

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2019
THURSDAY, DECEMBER 5, 2019
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

- November 21, 2019

APPROVAL OF REQUISITIONS

- December 5, 2019

APPROVAL OF ACCOUNTS PAYABLE

- November 27, 2019
- December 5, 2019

APPROVAL OF MANUAL CHECKS

- November 27, 2019
- December 6, 2019

APPROVAL OF PAYROLL

- November 27, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT *(20 minutes)*

PRESENTATIONS

1. 10:00 a.m. **Ronald Fletcher, Chief Jefferson County Sheriff's Office and Michelle Gordon, Finance Director**
 - Funding for retirement and benefits for 5 bailiffs - Discussion/Action
 - Reclassification of 3 bailiffs from part time to full time - Discussion/Action
 - Approval of FY20 General Fund - Internal Budget Revision 2 - Discussion/Action

2. 10:15 a.m. **Michelle Gordon, Finance Director**
 - Review of FY21 Budget Charge for Departments - Discussion/Action

3. 10:30 a.m. **Dr. Terrence Reddy, Mr. John Bresland, and Ms. Gillian Beach, RS - Jefferson County Health Department**
 - To advise the County Commission on the effects of Vaping and the Board of Health plans to update the Clean Indoor Air Regulation - Discussion/Action

4. 10:45 a.m. **BREAK**

5. 11:00 a.m. **Annette Gavin Bates, Jefferson County Convention & Visitors Bureau**
 - Presentation of the JCCVB's Annual Report - Discussion/Action

6. 11:15 a.m. **Meredith Wait & Annette Gavin Bates - Shenandoah Horse Park & Agricultural Center**
 - Presentation of the Shenandoah Horse Park & Ag. Center Feasibility Study - Discussion/Action

7. 11:30 a.m. **Lynn Fields, Probate Office**
 - Petition to Probate a Will in Solemn Form - Estate of Marian Virginia Washington, Deceased - Discussion/Action

8. 11:45 a.m. **Nikki Painter, Voter & Elections**
 - Review and possible update of the Emergency Absentee Ballot Policy for 2020 Primary Election - Discussion/Action

9. 12:00 p.m. **Jennifer Brockman, Planning and Zoning**
 - Requesting a total refund of the Minor Plat Change fee for Peter Corum - Discussion/Action

10. 12:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
 - Discussion of EPA Administrative Complaint #04R-19-R3 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action

UNFINISHED BUSINESS

11. Appointment to the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Municipality Representative - Discussion/Action
12. Appointment to the Jefferson County Development Authority - Represents the City of Ranson and Bolivar - Discussion/Action

NEW BUSINESS

13. Approval of the 2020 Holiday Schedule - Discussion/Action
14. Set date, time and location for the first regular meeting of 2020 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

15. **ADJOURN**

CORRESPONDENCE/INFORMATION

Correspondence received from Comcast regarding price changes.

Correspondence received from ISO regarding the Public Protection Classification (PPC) survey with Middleway Fire Department.

Impact Fee Status Report for November 2019 received.

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, November 21, 2019

A meeting of the Jefferson County Commission was held on Thursday, November 21, 2019 during the third 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 Caleb Hudson, Ralph Lorenzetti, Patricia Noland and Jane Tabb. Commissioner Compton was absent with prior notice. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, November 21, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the October 31, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the November 7, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDORS	AMOUNT
82528	AMERIFLEX	\$ 121.60
82529	AT&T	\$ 149.28
82530	BUREAU OF CHILD SUPPORT	\$ 169.39
82531	EFTPS IRS TAXES	\$ 95,053.98
82532	EMPOWER RETIREMENT	\$ 2,610.00
82533	GUTTMAN OIL CO	\$ 6,356.08

82534		JEFFERSON SECURITY BANK		\$ 5,070.00
82535		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
82536		RETIREE HEALTH BENEFIT TRUST		\$ 8,646.00
82537		STEPHEN S ALLEN		\$ 115.25
82538		VERIZON WIRELESS SERVICES LLC		\$ 50.00
82539		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 14,973.02
82540		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,629.62
82541		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82542		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 64,413.75
82543		XEROX CORPORATION		\$ 1,194.65
82544		XEROX FINANCIAL SERVICES		\$ 499.62
82545		JEFFERSON DAY REPORT CENTER		\$ 2,089.50
TOTAL				\$ 248,490.74

Motion by Ms. Tabb to approve the Accounts Payable for November 14, 2019, in the amount of \$248,490.74. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
82548		84 LUMBER		\$ 288.06
82549		ADAM WARD		\$ 59.50
82550		ADVANTAGE TECHNOLOGY LLC		\$ 4,200.00
82551		AMANDA MASTERS		\$ 32.48
82552		BIEDLERS ELEC MOTOR REP		\$ 370.59
82553		BOLAND TRANE SERVICES INC		\$ 1,493.00
82554		CIOX HEALTH		\$ 24.40
82555		P/R DEDECUTION		\$ 3,186.63
82556		P/R DEDECUTION		\$ 1,192.09
82557		FEDEX		\$ 57.31
82558		FRANKLIN & PROKOPIK P.C.		\$ 6,007.50
82559		FRIENDSHIP FIRE COMPANY		\$ 82,500.00
82560		GUTTMAN OIL CO		\$ 3,097.95
82561		P/R DEDECUTION		\$ 3,250.00
82562		P/R DEDECUTION		\$ 1,177.72
82563		JEFFERSON CENTER		\$ 100.00
82564		JUSTTECH LLC		\$ 99.84
82565		P/R DEDECUTION		\$ 635.73
82566		P/R DEDECUTION		\$ 970.78

82567		NATHAN COCHRAN	\$	514.84
82568		R.E. MICHEL CO. LLC	\$	446.76
82569		RICE TIRES CO	\$	127.18
82570		SOFTWARE SYSTEMS INC	\$	150.00
82571		SUPERIOR AUTO BODY	\$	12,202.87
82572		TAMMY SHAFFER	\$	30.00
82573		THE JOURNAL	\$	482.90
82574		US POSTAL SERVICE	\$	20,000.00
82575		WV ASSOC OF EXTENSION 4-H AGENTS	\$	95.00
82576		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	45,170.83
82577		GENERAL COUNTY -004	\$	25,507.30
82578		JEFFERSON DAY REPORT CENTER	\$	79,231.30
TOTAL			\$	292,702.56

Motion by Mr. Lorenzetti to approve the Accounts Payable for November 21, 2019, in the amount of \$292,702.56. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
672	HD/8	CDA		\$ 627.75
319	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 91,967.07
1209	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 120,966.53
1210	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,085.90
1211	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,351.15
1212	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,020.45
TOTAL				\$ 226,018.85

Motion by Ms. Noland to approve the Manual Checks for November 15, 2019 in the amount of \$226,018.85. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
675	HD/8	WHITMOYER AUTO GROUP		\$ 22,350.00
1734	CO/246	TYLER TECH		\$ 3,825.00

755	AV/56	MONROE	\$ 710.00
495	CS/2	EASTRIDGE HEALTH SYSTEM	\$ 1,250.00
TOTAL			\$ 28,135.00

Motion by Ms. Tabb to approve the Manual Checks for November 22, 2019 in the amount of \$28,135.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for November 14, 2019 in the amount of \$265,413.23. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb, Jay Mansfield, Tim Ross, Christine Marshall, and Nicola Bastian. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Jefferson County Commission – Presentation of Resolution to Eleanor Finn – League of Women Voters Commission Observer. Ms. Finn was also presented with plaque of appreciation from LWV President, Effie Kallas.
2. Pete Dougherty, Sheriff – requested approval of renewal grant for Resource Officer at Jefferson High School
 - **Motion by Ms. Tabb to approve the grant request and authorize the Commission President to sign the associated documents. Motion seconded and unanimously approved.**
3. Michael Tolbert, resident – provided the Commission and the audience with a presentation regarding the Jefferson County Development Authority.
4. Alexandra Beaulieu, Zoning Administrator – requested review and possible action on Planning Commission’s recommended Zoning Ordinance Text Amendment File #ZTA19-01 which includes provisions to establish Special Event Facilities in the Rural, Village, and Residential Growth Zoning Districts and provisions to allow an Alternative

Farm Enterprise, which may or may not be agricultural in nature, to be established on a farm as a means to support the agricultural operation.

- **Motion by Ms. Noland to approve section 8.14 – “Special Events” portion of ZTA19-01 as presented, find it consistent with the Comprehensive Plan, and forward back to the Planning Commission. Motion seconded and passes on a vote of 3-1 with Commissioner Lorenzetti opposing.**
 - **Motion by Ms. Noland to send the Planning Commission instructions to finish developing a Mass Gathering Ordinance for approval by the County Commisison. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 7:30 pm.
The Commission reconvened at 7:45 pm.
6. Roger Goodwin, Chief County Engineer – requested the withdrawal of Site Plan Approval and Complete Construction Bond Release for Bloomery Plantation Distillery, LLC – Bloomery Distillery (File #S11-14)
- **Motion by Ms. Tabb to authorize acceptance of the Withdrawal of Site Plan Approval; and a complete release of the construction bond surety for Bloomery Plantation Distillery, LLC – Bloomery Distillery (File #S11-14), contingent upon the “Withdrawal of Site Plan Approval and Release of Construction Bond” agreement being recorded in the Jefferson County Clerk’s Office. Motion seconded and unanimously approved.**
7. Interviews and Appointments to the Jefferson County E911 Advisory Board – one three-year term ending September 1, 2022 representing Emergency Medical Services
- President Noland nominated Dr. Henry Christie (incumbent) to the Jefferson County E911 Advisory Board.
 - Commissioner Lorenzetti nominated Marshall DeMeritt to the Jefferson County E911 Advisory Board.
 - **After receiving the majority vote (4-0), Dr. Henry Christie was reappointed to the Jefferson County E911 Advisory Board for one three-year term ending September 1, 2022.**

8. Lyn Goodwin, Jefferson County Development Authority – requested the approval of Resolution for the Local Economic Development Grant Program
 - **Motion by Ms. Tabb to approve the attached Resolution of Participation and Cooperation for the JCDA’s application for the Local Economic Development (LED) Grant of \$22,727 from the West Virginia Development Office. Motion seconded and unanimously approved.**

9. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
 - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
 - Discussion of EPA Administrative Complaint #04R-19-R3
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
 - **Motion by Ms. Tabb to enter into Executive Session to receive legal advice regarding the EPA Administrative Complaint #04R-19-R3 and Jefferson County Circuit Court Civil Action #19-AA-1. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Discuss Administrative Order regarding Possession of Deadly Weapons on Premises Housing Courts of Law – no action was taken on this item as it was presented as informational.

11. Acknowledgement of the “Assessor’s Additional Duties” as delineated in WV Code.
 - **Motion by Ms. Noland to acknowledge the “Assessor’s Additional Duties” as delineated in WV State Code and the compensation provided therein. Motion seconded and unanimously approved.**

12. Appointment to the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Municipality Representative – it was the consensus of the Commission to delay action on this item until the December 5, 2019 regularly scheduled meeting.

13. Appointment to the Jefferson County Development Authority Board of Directors – Representative for the City of Ranson – no action was taken regarding this matter because the City of Ranson only provided one name for the vacancy, and State Code requires the selection of three nominees from which the Commission chooses one appointee.

COUNTY ADMINISTRATOR REPORTS

- Jefferson County Commission/Tax Office location – Ms. Grove stated that upon further discussion with the magistrates, Judge Hammer, and Mr. Polk, the easiest transition would be for the tax office staff to relocate to the first floor of the judicial building, currently occupied by the bailiffs, who would in turn relocate to the unused space on the second floor. The Commission provided unanimous consent for this alternative.
14. The Commission adjourned at 9:37 pm pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

REQUISITIONS TO BE APPROVED**December 5, 2019**

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
IT/DATA PROCESSING	20017	\$ 13,260.00	MyGov	Engineering Dept. Permitting System
	20018	\$ 13,807.57	Avenu Insights	Finance Payroll Online Severe
GRAND TOTAL		\$ 27,067.57		

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 427,184.83	\$ -	\$ 427,184.83
	\$ -		
6.2% Tax Payable OASDI	\$ 25,427.29	\$ -	\$ 25,427.29
1.45% Tax Payable HI	\$ 5,948.62	\$ -	\$ 5,948.62
Fed Withholding	\$ 41,560.02	\$ -	\$ 41,560.02
WV State Withholding	\$ 18,486.76	\$ -	\$ 18,486.76
PERS Retirement Deduct 4.5%	\$ 10,795.06	\$ -	\$ 10,795.06
PERS Retirement Deduct 6%	\$ 5,041.90		\$ 5,041.90
Hosp. Pre-Tax	\$ 14,703.00		\$ 14,703.00
Cancer/ICU Pre-Taxed	\$ 656.33		\$ 656.33
Cancer/ICU Not Pre-Taxed	\$ 950.20		\$ 950.20
Optional Life Not Pre-Taxed	\$ 2,003.41		\$ 2,003.41
Christmas Club	\$ 5,110.00		\$ 5,110.00
Wage Attach #1	\$ 169.39		\$ 169.39
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 6,886.70		\$ 6,886.70
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,970.00		\$ 1,970.00
457R - Roth	\$ 640.00		\$ 640.00
MD State Tax	\$ 569.63		\$ 569.63
D/VF	\$ 1,707.31		\$ 1,707.31
VA. State Tax	\$ 141.78		\$ 141.78
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
uniforms	\$ -		\$ -
Total Deductions	\$ 144,198.00	\$ -	\$ 144,198.00
			\$ -
Net Wages Total	\$ 282,986.83	\$ -	\$ 282,986.83
Payroll Date	27-Nov-2019		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director
Ronald Fletcher, Chief-JCSO

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **December 5, 2019**

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

Date Requested – 2nd Choice:

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

- Funding for retirement and benefits for 5 bailiffs – Discussion / Action
- Reclassification of 3 bailiffs from part time to full time – Discussion / Action
- Approval of FY20 General Fund - Internal Budget Revision 2

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

During a review of hours worked by part-time bailiffs at JCSO, it was determined that 5 bailiffs are currently working more than 20 hours weekly and must be added to the WV Public Employees Retirement System at a cost of \$8,440 for the remainder of FY20 and estimated at \$13,714 for FY21. Of those 5, 4 are regularly working more than 30 hours weekly and must be offered insurance under the Affordable Care Act. Since only 2 of those employees opted to enroll in the County's insurance plan, the cost is \$12,040 for the remainder of FY20 and estimated at \$21,641 for FY21. 3 bailiffs are currently working full time hours and should be reclassified from part time to full time. JCSO would like this reclassification effective date as 11/1/2019.

The retirement board has been notified of the payroll oversight and will notify us in the next couple of months of their final calculations of unpurchased time, interest and penalties due in order to purchase that eligible time back for those employees. It has been estimated that the final figure will be \$40-45k. We will wait for their final calculations prior to proceeding with a budget revision or payment for the service credit purchase.

Policies referenced:

- Employees who work 20 or more hours per week (at least 1,040 hours per year) are required to be added to the WV State Public Employee Retirement System as a condition of employment. It is not voluntary or optional unless the employee is an elected official or is already retired from the WV Retirement System. **WV State Retirement Code §162-5-2**
- Employees who work 30 or more hours per week (at least 130 per month or 1,560 hours per year) are required to be offered insurance benefits in accordance with the Affordable Care Act (first effective in 2015).
- Employees who work 35 or more hours per week (at least 1,820 hours per year) are entitled to leave and paid holiday benefits in accordance with Policy 208-Absence Time with Pay.

Is this a funding request? Y/N YES,

If so, how much? \$20,480- internal budget revision for FY20

Provide exact financial impact/request: The Sheriff's Office will cover this internally for FY20 and FY21.

Budget Revision Estimate		
	FY20	FY21
Retirement	8,440.00	13,714.00
Life Insurance	356.00	610.00
Health Insurance	11,684.00	21,031.00
Totals	20,480.00	35,355.00

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

- Motion to approve the reclassification of 3 part time bailiffs to 3 full time bailiffs at 70 hours bi-weekly effective 11/1/2019 with 2 being paid an hourly rate of \$15.07 and the 3rd being paid an hourly rate of \$14.00.
- Motion to approve FY20 Internal Budget Revision Number 2 for the General County 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

Michelle Gordon

From: Michelle Gordon
Sent: Friday, November 22, 2019 2:57 PM
To: Ronald Fletcher
Cc: Stephanie Grove; Pete Dougherty
Subject: Bailiffs

Hi Ronald,
Final totals:

- 5 total bailiffs were enrolled in PERS since they are regularly working more than 20 hours weekly.
- 2 of the 4 eligible for insurance under the ACA signed up.
- 2 of the 5 are actually working FT with 70 or more hours per biweekly pay period.

Budget Revision Estimate	FY20	FY21
Retirement	8,440.00	13,714.00
Life Insurance	356.00	610.00
Health Insurance	11,684.00	21,031.00
Totals	20,480.00	35,355.00

The Retirement Board has been notified of all 5 and will calculate the service credit purchase amounts for 2018 & 2019. I estimate that could be an additional cost of \$40-45k.

Michelle

Michelle Gordon

Finance Director, Jefferson County

Jefferson County Commission

124 East Washington Street

PO Box 250

Charles Town, WV 25414

O: 304.724.8425

F: 304.725.5611

mgordon@jeffersoncountywv.org

www.jeffersoncountywv.org

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **December 5, 2019**

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

Date Requested – 2nd Choice:

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

- Review of FY21 Budget Charge for Departments

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? \$ **NA**

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Dr. Terrence Reidy, Mr John Bresland, Ms Gillian Beach, RS

Department or Organization: **Jefferson County Health**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **12/05/2019 10:15 approximately**

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
To advise the County Commission on the effects of Vaping and the Board of Healths plans to update the Clean Indoor Air Regulation

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: Marty Freeman

Email address: Marty.Freeman@wv.gov

Phone Number: 304 728 8416 x3032

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Annette Gavin Bates

Department or Organization: Jefferson County CVB

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **Dec. 5, 2019**

If a specific date is needed, please provide reason for specific date: JCCVB's Marketing agency will be presenting too

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:
Presentation of the JCCVB's Annual Report

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. Attached
If not attached, explain:

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

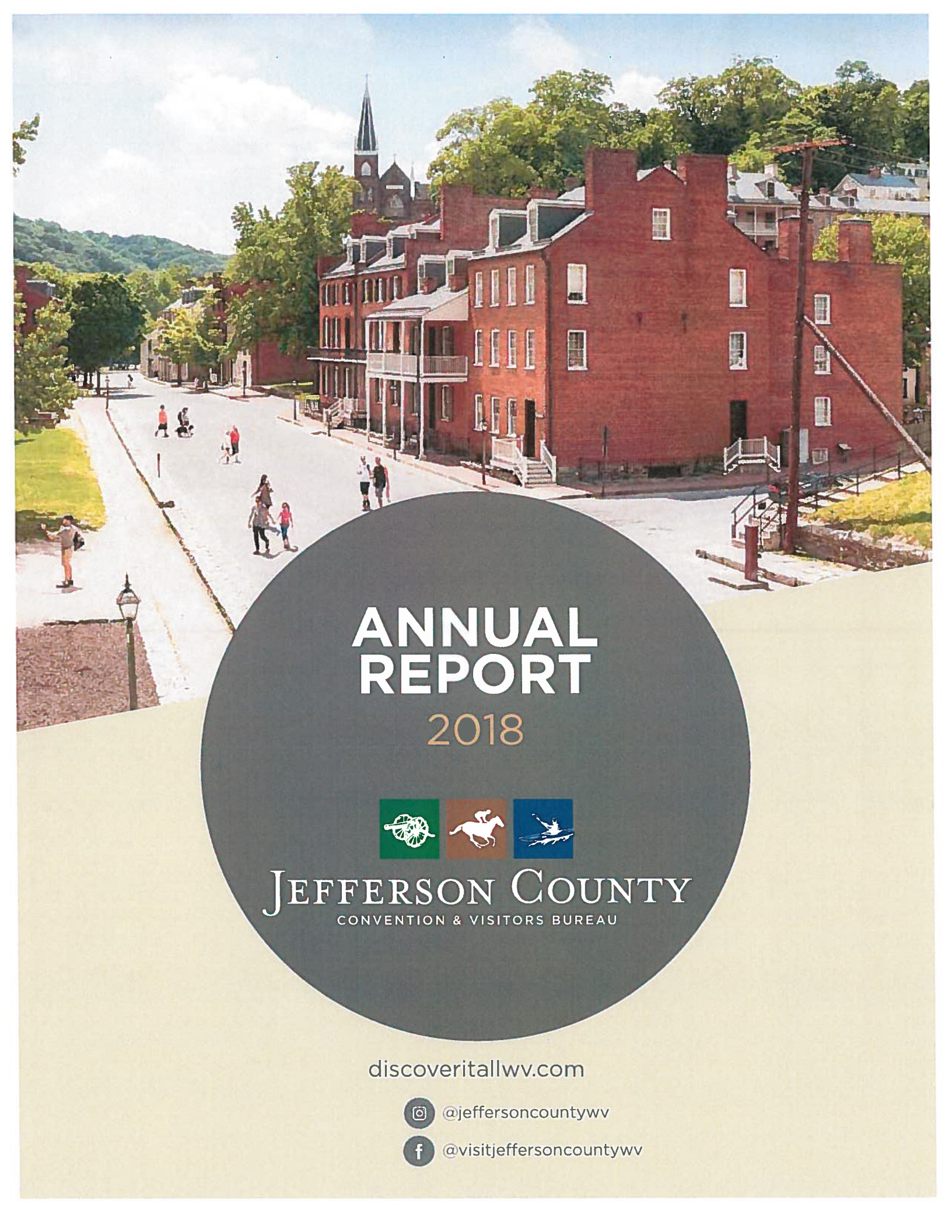
Contact information: Annette Gavin Bates

Email address: Annette.gavin@jccvb.com

Phone Number: 304-535-2627

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable




ANNUAL REPORT

2018



JEFFERSON COUNTY
CONVENTION & VISITORS BUREAU

discoveritallwv.com

 @jeffersoncountywv

 @visitjeffersoncountywv

A Word from our CEO

The Jefferson County Convention & Visitors Bureau (JCCVB) and the Board of Directors is proud to present our 2018 Annual Report. The JCCVB is thrilled to continue our mission of promoting Jefferson County as an incredible destination. As we continue to invest in a diversified marketing strategy, over \$250,000 a year, we are constantly analyzing our spend and our opportunities. In 2018 and 2019, we teamed up with the Eastern Panhandle CVB's and the WV Tourism Office for two dynamic campaigns in Washington DC at the Metro stations and in 2019 these CVB's worked with Narrative by New South Media to create the first ever Eastern Panhandle Visitor Guide. This guide continued our strategy of insertions in the Sunday section of the *Washington Post* and both initiatives have earned the JCCVB and our partners back to back Almost Heaven Awards at the Governors' Conference on Tourism.

Tourism is growing in Jefferson County and the JCCVB continues to work with our partners to create more jobs, increase the tax base, and bring more dollars into our state. We are fortunate to have such diversified assets and iconic small towns offering the visitor a wealth of unique experiences. I am honored to have a talented and supportive Board of Directors who represent so many of our stakeholders and we work closely with the WV Tourism Office, WV Association of CVBs, and the WV Hospitality and Travel Association to further educate our legislative leaders and our communities on the importance of the tourism industry. A huge thank you to my Director of Administration, Dawn Hatzer, our Tourism Ambassadors and all our tourism partners for their commitment and dedication.

I believe the results are well known by now. In 2018, the hotel/motel tax for the county increased over 50% versus year 2013 and the county visitor spend is up from \$756 million in 2014 to \$842 million in 2018. Jefferson County and the Eastern Panhandle are once again on the map for the highest travel impact dollars (visitor spend) for the entire state. A picture is worth a thousand (maybe a billion) words.

Annette Gavin Bates
CEO, Jefferson County CVB



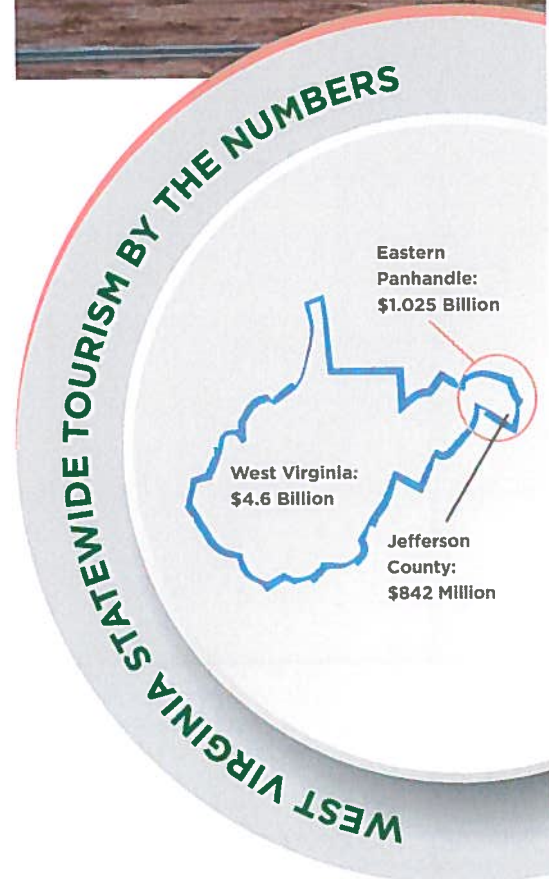
JEFFERSON COUNTY
CONVENTION & VISITORS BUREAU



Awarded "Best Layout and Design" in the Stars of the Industry Awards by the West Virginia Tourism Office.



Fox 5 News broadcast their Zip Trip Program at Harpers Ferry National Historical Park for the 75th anniversary celebration in June.



The CVB continues to do a tremendous job bringing tourists to our area. Most recently the emphasis on the DC Metro market is showing a fabulous return on investment. We are pleased to partner with the CVB whenever possible, simply because: it is working!

— Christian Asam, President,
JCCVB Board of Directors,
and Bavarian Inn



**Generate \$4.6 billion
in Direct Travel Spending**

approximately \$12.5 million dollars per day

1

**Support nearly
45,400 Jobs**

with earnings of \$1.2 billion

2

**Provide \$534 million in
State and Local Taxes**

3

**Visitors who stayed overnight
in commercial lodging
facilities spent \$1.7 billion**

about one-third of all travel spending in the state

4

**Tourism in West Virginia saves
every household \$720 in taxes**

Without the \$534 million in local and state tax revenues generated in 2018, each household in the state would have had to pay an additional \$720 per year in state and local taxes to maintain current service levels.

5

Resource: West Virginia Tourism Office and 2018 Dean Runyan Associates, "West Virginia Travel Impacts" Report

Ultimately, travel and tourism enhances the quality of life for a local community by providing jobs, bringing in tax dollars for improvement of services and infrastructure, and creating an environment that grows attractions like restaurants, shops, festivals, and cultural and sporting venues that cater to both visitors and residents.

Jefferson County generates 18% of the state tourism revenue and Eastern Panhandle is 23%.

Resource: West Virginia Tourism Office and 2018 Dean Runyan Associates, "West Virginia Travel Impacts" Report

REGION	DIRECT SPENDING	EARNINGS	JOBS	LOCAL GOVT REVENUE	STATE GOVT REVENUE
Eastern Panhandle	\$1,031.9 million	\$246.7 million	9,000	\$12 million	\$170.7 million
Hatfield-McCoy Mountain	\$160.7 million	\$25.9 million	1,200	\$0.8 million	\$10.5 million
Metro Valley	\$783.1 million	\$181.8 million	6,800	\$8.4 million	\$58.7 million
Mid-Ohio Valley	\$205.2 million	\$47.5 million	2,100	\$2.3 million	\$14.1 million
Mountaineer Country	\$487.7 million	\$144.7 million	5,300	\$6.7 million	\$32.6 million
Mountain Lakes	\$199.3 million	\$47.2 million	2,100	\$2 million	\$13.7 million
New River/Greenbrier	\$652.4 million	\$212.9 million	7,000	\$7.2 million	\$47.1 million
Northern Panhandle	\$715.9 million	\$177.7 million	7,800	\$9.1 million	\$111.6 million
Potomac Highlands	\$317.5 million	\$86.2 million	4,100	\$4.3 million	\$20.1 million
TOTAL	\$4.554 billion	\$1.184 billion	45,400	\$53.3 million	\$481.2 million

COUNTY	DIRECT SPENDING	EARNINGS	JOBS	LOCAL GOVT REVENUE	STATE GOVT REVENUE
Jefferson County	\$842.6 million	\$213.7 million	7,040	\$10.515 million	\$160.4 million

Jefferson County CVB by the numbers:

- 7,457** Facebook likes
- 592** Twitter followers
- 980** Instagram followers
- 28,287** Unique website visitors 2018
- 3,838** Newsletter subscribers
- 125,000** Travel Guides

Financial Statement

Year end Dec. 2018

Income

WV Tourism Reimbursement & Co-Ops	\$132,842
Occupancy Tax Revenue	\$461,327
Welcome Center & Other	<u>\$4,731</u>

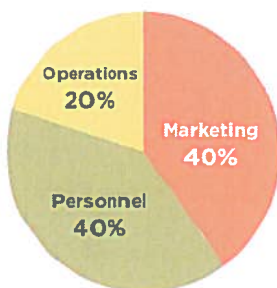
TOTAL INCOME **\$598,901**

Operating Expenditures

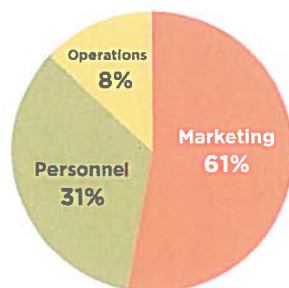
Marketing & Promotion	\$359,276
Salaries, Wages & Payroll Taxes	\$181,321
Operating Expenses	<u>\$46,909</u>

Total Operating Expenditures **\$590,659**

Marketing/Operations/Personnel



Industry Standard



Jefferson County CVB

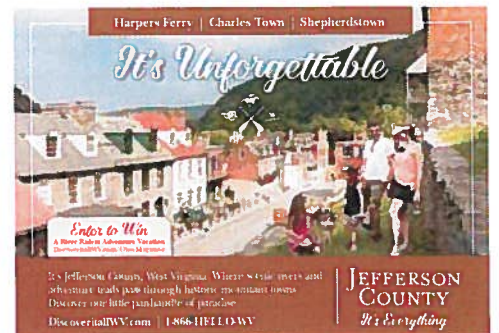
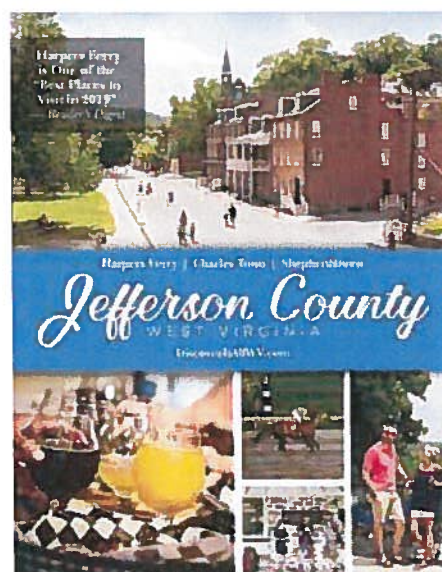
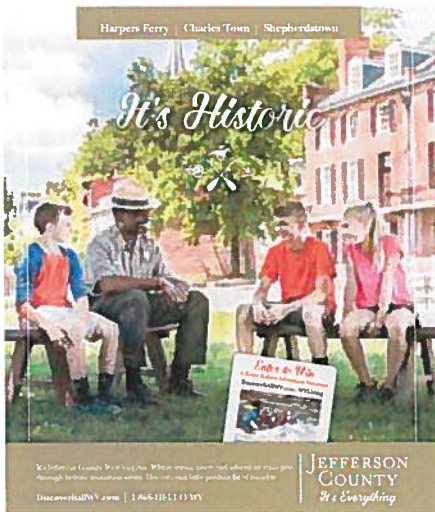
Thinking and Marketing Regionally

The four CVB's in the Eastern Panhandle of West Virginia partnered together this year to produce a travel guide to the Eastern Panhandle of West Virginia. The 36 page piece is full of amazing photos, inspirational stories and interesting information about all the things to see and do in the area. This is the first piece of it's kind to be produced by a cooperative partnership of CVB's in a travel region and has been praised by the West Virginia Tourism Office as a great example of regional travel marketing. 45,000 copies of the magazine were inserted in the Washington Post on May 26, 2019 in anticipation of the summer travel season.



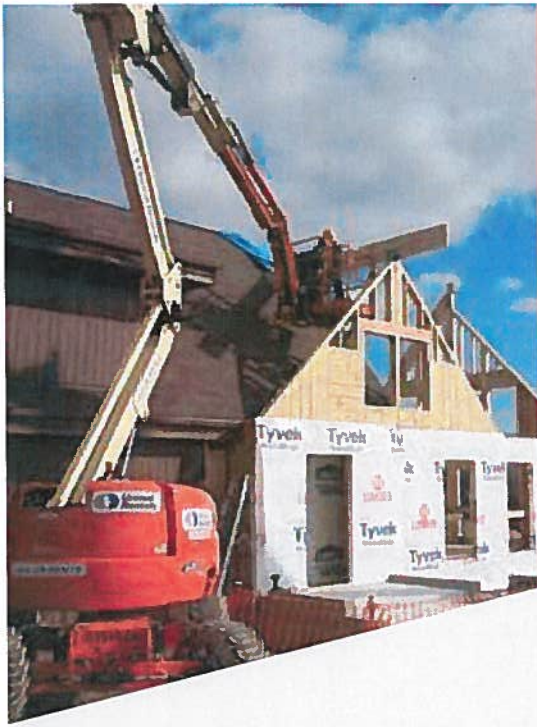
The guide was honored September 2019 for "Best Layout and Design" in the Stars of the Industry Awards by the West Virginia Tourism Office. The presentation was made at the Governor's Conference on Tourism at Snowshoe Mountain Resort.

In 2018, this same group won "Best Regional Partnership" for their station domination campaign in the DC metro stations. The WV Tourism Office has emphasized the need to market regionally and work cooperatively with other CVB's in each travel region. The Eastern Panhandle Group has been at the forefront of these regional efforts.



Creative and Marketing strategy by
Nikki Butler Design and Buddy Butler,
Narrative by New South Media

New Welcome Center in Harpers Ferry will Highlight the County



Serving as the gateway to the Eastern Panhandle of West Virginia, the Jefferson County Convention & Visitors Bureau (JCCVB) has a vision of developing a unique visitor's experience in our new Welcome Center located in Harpers Ferry.

The architecture firm of the Mills Group has worked closely with the CEO, Annette Gavin Bates and the Board of Directors of the Jefferson County Convention & Visitor's Bureau to develop a design solution for the expansion of the existing Visitor's Center. The contracting firm of W. Harley Miller is taking the design to a reality with the assistance of the Jefferson County Maintenance Department and their building skills. When complete the Welcome Center will serve as a landmark along a major corridor into the county and state providing a true welcoming experience for visitors.

Based on the Welcome Center's proximity to the Harpers Ferry National Historical Park the design team approached the project with a holistic design for the building's exterior envelop to help the Center blend into the park-like surroundings. Local precedents lead to the use of exterior materials such as stone, board and batten siding and horizontal beveled siding to accomplish a natural look. The building and site amenities will be fully accessible and are designed to accommodate future site services and exhibits. Focusing on maximizing the visitor experience, the interior layout is designed for a personal interaction and greeting as soon as the visitor arrives. Staff will then guide them on their visit as they ask questions and pick up local tourist destination brochures before embarking on their adventure.

The revitalized interior, including a cathedral ceiling main hall, has been enlarged to house the exhibit hall focused on highlighting the County's rich history, recreational amenities and tourism destinations. Serving as the headquarters of the Convention & Visitors Bureau, the new interior also provides more restrooms and a media room, all accessible, on the main level.

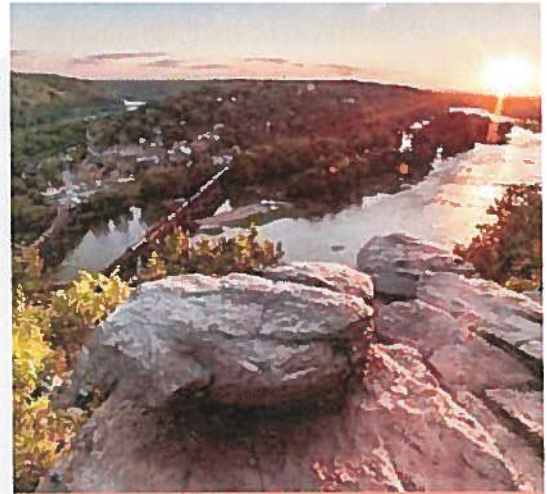
The new welcome center will be an important asset to the county and state welcoming visitors to almost heaven and educating them about all the amazing things available in Jefferson County and throughout West Virginia.

Community Partnership Grant Program

Since 2013, we have contributed **\$70,022** to our partners in the tourism community to help promote events such as: Jefferson County African American Cultural & Heritage Festival; Boofest; Contemporary American Theatre Festival; Charles Town Car Show; American Conservation Film Festival; Flip Flop Festival; Olde Tyme Christmas; and many more. Support of these events helps to raise awareness of the many activities available for residents and visitors to participate in around Jefferson County. They are just one more asset the community has to offer to people living in and visiting the area. There truly is something for everyone in Jefferson County, WV!

The Jefferson County CVB is West Virginia's shining star that through a creative marketing program draws visitors from everywhere to take in all of the attractions that make Jefferson County the number one tourist destination in the State of West Virginia. We are located just 57 miles Northwest of Washington, D. C., making us a prime location for a day trip to visit one of the many attractions that make Jefferson County so popular. Every season offers something different to keep visitors coming back all year long. I am so proud of this organization and grateful for the work and dedication of this group of businessmen and businesswomen that make up the Jefferson County CVB.

— Patsy Noland, Jefferson County Commissioner



2018 Board Members

Christian Asam Bavarian Inn, President

Carol Asam Emeritus Member

Wayne Bishop Mayor, Harpers Ferry

Liz Cook Representing Charles Town

Nicholas Diehl Jefferson County Development Authority

Helen Dettmer Mayor, Bolivar

Tyrone Brandyburg HF Superintendent

Dennis Frye Emeritus Member

Angela Kable Johnson Jefferson Arts Council

Holly Morgan Frye Shepherd University, At-Large

Lyn Goodwin Jefferson County Development Authority

Ebonee Helmick CATF

Matt Knott Harpers Ferry Clarion, Secretary

Anna Lesko Inn at Charles Town

Joy Lewis At-Large

Rob Losey At-Large

Tripp Lowe Clarion Shepherdstown, Treasurer

Duane Marcus Turf Motel

Ronnie Marcus Emeritus Member

W. Curt McGee B&B Owner

Heather Morgan McIntyre Jeff. Co. Chamber

Patsy Noland JCC, Vice President

Peggy Smith Emeritus Member

Tyler Tummolo River Riders Family Adv.

Meredith Wait Retailer, At-Large

Kareem Washington Hollywood Casino

Jefferson County Hosts Annual WVHTA Golf Outing



The Bavarian Inn and Cress Creek Country Club were the host venues for the 2019 WVHTA Golf Outing. This event is the largest fundraiser for the organization which lobbies for the tourism industry of West Virginia. The event was a great success with one of the largest fields in the history of the tournament. Players from all over the state experienced Jefferson County hospitality while generating funds for WVHTA to continue the work of representing and promoting the interests of the tourism industry.

CVB Hosts Third Annual Tourism Summit

Following our successful first ever Tourism Summit in 2017 two additional Summits have been held in 2018 and 2019. Over 100 regional tourism partners attended each year's event. The *3 Towns—One Vision* theme featured dynamic keynote speakers each year. Melody Warnick, Author of *This is Where You Belong*, spoke about: *Rolling Out the Welcome Mat: A Hospitality Mindset in 2018*. Kennedy Smith, Co-founder of the CLUE Group, talked about *Redeveloping, Revitalizing and Reconnecting with Your Small Towns in 2019*. Additional educational sessions and workshops were presented over the two-day Summits with exciting networking opportunities offered including a River Party on the banks of the Potomac in 2019.





Tourism advertising in West Virginia has proven to be a strong investment

For every dollar spent on tourism advertising, the state yields \$8 in state and local tax revenue and \$106 in direct traveler spending. Without this tourism-generated revenue, each household in West Virginia would have to pay an additional \$720 a year in state and local taxes.

Resource: West Virginia Tourism Office and 2018 Dean Runyan Associates, "West Virginia Travel Impacts" Report

Partnering on advertising opportunities and sharing booth space at the Washington, DC Travel Show are just some of the benefits the Jefferson County Convention & Visitors Bureau (JCCVB) provides. I recognize and appreciate their work to promote our County and our businesses to visitors. The JCCVB also monitors and promotes state legislation important to our businesses in Jefferson County, I like knowing someone is looking out for us.

—Matt Knott, Owner, River Riders Family Adventure Resort and Clarion Inn Harpers Ferry and WV Tourism Commission

There's no doubt that tourism is on the rise in West Virginia, and we're seeing tremendous gains in Jefferson County and the state's Eastern Panhandle region. I'd like to congratulate the CVB team for another great year promoting Almost Heaven.

—Chelsea Ruby, WV Tourism Commissioner

CVBs are not-for-profit organizations primarily funded by a portion of taxes collected from visitors staying in local lodging establishments (commonly referred to as "hotel/motel tax"). Their mission is to promote the long-term development and marketing of a destination. CVBs develop strategic marketing campaigns to create awareness of local and regional assets. They work with numerous partners to showcase their area and are considered "boots on the ground" welcoming visitors to the state.



For more information regarding Jefferson County visit: discoveritallwv.com

Local Business Honored

The ninth annual edition of Hospitality University took place at the Greenbrier Resort, January 26th through the 28th with over 250 industry professionals and students in attendance. This annual educational event is a partnership between the West Virginia Hospitality and Travel Association and the West Virginia Association of Convention & Visitors Bureaus. "Tourism, The Key to the Future" was the theme for this years conference and the event was supported by a record 39 corporate sponsors.

Monday's closing luncheon was highlighted by the presentation of the annual Awards for Excellence in Tourism. The award for Excellence in Tourism Development was the Asam Family, Bavarian Inn.

According to Christian Asam, President of the Bavarian Inn "The last 2-3 years have been an exciting time of transition and carefully orchestrated changes at the Inn. We realized a change in visitors wants and needs. Instead of just a nice meal and a comfortable bed visitors want amenities, activities, itineraries. We made a decision to change our direction from a "Country Inn" to what we are branding as a "European Inspired Boutique Resort." Several years ago we added "Infinity 101", an infinity edge pool and bar that was a huge hit from day one and a must do "Instagram Selfie Location." In early 2019, we unveiled a new soft seating lounge, a brew pub and state of the art brewery. We are also working better then ever with other tourism entities in our community from outdoor recreation, golf and down town shopping. We have been very careful to preserve the traditional Bavarian Inn experience that we have offered for the past 42 years, and now also offer new and exciting amenities that will entice the next generation of guests to visit."

The Jefferson County CVB is accredited by the West Virginia Association of Convention and Visitors Bureaus. This designation is only given to a CVB that completes the rigorous application process and meets very specific criteria.

