

REVISED

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION – JANUARY - MARCH 2023
THURSDAY, JANUARY 19, 2023
6:00 P.M.
County Commission Meeting Room
Located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 5, 2023 Regular Meeting

APPROVAL OF REQUISITIONS

- January 19, 2023

APPROVAL OF ACCOUNTS PAYABLE

- January 5, 2023
- January 12, 2023
- January 19, 2023

APPROVAL OF MANUAL CHECKS

- January 6, 2023
- January 13, 2023
- January 20, 2023

APPROVAL OF PAYROLL

- January 6, 2023

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

***You may participate in public comment virtually by raising your hand in the GoToWebinar control panel. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 6:05 p.m. Tina Renner, Circuit Clerk
 - Approval to Hire for Vacant Deputy Clerk Position
2. 6:10 p.m. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning & Zoning
 - Request a joint session between the Jefferson County Commission and Planning Commission
 - Comprehensive Plan Summer Intern Approval
 - Approval to Advertise to fill the Planning Clerk position

3. 6:20 p.m. Russell Burgess, Director, Jefferson County IT & GIS
 - Selection of Vendor for GigReady Broadband Assistance Program
 - Collaborative purchase of Spring 2023 Aerial Photography
4. 6:30 p.m. Board of Tax Appeals: Mutual agreements/Exoneration
 - David Tabb (6:30pm - 6:35pm)
 - Kenneth Smith (6:35pm - 6:40pm)
5. 6:40 p.m. Interviews and Appointments to the following:
 - Jefferson County Board of Zoning Appeals
 - Jefferson County Parks and Recreation Commission
 - Eastern Panhandle Transit Authority
 - Charles Town Utility Board Nominee
6. 6:55 p.m. Krista Davis Finance Director, John Nissel- County Administrator
 - Budget Charge FY24
7. 7:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
 - b. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.

NEW BUSINESS

UNFINISHED BUSINESS

8. Approval/edit of letter of no confidence to the Jefferson County Board of Education (JK)
9. Discussion and review for possible adoption of County Commission's proposed Invocation and Prayer Policy
10. Policy 305 Discussion and review of redline revisions

COUNTY ADMINISTRATOR REPORTS

- Personnel Action

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE/INFORMATION

Jefferson County Historic Landmarks Commission Quarterly Report for Q4 and CY22 List of Completed Projects.

Harpers Ferry Bolivar PSD Meeting Minutes from November 10, 2022 Regular Meeting.

Written correspondence received from the following: Richard Zigler, Mark Everhart, David Tabb, and Joanne Curran.

Planning Commission FY23 Q2 Quarterly Report

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

Minutes

Jefferson County Commission

Thursday, January 05, 2023

A meeting of the Jefferson County Commission was held on Thursday, January 05, 2023 during the second quarterly session at 9:30 am. The meeting was held via GoToWebinar and in-person. Present were, Steve Stolipher, Vice President, Clare Ath and Commissioners Tricia Jackson, Jane Tabb and Jennifer Krouse. Also present were John Nissel, County Administrator, Cindy Rezmer, Deputy County Administrator, Jacki Shadle-County Clerk and Sorayda Pitts Administrative Assistant (The archived meeting of the Thursday, January 05, 2023 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the December 05, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the December 15, 2022 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for December 23, 2022 in the amount of \$ 288,750.44. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for January 06, 2023 in the amount of \$ 286,883.09. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for January 5, 2023 in the amount of \$ 117,691.85. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

	VENDOR NAME		AMOUNT
	ADAM WARD		\$ 261.88
	BOLAND TRANE SERVICES INC		\$ 1,939.00
	BUREAU OF CHILD SUPPORT		\$ 373.39
	COMPILED TECHNOLOGIES LLC		\$ 20,360.00
	COMPTROLLER OF MARYLAND		\$ 716.67
	CORMAC QUINN		\$ 33.15
	DARYLL WIMER		\$ 48.68
	DAVID WAMPLER		\$ 6.35
	EFTPS IRS TAXES		\$ 101,415.49
	EMPOWER RETIREMENT		\$ 6,264.01
	GREGORY JONES		\$ 702.73
	GUTTMAN OIL CO		\$ 3,716.03
	INDEPENDENT FIRE COMPANY		\$ 70,000.00
	J.C. EHRLICH		\$ 773.18
	JEFFERSON COUNTY SOLID WASTE AUTHORITY		\$ 91.00
	JEFFERSON SECURITY BANK		\$ 4,520.00
	JEFFERSON RENTAL		\$ 5,679.32
	JENNIFER KROUSE		\$ 832.25
	MIDDLEWAY FIRE COMPANY		\$ 70,000.00
	MILLENIUIM INSURANCE GROUP		\$ 900.00
	MORGAN NICK		\$ 268.75
	NATHAN COCHRAN		\$ 260.00
	NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
	PANHANDLE PRINTING & DESIGN		\$ 1,448.40
	POTOMAC EDISON		\$ 2,798.53
	RALPH B SWIGER II DDS FAGD		\$ 340.56
	RICE TIRES CO		\$ 542.92
	RONALD DANTZIC		\$ 124.59
	SANDRA SLUSHER MCDONALD		\$ 1,120.00
	SMOOT'S LLC		\$ 4,982.08
	SPIRIT OF JEFFERSON		\$ 212.36

	SSC-SOUTHERN STATES		\$ 734.02
	STATE TAX DEPARTMENT		\$ 150.00
	STEPHEN V GROH		\$ 260.00
	VA DEPT OF TAXATION		\$ 1,697.25
	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 17,958.45
	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,289.56
	WV STATE TAX DEPARTMENT		\$ 37,697.54
	WVU WEST VIRGINIA UNIVERSITY		\$ 2,544.78
	XEROX CORPORATION		\$ 410.00
FG/009	BERKELEY CO SHERIFF DEPT		\$ 1,157.72
FG/009	SHERIFF OF JEFFERSON CO		\$ 6,066.16
BS/011	SHERIFF OF JEFFERSON CO		\$ 7,530.88
AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.11
			\$ 424,679.79

- **Motion by Mr. Stolipher to approve the Accounts Payable for December 22, 2022 in the amount of \$ 424,679.79. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME	AMOUNT
87359		AT&T MOBILITY - CC	\$ 219.85
87360		ESS ELECTION SYSTEMS & SOFTWARE	\$ 2,354.97
87361		LANGUAGE LINE SERVICES	\$ 210.41
87362		DR. ROBERT E. JONES III	\$ 1,000.00
TOTAL			\$ 3,785.23

- **Motion by Mr. Stolipher to approve the Accounts Payable for December 28, 2022 in the amount of \$ 3,785.23. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
566	CS/002	WILLIAM ROHRBAUGH		\$ 25,000.00
565	CS/002	EASTRIDGE HEALTH SYSTEM		\$ 4,600.00
320	DK/03	SHERIFF OF JEFFERSON CO		\$ 78.63
829	HD/008	SHERIFF OF JEFFERSON CO		\$ 629.91
140	AR/207	EMERGENCY VEHICLE SPECIAL		\$ 2,647.21

141	AR/207	JCESA	\$ 25,537.82
142	AR/207	SHERIFF OF JEFFERSON CO	\$ 5,424.36
143	AR/207	WV CASA COURT	\$ 10,000.00
1798	CO/246	INSIGHT PUBLIC SECTOR	\$ 182.34
TOTAL			\$ 74,100.27

- **Motion by Mr. Stolipher approve the Manual Checks for December 23, 2022 in the amount of \$ 74,100.27. Motion seconded and unanimously approved.**

29-Dec-22

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
1799	CO/246	JEFFERSON RENTAL		5679.32

- **Motion by Mr. Stolipher approve the Manual Checks for December 29, 2022 in the amount of \$ 5,679.32. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Joanne Curran, David Tabb, Eleanor Fiovan and (Mark Everhart-comment was provided via email)

