)	52.8%	10,500	(625)
Service of Process Expenditures								
Sheriff's Service of Process	17,564	17,606	18,700	12,548	6,152	67.1%	-	(12,548)
Subtotal Net Process Surplus/(Deficit)	1,691	309	-	(2,673)	(14,977)		10,500	11,923
Assessor Valuation Fund Revenue								
Transfer from the Assessor's Valuation Fund	436,534	446,341	523,476	2,844	(520,632)	0.5%	6,675	(3,831)
Assessor Valuation Fund Expenditures								
Assessor's Valuation Fund	436,534	446,341	523,476	239,844	283,632	45.8%	217,828	(22,016)
Subtotal Net ASV Surplus/(Deficit)	-	-	-	(237,000)	(804,264)		(211,153)	18,185
Net Surplus/(Deficit) Before Other	(3,650,058)	(5,194,186)	(5,180,200)	(1,047,585)	(20,315,041)		(1,104,523)	818,806

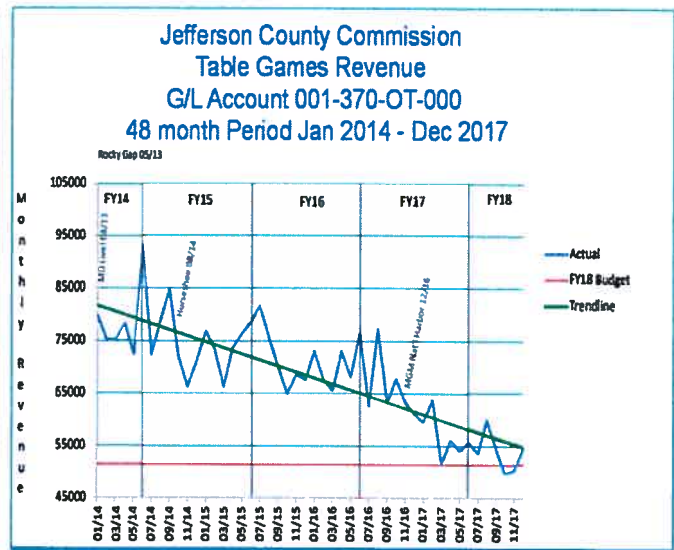
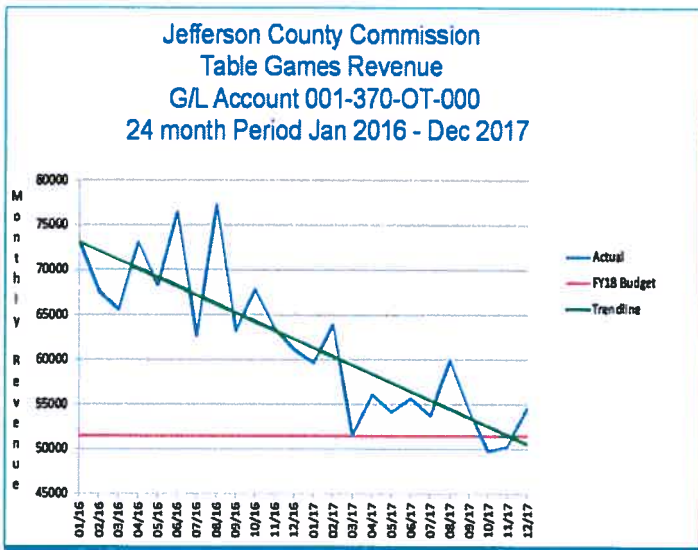
Jefferson County Commission
 FY18 General Fund Revenues and Expenditures
 Expenditures by Funding Source

			FY2018				FY17 YTD as of 12/31/2016	YTD Variance FY18-FY17
	FY16 Actual	FY17 Actual	Budget	FY18 YTD as of 12/31/2017	Budget Variance	%		
NON-DEDICATED REVENUE & EXPENDITURES								
Other Revenue								
Table Games	853,011	736,573	617,700	322,573	(295,127)	52.2%	395,613	(73,040)
Video Lottery	3,263,262	3,183,492	3,020,000	1,742,127	(1,277,873)	57.7%	1,873,569	(131,442)
Tax Penalties	285,246	294,779	295,000	205,843	(89,157)	69.8%	202,897	2,946
Property Transfer Tax	664,414	733,432	773,000	544,903	(228,097)	70.5%	417,706	127,197
Gas & Oil Severance Tax	95,320	58,840	99,000	62,174	(36,826)	62.8%	58,840	3,334
Horse & Dog Racing tax	12,545	11,735	8,068	5,521	(2,547)	68.4%	5,978	(457)
Wine & Liquor Tax	36,831	43,784	37,000	15,917	(21,083)	43.0%	23,145	(7,228)
Sheriff's Earnings	21,155	183,015	143,000	95,799	(47,201)	67.0%	85,596	10,203
Sheriff's Commission	11,563	11,536	11,200	11,581	381	103.4%	11,536	45
Jail Fees	97,813	69,244	98,000	112,557	14,557	114.9%	69,244	43,313
County Clerk's Earnings	201,959	195,778	199,900	105,223	(94,677)	52.6%	99,771	5,452
Circuit Clerk's Earnings	64,933	62,737	62,900	23,372	(39,528)	37.2%	27,161	(3,789)
Prosecuting Attorney Earnings	1,081	1,681	1,400	720	(680)	51.4%	581	139
License/ Decals	78	116	65	32	(33)	49.2%	26	6
Misc. Rents	142	152	130	140	10	107.7%	142	(2)
Federal Government Grants	177,112	230,177	690,660	32,239	(658,421)	4.7%	(3,944)	36,183
Payment in Lieu of Taxes-Federal	18,698	19,877	16,000	-	(16,000)	0.0%	-	-
Accident Reports	4,060	4,860	4,300	2,910	(1,390)	67.7%	2,520	390
Map Sales	2,685	1,764	3,200	45	(3,155)	1.4%	797	(752)
Rent - Concessions	46,975	334,290	66,580	9,925	(56,655)	14.9%	600	9,325
Franchise Fees	470,701	518,503	533,300	134,044	(399,256)	25.1%	125,284	8,760
IRP Fees	15,496	12,069	15,100	7,877	(7,223)	52.2%	6,608	1,269
Interest Earned	30,916	33,495	31,945	16,678	(15,267)	52.2%	17,497	(819)
Defeasance of Debt	-	19,827	-	40,226	40,226	100.0%	-	40,226
Charges to Other Entities	-	-	70,097	89,199	19,102	127.3%	-	89,199
Miscellaneous Revenue	15,986	3,663	17,800	2,145	(15,655)	12.1%	3,487	(1,342)
Filing Fees	-	10,752	-	-	-	-	-	-
Gain/Loss on Sale of Assets	33,750	1,150	-	-	-	-	-	-
Reimbursement / Other Revenue	406,969	219,517	279,200	210,063	(69,137)	75.2%	281,056	(70,993)
General School Fund Reimb	219,218	186,714	264,000	100,781	(163,219)	38.2%	83,408	17,373
Transfers from Other Funds	-	-	-	7,729	7,729	100.0%	-	7,729
Transfers from Coal Severance Fund	-	-	50,000	50,000	-	100.0%	-	50,000
Total Non-Dedicated Revenues	7,051,919	7,183,552	7,408,545	3,952,343	(3,456,202)		3,789,118	163,225
Other Expenditures								
Agricultural Agent	115,880	122,585	127,568	48,716	78,852	38.2%	58,367	9,651
Other Buildings	556,735	535,397	596,200	268,514	327,686	45.0%	201,734	(66,780)
IT Data Processing	274,039	389,961	401,845	186,813	215,032	46.5%	156,890	(29,923)
Economic Development	413,552	471,371	412,176	207,623	204,553	50.4%	209,083	1,460
Contingencies	-	-	195,382	-	195,382	0.0%	-	-
Animal Control	319,140	299,184	275,805	107,381	168,424	38.9%	141,397	34,016
Central Garage	239,280	256,812	261,862	126,438	135,424	48.3%	113,895	(12,543)
Health Department	-	77,400	-	-	-	-	-	-
Solid Waste Authority	-	-	15,600	-	15,600	0.0%	-	-
Libraries	250,000	330,000	330,000	165,000	165,000	50.0%	165,000	-
Public Transportation	10,275	20,000	20,000	10,000	10,000	50.0%	10,000	-
Transfer to Financial Stabilization Fund	-	610,013	-	-	-	-	-	-
Transfers to Other Funds	-	5,397	-	(43,378)	43,378	-100.0%	-	43,378
Transfer to Capital Outlay Fund	43,781	1,390,981	1,271,200	500,000	771,200	39.3%	556,019	56,019
Less: Trfrs for Elect, Comm Ctr & Sheriff	-	(1,390,981)	(1,180,163)	(500,000)	(680,163)	42.4%	(556,019)	(56,019)
Less: 911 Comm Center Est of Operating	(100,000)	(105,000)	(110,000)	(55,000)	(55,000)	50.0%	(55,000)	-
Total Non-Dedicated Expenditures	2,122,682	3,013,120	2,617,475	1,022,107	1,595,368	39.0%	1,001,366	(20,741)
Net Surplus/(Deficit) of Revenues over Expenditures	1,279,179	(1,023,754)	(389,130)	1,882,651	(25,366,611)		1,683,229	1,002,772
GRAND TOTAL REVENUES	23,520,971	24,262,872	25,498,223	13,950,808	(11,547,415)	54.7%	13,349,711	601,097
GRAND TOTAL EXPENDITURES	22,241,792	25,286,626	25,887,353	12,068,157	13,819,196	46.6%	11,666,482	(401,675)
Net Surplus/(Deficit) of Revenues over Expenditures	1,279,179	(1,023,754)	(389,130)	1,882,651	(25,366,611)		1,683,229	1,002,772
BEGINNING FUND BALANCE	4,343,402	5,622,581	4,598,827	4,598,827			5,622,581	
NET CHANGE INFUND BALANCE	1,279,179	(1,023,754)	(389,130)	1,882,651			1,683,229	
ENDING FUND BALANCE	5,622,581	4,598,827	4,209,697	6,481,478			7,305,810	
FUND BALANCE AS A % OF OPERATING EXP	25.28%	18.19%	16.26%	53.71%			62.62%	

	Act Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Decrease from FY12	
						%	Cumulative
FY12	1,596,516	1,596,516	920,000	35.2%	133,043		
FY13	1,556,473	1,556,473	1,800,000	-2.5%	129,706		(40,043)
FY14	1,032,251	1,032,251	1,163,539	-33.7%	86,021		(564,265)
FY15	891,153	891,153	943,444	-13.7%	74,263	-44.2%	(705,363)
FY16	853,009	853,009	790,000	-4.3%	71,084	-46.6%	(743,507)
FY17	736,572	736,572	740,000	-13.2%	61,381	-53.9%	(859,944)
FY18	322,574	647,323	617,700	-16.5%	53,944	-59.5%	(949,193)
FY19			543,600	-12.0%			
			Avg Dec FY15-18	-11.9%			(3,862,315)
			Act Dec FY17-18	-12.1%			

Table Games Revenue
FY18 Projected Revenue

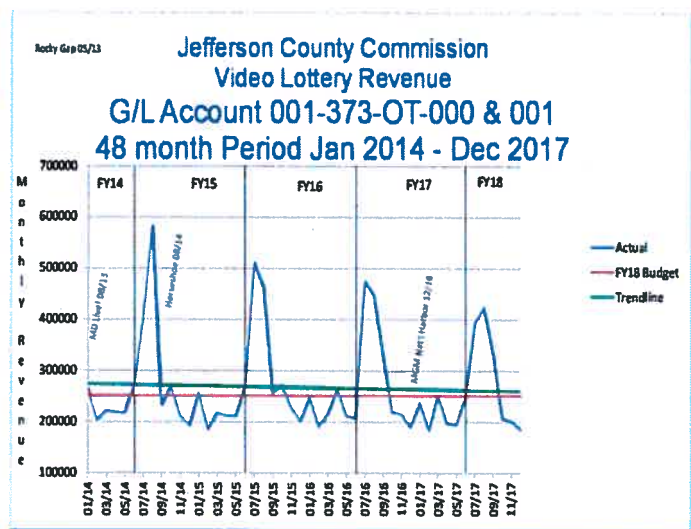
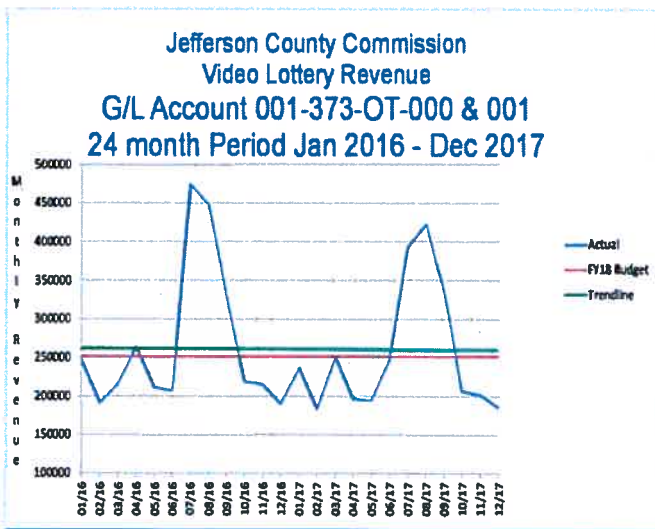
Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY18 Total Revenue	FY18 Budget	Projected Variance	Decrease Over PY
07/17	53,701						-14.3%
08/17	59,890						-22.5%
09/17	54,381						-14.0%
10/17	49,752						-26.6%
11/17	50,293						-20.8%
12/17	54,557						-10.7%
01/18	-	1.9%	55,601				
02/18	-	-1.1%	55,010				
03/18	-	-9.6%	49,723				
04/18	-	8.0%	53,690				
05/18	-	-2.4%	52,382				
06/18	-	11.4%	58,343				
Totals	322,574		324,749	647,323	617,700	29,623	