CERTIFIED
West Virginia
Convention &
Visitors Bureau



The program was created by the WVACVB to ensure its members operate to the highest standard of ethics and transparency. In 2016, Annette was elected Vice President of the WVACVB.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Meredith Wait & Annette Gavin Bates

Department or Organization: Shenandoah Horse Park & Agricultural Center

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: Dec. 5, 2019

If a specific date is needed, please provide reason for specific date: Annette is presenting that day for the JCCVB

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:
Presentation of the Shenandoah Horse Park & Ag. Center Feasibility Study

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. Attached
If not attached, explain:

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

Contact information: Annette Gavin Bates

Email address: Annette.gavin@jccvb.com

Phone Number: 304-535-2627

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Market and Financial Feasibility Report for the Proposed Shenandoah Horse Park & Agricultural Center

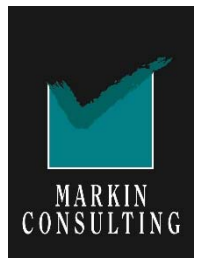
February 26, 2019



Submitted by:



MARKIN CONSULTING LLC ■ MAPLE GROVE, MINNESOTA



February 26, 2019

Meredith Wait
Shenandoah Horse Park, Inc.
3823 Shepherd Grade Road
Shepherdstown, West Virginia 25443

Dear Ms. Wait:

Markin Consulting LLC is pleased to submit the attached market assessment, financial feasibility and economic impact study report for a possible multi-purpose equestrian event facility in Jefferson County, West Virginia ("Shenandoah Horse Park & Agricultural Center").

The analysis presented in this report is based on estimates, assumptions and other information developed from industry research, input provided by the project representatives and stakeholders, surveys of potential facility users, and analyses of competitive and regional facilities. The sources of information, the methods employed, and the basis of significant estimates and assumptions are stated in this report.

As in all studies of this type, the estimated results are based on competent and efficient management of the proposed Shenandoah Horse Park & Agricultural Center. Although we believe that the information and assumptions set forth in this report constitute a reasonable basis for the estimates of usage and potential financial and economic results, the achievement of any estimate may be affected by fluctuating economic conditions and the occurrence of other future events that cannot be anticipated. Therefore, the actual results achieved will vary from the estimates and such variations may be material.

This report is to be used for facility planning of the proposed Shenandoah Horse Park & Agricultural Center only. This report is not to be used in conjunction with any public or private offering of securities, debt, equity or other similar purpose where it may be relied upon to any degree by any person other than the client, nor is any third party entitled to rely upon this report, without first obtaining the prior written consent of Markin Consulting LLC.

The terms of our engagement are that we have no responsibility to update this report or to revise the estimates because of event and transactions occurring subsequent to the date of this report.

Sincerely,

A handwritten signature in black ink that reads "Rod Markin".

Rod Markin, President

SHENANDOAH HORSE PARK & AGRICULTURAL CENTER STUDY
MARKET AND FINANCIAL FEASIBILITY STUDY

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Development and Funding..... 61

Exhibits

- Exhibit A – 2019 USDF, USHJA, and USEA Events
- Exhibit B – 2018 Steeplechase Race Meets
- Exhibit C – Select Competitive Facilities Comparison
- Exhibit D – Jefferson County Market Characteristics
- Exhibit E – Revenue Potential Base Case
- Exhibit F – Revenue Potential Best Case
- Exhibit G – RIMS II Multipliers

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Executive Summary

Shenandoah Horse Park & Agricultural Center Concept

Study Background

Site Location Factors

Horse Show Trends

Competitive Factors

Market Characteristics

Event Potential

Facility Recommendations

Financial Analysis

Economic Impacts

Development and Funding

Executive Summary

EXECUTIVE SUMMARY

CONCEPT

Shenandoah Horse Park & Agricultural Center (“SHPAC”) is a proposed multi-disciplinary, equine, equestrian and agricultural center to be located in Jefferson County, West Virginia. The purpose of the proposed Shenandoah Horse Park & Agricultural Center is to provide a multi-use equine and agricultural facility encouraging tourism, local and state economic development, recreation, and environmental education opportunities.

According to the Board of Shenandoah Horse Park, Inc., the principal focus of the proposed SHPAC is to provide facilities for a variety of equine competitions and activities for western, English, trail and pleasure. It is expected that SHPAC would attract local, state-based and regional competitions and activities involving all horse breeds and disciplines. To accommodate these uses, the Board believes that SHPAC facilities would include indoor and outdoor arenas or rings, warm-up areas, stall barns, trailer parking areas, food service, cross-country and steeplechase courses, vendor spaces (indoor and outdoor), show offices and announcer spaces. Such facilities are expected to accommodate other activities such as dog shows, horse sales, therapeutic riding, and others.

In addition to the equestrian showing components for the proposed SHPAC, three other industries or focus are envisioned to be incorporated in the operation and mission of this facility – agriculture, education and land preservation, and economic development. Regarding agriculture, it is hoped that opportunities exist to support agriculture and agri-tourism industries by bringing together farmers, producers, purchasers, and distributors. The success in this area is largely predicated on the compatibility of facilities and operations with the equestrian activities.

The Board believes that SHPAC has the potential to cultivate research and educational projects and provide a facility to conduct and share these initiatives. It is expected that the Park will preserve open space and create a model for environmental sensitivity and land conservation. As for economic development, it is anticipated that the Park will provide a year-round attraction for residents and visitors to the area and serve as a contributor to tourism and economic growth.

Though a specific site for the proposed SHPAC has not been identified as of the date of this report, it is expected that any such site would have the following minimum attributes and features:

- 250 to 350 acres of contiguous property
- Adjacent or in close proximity to major highway system
- Existence or expansion potential of multi-lane highway for service and public access to the facilities
- Close proximity to lodging, restaurants, and retail shopping
- Utilities to proposed site

STUDY APPROACH

Markin Consulting LLC, in conducting the market demand, financial feasibility and economic impact analysis for the proposed SHPAC facilities, performed the following work steps:

- Toured various parts of Jefferson County to assess location factors and their impacts on potential events, activities and facility needs for the proposed SHPAC
- Researched and assessed the quality and quantity of community resources (lodging, retail outlets, restaurants, attractions, etc.) that would appeal to, and support, potential users of the proposed Shenandoah Horse Park & Agricultural Center
- Evaluated the impact of horse show trends on the proposed SHPAC
- Identified, researched, and assessed facilities and events that would be considered competition for events and activities at the proposed SHPAC
- Researched and analyzed the impact of demographic and economic trends of Jefferson County, and surrounding counties on potential non-equine event demand for facilities of the proposed SHPAC
- Conducted research, analyses, interviews and surveys of potential users of the proposed SHPAC to identify levels of interest in hosting their event at the proposed SHPAC, event size and duration, time of year and facility and service needs
- Developed estimates of potential uses of the proposed SHPAC and recommended facility components necessary to successfully attract and retain the identified target markets (Recommended Facilities)
- Prepared estimates of the revenues and expenses associated with operating the proposed SHPAC
- Prepared estimates of the potential annual economic impacts associated with operating the proposed SHPAC and the events held in the facilities
- Identified partnership and funding mechanisms for construction and operation of the proposed SHPAC

This report presents our findings and recommendations resulting from these work tasks.

Event Potential

Based on current horse show trends in the Mid-Atlantic region, competitive facilities and factors, surveys of horse clubs and associations, input from key stakeholders, activities at comparable facilities, local market factors, and our knowledge of the horse show facility industry, we believe that the core business and principal focus of the proposed SHPAC should be as a multi-function equine show facility with ancillary event usage that is compatible with horse show facilities.

We developed estimates of the potential events and activities for the proposed SHPAC and have presented a base case and best case, in terms of the number of events and activities that we believe could be successfully staged at the proposed SHPAC. These estimates are for a stabilized year of operation, considered the fourth complete year after opening the recommended facilities.

**Shenandoah Horse Park & Agricultural Center
Annual Event Potential for SHPAC**

Event Type	Number of Events		Number of Event Days		Number of Animals Per Event		Number of People Per Event	
	Base	Best	Base	Best	Base	Best	Base	Best
	<u>Horse/Animal Shows and Events</u>							
Single Day Shows	8	10	8	10	75	100	113	200
State/Multi-State Shows								
Hunter/Jumper	3	4	9	12	200	225	500	675
Dressage	3	4	8	12	125	150	313	450
Breed Shows and Rallies	10	12	30	36	250	300	625	900
Western Events/Shows	4	5	8	10	150	200	375	600
Eventing	1	2	2	4	200	225	500	675
Regional Shows								
Hunter/Jumper	1	1	4	4	400	450	1,200	1,575
Dressage	1	1	4	4	225	250	675	875
Breed Shows	1	2	4	8	350	375	1,050	1,313
Western Events/Shows	1	2	3	6	250	300	750	1,050
Eventing	1	1	3	3	350	400	1,050	1,400
Clinics and Schooling Shows								
Winter Series	6	10	6	10	50	75	100	150
Livestock Shows	4	6	4	6	75	100	150	200
Dog Shows	1	1	2	3	150	200	300	400
Sales and Auctions	1	2	3	5	300	400	600	800
Spectator Events	1	2	1	2	200	250	N/A	N/A
	<u>2</u>	<u>2</u>	<u>4</u>	<u>4</u>	N/A	N/A	1,500	1,500
	<u>49</u>	<u>67</u>	<u>102</u>	<u>139</u>				
<u>Other Events and Activities</u>								
Ag Education/Seminars	6	9	6	9				
Community Uses	4	6	4	6				
Banquets/Fundraisers	<u>24</u>	<u>30</u>	<u>24</u>	<u>30</u>				
	<u>34</u>	<u>45</u>	<u>34</u>	<u>45</u>				
Total	<u>83</u>	<u>112</u>	<u>136</u>	<u>184</u>				

FACILITY RECOMMENDATIONS

To successfully attract and retain the potential events and uses shown on the previous page, the following minimum facilities are recommended for the proposed SHPAC (“Recommended Facilities”).

Indoor Arena – State-of-the-art, equestrian-focused indoor arena with 150’ x 300’ dirt-ring, 2,500 seats (mix of seats with backs and bench style), 80’ x 140’ staging or warm-up arena, heat and ventilation, LCD video screen, vendor space, restrooms, box office, show office, dressing rooms with showers, concessions, storage, sound system.

Covered Arenas – Two covered arenas or rings, 150’ x 300’ and 120’ x 240’ with sound system and portable bleacher seating.

Outside Arenas or Rings – Two outside arenas or rings, 100’ x 200’ and 120’ x 240’ with sound system and portable seating.

Schooling Ring – One schooling rings ranging in size from 60’ x 100’ to 80’ x 120’ with some portable seating available.

Show Offices – In addition to the show office in the Indoor Arena, one to two separate show offices (full climate controls) with Internet access to be located near outside or covered arenas.

Stalls – 300 permanent stalls (10’x12’) with wash bays, water bibs, electricity, wide aisles, ventilation, manure pits, restrooms and showers (climate controlled), and tenting area to accommodate 150+ temporary stalls.

Exhibition and Meeting Spaces – Single building with up to 10,000 square feet of exhibition space (dividable into 2 to 3 spaces), with full kitchen, 2 to 4 meeting rooms, Board Room, Executive offices, restrooms, storage, and public space.

RV Hookups – Accommodate a minimum of 75 RV sites with sewer, water, and electric service, or water and electric with a dump station on site.

Cross-Country Course – 40+ acres for cross-county course.

Parking – Areas needed for trailer and event parking.

Outside Vendor Space – Provide areas for outside vendors during horse shows and events, including access to electric and water hook-ups, as needed.

Farrier and Veterinarian Space – Separate building or space in stall barn to accommodate veterinary and farrier needs.

Maintenance Building and Storage – Housing for maintenance office, equipment, shop, storage, and related activities.

Equipment Purchases – Equipment to rent for specific uses, such as dressage rings, jumps, timing devices, portable stalls, portable bleachers, and drag equipment.

Other facility additions for the proposed SHPAC could include a kitchen incubator and trail connector to a larger trail system.

FINANCIAL ANALYSIS

The table below presents the potential operating revenues generated by events at the proposed SHPAC and the estimated expenses associated with the operations of the proposed facility. It assumes that all of the Recommended Facilities are built and operational. All estimates are presented in 2019 dollars and represent a stabilized year of operations (year 4).

**Shenandoah Horse Park & Agricultural Center
Projected Operating Revenues and Expenses
Stabilized Year of Operation - Year 4**

	Base Case	Best Case	Average
Operating Revenues			
Rental income	\$258,000	\$358,000	\$308,000
Stall Income	557,000	838,000	698,000
Concession income	79,000	134,000	107,000
RV revenue	181,000	247,000	214,000
Bedding income (net)	66,000	99,000	83,000
Sponsorships and advertising	<u>100,000</u>	<u>150,000</u>	<u>125,000</u>
Total revenues	<u>\$1,241,000</u>	<u>\$1,826,000</u>	<u>\$1,535,000</u>
Operating Expenses			
Salaries, wages & benefits	688,000	782,000	735,000
Utilities	80,000	100,000	90,000
Property and liability insurance	80,000	80,000	80,000
General & administrative	60,000	70,000	65,000
Supplies	40,000	50,000	45,000
Equipment and leasing	45,000	60,000	53,000
Repairs and maintenance	30,000	50,000	40,000
Advertising and marketing	30,000	50,000	40,000
Contract labor	40,000	50,000	45,000
Contractual services	<u>80,000</u>	<u>110,000</u>	<u>95,000</u>
Total expenses	<u>1,173,000</u>	<u>1,402,000</u>	<u>1,288,000</u>
Net income (loss)	<u>\$68,000</u>	<u>\$424,000</u>	<u>\$247,000</u>
<u>Sensitivity Analysis</u>			
Net income (loss) if revenues are 10 percent lower than estimated	<u>(\$56,000)</u>	<u>\$241,000</u>	<u>\$94,000</u>
Net income (loss) if revenues are 10 percent greater than estimated	<u>\$192,000</u>	<u>\$607,000</u>	<u>\$401,000</u>

START-UP ANALYSIS

The achievement of the base case and best case revenue and expense potential, presented on the previous page, is expected to occur by the 4th year of operation of the proposed SHPAC. However, there will be a ramp-up of operations, events and uses from the time the facility opens and it achieves stability. The tables below present an illustrative analysis of the ramp-up of revenues and expenses, based on the assumed percentage of revenue and expense potential achieved during the start-up period.

**Shenandoah Horse Park & Agricultural Center
Assumed Startup of Revenue and Expense Potential**

Revenue/Expense	Year 1	Year 2	Year 3	Year 4	Year 5
Event Revenue	40%	60%	80%	100%	100%
Sponsorships	60%	80%	100%	100%	100%
Expenses	60%	80%	100%	100%	100%

**Shenandoah Horse Park & Agricultural Center
Potential Revenues and Expenses during Startup, Years 1 - 4**

	Year 1		Year 2		Year 3		Year 4		Year 5	
	Base Case	Best Case	Base Case	Best Case	Base Case	Best Case	Base Case	Best Case	Base Case	Best Case
Total Revenues	516,000	760,000	765,000	1,126,000	1,013,000	1,491,000	1,241,000	1,826,000	1,241,000	1,826,000
Total Expenses	<u>704,000</u>	<u>841,000</u>	<u>938,000</u>	<u>1,122,000</u>	<u>1,173,000</u>	<u>1,402,000</u>	<u>1,173,000</u>	<u>1,402,000</u>	<u>1,173,000</u>	<u>1,402,000</u>
Net Revenue	<u>(\$188,000)</u>	<u>(\$81,000)</u>	<u>(\$173,000)</u>	<u>\$4,000</u>	<u>(\$160,000)</u>	<u>\$89,000</u>	<u>\$68,000</u>	<u>\$424,000</u>	<u>\$68,000</u>	<u>\$424,000</u>

Expected financial results during the start-up period, based on the assumptions stated above, are estimated to result in \$521,000 in losses in the first three years of operation under the base case, and a \$81,000 loss in the first year of operations under the best case. These shortfalls would need to be provided for through working capital lines and other sources.

ECONOMIC IMPACTS

The table below summarizes the estimated annual economic impacts associated with operating the proposed SHPAC, based on the estimated revenues and costs of operations. It also presents the estimated economic impacts from non-local participants and show promoters. As shown in the table below, the operations of the proposed SHPAC, including events held at its facilities, are estimated to have a total annual economic impact to the Jefferson and Berkeley Counties area of between \$11,000,000 and \$19,500,000. Of that amount, between \$2,721,000 and \$4,583,000 represent wages and salaries paid to (1) employees of the proposed SHPAC operation, (2) employees of other businesses in the Counties of Jefferson and Berkeley that provide goods and services to the proposed SHPAC, and (3) employees of hotels, restaurants, shops, retail outlets, service stations and other businesses that serve out-of-area visitors – supporting between 88 and 155 full-time jobs in the Jefferson and Berkeley County area.

**Shenandoah Horse Park & Agricultural Center
Estimated Annual Economic Impacts**

Impact Source	Base Case	Best Case
<u>Operations</u>		
Direct Impact	\$1,241,000 to	\$1,826,000
Indirect and Induced Impacts	<u>1,356,000</u> to	<u>1,643,000</u>
Total Annual Impacts	<u>\$2,597,000</u> to	<u>\$3,469,000</u>
Earnings	<u>\$794,000</u> to	<u>\$924,000</u>
Jobs Supported	<u>18</u> to	<u>22</u>
<u>Events</u>		
Direct Impact	\$5,280,000 to	\$10,091,000
Indirect and Induced Impacts	<u>3,115,000</u> to	<u>5,897,000</u>
Total Annual Impacts	<u>\$8,395,000</u> to	<u>\$15,988,000</u>
Earnings	<u>\$1,927,000</u> to	<u>\$3,659,000</u>
Jobs Supported	<u>70</u> to	<u>134</u>
<u>Total Impacts</u>		
Direct Impact	\$6,521,000 to	\$11,917,000
Indirect and Induced Impacts	<u>4,471,000</u> to	<u>7,540,000</u>
Total Annual Impacts	<u>\$10,992,000</u> to	<u>\$19,457,000</u>
Earnings	<u>\$2,721,000</u> to	<u>\$4,583,000</u>
Jobs Supported	<u>88</u> to	<u>155</u>

DEVELOPMENT AND FUNDING

Our assessment of market potential, financial operations, and annual economic impacts indicates varied and complex factors in deciding how to move forward with the proposed SHPAC. The horse show markets in the Mid-Atlantic region, generally, and in the Jefferson County area, specifically, are saturated in certain areas (e.g., eventing, steeplechase), yet there are niches that could be capitalized on at a year-round event facility in Jefferson County. With an experienced management team and appropriate facilities, the proposed SHPAC could stand out as a premier location for equestrian competitions, clinics, schools, and the like.

To be competitive with existing facilities in the region and to extend and expand its show calendar, the proposed SHPAC will need to offer both high quality facilities and services, and competitive rates. With that approach, it is likely that SHPAC could cover its operating costs but not contribute to debt service or major capital investments. It does, however, have the potential to contribute between \$11 million and \$19 million in annual economic benefits to the Jefferson County area.

Consequently, if the decision is made to move forward with the construction and operation of the proposed SHPAC, careful planning and a consortium of stakeholders and financial mechanisms will be needed.

SHPAC Alliance

An alliance of stakeholders, industry advocate groups, and governmental organizations/offices will be needed to successfully develop and operate a facility the magnitude of the proposed SHPAC. From funding of facility designs to construction of specific elements to co-marketing events to fundraising for improvements, it is critical that a strong alliance of public and private organizations be created to champion the proposed SHPAC. Local, state and regional stakeholders and partners will be critical to the operational and funding support of this project – including the possible need to create a public-private partnership.

Funding Sources

Funding the construction and ongoing operations of event facilities like the proposed SHPAC can take on different approaches. For example, the State of North Carolina used general taxpayer dollars to build and operate the Senator Bob Martin Agricultural Center – under the Department of Agriculture. The Virginia Horse Center started out as a public-private partnership between the Commonwealth of Virginia and Virginia Horse Center Foundation (VHCF), a 501(c)3. In 2007, the partnership between Virginia and the VHCF was dissolved and the Foundation board was awarded the land through a United States Department of Agriculture loan, making the VHC a wholly private entity. Rockbridge County instituted a 2 percent lodging tax to provide for repayment of the USDA loan. In addition, the VHCF receives substantial amounts of donations and grant funding for ongoing operations and capital improvement.

In order to specifically address the funding options for the development and operation of the proposed SHPAC, it will be necessary to engage an experienced horse show facility planner to develop a master plan and cost budget. Research of funding sources that might be available to help finance the Recommended Facilities for the proposed SHPAC revealed the following relevant funding sources: government grants, general obligation bonds, special use fees and taxes, donations and private grants, and other sources of equity.

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SHENANDOAH HORSE PARK & AGRICULTURAL CENTER CONCEPT

Shenandoah Horse Park & Agricultural Center (“SHPAC”) is a proposed multi-disciplinary, equine, equestrian and agricultural center to be located in Jefferson County, West Virginia. The purpose of the proposed Shenandoah Horse Park & Agricultural Center is to provide a multi-use equine and agricultural facility encouraging tourism, local and state economic development, recreation, and environmental education opportunities.

According to the Board of Shenandoah Horse Park, Inc., the principal focus of the proposed SHPAC is to provide facilities for a variety of equine competitions and activities for western, English, trail and pleasure. It is expected that SHPAC would attract local, state-based and regional competitions and activities involving all horse breeds and disciplines. To accommodate these uses, the Board believes that SHPAC facilities would include indoor and outdoor arenas or rings, warm-up areas, stall barns, trailer parking areas, food service, cross-country and steeplechase courses, vendor spaces (indoor and outdoor), show offices and announcer spaces. Such facilities are expected to accommodate other activities such as dog shows, horse sales, therapeutic riding, and others.

SHPAC’s Board has identified the Senator Bob Martin Eastern Agricultural Center (“Bob Martin”), located in Williamston, NC, as a “template” for this new facility in Jefferson County – referencing the general facility components and their relationship to each other. A detailed overview of Bob Martin facilities and operations are presented in the Comparable and Competitive Facilities and Factors section of this report.

In addition to the equestrian showing components for the proposed SHPAC, three other industries or focus are envisioned to be incorporated in the operation and mission of this facility – agriculture, education and land preservation, and economic development. Regarding agriculture, it is hoped that opportunities exist to support agriculture and agri-tourism industries by bringing together farmers, producers, purchasers, and distributors. The success in this area is largely predicated on the compatibility of facilities and operations with the equestrian activities.

The Board believes that SHPAC has the potential to cultivate research and educational projects and provide a facility to conduct and share these initiatives. It is expected that the Park will preserve open space and create a model for environmental sensitivity and land conservation. As for economic development, it is anticipated that the Park will provide a year-round attraction for residents and visitors to the area and serve as a contributor to tourism and economic growth.

Though a specific site for the proposed SHPAC has not been identified as of the date of this report, it is expected that any such site would have the following minimum attributes and features:

- 250 to 350 acres of contiguous property
- Adjacent or in close proximity to major highway system
- Existence or expansion potential of multi-lane highway for service and public access to the facilities
- Close proximity to lodging, restaurants, and retail shopping
- Utilities to proposed site

STAKEHOLDER WORK SESSIONS

Early in the study process, Markin Consulting moderated a number of work sessions with key stakeholders to explore ideas and felt needs for the proposed Shenandoah Horse Park & Agricultural Center. Representatives at the work sessions included:

- 4-H Saddle Club
- Agricultural Community
- Bavarian Inn
- Cargill Animal Nutrition
- Department of Agriculture
- Eastern Panhandle Conservation Dist.
- Farmland Protection Board
- Horse Rescue Groups
- Jefferson County Commissioners
- Jefferson County Convention & Visitors Bureau
- Jefferson County Fair Manager
- Mountain View Polo Club
- Multiple Veterinarians
- President of Happy Retreat
- President of Jefferson County Chamber
- President of Shepherdstown Visitor Center
- Ranson Convention & Visitors Bureau
- Representative for AQHA
- Representative for Rep. Alex Mooney
- Representative for Sen. Joe Manchin

The agricultural component of the proposed SHPAC was of particular interest to many of the stakeholders. Ideas for this part of the proposed SHPAC included a food hub, commercial and incubator kitchen, agricultural-focused seminars, meetings and conferences, and classrooms for educational sessions.

Other felt needs and uses for equestrian compatible facilities included dog agility and other canine events (e.g., nose work, herding, dock diving, etc.), indoor polo, clinics, therapeutic rides, festivals and horse trails.

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STUDY BACKGROUND

BACKGROUND AND OBJECTIVES

Markin Consulting LLC was engaged by the Shenandoah Horse Park, Inc. to conduct a market demand, financial feasibility and economic impact study for a proposed state and regional, multi-use facility for equestrian shows, events, and other year-round uses, to be located in Jefferson County, West Virginia, and referred to as the Shenandoah Horse Park & Agricultural Center (“SHPAC”).

It is expected that the proposed SHPAC could be used for state and regional equine events, other animal shows, as well as non-equine events and activities as supported by the market.

The objectives of the study were to:

- Determine the level of potential market demand (niches and target markets) for equestrian and event facilities, on the basis of potential market position, competition, unsatisfied demand segments, support services, site location, appropriate mix and sizing of facilities, and other factors
- Recommend the minimum facilities needed to successfully attract and retain the target markets, on the basis of the assessed market support, community needs, support services, and competition for events and facilities (“Recommended Facilities”)
- Assess the financial and economic impacts of the proposed SHPAC
- Identify partnership and funding mechanisms for construction and operation of the proposed SHPAC

APPROACH

Markin Consulting LLC, in conducting the market demand, financial feasibility and economic impact analysis for the proposed SHPAC facilities, performed the following work steps:

- Toured various parts of Jefferson County to assess location factors and their impacts on potential events, activities and facility needs for the proposed SHPAC
- Researched and assessed the quality and quantity of community resources (lodging, retail outlets, restaurants, attractions, etc.) that would appeal to, and support, potential users of the proposed Shenandoah Horse Park & Agricultural Center
- Evaluated the impact of horse show trends on the proposed SHPAC
- Identified, researched, and assessed facilities and events that would be considered competition for events and activities at the proposed SHPAC
- Researched and analyzed the impact of demographic and economic trends of Jefferson County, and surrounding counties on potential non-equine event demand for facilities of the proposed SHPAC

- Conducted research, analyses, interviews and surveys of potential users of the proposed SHPAC to identify levels of interest in hosting their event at the proposed SHPAC, event size and duration, time of year and facility and service needs
- Developed estimates of potential uses of the proposed SHPAC and recommended facility components necessary to successfully attract and retain the identified target markets (Recommended Facilities)
- Prepared estimates of the revenues and expenses associated with operating the proposed SHPAC
- Prepared estimates of the potential annual economic impacts associated with operating the proposed SHPAC and the events held in the facilities
- Identified partnership and funding mechanisms for construction and operation of the proposed SHPAC

CONDITIONS OF THE STUDY

This report is to be used for facility planning of the proposed Shenandoah Horse Park & Agricultural Center only. This report is not to be used in conjunction with any public or private offering of securities, debt, equity or other similar purpose where it may be relied upon to any degree by any person other than the client, nor is any third party entitled to rely upon this report, without first obtaining the prior written consent of Markin Consulting LLC.

Although we believe that the information and assumptions set forth in this report constitute a reasonable basis for the estimates of usage, the achievement of any estimate may be affected by fluctuating economic conditions and the occurrence of other future events that cannot be anticipated. Therefore, the actual results achieved will vary from the estimates and such variations may be material.

The terms of our engagement are that we have no responsibility to update this report or to revise the estimates because of events and transactions occurring subsequent to the date of this report.

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SITE LOCATION FACTORS

A critical element to the market support and resulting financial feasibility for the proposed SHPAC is its location – within the local market, the state and region. This section presents an overview of key location factors for the proposed SHPAC.

REGIONAL ACCESS

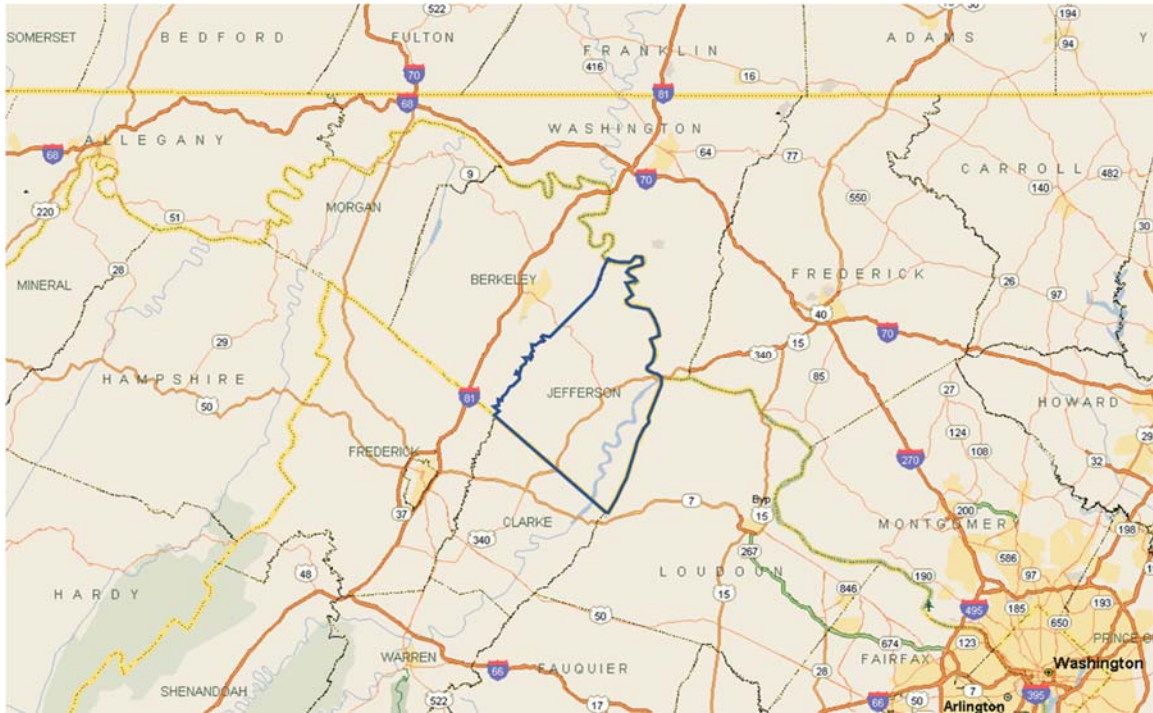
West Virginia is located in the Mid-Atlantic States region of the United States, bordered by the States of Ohio, Pennsylvania, Kentucky, Virginia, and Maryland. Regional highway access to the eastern panhandle of West Virginia occurs principally via Interstates 81 and 70, as well as US Highway 340, and State Route 9. The map below shows the State of West Virginia and the location of Jefferson County in relation to the surrounding region and interstate roads.



COUNTY LOCATION AND ACCESS

Jefferson County is located in northeastern West Virginia, the eastern-most county of the State, about 80 miles west of the Baltimore. The map below shows the location of Jefferson County in relation to surrounding counties in the region.

Jefferson County in Relation to Surrounding Counties



Using the approximate center of Jefferson County, the table to the right shows the approximate mileage and related drive-time from various cities within the Mid-Atlantic region.

Typical drive times for equestrian competitions can range from 1 hour (local events, to up to 3 hours or more (regional events).

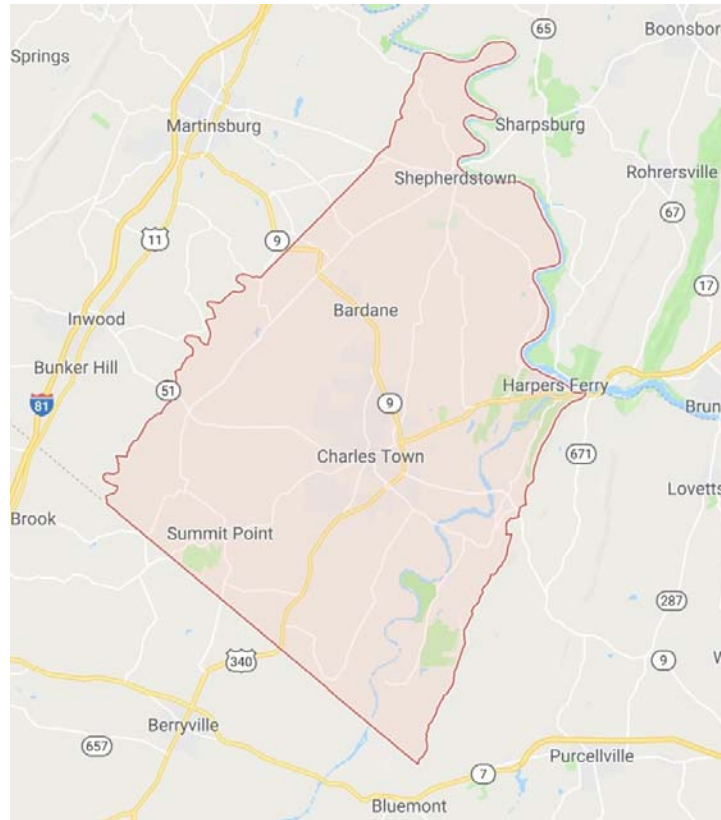
Shenandoah Horse Park & Agricultural Center Mileage Table From Jefferson County

City/State	Miles from Proposed Site	Time
Middleburg, VA	38	:54
Washington D.C.	70	1:27
Baltimore, MD	82	1:30
York, PA	100	1:56
Charlottesville, VA	154	2:35
Lexington, VA	159	2:26
Richmond, VA	165	2:43
Philadelphia, PA	185	2:59
Roanoke, VA	207	3:09
Charleston, WV	315	4:42
Raleigh, NC	334	5:09

Source: Google Maps

JEFFERSON COUNTY

Below is a map of Jefferson County, showing the borders and its relationship to cities just outside of the County.



Major Highways and access roads in Jefferson County include State Highway 9, US 340, State Highway 51 (Middleway Pike), Leetown Road/Kearneysville Pike, and State Highway 230. Principal Jefferson County cities and communities include Charles Town, Ranson, Shepherdstown, Harpers Ferry, Kearneysville, and Bardane.

Though the site for SHPAC has not been determined, according to SHPAC Board, it is likely to be located somewhere in close proximity to State Highway 9, northeast of Charles Town.

COMMUNITY RESOURCES

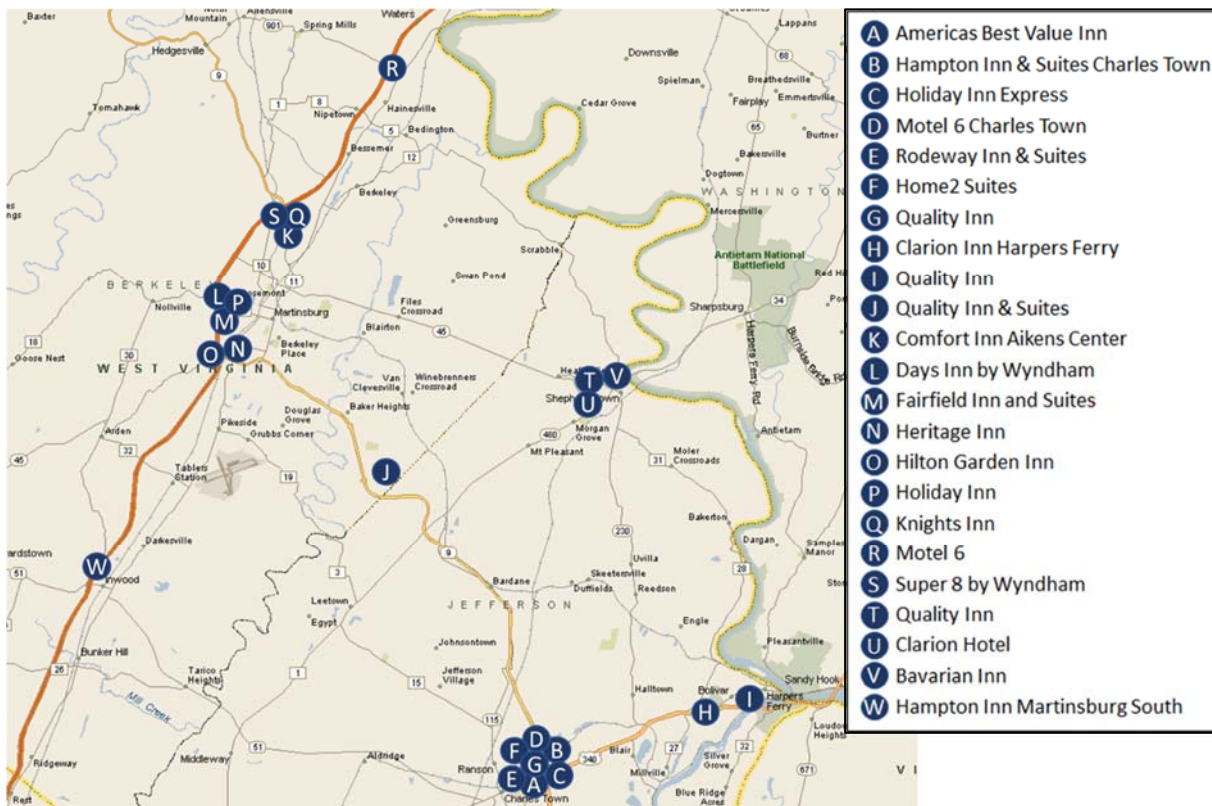
This section presents an overview of the availability of lodging, restaurants and other support services available in the Jefferson County area.

Hotel/Motels

The majority of utilization of the proposed SHPAC in Jefferson County is anticipated to consist of horse shows and similar events that draw participants from throughout the region. These non-local participants would have a positive impact on Jefferson County’s (and surrounding counties) economy by supporting area hotels, restaurants and other establishments during their visit to the area. Economic impact generated by non-local participants and their families is typically a critical reason for the consideration of investment in these types of event facilities. These impacts are presented in the Economic Impacts section of this report.

The ability of the local market to provide an adequate number of hotels that are convenient to the proposed SHPAC site is also a key consideration for event promoters when selecting a location for their event.

Because the proposed SHPAC will likely be located between Charles Town and Martinsburg, we reviewed the inventory of lodging facilities in both Jefferson County and along Interstate 81 in Berkeley County. The map below shows the location of these lodging facilities.



According to travel data, there are almost 2,000 available hotel rooms in the properties shown in the map on the previous page. The number of rooms in each community is presented in the table below.

**Shenandoah Horse Park & Agricultural Center
Hotels in Jefferson/Berkeley County**

Location	Number	
	Properties	Rooms
Charles Town	7	748
Shepherdstown	3	292
Harpers Ferry	2	149
Kearneysville	1	76
Martinsburg	<u>10</u>	<u>729</u>
Total	<u>23</u>	<u>1,994</u>

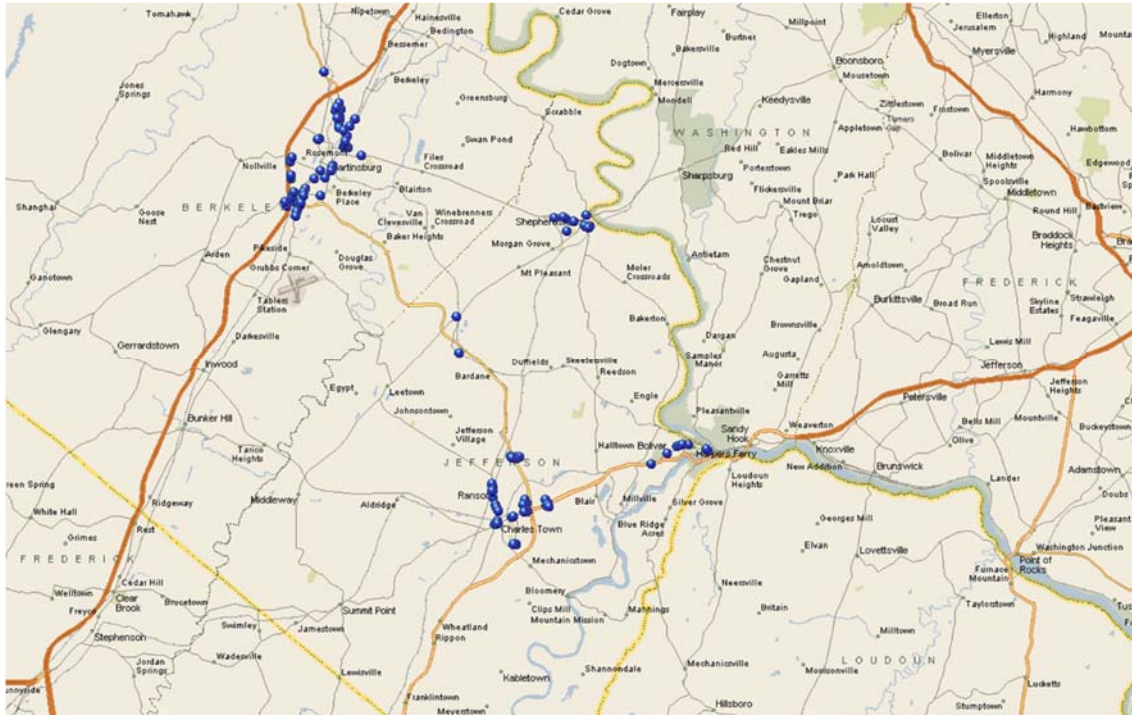
Source: Trip Advisor

According to representatives of the Jefferson County CVB and Ranson CVB, Jefferson County hotels experience high occupancy rates in the summer months as well as in the late spring and early fall. The high occupancy rates (driven by existing tourism demand) have pushed up the average daily rate for a hotel room to around \$120. With the high occupancy rates and high average daily rates, it may be unlikely that Jefferson County hotel owners would block rooms at rates that are typically more in line with breed, western, and similar horse shows; \$100 per night. However, the average daily rates are probably not an issue, though availability of rooms may be, for sport horse events – eventing, hunter/jumper, dressage, etc.

Restaurants

Restaurants are generally located in the same areas as lodging facilities, as shown in the map below. Restaurants in Jefferson County range from national chains to fast food outlets to casual dining to breweries/pubs to fine dining.

Locations of Jefferson and Berkeley County Eating Establishments



Tourism and Attractions

Jefferson County has significant tourism assets that draw visitors to the area (mostly during the summer months), including:

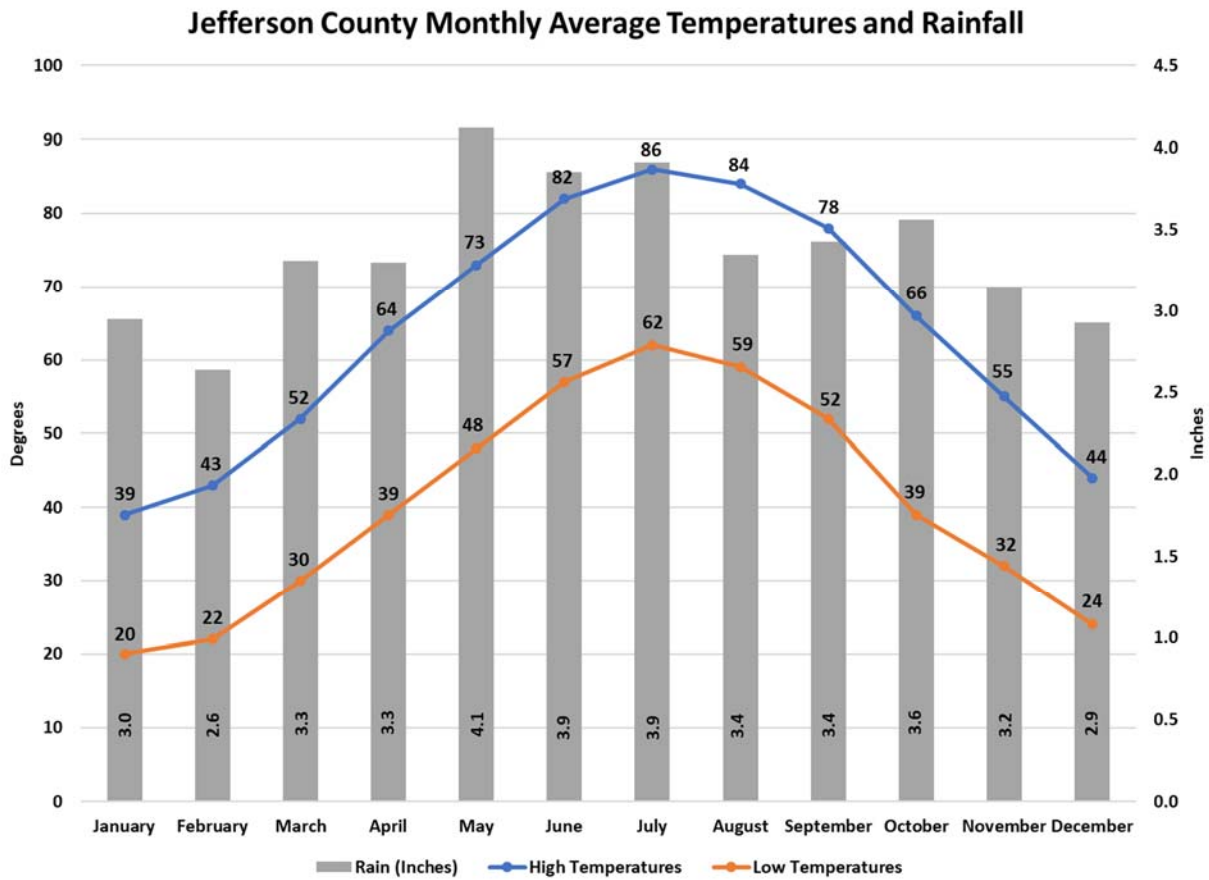
- Harpers Ferry National Historical Park
- Charles Town Races & Hollywood Casino
- Contemporary American Theater Festival (July)
- Eclectic shopping and farmers markets
- Hiking and biking
- Rafting and kayaking
- Fishing – Potomac and Shenandoah Rivers

These tourism assets will enhance the ability to attract participants and visitors to events at the proposed SHPAC.