PRESENTATIONS

1. County Commission Organization

a. Selection of President

- Commissioner Krouse offered her nomination to Commissioner Jackson for President of the Commission for 2023. She received one vote. (Krouse)
- Commissioner Tabb offered her nomination to Commissioner Stolipher for President of the Commission for 2023. He received two votes (Tabb, Ath)
- **By majority vote, Commissioner Mr. Stolipher was selected as President of the Jefferson County Commission for 2023.**

b. Selection of Vice President

- Commissioner Stolipher offered his nomination to Commissioner Ath for Vice President of the Commission for 2023. Unanimously vote.
- **Unanimously vote, Commissioner Ath was selected as Vice President of the Jefferson County Commission for 2023.**

c. Committee Assignments

2023 Jefferson County Commission Assignments to Boards, Commissions, and Organizations

Organization	2022	2023
Approval of Bills	Jackson	Tabb/Krouse
Board of Health – BOH	Hudson	Ath
Building Repair & Security Courthouse Committee	Hudson	Krouse
Charles Town Utility Board Liaison - CTUB	Hudson	Ath
Community Corrections Committee – Day Report Center	Jackson	Jackson
Development Authority – JCDA	Stolipher	Stolipher
E911 Council	Ath	Ath
Extension Service	Tabb	Tabb
Farmland Protection Board – JCFPB	Tabb	Tabb
Jefferson County Convention & Visitors Bureau - JCCVB	Stolipher	Stolipher
Jefferson County Emergency Services Agency – JCESA /Fire & Rescue Association - JCFRA	Jackson	Jackson/Krouse
Historic Landmarks Commission – JCHLC	Hudson	Krouse
Homeland Security/LEPC	Jackson	Jackson
Legislative Liaison	Co. Administrator	Co. Administrator
Jefferson County Parks and Recreation Commission	Ath	Krouse
Jefferson County Planning Commission	Stolipher	Stolipher

Region 9	Stolipher	Ath
Solid Waste Authority	Ath	Ath
Water Advisory Committee	Tabb	Tabb
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Stolipher	Stolipher
Eastern Panhandle Transit Authority (EPTA)	Tabb	Tabb
Workforce Investment Act Liaison	Jackson	Jackson

2. Angie Banks- Assessor- Requested approval of the:

- a. 2023 Board of Review and Equalization Notice and Scheduling of Board of Assessment Appeals Hearing(s)
 - **Motion by Mr. Stolipher to approve the 2023 Board of Review and Equalization notice. Motion seconded and unanimously approved.**
- b. Scheduling of Board of Assessment Appeals Hearing(s)

3. Lynn Dillow- Probate Office- Requested approval for the Quarterly Review of Accountings and Waivers.

- **Motion by Mrs. Tabb to approve the Quarterly Review of Accountings and Waivers that have met all the requirements of the probate office and are ready to be closed and approve new estates that have been opened since last quarterly review. Motion seconded and unanimously approved.**

Regular Term

JANUARY 2023

State of West Virginia, County of Jefferson, to-wit:

At a Regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, January 5th, 2023 at 9:30AM.

PRESENT: County Commissioners: Steve Stolipher, Jane Tabb, Tricia Jackson, Jennifer Krouse, Claire Ath

A list of Wills Probated, Executors qualified and Administrators appointed since the last Regular Term of this Commission, to-wit: October 2022 Term, thereof was this day presented to the Commission by the Clerk thereof, examined by it, and ordered filed:

Estate of Nancy Louise Alger Williams, deceased, First and Final Accounting, Crystal Yoder, Administratrix

Estate of Ruth Anna Anderson, deceased, First and Final Accounting, Ann E. Kelican, Executrix

Estate of Charles Lee Ferguson, deceased, First and Final Accounting, Evelyn Stephenson, Executrix

Estate of Russell Brown Roper, deceased, First and Final Accounting, Arthena Roper, Administratrix

Estate of Joel Phillip Ryan, deceased, First and Final Accounting, Tametta Gisele Ryan-Bellotte, Executrix

Estate of Regina Ann Wines, deceased, First and Final Accounting, Howard L. Wines, Jr., Administrator

The following Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Estate of Nenad Andrejevic, deceased, WFS, Biljana Pesic, Administratrix

Estate of Harold David Armstrong, Sr., deceased, WFS, Harold David Armstrong, Jr., Administrator

Estate of Roger Lee Beveridge, deceased, WFS, Sheri Eckles-Pettruci, Executrix

Estate of Elizabeth Lee Best, deceased, WFS, Judy Ann Marcus and Kathy S. McGee, Co-Administrators

Estate of Tommy Vernon Childress, deceased, WFS, Deborah Ellen Childress, Executrix

Estate of Raymond A. Curtis, deceased, WFS, Kathryn A. Curtis, Executrix

Estate of Anthony J. Digennaro, deceased, WFS, Joseph Digennaro, Administrator

Estate of John Joseph Falkinburg, deceased, WFS, Margie Darlene Falkinburg, Administrator

Estate of Barbara Fry, deceased, WFS, Roy A. Fry and Margaret M. Fry, Co-Executors

Estate of Dennis Raymond Hartlove, deceased, WFS, Sandra Lee Hartlove, Administratrix

Estate of John Franklin Homan, deceased, WFS, Loretta S. Homan, Administratrix

Estate of Michael Jan Hood, deceased, WFS, Eileen M. Hood, Administratrix

Estate of James P. Hubbard, deceased, WFS, Helene A. Hubbard, Executrix

Estate of Brian Brent Johnson, deceased, WFS, Jessica Johnson, Administratrix

Estate of Nancy Lavinia Jones, deceased, WFS, Jeanette Dozier, Executor

Estate of Kenneth G. Leake, deceased, WFS, Cathy M. Fisher, Executrix dbn

Estate of Robert Paul Milligan, Jr., deceased, WFS, Jessica E.L. Johnson, Administrator cta dbn

Estate of Nancy Lou Morgan, deceased, WFS, Heather M. McIntyre, Executrix

Estate of Harold Myers, deceased, WFS, Harold Myers Jr., and Tracey Kisner, Co-Administrators

Estate of Kevin Eiler O'Rourke, deceased, WFS, Katherine O'Rourke, Executrix

Estate of Charlotte G. Plum, deceased, WFS, Mary K. Gray, Executrix

Estate of Betty Ann Poston, deceased, WFS, Harold D. Eugene Poston, Executor

Estate of Amanda Joan Tilgham, deceased, WFS, Gregory Johnson, Administrator

Accountings and Waivers of Final Settlement submitted from the Fiduciary

Commissioners: June K. Jovanelly, S. Andrew Arnold, Frank D. Hill, III and

David A. Dejarnett:

Estate of Owen Joseph Gauvin, Sr., deceased, First and Final Accounting, Ryan Gauvin, Executor

Estate of Teresa Lynn Gauvin, deceased, First and Final Accounting, Ryan Gauvin, Administrator

Estate of

President of the County Commission

4. Bob Burner Director-Jefferson County Emergency Service Agency- Requested:
 - a. Provide monthly update to the JCC on the progress of the EMS Transition
 - b. Reimbursement of \$8,189.84 for labor cost of the EMS Transition project for November, 2022

- **Motion by Mr. Stolipher to approve the reimbursement in the amount of \$8,189.84 to JCESA for the cost of labor expended on the EMS Transition project through November, 2022 to be funded by ARPA fund: EMS System allocation. Motion seconded and unanimously approved.**
- c. Reimbursement of \$17,563.26 for supply and equipment expenses for the EMS Transition for November, 2022.
- **Motion by Mr. Stolipher to approve the reimbursement in the amount of \$17,563.26 to JCESA for the cost of labor expended on the EMS Transition project through November, 2022 to be funded by ARPA fund: EMS System allocation. Motion seconded and unanimously approved.**

5. Nathan Cochran- Assistant prosecuting attorney-

- a- Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b- Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.

- **No Updates Provided**

NEW BUSINESS

6. Discussion and consideration of potential action on drafting a letter of no confidence in the current Jefferson County BOE and/or its members. (JK)

**Please note that Nathan Cochran- Assistant prosecuting attorney recused himself from the discussion of item 6.*

- Motion by Ms. Jackson to have the County Commission draft a letter of a voter of no confidence regarding the Jefferson County Board of Education to the State Board of Education based on the reasons presented by the Faculty Senate and present it at the next commission meeting. Motion passed 3-2 with Commissioner Tabb and Commissioner Stolipher opposing.
 - Motion by Mr. Stolipher to have the Commission Staff to reach out to the Faculty Senate and invite them to the next commission meeting on January 19th. Motion passed 4-1 with Commissioner Tabb opposing.
7. Discussion and consideration of potential action on opening sessions of The Jefferson County Commission with a prayer. (JK)
- Motion by Ms. Jackson that the Jefferson County Commission moved to open sessions of the County Commission with a prayer and to have Legal draft a policy regarding open prayer. Motion passed 4-1, Commissioner Tabb opposing.
8. Budget Revision Guidelines: Discuss and adopt a budget revision policy that addresses both state and internal budget revision processes and approval by the county commission based on the WV State Auditor's Office Local Government Services Budget Revision Guidelines. (TJ)

A monthly budget revision report will be provided to the commission in the agenda packet like the agenda items for approval of accounts payable, manual checks, etc.