	Actual Rev	Est Rev	Budget	Act % Inc/(Dec)	Avg Mo	Change from FY12	
						%	Cumulative
FY12	4,269,886	4,269,886	4,700,000	3.6%	355,824		
FY13	3,632,491	3,632,491	4,100,000	-14.9%	302,708		(637,395)
FY14	3,365,543	3,365,543	3,303,301	-7.3%	280,462		(904,343)
FY15	3,237,305	3,237,305	3,224,793	-3.8%	269,775	-24.2%	(1,032,581)
FY16	3,263,264	3,263,264	3,114,553	0.8%	271,939	-23.6%	(1,006,622)
FY17	3,183,192	3,183,192	3,140,000	-2.5%	261,667	-26.5%	(1,086,694)
FY18	1,742,126	2,975,912	3,020,000	-5.1%	251,667	-29.3%	(1,249,886)
FY19			2,929,400	-3.0%			
		Avg Dec FY15-18		-2.6%			(5,917,521)
		Avg Dec FY12-18		-4.2%			

Video Lottery Revenue
FY18 Projected Revenue

Month	Actual Rev	Estimated Chg/Mo	Estimated Revenue/Mo	Est. FY18 Total Revenue	FY18 Budget	Projected Variance	Decrease Over PY
07/17	393,297						-7.0%
08/17	422,797						-3.0%
09/17	333,037						28.6%
10/17	206,494						-19.5%
11/17	201,288						-5.3%
12/17	185,213						-5.9%
01/18	-	21.3%	227,335				
02/18	-	-20.1%	173,093				
03/18	-	19.5%	206,040				
04/18	-	-0.8%	204,248				
05/18	-	-4.8%	193,099				
06/18	-	17.1%	229,971				
Totals	1,742,126		1,233,786	2,975,912	3,140,000	(164,088)	



Jefferson County Commission
 General Fund
 Five Year Projection (FY2019 - FY2023)
 Expenditures by Department

Date Prepared: 12/07/2017

Revenue	3 Year Actuals			5 Year Projection						
	Actual	Actual	Actual	FY18		TREND	TREND	TREND	TREND	TREND
	FY15	FY16	FY17	Projection	Budget	FY19	FY20	FY21	FY22	FY23
Taxes	11,898,276	12,273,866	12,759,741	13,244,406	13,744,400	13,886,319	14,160,043	14,813,143	15,105,943	15,406,023
Tax Penalties	285,034	285,246	294,779	295,000	295,000	297,950	300,930	303,940	306,980	310,050
Property Transfer	581,924	664,414	733,432	1,174,884	773,000	795,380	843,100	893,690	947,310	1,004,150
Gas/oil	81,957	95,320	58,840	62,174	99,000	64,040	65,960	67,940	69,980	72,080
Horse Racing	12,923	12,545	11,735	12,198	8,068	12,440	12,690	12,940	13,200	13,460
Wine Liquor	32,965	36,831	43,784	47,751	37,000	49,180	50,660	52,180	53,750	55,360
Hotel Occupancy	600,591	652,945	775,514	692,000	695,787	726,600	762,930	801,080	841,130	883,190
Decal fees	68	78	116	90	65	65	65	65	65	65
Bldg Permits	160,599	241,384	252,580	275,000	245,000	275,140	280,640	286,250	294,840	303,690
Misc Permits	134	142	152	155	130	130	130	130	130	130
Grants	160,021	177,112	230,177	615,660	690,660	270,000	270,000	270,000	270,000	270,000
Payment in lieu of taxes	28,660	18,698	19,877	19,000	16,000	20,000	20,000	20,000	20,000	20,000
Sheriff Service Process	18,001	19,255	17,915	18,700	18,700	18,200	18,000	18,000	18,000	18,000
Sheriff Earnings	28,313	21,155	183,015	143,000	143,000	199,300	201,000	203,000	205,000	207,000
Clerk Earnings	174,949	201,959	195,778	214,353	199,900	191,000	195,000	199,000	203,000	207,000
Circuit Clerk Earnings	64,318	64,933	62,737	63,000	62,900	64,000	64,000	65,000	65,000	65,000
Prosecuting Earnings	1,293	1,081	1,681	1,524	1,400	1,600	1,620	1,640	1,660	1,680
Accident reports	3,800	4,060	4,860	5,640	4,300	4,700	4,750	4,800	4,850	4,900
Map Sales	2,514	2,685	1,764	-	3,200	-	-	-	-	-
Rent	43,225	46,975	334,290	352,030	352,030	352,030	352,030	352,030	352,030	352,030
Ambulance Fee	675,000	992,393	968,222	800,000	854,415	828,300	1,183,660	1,522,551	1,866,583	2,215,783
911 Fees	1,792,090	1,852,675	1,859,007	2,007,900	2,007,900	2,089,100	2,110,000	2,131,100	2,152,400	2,173,900
Franchise Agreements	427,867	470,701	518,503	533,300	533,300	544,000	549,400	554,900	560,400	566,000
IRP fees	6,030	15,496	12,069	15,100	15,100	15,000	15,200	15,400	15,600	15,800
Jail fees	96,912	97,813	69,244	112,557	98,000	100,000	100,000	101,000	101,000	102,000
Interest	25,434	30,916	33,495	31,814	31,945	32,170	32,170	32,170	32,170	32,170
Misc revenue	755	42,712	1,983	17,800	17,800	21,300	21,500	21,700	21,900	22,100
Sheriff Commission	11,619	11,563	11,536	11,500	11,200	11,600	11,700	11,800	11,900	12,000
Table Games	891,153	853,011	736,573	617,700	617,700	544,200	533,300	522,600	512,100	501,900
Recycling / Scrap Revenue	-	-	2,830	-	-	-	-	-	-	-
Filing Fees	3,542	14,846	10,752	-	-	-	-	-	-	-
Video Lottery	3,237,306	3,263,263	3,183,492	3,020,000	3,020,000	2,941,500	3,000,300	3,060,300	3,121,500	3,183,900
Defeasance of Debt	-	-	19,827	40,226	40,226	-	-	-	-	-
Reimbursements	228,635	184,020	166,213	170,000	279,200	173,600	175,300	177,100	178,900	180,700
Charges to other entities	-	166,390	8,427	70,097	70,097	-	-	-	-	-
Trans from other entities	-	14,800	-	-	-	-	-	-	-	-
General School Reimbursements	264,466	219,218	186,714	264,000	264,000	264,000	266,600	269,300	272,000	274,700
Trns Assessor Val fund	451,504	436,534	446,341	523,476	523,476	523,476	533,900	539,200	550,000	555,500
Total Revenue	22,291,881	23,487,035	24,217,995	25,472,035	25,773,899	25,316,320	26,136,578	27,323,949	28,169,321	29,030,261

Expenditures by Department

Expenditures by Department	3 Year Actuals					5 Year Projection				
	Actual	Actual	Actual	FY18		TREND	TREND	TREND	TREND	TREND
	FY15	FY16	FY17	Projection	Budget	FY19	FY20	FY21	FY22	FY23
Expenditures										
Commission	1,617,382	1,687,540	1,744,138	1,770,277	1,785,277	1,770,277	1,805,700	1,823,800	1,842,000	1,860,400
Employee Increases (1% COLA)	-	-	-	-	-	150,000	300,000	450,000	600,000	750,000
Health Increases (10%)	-	-	-	-	-	230,000	230,000	230,000	230,000	230,000
County Clerk	698,868	720,816	697,793	704,326	719,326	704,326	718,400	725,600	740,100	747,500
Circuit Clerk	622,728	596,132	569,916	589,626	604,626	589,626	601,400	607,400	619,500	625,700
Sheriff's Tax Office	582,979	560,242	542,542	556,366	571,366	556,366	567,500	573,200	584,700	590,500
Prosecuting Attorney	1,746,878	1,776,094	1,761,541	1,795,599	1,810,599	1,795,599	1,831,500	1,849,800	1,886,800	1,905,700
Assessor	519,849	511,554	520,887	523,057	528,057	523,057	533,500	538,800	549,600	555,100
Assessor Valuation Fund	450,124	436,534	446,341	523,476	523,476	523,476	533,900	539,200	550,000	555,500
State Wide Computer Network	60,079	53,302	52,849	51,356	51,356	51,356	52,400	52,900	53,400	53,900
Agricultural Agent	125,383	115,880	122,585	122,568	127,568	122,568	125,000	126,300	128,800	130,100
County Clerk Elections	241,497	379,574	293,706	345,586	350,586	345,586	352,500	356,000	363,100	366,700
Magistrate Court	1,135	2,257	2,301	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Maintenance Dept	1,083,000	1,171,924	1,119,985	1,044,079	1,044,079	1,044,079	1,065,000	1,075,700	1,097,200	1,108,200
Other Building	593,238	556,735	535,397	596,200	596,200	596,200	608,100	614,200	626,500	632,800
Data Processing (IT)	323,913	274,039	389,961	386,845	401,845	386,845	394,600	398,500	406,500	410,600
RDA	19,794	19,794	19,794	19,795	19,795	19,795	20,200	20,200	20,200	20,200
EC Development	450,159	413,552	471,372	461,676	461,676	461,676	470,900	475,600	485,100	490,000
Engineering, Planning, Zoning, GIS	1,384,346	1,441,886	1,391,517	1,456,458	1,471,458	1,456,458	1,485,600	1,500,500	1,530,500	1,545,800
Contingency for Emergencies	-	-	-	-	100,000	200,000	204,000	204,000	204,000	204,000
Law Enforcement	3,417,649	3,637,393	3,722,266	4,391,556	4,431,556	4,391,556	4,479,400	4,503,047	4,645,147	4,617,747
Service of Process	17,534	17,564	17,606	18,700	18,700	18,200	18,600	18,000	18,000	18,000
Regional Jail	1,229,458	1,195,973	1,507,475	1,750,000	1,320,000	1,420,000	1,448,400	1,402,700	1,416,700	1,430,900
Homeland Security	226,043	229,555	233,099	261,825	291,825	261,825	267,100	269,800	275,200	280,700
Communication Center (911)	1,907,032	1,831,615	1,840,282	1,917,650	1,977,650	1,917,650	1,956,000	1,975,600	2,034,900	2,055,200
JCESA - Ambulance	1,997,562	2,439,972	2,506,548	2,848,808	2,848,808	2,988,300	3,343,660	3,682,551	4,026,583	4,375,783
JCESA - Fire	373,625	420,000	595,000	665,000	665,000	665,000	665,000	665,000	665,000	665,000
Animal Control	309,388	319,140	299,184	260,805	275,805	260,805	266,000	268,700	274,100	276,800
Central Garage	273,270	239,280	256,812	261,862	261,862	261,862	267,100	269,800	275,200	278,000
Health Department	-	-	77,400	77,400	77,400	77,400	77,400	77,400	77,400	77,400
Landfill	1,500	-	-	15,600	15,600	15,600	15,600	15,600	15,600	15,600
Parks and Recreation	550,989	536,892	749,331	708,603	710,309	723,827	745,150	762,332	780,370	799,314
Arts and Humanities	12,012	12,827	15,742	13,840	13,916	14,532	15,259	16,022	16,823	17,664
Historical Commission	17,786	18,994	23,310	20,494	20,606	21,518	22,594	23,724	24,910	26,155
Visitors Bureau	300,295	320,676	403,554	356,000	357,894	373,300	391,465	410,540	430,565	451,595
Library	234,000	250,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000
Senior Citizens	-	-	-	-	-	-	-	-	-	-
Public Transit	10,275	10,275	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Expenditures	21,399,770	22,198,011	23,280,234	24,867,433	24,806,221	25,290,665	26,230,928	26,874,516	27,846,498	28,520,558
Net Surplus / (Deficit)	892,111	1,289,024	937,761	604,602	967,678	25,655	(94,350)	449,433	322,823	509,703
Transfers from/ (to) Other Funds										
Transfers to Capital Outlay Fund										
Trns to Capital Fund (5% Gambling)	-	-	(194,000)	(376,000)	(376,000)	(550,300)	(727,000)	(906,100)	(1,087,800)	(1,272,100)
Trns to Capital Fund	-	-	(1,196,981)	(671,200)	(895,200)	(51,900)	-	-	-	-
Subtotal Trns to Capital Outlay Fund	-	-	(1,390,981)	(1,047,200)	(1,271,200)	(602,200)	(727,000)	(906,100)	(1,087,800)	(1,272,100)
Trns to Financial Stabilization Fund	-	-	(610,013)	-	(1,499,077)	-	-	-	-	-
Trns from Coal Severance Fund	-	-	-	50,000	50,000	-	-	-	-	-
Trns from (to) Other Funds	(25,811)	(9,845)	39,479	-	-	-	-	-	-	-
Total Transfers Out of General Fund	(25,811)	(9,845)	(1,961,515)	(997,200)	(2,720,277)	(602,200)	(727,000)	(906,100)	(1,087,800)	(1,272,100)
Net Uses of Funds - Surplus / (Deficit)	866,300	1,279,179	(1,023,754)	(392,598)	(1,752,599)	(576,545)	(821,350)	(456,667)	(764,977)	(762,397)
Fund Balance										
Beginning Fund Balance	3,024,468	3,891,397	5,453,077	4,598,827	4,598,827	4,206,229	3,629,684	2,808,334	2,351,667	1,586,690
Prior Period Adjustments	629	282,501	169,504	-	-	-	-	-	-	-
Net Change in Fund Balance	866,300	1,279,179	(1,023,754)	(392,598)	(1,752,599)	(576,545)	(821,350)	(456,667)	(764,977)	(762,397)
Ending Fund Balance	3,891,397	5,453,077	4,598,827	4,206,229	2,846,228	3,629,684	2,808,334	2,351,667	1,586,690	824,293
Fund Balance as a % of Operating Exp	18.18%	24.57%	19.75%	16.91%	11.47%	14.35%	10.71%	8.75%	5.70%	2.9%




Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

January 11, 2018

To: County Commission
County Clerk
Prosecuting Attorney

From: Sheriff Dougherty 

Subject: Bank Securities/Bonding – County Bank Accounts

I have been alerted to the need to increase the pledged securities with BB&T. Therefore I am contacting you ahead of the typical March review to accommodate this change. Below is the account balance and current level of pledged securities:

BB&T	Account balance of \$1,331,359.04 as of 1/11/18. (\$800,000.00 in pledged securities.)
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It is my recommendation that the pledged securities with BB&T be increased to \$1,500,000.00.

In accordance with the memorandum dated September 28, 2006 concerning bonding of depositories, the Chief Tax Deputy will continue to monitor all accounts on a monthly basis to assure that each account is sufficiently collateralized. Should it be determined that adjustments in securities on respective accounts are needed, the banking institution will be contacted for this purpose.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 18, 2018**

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

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

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

- **911 Center Outage - Discussion/Action**
- **Set date, time, and location for Commission Meet and Greet**
- **Update - PSD Audit**
- **Approval of Employment - Director of Homeland Security - Discussion/Action**
- **Discuss Compensation During Temp Assignment - 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.](#)

NOTICE OF PUBLIC HEARING
Thursday, January 18, 2018 at 1:30 PM

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File #STA16-01. The text amendment, in accordance with WV Code §8A-4-5, proposes revisions to multiple sections of the Subdivision and Land Development Regulations including Section 20.106, Adjustment of Lot Boundaries; Division 20.200, Types of Development; Section 20.201, Minor Subdivisions; Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.

Oral or written comments can be provided at the hearing, **1:30 PM Thursday, January 18, 2018** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Copies of the proposed text amendments are available at the Office of Planning & Zoning office and on the County's website at: www.jeffersoncountywv.org. If you have any questions, please call the Office of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission
Peter Onoszko, President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, County Planner

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: November 30, 2017

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

Date Requested – 2nd Choice: December 7, 2017

Subject (Wording to be placed on agenda):

On November 14, 2017, the Jefferson County Planning Commission voted to recommend to the County Commission the attached proposed text amendment to the Jefferson County Subdivision and Land Development Regulations referred to as File# STA16-01. The purpose of this request is to provide an overview of the recommended amendment and to request scheduling the required Public Hearing to be held by the County Commission. The text amendment, in accordance with WV Code § 8A-4-5, proposes revisions and additions to multiple sections of the Subdivision and Land Development Regulations including Section 20.106, Adjustment of Lot Boundaries; Division 20.200, types of development; Section 20.201, Minor Subdivisions; Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.

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

At the direction of the Planning Commission, the planning and engineering staff initiated a text amendment in early 2017 to address various sections of the Subdivision and Land Development Regulations which require frequent interpretations and discussions and which included, but were not limited to, processing mergers/lot line adjustments and the contents of minor subdivisions. This effort was the Planning Commission's first step in implementing the concept in the Envision Jefferson 2035 Comprehensive Plan which states "work with key stakeholders to effectively streamline Jefferson County's permitting and development review processes in a manner that balances the protection of the public health, safety, and welfare of the community with economic development priorities."

The draft developed by the staff was discussed at a workshop with the local surveying community in July 2017 to request their review and input, which resulted in various revisions. The Planning Commission held work sessions on the revised amendments at their September and October meetings and made further revisions. Subsequently, the Planning Commission held a Public hearing on November 14, 2017 and received no additional input. It should be noted that a more comprehensive amendment to the Subdivision Regulations is also underway, however the items in this amendment needed to move forward more quickly.

Is this a funding request? Y/N **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):

I move to schedule a public hearing on _____, 2017 at ___ a.m./p.m. to receive input on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.106, Adjustment of Lot Boundaries; Division 20.200, types of development; Section 20.201, Minor Subdivisions; Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.

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

- Proposed draft amendment to the Subdivision and Land Development Regulations (STA16-01) recommended for approval to the County Commission by the Planning Commission on November 14, 2017.

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: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable

amendment to a zoning ordinance or action by the Planning Commission when the landowner:

- a. Obtains or is the beneficiary of a significant affirmative governmental act, which remains in effect allowing development of a specific project;
- b. Relies in good faith on the significant affirmative governmental act; and
- c. Incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

E-D **Automatic Extension.**

1. All requirements, for the vesting of property rights contained in an ordinance enacted pursuant to WV Code Section 8A-4-2 that require the performance of any action within a certain time period for any subdivision or land development plan or plat valid under West Virginia law and outstanding as of January 1, 2010, shall be extended as provided in a resolution passed by the County Commission until July 1, 2012, or longer as agreed to by the municipality, county commission or planning commission. The provisions of this subsection also apply to any requirement that a use authorized pursuant to a special exception, special use permit, conditional use permit or other agreement or zoning action be terminated or ended by a certain date or within a certain number of years.
2. Any subdivision or land development plan or plat, whether recorded or not yet recorded, valid under West Virginia law and outstanding as of January 1, 2010, shall remain valid as provided in a resolution passed by the County Commission until July 1, 2012, or such later date provided for by the terms of the Planning Commission or County Commission's local ordinance or for a longer period as agreed to by the Planning Commission or County Commission. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same time period. *Provided, that the land development plan or plat has received at least preliminary approval by the Planning Commission or County Commission by March 1, 2010.*

Sec. 20.106 Adjustment of Lot Boundaries (Merger Plats)

Elimination of a lot line between two or more contiguous lots under the same ownership may process via a Deed only.

All other adjustments of boundary lines require submission and approval of a Merger Plat and shall be subject to the requirements of Appendix A Section 1.4 of these Regulations. Subsections 1 - 9, 12, 15, 16, 17, 27, 28 and 33 and shall be prepared on either a Legal Size sheet or an 18" x 24" sheet.

Boundary line adjustments shall only require field surveying of any newly created line. If the entirety of both lots cannot be shown at the scale of the plat, provide an inset map that depicts the total boundary of both parcels at a scale acceptable to staff. Source documentation for the unsurveyed lines shall be noted on the plat; provided, however, that any provisions of the WV Code shall prevail. Any newly created line shall be referenced by a tie line into an existing monument of the parent tract or parcel stated in the deed of reference that is being used. The

adjustment of boundary lines or the consolidation of lots or portions of lots for the exclusive purpose of increasing land area or adjusting shape shall be approved, provided that the following criteria are met:

A. ~~that a~~ Access to all lots included on this plat is not adversely affected and is depicted on the plat;

B. ~~provided a~~ No new lot is created;

C. ~~and t~~ The remaining area of the lot from which the land is taken satisfies requirements for minimum lot size in the zone district in which it is located. Lot boundary adjustments between non-conforming lots shall be exempt from the minimum lot size criteria unless the lot(s) from which the land is taken is (are) rendered unbuildable.

A-D. ~~The following note shall be included on this plat and in the deed. Properties so merged must clearly state in the deed the following, unless otherwise approved by the County Planner:~~

"The land(s) hereby conveyed is (are) adjacent to and contiguous with that certain parcel of land which is owned by the grantees herein, having been conveyed to them by deed of record in the Clerk's Office of Jefferson and County in Deed Book _____, Page _____, and this conveyance is made for the purpose of adjusting the boundary line(s) of said presently owned land(s) of the grantees."

E. Provide acreage table on plat showing beginning acreages, the merged acreages and the final net acreages for each lot in the following format:

Acreage Table		
	Parcel A	Parcel B
Existing	___ AC	___ AC
Merged	+ ___ AC	- ___ AC
Final Area	___ AC	___ AC

F. If the merger is occurring within a previously approved subdivision, a note which references the original plat stating "See PB _____ (Plat Book) PG _____ (Page Number), for subdivision notes and restrictions" shall be added.

B-G. ~~New lot lines do not create any setback violations. A note shall be added to the plat to this effect or front, rear and side setbacks shall be designated on the Plat along with any existing structures.~~

A deed plat shall be required to be recorded with the plat deed and shall include the Plat Book and Page Number of the recorded plat and the note from 20.106 (D) above, clearly label the proposed merged land area.

Sec. 20.107 Conservation Easements

All easements created and approved by the Jefferson County Farmland Protection Board, or any other land, viewshed, wildlife, water, or historic conservation agency or group, for the purpose of preservation shall process a deed with a corresponding exhibit detailing the boundary of the conservation area through the Office of Planning and Zoning prior to recordation. The

extinguishment and retention of any development rights shall be detailed in the deed and on the exhibit.

Division 20.200 Types of Development

Unless explicitly stated within the individual sections listed in this Division, all requirements of these Regulations apply to each of the types of development listed below. Appendix A and Appendix B are included as requirements. Each development type shall comply with the requirements of the zone district in which it is located and may be limited by that zone's restrictions. ~~Any subdivision in the Rural District since October 5, 1988, shall designate maximum density calculations on every plat. (See Zoning Ordinance.)~~ Residue parcels from which development rights have been utilized prior to the effective date of these Regulations shall remain as residue parcels. Such parcels shall be limited to the number of development rights to which the parcel was entitled prior to the effective date of these Regulations. Excluded are developments for the purpose of extraction or harvesting of resources and for roads on agricultural land for the purpose of conducting the agricultural operation.