Climate

The region’s climate has a significant impact on the operations of any potential multi-purpose event facility. Climate impacts the seasonality of the facilities, which determines the extent to which the complex can generate revenues throughout the year. Climate also plays a role in the operating costs associated with the facilities. For instance, hotter climates result in higher air conditioning costs for indoor spaces.

The chart below presents the average monthly high and low temperatures, along with monthly rainfall averages, for Jefferson County.



The Jefferson County area has a largely variable climate, based on the season, with average daily highs reaching the high 30’s to lower 50s during the winter months and going as high as upper-80’s during summer months. Daily lows generally exceed freezing. As such, there will be a need for both heat and air conditioning (or ventilation) in any enclosed, indoor buildings. The monthly precipitation amounts will be mitigated with indoor and/or covered event facilities at the proposed SHPAC.

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HORSE SHOW TRENDS

This section provides an overview of key aspects of the horse show industry in the Mid-Atlantic region, including types of horse shows and events, horse clubs, and certain sanctioning restrictions, as well as the regional competitive markets.

HORSE SHOWS AND EVENTS

A review of the variety of horse clubs and associations and horse shows in the Mid-Atlantic region revealed a wide variety of equine events and activities to be considered at the proposed SHPAC. A brief description of these events and associations is presented below.

Western Events – Western riding and competitions includes timed events such as barrel racing, pole bending, roping, penning, reining, cutting, working cow horse, and ranch horse. These competitions can be “stand alone” events, like barrel racing, or “combined” events in the form of rodeo competitions. Rodeos include rodeo-specific associations, like Little Britches, High School Rodeo and collegiate rodeo, as well as spectator events like Professional Rodeo Cowboys Association (PRCA), Women’s Professional Rodeo Association (WPRA), Professional Bull Riders (PBR), as well as non-sanctioned rodeos for entertainment.

Breed Shows – Breed shows involve a variety of classes and disciplines within a specific breed type – Quarter Horse, Paint Horse, Morgan Horse, Pinto, Miniature, Arabian, etc. The variety of competition categories are:

- Equitation – where riders are judged on their form, style and ability
- Pleasure, flat or under saddle classes feature horses that are ridden on the flat and the horses are judged on manners, movement, performance, style and quality
- Halter or conformation classes involve the horse being led by a handler on the ground and judged on conformation and suitability as a breeding animal
- Harness class involves the horse being driven rather than ridden and judged on manners, performance and quality
- Jumping; both show and hunter jumping, where horses and riders must jump obstacles.

Gaited Horses – Gaited horses (Tennessee Walking Horse, Saddle Breeds, etc.) compete in equestrian, fine harness and gait competitions.

Hunter/Jumper Shows – Similar in overall appearance, hunter/jumper events comprise horses negotiating a series of obstacles and jumps. The differences between the two relate to the judging criteria. Show jumping involves jumping clearly over a set course within an allotted time. Hunters are judged subjectively on the form of the horse, its manners and the smoothness of its movement throughout the course. In addition to jumping classes, hunter/jumper shows may also include “Under Saddle” classes that are conducted on a flat surface. The horses are judged on their walk, trot and canter, where movement and manners are judged subjectively.

Dressage – Dressage, a French word meaning “training,” is designed to develop a horse’s natural athletic ability and willingness to perform, using standardized progressive training methods. Competitive dressage involves nine progressive levels that incorporate a number of tests within each level. Competitions occur in a regulation size arena (20 meters by 60 meters), with specific apparel and equipment regulated by the United States Equestrian Federation.

Eventing – Eventing is typically a 3-day event (though may be held over less than 3 days) where a single rider and horse compete in multiple disciplines including Dressage, Cross Country, and Show Jumping.

Steeplechase – Steeplechase is an obstacle course for thoroughbred horses. The obstacles are known as National Fences as well as timber. Horses must be able to jump at fast paces and be able to get around the ditch obstacles as well.

Other Equestrian Events and Activities –Other equestrian events and activities include trail riding, clinics, sales, and therapeutic riding.

EQUESTRIAN COMPETITION SANCTIONING BODIES

Each type of horse show is governed by a sanctioning body. The two major sanctioning bodies are the United States Equestrian Federation (USEF) and the American Quarter Horse Association (AQHA). The American Quarter Horse Association rules govern not only Quarter Horse Shows but also barrel racing and ranch horse competitions.

Competitions governed by the USEF include dressage, driving, endurance riding, eventing, hunt seat equitation, hunter, jumper, reining, roadster, saddle seat equitation, vaulting, and western riding competition including equitation, western pleasure, reining, trail, and related events. Organizations that have been formed to coordinate USEF competitions include the United States Dressage Federation (USDF), United States Hunter Jumper Association (USHJA), and United States Eventing Association (USEA).

The USEF also governs breed shows held in the United States for the Andalusian, Lusitano, Arabian, half-Arabian, Anglo-Arabian, Connemara, Friesian, Hackney, Morgan, American Saddlebred, National Show Horse, Paso Fino, Shetland, and Welsh breeds.

Other governing bodies include American Paint Horse Association (APHA), Appaloosa Horse Club (ApHC) National Cutting Horse Association (NCHA), National Reined Cow Horse Association (NRCHA), National Reining Horse Association (NRHA), National Steeplechase Association (NSA), Palomino Horse Breeders of America (PHBA), United States Team Penning Association (USTPA) and United States Team Roping Championships (USTRC).

West Virginia, in general, and Jefferson County, specifically, are located in various regions for the different national sanctioning bodies, clubs and associations. In most cases, West Virginia, as a whole, is within a specific region, while Jefferson County (and other counties in eastern WV) is considered a part of a different region than the rest of West Virginia. This distinction is important in scheduling and staging events that compete both within the same region, as well as in bordering regions.

The table below presents the national breed and discipline clubs and associations, along with the applicable region for Jefferson County.

**Shenandoah Horse Park & Agricultural Center
Horse Club Regions for Jefferson County, West Virginia**

Horse Club/Association	Applicable Region	States in Region
Breed		
American Miniature Horse Association	Region 3	WV, DE, DC, MD, NC, SC, VA,
American Morgan Horse Association	Eastern Region	WV, AL, DE, FL, GA, KY, MA, MD, ME, MS, NH, NJ, NY, NC, PA, RI, SC, TN, VT, VA
American Quarter Horse Association	Mid Atlantic	WV, KY, NC, TN, VA
Arabian Horse Association	Region 14	WV, KY, OH
Friesian Horse Association North America	Region 6	WV, AL, FL, GA, KY, MS, NC, SC, TN, VA
International Andalusian & Lusitano Horse Association	Region 6	WV, CT, DE, DC, MA, MD, ME, NH, NJ, NY, PA, RI, VT, VA,
American Paint Horse Association	Zone 7	WV, CT, DC, DE, MD, MA, H, NJ, NY, PA, RI, VT, VA
Pinto Horse Association	Zone 7	WV, CT, DE, MD, MA, NH, NJ, NY, PA, RI, VT, VA
Discipline		
American Ranch Horse Association	Region 3	WV, CT, DE, KY, MA, MD, NY, NH, NJ, OH, PA, RI, VA, VT
American Vaulting Association	Region 10	WV, IL, IN, KY, MI, OH
National Barrel Horse Association	Colonial States	WV, CT, MD, MA, NH, NJ, NY, PA, RI, VT, VA
National Cutting Horse Association	Area 17	WV, DE, MD, VA
United States Dressage Federation	Region 1	Eastern WV, DE, DC, MD, NC, NJ, PA, VA
United States Eventing Association	Area 8	WV, IN, KY, MI, OH
United States Hunter Jumper Association	Zone 3	WV, DC, DE, MD, NC, VA
United States Pony Club	Virginia Region	WV, VA

Source: Listed Club/Association Website

As noted above, Jefferson County is in Region 1 of USDF, Area 8 of USEA, and Zone 3 of USHJA. The geographic location of Jefferson County being in the same regions as Virginia and Maryland (at a minimum) as well as Pennsylvania and North Carolina (in some cases), will give the proposed SHPAC a greater opportunity for state-based and regional horse shows.

All of these governing bodies have specific rules, requirements and restrictions related to moving an existing or creating a new event. Most governing bodies consider moving an existing event the same as creating a new event. One of the factors impacting the ability to stage new horse shows at the proposed SHPAC is the “mileage restriction” (the minimum distances shows can be held at the same time) clause of the show approval process of each governing body. The mileage restriction applies to “similar rated or level” competitions. For example, two “A” rated USEF shows can not occur at the same time if they are located within the defined mileage radius. However, an “A” rated show and a “C” rated show can occur at the same time even if within the defined mileage radius; as they are considered different rating or level of competition.

Below is a listing of the mileage restrictions for the major governing horse show bodies.

Governing Body	Mileage Restriction
United States Equestrian Federation	50 miles to 250 miles (radius), depending on show rating
American Quarter Horse Association	200 driving miles
Appaloosa Horse Club	150 mile radius
American Paint Horse Association	250 driving miles
National Reined Cow Horse Association	300 mile radius
National Reining Horse Association	500 mile radius
Palomino Horse Breeders of America	350 mile radius
United States Team Roping Championships	None, case by case
United States Team Penning Association	None, case by case
National Cutting Horse Association	500 miles to 800 miles (driving)

Equestrian competitions in the Mid-Atlantic region, both USDF and USHJA, with sanctioning under USEF, are subject to a 75-mile restriction. According to the CEO of USEA (also under USEF rules), eventing is not subject to the mileage restriction rules.

STATE HORSE CLUBS AND ASSOCIATIONS

The following are the principal (though not all) horse clubs and associations in the Jefferson County region that stage horse shows and/or that sanction and stage events throughout the region (including West Virginia, Virginia, Pennsylvania, and Maryland).

Activity Disciplines

Central PA Junior Horse Show Association (CPJHSA) is a member organization that focuses on junior riders. This organization hosts over 70 events per year.

Commonwealth Dressage & Combined Training Association (CDCTA) is a 501(c)3-member organization with 200+ members. They have many different types of activities that they focus on. Rider Camps, Combined Tests, Dressage, Cross Country, and Clinics are just a few.

Kanawha Valley Horsemen's Association (KVHA) is a member organization established in 1960 that sponsors the largest all-breed horse show in West Virginia. There are many types of disciplines that are incorporated into this group.

Maryland Horse Show Association (MHSA) was founded in 1936 for the purpose of promoting horse shows and other events. Events are held throughout the State of Maryland.

Old Dominion Gaited Horse Association (ODGHA) founded in 2007, ODGHA is a non-profit that focuses on Gaited Horses. They host clinics, shows, trail rides, among other events. They also host a major horse show at the Virginia Horse Center every year.

PA Draft Horse and Mule Association (PADHMA) is a member organization that utilizes Draft Horses and Mules for many different activities including logging, pulling, riding, showing, and exhibition.

Potomac Valley Dressage Association (PVDA) is a member organization that focuses on Dressage in Maryland.

Southwest Virginia Hunter Jumper (SWVHJA) is an organization that is a member of the USEF and the USHJA. Their annual show is held at the Virginia Horse Center.

Virginia Dressage Association (VADA) is a member organization that is a part of the USDF. They have 8 chapters that make up VADA. The Northern chapter, NOVA, is in closest proximity to Jefferson County.

Virginia Horse Show Association (VHSA) is a member organization that advocates horse competitions, is open to all breed groups, shows and horse interests with a focus principally on rated hunter and jumper events.

Virginia Region Pony Club is a member organization that, while using only ponies, utilizes many different activity disciplines, including: Show Jumping, Dressage, Eventing, Tetrathlon, Mounted Games, etc.

Western Pennsylvania Dressage Association (WPDA) is a member organization that is a part of the USDF. This organization hosts clinics and shows around the Western part of Virginia.

Breed Organizations

Pennsylvania Morgan Horse Club (PMHC) is a member organization founded in 1973 that specializes in Morgan Horses.

Southern Maryland Quarter Horse Association (SMQHA) is a member organization that specializes in Quarter Horse Breeds.

Virginia Appaloosa Horse Club (VAHC) is a non-profit organization founded in 2002. This group focuses on Appaloosa Horse breeds and hosts shows throughout the state of Virginia.

Virginia Arabian Horse Association (VAHA) is a member organization that specializes in the Arabian Breed. This group is part of the USDF, USEF, and AHA.

Virginia Quarter Horse Association (VQHA) is a member organization that specializes in the Quarter Horse Breed. Shows put on by the VQHA are held at Frying Pan Farm Park and Virginia Horse Center.

West Virginia Miniature Horse Club (WVMHC) is a member organization formed in 1990 that hosts 5-6 shows per year and various locations throughout the Ohio Valley.

West Virginia Quarter Horse Association (WVQHA) is a member organization that is part of the AQHA. They host multiple shows from April to September.

Western Pennsylvania Quarter Horse Association (WPQHA) is a member organization that produces 26 AQHA approved shows over the course of seven weekends, May through August of each year.

Show Location Considerations

State-based clubs and associations, for the most part, stage their sanctioned competitions at show facilities that are located within the same state. For example, the Potomac Valley Dressage Association (a Maryland-based club) stages all of the shows that it organizes at Maryland show facilities. The same is true for Commonwealth Dressage & Combined Training Association and Virginia Dressage Association.

However, state-based clubs and associations have been known to stage competitions in neighboring states, if there are inadequate facilities (both amenities and size) in their respective state.

HORSE SHOWING IN THE MID-ATLANTIC REGION

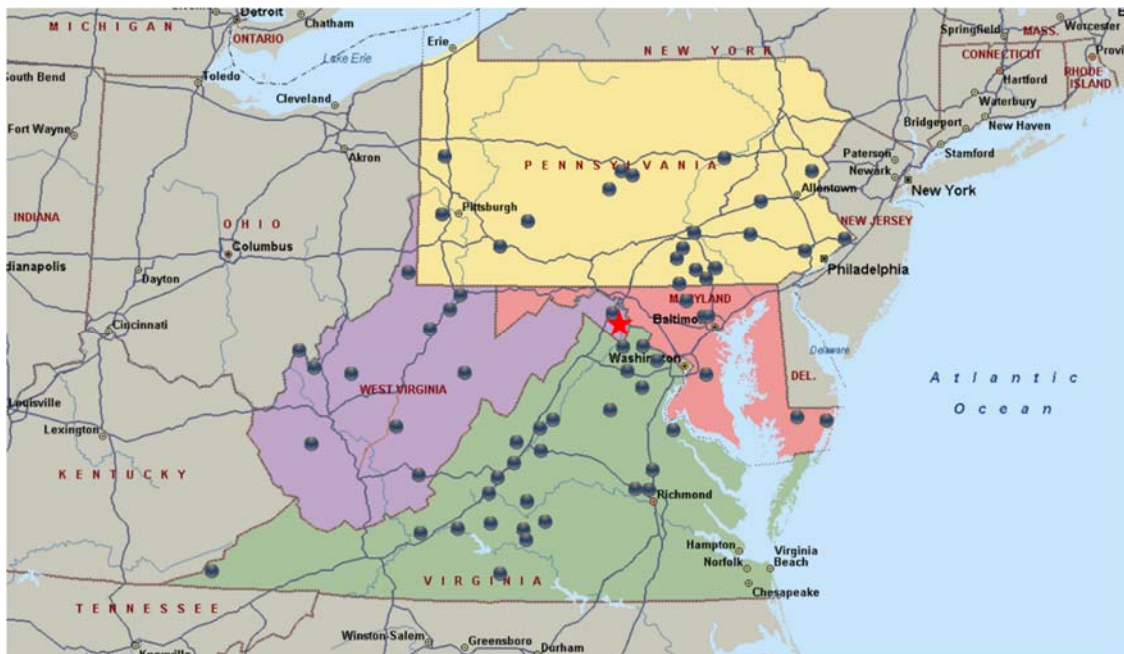
The horse show industry, in the Mid-Atlantic region of the United States, is comprised of a wide variety of shows, events, schools, and clinics – along with a plethora of private and public owned facilities that accommodate, and even propagate, the horse show industry.

This multi-faceted horse show industry is a part of the larger horse industry that includes racing, recreational ownership, work horses and competition (horse show industry). According to a 2017 study on the economic impacts of the horse industry in the United States, prepared by the American Horse Council Foundation, the competition sector “supports more than 241,000 direct jobs and adds \$11.8 billion in direct value to the U.S. economy. These direct impacts drive a further \$16.5 billion in added value to the economy and create more than 175,000 jobs from indirect and induced effects. Additionally, USEF, AQHA, NRHA and UPHA licensed approximately 6,313 competitions throughout 2016, utilizing 1,654 competition managers.”

Similarly, a 2010 study on the economic impact of the horse industry in Virginia indicated that “the estimated attendance at Virginia horse shows and competitions during 2010 was 934,000. Attendees were participants, members of participants’ travel parties, or spectators. Nearly 46 percent of horse show and competition attendees were drawn from the locality in which the event was held. Another 40 percent came from elsewhere in Virginia. Fourteen percent were out-of-state residents.”

Horse show competitions within the Mid-Atlantic region include both English and Western events, though mostly more on the English style. For a perspective on the number of locations for horse competitions, below is a map that displays the various sites of horse shows and competitions (though not all) in the States of Virginia, West Virginia, Maryland and Pennsylvania.

Horse Show Locations in Region



The following section provides a more detailed narrative of the types of competitions, as well as show facilities, and their possible market implications to the proposed SHPAC in Jefferson County.

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Shenandoah Horse Park & Agricultural Center Concept

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Horse Show Trends

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COMPETITIVE FACTORS

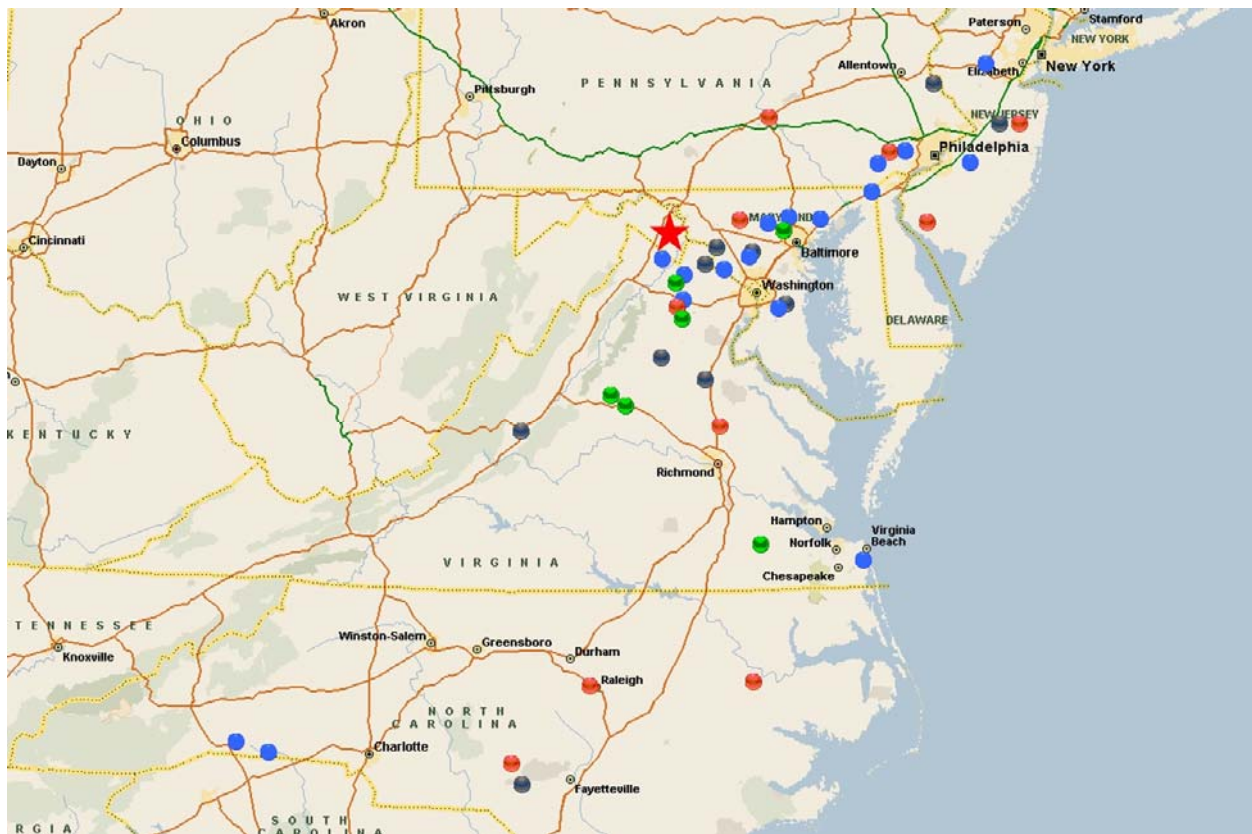
The proposed SHPAC will invariably be subject to competitive forces from two principal areas: (1) established competitions and events and (2) existing event facilities within the region. This section provides an overview of both of these factors.

COMPETITIVE HORSE COMPETITIONS AND EVENTS

Based on the concept for the proposed SHPAC, various horse competitions and events staged in eastern West Virginia, Virginia, Maryland, Pennsylvania, North Carolina, and New Jersey may provide significant competitive pressure for SHPAC – in terms of competing for athletes, sponsorships, and event dates. These events include the disciplines of hunter/jumper, dressage, eventing and steeplechase, as well as breed specific shows.

USEF Competitions

For the proposed SHPAC, a key competitive factor will be existing, established horse competitions. With regard to USEF affiliated competitions (dressage, hunter/jumper, and eventing), there are a significant number of equestrian competitions in close proximity to Jefferson County. Exhibit A presents a combined list of dressage (USDF Region 1), hunter/jumper (USHJA Zone 3 VA and MD only), and eventing competitions (USEA Area 2) scheduled for the 2019 season. The locations for those competitions are shown in the map below.



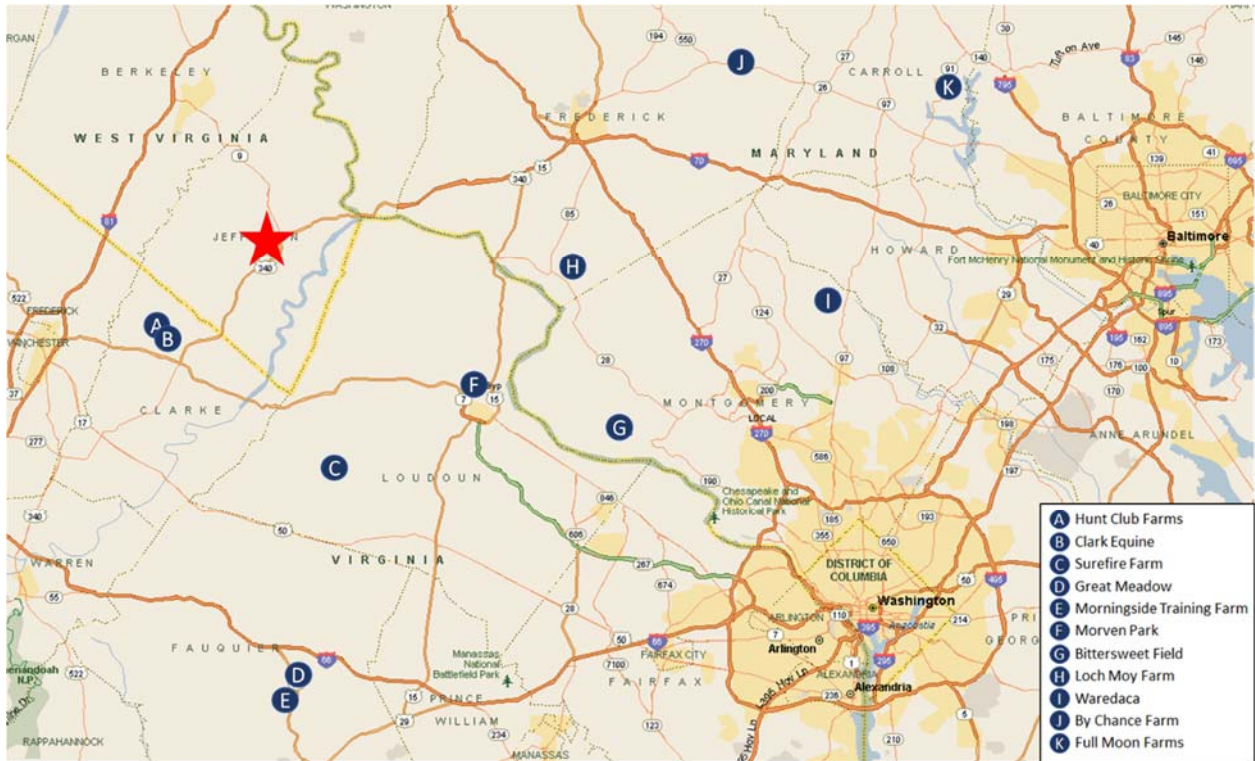
As mentioned on page 15, for the Mid-Atlantic region, no similar USEF events can occur at the same time if they are within 75 miles of each other. The table below shows the variety of USEF and related events, scheduled for the 2019 season, that are within 75 miles of Jefferson County.

**Shenandoah Horse Park & Agricultural Center
USEF, USEA and USDF Events within 75 Miles of Jefferson County - 2019 Calendar**

Name of Event	State Date	End Date	Facility	Discipline
Morven Park Spring Horse Trials	3/30/2019	3/31/2019	Morven Park	Eventing
VADA/NOVA Spring April	4/6/2019	4/7/2019	Morven Park	Dressage
CDCTA Spring Horse Trials	4/7/2019	4/7/2019	Clark Equine	Eventing
Loudon Hunt Pony Club	4/27/2019	4/28/2019	Morven Park	Eventing
CDCTA Dressage at Morven Park	5/4/2019	5/5/2019	Morven Park	Dressage
PVDA Spring Show	5/18/2019	5/19/2019	Morven Park	Dressage
Loch Moy Summer Dressage Festival	6/1/2019	6/2/2019	Loch Moy Farm	Dressage
Waredaca Horse Trials	6/1/2019	6/2/2019	Waredaca	Eventing
VADA/NOVA Inc. Summer Dressage Warmup	6/7/2019	6/9/2019	Morven Park	Dressage
Middleburg Horse Trials	6/8/2019	6/9/2019	Great Meadow	Eventing
Morven Park Carriage Show/Combined Drive	6/14/2019	6/16/2019	Morven Park	Driving
Seneca Valley Pony Club Horse Trial	6/15/2019	6/16/2019	Bittersweet Field	Eventing
Surefire Farm Horse Trials	6/21/2019	6/23/2019	Surefire Farm	Eventing
Loudoun Hunt Pony Club Fall Horse Trials	6/29/2019	6/30/2019	Morven Park	Eventing
The Maryland Horse Trials at Loch Moy	7/4/2019	7/7/2019	Loch Moy Farm	Eventing
The Maryland Horse Trials at Loch Moy	7/12/2019	7/14/2019	Loch Moy Farm	Eventing
Full Moon Farms Horse Trials	7/21/2019	7/21/2019	Full Moon Farms	Eventing
Dressage, By Chance?	7/27/2019	7/28/2019	By Chance Farm	Dressage
Hunt Club Farms Horse Trials	7/27/2019	7/28/2019	Hunt Club Farm	Eventing
Loch Moy Summer Dressage Festival III	8/3/2019	8/3/2019	Loch Moy Farm	Dressage
CDCTA Dressage at Morningside	8/17/2019	8/17/2019	Morningside Training Farm	Dressage
Waredaca Farm Horse Trials	8/17/2019	8/18/2019	Waredaca	Eventing
Great Meadow International	8/23/2019	8/25/2019	Great Meadow	Eventing
VADA/NOVA Summer Wind Down	8/24/2019	8/25/2019	Morven Park	Dressage
Seneca Valley Pony Club Horse Trials	9/7/2019	9/8/2019	Bittersweet Field	Eventing
CDCTA Fall Horse Trial	9/15/2019	9/15/2019	Clark Equine	Eventing
Middleburg Classic	9/18/2019	9/22/2019	Morven Park	Hunter
Surefire Farm Horse Trials	9/28/2019	9/29/2019	Surefire Farm	Eventing
Morven Park Fall International Horse Trials	10/4/2019	10/6/2019	Morven Park	Eventing
MDHT at Loch Moy	10/11/2019	10/13/2019	Loch Moy Farm	Eventing
Hunt Club Farms Horse Trials	10/19/2019	10/20/2019	Hunt Club Farm	Eventing
Waredaca Classic	10/24/2019	10/27/2019	Waredaca	Eventing

As noted above (and in Exhibit A), there are a significant number of existing, established USEF events scheduled throughout the year that have priority in scheduling. In many cases, especially eventing, there are events occurring each weekend of each month.

The map below illustrates the proximity of the facilities shown in the previous table to Jefferson County.

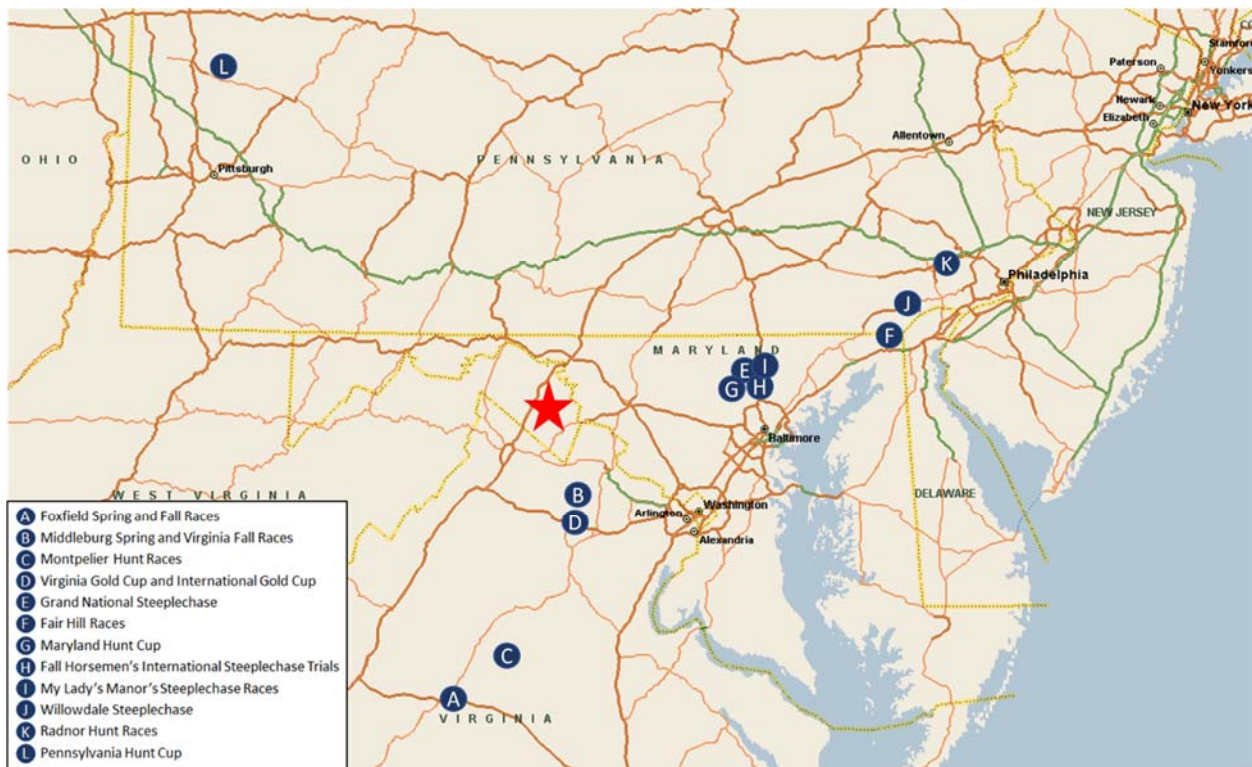


Though subject to USEF rules in general, USEA is not subject to the 75-mile restriction for shows, according to the CEO of USEA. However, having horse competitions in close proximity to the proposed SHPAC will provide varying degrees of competitive pressure, depending on the type of event

Steeplechase

Steeplechase in the United States is governed by the National Steeplechase Association (NSA), based in Elton, Maryland. In 2018, there were 37 NSA sanctioned steeplechase race meets in the United States, with almost all of them occurring in eastern states from Georgia to Massachusetts. Exhibit B presents the listing of the 2018 steeplechase races, by date and location (complete 2019 schedule is not yet available). The season begins in late March and runs into early November, with races occurring every weekend up until June (with a break for the Saratoga meets in July and August, and then full weekend schedule for September to the end of the season).

The map below shows the location steeplechase races held in 2018 in the States of Virginia, Maryland and Pennsylvania – those events closest to Jefferson County, West Virginia.



The steeplechase events are single day events that are purse structured races – funded either by sponsorships or, in some cases, pari-mutuel wagering. This race event typically involves 4 to 7 races with varying purses, runs on flat courses over National fences or timber. A few courses use a natural fences of packed pine. A major feature of steeplechase races is the event itself; being almost a large social gathering. Corporate sponsors with tenting, as well as reserved spectator seating along the rails of the course, involve food and drink, family activities and, in some cases, pre-race events held the day before.

The Maryland Hunt Cup, held near Reisterstown, MD, is a timber race dating back to 1894. It is a single race event with a purse of \$100,000 and is held the last weekend of April. The Virginia Gold Cup, held at The Plains, Virginia, is one of the oldest steeplechase races in the United States – dating back to 1922. Held the first Saturday of May, this 8-race event attracts about 50,000 spectators, according to its organizers. The 4-mile grass course with timber fences is often referred to as the “crown jewel of steeplechasing.”

COMPARABLE AND COMPETITIVE SHOW FACILITIES

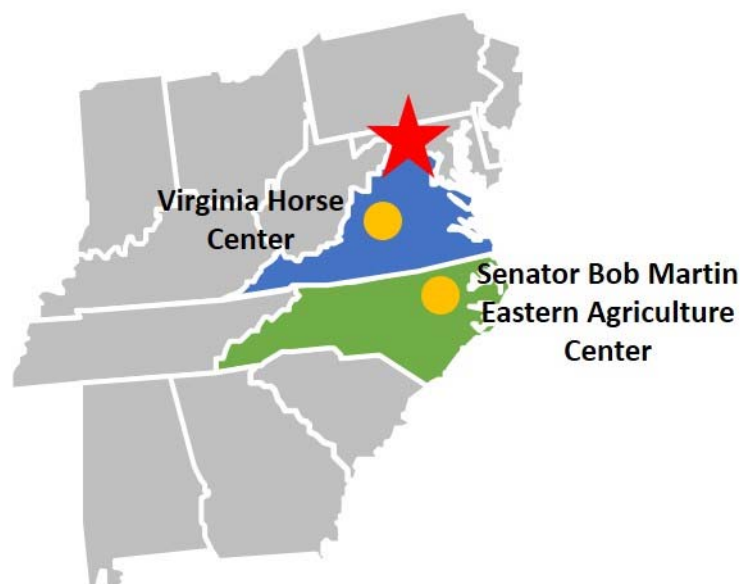
Horse show facilities are as varied as the equestrian competitions. Though these facilities have the common features needed to host competitions (e.g., arenas, stalls, parking, courses, RV hook-ups, etc.), the ownership and operation of each is wide-ranging. Ownerships of horse show facilities include private individuals or families, non-profit organizations, foundations, corporations, counties and states.

Privately-owned facilities with indoor arenas and permanent stalling typically lean toward a “rental model,” with most events being staged by third party clubs and associations – renting the facility. Privately-owned facilities that with mostly outside arenas generally incorporate a “owned model,” with most events being produced and staged by the facility owner. This is especially true with family owned facilities. Facilities that have acclimatized indoor arenas, multiple stall barns, covered and open arenas and RV hookups generally lean more toward the rental model, though also producing certain events in-house.

When renting facilities, the owner receives revenues for stalls, arenas, RV sites and ancillary equipment, such as jumps, portable stalls, PA systems and the like. The show manager or club sponsor will make money by “up-charging” for stalls and RV sites (as available), as well as through sponsorships. If a facility produces its own show(s), it can make even more money by charging a “show rate” for stalls and RV sites to the show competitors. It does, however, also incur additional costs of personnel to organize and manage the show (either in-house or through a show manager) and other costs not covered by fees and charges to the competitors.

COMPARABLE FACILITIES

Based on discussions with client representatives about the concept of the proposed SHPAC, the expected type of events and uses at the proposed SHPAC and certain location and demographic factors (particularly being located in rural or small-town locations), two facilities were identified as comparable to the proposed SHPAC. These comparable facilities are shown in the map below:



This section presents an overview of the ownership, facilities and amenities, event use, and other relevant aspects of these comparable show facilities.

Senator Bob Martin Eastern Agriculture Center

The Senator Bob Martin Eastern Agriculture Center (“Bob Martin”) is a North Carolina facility designed primarily for equestrian events. Located in Williamston, North Carolina, Bob Martin is owned and operated under the North Carolina Department of Agriculture. According to its website, Bob Martin is a three-phase development, of which two phases have been complete.

Bob Martin facilities include a main arena building, a meeting center and exposition hall, covered ring, open rings, stall barns, RV sites, trailer and patron parking and other amenities. The aerial below shows the layout and principal components of this facility.



Most of the horse shows staged at Bob Martin are staged by North Carolina-based clubs. A few of the horse shows are regional shows, including SE Reining Horse Association, District Quarter Horse Show and Mounted Shooting State & Regional Championship. All of the horse shows at Bob Martin are produced by outside promoters. This facility does not produce any of the shows.

Because Bob Martin is owned and operated by the State of North Carolina, its operating budget is combined with the Department of Agriculture; making it impossible to isolate the operating revenues and expenses of this facility.

The table below presents details of Bob Martin’s facilities:

**Shenandoah Horse Park & Agricultural Center
Facilities at Senator Bob Martin Eastern Agriculture Center**

Building/Structure	Type	Size/Capacity
Coliseum	Indoor Coliseum and Arena	100,000 square feet Heated and ventilated 10,000 square feet of exhibition space 150' X 300' arena ring Seating for 2,286
Meeting Center Exposition Hall	Expo Hall	10,380 square feet
Paddock	Fully Enclosed Paddock	75' X 125'
Covered Arena	Covered Arena	120' X 240'
Three Outdoor Practice Rings	Outdoor Arena	120' X 240 each
Two Dressage Pads	Outdoor Arenas	170' X 350' each
Eastern Building	Indoor Riding Arena	100' X 240' indoor ring or 134 Stalls
Lunging Ring	Lunging Ring	60'
Stall Barns	Stall Barns	456 in 6 separate barns Wash bays in each barn (18 total)
RV Sites	RV	100 RV sites with W/E 4-station dump site

Source: Listed Facility's Website

Based on the available calendar for Bob Martin (July 2018 to June 2019), over that period, 31 horse shows, and events were held or scheduled at Bob Martin. Two other horse shows (Hunter/Jumper and Open Horse Show) were cancelled in September due to Hurricane Florence. The table to the right lists the types of horse shows and events held or scheduled at Bob Martin between July 2018 and June 2019. In addition to the horse shows and events, Bob Martin hosts indoor dirt karting, truck & tractor pulls, and a firetruck “rodeo,” as well as a two-day horsemanship clinic. All of these events are ticketed.

Event Type	Number
Barrel Event	3
Dressage	4
4-H Horse Show	1
Gaited Horse	1
Hunter Jumper Show	6
Mounted Shooting	2
Open Horse Show	5
Paint Horse Show	1
Quarter Horse Show	2
Reining Horse Show	5
Rodeo	1
Total	<u>31</u>

Source: Bob Martin Eastern Ag Center

Virginia Horse Center

Located in Lexington, VA, the Virginia Horse Center (“VHC”) is owned and operated by the Virginia Horse Center Foundation (“VHCF”). From its opening in 1986 until 2007, the Virginia Horse Center existed as a public-private partnership with the Commonwealth of Virginia. In 2007, the partnership between Virginia and the VHCF was dissolved and the Foundation board was awarded the land through a United States Department of Agriculture loan, making the VHC a wholly private entity.

The VHC’s facilities are numerous, allowing for multiple shows to run at the same time, as well as host for large state and regional shows. The aerial below shows the layout and main facilities at the VHC.



A cross-country course is located just northeast of the main campus, across Maury River Road.

A review of the fiscal years 2015 – 2017 tax returns for the Virginia Horse Center Foundation shows that this facility receives substantial government grants and private donations – increasing from 29% of all revenues in 2015 to 41% of all revenues in 2017. Government grants in 2016 and 2017 totaled \$920,000 and \$990,000, respectively. In 2017, the VHCF almost doubled private grants, donations and gifts over 2016 amounts – from \$660,000 to \$1,125,000.

The table below shows the details of the facilities at the VHC.

**Shenandoah Horse Park & Agricultural Center
Facilities at Virginia Horse Park**

Building/Structure	Type	Size/Capacity
Anderson Coliseum/Waldron Arena	Indoor Coliseum	150' X 300' Clay base/Natural sand mix Seating up to 4,000
Ault Pavilion	Indoor Warm-up Area	90' X 180' Clay/Sand mix
Moore Arena	Covered Arena	96' X 220' Clay/Sand mix
East Complex Schooling Ring	Schooling Ring	115' X 145' Bluestone base/Natural sand
Reel Arena	Indoor Arena	120' X 260' Clay/Sand mix
The Big Lonely Barn's Schooling Ring	Schooling Ring	70' X 180' Clay/Sand mix
Woods Hill/Henson Schooling Ring	Schooling Ring	64.6' X 180' Clay/Sand mix
Bent Tree Barn's Schooling Ring	Schooling Ring	64.6' X 180' Clay/Sand mix
Fletcher Arena	Outdoor Arena	112' X 224' Bluestone base/Natural sand
Fletcher Adjacent Schooling	Outdoor Schooling Ring	95' X 160' Bluestone base/Natural sand
Wiley Arena	Outdoor Arena	130' X 300' Kruse Cushion ride footing
Northern Arena	Outdoor Arena	120' X 260' Bluestone base/Natural sand
South Campground Schooling	Schooling Ring	170' X 170' Bluestone base/Natural sand
Dressage Arena "A"	Dressage Arena	96' X 250' Bluestone base/Natural sand
Sandy Gerald Ring	Outdoor Arena	160' X 230' Kruse Cushion ride footing
Wheeler Arena "C"	Outdoor Arena	90' X 250' Bluestone base/Natural sand
Tardy Arena	Outdoor Arena	90' X 250' Bluestone base/Natural sand
Stall Barns	Open Sided	Barns 1 - 4, 120 stalls each Barns 5, 6, 7 - 49, 46, 48 stalls respectively Barn 8, 122 stalls

Source: Listed Facility's Website

This facility also has a banquet hall and restaurant that are used for various meal functions by horse shows and non-equine event uses. As noted previously, a cross-country course is situated northeast of the main campus.