9. Purchase Order and Invoicing Policy 305: Review, edit, and implement policy 305 to be consistent with generating purchase orders for goods, services, and materials prior to ordering or taking delivery of such items. Implementing a good purchase order process will help the county commission and departments determine if sufficient funds are available for purchases. (TJ)

Pending revisions, the purchase order will ensure that funds budgeted for items are secured before purchasing any items, it will be placed on the commission's agenda packet for review and adopt on the next commission meeting.

10. Budget Reports (TJ)

Monthly Budget report will be provided to the Commission displaying the budgeted balance in an account. This monthly budget report will help the commission determined if they have over budgeted or under budget in certain accounts.

11. Commission meetings: discuss the possibility of moving all commission meetings to evenings to make more accessible and convenient for constituents to participate. (TJ)

The Commission decided to table this item pending attendance during the day versus the evening meetings and its financial impact of paying overtime to non-exempt staff to assist with meetings in the evenings. Revisit in three months.

ADJOURN

The Commission adjourned at **11:40 am** on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

REQUISITIONS TO BE APPROVED

January 19, 2023

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
FLEET & FACILITIES	23062	\$ 8,855.14	Polaris Sales	Polaris ATV
IT/GIS	23063	\$ 13,650.00	ESRI	GIS Software Renewal
GRAND TOTAL		\$ 22,505.14		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$428,347.73		\$428,347.73
6.2% Tax Payable OASDI	\$25,518.74		\$25,518.74
1.45% Tax Payable HI	\$5,968.11		\$5,968.11
Fed Withholding	\$35,085.38		\$35,085.38
WV State Withholding	\$18,082.53		\$18,082.53
VA State Tax	\$296.47		\$296.47
MD State Tax	\$749.31		\$749.31
PERS Retirement Deduct 4.5%	\$8,875.32		\$8,875.32
PERS Retirement Deduct 6%	\$7,582.92		\$7,582.92
DSRS Retirement Deduct 8.5%	\$7,463.44		\$7,463.44
EMS Retirement Deduct 9%	\$0.00		\$0.00
Hosp. Pre-Taxed	\$14,694.00		\$14,694.00
D/VF	\$1,713.45		\$1,713.45
AFLAC Pre-Taxed	\$348.93		\$348.93
AFLAC Post-Taxed	\$803.62		\$803.62
Optional Life Post-Taxed	\$1,865.58		\$1,865.58
Wage Attach #1	\$373.39		\$373.39
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$340.56		\$340.56
Wage Attach #4	\$166.49		\$166.49
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,969.56		\$4,969.56
457R - Roth	\$1,245.00		\$1,245.00
Christmas Club	\$4,290.00		\$4,290.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$141,464.64	\$0.00	\$141,464.64
Net Wages Total	\$286,883.09	\$0.00	\$286,883.09
Payroll Date	January 6, 2023		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tina Renner, Circuit Clerk

Department or Organization: **Circuit Clerk's Office**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **January 19, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to Hire for Vacant Deputy Clerk Position**

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Luke Seigfried, County Planner**

Department or Organization: **Office of Planning and Zoning**

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

Date Requested – 1st Choice: **1/19/2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request a Joint Session of County Commission and Planning Commission for approximately one hour on 2/2/2023**

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

By State Code 8A-3-11 the Comprehensive Plan must be updated every ten years. To have the update ready for approval by December 2024, the process has been underway since November 2022. Planning Commission and Staff have prepared a Timeline to meet this schedule and state requirements. This includes multiple avenues for Public Outreach, updates on County growth trends, infrastructure needs, and an implementable action plan.

During this Joint Session staff would like the County Commission and Planning Commission to take part in a Strengths, Weaknesses, Opportunities, and Threats (SWOT) activity. Staff is looking for initial guidance from both bodies on potential priorities that the Comprehensive Plan Update should be focused on. All of the above approvals and activity is best done in a joint setting so both bodies can discuss the role of the Planning Commission in the update.

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

If so, how much? \$

Provide exact financial impact/request:

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

I move to have a Joint Session with the Jefferson County Planning Commission on February 2nd, 2023 to discuss the Comprehensive Plan Update direction and approve the proposed timeline, scope of work, and strategy.

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: **lseigfried@jeffersoncountywv.org**

Phone Number: **304-728-3228**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Director of Engineering, Planning, and Zoning**

Department or Organization: **Office of Planning and Zoning**

Estimation of amount of time needed for appointment: **10 Minutes**

Date Requested – 1st Choice: **1/19/2023**

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

Date Requested – 2nd Choice: **2/2/23**

Subject (*Wording to be placed on agenda*): **Comprehensive Plan Summer Intern Approval**

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

This is a request to adjust the 2023 FY Budget to allow the Department of Engineering, Planning, and Zoning to hire two temporary summer interns starting in May of 2023. This adjustment is to add additional staffing for the comprehensive plan update, Envision Jefferson 2044. The change would be to add \$7000 to the Extra Help budget line item and requires no benefits. The pay rate would be \$15.00/hr. The interns' employment will likely start May 22nd, 2023 to be likely concluded August 4th, 2023. The \$7000 adjustment is to serve as the expected pay needed for the FY 2023 and the remaining compensation will come from the FY 2024 budget.

It is important for this budget adjustment to take place in January so the internship opportunity can be advertised when most potential applicants are looking for such a position. The County brought on three interns for the Envision Jefferson 2035 Comprehensive Plan who assisted in research, data collection, and production of maps and graphics required for the planning process. The proposed internship would serve in the same capacity to provide support to staff in research and public outreach. Specifically, the interns will assist with public outreach, trend analysis, and incorporating best practices. It is worth noting that during the process of preparing Envision Jefferson 2035, there were eight staff members in the Planning and Zoning Office and no major development was occurring. Conversely, the office presently has five staff members and a number of major residential and non-residential projects to review. The addition of summer interns will help alleviate some of the work load during the busiest part of the update process.

Is this a funding request? Y/N Yes

If so, how much? \$ 7000

Provide exact financial impact/request:

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

I move to approve the budget adjustment for FY 2023 to include \$7000 in the Extra Help budget line item of the Department of Engineering, Planning, and Zoning. This adjustment is for the purposes of hiring two Interns as temporary help on the Comprehensive Plan Update.

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: rgoodwin@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County, West Virginia Job Description

Position Title:	Planning Intern	Grade Level:	N/A
Department	Engineering, Planning, and Zoning	Date:	Jan 19, 2023
Reports to:	Deputy Director of Engineering, Planning, and Zoning	FLSA Status	N/A

Statement of Duties: The Planning Intern’s primary task is to assist staff in completing the Comprehensive Plan Update. The intern will report directly to the County Planner for direction. This will principally be a research and writing role where the intern concentrates on data collection and analysis. Research can range from accessing databases, utilizing GIS functions, and finding articles on best practices in planning. Some field work may be required, as well as speaking with stakeholders and other governmental organizations. Additionally this role will include working with small groups to combine, condense, and present this information for public consumption. Public outreach will be part of this internship and will include recording and potentially answering public comments. This internship will require occasional evening meetings.

Work Environment: Work is performed in an office environment with some field work required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Primary function is providing support to staff in completing the Comprehensive Plan update.
2. Perform research as directed on county level data from multiple sources; create reports and documents of findings as appropriate.
3. Provide sophisticated analysis of collected data and its application in the planning process.
4. Collect created research, analysis, communications, meeting notes, public comments, and additional material as appropriate in proper record keeping practices.
5. Assist staff in presenting oral and written data, analysis, and recommendations at meetings, conferences, workshops, and public sessions with county governing bodies, other government organizations, and the public as directed.
6. Participate in public outreach opportunities with staff. This could include presentations, technical assistance, recording comments, facilitating small group work sessions and other related tasks.
7. Create, maintain, and manage public content for online applications such as department website, public surveys, and internet maps.
8. Collaborate closely with GIS office in creating, utilizing, and maintaining maps used in the planning process.