Sec. 20.201 Minor Subdivisions

Minor subdivisions are those that do not require the development of new ~~off tract~~ infrastructure, the extension of existing off-tract infrastructure, or the creation of common areas, and result in the creation of five (5) ~~residential lots or less, or two (2) nonresidential~~ lots or less, including the parent parcel or residue, from contiguously owned parcels of record. Such subdivisions are approved by the staff. ~~Standards for approval of a minor subdivision shall be as established in this section.~~ Further subdivision of a parent parcel beyond the maximum ~~five (5)~~ lots allowed to be created via the minor process ~~after October 5, 1988~~ shall be classified as a ~~Major~~ ~~S~~ubdivision and processed accordingly, ~~unless a waiver is applied for and approved by the Planning Commission.~~ ~~A list of all deed transfers since October 5, 1988 shall be submitted with each plat.~~

A. Residential.

All minor residential subdivisions shall ~~contain, but are not limited to,~~ conform with the following criteria:

1. ~~Lot and Residue Parcel.~~ A minor residential subdivision divides the property into lots and a residue parcel. The subdivision of the lots creates the residue parcel out of the original parcel.
2. ~~Access.~~ ~~In the Rural District, lots having a minimum road frontage of 200 feet may front on an existing road right-of-way having a width of 50 feet. Shared driveway access may be required. All other lots, regardless of the zoning district, shall have motor vehicle access, via a 50' access easement, provided that the access easement serves no more than five (5) lots, to either:~~
 - a) ~~A 50' WV DOH road right-of-way or easement; or~~
 - b) ~~A road in a major subdivision that meets county roadway design standard (Table 2.2-1),~~
~~via a 50' access easement which extends from the subdivided lots to the existing road right-of-way and the access easement serves no more than~~

~~five (5) hrs. Said access easement shall not be permitted along any existing property lines.~~

~~However, in the Rural District, lots having a minimum road frontage of 200 feet may have a single access onto an existing WV DOH right-of-way or easement or a road in a major subdivision that meets county roadway design standards (Table 2.2-1). Shared driveway access on the adjoining property lines may be required if the distance between the driveways is less than 200 feet.~~

- ~~2-3. **Water/Well or Sewer/Septic.** Potable water and sanitary sewer service shall be provided according to the requirements of Appendix B, *Engineering Standards*. All submissions shall provide a plat approved by the Department of Health or letters of water and sewer availability, as applicable.~~

B Family Transfers.

~~When parent to child or child to parent family transfers are provided for in a specific zoning district, such transfers shall conform with the following: abide by the requirements and standards of minor residential subdivision provisions and the following criteria:~~

- ~~3-1. The deed shall identify the relationship between the grantor and grantee and document that the recipient has not received a previous family transfer; and~~

- ~~4-2. State in the deed and on the plat:~~

~~“The lot transferred is to be used for a single-family residence only as long as the lot is not further subdivided. Any further subdivision of the lot shall dissolve the single-family restriction and will place development of the lot under the County land development laws in effect at that time. This lot cannot be transferred again for at least five (5) years; except as another parent to child or child to parent family transfer of land. Any transfer of this lot within the five (5) year period shall place this lot in violation of the Jefferson County Subdivision and Land Development Regulations.”~~

- ~~3. All lots shall have motor vehicle access, via a 50' access easement, provided that the access easement which serves no more than twelve (12) family transfer lots, to either:~~

~~a) A WV DOH right-of-way or easement, or~~

~~b) A road in a major subdivision that meets county roadway design standards (Table 2.2-1).~~

~~However, lots having a minimum road frontage of 200 feet may have a single access on an existing WV DOH right-of-way or easement or a road in a major subdivision that meets county roadway design standards (Table 2.2-1). Shared driveway access on the adjoining property lines may be required if the distance between the driveways is less than 200 feet.~~

4. Potable water and sanitary sewer service shall be provided according to the requirements of Appendix B, *Engineering Standards*. All submissions shall provide a plat approved by the Department of Health or letters of water and sewer availability, as applicable.
5. As used in this subsection, the word "transfer", as it relates to the five year provision, shall not include:
 - a. Deeds to Trustees to secure a debt, except that no foreclosure can be had thereunder except at public auction and this provision must appear in the deed of trust;
 - b. Judicial sales or tax sales;
 - c. Mortgages;
 - d. Deeds of partition under or pursuant to an order of Court;
 - e. Real estate transferred by will or intestacy.
6. Each individual eligible to receive a family transfer as defined in the Jefferson County Zoning and Land Development Ordinance shall receive only one such exempt lot within the County after July 19, 1979.
7. Parents who are married are entitled to only one such family transfer parcel.

B.C. Non-Residential.

The re-subdividing of a lot located in an approved industrial park or existing major non-residential subdivision shall be permitted to follow the minor non-residential subdivision process. When a non-residential land use subdivision is permitted provided for in the Rural Zoning District, such site development may utilize the minor non-residential subdivision provisions provided only one parcel is being subdivided off and only one use will be established on the lot. Additionally, any commercially zoned property may have a one-time exemption to divide off one lot utilizing the minor non-residential provisions providing that no off-site utilities are required and future connections to adjacent lots are provided. All minor non-residential subdivisions shall contain, but are not limited to, the following criteria:

1. **Lots.** A minor non-residential subdivision divides the property into more than one lot.
2. **Access.** All lots shall front on an existing internal subdivision road built to county grade road standards and having a minimum right-of-way width of 50 feet. Lots having direct access to a state road are not permitted to process as a minor, except for those proposals utilizing the non-residential permitted uses in the Rural District.
3. **Water/Well or Sewer/Septic.** Potable water and sewer shall be provided according to the requirements of Appendix B, *Engineering Standards*. All submissions shall provide a plat approved by the Department of Health.

Where, in the judgment of staff, a residential or non-residential proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations, the

proposed subdivision shall be classified as a major subdivision. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.202 Major Subdivision

A major subdivision, whether residential or non-residential, is any subdivision of land that requires the development of streets (public or private) or easements of access to the lots, or common area and/or includes the creation of more than five residential lots or more than two non-residential lots, that take access to an existing public street and or requires the development of new off-tract infrastructure or the extension of existing off-tract infrastructure. (See definition of "Major Subdivision.") A subdivision may be classified as major if in the judgment of staff, a proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.203 Minor Site Development^{1, 3, 4, & 6}

Minor Site Developments are those proposals that do not require the development of new off-tract infrastructure or the extension of existing off-tract infrastructure.

If the development requires easements for drainage or other purposes, private roads, or parking, and access to public roads is involved that serve one or more land uses, it is a site development.

A. Minor Site Development Determination

Minor Site Development are determined using the criteria defined in this Section. Existing single family structures used as a single family residence structures and existing agricultural structures are not included in the square footage computations below noted in this section; unless, development/redevelopment activity at the site triggers stormwater management policy as described in the Jefferson County Stormwater Management Ordinance.

1. Building(s), both new and additions to existing, where new structures or new additions to structures located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively.
2. Building(s), both new and additions to existing, where all new structures or new additions to structures located on the parcel total more than 5,000 and less than 250,000 square feet gross floor area (GFA) on any site shall:
 - Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
 - In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
3. Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Section 20.203 Sub-Section (2) does not apply to this provision;

4. Apartment or multi-family development.
 - If apartment or multi-family development project proposes 10 units or more, applicant shall process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
 - In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
5. New Wireless Telecommunications Facilities (Cell Towers) shall:
 - Process a concept plan with a public workshop in accordance with Article 4B of the Jefferson County Zoning and Land Development Ordinance and all remaining site plan review processes shall be administratively approved.
6. Campgrounds (see Appendix B, Division 8) shall process as a Minor Site Development, except that:
 - Campgrounds proposing more than 10 sites shall process a concept plan with a public workshop in accordance with Article 4B of the Jefferson County Zoning and Land Development Ordinance and all remaining site plan review processes shall be administratively approved.

B. Site Plan Classifications

All Minor Site Developments shall be processed utilizing one of the following Site Plan Classifications. Unless explicitly stated within this Section, all requirements of these Regulations apply to each of the classifications listed below, including the requirements of Appendix A and Appendix B. Minor Site Development may require Stormwater Management Plans and stormwater management activities per the Jefferson County Stormwater Management Ordinance, ~~as identified in A, B, C, and D within this Section.~~

~~Existing single-family structures used as single-family structures and existing agricultural structures are not included in the square footage computations noted in this section, unless development/redevelopment activity of the site triggers stormwater management policy as described in the Jefferson County Stormwater Management Ordinance.~~

1. No Site Plan or Stormwater Management Plan Required.

No site plan is required for additions to existing structures or structures ancillary to existing uses on a property, when:

- a. The footprint of the addition or the new structure is less than ~~250~~ 1,200 square feet; and
- b. No additional parking is required per Zoning Ordinance standards; and
- c. The disturbed area is no more than 5,000 ~~3,000~~ square feet.

Note: Once the total of any additions or new structures processed under this provision since October 5, 1988 exceeds 1,200 square feet, it shall process as a Limited Site Plan or Full Site Plan, as appropriate.

2. Limited Site Plan and Stormwater Management Plan Addressing Quantity Only Required.

A site plan limited to basic information needed to address (a) erosion and sediment control, (b) parking requirements for the expanded use, (c) stormwater management (quantity and quality) for the additional impervious area only, (d) handicapped access to the existing and proposed structures and (e) compliance with the Zoning Ordinance, may be used on sites where the structure is:

- e-a. An addition to an existing structure, or, ancillary to an existing use; and
- e-b. The footprint does not exceed ~~1600~~ 1,000 square feet or 35% of the existing structure, whichever is smaller.
- e-c. For a home occupation or cottage industry, the limited site plan standards are applicable if a site plan is required pursuant to the Zoning Ordinance.²

3. Full Site Plan Required.

Any development which does not meet all of the criteria for a limited ~~or rural~~ site plan shall meet all the requirements of these Regulations ~~and the appendices~~.

C. Site Plan Exception.

~~For site plans located in the rural zone, Rural Site Plan Required Standards may be utilized.⁴ A primary function of the Rural Agricultural zoning district is to preserve the rural character of the County and the agricultural community. The definition of agricultural allows a number of types of non-residential farming operations to occur in the Rural District. This creates a need to define the manner in which these uses can be permitted in the Rural Agricultural zone without negatively impacting the rural character area of the land on which it is proposed to be located. While these uses are defined as agricultural, they may have an impact on the farm uses and neighborhoods in which they are located. For this reason,~~

~~All non-residential agricultural uses or principal permitted uses in the Rural District Zone that require the construction of a structure other than a residence or other than a structure for private agricultural use that is not intended for public use may utilize this e-Rural Site Plan Exception Standards. All Minor Site Developments in the Rural District shall be classified per Section 20.203.B,⁴ and Such Rural Site Plan Standard shall meet all the requirements of the Site Plan Classification except for the following; follow the submital and review requirements of a minor site plan with the following exceptions to the submission. The following provisions apply:~~

- e-a. **Parking Areas and Access Drives.** Parking areas and access drive aisles (except for the concrete apron) are not required to be asphalt or concrete paved but shall have at least 6" of stone/gravel and be graded in a manner that ensures water will not pool on the primary parking area. No curbs and gutters will be required provided the development conforms to the requirement of Section 2.

If the development is of a size or nature that requires the provision of handicapped parking spaces, such spaces shall be paved with asphalt or concrete and a similar paved surface accessing the front of the structure from the parking pad shall be required as detailed in Appendix B, Sec. 2.5(G), *Off Street Parking Standards*.

~~g-b Rural Storm Drainage and Management. Development which is proposed in the Rural-Agricultural zoning district which wishes to take advantage of this Exception Rural Site Plan Standards are is required to utilize Low Impact Development (LID) techniques and provide stormwater management (quantity and quality) for the additional impervious area only, to minimize the impact of impervious surfaces and retain the rural character of the area. These techniques are identified in the Jefferson County Stormwater Management Ordinance. Total square footage will be applied and calculated for the non-residential structures that will be open for public use.~~

Where, in the judgment of staff, a proposal does not meet the intent of ~~this Exception rural site plan provision~~ or the intent of these Regulations, ~~this exception may not be utilized~~ ~~proposal shall be classified as a limited or full site plan.~~ The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.204 Major Site Development

Major site developments are those proposals that require the development of new infrastructure or the extension of off-tract infrastructure or where the proposal does not meet the definition of a minor site development. This covers the development of one or more parcels of land where there is no subdivision into separate lots. If the development requires easements for drainage or other purposes, private roads, or parking, and access to public roads is involved that serve one or more land uses, it is a site development. Excluded are developments for the purpose of extraction or harvesting of resources and for roads on agricultural land for the purpose of conducting the agricultural operation. Re-subdivision or adjustments of lot lines are also excluded. Major site development shall adhere to ~~F~~ull ~~S~~ite ~~P~~lan requirements in all proposals.³

Division 20.300 General Review Standards

Two types of review occur when a subdivision plat or site plan is proposed, a zoning review and a review of the actual subdivision plat or site plan. Section 20.301 covers the zoning review. Sections 20.302 and 20.303 cover the subdivision plat and site plan review.

Sec. 20.301 Zoning Review

- A. **General.** A zoning review shall be conducted concurrently with the review of an application for a subdivision plat or site plan. A review shall be provided at each phase of the process. Subdivision plats or site plans that do not meet the zoning standards shall not be approved. Conversely, no subdivision plat shall be denied on the basis of zoning if the Zoning Administrator has decided (or the Board of Zoning Appeals has decided on appeal) that the proposed development complies with the Zoning Ordinance.
- B. **Responsibility.** The zoning review is a function of Staff under provisions of the Zoning Ordinance. Any appeal of Staff's decision shall be heard by the Board of Zoning Appeals.
- C. **Report to Planning Commission.** Staff shall submit a report to the Planning Commission along with the agenda for each meeting at which a subdivision plat or site plan is to be discussed. The report shall contain a final decision as to whether the subdivision plat or site plan meets the standards of the Zoning Ordinance.

redline would affect the Final Plat, refer to Section 24.202A regarding the Plat Amendment process.