The VHC hosted more than 70 equine events in 2018, as shown by type in the table below.

Event Type	Number	Event Type	Number
4-H Horse	2	Pony Club Show	3
Barrel Event	5	Reining Horse Show	1
Breed Shows	10	Rodeo	1
Clinics	4	Saddlebred Horse Show	3
Dressage	5	Schooling Show	5
Eventing	8	Therapeutic Riding Show	2
Gaited Horse Show	1	Vaulting Show	<u>1</u>
Hunter/Jumper	17	Total	<u>72</u>
Open Horse Show	4		

Source: Virginia Horse Center

As shown in the table above, hunter/jumper shows are held most often throughout the year, followed by Dressage, Barrel Events, Schooling Shows, and Eventing. Fifteen of the horse shows are self-produced (owned) by VHC, with 11 of those events being hunter/jumper shows, 3 open horse shows, and a dressage show.

In addition to equestrian events, the VHC is the site of dog agility shows, alpaca shows, rodeos, youth wrestling, fundraisers, 4th of July fireworks, softball clinic, 5K run, and other non-horse events.

OTHER REGIONAL HORSE SHOW FACILITIES

In addition to Bob Martin and VHC, there are a limited number of other facilities within the Mid-Atlantic area that stage regional and small national events and/or which have year-round, indoor event facilities – shown in the map below.

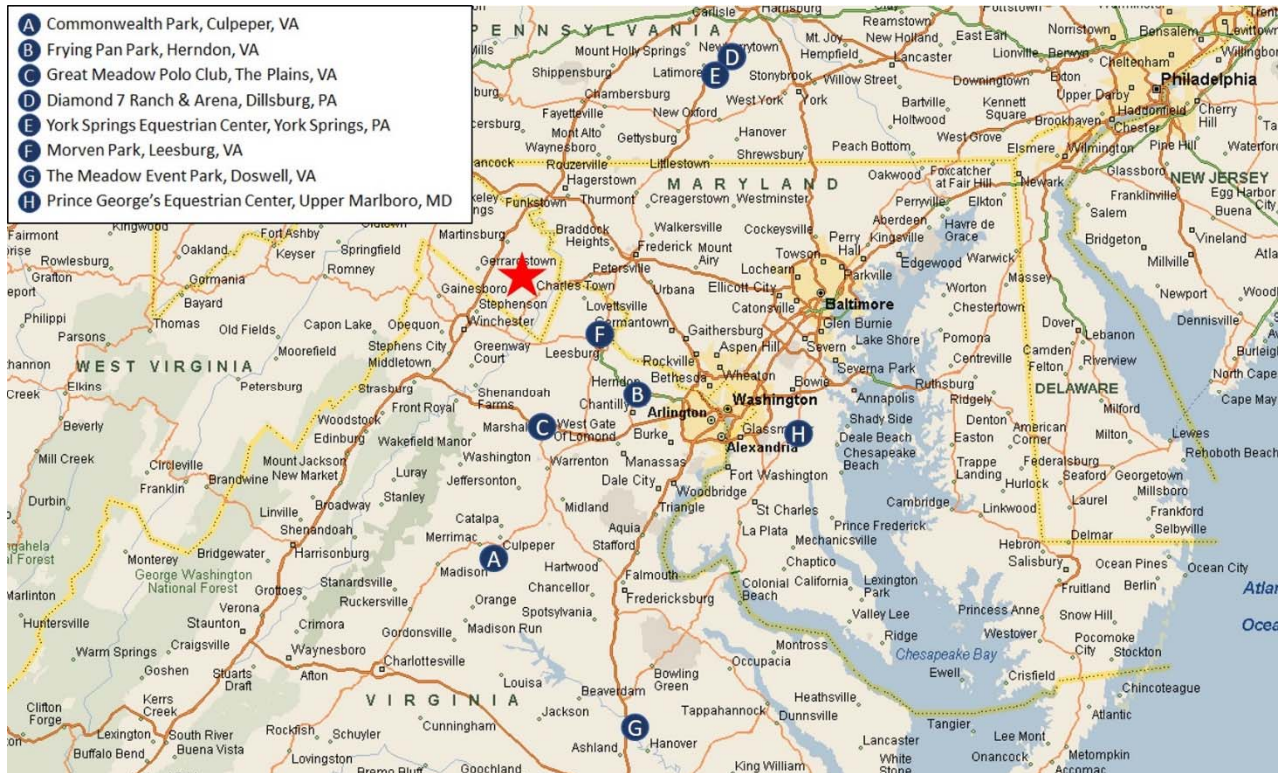


SELECT COMPETITIVE HORSE SHOW FACILITIES

This section presents an overview of event facilities that are considered competitive with the envisioned SHPAC. Understanding the competitive nature of these facilities provides context in assessing and understanding any market limitations and/or opportunities for the proposed SHPAC.

For purposes of our assessment, we researched horse show facilities in West Virginia, Virginia, Pennsylvania, and Maryland that host significant numbers or sizes of horse shows and competitions, as well as other relevant types of competitive event facilities. Based on our research, several horse show facilities were identified within this region that could be likely competition with the proposed SHPAC for horse competitions and events that are staged by various state horse clubs. The following map shows the locations of these horse show facilities in relation to the proposed Shenandoah Horse Park & Agricultural Center.

Select Competitive Horse Show Facilities



Following is a brief overview of these horse show facilities. Exhibit C presents a summary comparison of key aspects of these horse show facilities.

Commonwealth Park

HITS Commonwealth Park is a privately owned, fully outdoor equestrian facility, located in Culpeper, Virginia. This facility has 5 barns with 520 permanent stalls, multiple hunter/jumper rings and a Grand Prix Ring, along with a climate-controlled food pavilion.

HITS, Inc., the private special events management company owner, produces its own summer series, consisting of mainly hunter/jumpers. The facility is also rented to outside organizations, including Virginia Dressage Association, Rosinburg Events (Dressage), and Virginia Quarter Horse Association.

Frying Pan Park Equestrian Center

Located in Herndon, VA, Frying Pan Park Equestrian Center is a county-owned (Fairfax County), multi-purpose facility that hosts numerous horse shows. It has an indoor, 110' x 235' arena (no climate controls), two outdoor arenas (110' x 250' and 130' x 266'), a warm up arena, 150 stalls for multi-day events, and a cross country field. Frying Pan Park does not have any RV facilities on-site. It also has equipment to rent for hunter course, show jumping course, dressage, and a timing system.

Events held at Frying Pan Park include smaller hunter/jumper shows, schooling shows, a winter hunter series and open rides. Most of the events are organized by the facility itself. As a county-owned facility, it has subsidized rental rates with discounts for non-profit youth organizations.

Diamond 7 Ranch & Arena

Diamond 7 Ranch & Arena, located in Dillsburg, PA, is a privately-owned horse show and boarding facility. It has a large 210' x 220' indoor arena with bleacher seating and adjacent stalling areas (231 stalls). Along with the indoor arena, there are 5 outdoor arenas of various sizes, and 52 RV sites.

Many of the events held at the Diamond 7 Ranch & Arena are self-produced, including hunter/jumper, barrel and timed events, reining cow, and a ranch show. Third-party events include Reined Cow Horse, AQHA, Miniature Horse, Paint Horse, 4-H, and Mounted Shooters.

York Springs Equestrian Center

Located in York Springs, PA, this private horse show facility has 4 arenas: 1 indoor arena (70' x 200') and 3 outdoor rings of varying sizes. This facility does not have any stalls on-site, which limits it to single day events. There are 32 RV sites, however.

Events held at the York Springs Equestrian Center include barrel racing, speed events, and other animal shows.

Morven Park International Equestrian Center

Located in Leesburg, VA, Morven Park International Equestrian Center is part of a larger facility, known as Morven Park. According to its website, Morven Park is “a nonprofit organization that is run under the direction of the Westmoreland Davis Memorial Foundation, which is dedicated to preserving Morven Park, once the home of Virginia Governor Westmoreland Davis, as a place of historical and cultural value. The Foundation only partially supports the operating budget of the 1,000-acre historic estate and horse park, with the remaining funding support coming from contributions given by generous donors.”

The Equestrian Center component includes one indoor arena with two rings, a main ring and a smaller ring at 88' x 208' and 68' x 138', respectively. These rings are designed to accommodate a large dressage arena and small dressage arena. Along with the indoor arena, there are 3 large outdoor arenas – two at 300' x 350', and one at 250' x 300'. There are 136 stalls for multi-day events. A cross-country course is located south of the main horse show facilities. There are not, however, any RV sites at Morven Park.

Events staged at Morven Park Equestrian Center include both self-produced (owned) shows and rentals by other horse clubs and associations. Owned shows and events include Spring and Fall Horse Trials, Carriage Driving, Polo in the Park, and monthly cross-country schooling. Outside renters include Virginia Dressage Association, Middleburg Classic Hunter Show, Virginia Region Pony Club, Commonwealth Dressage and Combined Training Association, Three Shoes Farm, and Potomac Valley Dressage Association.

The Meadow Event Park

Located in Doswell, VA, this historical equestrian facility (home of Secretariat) has a covered arena at 160' X 250' and 4 outdoor, lighted arenas of various sizes. There are 32 RV spaces with hookups and 143 permanent stalls. Events held at The Meadow Event Park include cutting horse, agility trials, barrel races, high school rodeo, and others.

Prince George's Equestrian Center

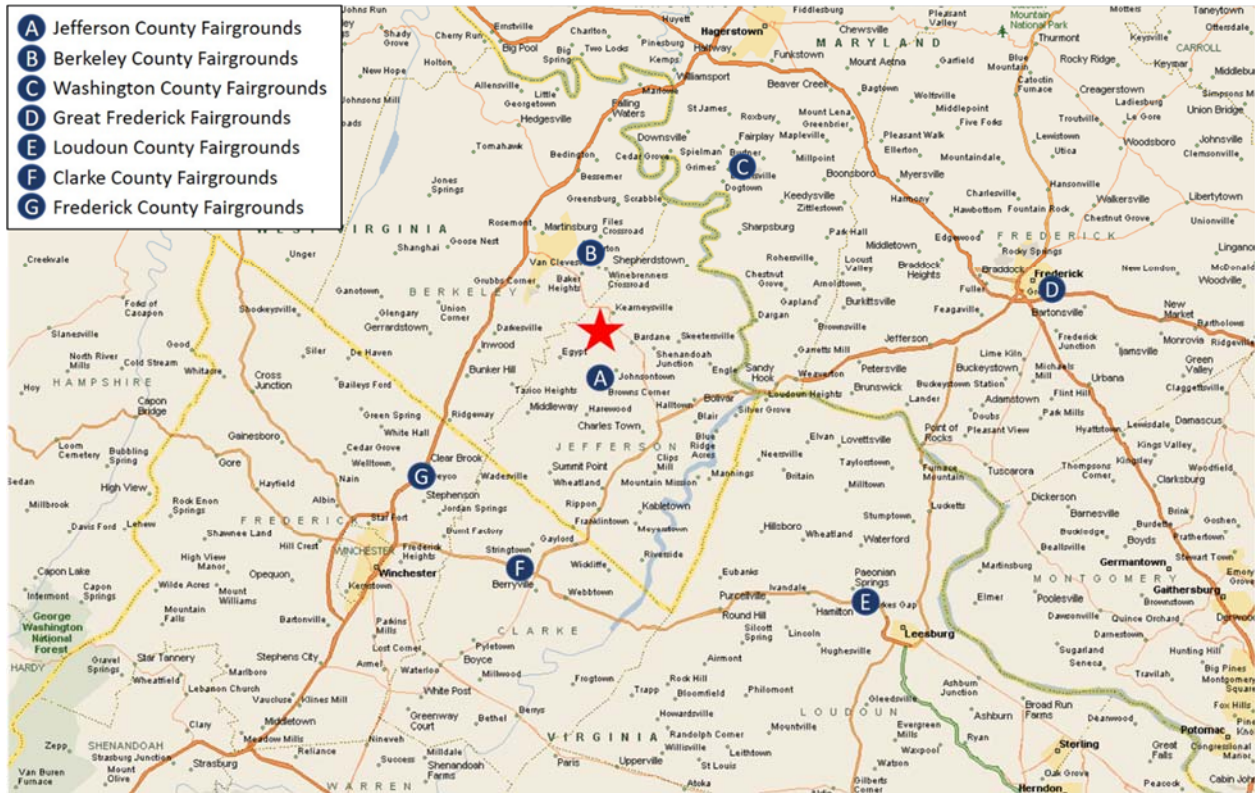
Located in Upper Marlboro, MD, Prince George's Equestrian Center is owned and operated by Prince George's County. The facility has a number of equestrian show facilities, including its 5,700-seat capacity Show Place Arena. This arena has a 120' x 240' concrete floor, full-climate controls, video boards, dressing rooms, ticketing services, and 3 banquet rooms. Other amenities include two outdoor rings (150' x 300'), one covered ring (170' X 340'), and a schooling ring. There are 250 horse stalls in seven barns and 25 RV spaces (electric only).

According to its calendar, local, regional, and national equestrian events are held at Prince George's Equestrian Center between mid-March and mid-November. The events are run by various clubs and equestrian promoters. While most shows are held in the outdoor rings, several shows use both the Show Place Arena, outfitted with equestrian footing, and the outdoor rings. The shows vary by type of equestrian disciplines and include barrel racing, dressage, hunter/jumper events, mounted games on horseback, rodeos, and western saddle events. In 2018, the Zone 3 USHJA Championships and Mid-Atlantic Equitation Festivals were held at this facility.

In addition to equestrian events, Show Place Arena is used for consumer and trade shows, high school graduations, sports tournaments, cheerleading competitions, rodeos, horse expo, and other events.

SURROUNDING COUNTY FAIRGROUNDS

To assist in understanding any possible competitive implications for non-equine events at the proposed SHPAC, we researched and reviewed the facilities and types of events held at fairgrounds in the immediate market area, including the Jefferson County Fairgrounds and fairgrounds in surrounding counties as is shown in the map below.



The Jefferson County Fairgrounds is used primarily for 4-H meetings and events, the annual Jefferson County Fair, Mounted Cowboys equine events, and other smaller activities. This Fairgrounds includes an outdoor sand arena, a grass arena, and 40 horse stalls. Below is an aerial view of this fairgrounds.



Though most fairgrounds have a county fair, 4-H events and meetings, and other livestock activities, for the most part these facilities are small and would not be competitive with events at the proposed SHPAC. There are some notable fairgrounds and events, however, as shown in the table below.

**Shenandoah Horse Park & Agricultural Center
2019 Events at Surrounding County Fairgrounds**

Fairgrounds	Event	Month
Berkeley County Fairgrounds	Mountain State Apple Harvest Festival	October
Clarke County Fairgrounds	Steam and Gas Engine Show	July
	Hamfest & Computer/Electronics	August
	Shenandoah Valley Fiber Festival	September
Great Frederick Fairgrounds	Home Show	March
	Cattle Sale	April
	Running Festival	May
	Car Show	June
	Dog Show	July
	Goat Sale	October
	RV Rally	October
Farmers' Market		Monthly
Loudoun County Fairgrounds	Glenwood Livestock Exposition	April
Washington County Fairgrounds	Kennel Club Show	February - November
	BBQ Festival	April
	Tractor Pulls	April - August
	Rural Heritage Museum	April - October
	4-H Camp	June
	Winefest	June - November
	Fur Trappers Convention	August
	Spudfest	August
	Boondocks Music Festival	September
	Jack Russel Terrier National Trials	October

Source: Listed Facilities' Websites

OTHER EVENT FACILITIES

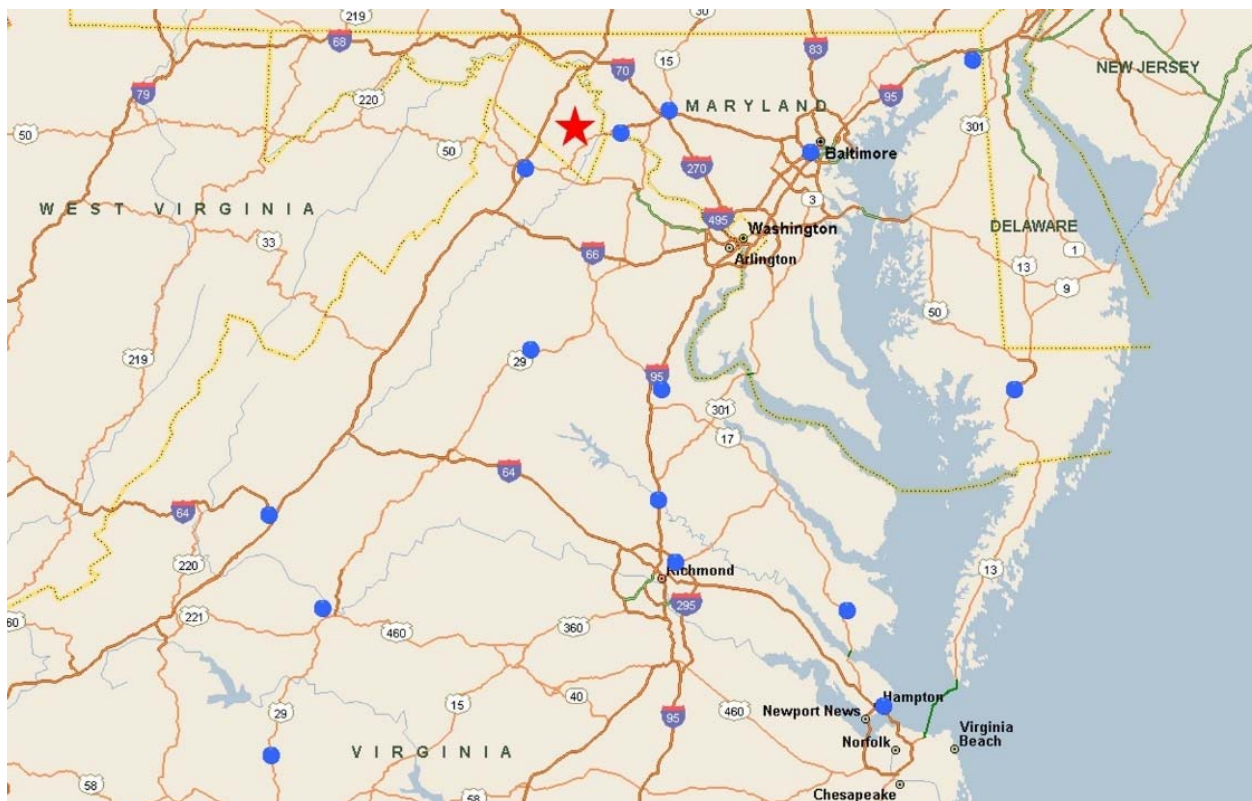
In addition to the Jefferson County Fairgrounds and surrounding county fairgrounds, there are a few other event facilities within 30 minutes of central Jefferson County that host events that compete for local area residents’ time and money. The Frederick Indoor Sports Center (Frederick, MD) is a 65,000 square foot, indoor facility that is host to MCW wrestling, various consumer expos, and sporting events. The Winchester Sportsplex (Winchester, VA) is an 80,000 square foot, multi-use sports facility that is host to MMA events, concerts, consumer shows, festivals, and sporting events.

DOG EVENT FACILITIES

It is quite common for equestrian event facilities to be host to dog shows and events – conformation, rally, agility, nose work, and the like. As an example, the Virginia Horse Center is host to multiple dog agility events each year. For the proposed SHPAC, dog agility and related canine events are the type of dog events best suited for the anticipated facilities. There are a number of rule bodies that sanction dog agility, including North American Dog Agility Council (NADAC), Canine Performance Events (CPE), United States Dog Agility Association (USDAA), and American Kennel Club (AKC).

To assess the support for and competitive factors related to dog agility trials and other canine competitions, we researched the presence of such events within the West Virginia, Virginia, and Maryland area and within the immediate Jefferson County market.

A review of shows scheduled in 2019 at the various sanctioning body websites showed no dog agility shows scheduled in West Virginia. The map below shows the locations in Virginia and Maryland where dog agility shows are scheduled for 2019.

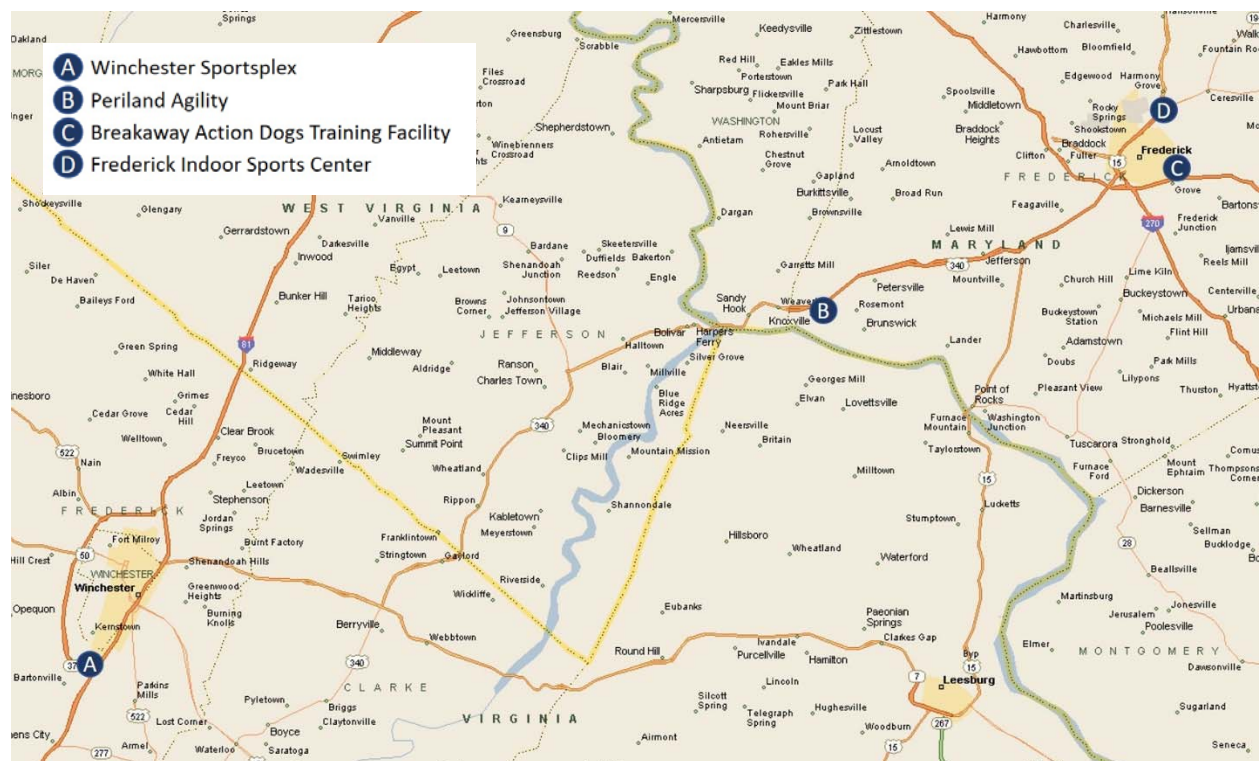


Closer to Jefferson County, we identified a number of local dog agility organizations that stage periodic dog agility trails, either at privately-owned, indoor facilities or rented event facilities. These facilities are Breakaway Action Dog Training, Periland Agility, Frederick Indoor Sports Center, and Winchester Sportsplex.

Of the 4 facilities, Periland Agility will be used most often in 2019 with 16 events throughout the year. It is worth noting that Periland hosts shows from NADAC and CPE, but not AKC, which is exclusively at Frederick Indoor Sports Center. The vast majority of events are 2-day events, with a some being 3 days or 5 days.

The trials held at Periland Agility and Breakaway Action Dog Training facilities are principally targeting local area agility enthusiasts, while the ones held at the Frederick Indoor Sports Center and Winchester Sportsplex are larger trials that are targeting a larger regional participation.

The map below shows the proximity of these dog agility events to Jefferson County.



Summary Observations and Findings of Competitive Factors

The Mid-Atlantic region has significant numbers of equestrian competitions and horse show facilities that present both threats and opportunities for the proposed SHPAC. These include:

- Jefferson County, WV is in the same competitive region as Virginia and Maryland for dressage, hunter/jumper, pony club, barrel racing, ranch horse, Quarter Horse, Pinto Horse, and Miniature Horse. This offers the opportunity for the proposed SHPAC to host regional events that are in good proximity to members of these USEF and discipline or breed specific organizations.
- Even though a large number of equestrian competitions are conducted in the Mid-Atlantic region, few dressage, hunter/jumper and breed shows are staged at facilities within mileage restriction distances of Jefferson County; improving opportunities for shows being approved by sanctioning bodies for the proposed SHPAC location.
- For USEF events, eventing or horse trials are the most saturated within the proposed SHPAC market area – providing significant competition for events and participants, especially with other state-based organizations.
- Though located in the same regions for dressage, hunter/jumper, and other disciplines and breed shows, many state-based clubs will continue to prefer staging their events within a specific geographic area; whether that be the state in which they operate or a smaller geographic area in which most of its members reside.
- Steeplechase racing has significant competitive pressures for any location in the Mid-Atlantic region, including the proposed SHPAC. Meets occur every weekend between late March and end of May, and then mid-September to early November; with some break in the summer months around the Saratoga meets held in July and August. With the established tradition of most race meets, the high purse structure of most steeplechase meets, and the limited number of jockeys and horses, it could be quite difficult to find an open date that would attract horse owners.
- There is a dearth of indoor and covered equestrian competition facilities with more than 250 permanent stalls and RV hook-ups that could handle multi-discipline events in the geographic region from an east-west line between Harrisonburg, VA and Fredericksburg, VA and north to an east-west line between Somerset, PA and Gettysburg, PA. This area could be well served by the proposed SHPAC.
- The greatest competition for larger horse shows for the proposed SHPAC would come from Virginia Horse Center and Prince George's Equestrian Center.

- The key to capitalizing on equestrian show opportunities for the proposed SHPAC, in light of the competitive factors, will be (1) providing multi-disciplinary facilities of high quality with competitive rates, (2) having experienced and equine-industry connected management, and (3) persuading other state-based clubs and associations that staging their events at the proposed SHPAC can improve their event and participation.
- Fairgrounds in the counties surrounding Jefferson County (as well as the Jefferson County Fairgrounds) have a limited number of non-equine events that are targeting the local resident population, such as festivals, tractor pulls, consumer shows and livestock shows. Similar events at the proposed SHPAC (e.g., festivals, livestock shows) could be co-sponsored with local tourism and agricultural groups, as well as in tandem with existing community events already held in Jefferson County.
- Building on the presence of local dog agility clubs and the limited number of regional agility trials in the Jefferson County market area, opportunities exist to work with agility clubs to establish dog agility and conformation shows at the proposed SHPAC.

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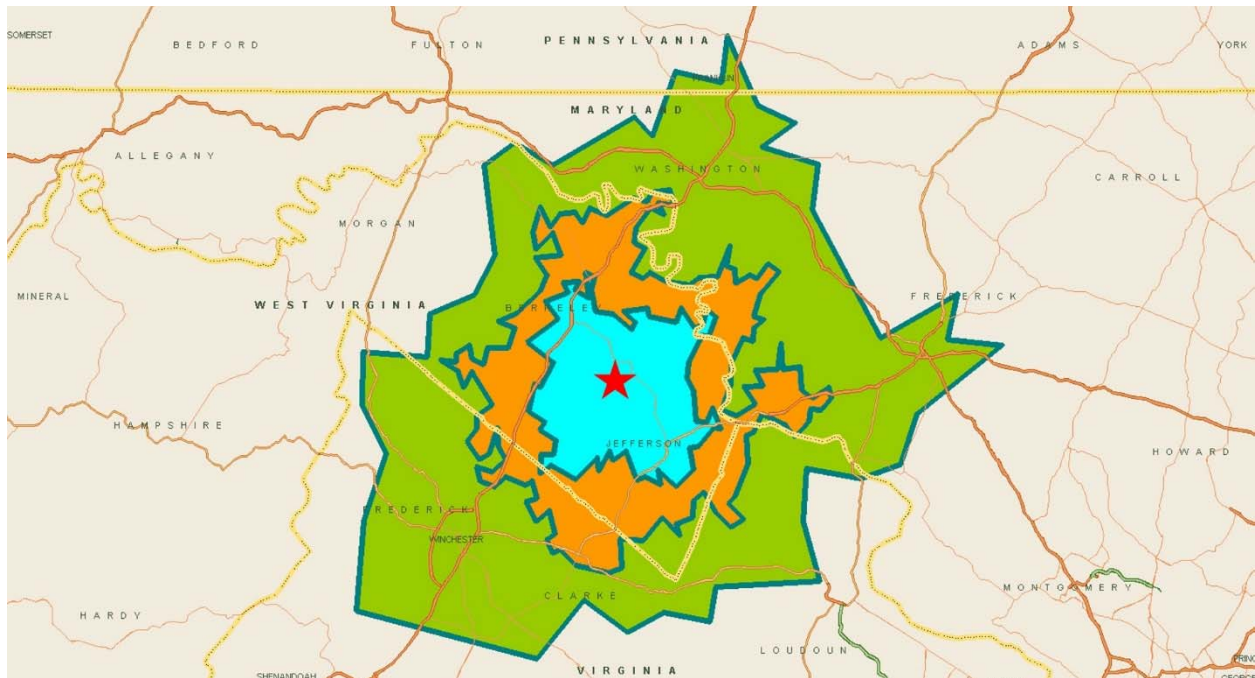
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MARKET CHARACTERISTICS

The economic and demographic trends of the eastern West Virginia area have an impact on the nature and number of non-animal events and activities that might appeal to local residents (e.g., consumer shows, festivals, spectator events, etc.) that could be successfully staged at the proposed SHPAC. Trends for these market areas include historical, current and projected populations, households, age segmentations, and household incomes. Characteristics included the socio-economic segmentation of the households in the market areas to identify consumer spending trends, media interests, disposable income and other key factors.

For purposes of our analysis, as shown in the map below, we used the geographic areas of Jefferson County and within a 20-minute drive (blue), 30-minute drive (orange), and 45-minute drive (green) of the center of Jefferson County, with the primary market for the proposed SHPAC being within a 30-minute drive.



MARKET AREA TRENDS

The table below presents a summary of key demographic characteristic for Jefferson County and the areas within 20 minutes, 30 minutes and 45 minutes of central Jefferson County.

**Shenandoah Horse Park & Agricultural Center
Market Characteristic Comparison by Drive Time**

Demographic Variable	Jefferson County	20-Minute Drive	30-Minute Drive	45-Minute Drive
Population (2000)	42,190	82,989	157,217	481,259
Population (2010)	53,498	111,732	201,848	597,830
Population (2018)	58,584	124,705	223,616	651,849
% Change (2010 - 2018)	9.5%	11.6%	10.8%	9.0%
Population (2023 est.)	65,418	139,855	247,636	702,092
% Change (2018 - 2023)	11.7%	12.1%	10.7%	7.7%
Median Household Income (2018)	\$72,486	\$60,695	\$63,745	\$70,093
Median Household Income (2023)	\$76,082	\$64,258	\$69,245	\$79,296
% Change (2018 - 2023)	5.0%	5.9%	8.6%	13.1%
Median Age (2018 est.)	40.4	38.8	40.0	39.4
Median Age (2023 est.)	40.9	39.3	40.5	40.0

Source: ESRI 2018

The population of Jefferson County is estimated at about 58,584 people as of 2018. The population of the area within a 30-minute drive of central Jefferson County was about 223,616 in 2018. There is a significant jump in the population located between 30 and 45 minutes of Jefferson County. Somewhere between the 30 and 45-minute drive time, other more densely populated markets begin to overlap.

As noted in the above table, the 20-minute drive time market experienced the greatest percentage increase in population between 2010 and 2018 at 11.6 percent and is expected to grow at the fastest rate, between 2018 and 2023, compared with the other drive times.

As shown in table, according to ESRI data, the median income of households within 30 minutes of the central Jefferson County is estimated at \$63,745 in 2018 and projected to increase to \$69,245 by 2023. In comparison, the 2016 median household incomes for the State of West Virginia and the United States were \$42,644 and \$55,322, respectively. This indicates an availability of disposable income for events held at the proposed SHPAC, such as spectator events, festivals, and similar activities.

Exhibit D contains additional charts and graphs that illustrate key demographic characteristics of the Jefferson County market area.

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EVENT POTENTIAL

RESEARCH AND INTERVIEWS

To further assess the market demand for the proposed Shenandoah Horse Park & Agricultural Center, in addition to the implications of current horse show trends and competitive factors, we conducted surveys of West Virginia, Virginia, Maryland and Pennsylvania horse clubs and associations and regional horse show organizers to identify general interest in hosting an event(s) at the proposed SHPAC, number and type of events, and facility needs for those events. The table below presents the clubs, associations and shows involved in the survey process.

Horse Clubs Surveyed	
West Virginia	Virginia
IBRA West Virginia	Commonwealth Dressage and Combined Training Association
Kanawha Valley Horsemen's Association	Northern Virginia Dressage Association Chapter (VADA/NOVA)
Southern West Virginia Horseman's Association	Old Dominion Gaited Horse Association
West Virginia Cutting Horse Association	Old Dominion Miniature Horse Club
West Virginia Miniature Horse Club	Southwest Virginia Hunter Jumper Association
West Virginia National Barrel Horse Association 05	Virginia Appaloosa Horse Club
West Virginia Quarter Horse Association	Virginia Arabian Horse Association
	Virginia International Barrel Racing Association
Pennsylvania	Virginia National Barrel Horse Association
Eastern Pennsylvania Reining Horse Association	Virginia Paint Horse Club
Eastern Region Andulsian Horse Club	Virginia Palomino Horse Association
PA Draft Horse and Mule Association	Virginia Presidential Paso Fino Horse Association
Pennsylvania Arabian Horse Association	Virginia Quarter Horse Association
Pennsylvania NBHA	Virginia Region Pony Club
Pennsylvania Cutting Horse Association	Virginia Reining Horse Association
Pennsylvania Junior Horse Show Association	
Pennsylvania Morgan Horse Club	Maryland
Pennsylvania Quarter Horse Association	Maryland Dressage Association
Western Pennsylvania Dressage Association	Maryland Horse Show Association
Western Pennsylvania Quarter Horse Association	Potomac Valley Dressage Association
Western Pennsylvania Reining Horse Association	Southern Maryland Quarter Horse Association

We also surveyed horse show promoters and horse trail clubs, listed below.

Other Groups Surveyed	
Trail Club Groups	Horse Show Promoters
Clifton Horse Society	Belfield Farm Show Management
Nokesville Horse Society	BEST Horse Shows
Rocky Springs Horse News	CJL Inc. Horse Shows
Shenandoah Trail Riders	Rosinburg Events LLC
Tri-State Riding Club	TWA Shows
US Trail Rides, Inc.	
Virginia Horse Council Trails	
Virginia Trail Riders	

Horse Club and Association Responses

We received 20 responses to our survey request of horse clubs or associations, with 12 indicating interest in a horse show facility in Jefferson County and 8 that were not interested. The 12 interested responses represent 25 multi-day events. The table below presents an overview of the survey responses for those interested in the proposed SHPAC, including number of shows, number of horses, stalls, RV sites and other facility needs.

Club/Organization	Month Held	New Event	Number of				Facilities Needed			
			Days	Horses	Stalls	RV Sites	Indoor Arena	Covered Arena	Other Arena	Lodging Rooms
Eastern Region Andalusian Horse Club										
Event 1	May	Yes	2	30	40	10	X	X	X	X
Event 2	October	Yes	2	30	40	ND	X	X	X	X
International Barrel Racing Association										
Event 1	N/A	Yes	2	150	75	40	X	X		ND
Event 2	Any	No	3	100	130	75	X	X	X	X
National Barrel Horse Association WV-05	April - October	No	2	70	45	ND	X	X	X	ND
Old Dominion Gaited Horse Association	June	No	2	85	190	10 - 20	X	X	X	ND
Old Dominion Miniature Horse Club	May	No	3-4	200	300	25	X	X	X	X
PA Arabian Horse Association	August	No	7	250	600	50	X	X	X	X
PA Morgan Horse Club	N/A	Yes	2 - 3	100 - 130	100 - 200	40 - 60	X	X	X	X
Pennsylvania National Barrel Horse Association	June or July	Yes	3	150 - 200	125 - 200	40 - 50		X	X	X
Southern Maryland Quarter Horse Association										
Event 1	April	Yes	3	200	200	60	X	X	X	X
Event 2	July	No	5	190	250	50		X	X	X
Virginia Paint Horse Club										
Event 1	Spring	No	3	90	150	50	X		X	X
Event 2	September	No	4	90	150	50	X		X	X
Virginia Palomino Horse Association										
Event 1	TBD	Yes	2 - 3	20 - 40	20 - 50	20 - 30	X	X	X	X
Event 2	September	No	3	20 - 40	20 - 40	ND	X	X	X	X
Virginia Quarter Horse Association										
Event 1	March	No	3	350	400+	150	X	X	X	X
Event 2	May	No	3	250	300+	100+	X	X	X	X
Event 3	September	No	3	300	300+	100+	X	X	X	X

ND=Not Disclosed

The 8 respondents that were not interested in staging an event(s) at the proposed SHPAC indicated various reasons, shown in the table below.

Club/Organization	Reason for No Interest
Commonwealth Dressage and Combined Training Association	Only hosts events in Virginia
PA Junior Horse Show Association	Competitions are held in Pennsylvania
Maryland Dressage Association	Too far from member base area
Region 15 Arabian Horse Association	West Virginia is not in their region
Virginia Arabian Horse Association	Prefers to hold events in Virginia and too far from members
Virginia Reining Horse Association	Too far from member base area
West Virginia Cutting Horse Association	Only hosts events at the Dakan Arena in Beverly, WV
Western PA Dressage Association	Too far from member base area

It should be noted that survey results are used to augment our analysis of market potential for the proposed SHPAC. Interest indicated in the proposed SHPAC does not necessarily translate into rental contracts but does provide indication of possible market support. Similarly, non-responses by clubs and associations is not necessarily an indication that they would not be interested in staging an event(s) at the proposed SHPAC if it were built.

Horse show promoter responses

Only 1 show promoter responded, indicating no interest in staging an event at the proposed SHPAC.

Horse Trail Club Responses

We received 5 responses to the horse trail club survey (including 2 from the same organization, but different representatives). The survey asked about key features of an equestrian trail system and interest in using one that would be part of the proposed SHPAC. Below are the survey responses from the four horse trail clubs.

<u>Most Important Trail Characteristics (Scale 0-10)</u>			
Forested trails	7.4	Single use trails	4.4
Looped trails	7.0	High Country trails	4.2
Public trails	6.4	Linear trails	4.0
Open-area trails	5.4	Private trails	3.0
Historic trails	4.6		
Min. Trail Length	5-10 miles (5/5 responses)		
Ideal Trail Length	5-10 miles (4/5 responses)		
<u>Most Important Trail Features</u>			
Overall Safety	(5/5 responses)	Attractive Scenery	(3/5 responses)
Trailer Parking	(5/5 responses)	Available Maps	(3/5 responses)
Adequate Markings	(5/5 responses)	Diverse Trails	(3/5 responses)
Cleared Trails	(4/5 responses)	Limited Traffic	(3/5 responses)
Loop Options	(4/5 responses)	Shade	(3/5 responses)
Water for Horses	(3/5 responses)	Long Trails	(1/5 responses)
Interested in Horse Trail in Jefferson County?	Yes (5/5 responses)		

A 2008 Survey of individual equestrian trail users, conducted by the Virginia Horse Council, resulted in some similar results as the above responses. In particular:

- Trail types in order of preference: Forested, loops, historic, public high country/mountain, open land, private, and linear
- Minimum trail length – 51% desired 5-10 miles and another 30% thought 5 miles or less was acceptable
- Ideal trail length – 36% indicated 10-15 miles and an equal number (36%) indicated 5-10 miles
- Trail features in order of importance: Water, looped options, bathrooms, adequate markings, diverse trails, available maps, overall safety, adequate footing, trailer parking, cleared trails, attractive scenery, long trails, limited traffic, and shade

Assuming the proposed SHPAC is sited on 300 acres, given the facilities needed for show facilities, parking, interior road circulation, support facilities, cross-country course, set-backs and other land usage, there would not be adequate space to create a looped trail of the length desired for day trips. The SHPAC property, however, could be a part of a larger trail system that would connect through multiply properties, depending on its ultimate location and surrounding land uses.

Agricultural Event Potential

Agriculture in Jefferson County includes both crop production and livestock sectors. According to the most recent data from the USDA and West Virginia Department of Agriculture, Jefferson County had about \$35 million in annual market value of products sold. Livestock products (mostly milk from cows) account for about 55% of products sold and crops represent the other 45%. Some key statistics for Jefferson County agriculture include:

- Jefferson County products sold (\$35 million) represent 4.3% of total market value of agricultural products sold in the State of West Virginia
- Ranked #1 in West Virginia in the production and sales of corn and wheat, and #2 in soybeans
- Ranked #1 in West Virginia in the production and sale of milk from cows
- Ranked #1 in West Virginia in horses and ponies on farms

With regard to use and event potential for the proposed SHPAC, while stakeholders expressed strong need for collection and distribution of food products (e.g., food hub), there would be little compatibility of horse show facilities with receiving, packaging and distribution of food products. The one exception to this is an incubator kitchen facility that could be rented for food processing, canning, and storage.

Other agricultural-related uses that would be compatible with equestrian show facilities include livestock or animal shows (e.g., llama or alpaca) and agricultural-based conferences, training and meetings – all of which we assess to be market supportable opportunities for the proposed SHPAC.

Non-Equine Event Use Potential

The general concept for the proposed SHPAC, as expressed by Board members of Shenandoah Horse Park, Inc., emphasizes facilities to stage equestrian competitions. With that distinction, to successfully stage non-equestrian events at the proposed SHPAC, it is important that those events are able to use the same facilities and structures. Throughout the United States, compatible uses of horse show facilities have included dog shows, alpaca or llama events, and other small animal shows, as well as certain spectator events, such as rodeos, concerts, tractor pulls, and the like.

As an example, in addition to the 31 horse shows and events held at the Senator Bob Martin Eastern Agricultural Center, this facility also holds indoor dirt karting, a truck and tractor pull, and a rodeo. Those events are staged in the main arena. Similarly, the Virginia Horse Center is host to numerous dog shows, Rockbridge County Fair, rodeos, alpaca show, and 5K run event.

One of the principal factors in staging non-equine events (and the specific type of events) is the type of facilities available. For a spectator event (e.g., rodeo, tractor pull, etc.), the facility must have adequate arena seating to accommodate attendees, as well as concession operations, restroom capacity, parking and the like. If staging indoor motor events in a dirt floor facility, damage can occur to the horse footing and remediation must be done. To avoid that problem, an option is to move out the horse footing and replace with generic dirt – which becomes a very costly option. Consequently, we recommend that motor sports of any kind not be staged at the proposed SHPAC (similar to Virginia Horse Center policy). For events like dog shows and other animal shows, not much seating is needed. Stalling, kenneling areas, trailer parking, and RV sites, as well as possibly indoor exhibition spaces and meal function areas, are also required.

Based on our research and assessment of local and regional dog event, as well as demographic and economic factors of the market area, we believe the proposed SHPAC could attract and retain dog events, rodeos and spectator events, and festivals, as well as local banquets and receptions.

EVENT TYPES

Based on our assessment of potential market segments (equine and non-equine events and activities), considering our primary research and evaluation of demand factors, we believe the following events and activities could be attracted to use horse show and complementary and support facilities at the proposed SHPAC.