Recommended Minimum Qualifications:

Education and Experience: Internship ideally suited for individual pursuing degree in Public Administration, GIS, Planning and Zoning, Geography, Environmental Science, or Political Science.

Knowledge, Abilities and Skills

Knowledge and Skills: Knowledge of Microsoft Office programs including Word, Excel, PowerPoint, and Outlook. Strong organizational and record keeping skills, as well as time management skills are required. Effective research, written and verbal communication skills are critical.

Special Requirements: Employee will be required to work beyond normal business hours to attend occasional regularly scheduled evening meetings and additional meetings as needed and requested by the Chief County Planner, County Planner, or Deputy Director.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.

Employment Opportunities

Planning Intern



Type: Full Time
Salary/Pay Rate: \$15 an hour
Posted Date: 1/20/2023

We're looking for a motivated, reliable, and innovative individual who can perform writing and research with public outreach functions to work on the Comprehensive Plan Update as a summer Planning Intern.

This is an exciting opportunity for a student to gain work experience in a local government environment with a focus on a critical ongoing project. The position will be primarily research based with a public engagement role throughout various meetings within the department and with the public. The selected candidate will prepare reports and presentations with a small team for use at Public Input and Planning Commission meetings. Work will include GIS applications and public comment recording and documentation as well as research on best practices, analysis, and application of land use principals.

If you are looking to make a positive impact while learning about your community, this position is for you!

Email completed application and resume to crezmer@jeffersoncountywv.org and planningdepartment@jeffersoncountywv.org

[Return to full list >>](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **January 19, 2023**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval to Advertise to Fill the Planning Clerk Position.**

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

The Director of Engineering, Planning & Zoning is requesting approval to advertise to fill the Planning Clerk position in the Department of Engineering, Planning & Zoning. The position was vacated on January 6, 2023.

This position is critical to the mission of the Planning & Zoning Office, not only for carrying out day-to-day clerical functions, but this position is needed to provide clerical assistance with the update to the Envision 2045 Comprehensive Plan. Time is of the essence on filling this position.

The current salary is budgeted at \$35,875/year. This request is an FY 2023 budget neutral action. No additional funding is needed.

Is this a funding request? **No additional funding is needed.**
If so, how much?

Motion Requested: **Yes**

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

Move to approve advertising to fill the position of the Planning Clerk in the Department of Engineering, Planning & Zoning at a not to exceed salary of \$35,875/year.

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

See attached Job Description – Planning Office Clerk

Is equipment needed? Projector Y/N No Internet/Wi Fi Y/N No

Telephone for conference call Y/N No

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

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

S:\engineering\Roger Goodwin\Administrative\01. Help Wanted Ads & Hiring\2023-01-19 EP&Z Planning Clerk\2023-01-19 AGENDA REQUEST FORM - Approval to Advertise Planning Clerk Position.doc

**Jefferson County, West Virginia
Planning Clerk - Job Description**

Position Title:	Planning Clerk (Planning)	Grade Level:	III
Department	Office of Engineering, Planning & Zoning	Date:	July 1, 2016 Rev: 01/09/23
Reports to:	Deputy Director	FLSA Status	Non-Exempt

Statement of Duties: The employee performs administrative support including research and data collection; as well as provides clerical services in support of the daily operations of the Office of Planning within the Department of Engineering, Planning and Zoning Department. Employee is required to perform all similar or related duties as assigned.

Supervision Required: Under general supervision of the Chief County Planner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Chief County Planner provides instruction for new or unusual assignments. Unusual situations are referred to the Chief County Planner for advice and further instructions. The Chief County Planner reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, managing Planning Commission applications and preparing draft meeting documents including agendas, staff reports, and meeting minutes.

Supervisory Responsibility: Employee, as a regular continuing part of the job, does not regularly supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Typical indoor environment/office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Personal Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Jefferson County, West Virginia
Planning Clerk - Job Description

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assist with administrative functions in support of the Office of Planning and Zoning including research and data gathering through the utilization and management of an online content management program (MyPermitNow) and an excel database.
2. Support the Chief County Planner by conducting data collection and analysis functions for planning related projects, as well as managing project deadlines. Strong time management skills is critical.
3. Prepare Planning Commission documents including meeting agendas and staff reports. Additional duties include preparing correspondence with the public as well as developers (e.g. land surveyors, engineers, and consultants). Additional duties include assembling and distributing agenda packets, attending at least one evening meeting a month, and additional evening meetings as needed.
4. Provide Clerical support to the Planning Commission in the capacity of Recording Secretary, with duties to include but not limited to attending evening meetings, setting up meeting room, managing audio/video recordings of meetings, managing virtual meeting room (e.g. ZOOM meetings), take meeting notes and draft meeting minutes.
5. Prepare Legal Advertisements for each Planning Commission project file in accordance with State Law, Subdivision Regulations, and/or policy standards; prepare and post Notice of Public Hearings to County's website, distribute through the County's email alerts system, and send to additional Governmental Agencies as needed.
6. Serve as the primary customer service personnel interacting with members of the public, applicants, and customers addressing questions concerning the Subdivision Regulations and Zoning Ordinance, as well as managing application submissions and review workflow.
7. Accept and process new application data into a digital content management software program (including fee collection); and manage resubmittals of applications into content management system.
8. Manage digital workflow including distribution of project data and tasks to pertinent review staff, collection of review comments, and generation of summary review reports for distribution to applicants within prescribed time frames.
9. Provide primary telephone coverage and public inquiries, referring calls to professional staff as necessary.
10. Produce accurate and complete documents to the Chief County Planner to review and approve. Proof-read documents to identify grammar and spelling errors.
11. Complete professional development training to improve skills.
12. Willingness to cross-train as a temporary fill-in for other positions in the office when deemed necessary by the Deputy Director, the Chief County Planner, and/or the Office Manager.
13. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

**Jefferson County, West Virginia
Planning Clerk - Job Description**

Recommended Minimum Qualifications:

Education and Experience: High School degree with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Driver's license may be required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions.

Abilities: Use good judgment and decision making abilities, prioritize tasks and work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

Skills: Proficiency in utilizing Microsoft Office Programs including Word, Outlook Email, Excel, and PowerPoint. Proficiency in Adobe Pro (e.g. ability to prepare and assemble PDF documents). Basic computer literacy, including working knowledge of how to navigate the World Wide Web and strong typing skills. Must possess strong written and verbal communication skills; strong organizational skills including record keeping and time management; and effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30lbs).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Russell Burgess / Dennis Jarvis**

Department or Organization: **Information Technology / Jefferson County Development Authority**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **January 19, 2023**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Jefferson County GigReady RFP Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information: **Jefferson County previously elected to participate in the State GigReady Program. This participation included issuing an RFP to identify the most viable project(s) that would provide broadband service to those addresses identified as unserved/underserved within Jefferson County. Discussion/Action of the most viable project submitted. Approval of project would possibly commit the Jefferson County Commission to the previously approved amount of \$500,000.00 funding committed to the State GigReady Program.**

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

If so, how much? \$ to be determined

Provide exact financial impact/request:

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

- **Motion to approve _____ proposal for the State GigReady Program and submit to the State for approval and funding.**

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: **Russell Burgess and Dennis Jarvis**

Email address: **RBurgess@jeffersoncountywv.org and djarvis@jcda.net**

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION N/A

not applicable

A decorative graphic in the top right corner of the page. It features a blue background with a network of white lines and glowing white nodes, resembling a fiber optic or data network. The lines and nodes are more densely packed on the right side and fade out towards the left.