Sec. 1.4 Final Plat⁴

The Final Plat shall be drawn or reproduced on Mylar for recordation. The plat shall be drawn at a scale of one inch (1") equals one hundred feet (100') or larger and shall be eighteen inches (18") by twenty-four (24") in size. More than one sheet may be used provided all sheets are indexed on the cover sheet.

The Final Plat is the plat for recordation of the lots created by the subdivision. The Final Plat shall show or be accompanied by:

1. A ½ inch border along all sides except the left side (an 18" side) which shall have a 1-3/4 inch border for binding; however, a 1" border can be used for the cover page. All text and symbols shall be a minimum of 1/10 of an inch tall on paper.
2. A title block in the lower right corner to include:
 - a. The Official name of the subdivision by which it is to be recorded.
 - b. The names: "Jefferson County, West Virginia."
 - c. Tax District, Tax Map Number and Parcel Number.
 - d. Deed book number and page number.
 - e. Property Owner's name, address and telephone number.
 - f. Developer's name, address and telephone number.
 - g. Engineer and Surveyor of record's name, address and telephone number.
 - h. Sheet index on cover sheet if more than one sheet.
 - i. State the year of the Zoning Ordinance and Subdivision Regulations and the amendment date that applies to the project.
3. Tic Marks/SPCS WV North NAD83
4. North arrow, graphic scale and date.
5. A small scale inset map showing the location of the subdivision in the County. The map shall be 1" = 2,000' scale, or other scale approved by the County Engineer.
6. If applicable, a small scale inset map showing the general location of the subdivision section relative to other sections of the same subdivision.
7. For the Final Plat, the subdivision perimeter boundary described by bearings and distances. The perimeter boundary shall be established by a network of traverse control having a relative error of closure of 1:7500 or better and a note to this effect shall be placed on the plat. All perimeter corners shall be permanently marked and in place.

If the survey is based on global positioning system measurements, the relative positional accuracy of the survey measurements shall not be less than that which is specified above.
- ~~8. Lot boundary lines drawn to scale and dimensioned.~~
8. Lot boundary lines drawn to scale, dimensioned, and described by bearings and distances. Lot boundaries shall be established by a network of traverse control

having a relative error of closure of 1:7500 or better.

94. Show the location and description lot markers and permanent concrete control monuments. The lot markers and permanent concrete control monuments shall be in accordance with state law. Where possible, permanent concrete monuments should be intervisible; at least 750 feet apart; away from future roadwork; and at least 2 per section or block.
10. Show ~~and label the~~ building setback lines ~~and note the building setbacks~~ on the plat.
11. A number to identify each lot and numbered in logical order.
12. A key to all symbols. (Identify monuments and markers according to type and whether "found", "set", or "to be set").
13. Existing easements and right-of-ways accurately identified, located, dimensioned and drawn to scale. Provide reference to deed book and page and/or plat book and page whichever applies.
14. Proposed easements and right-of-ways (roads, sidewalks, drainage, utilities, etc.) identified, located, dimensioned and drawn to scale. Roads shall be named. Road names shall be approved by the Jefferson County GIS/Addressing Office.
15. Future easements and right-of-ways that may serve at a future date to connect with adjoining properties.
16. Identification of all current adjoining properties ~~(including properties across any road, right-of-way, or easement)~~ by ownership, tax district, tax map number, parcel number, and deed book and page reference. Departure lines for adjoining properties shall be shown on the plat.
17. Show and identify reservations of land for public or semi-public use, ~~if required~~.
18. ~~Label and show~~ existing adjoining roads including the right-of-ways widths, road names and route numbers.
19. Delineate the approximate 100-Year Floodplain and state flood plain zone and firm map number. Show any delineated wetlands that are located on or adjacent to the subdivision or site plan and reference the source of wetland degradation.
20. Area of each lot to the nearest 0.01 acre or to the nearest 100 square feet.
21. Curve data -- radius, delta, arc, tangent, chord and chord bearing.
22. A computation of the total tract area and a computation of the land area included in the right-of-ways.
23. Descriptive lines ~~inside the tract boundary - existing:~~
 - Tract boundary - heavy dashed and two dotted lines
 - ~~Lot boundaries - medium solid lines~~
 - ~~Property lines of adjacent tracts - light dashed and two dotted lines~~
 - Right-of-ways - heavy ~~light~~ solid lines ~~and two dash lines~~
 - Restriction lines - ~~medium~~ light dashed lines
 - Easements and other reserved areas - ~~medium~~ light dotted lines

Descriptive lines are to be clearly defined in the legend.

2524. Descriptive lines ~~outside the tract boundary, proposed:~~

~~Property lines of adjacent tracts - medium dashed and two dotted lines~~

Lot boundaries - ~~light-heavy~~ solid lines

Right-of-ways - ~~medium-heavy~~ solid lines and two dash lines

Restriction lines - ~~light-heavy~~ dashed lines

Easements and other reserved areas - ~~light-heavy~~ dotted lines

Descriptive lines are to be clearly defined in the legend.

(NOTE: Descriptive lines outside the tract boundary are useful for purposes of tract location and orientation. However, such outside lines are not within the scope of the subdivision being platted and should not be given dimensions which might confuse existing descriptions on record).

256. A notation that states:

"The Seller of any lot within this subdivision shall provide the Buyer with a reasonable opportunity, before settlement, to determine that the lot is suitable for the construction of a septic disposal system. If, before settlement, the Buyer is denied a septic system construction permit by the Jefferson County Health Department, the Buyer may refuse to purchase the lot without penalty."

267. For major subdivisions, a Statement of Acceptance placed on the plat cover sheet signed and dated by the developer/subdivider. The Statement shall read:

"The developer, in signing this plat, agrees to abide by all conditions, terms and specifications provided hereon; and to complete all the improvements required by the preliminary plat."

For minor subdivisions, a Statement of Acceptance placed on the plat cover sheet signed and dated by the developer/subdivider owner. The Statement shall read:

"The developer, in signing this plat, agrees to abide by all conditions, terms and specifications provided hereon."

278. Certification of the Surveyor of Record as to the preparation and accuracy of the plat, along with the Surveyor of Record's professional seal and signature.

289. Note on the plat, the West Virginia Division of Highways (WV DOH) entrance permit number and provide a copy of the approved entrance permit. If a previously approved WV DOH permit exists, provide a copy of the updated WV DOH approval letter and the existing permit and state on the cover sheet the existing permit number and the date of the approval letter.

2930. Note on the plat, the West Virginia Bureau of Health and/or Jefferson County Health Department permit numbers for water/well and septic/sanitary sewer systems; and provide a copy of the approved plans and permits.

3034. Such other conditions, certificates, affidavits, endorsements, dedications or agreements as may be deemed necessary by the Planning Commission.

312. A final list of restrictive covenants and/or the declaration in accordance with the West Virginia Uniform Common Interest Ownership Act shall be submitted with the Final Plat. However, they shall not become part of the Final Plat.
323. Signature block placed on the plat cover sheet for the signature of the County Planner and the affixing of the Planning Commission's seal.
334. Provide a list of waivers on the Final Plat cover sheet in accordance with Appendix A, Section 1.2.A-34|3.A.32.
35. In the Rural District, all plans shall provide a density calculation and a notation that states one of the following statements:
- A. "This subdivision, together with past subdivision of this property, has utilized all development potential or lots to which the _____ acre parent parcel is entitled under the terms of the Jefferson County Subdivision Regulations. No additional lots will be permitted subsequent to the approval of this plat of subdivision unless or until such time as the property may be reviewed or amendment to the County development regulations may permit additional subdivision."
- B-A. "To date, this subdivision, together with all past subdivisions of this property, has utilized _____ development rights to which the _____ acre parent parcel is entitled to _____ under the terms of the Jefferson County Subdivision Regulations. _____ additional lots will be permitted subsequent to the approval of this plat of subdivision unless or until such time as the property may be reviewed or amendments to the County development regulations may permit additional subdivision."
346. Where the adjoining State Road has a right-of-way of less than 50 feet wide, either a fee simple dedication or a road improvement easement will be provided which is a minimum of 25 feet wide measured from the existing centerline of the State road right-of-way.
35. A note shall be added to the plat detailing the road and common land maintenance agreement for the proposed subdivision. Such note shall state that the road and common land is privately held and shall detail the manner in which the cost and expense of maintaining the private road easement, including snow removal, shall be shared among the lot owners, and shall note that this is not a public responsibility nor the responsibility of Jefferson County WV.
36. Please add the following note to Minor Plats: The Jefferson County E911 Addressing Ordinance states that any easement or right-of-way legally accessed by 3 or more addressable structures (not lots) shall be named. The GIS Addressing Office shall coordinate and oversee the naming of the common easement or right-of-way upon construction of the 3rd addressable structure that accesses the previously unnamed easement or right-of-way.
37. Add a note that states: "All residential and non-residential building lots shall have stabilized construction entrances installed prior to beginning construction on the lot.

Sec. 1.5 Recordation of Final Plats for Minor or Major Subdivisions

The applicant shall ~~have 180 days after approval to file and record~~ the Final Plat in accordance with W.Va. Code § 39-1-13 and Section 24.104 of these Regulations for Minor Subdivisions and 24.118 of these Regulations for Major Subdivisions. The approval shall be become void if the time frames in these Sections are not complied with.

~~it is not filed within the 180 day period. The following documents shall be submitted to the Office of Planning and Zoning:~~

- ~~1. One (1) Mylar copy of the Final Plat suitable for recordation and acceptable to the Clerk of Jefferson County;~~
- ~~2. Three (3) paper copies of the Final Plat;~~
- ~~3. One (1) digital copy of the Final Plat compatible with the Jefferson County GIS, as specified by the Jefferson County GIS Office requirements; and~~
- ~~4. One (1) digital and one (1) paper copy of any deed restrictions/covenants in a form suitable to the Department.~~

~~(For recordation requirements for Minor Subdivision Final Plats, see Section 21.104(E), *Recordation*.)~~

Sec. 1.6 Bonding

All bonding and securities for such bonding (bonding shall be a minimum amount of 115% of the cost of all improvements) shall be submitted and approved during this time period. Satisfactory bonding and surety shall be submitted, approved and in place prior to recordation of the final plat. Bonding shall be provided in accordance with the County Commission of Jefferson County's bonding policy.

The developer/subdivider shall submit an itemized estimate of the costs for completing all improvements shown on the Preliminary Plat/Plan and/or Site Plan. The estimate shall be prepared by the engineer of record. The estimate shall be in a format specified by the Chief County Engineer.

For additional site work required due to plat or plan changes approved under Appendix A, Section 1.12.B, *Plat/Plan Changes*, additional bonding shall be provided as determined by the County Engineer.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Alexandra Beaulieu, Zoning Administrator

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: January 18, 2018

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

On January 9, 2018, the Jefferson County Planning Commission voted to recommend to the County Commission the attached proposed text amendment to the Jefferson County Zoning and Land Development Ordinance (File# ZTA17-03). The purpose of this request is to provide an overview of the recommended amendment and to request scheduling the required Public Hearing to be held by the County Commission. The text amendment, in accordance with WV Code § 8A-7-8(a), proposes a revision to Section 5.7D Maximum Number of Lots Allowed [in the Rural zoning district].

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

On December 12, 2017, Mr. Richard Nickell, in conformance with Section 12.4(b) of the Zoning Ordinance, petitioned the Planning Commission to amend Section 5.7D of the Zoning Ordinance to allow for the continuation of subdivisions utilizing a previous provision that was amended to allow a greater density, but inadvertently created a negative impact on property owners who started under the previous provision and couldn't continue under the revised provision. Acknowledging the oversight created as a result of an amendment that occurred in March 2016, the Planning Commission directed Staff to incorporate the proposed text amendment as part of their Work Plan and schedule a Public Hearing. On January 9, 2018 the Planning Commission held a Public Hearing on the proposed text amendment. Only one comment was made by Mr. Nickell's consultant, Mr. Paul Raco in support of the amendment. The version before you today is the final product recommended by the Planning Commission for consistency with the Comprehensive Plan on January 9, 2018.

Is this a funding request? Y/N **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):

I move to schedule a public hearing on _____, 2018 at ____ a.m./p.m. to receive input on the proposed amendment to the Jefferson County Zoning and Land Development Ordinance (File #ZTA17-03) which proposes revisions to Section 5.7D Maximum Number of Lots Allowed [in the Rural zoning district].