- *Single day horse shows* are expected to involve horse club shows with small horse counts – whether western timed events or English shows. These shows would require no stalls as the horses would be hauled in and out the same day.
- *State/multi-state horse shows* are expected to consist of state and out-of-state clubs and associations and show producers that stage mid-size competitions.
- *Regional shows* are expected to involve competitions drawing from throughout the Mid-Atlantic region.
- *Clinics and schooling shows* are educational and training events for show competitions (i.e., dressage, jumping, eventing), as well as clinics for handling and working with horses.
- *Winter series* would be a multi-month event series that would draw smaller numbers during the off-season.
- *Livestock shows* would consist of animal events, such as llama and alpaca shows, large animal shows, and similar events.
- *Dog shows* are anticipated to use facilities at the proposed SHPAC, principally agility and nose work competitions.
- *Sales and auctions* of horses are likely to be attracted to use the proposed SHPAC, involving an average of 200 to 250 horses per auction.
- *Spectator events*, such as Lipizzaner Stallions or rodeos, could be staged at the proposed SHPAC.
- *Agricultural education or seminars* are assumed to occur at support facilities of the proposed SHPAC.
- *Community uses* of support facilities at the proposed SHPAC are anticipated for various events and activities throughout the year.
- *Banquets and fundraisers* are possible at the proposed facility, including meal functions related to specific horse shows and separate rentals.

Other uses or activities that could be supported at the proposed SHPAC include therapeutic riding programs, agricultural/horse related festivals, kitchen incubator program, and community-based fun runs.

Event Potential

Based on current horse show trends in the Mid-Atlantic region, competitive facilities and factors, surveys of horse clubs and associations, input from key stakeholders, activities at comparable facilities, local market factors, and our knowledge of the horse show facility industry, we believe that the core business and principal focus of the proposed SHPAC should be as a multi-function equine show facility with ancillary event usage that is compatible with horse show facilities.

We developed estimates of the potential events and activities for the proposed SHPAC and have presented a base case and best case, in terms of the number of events and activities that we believe could be successfully staged at the proposed SHPAC. These estimates are for a stabilized year of operation, considered the fourth complete year after opening the recommended facilities.

**Shenandoah Horse Park & Agricultural Center
Annual Event Potential for SHPAC**

Event Type	Number of Events		Number of Event Days		Number of Animals Per Event		Number of People Per Event	
	Base	Best	Base	Best	Base	Best	Base	Best
	<u>Horse/Animal Shows and Events</u>							
Single Day Shows	8	10	8	10	75	100	113	200
State/Multi-State Shows								
Hunter/Jumper	3	4	9	12	200	225	500	675
Dressage	3	4	8	12	125	150	313	450
Breed Shows and Rallies	10	12	30	36	250	300	625	900
Western Events/Shows	4	5	8	10	150	200	375	600
Eventing	1	2	2	4	200	225	500	675
Regional Shows								
Hunter/Jumper	1	1	4	4	400	450	1,200	1,575
Dressage	1	1	4	4	225	250	675	875
Breed Shows	1	2	4	8	350	375	1,050	1,313
Western Events/Shows	1	2	3	6	250	300	750	1,050
Eventing	1	1	3	3	350	400	1,050	1,400
Clinics and Schooling Shows								
Winter Series	4	6	4	6	75	100	150	200
Livestock Shows	1	1	2	3	150	200	300	400
Dog Shows	1	2	3	5	300	400	600	800
Sales and Auctions	1	2	1	2	200	250	N/A	N/A
Spectator Events	<u>2</u>	<u>2</u>	<u>4</u>	<u>4</u>	N/A	N/A	1,500	1,500
	49	67	102	139				
<u>Other Events and Activities</u>								
Ag Education/Seminars	6	9	6	9				
Community Uses	4	6	4	6				
Banquets/Fundraisers	<u>24</u>	<u>30</u>	<u>24</u>	<u>30</u>				
	34	45	34	45				
Total	83	112	136	184				

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FACILITY RECOMMENDATIONS

To successfully attract and retain the potential events and uses shown on the previous pages, the following minimum facilities are recommended for the proposed SHPAC (“Recommended Facilities”).

Indoor Arena – State-of-the-art, equestrian-focused indoor arena with 150’ x 300’ dirt-ring, 2,500 seats (mix of seats with backs and bench style), 80’ x 140’ staging or warm-up arena, heat and ventilation, LCD video screen, vendor space, restrooms, box office, show office, dressing rooms with showers, concessions, storage, sound system.

Covered Arenas – Two covered arenas or rings, 150’ x 300’ and 120’ x 240’ with sound system and portable bleacher seating.

Outside Arenas or Rings – Two outside arenas or rings, 100’ x 200’ and 120’ x 240’ with sound system and portable seating.

Schooling Ring – One schooling ring ranging in size from 60’ x 100’ to 80’ x 120’ with some portable seating available.

Show Offices – In addition to the show office in the Indoor Arena, one to two separate show offices (full climate controls) with Internet access to be located near outside or covered arenas.

Stalls – 300 permanent stalls (10’x12’) with wash bays, water bibs, electricity, wide aisles, ventilation, manure pits, restrooms and showers (climate controlled), and tenting area to accommodate 150+ temporary stalls.

Exhibition and Meeting Spaces – Single building with up to 10,000 square feet of exhibition space (dividable into 2 to 3 spaces), with full kitchen, 2 to 4 meeting rooms, Board Room, Executive offices, restrooms, storage, and public space.

RV Hookups – Accommodate a minimum of 75 RV sites with sewer, water, and electric service, or water and electric with a dump station on site.

Cross-Country Course – 40+ acres for cross-country course.

Parking – Areas needed for trailer and event parking.

Outside Vendor Space – Provide areas for outside vendors during horse shows and events, including access to electric and water hook-ups, as needed.

Farrier and Veterinarian Space – Separate building or space in stall barn to accommodate veterinary and farrier needs.

Maintenance Building and Storage – Housing for maintenance office, equipment, shop, storage, and related activities.

Equipment Purchases – Equipment to rent for specific uses, such as dressage rings, jumps, timing devices, portable stalls, portable bleachers, and drag equipment.

Other facility additions for the proposed SHPAC could include a kitchen incubator and trail connector to a larger trail system.

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FINANCIAL ANALYSIS

This section presents an analysis of the potential operating revenues and expenses for the Recommended Facilities for the proposed SHPAC. A possible kitchen incubator, referenced in the previous section, is not included in this analysis. The assumptions used in the financial analysis are based on the results of the assessment of demand factors presented earlier in this report, industry trends, knowledge of the event market industry and financial results of comparable facilities and events.

This analysis is intended to be used for assessing the potential financial operating results of the Recommended Facilities and operations of the proposed SHPAC and should not be used for any other purpose. Although we believe that the information and assumptions set forth in this report constitute a reasonable basis for the estimates of usage and financial potential, the achievement of any estimate may be affected by fluctuating economic conditions and the occurrence of other future events that cannot be anticipated. Therefore, the actual results achieved will vary from the estimates and such variations may be material.

We have presented the financial analysis using a base case and a best case, in terms of the number of events, usage demand and participants. The base case represents the expected minimum number of events and activities and the best case represents a higher, yet achievable, number of events and activities exceeding the base case. For purposes of the estimates, it is assumed that all event facilities required to stage the potential events and described in the previous section, are constructed and open for use. All financial estimates are presented in 2019 dollars.

RECOMMENDED RENTAL RATES

Based on the rental rate schedule of other horse show facilities in the Mid-Atlantic region, including Virginia Horse Center, Prince George’s Equestrian Center, Frying Pan Park, and HITS Culpeper, as well as discussions with potential users, we have developed a proposed competitive rental rate structure for the Recommended Facilities, presented in the table below.

Shenandoah Horse Park & Agricultural Center

Proposed Pricing of Facilities

Facility	Rental Rates
Main Indoor Arena	
Horse and animal shows/clinics	\$1,800 per day
Spectator events	\$2,500 or 12% of ticket sales, whichever is greater
Covered Arena	\$600 per day
Outdoor Arena	\$250/day per arena
Cross Country Course	\$1,000 per day
Stalls	\$22 per night for state shows/\$30 for regional shows 125 stall minimum
Haul-in Fee	\$20 per horse
RV Sites	\$40 per night
Exhibition/Banquet Space	\$0.10 per square foot for event day and 50% charge for move-in/out

OPERATING APPROACH

As presented in previous sections of this report, competition with other event facilities in the Mid-Atlantic region will be strong. Consequently, for the proposed SHPAC to successfully attract and retain the events presented on the previous pages, management of the facility must commit to a high degree of focus, energy and resources to market the facilities, extend and expand the equine events calendar, and to provide top-end facilities and customer service.

For purposes of the projections, it is assumed all shows and events would be staged by outside clubs, associations and/or show managers.

RECOMMENDED STAFFING

To operate the Recommended Facilities of the proposed SHPAC, we recommend the following full-time staffing plan. It is assumed that the Executive Director and Operations manager would have significant horse show industry experience.

- Executive Director – Responsible for the overall operations, marketing, promotion and maintenance of the SHPAC, directing staff on a day-to-day basis. Also responsible for community and business relations and involvement.
- Operations Manager – Responsible for overseeing major maintenance and repair needs of SHPAC, as well as all maintenance and event staff.
- Finance Manager – Responsible for all financial and treasury functions, including financial records and statements, funds, grants and donations, investments, payroll and accounts receivable.
- Marketing or Events Manager – Responsible for the day-to-day marketing of the Recommended Facilities, as well as contract and event management.
- Maintenance Supervisor – Responsible for the day-to-day maintenance projects, event set-up and clean-up.
- Maintenance and Event Staff – Responsible for set-up and clean-up of event and activities, as well as routine maintenance (mowing, painting, etc.).
- Administrative Staff – Assist with reception, accounting, event contracting and administrative duties.

PROJECTED OPERATING REVENUES AND EXPENSES

The table below presents the potential operating revenues generated by events at the proposed SHPAC and the estimated expenses associated with the operations of the proposed facility. It assumes that all of the Recommended Facilities are built and operational. All estimates are presented in 2019 dollars and represent a stabilized year of operations (year 4).

**Shenandoah Horse Park & Agricultural Center
Projected Operating Revenues and Expenses
Stabilized Year of Operation - Year 4**

	Base Case	Best Case	Average
Operating Revenues			
Rental income	\$258,000	\$358,000	\$308,000
Stall Income	557,000	838,000	698,000
Concession income	79,000	134,000	107,000
RV revenue	181,000	247,000	214,000
Bedding income (net)	66,000	99,000	83,000
Sponsorships and advertising	<u>100,000</u>	<u>150,000</u>	<u>125,000</u>
Total revenues	<u>\$1,241,000</u>	<u>\$1,826,000</u>	<u>\$1,535,000</u>
Operating Expenses			
Salaries, wages & benefits	688,000	782,000	735,000
Utilities	80,000	100,000	90,000
Property and liability insurance	80,000	80,000	80,000
General & administrative	60,000	70,000	65,000
Supplies	40,000	50,000	45,000
Equipment and leasing	45,000	60,000	53,000
Repairs and maintenance	30,000	50,000	40,000
Advertising and marketing	30,000	50,000	40,000
Contract labor	40,000	50,000	45,000
Contractual services	<u>80,000</u>	<u>110,000</u>	<u>95,000</u>
Total expenses	<u>1,173,000</u>	<u>1,402,000</u>	<u>1,288,000</u>
Net income (loss)	<u>\$68,000</u>	<u>\$424,000</u>	<u>\$247,000</u>
<u>Sensitivity Analysis</u>			
Net income (loss) if revenues are 10 percent lower than estimated	<u>(\$56,000)</u>	<u>\$241,000</u>	<u>\$94,000</u>
Net income (loss) if revenues are 10 percent greater than estimated	<u>\$192,000</u>	<u>\$607,000</u>	<u>\$401,000</u>

OPERATING REVENUES

This section presents the underlying assumptions for the operating revenues shown on the previous page. Exhibit E and F present the detailed calculations of event revenue potential for the proposed SHPAC.

Building Rental Income

Arena rental income consists of revenues received for renting the facilities of the proposed SHPAC for the events and activities shown on the page 45. For single day horse shows, it is assumed that only the covered arena and one open arena are rented. For multi-day shows, it is assumed that the main, indoor arena and staging arena, along with the covered arena and outdoor arena are rented. Also included in building rental income are banquet and meeting space rentals, and commission revenues from potential horse sales and auctions, assumed to be 1 percent of gross sales of \$2,000,000 and \$4,000,000 in the low and high scenario, respectively.

Stall Rental Income

Stall rental income is generated by participants of horse shows boarding their horses each night during an event, as well as additional stalls for tack and storage by participants. For the projected horse events at the proposed SHPAC, stall rental income is calculated by multiplying the number of stalls in each scenario by the number of event days and by a rate of \$22 per stall for state or multi-state shows and \$30 per stall for regional shows. Haul-in fees for single day shows are also included in stall rental income.

Concession Income

It is recommended that the proposed SHPAC contract its concession operations with an independent food service company. The concessionaire would operate the food and beverage concessions for all events and activities held at the proposed facility. It is assumed that SHPAC would receive 35 percent of the gross concession sales (net of sales tax). The net per capita concession sales for all events are assumed to range between \$1.00 and \$5.00, depending on the nature of the event. Catering revenue for banquets and fundraisers is based on an estimated \$20 per plate with the SHPAC receiving 10 percent of the gross revenue.

RV Revenue

RV revenue is expected to be generated from participants camping during the various events. For purposes of the projections, it is assumed that the rate for RV spaces would be \$40 per night.

Bedding Income

It is assumed that SHPAC would sell bedding for all horse shows, would net \$3.00 per bale (after cost of sales personnel and delivery to the stall), and that an average of 3 bales of bedding would be sold per stall for multi-day events.

Sponsorships and Advertising

Sponsorships and advertising revenues consist of sales of space or signage to businesses or organizations for advertisement or promotion and other exclusive rights.

OPERATING EXPENSES

This section presents the underlying assumptions for the operating expenses shown on page 49.

Salaries, Wages and Benefits

As discussed on page 48, the required staffing levels for the proposed SHPAC include an executive director, operations manager, finance manager, marketing or events manager, maintenance supervisor, administrative staff, and maintenance and event personnel.

The recommended staffing levels and related wages, taxes, and benefits (in 2019 dollars) for operating the proposed SHPAC are as follows:

**Shenandoah Horse Park & Agricultural Center
Estimated Personnel Costs**

Position	Base Wage	Base Case		Best Case	
		Number of Positions	Total Wages	Number of Positions	Total Wages
Executive Director	\$85,000	1	\$85,000	1	\$85,000
Operations Manager	65,000	1	65,000	1	65,000
Finance Manager	60,000	1	60,000	1	60,000
Marketing/Events Manager	55,000	1	55,000	1	55,000
Maintenance Supervisor	55,000	1	55,000	1	55,000
Maintenance/Event Staff	35,000	3	105,000	4	140,000
Administrative Staff	32,000	<u>2</u>	<u>64,000</u>	<u>3</u>	<u>96,000</u>
Total		<u>10</u>	\$489,000	<u>12</u>	\$556,000
Employer FICA and Medicare	7.65%		37,400		42,500
Health and retirement benefits	30.00%		146,700		166,800
Unemployment taxes	3.00%		<u>14,700</u>		<u>16,700</u>
Total Personnel Costs			<u>\$687,800</u>		<u>\$782,000</u>

Base wage rates are based on both competitive facilities and wage estimates, by occupation, for West Virginia, as reported by the Bureau of Labor Statistics.

Utilities

Utility costs include electricity, gas, water, sewer, and trash removal for the operation of the proposed facility.

Property and Liability Insurance

The insurance expense estimate includes property and liability for the proposed SHPAC. While each event staged at the proposed facility will be required to carry its own liability insurance, facilities often carry additional insurance to cover areas such as common areas, restrooms, and other facility components. Annual insurance expenses for the proposed SHPAC are estimated at \$80,000.

General and Administrative Expenses

General and administrative expenses cover the estimated costs of operating the proposed SHPAC, including office supplies, travel, postage, telephone, equipment rentals, and other costs.

Supplies

Supply costs include supplies used in the operation and maintenance of the facilities, such as rest room supplies, and those supplies used in cleaning and maintaining the facilities.

Equipment and Leasing

Equipment and leasing include the cost of renting vehicles, heavy machinery, computer equipment, and the like, as well as WIFI equipment and services.

Repairs and Maintenance

General maintenance and service of a facility and its equipment are primarily the responsibility of facility operations personnel and are often performed by in-house personnel. More specialized needs, including HVAC system maintenance, electrical work, and maintenance of other mechanical systems often must be contracted with specialized third parties. In addition, general repairs can be expected to involve purchases of parts and supplies necessary to make the repairs. Total annual maintenance and repairs expenses for the proposed Ag Center are estimated to range from \$100,000 to \$150,000.

Advertising and Marketing

These costs include the production of brochures, marketing materials, travel and tours, mailing, and other costs associated with advertising and promoting the proposed SHPAC.

Travel and Marketing

These costs include the travel related expenses to attract horse clubs and association and other events to visit the facility for tours, as well as for the facility manager and/or marketing assistant to visit shows in progress in the region.

Contracted Labor

These costs include temporary labor and payroll taxes for cleaning stalls after horse shows are completed.

Contractual Services

It is assumed that the SHPAC operations would contract for certain services associated with operating and maintaining the facilities, such manure haul-away, legal, financial and special services.

Start-Up Analysis

The achievement of the base case and best case revenue and expense potential, presented on the previous page, is expected to occur by the 4th year of operation of the proposed SHPAC. However, there will be a ramp-up of operations, events and uses from the time the facility opens and it achieves stability. The tables below present an illustrative analysis of the ramp-up of revenues and expenses, based on the assumed percentage of revenue and expense potential achieved during the start-up period.

**Shenandoah Horse Park & Agricultural Center
Assumed Startup of Revenue and Expense Potential**

Revenue/Expense	Year 1	Year 2	Year 3	Year 4	Year 5
Event Revenue	40%	60%	80%	100%	100%
Sponsorships	60%	80%	100%	100%	100%
Expenses	60%	80%	100%	100%	100%

**Shenandoah Horse Park & Agricultural Center
Potential Revenues and Expenses during Startup, Years 1 - 4**

	Year 1		Year 2		Year 3		Year 4		Year 5	
	Base Case	Best Case	Base Case	Best Case	Base Case	Best Case	Base Case	Best Case	Base Case	Best Case
Total Revenues	516,000	760,000	765,000	1,126,000	1,013,000	1,491,000	1,241,000	1,826,000	1,241,000	1,826,000
Total Expenses	<u>704,000</u>	<u>841,000</u>	<u>938,000</u>	<u>1,122,000</u>	<u>1,173,000</u>	<u>1,402,000</u>	<u>1,173,000</u>	<u>1,402,000</u>	<u>1,173,000</u>	<u>1,402,000</u>
Net Revenue	<u>(\$188,000)</u>	<u>(\$81,000)</u>	<u>(\$173,000)</u>	<u>\$4,000</u>	<u>(\$160,000)</u>	<u>\$89,000</u>	<u>\$68,000</u>	<u>\$424,000</u>	<u>\$68,000</u>	<u>\$424,000</u>

Expected financial results during the start-up period, based on the assumptions stated above, are estimated to result in \$521,000 in losses in the first three years of operation under the base case, and a \$81,000 loss in the first year of operations under the best case. These shortfalls would need to be provided for through working capital lines and other sources.

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ECONOMIC IMPACTS

This section of this report presents the approach and methodology used to develop estimates of the potential economic and fiscal impacts of visitors to the Jefferson County, West Virginia area resulting from the operation of, and events and activities held at, the proposed SHPAC.

Approach

Economic impacts are generally described as the amount of expenditures that occur in a defined geographic area, including subsequent re-spending of the initial expenditures. These impacts are referred to as **expenditure impacts**. A portion of the expenditure impacts is paid to local residents in the form of salaries and wages, referred to as **earnings impacts**. Similarly, the amount of earnings paid from the expenditures represent jobs to local residents – the number of jobs referred to as **employment impacts**. Lastly, certain expenditures made in the local economy by out-of-area visitors, as well as the operation itself, generate benefits in the form of state and local taxes – referred to as **fiscal impacts**.

Expenditure Impacts

The expenditure impacts of an operation like the proposed SHPAC will consist of two components - (1) expenditures of the proposed SHPAC's operations and (2) expenditures by non-local horse and animal event participants and event producers. The expenditures of the proposed SHPAC operations consist of salaries and wages, purchases of goods and services, and capital additions. Salaries and wages include full and part time employees. Purchases of goods and services include utilities, supplies, materials, personal services, and other expenditures.

Non-local participant and event promoter expenditures represent those expenditures made by persons and businesses residing outside of the Jefferson County area for lodging, food and beverage, retail purchases, transportation, entertainment and other expenditures. Expenditures of patrons living within the impact area are not included because those expenditures merely reflect a redistribution of money within the impact area, and they do not represent incremental impacts.

The approach used to estimate the economic and fiscal impacts of the proposed SHPAC, as an employer, business and attractor uses generally accepted economic principles. Fundamentally, these expenditures generate impacts through the following:

- **Direct Impacts** are those changes in the flow of dollars and employment in the local economy that result directly from annual operating expenditures of the proposed SHPAC and incremental spending by non-local users and event participants on such items as lodging, retail, meals, and the like.
- **Indirect Induced Impacts** are created by (1) investment or spending of suppliers whose goods and services are used in its project, process or service and (2) household income changes (created by direct and indirect effects on wages and employment) which lead to further spending throughout the city, county, and regional economies.

Indirect and induced impacts (expenditures, earnings and employment) are quantified through an economic phenomenon known as the multiplier. The multiplier concept, based on the input/output economic theory, recognizes that there is a continued flow of money within and outside of a given area. Money is spent in successive rounds within a community, thus creating an economic impact in excess of the original direct expenditures.

Markin Consulting uses the Regional Input-Output Modeling System (RIMS II) developed by the U.S. Department of Commerce, Bureau of Economic Analysis (BEA) to estimate the indirect and induced expenditures, earnings and employment resulting from the direct expenditures. RIMS II contains multipliers for all industries listed by the BEA's four-digit Standard Industrial Classification (SIC) such as hotels and lodging places, eating and drinking establishments, retail trade, utilities, business services, amusements, and household wages. The RIMS II multipliers relevant to this analysis are output, earnings and employment.

The output multiplier represents the total dollar change in output (total expenditures) that occurs for each additional dollar of output (direct expenditures). The output multiplier includes the initial direct expenditure to which the multiplier is applied, except for the household multiplier (salaries and wages). For example, an output multiplier of 1.30 for hotels and lodging places means that for each \$1.00 spent for lodging, an additional \$0.30 is spent by the lodging establishment and supporting industries (wages, goods and services, capital improvements). The \$1.00 is the **direct impact**, the \$0.30 is the **indirect and induced impacts** and \$1.30 is the **total economic impact**.

Earnings Impacts

A part of the initial expenditures and resulting indirect impacts result in the payment of salaries and wages to local residents. As an example, out of the revenues received by the proposed SHPAC in operating its facilities, it will pay for labor costs in the form of salaries and wages, referred to as **earnings**. In addition, as a result of the expenditures of operating the facilities, a portion of those expenditures will result in earnings to persons employed by utility companies, insurance companies, and other businesses.

Similarly, a portion of the initial expenditures of non-local participants and event producers for lodging, meals and other items will be paid to workers in the hotel, restaurant, retail, and other industries in the form of earnings. RIMS II has an earnings multiplier that is applied to the initial impacts to estimate the amount of the initial and indirect impacts that is paid out in earnings to local residents.

The earnings multiplier represents the estimated total (direct and indirect) salaries and wages that result from each additional dollar of direct expenditure. Assuming an earnings multiplier of .4603 for lodging places, for every dollar spent by tourists for lodging, just over 46 cents is paid to regional households in earnings. These earnings are paid to employees of the hotel (direct) and to employees of businesses and industries that support the lodging industry (indirect).

Employment Impacts

Similar to the earnings impacts, the RIMS II model has specific multipliers that estimate the number of jobs supported for each \$1 million of expenditures in any given industry. In the case of the proposed Shenandoah Horse Park & Agricultural Center, in addition to the number of jobs estimated to operate its facilities, there will be jobs in the local community that are supported from the operating expenditures of the proposed Shenandoah Horse Park & Agricultural Center as well as a result of the initial expenditures of non-local participants and event producers. These impacts are expressed in terms of the number of jobs supported.

The employment multiplier represents the number of jobs that regional industries provide, both directly and indirectly, for each \$1 million of output (direct expenditures) of a given industry. Continuing the hotel example, if the employment multiplier for lodging is 13.1, then for every \$1 million dollars spent by patrons for lodging, 13.1 jobs are required - both at the lodging facility and at local businesses supporting the hotel such as the utility company, telephone company, laundries, delivery services, and others.

Fiscal Impacts

Expenditures made by non-local participants and event producers of the proposed SHPAC for lodging, retail and other purchases generate local and state taxes – referred to as fiscal impacts.

Methodology

Impact Area

For purposes of estimating the economic and fiscal benefits that could result from the operations of the proposed SHPAC and the events and activities held at this facility, it is assumed that the impact area would be the West Virginia Counties of Jefferson and Berkeley – reflecting the assumption that visitors to the area are likely to be staying in hotels and spending money in both of these counties. The RIMS II multipliers reflect the bi-county area, as do the fiscal impact calculations discussed below. The term “local” refers to these two counties and “non-local” refers to outside of these two counties.

Operating Impacts

As presented earlier, the economic impacts associated with the proposed SHPAC will result from its operations and expenditures of non-local participants and event producers. To estimate the initial expenditures of the operations of the proposed SHPAC, we use the projected operating expenses of the facilities and make adjustments for estimated operating expenditures that would be made to non-local suppliers of goods and services. The resulting local expenditures (Direct Impacts) of the proposed SHPAC are applied to the appropriate RIMS II multipliers and added to the estimated revenues, salaries and number of jobs related to operating the proposed SHPAC.

Using the estimated local expenditures from the operation of the proposed SHPAC and an annual fair, the estimated revenues generated by the SHPAC operations, and applicable RIMS II multipliers (Exhibit G), the operations of the proposed SHPAC are estimated to generate between about \$2.6 million and almost \$3.5 million of annual benefits to the Jefferson and Berkeley County area, as shown in the table below.

**Shenandoah Horse Park and Agricultural Center
Estimated Annual Impacts of Operations - Base Case**

Impact Type	Expenditure Impacts	Earnings Impacts	Employment Impacts
Direct impacts	\$1,241,000	\$489,000	10.0
Indirect and Induced impacts	<u>1,356,000</u>	<u>305,000</u>	<u>8.2</u>
Total impacts	<u>\$2,597,000</u>	<u>\$794,000</u>	<u>18.2</u>

All dollar amounts rounded to nearest \$1,000

**Shenandoah Horse Park and Agricultural Center
Estimated Annual Impacts of Operations - Best Case**

Impact Type	Expenditure Impacts	Earnings Impacts	Employment Impacts
Direct impacts	\$1,826,000	\$556,000	12.0
Indirect and Induced impacts	<u>1,643,000</u>	<u>368,000</u>	<u>9.8</u>
Total impacts	<u>\$3,469,000</u>	<u>\$924,000</u>	<u>21.8</u>

All dollar amounts rounded to nearest \$1,000

Non-Local Participant and Promoter Expenditures

It is anticipated that participants in horse shows, livestock shows, and dog shows will have significant economic benefits to the Jefferson and Berkeley County area, with spending for lodging, meals, retail, fuel, entertainment, and the like. Additionally, the promoters for these events typically spend dollars on the same type of items for non-local employees, hotels, catering, materials and supplies, and advertising.

To estimate the range of initial expenditures of horse and animal show participants and attendees, the number of non-local visitor days is first calculated by multiplying the number of shows, event days per show, and the number of people assumed in attendance (as described on page 45). The resulting range of visitor days is then adjusted to account for out-of-area visitors. Because some non-local event participants are assumed to stay at the RV sites at the proposed SHPAC, we estimated the number of visitor days for participants staying in both area hotels and at SHPAC RV sites. The resulting non-local visitor days are then multiplied by the estimated daily spending, by type.

Using the number of horse and animal shows and respective number of event days and attendance (shown on page 45), the total number of non-local participant visitor days is estimated to range between 43,900 (Base Case) to 81,540 (Best Case). For purposes of estimating the number of non-local participants and attendees, it is assumed that 90 percent of the total attendance at horse and animal shows is by persons living outside of Jefferson and Berkeley Counties, resulting in non-local participant visitor days ranging from 39,520 to 73,390.

We used data developed in previous economic impact studies we have conducted to prepare an appropriate estimate of average daily spending, by type, by non-local participants and attendees, as well as promoters and other participants. In the previous studies, we conducted surveys of participants and promoters of horse shows, livestock shows, and dog shows to gather expenditure data for specific shows. We used a composite of the results of those survey results, adjusted for the general lodging rates in the Jefferson and Berkeley County area.

Below are the daily expenditure estimates of non-local participants of horse, livestock, and dog shows used in the economic impact analysis.

**Shenandoah Horse Park & Agricultural Center
Daily Spending Per Person of Non-Local Participants**

Expenditure Type	Hotel Overnighters	RV Overnighters
Lodging	\$60.00	\$0.00
Meals	35.00	20.00
Retail Stores	25.00	20.00
Fuel	20.00	10.00
Materials and supplies	7.00	7.00
Entertainment	2.50	2.50
Other	<u>0.50</u>	<u>0.50</u>
Total	<u>\$150.00</u>	<u>\$60.00</u>

Using the assumed range of non-local participants and attendees and the assumed average daily spending by non-local participants, the resulting initial expenditures made by these participants are estimated to range from \$4,812,000 to \$9,479,000.

To estimate the initial expenditures of horse show producers, it is assumed that the amount spent in the local area by these promoters would average \$18,000 per event, excluding the cost of renting SHPAC facilities. These expenditures include lodging, meals, materials and supplies, and other expenditures made in the local area during the show. Based on the projected 28 to 37 horse and animal shows for the proposed SHPAC, the initial expenditures of show producers are estimated to range from \$468,000 to \$612,000.

Together, the estimated range of initial expenditures (Direct Impacts) in the Jefferson and Berkeley County area by non-local participants and show promoters is \$5,280,000 to \$10,091,000.

Appropriate RIMS II multipliers (Exhibit F) were used to estimate the total impacts associated with non-local participants and event promoters.

Estimated Annual Impacts

The table below summarizes the estimated annual economic impacts associated with operating the proposed SHPAC, based on the estimated revenues and costs of operations. It also presents the estimated economic impacts from non-local participants and show promoters. As shown in the table below, the operations of the proposed SHPAC, including events held at its facilities, are estimated to have had a total annual economic impact to the Jefferson and Berkeley Counties area of between \$11,000,000 and \$19,500,000. Of that amount, between \$2,721,000 and \$4,583,000 represent wages and salaries paid to (1) employees of the proposed SHPAC operation, (2) employees of other businesses in the Counties of Jefferson and Berkeley that provide goods and services to the proposed SHPAC, and (3) employees of hotels, restaurants, shops, retail outlets, service stations and other businesses that serve out-of-area visitors – supporting between 88 and 155 full-time jobs in the Jefferson and Berkeley County area.

**Shenandoah Horse Park & Agricultural Center
Estimated Annual Economic Impacts**

Impact Source	Base Case	Best Case
<u>Operations</u>		
Direct Impact	\$1,241,000 to	\$1,826,000
Indirect and Induced Impacts	<u>1,356,000</u> to	<u>1,643,000</u>
Total Annual Impacts	<u>\$2,597,000</u> to	<u>\$3,469,000</u>
Earnings	<u>\$794,000</u> to	<u>\$924,000</u>
Jobs Supported	<u>18</u> to	<u>22</u>
<u>Events</u>		
Direct Impact	\$5,280,000 to	\$10,091,000
Indirect and Induced Impacts	<u>3,115,000</u> to	<u>5,897,000</u>
Total Annual Impacts	<u>\$8,395,000</u> to	<u>\$15,988,000</u>
Earnings	<u>\$1,927,000</u> to	<u>\$3,659,000</u>
Jobs Supported	<u>70</u> to	<u>134</u>
<u>Total Impacts</u>		
Direct Impact	\$6,521,000 to	\$11,917,000
Indirect and Induced Impacts	<u>4,471,000</u> to	<u>7,540,000</u>
Total Annual Impacts	<u>\$10,992,000</u> to	<u>\$19,457,000</u>
Earnings	<u>\$2,721,000</u> to	<u>\$4,583,000</u>
Jobs Supported	<u>88</u> to	<u>155</u>

Estimated Fiscal Impacts

State and local sales taxes are collected for retail sales, fuel purchases, lodging, restaurant and other similar expenditures. Below are the various state and local tax rates for West Virginia, Jefferson and Berkeley Counties, and the cities in those counties that have additional sales tax.

**Shenandoah Horse Park & Agricultural Center
State and Local Tax Rates**

Type of Tax	Rate
State Sales Tax	6.00%
City Taxes	1.00%
Lodging Tax	6.00%
State Fuel Tax	0.33 per gallon

Source: State of WV

Based on the estimated initial expenditures of event promoters and participants, ranging between \$5,280,000 and \$10,091,000, the estimated annual fiscal impacts are as shown below.

**Shenandoah Horse Park & Agricultural Center
Estimated State and Local Taxes**

Type of Tax	Base Case	Best Case
State sales tax	<u>\$268,700</u>	to <u>\$527,600</u>
City sales tax	<u>\$28,500</u>	to <u>\$54,100</u>
Lodging Tax	<u>\$97,600</u>	to <u>\$203,000</u>
State fuel tax	<u>\$77,700</u>	to <u>\$126,000</u>

Executive Summary

Shenandoah Horse Park & Agricultural Center Concept

Study Background

Site Location Factors

Horse Show Trends

Competitive Factors

Market Characteristics

Event Potential

Facility Recommendations

Financial Analysis

Economic Impacts

Development and Funding

Development and Funding

DEVELOPMENT AND FUNDING

Our assessment of market potential, financial operations, and annual economic impacts indicates varied and complex factors in deciding how to move forward with the proposed SHPAC. The horse show markets in the Mid-Atlantic region, generally, and in the Jefferson County area, specifically, are saturated in certain areas (e.g., eventing, steeplechase), yet there are niches that could be capitalized on at a year-round event facility in Jefferson County. With an experienced management team and appropriate facilities, the proposed SHPAC could stand out as a premier location for equestrian competitions, clinics, schools, and the like.

To be competitive with existing facilities in the region and to extend and expand its show calendar, the proposed SHPAC will need to offer both high quality facilities and services, and competitive rates. With that approach, it is likely that SHPAC could cover its operating costs but not contribute to debt service or major capital investments. It does, however, have the potential to contribute between \$11 million and \$19 million in annual economic benefits to the Jefferson County area.

Consequently, if the decision is made to move forward with the construction and operation of the proposed SHPAC, careful planning and a consortium of stakeholders and financial mechanisms will be needed.

SHPAC Alliance

An alliance of stakeholders, industry advocate groups, and governmental organizations/offices will be needed to successfully develop and operate a facility the magnitude of the proposed SHPAC. From funding of facility designs to construction of specific elements to co-marketing events to fundraising for improvements, it is critical that a strong alliance of public and private organizations be created to champion the proposed SHPAC. Local, state and regional stakeholders and partners will be critical to the operational and funding support of this project – including the possible need to create a public-private partnership.

The table below presents a listing of key organizations, offices, and agencies to consider for help in planning the development and operation of the proposed SHPAC.

Shenandoah Horse Park & Agricultural Center

Resources

Organization	Type	Website
American Horse Council	Operations/Stakeholder	https://www.horsecouncil.org/
American Horse Trials Foundation	Funding	http://www.ahtf3day.org/
Berkeley County	Stakeholder	http://www.berkeleycountycomm.org/links/state-government.cfm
City of Charles Town	Stakeholder	https://www.charlestownwv.us/
City of Martinsburg	Stakeholder	http://cityofmartinsburg.org/
City of Ranson	Stakeholder	https://www.cityofransonwv.net/
Eastern Panhandle Regional Planning & Development Council	Funding/Stakeholder	www.region9wv.com
Equine Land Conservation Resource	Operations/Stakeholder	https://elcr.org/
Hollywood Casino	Stakeholder	https://www.hollywoodcasinoharleston.com/
Jefferson County	Stakeholder	http://www.jeffersoncountywv.org/
Jefferson County Chamber of Commerce	Stakeholder	www.jeffersoncountywvchamber.org
Jefferson County Convention and Visitors Bureau	Operations/Stakeholder	https://discoveritallwv.com/
Jefferson County Development Authority	Stakeholder	www.jcda.org
Maryland Horse Council	Operations	https://www.mdhorsecouncil.org/
Northern Virginia Coalition of Equestrian Organization	Operations	http://nvceo.tripod.com/
United States Department of Agriculture	Funding	www.rd.usda.gov/programs-services/all-programs
United States Equestrian Federation	Operations	https://www.usef.org/
US Economic Development Administration	Funding	www.eda.gov
USA Equestrian Trust	Funding	https://www.trusthorses.org/
Virginia Horse Council	Operations	http://www.virginiahorsecouncil.org/
West Virginia Department of Agriculture	Funding/Stakeholder	https://agriculture.wv.gov/Pages/default.aspx
West Virginia Development Office	Funding/Stakeholder	https://commerce.wv.gov/development-office
West Virginia Economic Development Authority	Funding	http://www.wveda.org/
West Virginia Hospitality and Travel Association	Stakeholder	https://www.wvhta.com/
West Virginia Tourism Office	Operations/Stakeholder	https://commerce.wv.gov/tourism-office
Western Potomac Economic Partnership	Funding/Operations	http://westpep.com/

Equally, if not more, important in this process is the involvement of West Virginia House Delegates (Districts 65, 66 and 67) and Senators (District 16), U.S. Congressional District 2 representative Alex Mooney, and U.S. Senators Manchin and Capito.

Funding Sources

Funding the construction and ongoing operations of event facilities like the proposed SHPAC can take on different approaches. For example, the State of North Carolina used general taxpayer dollars to build and operate the Senator Bob Martin Agricultural Center – under the Department of Agriculture. The Virginia Horse Center started out as a public-private partnership between the Commonwealth of Virginia and Virginia Horse Center Foundation (VHCF), a 501(c)3. In 2007, the partnership between Virginia and the VHCF was dissolved and the Foundation board was awarded the land through a United States Department of Agriculture loan, making the VHC a wholly private entity. Rockbridge County instituted a 2 percent lodging tax to provide for repayment of the USDA loan. In addition, the VHCF receives substantial amounts of donations and grant funding for ongoing operations and capital improvement.

In order to specifically address the funding options for the development and operation of the proposed SHPAC, it will be necessary to engage an experienced horse show facility planner to develop a master plan and cost budget. Research of funding sources that might be available to help finance the Recommended Facilities for the proposed SHPAC revealed the following relevant funding sources:

Grants and Loans

Local, state, and federal grants and loans may be available to pay for aspects of this project, from infrastructure to the entire facility. The potential economic impacts can be an important determinant in securing this type of funding. At a federal level, the United States Department of Agriculture Rural Development has a Community Facilities Direct Loan and Grant Program that could be tapped. Funds for this program can be used to “purchase, construct, and/or improve essential community facilities.” The proposed SHPAC may qualify as a “community facility.”

The USDA also has a Rural Economic Development Loan and Grant Program that might be applicable for the proposed SHPAC. Another source is state administered Community Development Block Grants (CDBG), which involves awarding grants to towns, cities, and counties that carry out community development activities. The West Virginia Department of Commerce administers these types of grants.

Because the proposed SHPAC is not expected to generate significant amounts of cash flow, it is unlikely that loan financing will be feasible.

General Obligation Bonds

General obligation bonds (GO Bonds) represent debt issued by a governmental entity that will be repaid from the general tax revenues of the entity. The effect of issuing GO Bonds is generally an increase in local property taxes. The governmental entity is required to obtain voter approval through an election to issue GO Bonds. These may be appropriate when there is broad support within the resident community for the project supported by GO bonds, for example if the perceived benefits are highly valued by Jefferson County taxpayers.

Special Fees and Taxes

Some event facilities have been funded, in whole or in part, by special fees and taxes, such as lodging, or other local option tax. Jefferson County currently has a 6% hotel occupancy tax that generates about \$700,000 per year. For every 1% increase in the hotel occupancy tax, about \$115,000 would be raised.

Equity and/or Donations

Equity funding of constructions costs can come from a variety of sources – private investors, public or philanthropic grants, naming rights and other sources. The key to attracting equity investment is dependent on the type of investor. Private investors are looking for a rate of return commensurate with risk. Public grants are generally predicated on meeting economic or public policy goals. Securing philanthropic grants and donations is dependent on a vibrant fundraising program which has its own costs to administer. Similar to the Virginia Horse Center, applying for and securing donations as a regular part of operations would provide additional funding for operations and future capital improvement.