Jefferson County

**Jefferson County GigReady Broadband
Implementation**

**Response of Comcast Cable Communications,
LLC**

December 20, 2022

Proposal Cover Sheet

Name of Company	Comcast Cable Communications, LLC
Name of Company Office	One Comcast Center
City of Home Office	Philadelphia
State of Home Office	Pennsylvania
County of Home Office	Philadelphia County
Zip Code of Home Office	19103
Phone Number of Home Office	412-736-8023
Federal EIN	23-2175755
State EIN	23-2175755
Authorized Signature: Michael Parker Regional Senior Vice President, Beltway Region	

Contact Name:

Jennifer Halaszynski

Contact Office Phone Number:

412-736-8023

Contact Cell Phone Number:

412-736-8023

Contact Email Address:

Jennifer.Halaszynski@comcast.com

"Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following the proposal due date and will become part of the contract that is negotiated with the Jefferson County Commission

General Vendor Information Sheet

Name of parent company	Comcast Corporation
Length of time in business	59 years
Length of time in business of providing proposed service	26 years
Gross revenue for the prior fiscal year	\$116.4B
Percentage of gross revenue generated by proposed	
Total number of clients	34.2M
Total number of clients in the proposed service area	31,000 locations passed in Jefferson County
Number of public sector clients	
Number of full-time personnel in:	
Consulting	
Sales, marketing, and administrative support	
Internet fiber-optic technical staff	
Other (please note relevant staff)	79k employees in Cable Communications; See Section F
Where is your headquarters located? Field offices?	Comcast Headquarters: One Comcast Center Philadelphia, PA 19103 Beltway Regional Headquarters: 1215 E Fort Ave., Baltimore MD 21230
Which office would service this account?	302 North Mildred Street, Ranson, WV 25438
Other significant statistics related to creating feasibility projects during the past year	Please see Section C.2

If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. As an attachment to your proposal, submit full details of all terminations for default experienced by the vendor during the past five years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The Jefferson County Commission will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so in the required attachment.

Table of Contents

A. Introduction.....	3
B. Demonstrated Understanding of Scope of Work.....	3
C. Qualifications and Experience.....	4
C.1 Description of Vendor.....	4
C.2 Experience.....	5
C.3 GigReady Program Familiarity.....	7
D. Approach, Methodology and Timeline for Achieving Scope of Work.....	7
D.1 Network Technology.....	8
D.2 Proposed Services.....	11
D.2a Affordability.....	11
D.2b Proposed Services.....	14
E. Timeline.....	16
F. Company Resources and Project Team.....	19
G. Relevant Experience.....	21
H. Proof of Insurance as described in Vendor Qualifications.....	21
I. Fee Schedule and Cost Proposal.....	21
I.1 Matching Funds.....	23
Attachment A: Non-Collusion Certificate.....	24
Attachment B: Additional Services.....	25

A. Introduction

Comcast Cable Communications, LLC (“Comcast”¹) appreciates the opportunity to respond to Jefferson County’s (“County”) GigReady Broadband Implementation Request for Proposals with respect to deploying broadband infrastructure to eligible service areas in the County. As detailed further below, Comcast proposes:

- to offer qualifying broadband service of at least 1 Gbps / 100 Mbps service to 2,181 homes and businesses in the County as well as throughout the existing service area in the County;
- to deploy a fiber network capable of symmetrical service of 1 gigabit or higher speeds to the majority of unserved premises within the project areas;
- to complete the project within 24 months of an executed grant agreement; and
- to seek in conjunction with the County, a \$17,923,884 grant under the GigReady Program to supplement Comcast’s capital investment of \$6,141,295.

Under this proposed Gig Ready partnership, Comcast will bring its vast experience as one of the nation’s largest communications providers, as a leader in technological innovation, and in architecting, engineering and deploying over 750,000 miles of broadband infrastructure across the country. With the County, Comcast will work to bring gigabit service to consumers in the project area. Providing broadband service to the unserved areas will greatly improve the community’s quality of life by enabling residents to bridge the local skills gap, expand their career pathways, access and engage in telehealth opportunities, pursue education, and more.

B. Demonstrated Understanding of Scope of Work

In addition to Comcast’s deep experience, described below, as a communications service provider offering one the widest ranges of connectivity and entertainment services of any provider, and in building smart, digital and increasingly virtualized broadband networks protected by self-healing technologies and robust cybersecurity, Comcast has the appropriate number of technicians, call center agents and backend support employees to care for additional customers. Comcast also maintains large, locally based engineering and technical operations teams that work around the clock to maintain service reliability and directly support to the company’s business and residential customers.

C. Qualifications and Experience

C.1 Description of Vendor

32.2 million

residential and business
services broadband
customers,

60 million

homes and businesses

Comcast is a leading communications provider in the United States, currently operating throughout 39 states and the District of Columbia. Comcast's Cable division is divided in three geographic divisions, each with operating regions to ensure that the senior leadership responsible for delivering Xfinity services are close to their customers. With over 32.2 million residential and business services broadband customers, 16.6 million video customers, 9.6 million voice customers and more than 60 million homes and businesses, Comcast has established an

industrywide reputation for technology leadership, superior products, and operational efficiency.

Comcast has built a fiber backbone at the core of its network that stretches across the country with almost 260,000 sheath miles of fiber– using the industry's advanced optics/lasers and Internet Protocol ("IP") routing technologies. Dozens of converged regional area networks interconnect to create this fiber backbone that delivers high-speed Internet, video, and voice services to tens of millions of customers throughout the country. IP technology ties all of this together, creating a highly scalable connectivity platform or "IP core." Nearly all of the 60 million homes and businesses in its service areas can access ultra-fast Xfinity Gigabit Internet and Comcast Business Gigabit services, including customers in West Virginia.

C.2 Experience

In Jefferson County, Comcast offers its gigabit broadband service to approximately 31,000 homes and businesses. The commitment to connecting all homes in the County is further evidenced by Comcast's pending proposal under the West Virginia Major Broadband Program Strategies (MBPS) program. Under that program, Comcast proposed to extend its broadband infrastructure to the "Eligible Service Areas" (as defined in the MBPS guidelines) identified by the state. The project area included in this proposal overlaps with a portion of the MBPS proposal. Comcast may adjust the pending MBPS application accordingly if Comcast receives a grant for the project area in this proposal under the GigReady program.

Comcast is a **global leader in advancing network technology** and delivering progressively faster, more robust service to its customers to meet customers' current needs but also to **stay well ahead of future demand.**

With regard to public private partnerships, Comcast has over a decade of experience partnering with public agencies to deploy broadband infrastructure in unserved areas. In fact, Comcast has recently been awarded three broadband deployment grants from the State of West Virginia, two under the LEAD program and one under the MBPS program.

Further, between 2018 and 2020, Comcast received four Virginia Telecommunications Initiative ("VATI") grants from the Virginia Department of Housing and Community Development and has now successfully deployed broadband to residences and businesses throughout each of the project footprints. In 2018, Comcast received a Last Mile Broadband grant from the Virginia Tobacco Region Revitalization Commission to provide broadband access to approximately 7,000 homes and businesses, and Comcast completed the project in 2020 ahead of schedule and provided access to over 1,000 more homes and addresses than originally estimated.

During this period, Comcast was also awarded several broadband grants under the various broadband expansion programs administered by the Maryland Department of Housing and Community Development's Office of Statewide Broadband. In FY21, Comcast received two grants under the Broadband Infrastructure Grant Funding Program, and an additional thirteen awards through the Expansion of Existing Broadband Networks Funding Program.

Additionally, in 2016 in Massachusetts, Comcast was awarded a grant of \$4,000,000 from the Massachusetts Technology Collaborative for construction of line extensions to areas

in nine towns whose costs to construct exceeded Comcast's economic standards. Comcast completed the project on time, on budget, and reached 20% more homes than originally anticipated. Comcast subsequently earned grants to deploy broadband in four additional completely unserved towns. All projects were completed timely.

In 2013 and 2014, Comcast received two grants from the Vermont Telecommunication Authority ("VTA") totaling \$336,558 to provide service to areas that were economically unfeasible for construction. In 2015 and 2017, the Vermont Department of Public Service ("DPS") twice awarded Comcast funds from its Connectivity Initiative grant totaling \$359,850. The DPS awarded Comcast another grant to deploy broadband in unserved areas of Cavendish VT. Comcast has either fulfilled or is on schedule to fulfill its grant obligations to the VTA and DPS.