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

- Proposed draft amendment to the Zoning Ordinance (ZTA17-03) forwarded from the Planning Commission with a finding that the amendment is consistent with the Envision Jefferson 2035 Comprehensive Plan on January 9, 2018.

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: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Section 5.7 Rural (R) District^{23, 32}

The purpose of this district is to provide a location for low density single family residential development in conjunction with providing continued farming activities. This district is generally not served with public water or sewer facilities, although certain size developments processed under the cluster provision of Section 5.7D(2) may choose to do so. A primary function of the low density residential development permitted within this section is to preserve the rural character of the County and the agricultural community. All lots subdivided in the Rural District are subject to Section 5.7D. The Envision Jefferson 2035 Comprehensive Plan recommends that the cluster provision of the Zoning Ordinance be the preferred method of residential development in the Rural zoning district.^{8, 23, 32}

A. Principal Permitted and Conditional Uses^{23, 27, 32}

1. Uses that are permitted, conditional, and not permitted in this district shall be as indicated in Appendix C, Principal Permitted and Conditional Uses Table.^{27, 32}
2. Uses shown as conditional uses (CU) for this district in Appendix C, Principal Permitted and Conditional Uses Table shall be subject to review and approval by the Board of Zoning Appeals in accordance with Section 6.3 of this Ordinance.^{27, 32}

B. Minimum Lot Area, Lot Width and Yard Requirements²³

1. Setbacks, height, and other site development standards shall be as indicated in Appendix A, Residential Site Development Standards, and Appendix B, Non-Residential Site Development Standards, except as provided elsewhere in this Ordinance.²⁷
2. Commercial and Light Industrial uses are subject to the requirements of Section 5.6D and the requirements for such standards in Article 8.²³
3. Any building or feeding pens in which farm animals are kept shall comply with distance requirements specified in Section 4.6 and the requirements for barns and feeding pens specified in Article 8. Also, any buildings used to store manure shall comply with distance requirements specified in Section 4.6A.²³

C. Height Regulations

No structure shall exceed 45 feet in height except as provided in Section 9.2.³²

D. Maximum Number of Lots Allowed

All parcels of land that were on record as of October 5, 1988 are entitled to subdivide for single family detached residences based on Subsections 5.7D.1, 5.7D.2 or 5.7D.3 below.

A property owner may use a combination of these Subsections, provided that the number of lots are prorated by density. The density rights for any rural development shall be based on the parcel of record as of October 5, 1988 utilizing the following alternatives:^{8, 32}

1. A property owner may create one (1) lot for every 15 acres with a minimum lot size of three (3) acres.^{17, 21}
 - a. Maximum number of lots allowed (density) shall be computed using acreage on record as of October 5, 1988. Any divisions which have occurred since that time shall be subtracted from the maximum number of lots allowed.³²
 - b. A property owner may transfer rights to adjacent parcels which are owned by the same entity.^{17, 21}
2. Clustering
 - a. Purpose and Intent
 - i. To encourage the conservation of farmland in the Rural Zoning District by planning the residential development allowed in the zone to provide for the best obtainable siting, access and location of lots on a tract while retaining a portion of the property as green space³².
 - ii. To provide for a well planned development while minimizing the use of prime agricultural land.
 - b. Requirements
 - i. One (1) lot may be subdivided for every five (5) acres.^{17, 21, 23, 32}

- (a) Maximum number of lots allowed (density) shall be computed using acreage on record as of October 5, 1988. Any divisions which have occurred since that time shall be subtracted from the maximum number of lots allowed.³²
- (b) A minimum of 50% of the property shall be retained as green space and shall contain no further development rights unless the property is placed in another zone or further subdivision is allowed by ordinance. A note to this effect shall be placed on all cluster subdivision plats.³²
- (c) For every additional 5% green space preservation, the following sliding scale may be utilized:³²

55% green space	1 lot per 4.5 acres
60% green space	1 lot per 4 acres
65% green space	1 lot per 3.5 acres
70% green space	1 lot per 3 acres
75% green space	1 lot per 2.5 acres

- ii. The residue of a lot divided utilizing either 5.7D.1 or 5.7D.2 prior to the date of adoption of this amendment on March 16, 2017, shall have additional rights based on the provisions of this Subsection, provided that the total lots developed shall not exceed one lot per five acres based on the parent parcel on October 5, 1988 and all other provisions of this Subsection are complied with.³²
- iii. Minimum lot size shall be 40,000 square feet for lots that will be served by individual wells and septic systems; 20,000 square feet for lots that will be served by a central water OR central sewerage system; and 10,000 square feet for lots that will be served by both a central water AND central sewerage system.^{17, 21, 32}
 - (a) Setbacks shall be 25' front, 12' sides, and 20' rear.
 - (b) All clusters of three (3) or more lots shall be served by an internal road; provided that all clusters utilizing the sliding scale in 5.7D.2.b shall have an internal road with direct access to a public road identified as a Major Collector or a Minor or Principal Arterial on the Envision Jefferson 2035 Comprehensive Plan Roadway Classification Map.²³
 - (c) Clusters of three (3) or more lots shall not be along an existing public road.
 - (d) A property owner may transfer rights to adjacent parcels which are owned by the same entity.^{17, 21}
- iv. Procedures²³
 - (a) Concept Plan. For the subdivision of tracts eligible for cluster lots, a concept plan must be submitted pursuant to the requirements of the Jefferson County Subdivision and Land Development Regulations. All cluster developments must be processed as a Major Subdivision.^{17, 21, 23}
 - (b) The Concept Plan for a proposed Cluster Development can be combined with the required submittal and process requirements for a Concept Plan for a Major Subdivision as outlined in the Subdivision Regulations, provided that the Concept Plan includes all requirements of the Concept Plan in the Subdivision Regulations and includes the necessary soils and topographic data, together with a written narrative, required for the analysis listed below.³²
 - (c) The Staff shall review and make a recommendation to the Planning Commission regarding the proposed design and layout of the proposed Cluster Development. Staff shall consider the following when reviewing the Cluster Concept Plan:³²
 - (1) Soils: The cluster plan should minimize the use of the higher quality soils (class I, II and III as designated in the soils classification study) and maximize the use of steeper sloped areas, areas of poorer soils and areas which are otherwise less productive for agricultural uses.

- (2) Surrounding land use and zoning: The cluster plan shall consider the existing land uses and zoning in the vicinity. Generally, new lots which are adjacent to existing development or residential zoning are preferred to creating an isolated cluster of new houses.
 - (d) If the concept plan is approved by the Planning Commission, the applicant may then proceed with platting of the clustered development in accordance with the Jefferson County Subdivision and Land Development Regulations and the approved concept plan. The plat shall bear a statement indicating "The land lies within an approved rural cluster development and no further subdivision of the remaining land is permitted unless the property is placed in another zone or further subdivision is allowed by ordinance or regulation".²³
3. If the development rights under Subsections 5.7D.1 and 5.7D.2 above have not been utilized, any property that was a lot of record as of October 5, 1988 may create three (3) total lots (including the residue) during any five year period. Such application may process as a Minor Subdivision, in accordance with the Subdivision Regulations, and shall be exempt from density limitations provided that all subdivision requirements are satisfied. Applications which exceed this number during any five year period shall process under Subsection 5.7D.1 or 5.7D.2 above. Only the residue or parent parcel may qualify under this provision once the original subdivision takes place. All lots that qualify under this section must meet subdivision requirements.³²
4. Subdivisions involving transfers of land between family members known as "Family Transfers", as defined in Article 2, shall not be subject to the density requirements of this section. All lots that qualify under this section must meet subdivision requirements. Family transfers are not entitled to further subdivide except as another Family transfer.³²
5. Once the maximum number of lots are created under 5.7D, the property cannot be further subdivided unless the Ordinance is amended to allow such.
6. Notwithstanding any other provision contained in Article 5, Section 5.7(D), if a property was previously subdivided under the one (1) lot per ten (10) acre provision after October 5, 1988 and before this Ordinance was amended on March 16, 2017 (ZTA 16-01), then the property may continue to subdivide, or finish subdividing, utilizing the property's remaining development rights as they existed at the time(s) when the subdivision was previously processed. These vested rights may be shown on a previously approved Preliminary or Final Plat, Concept Plan or Community Impact Statement, or otherwise contained within the property's subdivision files within the Department of Engineering, Planning and Zoning.

**Proposed Text Amendment
Jefferson County Zoning and Development Review Ordinance
Article 5, Section 5.7D
November 21, 2017**

Authority: Article 12, Section 12.4.B.

Applicant: Richard S. Nickell
P.O. Box 490
Shepherdstown, WV 25443

Section of Ordinance: Article 5, Section 5.7.D.

Proposed Amendment: Attached with proposed section in Red

Relevant Envision Jefferson 2035 Comprehensive Plan Support Recommendations:

Page 24:

Rural/Agricultural Areas Rural/Agricultural properties outside the UGB, and PGAs are allowed to develop using the "b, r, lot" standard of one lot per 15 acres and a cluster development of one lot per ten acres. Over the past number of years, the Zoning Ordinance has been amended to allow many additional uses in the Rural District to promote more rural agricultural uses and value added operations. The 2008 Subdivision and Land Development Regulations have been amended to reduce the site improvement standards for rural business. This Plan proposes that a holistic review of Rural zoned properties should occur that would allow for greater scope and variety of agriculture related activities and rural recreation. It should be noted that regardless of location, whether in an UGB, GMB, or PGA, all Rural zoned properties shall be permitted to undertake the activities noted above. Additionally, this Plan proposes that the Zoning Ordinance be reviewed and amended to consider a higher density for rural/agricultural lots utilizing the cluster provision instead of allowing rural residential developments via the Condition Use Permit process.

As part of the Envision Jefferson 2035 process, there are no zoning map amendments (re-zoning requests) or reductions in existing zoning rights proposed by the County. The existing zoning of any property in the County will not be affected by this process. This Plan, including the Future Land Use Guide, does not propose to reduce the rights of any property owner. The Plan and the Future Land Use Guide propose to retain vested property rights....

Page 30:

Urban Level Development Recommendations (Goal 1)

1. Recognize the existing vested rights, development entitlements, and permitted density levels on properties in Jefferson County.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran, Assistant Prosecuting Attorney**
Department or Organization:
Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 18, 2018**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd 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/Intervention of the PSC decision, acquisition of PSD assets, and related issues. Discussion/Action. Possible Executive Session.**
- 2. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action. Possible Executive Session.**
- 3. Discussion of US Supreme Court Case #17-7 (Jeff. Co. Circuit Court Civil Action #13-C-432). Discussion/Action. Possible Executive Session.**
- 4. Discussion and potential action concerning Public Service Commission Case Number 08-0006-PSD-C. Discussion/Action. Possible Executive Session.**

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



Quarterly Report
October 1, 2017 - December 31, 2017
January 1, 2018

1. Projects Undertaken

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management - ongoing
 - ii. Lobbying US Congress to expand Antietam National Battlefield Park –ongoing
- b. Peter Burr Farm improvements and programing - ongoing
- c. *Our History, Our Community* Endowment Campaign - ongoing
- d. Snow Hill/Poor House Improvements – ongoing
- e. WV GeoExplorer project – sponsor and coordinate - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Verification of JCHLC historic sites inventory data - ongoing
- h. Hosting an AmeriCorps Member Lauren Kelly – ongoing
- i. Designation of NR Landmark – *The Rocks*
- j. Designation of NR Landmark – *Wild Goose Farm*
- k. Morgan’s Grove Historic District – branding and installation of signage
- l. Design Review Standards for Middleway Historic District
- m. Designating the Jefferson County Courthouse, a National Historic Landmark

2. Projects Completed

- a. Received Department of Interior, ABPP Land Acquisition Grant for \$954,850 for Old Standard Tract easement, 200 acres of Harper’s Ferry Battlefield. Easement recorded October 31, 2017 – easement held by WV SHPO.
- b. Designed and printed *Battle of Shepherdstown* brochure – 2,000 copies -10/6/17
- c. Designed and printed *Shepherdstown Cement Mill* brochure – 2,000 copies -10/6/17
- d. Designed and printed *Jefferson County Courthouse* brochure – 2,000 copies – 12/9/17
- e. Van Evera tracts conservation easement – 12/28/17
- f. Nature trail at Peter Burr Farm approved as a project by PVAS Master Naturalists – 12/19/17
- g. Received a \$2,000 donation from the Shepherdstown Battlefield Preservation Association for the demolition of the Eyler house on the Shepherdstown Battlefield -12/30/17

3. Projects Proposed

- a. Documentation of significant barns and farmsteads
- b. Development of historic preservation curriculum for fourth and eighth graders in conjunction with JC Schools

Submitted by
Martin Burke, Chair, JCHLC

NOTICE OF PUBLIC HEARING
Thursday, February 15, 2018 at 1:30 PM

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA16-02. The text amendment, in accordance with WV Code §8A-4-5, proposes revisions to multiple sections of the Zoning Ordinance including Section 2.2 Terms Defined; Section 3.4 Boards and Commissions; Section 4.6 Distance Requirements; Section 5.10 Village (V) District; Section 6.3 Conditional Use Permit; Section 10.4 Signs Requiring Zoning Permit; and Appendix C: Principal Permitted and Conditional Uses Table.