Exhibits

Shenandoah Horse Park & Agricultural Center
All USEA, USDF, and USHJA Events - 2019 Calendar

Name of Event	State Date	End Date	Facility	Discipline
Stonewall Country Horse Show II	2/1/2019	2/3/2019	Virginia Horse Center	Hunter/Jumper
Barracks February	2/8/2019	2/10/2019	The Barracks Farm	Hunter/Jumper
Spring Welcome	2/28/2019	3/3/2019	Virginia Horse Center	Hunter/Jumper
Barracks March	3/8/2019	3/10/2019	The Barracks Farm	Hunter/Jumper
Southern Pines Horse Trials	3/9/2019	3/10/2019	Carolina Horse Park	Eventing
Mc Donogh Spring Classic	3/15/2019	3/17/2019	Mc Donogh School	Hunter/Jumper
Carolina International CCI and Horse Trials	3/20/2019	3/24/2019	Carolina Horse Park	Eventing
March Magic Dressage	3/24/2019	3/25/2019	Bob Martin Eastern Ag Center	Dressage
Showplace Spring Festival	3/28/2019	3/31/2019	Prince George Equestrian	Hunter/Jumper
Morven Park Spring Horse Trials	3/30/2019	3/31/2019	Morven Park	Eventing
The Fork CCI4S/CCI3S/CCI2S Horse Trials	4/3/2019	4/7/2019	Tryon	Eventing
Maryland National H/J	4/4/2019	4/7/2019	Prince George Equestrian	Hunter/Jumper
CDCTA Spring Horse Trials	4/7/2019	4/7/2019	Clark Equine	Eventing
VADA/NOVA Inc. Spring Dressage *	4/7/2019	4/8/2019	Morven Park	Dressage
Rose Mount Farm April	4/10/2019	4/14/2019	Rose Mount Farm	Hunter/Jumper
Plantation Field April Horse Trials	4/13/2019	4/14/2019	Plantation Field	Eventing
Williamston Spring Dressage	4/14/2019	4/15/2019	Bob Martin Eastern Ag Center	Dressage
Isabel F de Szinay Memorial Show	4/14/2019	4/15/2019	Commonwealth Park	Dressage
Commonwealth National	4/17/2019	4/21/2019	Commonwealth Park	Hunter/Jumper
Fair Hill International April Horse Trials and CCIS	4/19/2019	4/21/2019	Fair Hill	Eventing
Longleaf Pine Horse Trials	4/20/2019	4/21/2019	Carolina Horse Park	Eventing
Lexington Spring Premiere	4/24/2019	4/28/2019	Virginia Horse Center	Hunter/Jumper
Heritage Spring Fling	4/26/2019	4/28/2019	Airfield 4-H Conference Center	Hunter/Jumper
Mc Donogh School Spring Horse Show	4/27/2019	4/27/2019	Mc Donogh School	Hunter/Jumper
Loudon Hunt Pony Club	4/27/2019	4/28/2019	Morven Park	Eventing
Prime Time Dressage	4/28/2019	4/29/2019	Carolina Horse Park	Dressage
Lexington Spring Encore	5/1/2019	5/5/2019	Virginia Horse Center	Hunter/Jumper
Spring is in the Air	5/2/2019	5/2/2019	Blue Moon Dressage	Dressage
MCTA Horse Trials	5/4/2019	5/5/2019	Shawan Downs	Eventing
Dressage at the Meadow	5/4/2019	5/6/2019	The Meadow Event Park	Dressage
Dressage at the Park I	5/5/2019	5/5/2019	Bucks County Horse Park	Dressage
CDCTA Dressage *	5/5/2019	5/6/2019	Morven Park	Dressage
Jersey Fresh International	5/8/2019	5/12/2019	Horse Park of New Jersey	Eventing
Bonnie Blue National	5/9/2019	5/11/2019	Virginia Horse Center	Hunter/Jumper
Dressage in the Sandhills	5/10/2019	5/12/2019	Pinehurst Harness Track	Dressage
James River Hunt Show	5/10/2019	5/12/2019	Rose Mount Farm	Hunter/Jumper
Plantation Field May Horse Trials	5/11/2019	5/11/2019	Plantation Field	Eventing
WindRidge Farm Horse Trials	5/11/2019	5/12/2019	WindRidge Farm	Eventing
The Keswick Horse Show	5/14/2019	5/19/2019	Keswick Hunt Club	Hunter/Jumper
Fair Hill International Horse Trials	5/18/2019	5/19/2019	Fair Hill	Eventing
PVDA Spring Show *	5/19/2019	5/20/2019	Morven Park	Dressage
Lexington Spring Dressage	5/19/2019	5/20/2019	Virginia Horse Center	Dressage
Virginia CCI and Horse Trials	5/23/2019	5/26/2019	Virginia Horse Center	Eventing
Maryland Summer Classic	5/24/2019	5/26/2019	Mc Donogh School	Hunter/Jumper
Flora Lea Spring Horse Trials	5/25/2019	5/26/2019	Flora Lea Farm	Eventing
ESDCTA Memorial Weekend Dressage I & II	5/26/2019	5/27/2019	Horse Park of New Jersey	Dressage

Shenandoah Horse Park & Agricultural Center
All USEA, USDF, and USHJA Events - 2019 Calendar

Name of Event	State Date	End Date	Facility	Discipline
Boumi Shriners Mounted Patrol	5/31/2019	6/2/2019	Mc Donogh School	Hunter/Jumper
Good Times Farm Dressage Show I	6/1/2019	6/1/2019	Good Times Farm	Dressage
Waredaca Horse Trials	6/1/2019	6/2/2019	Waredaca Farm	Eventing
New Jersey Region's Horse Trials	6/2/2019	6/2/2019	Horse Park of New Jersey	Eventing
NCDCTA Capital Dressage Classic	6/2/2019	6/3/2019	Hunt Horse Complex	Dressage
Loch Moy Dressage I & II *	6/2/2019	6/3/2019	Loch Moy Farm	Dressage
Dressage at the Park II	6/3/2019	6/3/2019	Bucks County Horse Park	Dressage
DVCTA Summer Opener Dressage	6/3/2019	6/3/2019	Dunmovin Farm	Dressage
Upperville Colt & Horse Show	6/3/2019	6/9/2019	Upperville Horse Show	Hunter/Jumper
Middleburg Horse Trials	6/8/2019	6/9/2019	Great Meadow	Eventing
Windy Hollow Hunt Dressage I & II	6/8/2019	6/8/2019	Horse Park of New Jersey	Dressage
VADA/NOVA No. VA Breeding Classic *	6/8/2019	6/8/2019	Morven Park	Dressage
Plantation Field Horse Trials	6/8/2019	6/8/2019	Plantation Field	Eventing
VADA/NOVA In. Summer Dressage Festival *	6/9/2019	6/10/2019	Morven Park	Dressage
Loudoun Benefit	6/12/2019	6/16/2019	Upperville Horse Show	Hunter/Jumper
Blue Ridge Classic I	6/14/2019	6/16/2019	Virginia Horse Center	Hunter/Jumper
Seneca Valley Pony Club Horse Trial	6/15/2019	6/16/2019	Bittersweet Field	Eventing
Summertime Blues	6/15/2019	6/16/2019	Pinehurst Harness Track	Dressage
Bucks County Horse Park Horse Trials	6/16/2019	6/16/2019	Bucks County Horse Park	Eventing
Virginia Summer Dressage	6/16/2019	6/17/2019	Commonwealth Park	Dressage
Deep Run Horse Show	6/19/2019	6/23/2019	Deep Run Hunt Club	Hunter/Jumper
The Shenandoah Classic	6/19/2019	6/22/2019	Virginia Horse Center	Hunter/Jumper
Surefire Farm Horse Trials	6/21/2019	6/23/2019	Surefire Farm	Eventing
Essex Horse Trials	6/22/2019	6/23/2019	Far Hills	Eventing
June One Day Horse & Pony	6/23/2019	6/23/2019	Mc Donogh School	Hunter/Jumper
PVDA Ride for Life	6/23/2019	6/24/2019	Prince George's Equestrian Center	Dressage
Warrenton Pony Show	6/26/2019	6/30/2019	Warrenton Horse Show Grounds	Hunter/Jumper
Summer Solstice	6/27/2019	6/27/2019	Blue Moon Dressage	Dressage
Dressage in the Park I & II	6/29/2019	6/30/2019	Carolina Horse Park	Dressage
Loudoun Hunt Pony Club Fall Horse Trials	6/29/2019	6/30/2019	Oatland Farm	Eventing
Dressage at the Park III	7/1/2019	7/1/2019	Bucks County Horse Park	Dressage
Showday National	7/3/2019	7/7/2019	Commonwealth Park	Hunter/Jumper
AHA Region 15 Championships	7/3/2019	7/7/2019	Virginia Horse Center	Hunter/Jumper
The Maryland Horse Trials at Loch Moy	7/4/2019	7/7/2019	Loch Moy Farm	Eventing
Dressage at Stone Tavern I	7/6/2019	7/7/2019	Horse Park of New Jersey	Dressage
Dressage at the Park	7/8/2019	7/9/2019	Horse Park of New Jersey	Dressage
Cavalier Classic	7/10/2019	7/14/2019	Commonwealth Park	Hunter/Jumper
The Maryland Horse Trials at Loch Moy	7/12/2019	7/14/2019	Loch Moy Farm	Eventing
Dressage at Lexington	7/13/2019	7/15/2019	Virginia Horse Center	Dressage
Full Moon Farms Horse Trials	7/21/2019	7/21/2019	Full Moon Farms	Eventing
Rose Mount Farm Summer	7/25/2019	7/28/2019	Rose Mount Farm	Hunter/Jumper
Horse Park of New Jersey Horse Trials II	7/26/2019	7/28/2019	Horse Park of New Jersey	Eventing
Virginia Presidential PFHA Event	7/26/2019	7/28/2019	Virginia Horse Center	Hunter/Jumper
Hunt Club Farms Horse Trials	7/27/2019	7/28/2019	Hunt Club Farm	Eventing
Dressage, By Chance *	7/28/2019	7/28/2019	By Chance Farm	Dressage
Raleigh Summer Dressage I & II	7/28/2019	7/29/2019	Hunt Horse Complex	Dressage
Dressage, By Chance II *	7/29/2019	7/29/2019	By Chance Farm	Dressage

Shenandoah Horse Park & Agricultural Center
All USEA, USDF, and USHJA Events - 2019 Calendar

Name of Event	State Date	End Date	Facility	Discipline
Bay State Classic	8/1/2019	8/4/2019	Mc Donogh School	Hunter/Jumper
Eastern Arabian Horse Show	8/1/2019	8/4/2019	Virginia Horse Center	Hunter/Jumper
Loch Moy Dressage III *	8/4/2019	8/4/2019	Loch Moy Farm	Dressage
Olney Farm Horse Trials	8/4/2019	8/4/2019	Olney Farm	Eventing
Dressage at the Park IV	8/5/2019	8/5/2019	Bucks County Horse Park	Dressage
Loch Moy Dressage IV *	8/5/2019	8/5/2019	Loch Moy Farm	Dressage
Lexington National Horse Show	8/7/2019	8/11/2019	Virginia Horse Center	Dressage
Lexington National Horse Show	8/7/2019	8/11/2019	Virginia Horse Center	Hunter/Jumper
Fair Hill International	8/10/2019	8/11/2019	Fair Hill	Eventing
Early Morning Blues	8/10/2019	8/11/2019	Pinehurst Harness Track	Dressage
WindRidge Farm Summer Horse Trials	8/10/2019	8/11/2019	WindRidge Farm	Eventing
Applewood Farm YEH/HEH & Mini Event	8/13/2019	8/13/2019	Applewood Farm	Eventing
Winston National	8/14/2019	8/18/2019	Commonwealth Park	Hunter/Jumper
Waredaca Farm Horse Trials	8/17/2019	8/18/2019	Waredaca Farm	Eventing
Good Times Farm Dressage Show II	8/18/2019	8/18/2019	Good Times Farm	Dressage
CDCTA Dressage at Morningside *	8/18/2019	8/19/2019	Morningside Training Farm	Dressage
Commonwealth Dressage I	8/18/2019	8/18/2019	Pennsylvania Farm Show Complex	Dressage
Commonwealth Dressage II	8/19/2019	8/19/2019	Pennsylvania Farm Show Complex	Dressage
Constitution Classic	8/21/2019	8/25/2019	Commonwealth Park	Hunter/Jumper
Arabian Sport Horse Extravaganza	8/23/2019	8/25/2019	Airfield 4-H Conference Center	Hunter/Jumper
Great Meadow International	8/23/2019	8/25/2019	Great Meadow	Eventing
ERAHC Virginia Classic Open Dressage Show	8/23/2019	8/23/2019	Virginia Horse Center	Dressage
ERAHC Virginia Classic	8/23/2019	8/24/2019	Virginia Horse Center	Hunter/Jumper
VADA/NOVA Inc Summer Winddown *	8/25/2019	8/26/2019	Morven Park	Dressage
Warrenton Horse Show Association	8/28/2019	9/1/2019	Warrenton Horse Show Grounds	Hunter/Jumper
CoolDown Dressage	8/31/2019	9/1/2019	Pinehurst Harness Track	Dressage
PVDA at Waredaca I & II *	9/1/2019	9/2/2019	Waredaca Farm	Dressage
Seneca Valley Pony Club Horse Trials	9/7/2019	9/8/2019	Bittersweet Field	Eventing
Five Points Horse Trials	9/7/2019	9/8/2019	Carolina Horse Park	Eventing
Bucks County Horse Park Horse Trials	9/8/2019	9/8/2019	Bucks County Horse Park	Eventing
Dressage at Stone Tavern II	9/8/2019	9/8/2019	Horse Park of New Jersey	Dressage
VADAF Dressage at Rose Mount I & II	9/8/2019	9/9/2019	Rose Mount Farm	Dressage
Maryland Horse & Pony	9/11/2019	9/15/2019	Prince George's Equestrian Center	Hunter/Jumper
Flora Lea Fall Horse Trials	9/14/2019	9/15/2019	Flora Lea Farm	Eventing
Tryon Horse Trials at TIEC	9/14/2019	9/15/2019	Tryon	Eventing
CDCTA Fall Horse Trial	9/15/2019	9/15/2019	Clark Equine	Eventing
Middleburg Classic *	9/18/2019	9/22/2019	Morven Park	Hunter/Jumper
Plantation Field International CIC	9/18/2019	9/22/2019	Plantation Field	Eventing
Piedmont Jumper Classic	9/19/2019	9/22/2019	Upperville Horse Show	Hunter/Jumper
Marlborough Horse Trials	9/21/2019	9/22/2019	Rosaryville State Park	Eventing
Pinehurst Fall Dressage	9/22/2019	9/23/2019	Pinehurst Harness Track	Dressage
Culpeper Finals	9/25/2019	9/28/2019	Commonwealth Park	Hunter/Jumper
ASHAV Horse Show	9/25/2019	9/28/2019	Virginia Horse Center	Hunter/Jumper
FEH Championships at Loch Moy	9/28/2019	9/29/2019	Loch Moy Farm	Eventing
Surefire Farm Horse Trials	9/28/2019	9/29/2019	Surefire Farm	Eventing
ESDCTA New Jersey Horse Trials	9/29/2019	9/29/2019	Horse Park of New Jersey	Eventing

**Shenandoah Horse Park & Agricultural Center
All USEA, USDF, and USHJA Events - 2019 Calendar**

Name of Event	State Date	End Date	Facility	Discipline
Capital Challenge Hunter Jumper	9/30/2019	10/6/2019	Prince George's Equestrian Center	Hunter/Jumper
CBLMs & NCDCTA Harvest Moon	10/4/2019	10/7/2019	Bob Martin Eastern Ag Center	Dressage
Morven Park Fall International Horse Trials	10/4/2019	10/6/2019	Morven Park	Eventing
WindRidge Farm Fall Horse Trials	10/5/2019	10/6/2019	WindRidge Farm	Eventing
MDHT at Loch Moy	10/11/2019	10/13/2019	Loch Moy Farm	Eventing
Region 1 Dressage Championships	10/11/2019	10/14/2019	Virginia Horse Center	Dressage
Radnor Hunt Horse Trials	10/12/2019	10/12/2019	Radnor Hunt	Eventing
Fair Hill International CCI	10/16/2019	10/20/2019	Fair Hill	Eventing
WIHS Regional Horse Show	10/18/2019	10/20/2019	Prince George's Equestrian Center	Hunter/Jumper
Hunt Club Farms Horse Trials	10/19/2019	10/20/2019	Hunt Club Farm	Eventing
Dressage at the Park V	10/20/2019	10/20/2019	Bucks County Horse Park	Dressage
WIHS Regional Horse Show and Zone 3 Finals	10/20/2019	10/20/2019	Prince George Equestrian	Hunter/Jumper
Waredaca Classic	10/24/2019	10/27/2019	Waredaca Farm	Eventing
The Virginia CCI & Horse Trials	10/31/2019	11/3/2019	Virginia Horse Center	Eventing
NCDCTA Autumn Leaves Dressage	11/3/2019	11/4/2019	Carolina Horse Park	Dressage
Full Moon Farms Horse Trials	11/10/2019	11/10/2019	Full Moon Farms	Eventing
PVDA Fall Show & Adult Team Comp	11/10/2019	11/11/2019	Prince George's Equestrian Center	Dressage
Heritage Arabian Classic	11/22/2019	11/24/2019	Airfield 4-H Conference Center	Hunter/Jumper

Shenandoah Horse Park & Agricultural Center**2018 Steeplechase Race Meets**

Date	Race Meet	Location
3/24/2018	Aiken Spring Steeplechase	Aiken, SC
3/31/2018	Carolina Cup Races	Camden, SC
4/7/2018	Georgia Steeplechase	Kingston, GA
4/14/2018	Tryon Block House Races	Columbus, NC
4/14/2018	My Lady's Manor	Monkton, MD
4/21/2018	Grand National Steeplechase	Butler, MD
4/21/2018	Middleburg Spring Races	Middleburg, VA
4/28/2018	Foxfield Spring Races	Charlottesville, VA
4/28/2018	Maryland Hunt Cup	Glyndon, MD
4/28/2018	Queen's Cup Steeplechase	Mineral Springs, NC
5/5/2018	Virginia Gold Cup	The Plains, VA
5/6/2018	Winterthur Races	Winterthur, DE
5/12/2018	Iroquois Steeplechase	Nashville, TN
5/13/2018	Willowdale Steeplechase	Kennett Square, PA
5/19/2018	Radnor Hunt Races	Malvern, PA
5/26/2018	Fair Hill Races	Fair Hill, MD
7/8/2018	Suffolk Downs	East Boston, MA
7/25/2018	Saratoga	Saratoga Springs, NY
7/30/2018	Saratoga	Saratoga Springs, NY
8/1/2018	Saratoga	Saratoga Springs, NY
8/9/2018	Monmouth Park	Oceanport, NJ
8/22/2018	Saratoga	Saratoga Springs, NY
8/23/2018	Saratoga	Saratoga Springs, NY
8/29/2018	Saratoga	Saratoga Springs, NY
9/20/2018	Belmont Park	Elmont, NY
9/23/2018	High Hope Steeplechase	Lexington, KY
9/29/2018	Shawan Downs	Hunt Valley, MD
10/7/2018	Foxfield Fall Races	Charlottesville, VA
10/13/2018	Genesee Valley Hunt Races	Geneseo, NY
10/13/2018	Virginia Fall Races	Middleburg, VA
10/20/2018	Far Hills Race Meeting	Far Hills, NJ
10/27/2018	Aiken Fall Steeplechase	Aiken, SC
10/27/2018	International Gold Cup	The Plains, VA
11/3/2018	Steeplechase at Callaway	Pine Mountain, GA
11/3/2018	Montpelier Hunt Races	Montpelier Station, VA
11/4/2018	Pennsylvania Hunt Cup	Unionville, PA
11/11/2018	Steeplechase Of Charleston	Hollywood, SC

Source: National Steeplechase Association

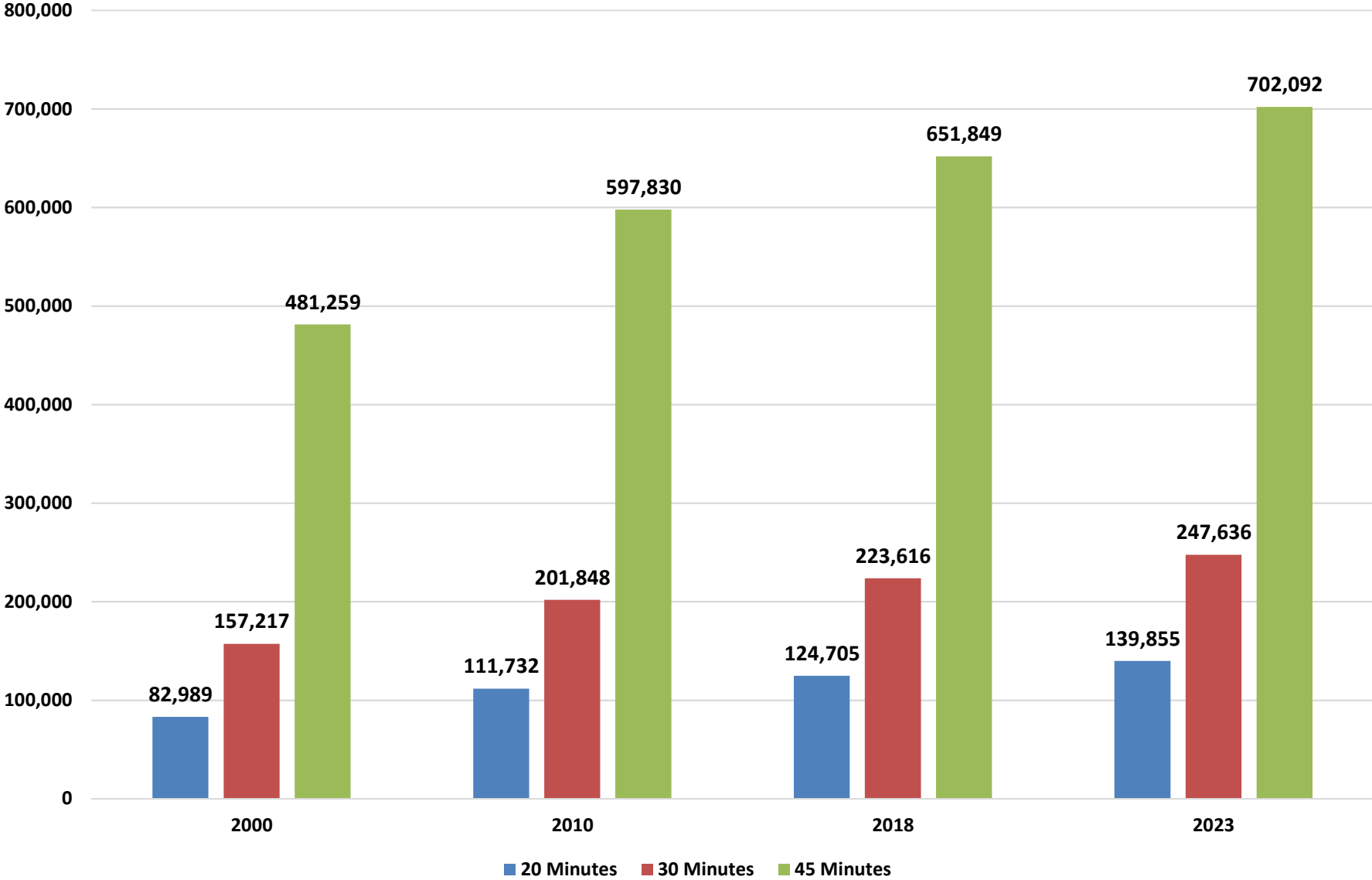
**Shenandoah Horse Park & Agricultural Center
Comparison of Competitive Horse Facilities with Indoor Arenas**

Facility Description	Frying Pan Park Herndon, VA	Diamond 7 Ranch & Arena Dillsburg, PA	York Springs Equestrian Center York Springs, PA	Morven Park Leesburg, VA	The Meadow Event Center Doswell, VA	Prince George's Equestrian Center Upper Marlboro, MD
<u>Ownership and Operator</u>	Fairfax County	Private	Private	Private	Private	Prince George's County
<u>Main arena</u> Main ring size	Indoor 110' X 235'	Indoor 210' X 220' includes stall areas	Indoor 70' X 200'	Indoor 88' X 208' (Main) 68' X 138' (Small Indoor Arena)	Covered 160' X 250'	Indoor 120' X 240'
<u>Other arenas</u>	Lower and Upper (Outdoor) 110' X 250' 130' X 266' 72' X 142' (Warm Up)	5 Outdoor 150' X 285' 150' X 310' (2) 100' X 310' 130' X 270'	3 Outdoor 100' X 215' 130' X 265' 110' X 215'	3 Outdoor 300' X 350' 250' X 300' 300' X 350'	4 Outdoor (1) 150' X 300' (2) 125' X 300' (3&4) 125' X 250'	2 Outdoor, 1 Covered (2-O) 150' X 300' (C) 170' X 340'
<u>Stalls</u> Permanent stalls	150	231	N/A	136	143	250
<u>RV Facilities</u> Number of sites	N/A	52	32	N/A	32	25

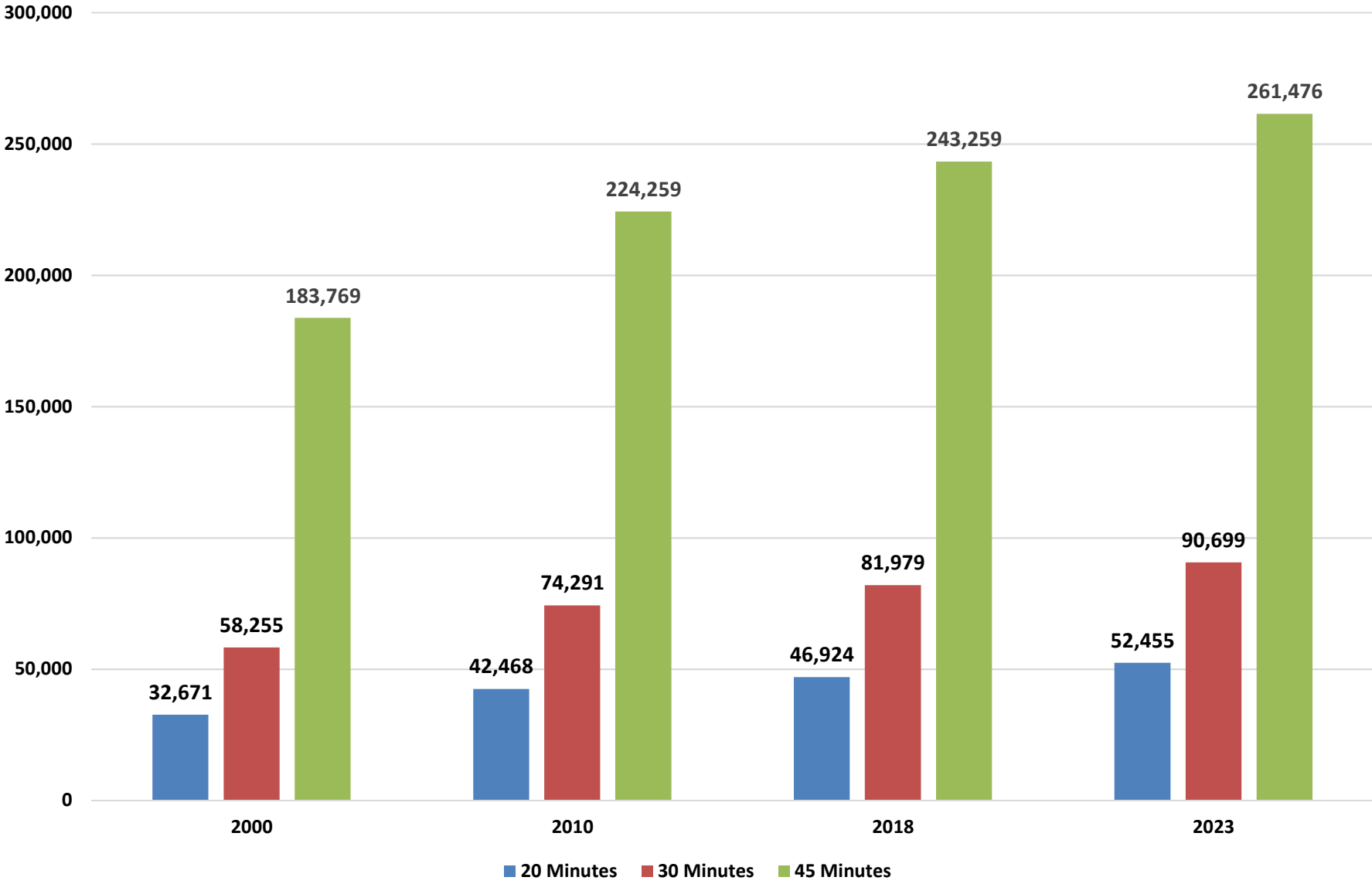
ND - Not Disclosed

Source: Listed Facilities and Interviews

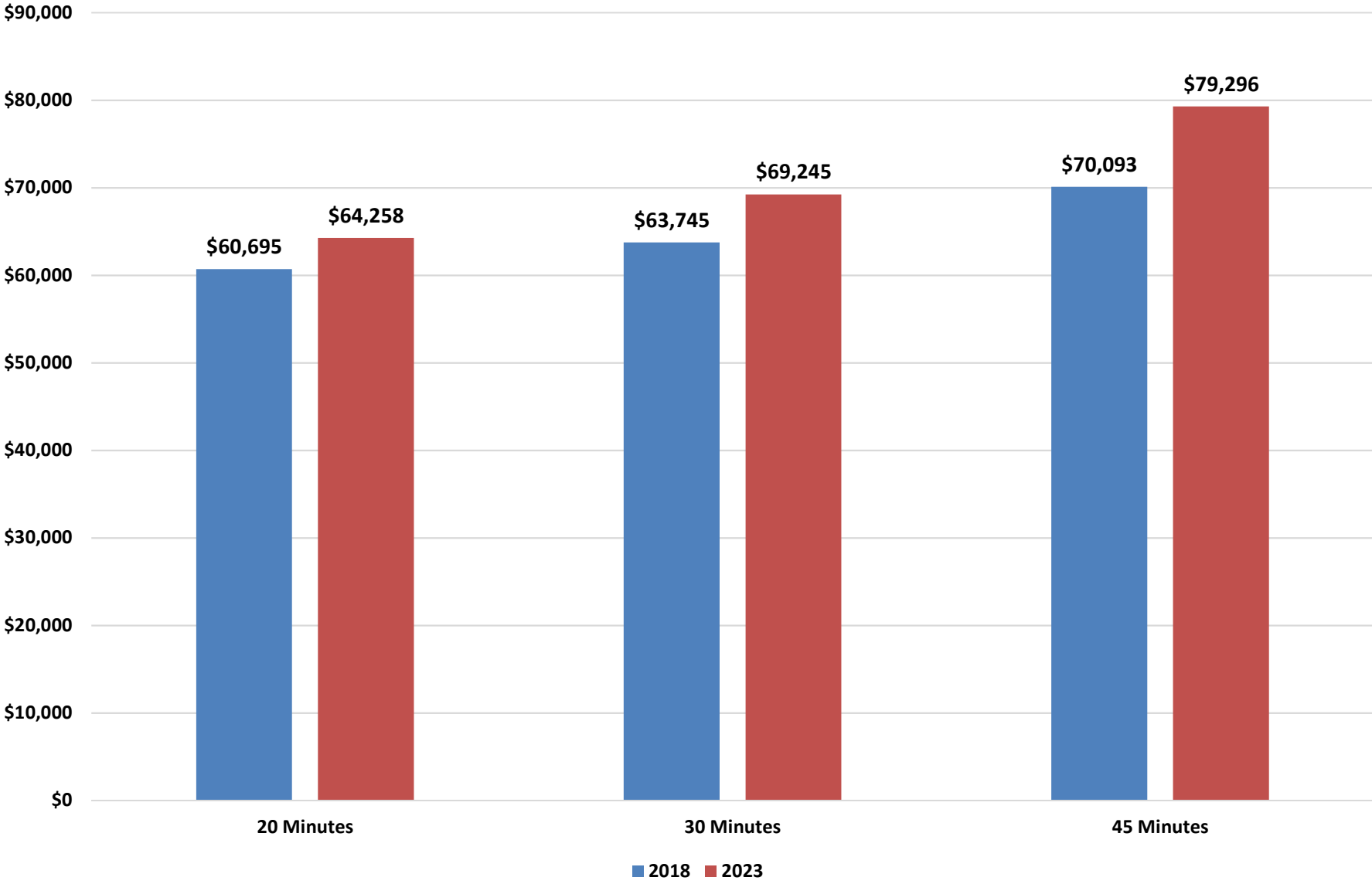
Shenandoah Horse Park & Agricultural Center Population by Drive Times - 2000, 2010, 2018, 2023



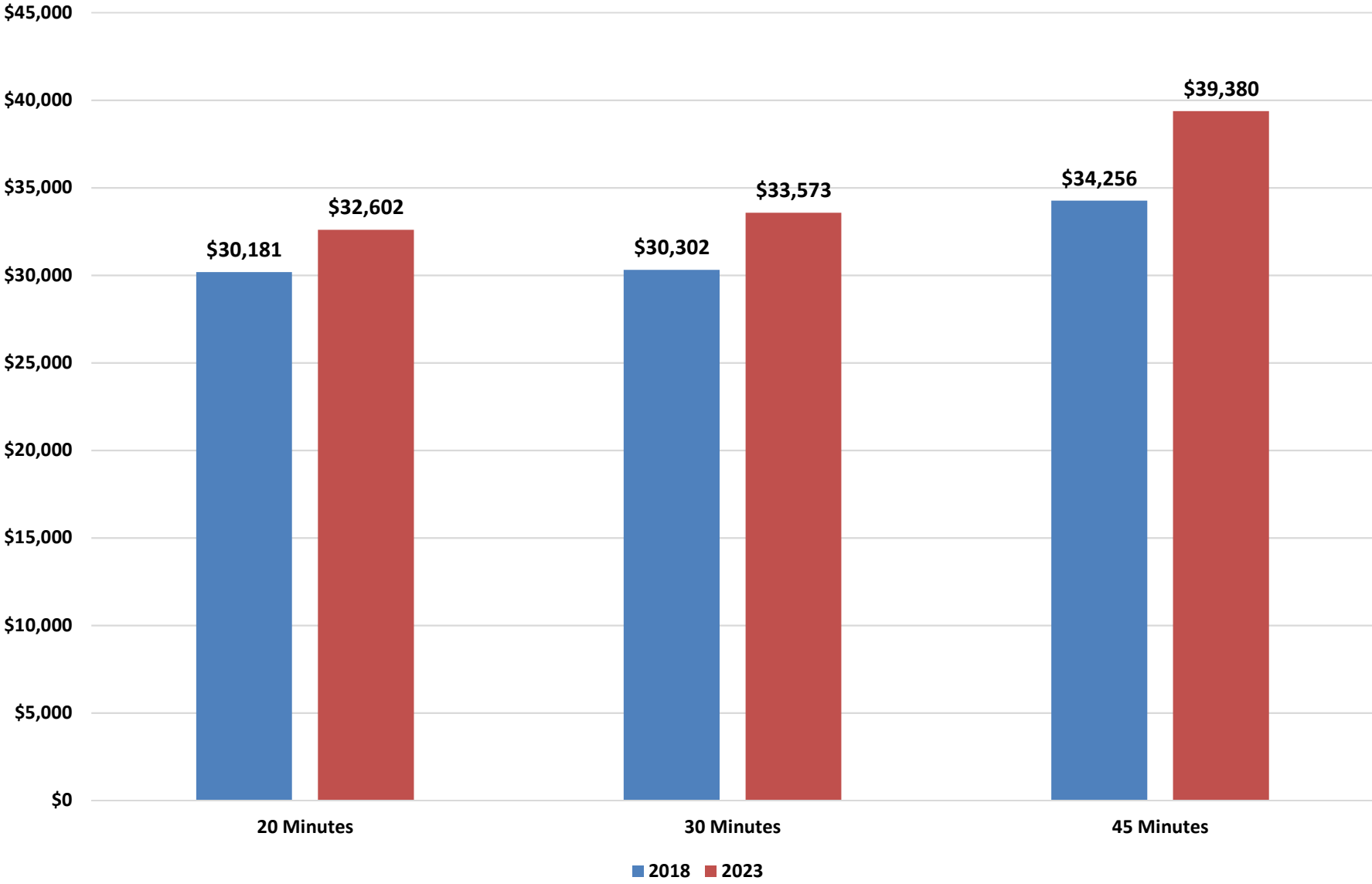
Shenandoah Horse Park & Agricultural Center Households by Drive Times, 2000, 2010, 2018, 2023



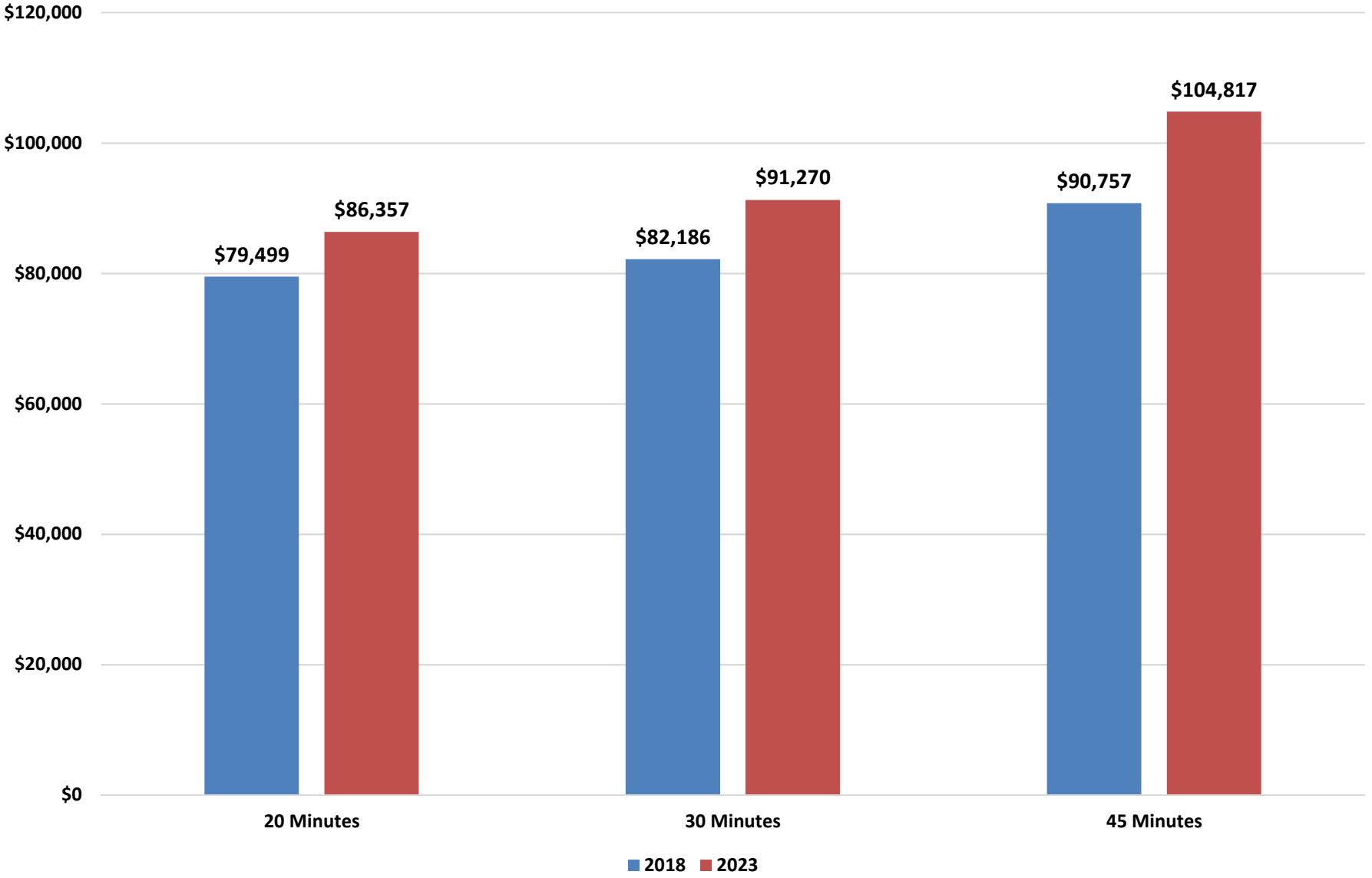
Shenandoah Horse Park & Agricultural Center Median Household Income by Drive Times, 2018 and 2023



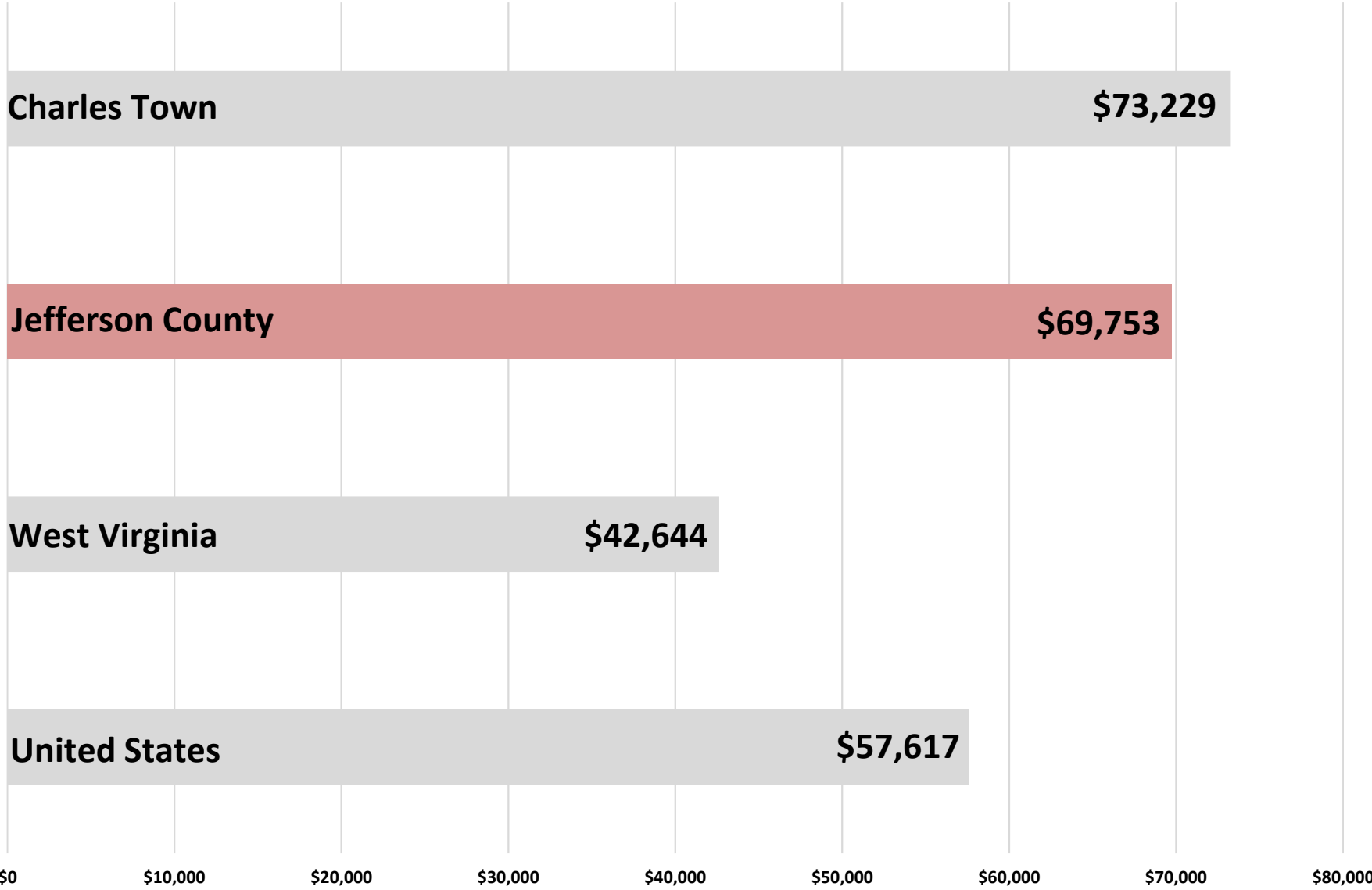
Shenandoah Horse Park & Agricultural Center Per Capita Income by Drive Times, 2018 and 2023



Shenandoah Horse Park & Agricultural Center Average Household Income by Drive Times, 2018 and 2023



Shenandoah Horse Park & Agricultural Center 2016 Median Household Income Comparison



SHPAC REVENUE POTENTIAL - BASE CASE

	DAILY RATE	PERCENT OF TICKET \$
MAIN ARENA - HORSE AND ANIMAL SHOWS	\$1,800.00	
MAIN ARENA - SPECTATOR AND OTHER USES	\$2,500.00	12%
COVERED ARENA	\$600.00	
OUTDOOR ARENA RENTALS	\$250.00	
EXHIBIT BUILDING - MEETINGS/EVENTS	\$0.10	
EXHIBIT BUILDING - BANQUETS/FUNDRAISERS	\$0.20	
STALL RENTALS - STATE/MULTI-STATE	\$22.00	
STALL RENTALS - REGIONAL	\$30.00	
HAUL-IN FEE	\$20.00	
CAMPING FEES	\$40.00	
BEDDING PER BAG (NET)	\$3.00	

FACILITY RENTAL INCOME - BASE CASE

EVENT	NUMBER OF EVENTS	MOVE-IN MOVE-OUT	EVENT DAYS	ASSUMED ATTEND.	AVERAGE TICKET	BASIC RENTAL
SINGLE DAY HORSE SHOWS	8	0.00	8.00	113		\$4,800
HORSE SHOWS - STATE/MULTI-STATE	21	0.00	56.50	510		120,100
HORSE SHOWS - REGIONAL	5	0.00	18.00	950		42,500
CLINICS AND SCHOOLING SHOWS	6	0.00	6.00	100		1,500
WINTER SERIES	4	0.00	4.00	150		9,600
LIVESTOCK SHOWS	1	0.00	2.00	300		4,800
DOG SHOWS	1	0.00	2.50	600		6,000
SALES AND AUCTIONS	1	0.00	1.00	-		600
EXHIBIT BUILDING RENTALS	10	0.00	10.00	N/A		10,000
BANQUETS/FUNDRAISERS	24	0.00	24.00	300		24,000
SPECTATOR EVENTS	<u>2</u>	0.00	<u>4.00</u>	2,000	\$15.00	<u>14,400</u>
	<u>83</u>		<u>136.00</u>			<u>\$238,000</u>