References:

Kelly Collins Workman
Director, West Virginia Department of Economic Development
Office of Broadband
900 Kanawha Boulevard East
Building 3, Suite 600
Charleston, WV 25303
Tel: 304-352-4155

Peter J. Larkin
Special Advisor
MA Executive Office of Housing & Economic Development
Chair of the Massachusetts Broadband Institute
Tel: 508-870-0312 x 220

James Porter
Director, Public Advocacy Director
Vermont Department of Public Service
112 State Street Third Floor
Montpelier VT 05620-2601
Tel: 802-828-4003

Cheryl DeBerry
Broadband & Energy Manager
Garrett County Government
Department of Technology & Communications
770 Dennett Road, Oakland, MD 21550
Tel: 301-334-6968

Randy Russell
County Administrator
Ohio County Commission
1500 Chapline Street, Suite 215
Wheeling, WV 26003
Tel: (304) 234-3628
rrussell@ohiocountywv.gov

Please see above for details about Comcast's relationships with these communities.

C.3 GigReady Program Familiarity

Comcast has reviewed the State of West Virginia's GigReady Incentive Program Procedures dated June 30, 2022 and is generally familiar with the requirements listed therein. However, the Program Procedures were intended to provide "eligible entities" (as set forth therein) contracting directly with the State with an overview of the compliance requirements. As a potential contractor to the County, it is unclear to Comcast how those requirements will be applied to for-profit Internet service providers such as Comcast. In light of this, Comcast's submission of its response to the County's RFP does not constitute Comcast's implied or actual acceptance of any term or obligation set forth in the State of West Virginia GigReady Program Procedures and is not intended to represent a legally binding agreement between Comcast and the County.

Comcast welcomes the opportunity to discuss the County's plans with respect to the State of West Virginia GigReady Program Procedures and compliance obligations in greater detail. Comcast also welcomes the opportunity negotiate a final grant agreement with the County in good faith. Comcast will comply with all applicable laws, including the provisions of 2 C.F.R. Part 200 as applicable to for-profit entities, but Comcast specifically reserves the right to discuss applicability of, and at this time takes exception to, the following: 2 C.F.R. 200.310-316; 2 C.F.R. 200.317-327, 2 C.F.R. 200.400-200.476 and 2 C.F.R. 200.500-200.521.

Comcast submitted questions to Jefferson County on December 7th that seeks further clarification on the terms and conditions the County intends to impose on grantees under this RFP. Responses to those questions are currently pending.

D. Approach, Methodology and Timeline for Achieving Scope of Work

D.1 Network Technology

+50k

Since 2017, Comcast has built over 50k new miles of fiber into its network.

\$4.2B

In 2021 alone, Comcast invested more than \$4.2B to strengthen, evolve, and expand its network - more than any previous year.

Comcast operates one of the largest fiber deployments in the nation. In addition to an all-fiber backbone that connects cities coast-to-coast, Comcast has consistently added and expanded fiber throughout the portion of its network that serves customers directly (called the “access” network). Comcast has extended its fiber facilities ever closer to customers’ homes, including numerous fiber-to-the-home (FTTH) and fiber-to-the-premise (FTTP) deployments delivering Comcast’s full range of services to both commercial and residential customers. Comcast’s fiber network spans more than 260,000 miles of fiber, and is continuously monitored and protected by proprietary, internally developed artificial intelligence and machine learning technologies that can automatically detect issues like fiber tears, and dramatically reduce the estimated time to repair. In a world where fiber cuts and tears are a daily experience across the country, smart AI that detects and mitigates such incidents can mean the difference between customers being offline for a few minutes or several hours.

Comcast engineers know that laying fiber in the ground is only the beginning of delivering reliable service to customers, not the end. Comcast network engineers, software developers and AI scientists leverage the company’s extensive background in software development and machine learning to continuously build, deploy and evolve tools that continuously monitor, adjust and improve network performance at every level. This technology is closely linked to Comcast’s multi-year work to digitize and virtualize its network, which not only improves performance, but vastly increases visibility into the network.

Comcast's significant ongoing network and technology investments enable it to continually deliver innovative and scalable products and services that keep residents and business on the cutting edge and enable it to meet evolving community demands. In terms of oversubscription ratio calculations, regardless of architecture, Comcast has designed the plant with a tremendous amount of overhead, building into the network four (4) years of capacity growth. During the COVID-19 pandemic when Internet traffic spiked more than 30%, Comcast's network continued to deliver fast speeds, even under the heaviest usage, and even in the areas most severely affected by the pandemic. Given the excess capacity built into the network, Comcast had only a small number of nodes across the country that required capacity augmentation.

Comcast is a **global leader in advancing network technology** and delivering progressively faster, more robust service to its customers to meet customers' current needs but also to **stay well ahead of future demand.**

Moreover, the investments Comcast has made in its network have ensured that the network delivers the service customers expect. On most days, Comcast conducts approximately 500,000-700,000 speed tests across its entire network. Average speeds to customers (both downstream and upstream) have generally remained at or above 105 percent of advertised speeds since March 2020 in all regions. Further, the FCC has found that Comcast delivers advertised speeds more than 100% of the time in its Measuring Broadband in America report for eleven straight years.

Comcast proposes to construct fiber to the premises to over 90% of the addresses included in the proposed project area. This network will be capable of gigabit symmetrical speeds upon completion of construction. Specific product offerings will be based on then-current consumer demand and market conditions. Technology decisions are driven by a number of variables including type and proximity of existing plant and characteristics of the proposed area. Based upon preliminary design work, Comcast estimates roughly 10% of the locations would be best served by hybrid fiber coaxial ("HFC"), taking into account both efficiency and speed of deployment. This portion of the network will initially be capable of providing 1 Gbps/100 Mbps speeds, in excess of the federal broadband definition. This HFC network is eligible for next generation DOCSIS¹ upgrades.

¹ Currently, Comcast employs Data Over Cable Service Interface Specification (DOCSIS) 3.1 technology in its broadband network infrastructure. DOCSIS is an international telecommunications standard that permits the addition of high bandwidth data transfer to an existing cable TV system. DOCSIS is a proven, flexible protocol which offers the technological foundation upon which Comcast can meet any current or future anticipated need.

The next generation, DOCSIS 4.0, also called 10G, will allow Comcast to offer multi-gig symmetrical services starting in 2023. 10G is a technology platform that Comcast is using to digitize and virtualize much of the physical device technology and to move many of those activities into the cloud, allowing Comcast to innovate at the speed of software and to deliver multigigabit upload and download speeds to tens millions of Americans over the connections they already have in their homes. Comcast has been deploying similar technologies for years as part of this evolution – in the industry it is known as Distributed Access Architecture (DAA) and “virtualized” Cable Modem Termination Systems (vCMTS). By leveraging full duplex and extended spectrum capabilities, Comcast will be able to deliver those multi-gigabit speeds over its existing hybrid fiber coax network. In preparation for faster network speeds, earlier this year, Comcast launched its latest Wi-Fi 6E Gateway, one of the first in the world to support multi-gigabit symmetrical Wi-Fi.

Comcast is also one of the first U.S. Internet Service Providers to offer a WiFi 6 Certified gateway with the latest version of its xFi Advanced Gateway, which is capable of delivering multi-Gigabit speeds via ethernet that has laid the groundwork for Gigabit speeds over WiFi. Customers on the new upgraded Xfinity Gigabit tier will require an xFi Advanced Gateway, or one of the WiFi 6 capable devices approved to work with the Xfinity network to receive the faster speeds.

Over the past several years, Comcast has been transitioning to digital network technology – powered by a virtualized platform – that delivers greater reliability and increased performance. With it, rather than maintaining, updating, and replacing traditional analog network appliances by hand – which can take days or even weeks – Comcast engineers can reliably maintain, troubleshoot, and upgrade core network components almost instantly, with a few keystrokes on a laptop or mobile app.

Comcast began launching the latest phase of its 10G work in 2021. This work involves updating equipment throughout its network, accelerating the digitization and virtualization efforts, and making a mid-split architectural transition that will allow Comcast to increase performance in the near term, while also readying its network for the full 10G upgrade.² With the transition to mid-split architecture, which is scheduled to be complete by the end of 2024, Comcast will be able to deliver speeds in excess of 1 Gbps downstream speeds and 100 Mbps upstream speeds. Thus, by the time any new networks are built, Comcast

² Recently, Comcast took another groundbreaking step forward in the road to 10G in what is believed to be the first-ever, end-to-end deployment by an Internet provider of advanced “hollowcore” fiber optics. Hollowcore fibers deliver significantly lower latency than traditional fibers and over time will provide critical performance attributes. These fibers will help power Comcast’s network and support the delivery of multigigabit speeds through 10G. For more information on Comcast’s hollowcore deployment, see the press release at <https://corporate.comcast.com/press/releases/comcast-first-isp-hollow-core-fiber-faster-speed-lower-latency>.

will be delivering on its promise to continue to offer its customers the best broadband experience and will be on the path to delivering service speeds well above 100/100 Mbps.