Oral or written comments can be provided at the hearing, **1:30 PM Thursday, February 18, 2018** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Copies of the proposed text amendments are available at the Office of Planning & Zoning and on the County's website at: www.jeffersoncountywv.org. If you have any questions, please call the Office of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission
Josh Compton, President



STATE OF WEST VIRGINIA
Department of Revenue
State Tax Department

Jim Justice
Governor

Dale W. Steager
Tax Commissioner

December 28, 2017

The Honorable Mitch Carmichael
Senate Chairperson
Joint Committee on Government & Finance
Building 1, Room 227M
1900 Kanawha Blvd., East
Charleston, WV 25305

The Honorable Tim Armstead
House Chairperson
Joint Committee on Government & Finance
Building 1, Room 228M
1900 Kanawha Blvd., East
Charleston, WV 25305

Gentlemen:

In conformity with requirements of West Virginia Code § 11-1-2b, attached is the housing index report to the Joint Committee on Government and Finance. This report compares average and median costs of single dwelling residential property by county and includes various multipliers that are specified in Section 11-1-2b.

If after review of the attached information you should have questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Dale W. Steager".

Dale W. Steager
State Tax Commissioner

DWS/jaj
Attachment

cc: Dave Hardy, Cabinet Secretary
Department of Revenue

Aaron Allred, Staff
Joint Committee on Government & Finance

✓ Jeff Amburgey, Director
Property Tax Division

**TAX YEAR 2017
MEDIAN COST PER SQUARE FOOT**

COUNTY	MEDIAN PER SQ FT	MULTIPLIER
31MONONGALIA	94.3	2.00
19JEFFERSON	90.1	1.91
33MORGAN	87.0	1.84
02BERKELEY	82.2	1.74
40PUTNAM	79.0	1.67
14HAMPSHIRE	73.8	1.56
16HARDY	63.4	1.34
20KANAWHA	62.6	1.33
35OHIO	62.5	1.32
24MARION	62.5	1.32
36PENDLETON	62.4	1.32
54WOOD	62.1	1.32
49UPSHUR	61.5	1.30
29MINERAL	61.3	1.30
39PRESTON	57.7	1.22
42RANDOLPH	57.6	1.22
17HARRISON	57.5	1.22
47TUCKER	56.5	1.20
12GRANT	55.6	1.18
37PLEASANTS	54.8	1.16
18JACKSON	54.5	1.15
46TAYLOR	53.2	1.13
06CABELL	50.9	1.08
32MONROE	50.9	1.08
15HANCOCK	49.4	1.05
21LEWIS	49.1	1.04
25MARSHALL	48.1	1.02
01BARBOUR - MEDIAN	47.2	1.00
41RALEIGH	46.7	0.99
26MASON	46.2	0.98
10FAYETTE	45.0	0.95
44ROANE	44.3	0.94
52WETZEL	43.6	0.92
43RITCHIE	43.4	0.92
13GREENBRIER	43.3	0.92
05BROOKE	43.0	0.91
34NICHOLAS	42.6	0.90
45SUMMERS	42.4	0.90
48TYLER	42.3	0.90
22LINCOLN	42.3	0.90
08DODDRIDGE	42.1	0.89
50WAYNE	41.7	0.88
28MERCER	38.9	0.82
04BRAXTON	37.6	0.80
53WIRT	36.9	0.78
38POCAHONTAS	36.2	0.77
07CALHOUN	34.3	0.73
11GILMER	34.2	0.73
03BOONE	34.0	0.72
23LOGAN	33.7	0.71
51WEBSTER	28.5	0.60
08CLAY	25.5	0.54
30MINGO	25.5	0.54
55WYOMING	22.1	0.47
27MC DOWELL	12.4	0.26

MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE

7.62

**TAX YEAR 2017
AVERAGE COST DATA**

COUNTY	AVERAGE VALUE	MULTIPLIER
19JEFFERSON	247,486	1.85
33MORGAN	245,453	1.83
14HAMPSHIRE	214,810	1.60
31MONONGALIA	208,529	1.56
02BERKELEY	192,544	1.44
40PUTNAM	185,954	1.39
13GREENBRIER	158,109	1.18
36PENDLETON	157,580	1.18
49UPSHUR	156,797	1.17
47TUCKER	156,242	1.17
37PLEASANTS	148,275	1.11
46TAYLOR	143,182	1.07
29MINERAL	138,769	1.04
54WOOD	138,714	1.04
24MARION	135,552	1.01
20KANAWHA	134,617	1.01
16HARDY	134,008	1.00
STATEWIDE	133,864	1.00
35OHIO	132,509	0.99
17HARRISON	127,028	0.95
39PRESTON	126,584	0.95
18JACKSON	125,908	0.94
21LEWIS	122,478	0.91
12GRANT	120,642	0.90
01BARBOUR	120,386	0.90
42RANDOLPH	119,294	0.89
38POCAHONTAS	116,926	0.87
43RITCHIE	116,716	0.87
32MONROE	116,707	0.87
26MASON	113,244	0.86
06CABELL	112,349	0.84
44ROANE	107,759	0.80
04BRAXTON	104,105	0.78
34NICHOLAS	101,782	0.76
52WETZEL	101,657	0.76
25MARSHALL	101,210	0.76
11GILMER	99,143	0.74
03BOONE	97,179	0.73
41RALEIGH	96,670	0.72
10FAYETTE	91,897	0.69
05BROOKE	91,784	0.69
23LOGAN	88,987	0.66
50WAYNE	87,498	0.65
15HANCOCK	86,058	0.64
09DODDRIDGE	83,878	0.63
48TYLER	83,527	0.62
45SUMMERS	83,021	0.62
28MERCER	81,609	0.61
22LINCOLN	79,942	0.60
53WIRT	66,980	0.50
07CALHOUN	61,680	0.46
30MINGO	59,584	0.45
51WEBSTER	58,405	0.44
08CLAY	52,738	0.39
55WYOMING	51,702	0.39
27MC DOWELL	23,340	0.17

MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE

10.60

**TAX YEAR 2017
AVERAGE COST PER SQUARE FOOT**

COUNTY	AVG PER SQ FT	MULTIPLIER
31MONONGALIA	90.8	1.49
19JEFFERSON	87.3	1.43
33MORGAN	81.0	1.33
02BERKELEY	77.2	1.26
40PUTNAM	76.5	1.25
14HAMPSHIRE	68.1	1.12
47TUCKER	67.4	1.10
35OHIO	66.0	1.08
20KANAWHA	65.3	1.07
17HARRISON	64.8	1.06
16HARDY	64.5	1.06
24MARION	63.8	1.05
54WOOD	63.4	1.04
13GREENBRIER	63.3	1.04
46UPSHUR	62.8	1.03
29MINERAL	61.5	1.01
42RANDOLPH	61.4	1.01
STATEWIDE	61.1	1.00
36PENDLETON	60.7	0.99
46TAYLOR	59.3	0.97
39PRESTON	58.3	0.95
41RALEIGH	57.6	0.94
37PLEASANTS	56.0	0.92
18JACKSON	56.0	0.92
06CABELL	55.5	0.91
12GRANT	54.7	0.90
25MARSHALL	50.4	0.82
15HANCOCK	50.1	0.82
21LEWIS	49.7	0.81
32MONROE	49.1	0.80
10FAYETTE	49.0	0.80
01BARBOUR	48.0	0.79
26MASON	47.1	0.77
43RITCHIE	46.9	0.77
45SUMMERS	46.2	0.76
44ROANE	45.0	0.74
05BROOKE	45.0	0.74
09DODDRIDGE	44.8	0.73
34NICHOLAS	44.6	0.73
22LINCOLN	44.4	0.73
52WETZEL	43.9	0.72
28MERCER	43.9	0.72
48TYLER	43.8	0.72
50WAYNE	43.6	0.71
03BOONE	40.8	0.67
04BRAXTON	40.5	0.66
38POCAHONTAS	38.8	0.64
23LOGAN	37.5	0.61
53WIRT	36.8	0.60
11GILMER	35.0	0.57
07CALHOUN	34.6	0.57
51WEBSTER	29.8	0.49
30MINGO	28.8	0.47
08CLAY	28.0	0.46
55WYOMING	24.2	0.40
27MC DOWELL	15.1	0.25

MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE

6.01

**TAX YEAR 2017
MEDIAN COST DATA**

COUNTY	MEDIAN VALUE	MULTIPLIER
19JEFFERSON	203,790	2.52
33MORGAN	176,490	2.18
31MONONGALIA	169,125	2.09
40PUTNAM	153,560	1.90
02BERKELEY	153,300	1.90
14HAMPSHIRE	149,550	1.85
47TUCKER	113,880	1.41
37PLEASANTS	107,970	1.34
49UPSHUR	105,320	1.30
24MARION	104,145	1.29
29MINERAL	104,000	1.29
36PENDLETON	101,640	1.26
54WOOD	101,600	1.26
20KANAWHA	100,060	1.24
16HARDY	99,600	1.23
46TAYLOR	99,250	1.23
39PRESTON	96,695	1.20
12GRANT	94,280	1.17
18JACKSON	93,740	1.16
35OHIO	93,720	1.16
21LEWIS	92,190	1.14
42RANDOLPH	90,860	1.12
17HARRISON	87,615	1.08
32MONROE	87,220	1.08
13GREENBRIER	85,240	1.05
01BARBOUR	84,165	1.04
06CABELL	84,085	1.04
26MASON - MEDIAN	80,870	1.00
43RITCHIE	79,430	0.98
25MARSHALL	78,320	0.97
44ROANE	76,300	0.94
52WETZEL	74,910	0.93
34NICHOLAS	73,550	0.91
38POCAHONTAS	71,430	0.88
15HANCOCK	69,730	0.86
11GILMER	68,695	0.85
48TYLER	67,560	0.84
05BROOKE	66,675	0.82
41RALEIGH	66,500	0.82
10FAYETTE	65,505	0.81
04BRAXTON	65,225	0.81
50WAYNE	63,490	0.79
03BOONE	63,305	0.78
09DODDRIDGE	63,045	0.78
28MERCER	60,235	0.74
22LINCOLN	59,980	0.74
45SUMMERS	57,435	0.71
23LOGAN	57,255	0.71
53WIRT	49,600	0.61
07CALHOUN	45,310	0.56
30MINGO	41,260	0.51
51WEBSTER	39,360	0.49
08CLAY	37,375	0.46
55WYOMING	33,395	0.41
27MC DOWELL	15,315	0.19

MULTIPLIER COMPARING MOST EXPENSIVE TO LEAST EXPENSIVE

13.31

**NOTICE
Board of Review and
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, February 1st, 2018, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2018.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes, questions of taxability or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2018 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Thursday	February 1, 2018	1:30 p.m.
Tuesday	February 6, 2018	1:30 p.m.
Thursday	February 8, 2018	1:30 p.m.
Tuesday	February 13, 2018	1:30 p.m.
Friday	February 16, 2018	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 9, 2018 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Friday, February 16, 2018.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 20, 2018, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2018. If the Board of Review and Equalization has adjourned sine die before February 20, 2018, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 20, 2018 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2018.

Given under my hand this 4th day of January, 2018.


JACQUELINE C. SHADLE, COUNTY CLERK

The County Commission of Jefferson County
Department of Maintenance
128 Industrial Blvd.
Kearneysville, WV 25430
304-728-3355 • 304-728-3376 (f)
William Polk, Director
bpolk@jeffersoncountywv.org

Jefferson County Maintenance Department
Monthly Report
December 2017

Completed Work Orders:

There were 19 business days in December 2017. The Maintenance Department completed the following work orders for December 2017. Work orders are completed on every task performed by maintenance employees.

Work orders completed for calls for service: 108
Work orders completed for preventive tasks: 326
Work orders completed for preventive auto maintenance 31
Work orders completed for auto mechanic equipment 8
Work Orders completed for walk-ins for auto mechanic.....12
Total work orders completed for December 2017 485

Open Work Orders:

The Maintenance Department still has open work orders for December:

Preventive Tasks Work Orders.....12
Call-in Work Orders.....13
Total open work orders for December 2017.....25

On-Call Personnel Call Outs and Overtime:

On-call maintenance staff was called out during off-hours a total of 8 times in December resulting in 12 hours of overtime. Maintenance staff worked a total of 60 hours of overtime in December.