CONCESSION INCOME POTENTIAL - BASE CASE

EVENT	NUMBER OF EVENT DAYS	ASSUMED ATTEND.	TOTAL ATTEND.	NET PER CAP SALES	TOTAL SALES	PERCENT TO FACILITY
SINGLE DAY HORSE SHOWS	8.00	113	900	\$1.00	\$900	\$300
HORSE SHOWS - STATE/MULTI-STATE	56.50	510	28,815	\$2.50	72,038	25,200
HORSE SHOWS - REGIONAL	18.00	950	17,100	\$4.00	68,400	23,900
CLINICS AND SCHOOLING SHOWS	6.00	100	600	\$1.00	600	200
WINTER SERIES	4.00	150	600	\$1.00	600	200
LIVESTOCK SHOWS	2.00	300	600	\$2.00	1,200	400
DOG SHOWS	2.50	600	1,500	\$1.50	2,250	800
BANQUETS/FUNDRAISERS	24.00	300	7,200	\$20.00	144,000	14,400
SPECTATOR EVENTS	4.00	2,000	8,000	\$5.00	<u>40,000</u>	<u>14,000</u>
					<u>\$329,988</u>	<u>\$79,400</u>

SHPAC REVENUE POTENTIAL - BASE CASE

STALL INCOME POTENTIAL - BASE CASE

<u>EVENT</u>	<u>NUMBER OF EVENTS</u>	<u>ASSUMED STALLS/DAY</u>	<u>ASSUMED DAYS/EVENT</u>	<u>TOTAL STALLS</u>	<u>ASSUMED RENTAL \$</u>	<u>STALL INCOME</u>
SINGLE DAY HORSE SHOWS HAUL-IN FEE	8	75	1.0	600	\$20.00	\$12,000
HORSE SHOWS - STATE/MULTI-STATE	21	254	2.7	14,351	\$22.00	316,000
HORSE SHOWS - REGIONAL	5	393	3.6	7,074	\$30.00	212,000
WINTER SERIES HAUL-IN FEE	4	75	1.0	300	\$20.00	6,000
LIVESTOCK SHOWS	1	150	2.0	300	\$22.00	7,000
SALES AND AUCTIONS	1	200	1.0	200	\$22.00	4,000
						<u>\$557,000</u>

COMMISSION INCOME - BASE CASE

<u>EVENT</u>	<u>NUMBER OF EVENTS</u>	<u>ASSUMED GROSS SALES</u>	<u>COMMISSION PERCENTAGE</u>	<u>COMMISSION INCOME</u>
SALES AND AUCTIONS	1	\$2,000,000	1.0%	<u>\$20,000</u>

RV RENTAL INCOME - BASE CASE

	<u>DAILY RATE</u>	<u>NUMBER OF SPACES</u>	<u>NUMBER OF DAYS</u>	<u>NUMBER OF NIGHTS</u>	<u>TOTAL</u>	<u>RV RENTAL INCOME</u>
HORSE SHOWS - STATE/MULTI-STATE	\$40.00	50	57	2,825	\$113,000	
HORSE SHOWS - REGIONAL	\$40.00	75	18	1,350	54,000	
LIVESTOCK AND DOG SHOWS	\$40.00	75	5	338	13,500	
						<u>\$181,000</u>

BEDDING INCOME - BASE CASE

	<u>NET RATE</u>	<u>NUMBER OF BAGS</u>	<u>TOTAL</u>	<u>BEDDING INCOME</u>
HORSE SHOWS - STATE/MULTI-STATE	\$3.00	16,002	\$48,006	
HORSE SHOWS - REGIONAL	\$3.00	5,895	<u>17,685</u>	
				<u>\$65,691</u>

SH PAC REVENUE POTENTIAL - BEST CASE

	<u>DAILY RATE</u>	<u>PERCENT OF TICKET \$</u>
MAIN ARENA - HORSE AND ANIMAL SHOWS	\$1,800.00	
MAIN ARENA - SPECTATOR AND OTHER USES	\$2,500.00	12%
COVERED ARENA	\$600.00	
OUTDOOR ARENA RENTALS	\$250.00	
EXHIBIT BUILDING - MEETINGS/EVENTS	\$0.10	
EXHIBIT BUILDING - BANQUETS/FUNDRAISERS	\$0.20	
STALL RENTALS - STATE/MULTI-STATE	\$22.00	
STALL RENTALS - REGIONAL	\$30.00	
HAUL-IN FEE	\$20.00	
CAMPING FEES	\$40.00	
BEDDING PER BAG (NET)	\$3.00	

FACILITY RENTAL INCOME - BEST CASE

<u>EVENT</u>	<u>NUMBER OF EVENTS</u>	<u>MOVE-IN MOVE-OUT</u>	<u>EVENT DAYS</u>	<u>ASSUMED ATTEND.</u>	<u>AVERAGE TICKET</u>	<u>BASIC RENTAL</u>
SINGLE DAY HORSE SHOWS	10	0.00	10.00	200		\$6,000
HORSE SHOWS - STATE/MULTI-STATE	27	0.00	74.00	730		152,300
HORSE SHOWS - REGIONAL	7	0.00	25.00	1,230		62,050
CLINICS AND SCHOOLING SHOWS	10	0.00	10.00	150		2,500
WINTER SERIES	6	0.00	6.00	200		14,400
LIVESTOCK SHOWS	1	0.00	3.00	400		7,200
DOG SHOWS	2	0.00	5.00	800		12,000
SALES AND AUCTIONS	2	0.00	2.00	-		1,200
EXHIBIT BUILDING RENTALS	15	0.00	15.00	N/A		15,000
BANQUETS/RECEPTION	30	0.00	30.00	400		30,000
SPECTATOR EVENTS	<u>2</u>	0.00	<u>4.00</u>	2,200	\$15.00	<u>15,800</u>
	<u>112</u>		<u>184.00</u>			<u>\$318,000</u>

CONCESSION INCOME POTENTIAL - BEST CASE

<u>EVENT</u>	<u>NUMBER OF EVENT DAYS</u>	<u>ASSUMED ATTEND.</u>	<u>TOTAL ATTEND.</u>	<u>NET PER CAP SALES</u>	<u>TOTAL SALES</u>	<u>PERCENT TO FACILITY</u>
SINGLE DAY HORSE SHOWS	10.00	200	2,000	\$1.00	\$2,000	\$700
HORSE SHOWS - STATE/MULTI-STATE	74.00	730	54,020	\$2.50	135,050	47,300
HORSE SHOWS - REGIONAL	25.00	1,230	30,750	\$4.00	123,000	43,100
CLINICS AND SCHOOLING SHOWS	10.00	150	1,500	\$1.00	1,500	500
WINTER SERIES	6.00	200	1,200	\$1.00	1,200	400
LIVESTOCK SHOWS	3.00	400	1,200	\$2.00	2,400	800
DOG SHOWS	5.00	800	4,000	\$1.50	6,000	2,100
BANQUETS/FUNDRAISERS	30.00	400	12,000	\$20.00	240,000	24,000
SPECTATOR EVENTS	4.00	2,200	8,800	\$5.00	<u>44,000</u>	<u>15,400</u>
					<u>\$555,150</u>	<u>\$134,300</u>

SHPAC REVENUE POTENTIAL - BEST CASE

STALL INCOME POTENTIAL - BEST CASE

<u>EVENT</u>	<u>NUMBER OF EVENTS</u>	<u>ASSUMED STALLS/DAY</u>	<u>ASSUMED DAYS/EVENT</u>	<u>TOTAL STALLS</u>	<u>ASSUMED RENTAL \$</u>	<u>STALL INCOME</u>
SINGLE DAY HORSE SHOWS HAUL-IN FEE	10	100	1.0	1,000	\$20.00	\$20,000
HORSE SHOWS - STATE/MULTI-STATE	27	296	2.7	21,904	\$22.00	482,000
HORSE SHOWS - REGIONAL	7	431	3.6	10,775	\$30.00	323,000
WINTER SERIES HAUL-IN FEE	6	75	1.0	450	\$20.00	9,000
LIVESTOCK SHOWS	1	200	3.0	600	\$22.00	13,000
SALES AND AUCTIONS	2	250	1.0	500	\$22.00	<u>11,000</u>
						<u>\$838,000</u>

COMMISSION INCOME - BEST CASE

<u>EVENT</u>	<u>NUMBER OF EVENTS</u>	<u>ASSUMED GROSS SALES</u>	<u>COMMISSION PERCENTAGE</u>	<u>COMMISSION INCOME</u>
SALES AND AUCTIONS	2	\$4,000,000	1.0%	<u>\$40,000</u>

RV RENTAL INCOME - BEST CASE

	<u>DAILY RATE</u>	<u>NUMBER OF SPACES</u>	<u>NUMBER OF DAYS</u>	<u>NUMBER OF NIGHTS</u>	<u>TOTAL</u>	<u>RV RENTAL INCOME</u>
HORSE SHOWS - STATE/MULTI-STATE	\$40.00	50	74	3,700	\$148,000	
HORSE SHOWS - REGIONAL	\$40.00	75	25	1,875	75,000	
LIVESTOCK AND DOG SHOWS	\$40.00	75	8	600	<u>24,000</u>	
						\$247,000

BEDDING INCOME - BEST CASE

	<u>NET RATE</u>	<u>NUMBER OF BAGS</u>	<u>TOTAL</u>	<u>BEDDING INCOME</u>
HORSE SHOWS - STATE/MULTI-STATE	\$3.00	23,976	\$71,928	
HORSE SHOWS - REGIONAL	\$3.00	9,051	<u>27,153</u>	
				<u>\$99,000</u>

**Shenandoah Horse Park & Agricultural Center
RIMS II Multipliers Used In Analysis**

RIMS II		Final-Demand Multiplier		
Category #	Industry	Output	Earnings	Employment
<u>Multipliers Used For Fairgrounds Operations</u>				
6	Utilities	1.3806	0.2229	3.3465
7	Construction	1.6158	0.3374	7.2821
27	Wholesale trade	1.5444	0.3464	6.3660
63	Other services	1.7109	0.4125	11.0656
323110	Printing	1.5502	0.3067	7.5967
524200	Insurance	1.9158	0.4624	8.8801
532400	Machinery and equipment rental	1.4051	0.2786	5.1510
H00000	Household industry	0.8654	0.1994	6.0013
<u>Multipliers Used For Visitor Expenditures</u>				
31	Retail	1.6195	0.3856	14.6050
60	Amusements and entertainment	1.6493	0.3698	16.5522
61	Accommodations	1.5104	0.3243	10.7829
62	Food services and drinking places	1.5980	0.3686	15.0790
63	Other Services	1.7109	0.4125	11.0656

Source: RIMS II, Bureau of Economic Analysis

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10-20 minutes

DATE REQUESTED: 1ST CHOICE December 5th, 2019

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

SUBJECT: PETITION TO PROBATE A WILL IN SOLEMN FORM
Estate of Marian Virginia Washington, deceased

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

Petitioner cannot locate the original last will and testament of the decedent, but the authenticity of the photocopy has been verified through the offices of Hamstead & Associates where it was prepared and signed. The probate office has no objections to the will being approved to be probated in solemn form, but we defer to the decision of the commission.

ARE DOCUMENTS ATTACHED: Yes

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: The Estate of Marian Virginia Washington

PETITION TO PROBATE A WILL IN SOLEMN FORM

COMES NOW your Petitioner, Diana McKnight Hodge (formerly Diana L. McKnight), and petitions for the admission and probate in solemn form of a paper writing believed to be the Last Will and Testament (the "Will") of Marian Virginia Washington (the "Decedent") in accordance with the provisions of West Virginia Code Chapter 41, Article 5, Section 5, and represents to this Commission that:

1. Petitioner Diana McKnight Hodge (c/o Cathy White, 1734 Noble Rd., East Cleveland, OH 44112) was designated as Executrix and Personal Representative of The Decedent by virtue of her Last Will and Testament dated September 20, 2005, which is the subject of this Petition and a copy of which is hereto attached as Exhibit 1.
2. The Decedent died a resident of Jefferson County, West Virginia, on February 23, 2006 and a true copy of her death certificate of hereto attached as Exhibit 2.
3. The last place of residence and domicile of The Decedent at her death was 265 Kearneysville Pike, Kearneysville, WV 25430.
4. At the date of her death, the nature of the estate of The Decedent consisted of a ½ acre lot of real estate situate in Jefferson County and acquired by her by virtue of a Will dated June 3, 1980, and recorded in Will Book W at page 265.
5. At the date of her death, Marian Virginia Washington, was a widow and had not remarried; that she was survived by her four (4) children: Diana L. McKnight, Gary

W. Washington, Cathy A. White, and Myron K. Washington, who constitute her known heirs-at-law and distributes, as defined under West Virginia Code §42-1-3a(a).

6. Petitioner has tendered to the Court a photocopy of the Exhibit 1 Will together with the original of the Exhibit 2 Death Certificate. The original of the Decedent's Will cannot be located but the authenticity of the Will photocopy has been verified through the offices of Hamstead & Associates where it was prepared and signed.
7. Your Petitioner has tendered to the Fiduciary Supervisor of Jefferson County two Affidavits (witness deposition) with respect to Exhibit 1, one executed by Paula R. Wilt and the other executed by Helen Hite, each affirming to the genuineness of the signature of the Decedent to Exhibit #1, copies of which are attached hereto as Exhibit 3 and Exhibit 4, respectively.
8. The beneficiaries under the Will and their relation to Decedent are as follows:

Diana L. McKnight	Daughter
Gary W. Washington (Deceased 2015)	Son
Cathy A. White	Daughter
Myron K. Washington	Son
9. Subsequent to the death of Marian Virginia Washington, your Petitioner made a diligent and thorough search among the possessions and papers of the Decedent, including having gained access to her safe deposit box, in which the original Will was not located, despite which she has been unable to find the whereabouts thereof.
10. Your Petitioner has no reason to conclude that Marian Virginia Washington revoked the aforesaid document (Exhibit 1) but is without sufficient information and knowledge to determine whether the Decedent either misplaced the same or was

accidentally destroyed without the intent to revoke the same.

11. Personal jurisdiction over the Respondents is asserted pursuant to West Virginia Code § 41-5-1, *et seq.*, §44-1-1, *et seq.*, and § 56-3-33.
12. Subsequent matter jurisdiction is asserted pursuant to West Virginia Constitution Articles VIII, § 6, and West Virginia Code §§ 41-1-1, *et seq.*, and 44-1-1, *et seq.*
13. Venue lies within this Commission pursuant to West Virginia Code § 41-5-4 as this Petition involves the probate of a paper writing believed to be a Will of the Testatrix who at the time of her death had a known place of residence in Jefferson County, West Virginia.

WHEREFORE, the Petitioner respectfully petitions this County Commission to issue process and summons to all those persons known as the heirs-at-law of Marian Virginia Washington, deceased, to appear at a day named to show cause why the aforesaid paper writing, dated September 20, 2005, should not be admitted to probate pursuant to the provisions of West Virginia Code § 41-5-5, *et seq.*, to consider the need for the appointment of a Guardian ad Litem to represent the interest of any unknown beneficiaries of the Estate of Marian Virginia Washington (of whom there are believed to be none), to appoint Diana McKnight Hodge as the Executrix of the Decedent's Estate, and to take such further action as to this Commission may seem fair and just.

DIANA McKNIGHT HODGE
By Counsel

Submitted By:

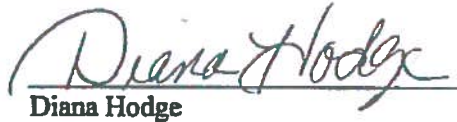


Braun A. Hamstead, Esquire
West Virginia State Bar ID No. 1568
HAMSTEAD & ASSOCIATES, L.C.
507 S. Fairfax Blvd.
Charles Town, WV 25414
Phone: 304-725-1468
Fax: 304-725-1321

STATE OF OHIO

COUNTY OF Cuyahoga, to wit:

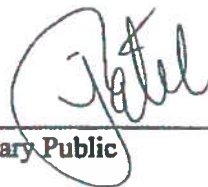
I, Diana Hodge, Petitioner in the foregoing Petition, being first duly sworn, say that the facts and allegations therein contained are true, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, I believe them to be true.


Diana Hodge

Taken, sworn to and subscribed before me this 26th day of October, 2019,

by, Diana Hodge.




Notary Public

My Commission Expires: 10/30/2023

LAST WILL AND TESTAMENT
OF
MARIAN VIRGINIA WASHINGTON

I, *MARIAN VIRGINIA WASHINGTON*, a resident of Jefferson, West Virginia, being of sound and disposing mind and memory, do hereby make, publish, and declare this to be my Last Will and Testament, hereby revoking all former wills and testamentary dispositions made by me. I am a widowed woman. My children are **DIANA L. McKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE and MYRON K. WASHINGTON.**

FIRST: I direct that all my just debts, funeral expenses and expenses of administration of my estate, and all inheritance, estate, transfer and other succession taxes or death duties that may be legally imposed by reason of my death upon my estate or upon any property, which passes to my beneficiaries hereunder, either by this will, as beneficiaries of life insurance policies on my life, or at my death by survivorship or otherwise, be paid as soon as practicable by my personal representative from my residuary estate, and no beneficiary shall be charged with the same or any part thereof.

SECOND: I give, devise and bequeath a life estate in any real estate owned by me at the time of my death to my child, **DIANA L. McKNIGHT**, including, but not limited to, the real estate located at Route 3, Box 362, Kearneysville, Jefferson County, West Virginia, provided that she pays all of the real estate taxes on the property incurred after my death, provided that she obtains and keeps in force homeowner's insurance on the property, and provided that she maintains the property in a habitable condition. Upon the death of my daughter, **DIANA L. MCKNIGHT**, I give, devise and bequeath the remainder interest in such real estate in fee simple, to my then living children, **GARY W. WASHINGTON, CATHY A. WHITE, and MYRON K. WASHINGTON**, in equal shares. If upon the death of my child, **DIANA L. McKNIGHT**, none of my remaining children, **GARY W. WASHINGTON, CATHY A. WHITE, or MYRON K. WASHINGTON** have survived her, then I give, devise and bequeath the remainder interest in such real estate to the heirs of all of my children, **DIANA L. MCKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE and MYRON K. WASHINGTON,**

MVW
initials



per stripes.

THIRD: I give and bequeath to my daughter, **DIANA L. MCKNIGHT**, my 2000 Mercury Sable automobile, if she survives me.

FOURTH: All the rest, residue and remainder of my estate, after carrying out the provisions of the preceding paragraphs above, of whatsoever kind and character and wheresoever situated, I give, devise and bequeath unto my children **DIANA L. MCKNIGHT**, **GARY W. WASHINGTON**, **CATHY A. WHITE** and **MYRON K. WASHINGTON**, in equal shares, the share of any of my children who fail to survive me to their heirs per stirpes.

FIFTH: I hereby nominate and appoint my child, **DIANA L. McKNIGHT**, Executrix, as of this my Last Will and Testament. If **DIANA L. McKNIGHT** is unable or unwilling to serve as Executrix, then I hereby nominate and appoint my child, **MYRON K. WASHINGTON**, as first alternate Executor of this my Last Will and Testament. I direct that my Executor or Executrix, or any alternate or successor thereto, as the case may be, shall not be required to give surety on his or her bond, except as may be required by law. I empower any Executor or Executrix, or any alternate or successor thereto, to name a successor Executor or Executrix if all of the other persons named in this paragraph are unable or unwilling to serve.

SIXTH: I hereby expressly authorize and empower my Executor or Executrix, or any alternate or successor thereto, with respect to my estate, including any accumulated income thereof, in their sole and absolute discretion:

(1) To purchase or otherwise acquire, and to retain, whether originally a part of my estate or subsequently acquired, any and all stocks, bonds, notes or property, including stocks or interests in investment trusts and common trusts as may be deemed advisable, whether or not such investments be of the character permissible for investments by fiduciaries. Investments need not be diversified and may be made or retained with a view to a possible increase in value. Further, my estate or any trust estate may be rendered liquid at any time, in whole or in part, and held in cash or readily marketable securities of little or no yield for such period as may be deemed advisable.

(2) To sell, lease, pledge, mortgage, transfer, exchange, convert, or otherwise dispose of, or grant options with respect to any and all property (including my real estate) at any time forming a part of my estate or of any trust estate, in such manner, at such time or times, for such purposes, for such prices and upon such terms, credits and conditions as may be deemed advisable, and any leases made by him may extend beyond the period fixed by statute for the leases made by fiduciaries and beyond the duration of any trust.

MVW
Initials

(3) To borrow money for any purpose connected with the protection, preservation or improvement of my general estate or of any trust estate whenever in his judgment advisable and as security to mortgage or pledge any real or personal property of which I may die seized or possessed or forming a part of my trust estate upon such terms and conditions as may be deemed advisable.

(4) To complete, extend, modify or renew any loans, notes, bonds, mortgages, contracts or any other obligations which I may owe or to which I may be a party or which may be liens or charges against any of my property or against my estate, although I may not be liable thereon, in such manner as may be deemed advisable; to pay, compromise, compound, adjust, submit to arbitration, sell, or release any claims or demands of my estate or any trust estate as may be deemed advisable, including the acceptance of deeds of real property in satisfaction of bonds and mortgages and to make any payments in connection therewith which may be deemed advisable.

(5) To make distribution of my estate or of the principal of any trust estate in kind and to cause any share to be composed of cash, property or undivided fractional shares in property different in kind from any other share.

(6) To execute and deliver any and all instruments in writing which may be deemed advisable to carry out any of the foregoing powers; no party to any such instrument in writing signed by either one of them shall be obliged to inquire into its validity, or be bound to see to the application by them of any money or other property paid or delivered to them pursuant to the terms of any such instrument.

SEVENTH: For reasons personal to me, I have intentionally omitted and failed to give, devise, or bequeath anything of which I may die seized and possessed, or to which I may be in any way entitled at the time of my death, to any person or persons, other than as otherwise specifically provided herein.

EIGHTH: I declare that any mutual and reciprocal dispositive provisions for the benefit of any beneficiary herein named have not been made pursuant to any agreement, and I reserve to myself the right to revoke this will, without notice, under any and all circumstances, and irrespective of the death of any beneficiary herein named.

NINTH: In the event that any beneficiary under this Will and I shall die in a common accident or disaster or under such circumstances that any such beneficiary does not survive me for the sixty (60) day period following my decease, then I direct that for the purpose of this Will such beneficiary shall be deemed to have predeceased me.

TENTH: I direct that there shall be no apportionment upon the persons beneficially interested of any estate, transfer, succession or other inheritance taxes or any interest thereon imposed by the United States or of any state thereof, or any foreign country insofar as such taxes and interest are imposed with respect to any property or interest passing under this Will, any insurance on my life, any trust, gifts or other transfers

created or made by me or any property or accounts owned jointly by me and any other person or persons. All such taxes shall be paid by my Executrix or Executor and treated as an expense of administering my estate.

IN WITNESS WHEREOF, I have hereunto signed my name and set my seal to this my Last Will and Testament, written on the preceding pages, including this page, and acknowledge the same to be my Last Will and Testament in the presence of the undersigned witnesses this 20th day of September, 2005.

Marian Virginia Washington
MARIAN VIRGINIA WASHINGTON

SIGNED, SEALED, PUBLISHED, ACKNOWLEDGED and DECLARED by Testatrix as and for her Last Will and Testament, in the presence of us, two competent witnesses who in her presence and at her request and in the presence of each other, have hereunto subscribed our names as witnesses thereto on this 20th day of September, 2005, said Testatrix being of sound mind and over the age of eighteen (18) years.

Paula R. Wilt of Charles Town, WV

Cynthia R. Kitchen of Hazen, W. Va.

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON, to-wit:

This day personally appeared before me, the undersigned authority, a Notary Public within and for Jefferson County, State of West Virginia, PAULA R. WILT and CYNTHIA R. KITCHEN, who being first duly sworn, say that they are the subscribing witnesses to the Last Will and Testament of **MARIAN VIRGINIA WASHINGTON**, a resident of the stated place and county, West Virginia, which is dated the 20th day of September 2005; and that on the said date the said **MARIAN VIRGINIA WASHINGTON**, Testatrix, of said Will, signed, sealed, published and declared the same to be her Last Will and Testament, in the presence of all of these affiants, at the request of said Testatrix, all present at the same time, signed their

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names as attesting witnesses to said Will.

Affiants further say that this affidavit is made at the request of said MARIAN VIRGINIA WASHINGTON, Testatrix, in the presence of the Testatrix, and the said MARIAN VIRGINIA WASHINGTON, at the time said Will was executed was, in the opinion of the affiants, of sound and disposing mind and memory and over the age of eighteen (18) years.

Paula R. Witt

Cynthia R. Kitcher

Taken, subscribed, and sworn to before me by the said PAULA R. WITT
and CYNTHIA R. KITCHER this 20th day of September, 2005.

Helen Hite

Notary Public

AFFIX NOTARIAL SEAL

My Commission expires:

Nov. 28, 2010



THIS INSTRUMENT PREPARED BY BRIAN J. MCAULIFFE, ESQ., ATTORNEY AT LAW,
HAMSTEAD AND ASSOCIATES, L.C. POST OFFICE BOX 730, CHARLES TOWN, WEST VIRGINIA

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WEST VIRGINIA DEPARTMENT OF HEALTH & HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH - VITAL REGISTRATION
 PHYSICIANS / MEDICAL EXAMINER'S CERTIFICATE OF DEATH
 ROOM 165, 350 CAPITOL STREET, CHARLESTON, WV 25301

003120

STATE FILE NUMBER

TYPE / FONT
 IN
 PERMANENT
 BLACK INK

NAME OF DECEASED
 For use by physician of institution

DECEASED

INFORMANT

DISPOSITION

TIME OF DEATH

CAUSE OF DEATH

CERTIFIER

FILED

1. DECEASED'S NAME (First, Middle, Last) Marian Virginia Washington				2. SEX F	3. DATE OF DEATH (Month, Day, Year) February 23, 2006
4. SOCIAL SECURITY NUMBER 577-32-6651	5a. AGE-Last Birthday (Years) 81	5b. UNDER 1 YEAR Months: _____ Days: _____	5c. UNDER 1 DAY Hours: _____ Minutes: _____	6. DATE OF BIRTH (Month, Day, Year) March 25, 1924	7. BIRTH-PLACE (City and State or Foreign Country) Martinsburg, WV
8. WAS DECEASED EVER IN US ARMED FORCES? (Yes or no) No		9a. PLACE OF DEATH (Check only one: see instructions on other side) <input checked="" type="checkbox"/> HOSPITAL <input type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DDA <input type="checkbox"/> OTHER <input type="checkbox"/> Nursing Home <input type="checkbox"/> Residence <input type="checkbox"/> Other (Specify)			
9b. FACILITY NAME (If not institution, give street and number) City Hospital		9c. CITY, TOWN, OR LOCATION OF DEATH Martinsburg		9d. COUNTY OF DEATH Berkeley	
10. MARITAL STATUS—Married, Never Married, Widowed, Divorced (Specify) Widowed	11. SURVIVING SPOUSE (If wife, give maiden name) Homemaker	12. DECEASED'S USUAL OCCUPATION (Give kind of work done during most of working life. Do not use retired.) Homemaker		12b. KIND OF BUSINESS/INDUSTRY Own Home	
13a. RESIDENCE—STATE WV	13b. COUNTY Jefferson	13c. CITY, TOWN, OR LOCATION Kearneysville	13d. STREET AND NUMBER 265 Kearneysville Pike		
15a. INSIDE CITY LIMITS? (Yes or no) No	15b. ZIP CODE 25430	14. WAS DECEASED OF HISPANIC ORIGIN? (Specify No or Yes—if yes, specify Cuban, Mexican, Puerto Rican, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes Specify		15. RACE—American Indian, Black, White, etc. (Specify) Black	16. DECEASED'S EDUCATION (Specify only highest grade completed) 16a. Elementary/Secondary (0-12) 1/4 16b. College (1-4 or 5-1)
17. INFORMANT'S NAME (First, Middle, Last) Tyler Robinson			18. MOTHER'S NAME (First, Middle, Maiden Surname) Mary E. McDowell		
19a. INFORMANT'S NAME (First, Middle, Last) Diana W. McKnight		19b. MAILING ADDRESS (Street and Number or Rural Route Number, City or Town, State, Zip Code) 265 Kearneysville Pike, Kearneysville, WV 25430			
20a. METHOD OF DISPOSITION <input type="checkbox"/> Burial <input checked="" type="checkbox"/> Cremation <input checked="" type="checkbox"/> Removal from State <input type="checkbox"/> Donation <input type="checkbox"/> Other (Specify)		20b. PLACE OF DISPOSITION (Name of cemetery, crematory, or other place) Omps Crematory		20c. LOCATION—City or Town, State Winchester, VA	
21. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <i>Joseph P. Strider</i>		22. NAME AND ADDRESS OF FACILITY Melvin T. Strider Co., Inc. PO Box 388, Charles Town, WV 25414		23. DATE SIGNED (Month, Day, Year) 2/23/06	
24. TIME OF DEATH 0210		25. DATE PRONOUNCED DEAD (Month, Day, Year) 2/23/06		26. WAS CASE REFERRED TO MEDICAL EXAMINER/CORONER? (Yes or no) NO	
27. PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line. IMMEDIATE CAUSE (Final disease or condition resulting in death) → Bilateral Pneumonia					Approximate Interval Between Onset and Death 3 days
27. PART II. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line. Sequentially list conditions, if any, leading to immediate cause. Enter UNDERLYING CAUSE (Disease or injury that initiated events resulting in death) LAST					
PART III. Enter medical conditions contributing to death but not resulting in the underlying cause(s) in Part I. Chronic Heart Failure; Diabetes Mellitus; Coronary Artery Disease					
28. MANNER OF DEATH <input checked="" type="checkbox"/> Natural <input type="checkbox"/> Pending Investigation <input type="checkbox"/> Accident <input type="checkbox"/> Suicide <input type="checkbox"/> Homicide		29a. DATE OF INJURY (Month, Day, Year)	29b. TIME OF INJURY M	29c. INJURY AT WORK? (Yes or No)	29d. DESCRIBE HOW INJURY OCCURRED
		29e. PLACE OF INJURY—At home, farm, street, factory, office building, etc. (Specify)		29f. LOCATION (Street and Number or Rural Route Number, City or Town, State)	
31a. CERTIFIER (Check only one) <input checked="" type="checkbox"/> CERTIFYING PHYSICIAN (Physician certifying cause of death when another physician has pronounced death and completed item 23. To the best of my knowledge, death occurred due to the cause(s) and manner as stated. <input type="checkbox"/> PRONOUNCING AND CERTIFYING PHYSICIAN (Physician both pronouncing death and certifying to cause of death). To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner as stated. <input type="checkbox"/> MEDICAL EXAMINER/CORONER (On the basis of examination and/or investigation, in my opinion death occurred at the time, date, and place and due to the cause(s) and manner as stated.)		31b. SIGNATURE AND TITLE OF CERTIFIER <i>M.T. Angotti MD</i>		31c. DATE SIGNED (Month, Day, Year) 2/23/06	
32. NAME AND ADDRESS OF PERSON WHO COMPLETED CAUSE OF DEATH (ITEM 27) (First, Middle, Last) 121 N. College St., Martinsburg, WV 25401					
33. REGISTRAR'S SIGNATURE <i>Rebecca Smith</i>				34. DATE FILED (Month, Day, Year) 3-6-2006	

EXHIBIT
 2

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: The Estate of Marian Virginia Washington


AFFIDAVIT

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON, to-wit:

Appeared before the undersigned authority Paula R. Wilt and upon her oath did depose, swear and affirm, upon information and belief, as follows:

- 1) That I personally witnessed the execution of the Last Will and Testament of Marion Virginia Washington on September 20, 2005, by Marion Virginia Washington;
- 2) That Marion Virginia Washington's signature affixed to the photocopy of her said Last Will and Testament, a photocopy of which is attached to this affidavit, is true and genuine to the best of my knowledge and belief.

And further affiant sayeth naught.



Paula R. Wilt

Taken, sworn to and subscribed before me this 9th day of October, 2019, by
Paula R. Wilt.





Notary Public

My Commission expires: June 8, 2023

EXHIBIT
3

LAST WILL AND TESTAMENT

OF

MARIAN VIRGINIA WASHINGTON

I, *MARIAN VIRGINIA WASHINGTON*, a resident of Jefferson, West Virginia, being of sound and disposing mind and memory, do hereby make, publish, and declare this to be my Last Will and Testament, hereby revoking all former wills and testamentary dispositions made by me. I am a widowed woman. My children are **DIANA L. McKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE and MYRON K. WASHINGTON.**

FIRST: I direct that all my just debts, funeral expenses and expenses of administration of my estate, and all inheritance, estate, transfer and other succession taxes or death duties that may be legally imposed by reason of my death upon my estate or upon any property, which passes to my beneficiaries hereunder, either by this will, as beneficiaries of life insurance policies on my life, or at my death by survivorship or otherwise, be paid as soon as practicable by my personal representative from my residuary estate, and no beneficiary shall be charged with the same or any part thereof.

SECOND: I give, devise and bequeath a life estate in any real estate owned by me at the time of my death to my child, **DIANA L. McKNIGHT**, including, but not limited to, the real estate located at Route 3, Box 362, Kearneysville, Jefferson County, West Virginia, provided that she pays all of the real estate taxes on the property incurred after my death, provided that she obtains and keeps in force homeowner's insurance on the property, and provided that she maintains the property in a habitable condition. Upon the death of my daughter, **DIANA L. MCKNIGHT**, I give, devise and bequeath the remainder interest in such real estate in fee simple, to my then living children, **GARY W. WASHINGTON, CATHY A. WHITE, and MYRON K. WASHINGTON**, in equal shares. If upon the death of my child, **DIANA L. McKNIGHT**, none of my remaining children, **GARY W. WASHINGTON, CATHY A. WHITE, or MYRON K. WASHINGTON** have survived her, then I give, devise and bequeath the remainder interest in such real estate to the heirs of all of my children, **DIANA L. MCKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE and MYRON K. WASHINGTON,**

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per stripes.

THIRD: I give and bequeath to my daughter, **DIANA L. MCKNIGHT**, my 2000 Mercury Sable automobile, if she survives me.

FOURTH: All the rest, residue and remainder of my estate, after carrying out the provisions of the preceding paragraphs above, of whatsoever kind and character and wheresoever situated, I give, devise and bequeath unto my children **DIANA L. MCKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE** and **MYRON K. WASHINGTON**, in equal shares, the share of any of my children who fail to survive me to their heirs per stirpes

FIFTH: I hereby nominate and appoint my child, **DIANA L. MCKNIGHT**, Executrix, as of this my Last Will and Testament. If **DIANA L. MCKNIGHT** is unable or unwilling to serve as Executrix, then I hereby nominate and appoint my child, **MYRON K. WASHINGTON**, as first alternate Executor of this my Last Will and Testament. I direct that my Executor or Executrix, or any alternate or successor thereto, as the case may be, shall not be required to give surety on his or her bond, except as may be required by law. I empower any Executor or Executrix, or any alternate or successor thereto, to name a successor Executor or Executrix if all of the other persons named in this paragraph are unable or unwilling to serve.

SIXTH: I hereby expressly authorize and empower my Executor or Executrix, or any alternate or successor thereto, with respect to my estate, including any accumulated income thereof, in their sole and absolute discretion:

(1) To purchase or otherwise acquire, and to retain, whether originally a part of my estate or subsequently acquired, any and all stocks, bonds, notes or property, including stocks or interests in investment trusts and common trusts as may be deemed advisable, whether or not such investments be of the character permissible for investments by fiduciaries. Investments need not be diversified and may be made or retained with a view to a possible increase in value. Further, my estate or any trust estate may be rendered liquid at any time, in whole or in part, and held in cash or readily marketable securities of little or no yield for such period as may be deemed advisable.

(2) To sell, lease, pledge, mortgage, transfer, exchange, convert, or otherwise dispose of, or grant options with respect to any and all property (including my real estate) at any time forming a part of my estate or of any trust estate, in such manner, at such time or times, for such purposes, for such prices and upon such terms, credits and conditions as may be deemed advisable, and any leases made by him may extend beyond the period fixed by statute for the leases made by fiduciaries and beyond the duration of any trust.

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(3) To borrow money for any purpose connected with the protection, preservation or improvement of my general estate or of any trust estate whenever in his judgment advisable and as security to mortgage or pledge any real or personal property of which I may die seized or possessed or forming a part of my trust estate upon such terms and conditions as may be deemed advisable

(4) To complete, extend, modify or renew any loans, notes, bonds, mortgages, contracts or any other obligations which I may owe or to which I may be a party or which may be liens or charges against any of my property or against my estate, although I may not be liable thereon, in such manner as may be deemed advisable, to pay, compromise, compound, adjust, submit to arbitration, sell, or release any claims or demands of my estate or any trust estate as may be deemed advisable, including the acceptance of deeds of real property in satisfaction of bonds and mortgages and to make any payments in connection therewith which may be deemed advisable

(5) To make distribution of my estate or of the principal of any trust estate in kind and to cause any share to be composed of cash, property or undivided fractional shares in property different in kind from any other share.

(6) To execute and deliver any and all instruments in writing which may be deemed advisable to carry out any of the foregoing powers; no party to any such instrument in writing signed by either one of them shall be obliged to inquire into its validity, or be bound to see to the application by them of any money or other property paid or delivered to them pursuant to the terms of any such instrument.

SEVENTH: For reasons personal to me, I have intentionally omitted and failed to give, devise, or bequeath anything of which I may die seized and possessed, or to which I may be in any way entitled at the time of my death, to any person or persons, other than as otherwise specifically provided herein.

EIGHTH: I declare that any mutual and reciprocal dispositive provisions for the benefit of any beneficiary herein named have not been made pursuant to any agreement, and I reserve to myself the right to revoke this will, without notice, under any and all circumstances, and irrespective of the death of any beneficiary herein named.

NINTH: In the event that any beneficiary under this Will and I shall die in a common accident or disaster or under such circumstances that any such beneficiary does not survive me for the sixty (60) day period following my decease, then I direct that for the purpose of this Will such beneficiary shall be deemed to have predeceased me.

TENTH: I direct that there shall be no apportionment upon the persons beneficially interested of any estate, transfer, succession or other inheritance taxes or any interest thereon imposed by the United States or of any state thereof, or any foreign country insofar as such taxes and interest are imposed with respect to any property or interest passing under this Will, any insurance on my life, any trust, gifts or other transfers

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created or made by me or any property or accounts owned jointly by me and any other person or persons. All such taxes shall be paid by my Executrix or Executor and treated as an expense of administering my estate.

IN WITNESS WHEREOF, I have hereunto signed my name and set my seal to this my Last Will and Testament, written on the preceding pages, including this page, and acknowledge the same to be my Last Will and Testament in the presence of the undersigned witnesses this 20th day of September, 2005.

Marian Virginia Washington
MARIAN VIRGINIA WASHINGTON

SIGNED, SEALED, PUBLISHED, ACKNOWLEDGED and DECLARED by Testatrix as and for her Last Will and Testament, in the presence of us, two competent witnesses who in her presence and at her request and in the presence of each other, have hereunto subscribed our names as witnesses thereto on this 20th day of September, 2005, said Testatrix being of sound mind and over the age of eighteen (18) years.

Paula R. Wilt of Charles Town, WV

Cynthia R. Kitchen of Wayne Twp, WV

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

This day personally appeared before me, the undersigned authority, a Notary Public within and for Jefferson County, State of West Virginia, PAULA R. WILT and CYNTHIA R. KITCHEN, who being first duly sworn, say that they are the subscribing witnesses to the Last Will and Testament of MARIAN VIRGINIA WASHINGTON, a resident of the stated place and county, West Virginia, which is dated the 20th day of September 2005, and that on the said date the said MARIAN VIRGINIA WASHINGTON, Testatrix, of said Will, signed, sealed, published and declared the same to be her Last Will and Testament, in the presence of all of these affiants, at the request of said Testatrix, all present at the same time, signed their

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names as attesting witnesses to said Will.

Affiants further say that this affidavit is made at the request of said MARIAN VIRGINIA WASHINGTON, Testatrix, in the presence of the Testatrix, and the said MARIAN VIRGINIA WASHINGTON, at the time said Will was executed was, in the opinion of the affiants, of sound and disposing mind and memory and over the age of eighteen (18) years.

Paula R. Witt

Cynthia R. Kitchen

Taken, subscribed, and sworn to before me by the said PAULA R. WITT and CYNTHIA R. KITCHEN this 20th day of September, 2005.

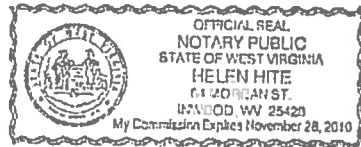
Helen Hite

Notary Public

AFFIX NOTARIAL SEAL

My Commission expires:

Nov. 28, 2010



THIS INSTRUMENT PREPARED BY BRIAN J MCAULIFFE, ESQ, ATTORNEY AT LAW, HAMSTEAD AND ASSOCIATES, L C POST OFFICE BOX 730, CHARLES TOWN, WEST VIRGINIA

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IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: The Estate of Marian Virginia Washington

AFFIDAVIT

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON, to-wit:

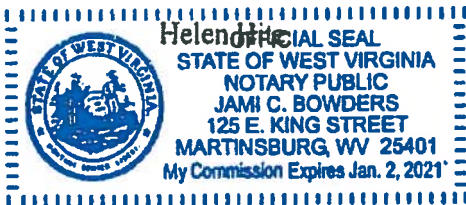
Appeared before the undersigned authority Helen Hite and upon her oath did depose,
swear and affirm, upon information and belief, as follows:

- 1) That I personally witnessed the execution of the Last Will and Testament of Marion Virginia Washington on September 20, 2005, by Marion Virginia Washington;
- 2) That Marion Virginia Washington's signature affixed to the photocopy of her said Last Will and Testament, a photocopy of which is attached to this affidavit, is true and genuine to the best of my knowledge and belief.

And further affiant sayeth naught.


Helen Hite

Taken, sworn to and subscribed before me this 24th day of September, 2019, by




Notary Public

My Commission expires: 1-2-21



LAST WILL AND TESTAMENT

OF

MARIAN VIRGINIA WASHINGTON

I, *MARIAN VIRGINIA WASHINGTON*, a resident of Jefferson, West Virginia, being of sound and disposing mind and memory, do hereby make, publish, and declare this to be my Last Will and Testament, hereby revoking all former wills and testamentary dispositions made by me. I am a widowed woman. My children are **DIANA L. McKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE and MYRON K. WASHINGTON.**

FIRST: I direct that all my just debts, funeral expenses and expenses of administration of my estate, and all inheritance, estate, transfer and other succession taxes or death duties that may be legally imposed by reason of my death upon my estate or upon any property, which passes to my beneficiaries hereunder, either by this will, as beneficiaries of life insurance policies on my life, or at my death by survivorship or otherwise, be paid as soon as practicable by my personal representative from my residuary estate, and no beneficiary shall be charged with the same or any part thereof.

SECOND: I give, devise and bequeath a life estate in any real estate owned by me at the time of my death to my child, **DIANA L. McKNIGHT**, including, but not limited to, the real estate located at Route 3, Box 362, Kearneysville, Jefferson County, West Virginia, provided that she pays all of the real estate taxes on the property incurred after my death, provided that she obtains and keeps in force homeowner's insurance on the property, and provided that she maintains the property in a habitable condition. Upon the death of my daughter, **DIANA L. MCKNIGHT**, I give, devise and bequeath the remainder interest in such real estate in fee simple, to my then living children, **GARY W. WASHINGTON, CATHY A. WHITE, and MYRON K. WASHINGTON**, in equal shares. If upon the death of my child, **DIANA L. McKNIGHT**, none of my remaining children, **GARY W. WASHINGTON, CATHY A. WHITE, or MYRON K. WASHINGTON** have survived her, then I give, devise and bequeath the remainder interest in such real estate to the heirs of all of my children, **DIANA L. MCKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE and MYRON K. WASHINGTON,**

M V W
Initials

per stripes.

THIRD: I give and bequeath to my daughter, **DIANA L. MCKNIGHT**, my 2000 Mercury Sable automobile, if she survives me.

FOURTH: All the rest, residue and remainder of my estate, after carrying out the provisions of the preceding paragraphs above, of whatsoever kind and character and wheresoever situated, I give, devise and bequeath unto my children **DIANA L. MCKNIGHT, GARY W. WASHINGTON, CATHY A. WHITE** and **MYRON K. WASHINGTON**, in equal shares, the share of any of my children who fail to survive me to their heirs per stirpes.