Because Comcast is evolving its entire network architecture, equipment, and customer devices, it is uniquely positioned to deliver these advancements in speed, reliability, and performance to everyone it serves, not just a select few. And because much of this work is powered by software, these changes can be made with far less disruption to customers than other technologies. For more information on Comcast's multi-gig network deployment, see <https://corporate.comcast.com/press/releases/comcast-expand-evolve-wifi-largest-multi-gigabit-network>.

For information on Comcast's Network Performance, please see Comcast's Network Performance Report at https://update.comcast.com/wp-content/uploads/sites/33/dlm_uploads/2022/02/0222_2021NetworkReport_V19.pdf.

D.2 Proposed Services

D.2a Affordability

Comcast is committed to serving all residences and businesses within the project area on a non-discriminatory basis with a variety of service options for individuals and families with income constraints. Under Comcast's Internet Essentials offering – the most comprehensive and successful low-income broadband adoption program in the nation – qualifying residential customers can obtain broadband service at speeds of up to 50 Mbps/10 Mbps for \$9.95/month, or speeds of up to 100 Mbps/20 Mbps for \$29.95/month with Internet Essentials Plus (plus applicable taxes, fees and surcharges), as well as free digital skills training in person and online. Customers also have the option to purchase a low-cost Internet-ready computer.

\$9.95/mo

Internet Essentials

\$29.95/mo

Internet Essentials Plus

Comcast has continued a commitment it made in 2011 to keep its Internet Essentials price at \$9.95/month. Earlier this year, Comcast also introduced Internet Essentials Plus a new tier of Internet Essentials for \$29.95 per month (plus applicable taxes, fees and surcharges), that delivers speeds up to 100/20 Mbps. Current Internet Essentials customers can upgrade to this plan, and new qualifying customers can subscribe directly to this tier. Comcast also participates in the Affordable Connectivity Program (ACP) which provides qualified households with a credit of up to \$30.00/month towards Internet and

Mobile services. Customers on both Internet Essentials tiers who are qualified and enrolled in ACP will effectively have their entire broadband bill covered by the federal their credit. In addition, Internet Essentials customers who are qualified and enrolled in ACP can have the remaining portion of their ACP credit applies to a line of Unlimited Xfinity Mobile service and would pay \$24.95 per month (plus applicable taxes, fees and surcharges), after application of the remaining ACP credit. Further, all of the same features of Xfinity Mobile available to other Xfinity customers will be available to those subscribing from Internet Essential tiers – customers can switch from paying By the Gig to Unlimited (or vice versa) at any time during a billing cycle, and they can mix and match lines between By the Gig and Unlimited.

Since launching in 2011, Comcast has made dozens of improvements to the Internet Essentials program, including expanding eligibility 12 times—bringing Internet Essentials to new audiences such as public housing residents, low-income veterans, seniors, and even community college students. Comcast has a history of increasing speeds and enhancing its Internet Essentials program and anticipates continuing to do so in the future.

Illustrating this impact, in a 2021 Comcast survey, 76% of participants in Comcast's Internet Essentials broadband adoption program said their service has helped someone in their household find a job, and 78% of households with lost wages due to COVID-19 believe Internet Essentials has helped reduce that loss. 79% said the service has helped them find health and/or medical information. Significantly, 90% reported a positive impact on their child's grades.

In 2020, Comcast established its award-winning “Lift Zones” initiative to complement the Internet Essentials program. Working with its network of thousands of non-profit partners and city leaders, Comcast launched more than 1,000 Lift Zones during 2021. Lift Zones provide free, robust WiFi in community centers to support students who, for a variety of reasons (including homelessness or housing insecurity), are simply unable to participate in distance learning at home. Lift Zones also serve diverse adult populations, as they enable access to hundreds of hours of free digital skills training for remote work, telehealth services, and more.

To further increase broadband adoption, Comcast’s Digital Navigators program helps bring technology instructors directly into the community. Digital Navigators are individuals affiliated with trusted community organizations who are trained to help people access the internet, use devices, and build digital skills. The work done by Digital Navigators significantly impacts adoption barriers, digital usage, and digital comfort for users. With the support of these digital case workers, 80% of survey respondents feel more confident

or safer using technology, 1 in 3 found a new job or earned a higher income, and 40% received support with basic needs like food, rent, and housing.

Through Project UP – Comcast's comprehensive initiative to advance digital equity and build a future of unlimited possibilities – Comcast is committing \$1 billion to help ensure everyone has the resources and opportunities they need to participate and excel in today's digital world. Project UP encompasses the programs and community partnerships across Comcast, NBCUniversal, and Sky that connect people to the Internet, advance economic mobility, and open doors for the next generation of innovators, entrepreneurs, storytellers, and creators.

For more information, please see the 2022 Impact Report (<https://corporate.comcast.com/impact/report/2022>) and the 2022 Internet Essentials Progress Report (<https://corporate.comcast.com/stories/2022-internet-essentials-progress-report>)

Comcast is proud to be an approved provider supporting the federal government's ACP program. To date, ACP has provided a pathway for connection to more than 11.5 million households. At a May 2022 White House event, Comcast was recognized for stepping up with innovative offerings like Internet Essentials Plus to help eligible families take full advantage of the ACP benefit. Under the ACP program, qualifying customers may apply a credit of up to \$30 per month (\$75 per month in Tribal lands) to any Xfinity Internet service tier, including Internet Essentials, and one line of Unlimited on Xfinity Mobile. For example, a qualifying Internet Essentials customer (paying \$9.95/month) can add one line

\$30/mo

ACP credit applicable to any Xfinity Internet service tier, including those offering in-excess of 100 Mbps / 20 Mbps for qualifying customers

of Unlimited on Xfinity Mobile (\$45/month) for \$24.95/month after applying the ACP credit. Customers who subscribe to Internet Essentials or Internet Essentials Plus and enroll in ACP will effectively get broadband for free after the \$30/month government credit is applied. For more information, see

<https://corporate.comcast.com/press/releases/comcast-affordable-connectivity-program-internet-essentials-service-xfinity-mobile>.

Affordable Internet Offerings



Internet
Essentials



Internet
Essentials Plus



Affordable
Connectivity
Program

D.2b Proposed Services

Comcast has been a global leader in advancing network technology and delivering progressively faster, more robust service to its customers to not just meet customers' current needs but to stay well ahead of future demand.

Comcast will offer customers multiple choices of residential and commercial broadband services, depending on the customers' specific needs. Upon completion of the project, Comcast will be able to offer broadband speeds of at least 1 Gbps download and 100 Mbps upload. The fiber plant will be capable of gigabit symmetrical speeds. Specific product offerings will be based on then-current consumer demand and market conditions.

Comcast will be able to provide broadband speeds of at least **1 Gbps download and 100 Mbps upload**

Currently, Comcast is considering the pricing the gigabit symmetrical service offering being proposed in response to this RFP as well as the enhanced speed tiers to be offered over the next-generation HFC network. We anticipate a 1 Gbps/1 Gbps or faster residential symmetrical service will be priced at a level similar to our current 1.2 Gbps/35 Mbps residential package. Depending on promotional offers then in effect and term agreements, the monthly charge could range between \$70-\$119/month.

The service tiers, speeds and pricing shown in the tables below reflect the current hybrid fiber coaxial cable network offered in West Virginia and are provided for informational purposes only. The services and prices are generally available throughout West Virginia, including in more densely populated areas.