Phone Calls:

Office staff received 310 incoming phone calls for the month of December.

Work by Outside Vendors for Service/Scheduled Maintenance/Inspections:

- KONE Elevators – Performed monthly elevator inspections on 12/4/17 and 12/11/17.
- Blue Ridge Garage Doors – Service call on 12/4/17 to service the door for Voter Registration Storage. Report on the door failure and repair was sent to Nikki Painter, Jackie Shadle and Stephanie Grove.
- Guardian Fire Systems –Met so that they can provide a quote for the fire suppression system at the 911 center on 12/4/17.
- Fidelity – Generator service at the 911 Center on 12/7/17.
- Trenary – Service call for Gray Building on 12/8/17 to replace motor on unit.
- Fidelity – Generator service on Sheriff's building on 12/11/17.
- Trenary – Service call on 12/13/17, 12/19/17, and 12/29/17 for unit in the IT Server Room.
- Jefferson Utilities – Backflow testing at Bardane buildings.

Various Tasks or Special Projects:

- Maintenance staff delivered 19 cases of paper and numerous office supplies to various county departments.
- The annual service and cleaning to the furnace at the rental property at Poor House Farm was completed.
- The tax office remodeling was completed during December. The Tax Office closed for three days in order to complete the job.
- A conference call was held with representatives from Kone Elevator with the Maintenance Director, Commissioner Noland, Stephanie Grove and Judge Bridget Cohee concerning securing the elevator when Judge Cohee and staff are using the elevator. Kone will provide a quote for installing the software and equipment needed to make the changes to secure the elevator for Judge Cohee.
- A trench was dug near the State Police Barracks and a water line was hit that used to supply a trailer located behind the Public Service Center. A leak was discovered on the main line that supplies the industrial park.
- A staff meeting was held on December 20th. A new internal policy for work orders was presented to maintenance staff. Also discussed was updating the uniform policy.
- The new trailer was picked up this month and has already been used to pick up a county vehicle that was disabled in Jefferson, Maryland. This saved on towing costs.
- The Maintenance Director met with the new director of the Jefferson County Development Authority concerning changes that he would like to make in his office space.
- We are waiting on updates to the AIA contracts for the fire escape and the Courthouse windows.
- We are contacting vendors to receive quotes on the fire suppression system at the Emergency Communications Center.
- The project at the Visitor's Center is still ongoing and currently waiting for permits.

Impact Fee Status Report

December 2017

Office of Impact Fees

Summary

Date Range: Friday 1 through Sunday 31 December 2017

Report Date: 3 January 2018

Process Number Range: 1700249-1700259

Total Applications: 11

Total Non-Exempt: 11

Of which:

Commercial: 0

Residential: 11

Of which:

County: 6

Municipal: 5

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for December 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 December 2017	0	0	11	11
Fees collected		\$0.00	\$65,362.00	\$65,362.00
<i>Of which</i>				
School Impact Fee			\$59,337.00	\$59,337.00
Law Enforcement Fee		\$0.00	\$966.00	\$966.00
Parks & Recreation Fee			\$4,560.00	\$4,560.00
EMS Fee		\$0.00	\$499.00	\$499.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 December 2017)	\$114,996.74
November Deposits (1 – 31 December 2017)	\$65,362.00
School November Transactions (withdraws via transfer on 13 Dec. 2017)	(\$104,286.07)
Law Nov. Transactions (withdraws via transfer on 13 December 2017)	(\$1,818.73)
Parks & Rec Nov. Transactions (withdraws via transfer on 13 Dec. 2017)	(\$8,013.57)
EMS Nov. Transactions (withdraws via transfer on 13 December 2017)	(\$878.37)
Interest Earned (31 December 2017)	\$36.67
Ending Statement Balance (31 December 2017)	\$65,398.67
<i>Outstanding Credits (deposits through 1 January 2018)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 December 2017)	\$4,056,471.80
November Transactions (deposits via transfer on 13 December 2017)	\$104,286.07
Requisition 17R0122 - Purchase of Land (18 December 2017)	(\$2,837,728.00)
Interest Earned (31 December 2017)	\$1,205.53
Ending Balance (31 December 2017)	\$1,324,235.40

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 December 2017)	\$108,128.63
November Transactions (deposits via transfer on 13 December 2017)	\$1,818.73
Interest Earned (31 December 2017)	\$46.39
Ending Balance (31 December 2017)	\$109,993.75

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 December 2017)	\$164,172.21
November Transactions (deposits via transfer on 13 December 2017)	\$8,013.57
Interest Earned (31 December 2017)	\$71.80
Ending Balance (31 December 2017)	\$172,257.58

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 December 2017)	\$4,719.70
November Transactions (deposits via transfer on 13 December 2017)	\$878.37
Interest Earned (31 December 2017)	\$2.24
Ending Balance (31 December 2017)	\$5,600.31

Table 7. Total Impact Fees as of 1 January 2018/1

Description	Amount
Office of Impact Fees General Account	\$65,398.67
School Impact Fee Account	\$1,324,235.40
Law Enforcement Fee Account	\$109,993.75
Parks & Recreation Impact Fee Account	\$172,257.58
EMS Impact Fee Account	\$5,600.31
Total Impact Fees	\$1,677,485.71

/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 January 2018 Fee Transfers /1

Account	31 December 2017 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,324,235.40	\$59,370.00	\$1,383,605.40
Law Enforcement Fee Account	\$109,993.75	\$966.73	\$110,960.48
Parks & Recreation Impact Fee Account	\$172,257.58	\$4,562.57	\$176,820.15
EMS Impact Fee Account	\$5,600.31	\$499.37	\$6,099.68
Total Impact Fees	\$1,612,087.04	\$65,398.67	\$1,677,485.71

/1 This table represents each of the impact fee category account totals as of 31 December 2017 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in December 2017 are listed in table 1 of the General Account (3111776); these transactions will be processed in January 2018. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Friday through Sunday 31 December 2017

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Exempt Applications

Category Count: 0

Category Total

\$0.00

Non-Exempt Applications

1700249	12/07/2017	K Hovnanian		08 Ranson Corp	1133	476	8D	9E	\$6,186.00	12/07/2017	N/A
1700250	12/07/2017	K Hovnanian		08 Ranson Corp	1133	476	8D	15E	\$6,186.00	12/07/2017	N/A
1700251	12/07/2017	CT Cottage Co	Jane Silk Zinstein	08 Ranson Corp	1197	211	5	8.2	\$2,536.00	12/07/2017	Form 260
1700252	12/07/2017	Arcadia		03 Charles Town	23	67	12B	169	\$6,186.00	12/07/2017	N/A
1700253	12/08/2017	DR Acquisitions,		04 Harpers Ferry	1129	541	9	176	\$6,347.00	12/08/2017	N/A
1700254	12/11/2017	K Hovnanian		08 Ranson Corp	1133	476	8D	18E	\$6,186.00	12/11/2017	N/A
1700255	12/11/2017	Jackson	Fred and Bonnie	06 Kabletown	682	496	12	2.1	\$6,347.00	12/11/2017	N/A
1700256	12/13/2017	Hathaway	David	06 Kabletown	1196	228	23B	38	\$6,347.00	12/13/2017	N/A
1700257	12/13/2017	DR Acquisitions,		04 Harpers Ferry	1129	541	9	174	\$6,347.00	12/13/2017	N/A
1700258	12/15/2017	Canty, III	George	09 Shepherdstown	1185	30	12	15.7	\$6,347.00	12/15/2017	N/A
1700259	12/15/2017	Kiser	Patrick and	06 Kabletown	1141	130	1	1.6	\$6,347.00	12/15/2017	N/A

Category Count: 11

Category Total

\$65,362.00

TOTAL APPLICATIONS: 11

Grand Total

\$65,362.00

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: 7/1/2017	\$ 23,688.48	\$ 23,688.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 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
9/16/2017	88,536.00	44,268.00	44,268.00	3,510.45	17,662.93	960.62	14,909.46	7,224.54
9/23/2017	92,140.24	46,070.12	46,070.12	3,653.36	18,381.98	999.72	15,516.42	7,518.64
9/30/2017	108,018.60	54,009.30	54,009.30	4,282.94	21,549.71	1,172.00	18,190.33	8,814.32
10/7/2017	97,398.00	48,699.00	48,699.00	3,861.83	19,430.90	1,056.77	16,401.82	7,947.68
10/14/2017	100,794.72	50,397.36	50,397.36	3,996.51	20,108.55	1,093.62	16,973.83	8,224.85
10/21/2017	89,091.32	44,545.66	44,545.66	3,532.47	17,773.72	966.64	15,002.98	7,269.85
10/28/2017	100,178.24	50,089.12	50,089.12	3,972.07	19,985.56	1,086.93	16,870.02	8,174.54
11/4/2017	104,082.64	52,041.32	52,041.32	4,126.88	20,764.49	1,129.30	17,527.51	8,493.14
11/11/2017	97,182.64	48,591.32	48,591.32	3,853.29	19,387.94	1,054.43	16,365.56	7,930.10
11/18/2017	83,246.28	41,623.14	41,623.14	3,300.72	16,607.63	903.22	14,018.67	6,792.90
11/25/2017	109,070.12	54,535.06	54,535.06	4,324.63	21,759.49	1,183.41	18,367.41	8,900.12
12/2/2017	90,719.44	45,359.72	45,359.72	3,597.02	18,098.53	984.31	15,277.15	7,402.71
12/9/2017	77,156.36	38,578.18	38,578.18	3,059.25	15,392.69	837.15	12,993.13	6,295.96
12/16/2017	76,210.64	38,105.32	38,105.32	3,021.75	15,204.02	826.89	12,833.87	6,218.79
12/23/2017	83,337.28	41,668.64	41,668.64	3,304.32	16,625.79	904.21	14,034.00	6,800.32
12/30/2017	123,099.96	61,549.98	61,549.98	4,880.91	24,558.44	1,335.64	20,730.03	10,044.96
Sub Total	\$ 2,602,573.68	\$ 1,757,318.58	\$ 845,255.10	\$ 67,028.72	\$ 337,256.79	\$ 18,342.05	\$ 284,681.90	\$ 137,945.64

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
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	9/8/2017	55,334.98
9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06	9/17/2016	50,609.64	9/16/2017	44,268.00
9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60	9/24/2016	51,199.68	9/23/2017	46,070.12
10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94	10/1/2016	54,346.34	9/30/2017	54,009.30
10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26	10/8/2016	50,896.18	10/7/2017	48,699.00
10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80	10/15/2016	51,557.88	10/14/2017	50,397.36
10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72	10/22/2016	53,825.90	10/21/2017	44,545.66
11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64	10/29/2016	50,853.22	10/28/2017	50,089.12
11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08	11/5/2016	55,958.84	11/4/2017	52,041.32
11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86	11/12/2016	53,346.18	11/11/2017	48,591.32
11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76	11/19/2016	47,174.90	11/18/2017	41,623.14
11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98	11/26/2016	56,826.94	11/25/2017	54,535.06
12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86	12/3/2016	48,407.86	12/2/2017	45,359.72
12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56	12/10/2016	43,743.14	12/9/2017	38,578.18
12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16	12/17/2016	33,602.54	12/16/2017	38,105.32
12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48	12/24/2016	40,222.46	12/23/2017	41,668.64
1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14	12/31/2016	60,653.90	12/30/2017	61,549.98
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

3,261,565.02

3,148,372.80

3,167,478.80

3,047,532.94

1,757,318.58

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
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72
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	August, 2017	54,309.02
September, 2014	71,967.51	September, 2015	64,845.44	September, 2016	67,701.42	September, 2017	49,630.18
October, 2014	66,257.02	October, 2015	68,440.97	October, 2016	63,392.97	October, 2017	50,207.30
November, 2014	71,046.66	November, 2015	67,488.54	November, 2016	61,087.94	November, 2017	54,463.34
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	55,972.27		
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		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	726,611.13	Total 2017-2018	268,419.46

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
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
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
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	August, 2017	162,927.06
September, 2015	194,536.32	September, 2016	203,104.26	September, 2017	148,890.54
October, 2015	205,322.91	October, 2016	190,178.91	October, 2017	150,621.90
November, 2015	202,465.62	November, 2016	183,263.82	November, 2017	163,390.02
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	167,916.81		
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		
Total 2015-2016	2,498,270.34	Total 2016-2017	2,179,833.39	Total 2017-2018	805,258.38