FIFTH: I hereby nominate and appoint my child, **DIANA L. MCKNIGHT**, Executrix, as of this my Last Will and Testament. If **DIANA L. MCKNIGHT** is unable or unwilling to serve as Executrix, then I hereby nominate and appoint my child, **MYRON K. WASHINGTON**, as first alternate Executor of this my Last Will and Testament. I direct that my Executor or Executrix, or any alternate or successor thereto, as the case may be, shall not be required to give surety on his or her bond, except as may be required by law. I empower any Executor or Executrix, or any alternate or successor thereto, to name a successor Executor or Executrix if all of the other persons named in this paragraph are unable or unwilling to serve.

SIXTH: I hereby expressly authorize and empower my Executor or Executrix, or any alternate or successor thereto, with respect to my estate, including any accumulated income thereof, in their sole and absolute discretion:

(1) To purchase or otherwise acquire, and to retain, whether originally a part of my estate or subsequently acquired, any and all stocks, bonds, notes or property, including stocks or interests in investment trusts and common trusts as may be deemed advisable, whether or not such investments be of the character permissible for investments by fiduciaries. Investments need not be diversified and may be made or retained with a view to a possible increase in value. Further, my estate or any trust estate may be rendered liquid at any time, in whole or in part, and held in cash or readily marketable securities of little or no yield for such period as may be deemed advisable.

(2) To sell, lease, pledge, mortgage, transfer, exchange, convert, or otherwise dispose of, or grant options with respect to any and all property (including my real estate) at any time forming a part of my estate or of any trust estate, in such manner, at such time or times, for such purposes, for such prices and upon such terms, credits and conditions as may be deemed advisable, and any leases made by him may extend beyond the period fixed by statute for the leases made by fiduciaries and beyond the duration of any trust.

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Initials

(3) To borrow money for any purpose connected with the protection, preservation or improvement of my general estate or of any trust estate whenever in his judgment advisable and as security to mortgage or pledge any real or personal property of which I may die seized or possessed or forming a part of my trust estate upon such terms and conditions as may be deemed advisable.

(4) To complete, extend, modify or renew any loans, notes, bonds, mortgages, contracts or any other obligations which I may owe or to which I may be a party or which may be liens or charges against any of my property or against my estate, although I may not be liable thereon, in such manner as may be deemed advisable; to pay, compromise, compound, adjust, submit to arbitration, sell, or release any claims or demands of my estate or any trust estate as may be deemed advisable, including the acceptance of deeds of real property in satisfaction of bonds and mortgages and to make any payments in connection therewith which may be deemed advisable.

(5) To make distribution of my estate or of the principal of any trust estate in kind and to cause any share to be composed of cash, property or undivided fractional shares in property different in kind from any other share.

(6) To execute and deliver any and all instruments in writing which may be deemed advisable to carry out any of the foregoing powers; no party to any such instrument in writing signed by either one of them shall be obliged to inquire into its validity, or be bound to see to the application by them of any money or other property paid or delivered to them pursuant to the terms of any such instrument.

SEVENTH: For reasons personal to me, I have intentionally omitted and failed to give, devise, or bequeath anything of which I may die seized and possessed, or to which I may be in any way entitled at the time of my death, to any person or persons, other than as otherwise specifically provided herein.

EIGHTH: I declare that any mutual and reciprocal dispositive provisions for the benefit of any beneficiary herein named have not been made pursuant to any agreement, and I reserve to myself the right to revoke this will, without notice, under any and all circumstances, and irrespective of the death of any beneficiary herein named.

NINTH: In the event that any beneficiary under this Will and I shall die in a common accident or disaster or under such circumstances that any such beneficiary does not survive me for the sixty (60) day period following my decease, then I direct that for the purpose of this Will such beneficiary shall be deemed to have predeceased me.

TENTH: I direct that there shall be no apportionment upon the persons beneficially interested of any estate, transfer, succession or other inheritance taxes or any interest thereon imposed by the United States or of any state thereof, or any foreign country insofar as such taxes and interest are imposed with respect to any property or interest passing under this Will, any insurance on my life, any trust, gifts or other transfers

MVW

created or made by me or any property or accounts owned jointly by me and any other person or persons. All such taxes shall be paid by my Executrix or Executor and treated as an expense of administering my estate.

IN WITNESS WHEREOF, I have hereunto signed my name and set my seal to this my Last Will and Testament, written on the preceding pages, including this page, and acknowledge the same to be my Last Will and Testament in the presence of the undersigned witnesses this 20th day of September, 2005.

Marian Virginia Washington
MARIAN VIRGINIA WASHINGTON

SIGNED, SEALED, PUBLISHED, ACKNOWLEDGED and DECLARED by Testatrix as and for her Last Will and Testament, in the presence of us, two competent witnesses who in her presence and at her request and in the presence of each other, have hereunto subscribed our names as witnesses thereto on this 20th day of September, 2005, said Testatrix being of sound mind and over the age of eighteen (18) years.

Paula R. Wilt of Charles Town, WV

Cynthia R. Kitchen of Waynesburg, WV

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

This day personally appeared before me, the undersigned authority, a Notary Public within and for Jefferson County, State of West Virginia, PAULA R. WILT and CYNTHIA R. KITCHEN, who being first duly sworn, say that they are the subscribing witnesses to the Last Will and Testament of MARIAN VIRGINIA WASHINGTON, a resident of the stated place and county, West Virginia, which is dated the 20th day of September 2005; and that on the said date the said MARIAN VIRGINIA WASHINGTON, Testatrix, of said Will, signed, sealed, published and declared the same to be her Last Will and Testament, in the presence of all of these affiants, at the request of said Testatrix, all present at the same time, signed their

MVW
Initials

names as attesting witnesses to said Will.

Affiants further say that this affidavit is made at the request of said **MARIAN VIRGINIA WASHINGTON**, Testatrix, in the presence of the Testatrix, and the said **MARIAN VIRGINIA WASHINGTON**, at the time said Will was executed was, in the opinion of the affiants, of sound and disposing mind and memory and over the age of eighteen (18) years.

Paula R. Witt

Cynthia R. Kitchen

Taken, subscribed, and sworn to before me by the said PAULA R. WITT
and CYNTHIA R. KITCHEN this 20th day of September, 2005.

Helen Hite
Notary Public

AFFIX NOTARIAL SEAL

My Commission expires:

Nov. 28, 2010



THIS INSTRUMENT PREPARED BY BRIAN J. MCAULIFFE, ESQ., ATTORNEY AT LAW,
HAMSTEAD AND ASSOCIATES, L.C. POST OFFICE BOX 730, CHARLES TOWN, WEST VIRGINIA

X:WILLSwashington-marian - Rev.wpd

MW
Initials

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: The Estate of Marian Virginia Washington

ORDER ADMITTING WILL TO PROBATE

On the ____ day of _____, 2019, came Diana McKnight Hodge, the Petitioner in this matter, by her attorney, Braun E. Hamstead, to be heard upon the duly verified Petition filed with the office of the Fiduciary Supervisor of this Commission on _____, 2019, seeking the admission by and probate in solemn form of a writing authorized and signed by Marian Virginia Washington, dated September 20, 2005, purporting to be the Last Will and Testament of Marian Virginia Washington, pursuant to the provisions of West Virginia Code § 41-5-5; upon service of process, duly made according to law, upon the heirs-at-law of Marian Virginia Washington (the "Decedent") and upon the named beneficiaries under the purported Last Will and Testament of Marian Virginia Washington, dated September 20, 2005, and of a notice of hearing set for this day; upon service of process and notice of hearing upon all persons entitled thereto according to the statutes herein applicable, and upon the affidavits of the witnesses to the Will filed herein; upon the matters set forth in the Petition; and upon the other papers and proceedings heretofore filed herein.

Also in attendance was Jacqueline C. Shadle, Clerk of the County Commission of Jefferson County, West Virginia, who presented to the Commission an overview of the matter.

It appearing that this matter has matured for hearing and that the procedures required by the statutes herein applicable have been followed and satisfied, the Commission proceeded to hear the matters arising upon the Petition and finds from the evidence submitted and the Petition as follows:

1. Marian Virginia Washington died a resident of Jefferson County, West Virginia, on February 23, 2006.
2. The last place of residence and domicile of the Decedent at her death was 265 Kearneysville Pike, Kearneysville, WV 25430.
3. At the date of her death, the nature of the estate of decedent consisted of a ½ acre lot of real estate situate in Jefferson County and acquired by her by virtue of a Will dated June 3, 1980, and recorded in Will Book W at page 265.
4. At the date of her death, Marian Virginia Washington, was a widow and had not remarried; that she was survived by her four (4) children: Diana L. McKnight, Gary W. Washington, Cathy A. White, and Myron K. Washington, who constitute her known heirs-at-law and distributes, as defined under West Virginia Code §42-1-3a(a).
5. That Gary W. Washington died in the year 2015, survived by Gia Young.
6. That Diana L. McKnight, Cathy A. White, Myran K. Washington and Gia Young constitute the known heirs-at-law and distributes.
7. Petitioner has tendered to the Court a photocopy of the Exhibit 1 Will together with the original of the Exhibit 2 Death Certificate. The original of the Decedent's Will cannot be located but the authenticity of the Will photocopy has been verified through the offices of Hamstead & Associates where it was prepared and signed.
8. Your Petitioner has tendered to the Fiduciary Supervisor of Jefferson County two Affidavits (witness deposition) with respect to Exhibit 1, one executed by Paula R. Wilt and the other executed by Helen Hite, each affirming to the genuineness of the signature of the Decedent to Exhibit #1.
9. The beneficiaries under the Will and their relation to Decedent are as follows:

Diana L. McKnight	Daughter
Cathy A. White	Daughter
Myron K. Washington	Son
Gia Young	Granddaughter

10. Subsequent to the death of Marian Virginia Washington, the Petitioner made a diligent and thorough search among the possessions and papers of the Decedent, including having gained access to her safe deposit box, in which the original Will was not located, despite which she has been unable to find the whereabouts thereof.
11. The Petitioner has no reason to conclude that Marian Virginia Washington revoked the aforesaid document (Exhibit 1) but is without sufficient information and knowledge to determine whether the Decedent either misplaced the same or was accidentally destroyed without the intent to revoke the same.
12. Personal jurisdiction over the Respondents exists pursuant to West Virginia Code § 41-5-1, *et seq.*, §44-1-1, *et seq.*, and § 56-3-33.
13. Subsequent matter jurisdiction exists pursuant to West Virginia Constitution Articles VIII, § 6, and West Virginia Code §§ 41-1-1, *et seq.*, and 44-1-1, *et seq.*
14. Venue lies within this Commission pursuant to West Virginia Code § 41-5-4 as this Petition involves the probate of a paper writing believed to be a Will of the Testatrix who at the time of her death had a known place of residence in Jefferson County, West Virginia.
15. All interested parties present testified, to the best of their knowledge, information and belief, that at no time after September 20, 2005, did their mother, Marian Virginia Washington, voice any intent to revoke, alter or amend her Last Will and Testament

dated September 20, 2005, or that she had revoked her Will.

16. Ms. Shadle informed the Commission that her office did not receive any response or objection to the Petition, and that no interested party in attendance at the hearing objected to the admission of the aforesaid paper writing as and for the Last Will and Testament of Marian Virginia Washington, rather all such persons recommended its admission.

From the above findings of fact, the Commission makes the following conclusions of law:

1. All parties who have an interest in the estate of Marian Virginia Washington, whether as her heirs-at-law or as a named beneficiary under the writing purporting to be her Last Will and Testament which is the subject of this proceeding, are properly before this Commission and this Commission has jurisdiction over the subject matter of this matter pursuant to West Virginia § 41-5-1, et seq.
2. As a result of the foregoing, there is perceived no need for the appointment of a Guardian ad Litem for any unknown person or persons who might possess an interest in the Decedent's estate as it is apparent that there are no such persons.
3. The photocopy of the paper writing executed by Marian Virginia Washington, dated September 20, 2005, accurately sets forth its contents; that such paper writing was duly executed by the Decedent when she was of sound mind and disposing memory; that the signature of the Decedent upon the aforesaid paper writing was duly verified by Paula R. Wilt and by Helen Hite; and that the original of said paper writing was lost or misplaced without evidence of its revocation by the Decedent.
4. The photocopy of the paper writing executed by Marian Virginia Washington, dated

September 20, 2005, is a testamentary document and is thus eligible for probate, and as such the copy thereof should be admitted to probate as the Last Will and Testament of Marian Virginia Washington. *Dower, et al. vs. Seeds, et al.*, 28 W. VA. 113 (1886).

Based upon the foregoing findings of fact and conclusions of the law, it is hereby
ADJUDGED AND ORDERED as follows:

1. That the photocopy tendered by the Petitioner (Exhibit 1 of the Petition) is a true and accurate copy of the Last Will and Testament signed by Marian Virginia Washington on September 20, 2005.
2. That the photocopy of the paper writing executed by Marian Virginia Washington, dated September 20, 2005, having been fully proven before Paul R. Wilt and Helen Hite, two disinterested persons, each of whom made oath in due form of law that they believe the said testatrix was of sound sense and memory at the time of so doing, and then over the age of eighteen years, SHALL BE, AND HEREBY IS, ADMITTED to probate as the Last Will and Testament of Marian Virginia Washington, deceased, and that said writing be recorded as and for the Last Will and Testament of Marian Virginia Washington, deceased.

The Clerk of this County Commission will enter the foregoing as of the day and year first above written and will transmit a copy thereof to Braun A. Hamstead, Esquire, Hamstead & Associates, P.C., 507 S. Fairfax Blvd., Charles Town, WV 25414, and to the following parties of record:

Diana McKnight Hodge
c/o Cathy White
1734 Noble Rd.
East Cleveland, OH 44112

Cathy A. White
1734 Noble Rd.
East Cleveland, OH 44112

Myron K. Washington
c/o April Washington
17315 Glendale Ave
Cleveland, OH 44128

Gia Young
7940 N. MacArthur Blvd. Apt 3141
Irving, TX 75063

COUNTY COMMISSION OF JEFFERSON
COUNTY, WEST VIRGINIA

By: _____
Patsy Noland
Its President

Prepared and Approved By:

Braun A. Hamstead, Esquire
West Virginia State Bar ID No. 1568
HAMSTEAD & ASSOCIATES, L.C.
507 S. Fairfax Blvd.
Charles Town, WV 25414
Phone: 304-725-1468
Fax: 304-725-1321

WEST VIRGINIA DEPARTMENT OF HEALTH & HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH - VITAL REGISTRATION
 PHYSICIANS / MEDICAL EXAMINER'S CERTIFICATE OF DEATH
 ROOM 165, 350 CAPITOL STREET, CHARLESTON, WV 25301

003120

STATE FILE NUMBER

TYPE PRINT
 IN
 PERMANENT
 BLACK INK

NAME OF DECEDENT
 For use by physician or institution

1 DECEDENT'S NAME (First, Middle, Last) Marian Virginia Washington		2 SEX F	3 DATE OF DEATH (Month, Day, Year) February 23, 2006
4 SOCIAL SECURITY NUMBER 577-32-6651	5a AGE-Last Birthday (Years) 81	5b UNDER 1 YEAR Months _____ Days _____	5c UNDER 1 DAY Hours _____ Minutes _____
6 WAS DECEDENT EVER IN US ARMED FORCES? (Yes or no) No		6a PLACE OF DEATH (Check only one: see instructions on other side) <input checked="" type="checkbox"/> HOSPITAL <input type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DCA <input type="checkbox"/> OTHER <input type="checkbox"/> Nursing Home <input type="checkbox"/> Residence <input type="checkbox"/> Other (Specify) _____	
7 BIRTH-PLACE (City and State or Foreign Country) Martinsburg, WV		8 DATE OF BIRTH (Month, Day, Year) March 25, 1924	
9a FACILITY NAME (If not institution, give street and number) City Hospital		9b CITY, TOWN, OR LOCATION OF DEATH Martinsburg	
9c COUNTY OF DEATH Berkeley		10 MARITAL STATUS—Married, Never Married, Widowed, Divorced (Specify) Widowed	
11 SURVIVING SPOUSE (If wife, give maiden name) None		12a DECEDENT'S USUAL OCCUPATION (Give list of work done during most of working life. Do not use retired.) Homemaker	
12b KIND OF BUSINESS/INDUSTRY Own Home		13a RESIDENCE—STATE WV	
13b COUNTY Jefferson		13c CITY, TOWN, OR LOCATION Kearneysville	
13d STREET AND NUMBER 265 Kearneysville Pike		14 WAS DECEDENT OF HISPANIC ORIGIN? (Specify No or Yes—if yes, specify Cuban, Mexican, Puerto Rican, etc.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Specify _____	
15 RACE—American Indian, Black, White, etc (Specify) Black		16 DECEDENT'S EDUCATION (Specify only highest grade completed) Elementary/Secondary (0-12) 10 College (11-4 or 5-1) 14B	
17 FATHER'S NAME (First, Middle, Last) Tyler Robinson		18 MOTHER'S NAME (First, Middle, Maiden Surname) Mary E. McDowell	
19a INFORMANT'S NAME (Type/Print) Diana W. McKnight		19b MAILING ADDRESS (Street and Number or Rural Route Number, City or Town, State, Zip Code) 265 Kearneysville Pike, Kearneysville, WV 25430	
20a METHOD OF DISPOSITION <input type="checkbox"/> Burial <input checked="" type="checkbox"/> Cremation <input checked="" type="checkbox"/> Removal from State <input type="checkbox"/> Donation <input type="checkbox"/> Other (Specify) _____		20b PLACE OF DISPOSITION (Name of cemetery, crematory, or other place) Omps Crematory	
20c LOCATION—City or Town, State Winchester, VA		21 SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <i>Joseph P. Strider</i>	
22 NAME AND ADDRESS OF FACILITY Melvin T. Strider Co., Inc. PO Box 388, Charles Town, WV 25414		23a To the best of my knowledge death occurred at the time, date, and place stated 2/23/06	
23b DATE SIGNED (Month, Day, Year) 2/23/06		24 TIME OF DEATH 0210 M	
25 DATE PRONOUNCED DEAD (Month, Day, Year) 2/23/06		26 WAS CASE REFERRED TO MEDICAL EXAMINER/CORONER? (Yes or no) NO	
27 PART I: Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line. Bilateral Pneumonia		Approximate Interval Between Onset and Death 3 days	
27 PART II: Enter the diseases, injuries, or complications contributing to death but not resulting in the preceding cause of death in Part I. Myocardial Infarction; Congestive Heart Failure; Diabetes Mellitus; Coronary Artery Disease		28a WAS AN AUTOPSY PERFORMED? (Yes or no) NO	
28b WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (Yes or no)		29 MANNER OF DEATH <input checked="" type="checkbox"/> Natural <input type="checkbox"/> Pending Investigation <input type="checkbox"/> Accident <input type="checkbox"/> Suicide <input type="checkbox"/> Homicide <input type="checkbox"/> Could not be Determined	
29a DATE OF INJURY (Month, Day, Year)		29b TIME OF INJURY	
29c INJURY AT WORK? (Yes or No)		29d DESCRIBE HOW INJURY OCCURRED	
29e PLACE OF INJURY—At home, farm, street, factory, office, building, etc. (Specify)		29f LOCATION (Street and Number or Rural Route Number, City or Town, State)	
30a CERTIFIER (Check only one) <input checked="" type="checkbox"/> CERTIFYING PHYSICIAN (Physician certifying cause of death when another physician has pronounced death and completed item 23) To the best of my knowledge death occurred due to the cause(s) and manner as stated <input type="checkbox"/> PRONOUNCING AND CERTIFYING PHYSICIAN (Physician both pronouncing death and certifying to cause of death) To the best of my knowledge death occurred at the time, date, and place, and due to the cause(s) and manner as stated <input type="checkbox"/> MEDICAL EXAMINER/CORONER On the basis of examination and/or investigation in my opinion death occurred at the time, date and place and due to the cause(s) and manner as stated		30b SIGNATURE AND TITLE OF CERTIFIER M.T. Angotti, MD	
30c DATE SIGNED (Month, Day, Year) 2/23/06		31 NAME AND ADDRESS OF PERSON WHO COMPLETED CAUSE OF DEATH (Item 27) (Type/Print) 121 N. College St; Martinsburg, WV 25401	
32 REGISTRAR'S SIGNATURE Rebecca Smith		34 DATE FILED (Month, Day, Year) 3-6-2006	

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Voter & Elections**

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

Date Requested – 1st Choice: **November 7, 2019** *December 5th, 2019*

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Review and Possible Update of the Emergency Absentee Ballot Policy for 2020 Primary**

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

During the 2019 legislative session HB 2362 was passed. The bill provides a mechanism to allow a qualified voter to vote via absentee who is confined to a specific location within the county other than a hospital or other duly licensed health care facility or a nursing home and is prevented from travelling to a polling place and voting in person because of illness, injury or other medical reason, or a physical disability or immobility due to extreme advanced age. The Commission must decide if the current policy needs to include the changes from HB 2362 which would require the Voter & Elections staff to take an absentee ballot directly to the voters' home and allow them to cast a ballot.

The current Emergency Absentee Ballot Policy is only extended to hospitals within 35 miles of the courthouse.

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*):

To keep the Emergency Absentee Ballot Policy as is OR include the changes from HB 2362

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**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman

Department or Organization: Office of Planning and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 5, 2019

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

Date Requested – 2nd Choice: Next available meeting.

Subject (*Wording to be placed on agenda*): Requesting a total refund of the Minor Plat Change fee for Peter Corum. Staff determined that a Minor Plat Change was not required after the fee was deposited.

Please provide the County Commission with a description of your request or presentation, including any background information:
Mr. Corum submitted a Redline Revision to the Preliminary Plat for The Crofts at Shepherdstown and a Minor Plat Change to the Final Plat for The Crofts at Shepherdstown. It was determined during the review process that a Minor Plat Change was not required. The fee had already been deposited by the Office of Planning and Zoning in accordance with the State Auditor's requirements.

Is this a funding request? Y / N
If so, how much? \$150.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
I move to recommend a full refund of the \$150.00 Minor Plat Change fee to Peter Corum.

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

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

Contact information: Email address: planning_department@jeffersoncountywv.org Phone Number: 304-728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 338

Charles Town, WV 25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

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

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer Brockman, County Planner
DATE: December 5, 2019
RE: Peter Corum / The Crofts Minor Plat Change Review Fee Refund Request

Peter Corum submitted a redline revision to the Preliminary Plat for the Crofts at Shepherdstown reflecting the installation of a gate at the entrance to the subdivision. A Minor Plat Change to the Final Plat was also submitted. During the review of the Minor Plat Change to the Final Plat, it was determined by Staff that the Minor Plat Change was not required because boundary lines were not being altered.

Staff is requesting a full refund on behalf of Peter Corum.

Alexandra Beaulieu

To: Planning Department
Subject: RE: The Crofts Red Line Revisions

From: Peter Corum [<mailto:petercorum@gmail.com>]
Sent: Monday, May 14, 2018 6:45 AM
To: Jennifer Brockman <jbrockman@jeffersoncountywv.org>
Cc: Alexandra Beaulieu <abeaulieu@jeffersoncountywv.org>; Planning Department <PlanningDepartment@jeffersoncountywv.org>; Jonathan Saunders <jsaunders@jeffersoncountywv.org>; engineering <engineering@jeffersoncountywv.org>
Subject: Re: The Crofts Red Line Revisions

Ladies,

Thank you for your assistance in finding a solution, which I will pursue with the "as built". I'll leave the \$150 credit in place for now, because I am sure I'll need it in the future.

Sincerely,

Peter

Peter S Corum
404 Green Hill Farm Ln
PO Box 1499
Shepherdstown, WV 25443
(304) 283-2467

On Fri, May 11, 2018 at 4:20 PM, Jennifer Brockman <jbrockman@jeffersoncountywv.org> wrote:

Peter

After careful review of the approved red-line revision, a decision has been made that because the gate does not require a change in any lot boundaries or any easement lines, an amended final plat is not required. The as-built will need to reflect this change as well as all other improvements.

I realize that you have already paid the \$150 fee for the Final Plat Amendment which will require action of the County Commission to have it refunded. You will need to complete a County Commission agenda request to ask for this refund and staff will write a memo supporting the request and will attend the CC meeting to discuss the refund request.

I hope that this decision addresses your concerns and allows your project to move forward as designed.

Jennie Brockman

Jennifer M. Brockman, AICP
County Planner
[116 East Washington Street - Suite 200](#)
P.O. Box 716
Charles Town, WV 25414
Phone: 304-728-3228
Fax: 304-728-8126

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 5, 2019**

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

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

Appointment to the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Municipality Representative - 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.](#)

Jessica Carroll

From: Mullenax, Matt <mmullenax@washco-md.net>
Sent: Monday, November 25, 2019 7:45 AM
To: Jessica Carroll
Cc: Sandra McDonald; Stephanie Grove; Eckard, Debra S.; Baker, Jill
Subject: RE: Hagerstown-Eastern Panhandle MPO

Good morning all, hope you had a great weekend!

I wanted to send a quick follow-up and expand on my answer to the Commission's question regarding HEPMPO municipal appointments and elected vs. non-elected officials. Please see my addendum below in **red**.

Thanks, Matt

From: Mullenax, Matt
Sent: Friday, November 22, 2019 12:21 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>; Deb Eckard <deckard@washco-md.net>; Baker, Jill (JBaker@washco-md.net) <JBaker@washco-md.net>
Subject: RE: Hagerstown-Eastern Panhandle MPO

Hi Jessica, thank you for the recap. I have been contacted by Ms. Christine Marshall regarding this question and will provide to her directly the information in this email.

Below are excerpts from Article II, Sections B & C related to Interstate Council membership in our Bylaws (attached):

" Representation of the local governments shall be limited to elected officials appointed by the local governmental unit."

" Any Interstate Council member may request, in writing, to designate an alternate to attend Interstate Council meetings. The request must specify the reason for the designation and length of time for the appointment. An alternate must be either an elected official or senior staff member from the represented local government."

Previously Ranson's Mayor Hamill was appointed by the Commission on Nov 9, 2005, who in turn had then-City Manager David Mills designated as his alternate at a HEPMPO meeting on Jan 18, 2006.

Mayor Pierson (elected official) is Jefferson County's appointee and Andy (senior staff member) served as his alternate. It has been HEPMPO's historic interpretation of the Bylaws that these appointments are positional so when Mayor Pierson was appointed by the Commission on July 6, 2017 he designated Andy as his alternate.

To address the Commission's question directly, a designee may be the Jefferson County municipal representative but only as an approved alternate to an elected official.

Going a step further in my answer, the Commission could approve Mayor Pierson as the HEPMPO municipal designee on Dec 5. Then Mayor Pierson would submit a letter to HEPMPO requesting Mr. Piepenburg be designated as his alternate. HEPMPO's Interstate Council would consider the request at our next meeting (1/15/20), and if approved, Mr. Piepenburg could attend the following meeting (3/18/20) with full voting privileges.

From: Mullenax, Matt [<mailto:mmullenax@washco-md.net>]
Sent: Friday, November 22, 2019 8:28 AM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Subject: RE: Hagerstown-Eastern Panhandle MPO

Good morning Jessica,

I wanted to check in and see how the HEPMPO appointment item went at last night's Commissioner's meeting?

Thanks, Matt

From: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Sent: Monday, November 4, 2019 4:06 PM
To: Mullenax, Matt <mmullenax@washco-md.net>
Subject: RE: Hagerstown-Eastern Panhandle MPO

[EXTERNAL SENDER]

Thanks, Matt.

Because I didn't have any response from the municipalities before today, I do not have the appointment scheduled on the agenda for the 7th. It will be rescheduled on the agenda for discussion/action on November 21.

I received a call from a Harpers Ferry staff member on Friday, but when I called back this morning, she was unavailable. Hopefully this means we have more than one applicant.

Thanks,

Jessica

From: Mullenax, Matt [<mailto:mmullenax@washco-md.net>]
Sent: Monday, November 4, 2019 3:59 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Subject: FW: Hagerstown-Eastern Panhandle MPO

Hi Jessica, I wanted to forward this to you...not sure if any other municipalities have submitted yet but at least there's one candidate the Commission can take action on.

Thanks, Matt

From: Andy Blake <ABlake@ransonwv.us>
Sent: Monday, November 4, 2019 3:46 PM
To: Stephanie Grove (sgrove@jeffersoncountywv.org) <sgrove@jeffersoncountywv.org>
Cc: 'Patsy Noland' <pnoland@jeffersoncountywv.org>; Duke Pierson <dukepierson8@gmail.com>; Matt Piepenburg <MPiepenburg@ransonwv.us>; Mullenax, Matt <mmullenax@washco-md.net>; Stacey Pfaltzgraff <SPfaltzgraff@ransonwv.us>
Subject: Hagerstown-Eastern Panhandle MPO

[EXTERNAL SENDER]

Stephanie:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: ~~November 21, 2019~~ Dec 5 2019
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: J Bolivar

Subject (*Wording to be placed on agenda*): Appointment of Ranson Municipality Representative to the Jefferson County Development Authority Board of Directors – 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:

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

November 16, 2019

Mayor Helen Dettmer
Town of Bolivar
Bolivar, WV

Dear Mayor Dettmer:

I write in order to convey my interest in the Bolivar position on the Jefferson County Development Authority (JCDA) Board. This position is of particular interest to me because I have been a recipient of the help and services that the JCDA offers to new businesses as I built my own business in Jefferson County. I have learned first-hand how helpful and instrumental the JCDA can be in helping new businesses to come to the area.

As a life-long resident of Jefferson County, exclusive of my time at Brigham Young University, I am invested in the future of our county and state. As a business owner in the county, I am invested in seeing our local economy thrive. As a parent, I am invested in making Jefferson County a place where my children will want to return and raise their own families someday. I see the JCDA as an instrumental body in these goals and am hopeful and excited at the prospect of participating in their mission to "improve the quality of life for all Jefferson County residents".

Thank you for your consideration.

Sincerely,

Amanda Van Vliet McDaniel
amanda@shenandoahplaningmill.com
(304) 579-7239



RANSON

AT THE CENTER OF OPPORTUNITY.

City of Ranson



Office of the City Manager

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579
ablake@ransonwv.us

Council Members:

~~Mike Anderson~~
Dave Cheshire
Scott Coulter
Donnie Haines
Tony Grant
Gene Taylor

Keith D. Pierson - Mayor

November 12, 2019

Stephanie Grove, County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

RE: JCDA Appointment

Dear Mrs. Grove:

With my resignation as both the City Manager of Ranson and as member of the Jefferson County Development Authority, the City of Ranson wishes to appoint Ranson's Interim City Manager Charlie Howard.

Thank you for your consideration. I wish the JCDA well as it continues to promote Jefferson County as a place for economic development and growth.

Sincerely,

Andrew P. Blake

cc: Mayor Duke Pierson
Stacey A. Dodson Pfaltzgraff, City Clerk
Lyn Goodwin



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 5, 2019**

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*): **Approval of the 2020 Holiday Schedule**

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*):

Motion to approve the 2020 Holiday Schedule

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.](#)

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2020

New Year's Day	Wednesday, January 1, 2020
Martin Luther King's Day	Monday, January 20, 2020
President's Day	Monday, February 17, 2020
Primary Election	Tuesday, May 12, 2020
Memorial Day	Monday, May 25, 2020
West Virginia Day	Friday, June 19, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
General Election	Tuesday, November 3, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Eve	½ Day, Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
New Year's Eve	½ Day, Thursday, December 31, 2020

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS. ANY DAY OR PART THEREOF, DESIGNATED BY THE GOVERNOR AS TIME OFF WITHOUT CHARGE OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMATICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: December 5th, 2019

PRESIDENT, JEFFERSON COUNTY COMMISSION



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 5, 2019**

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*): **Set date, time and location for the first regular meeting of 2020**

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*):

Motion to set the first Regular County Commission meeting for Thursday, January 2, 2020 at 9:30 a.m. in the Jefferson County Commission meeting room located at the Old Charles Town Library 200 E Washington Street Charles Town, WV

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.

November 18, 2019

Stephanie Grove
Jefferson County Administrator
Jefferson County
124 East Washington Street PO Box 250
Charlestown WV 25414

RE: Important Information—Price Changes

Dear Mr./Mrs. Grove,

At Comcast, we're committed to delivering the entertainment and services that matter most to our customers in your community, and exciting experiences they won't find anywhere else. As we continue to invest in our network, products, and services, the cost of doing business rises. Programming fees - the cost associated with carrying the programming our customers demand, especially broadcast television and sports programming - continue to rise each year and are one of our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2019, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notice for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We work hard to bring our customers great value every day and exciting new developments, including:

- Xfinity Stream app included with Xfinity TV has the most free shows and movies
- Apps like Netflix, Pandora, Amazon, and YouTube integrated with the Voice Remote
- 163,000+ shows and movies on Xfinity On Demand
- Enhanced control of in-home WiFi with Xfinity xFi
- Advanced security with the Xfinity Wireless Gateway
- The fastest Internet speeds in the country
- 19 million Xfinity WiFi hotspots nationwide

We know you may have questions about these changes. If we can be of any further assistance, please contact me your local government affairs representative.

Sincerely,



Adeyinka Ogunlegan
Senior Manager, Government & Regulatory Affairs
Comcast Beltway Region

Attachment: Customer Notice

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

To our viewers, streamers, gamers, and online shoppers,

At Xfinity, we love keeping you connected to what matters most. We're proud to deliver exciting experiences you won't find anywhere else.

We want to let you know about some improvements we've made to your services, and also to tell you the cost of some of our services will be increasing. Nobody likes price increases, including us, but they happen periodically for a few reasons. Network programming fees—the amount networks charge us to put their channels on our cable system—go up every year, and they are among our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing.

We continue to invest in our products and services. These investments lead to big improvements year after year, including:

- Powerful in-home WiFi and a more reliable network with more capacity
- The fastest Internet speeds in the country
- Exciting new technology you depend on, and the integration of the apps you use every day
- Thousands of shows and movies available to watch on any screen, for our TV and Internet customers alike

You deserve the best, so we won't compromise on the experiences we create for you. As always, we sincerely thank you for being an Xfinity customer.

Your Xfinity Team

If you have a promotional offer with your services right now or you are on a minimum term agreement for your services, the prices for those specific services will not be affected during the applicable period. However, equipment charges, charges for additional features, taxes, and other fees, including the Broadcast TV Fee and Regional Sports Network Fee, are subject to change and could affect the overall amount you pay during the applicable period. When your promotional offer or contract term ends, your price for those services will reflect our new package prices.

Experience the benefits of Xfinity

Xfinity Internet:

The fastest Internet speeds in the country, including offering 1 Gigabit download speeds, available to 90% of our customers

19 million Xfinity WiFi hotspots nationwide

Xfinity TV:

Xfinity Stream app included with Xfinity TV has the most free shows and movies

Stream apps like Netflix, Pandora, Prime Video, and YouTube on X1 with the Voice Remote

163,000+ shows and movies on Xfinity On Demand

More details on these price changes are enclosed. For additional information, go to xfinity.com/pricechanges. For details on Xfinity features included with your service, see my.xfinity.com.

Ranson, Jefferson County, Martinsburg, Berkeley

82993100,0030,0040,0050,0060,0070,0080,0090,0100,0110

P041AH19

*Important Information – Price Changes
November 18, 2019
Additional Information*

In addition to the price changes listed in the enclosed general **Important Information Regarding Xfinity Services and Pricing**, customers receiving the services below will receive a bill message regarding the pricing change to their service.

Bill Message Text:

“PRICING UPDATE: In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2019, the price of [package or service name from below] will increase/decrease from \$XX.XX to \$XX.XX per month. Prices exclude taxes and fees.”

XFINITY® TV	Current	New
Curiosity Stream OnDemand Subscription	\$5.99	\$2.99

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS	Current	New
Stream TV w/ HBO	\$10.00	\$15.00
MultiLatino Ultra Package	\$76.22	\$79.72
Performance Internet + Limited Basic	\$91.89	\$94.89
Economy Plus Latino Double Play	\$109.22	\$112.22
Starter XF Double Play	\$127.22	\$130.22
Starter Latino Double Play	\$127.22	\$130.22
Preferred Double Play w/ Performance Pro Internet	\$140.99	\$145.99
Starter Double Play w/ Performance Pro Internet	\$142.22	\$145.22
Preferred Double Play w/ Performance Pro Internet	\$149.99	\$151.99
Premier Sports Double Play w/ Performance Internet	\$194.12	\$197.12
Premier Double Play w/ Blast! Internet	\$210.17	\$215.17
Premier Sports Double Play w/ Blast! Internet	\$214.12	\$217.12



1000 Bishops Gate Blvd. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

November 18, 2019

Mr. Patsy Noland, County Executive
Middleway FD
PO Box 250
124 E Washington St
Charles Town, West Virginia, 25414

RE: Middleway Fd, Jefferson County, West Virginia
Public Protection Classification: 06/6X
Effective Date: March 01, 2020

Dear Mr. Patsy Noland,

We wish to thank you and Mr. Michael Mood for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mr. Jeffrey Polczynski, Director, Jefferson County 911
Mr. Michael Mood, Chief, Middleway Fire Department
Mr. Brian Shade, Water Operator, Berkeley County PSD

Impact Fee Status Report

November 2019

Office of Impact Fees

Summary

Date Range: Tuesday 1 through Thursday 30 November 2019

Report Date: 2 December 2019

Process Number Range: 1900216-1900237

Total Applications: 22

Total Non-Exempt: 21

Of which:

Commercial: 2

Residential: 19

Of which:

County: 18

Municipal: 3

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for November 2019. 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 – 30 November 2019	1	2	19	22
Fees collected		\$3.00	\$121,701.00	\$121,704.00
<i>Of which</i>				
School Impact Fee			\$109,193.00	\$109,193.00
Law Enforcement Fee		\$1.00	\$2,856.00	\$2,857.00
Parks & Recreation Fee			\$8,702.00	\$8,702.00
EMS Fee		\$2.00	\$950.00	\$952.00

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

Description	Amount
Opening Statement Balance (1 November 2019)	\$133,424.03
November Deposits (1 – 30 November 2019)	\$121,704.00
School October Transactions (withdraws via transfer on 18 Nov. 2019)	(\$120,966.53)
Law October Transactions (withdraws via transfer on 18 November 2019)	(\$2,085.90)
Parks & Rec Oct. Transactions (withdraws via transfer on 18 Nov. 2019)	(\$9,351.15)
EMS October Transactions (withdraws via transfer on 18 November 2019)	(\$1,020.45)
Interest Earned (30 November 2019)	\$62.40
Ending Statement Balance (30 November 2019)	\$121,766.40
<i>Outstanding Credits (deposits through 1 December 2019)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 November 2019)	\$3,822,175.10
October Transactions (deposits via transfer on 18 November 2019)	\$120,966.53
Interest Earned (30 November 2019)	\$1,592.30
Ending Balance (30 November 2019)	\$3,944,733.93

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

Description	Amount
Opening Balance (1 November 2019)	\$150,937.80
October Transactions (deposits via transfer on 18 November 2019)	\$2,085.90
Interest Earned (30 November 2019)	\$62.40
Ending Balance (30 November 2019)	\$153,086.10

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

Description	Amount
Opening Balance (1 November 2019)	\$228,565.77
October Transactions (deposits via transfer on 18 November 2019)	\$9,351.15
Interest Earned (30 November 2019)	\$95.60
Ending Balance (30 November 2019)	\$238,012.52

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

Description	Amount
Opening Balance (1 November 2019)	\$26,076.15
October Transactions (deposits via transfer on 18 November 2019)	\$1,020.45
Interest Earned (30 November 2019)	\$10.90
Ending Balance (30 November 2019)	\$27,107.50

Table 7. Total Impact Fees as of 1 November 2019/1

Description	Amount
Office of Impact Fees General Account	\$121,766.40
School Impact Fee Account	\$3,944,733.93
Law Enforcement Fee Account	\$153,086.10
Parks & Recreation Impact Fee Account	\$238,012.52
EMS Impact Fee Account	\$27,107.50
Total Impact Fees	\$4,484,706.45

/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 November 2019 Fee Transfers /1

Account	30 November 2019 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$3,944,733.93	\$109,249.16	\$4,053,983.09
Law Enforcement Fee Account	\$153,086.10	\$2,858.25	\$155,944.35
Parks & Recreation Impact Fee Account	\$238,012.52	\$8,706.37	\$246,718.89
EMS Impact Fee Account	\$27,107.50	\$952.62	\$28,060.12
Total Impact Fees	\$4,362,940.05	\$121,766.40	\$4,484,706.45

/1 This table represents each of the impact fee category account totals as of 30 November 2019 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in November 2019 are listed in table 1 of the General Account (3111776); these transactions will be processed in December 2019. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Tuesday 1 through Thursday 30 November 2019

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
1900216	11/01/2019	Holmes	Bruce	04 Harpers Ferry	980	460	3A	13	\$0.00	11/01/2019	Form 200

Category Count: 1 **Category Total** \$0.00

Non-Exempt Applications											
1900217	11/01/2019	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	108	\$6,423.00	11/01/2019	N/A
1900218	11/01/2019	J Hess Group		09 Shepherdstown	1186	617	8D	D7	\$6,423.00	11/01/2019	N/A
1900219	11/01/2019	J Hess Group		07 Middleway	1202	398	2A	137	\$6,423.00	11/01/2019	N/A
1900220	11/01/2019	J Hess Group		06 Kabletown	1224	282	15	43	\$6,423.00	11/01/2019	N/A
1900221	11/12/2019	Smith	Jeff	04 Harpers Ferry	813	205	6	9.1	\$6,423.00	11/12/2019	N/A
1900222	11/12/2019	Josheen	IL.A Properties,	07 Middleway	1202	398	2A	138	\$6,423.00	11/12/2019	N/A
1900223	11/12/2019	Josheen	IL.A Properties,	07 Middleway	1202	398	2A	140	\$6,423.00	11/12/2019	N/A
1900224	11/12/2019	Lutman	David	09 Shepherdstown	1222	579	17	4.7	\$6,423.00	11/12/2019	N/A
1900225	11/12/2019	JC 2017		09 Shepherdstown	1229	119	18	5.10	\$6,423.00	11/12/2019	N/A
1900226	11/12/2019	K Hovmanian		08 Ranson Corp	1133	476	8D	2M	\$6,255.00	11/12/2019	N/A
1900227	11/13/2019	ThomasSandr	Thomas	02 Charles Town	1224	525	21F	28	\$6,423.00	11/13/2019	N/A
1900228	11/13/2019	Wallace	Richard and	09 Shepherdstown	1216	494	6	7.3	\$6,423.00	11/13/2019	N/A
1900229	11/13/2019	Regenberg	Peter	08 Ranson Corp	1197	652	12	1.3	\$1.00	11/13/2019	N/A
1900230	11/14/2019	G & G		06 Kabletown	1230	382	23A	36	\$6,423.00	11/14/2019	N/A
1900231	11/14/2019	Lutman Land		06 Kabletown	1230	673	9	19.28	\$6,423.00	11/14/2019	N/A
1900232	11/14/2019	Lutman Land		06 Kabletown	1230	675	9	19.29	\$6,423.00	11/14/2019	N/A
1900217	11/01/2019	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	108	\$6,423.00	11/01/2019	N/A
1900233	11/14/2019	J Hess Group		07 Middleway	1202	398	2A	136	\$6,423.00	11/14/2019	N/A
1900234	11/18/2019	Trip Spaur	Steve Cunningham	07 Middleway	1207	390	6	12.1	\$6,423.00	11/18/2019	N/A
1900235	11/18/2019	Townhomes		07 Middleway	1231	398	1	1.1-1.2	\$2.00	11/18/2019	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
1900236	11/20/2019	K Hovnamian		08 Ranson Corp	1133	476	8D	8M	\$6,255.00	11/20/2019	N/A
1900237	11/22/2019	Chad Johnson	Builders	07 Middleway	1226	726	8	3.50	\$6,423.00	11/22/2019	N/A
Category Count: 21									Category Total	\$121,704.00	
TOTAL APPLICATIONS: 22									Grand Total	\$121,704.00	