Residential Service Tiers

Tier	Speeds Up To (Download / Upload)	Standalone Pricing
Internet Essentials	50 Mbps / 10 Mbps	\$9.95
Internet Essentials Plus	100 Mbps / 20 Mbps	\$29.95
Performance Starter	75 Mbps / 10 Mbps	\$65.00
Performance	200 Mbps / 10 Mbps	\$83.95
Performance Pro	400 Mbps / 10 Mbps	\$98.95
Blast!	800 Mbps / 20 Mbps	\$103.95
Extreme Pro	1 G / 20 Mbps	\$108.95
Gigabit Plus	1.2 G / 35 Mbps	\$113.95
Gigabit x2*	2 G / 100 Mbps	\$129.95

*in network enhanced areas, with xFi Complete

Comcast Business Tiers

Tier	Speeds Up To (Download / Upload)
Business Internet 100	100 Mbps / 15 Mbps
Business Internet 200	200 Mbps / 20 Mbps
Business Internet 300 Plus	300 Mbps / 30 Mbps
Business Internet 600	600 Mbps / 35 Mbps
Business Internet 1G	1.2 Gbps / 35 Mbps

Note: Prices above do not include equipment or applicable taxes, fees, and surcharges. Rates stated are the monthly rates for standalone Internet service as of the date of this submission. Pricing and services are subject to change. Discounted pricing may be available to customers who accept promotional offers or term agreements for Internet service or buy one or more additional services.

Comcast customers subscribing to a Xfinity Internet package will have access to Xfinity WiFi hotspots, including those that would be newly added to Jefferson County, for no additional cost. Moreover, these customers would be able to access any of Comcast's hotspots throughout West Virginia and across the country. Comcast has the country's largest WiFi network, including more than 22.5 million hotspots nationwide. Combined with the company's recently launched Xfinity xFi platform, a new and personalized home WiFi experience, Comcast will provide its customers in Jefferson County with the fastest speeds, the best WiFi coverage, and ultimate WiFi control in their homes. Xfinity Internet customers may also have the option to sign up for Xfinity Mobile service, which includes up to five lines with unlimited talk and text.

In addition to its high-speed residential and business internet offerings, Comcast provides a variety of video, mobile, and home services. Please see Attachment B.

E. TIMELINE

Comcast understands the deadline for project completion under the American Rescue Plan Act (ARPA) funded projects and through West Virginia's GigReady program. Comcast expects to complete the project within 24 months of an award and execution of a grant agreement. Comcast has completed the planning and preliminary engineering phase for the proposed projects. Final design and construction will commence upon the award of the grant and execution of a grant agreement. The proposed workflow is included in the estimated project management schedule below. Initial tasks include project engineering, right of way preparation and pole attachment permitting. Comcast will work with the County to obtain the necessary permits and power supplies expeditiously. This coordination will need to begin immediately upon notice of the grant award. Comcast's plan includes activating service at homes on a rolling basis as neighborhoods are complete.

Comcast's network capabilities and infrastructure uniquely position the company to meet the community's need for broadband.

Jefferson County Estimated Project Management Schedule

Phase	Days	Month																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Field Engineering - Phased	60	█	█																						
Design Engineering - Phased	60		█	█	█																				
Permitting - Phased	90		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Materials Procurement - Phased	360			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Make-Ready	570				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Construction - Phased	600					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Certification	570						█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Community Awareness	600					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Customer Installation - Phased	540						█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Project Closeout - Phased	210																				█	█	█	█	█

Upon award notification and completion of a fully executed grant agreement, Comcast and its contractors will complete the following project tasks:

Field Engineering – Phased

- Outside Plant:

-
- Comcast will complete a walk out and survey of the preliminary design route for the project areas. This visual review of the planned project route will help determine potential challenges for construction, pole profiling for permitting, and field measurements which will be utilized in the engineering design phase. Comcast typically follows utility routes such as power or telephone, whether they are aerial or underground.
 - With the completion of the project walk out, Comcast will determine if the proposed route (or segments of) needs to go underground if the aerial utility routes are deemed unfavorable or contain significant challenges that would result in excessive costs to construct.
 - Comcast will collect all utility pole information including existing attachment measurements and route information and prepare permit applications to pole owners, appropriate Municipal, County, and State Right of Way (ROW) authorities.

Design Engineering – Phased

- **Network:**
 - Comcast will complete a detailed engineering package that includes the entire defined project build route and a list of all required materials to complete the project build.
 - The engineering package will consist of geospatial drawings of the physical route (aerial versus underground), list all physical structures and other possible obstructions, provide required materials and their physical placement, and note construction requirements to complete the project.
- **Equipment and Materials:**
 - Comcast will complete a full design to identify necessary equipment and materials needed to support delivery of all planned services from Comcast headend.

Permitting - Phased

- **Network:**
 - Comcast will permit all new utility pole attachments with appropriate pole owners.
 - For any new permitted utility pole that is located on private property, Comcast will follow applicable state and federal regulations regarding utility easements.
 - Comcast shall prepare and submit all other permits such as Municipal, County, State, and Railroad permits as required.

Materials Procurement – Phased

- Comcast shall source and warehouse all required equipment and materials identified in the design engineering stage.

Make Ready – Phased

- Network:
 - Comcast will request pole engineering to evaluate if there are safety concerns and capacity for new pole attachment(s).
 - Pole owner must respond with make-ready requirements and costs to prepare the pole to accommodate the new pole attachment(s).
 - Comcast will pay all make-ready invoicing in advance to prepare for the new pole attachment(s).
 - Once all make-ready construction has been completed, Comcast will be issued an attachment permit by the pole owner to commence construction.

Construction – Phased

- Network:
 - Once all permits have been issued, Comcast will complete all construction requirements as outlined and defined in the engineering package.
- Equipment:
 - Comcast will complete equipment installations within the Comcast headend to support delivery of all planned services.

Certification – Phased

- Comcast will complete end-to-end network testing and certification to validate the service delivery performance within design engineering specifications.

Community Awareness – Phased

- Operations:
 - Initiate outreach and communications plan to create service availability awareness for residences and businesses prior to construction release and will continue post-construction release.
 - Comcast employs a sales and marketing team of professionals to support construction efforts and call center team that can address questions regarding Comcast's products and services. If conditions allow, a public meeting or event can be held in conjunction with Jefferson County in or near

the proposed project areas to inform the residents about the upcoming work and answer questions.

Customer Installation – Phased

- Operations:
 - Release of addresses from construction to sales and service systems
 - Comcast will complete the installation, test, and turn-up of all customer premise equipment (CPE) at the residence or business to support the services.

Project Closeout – Phased

- Comcast will complete a full review of the completed construction against the engineering package to verify that all requirements have been completed.
- Comcast will complete a full review of all equipment and hardware to verify that all materials have been received and placed into service.
- Comcast will complete all mapping to update internal system designs.
- Comcast will complete a final review of all vendor invoices against their completed work and materials to verify billing accuracy.
- Comcast will complete all financial true-ups and closeouts to complete the project

Throughout the duration of the project a dedicated Comcast team will be in contact providing status and answering any questions the County may have.

F. Company Resources and Project Team

Comcast's eastern West Virginia systems are managed through the Company's Beltway Region team.

Comcast's team of project managers, engineers and technicians have the necessary technical, front-line support and established back-office expertise to successfully complete this project and provide continued 24/7 network support. The following information on its Beltway Region leadership provide examples of the experienced resources Comcast has available to complete the project.

Michael Parker is the Senior Vice President of Comcast's Beltway Region. In this role, he leads multidisciplinary teams of thousands of employees focused on transforming the customer experience and delivering Comcast's best-in-class products to millions of customers in Maryland, Virginia and Washington, D.C., as well as parts of Delaware, North Carolina and West Virginia.

Ray Roundtree is the Vice President of Finance & Accounting for Comcast's Beltway Region. In his role, Mr. Roundtree leads all financial and accounting functions, and oversees the region's Facilities and Warehouse teams and operations. Most recently, Mr. Roundtree was the Vice President of Finance and Business Operations for Comcast's Florida Region.

Misty Allen is Vice President of Government and Community Affairs for Comcast's Beltway Region. Ms. Allen leads the government, regulatory and community affairs teams the Beltway Region. Prior to joining Comcast, Ms. Allen led state and local government affairs strategies at Baltimore Gas and Electric (BGE) as the Director of Government and Legislative Affairs. Ms. Allen also served as Vice President of Asset Management for GenOn Energy Inc., a competitive power generator of wholesale electricity, where she contributed to the development of company legislative and regulatory policy and business development efforts in New Jersey, Maryland, and Virginia.

Dan Carr is the Regional Vice President of Comcast Business for the Beltway Region, he has regional responsibility for all sales, sales support, revenue, operating P&L and customer satisfaction for Comcast Business products and services. Before joining the Senior Leadership Team in Beltway, Mr. Carr had national responsibility for sales operations and support for Comcast Business, supporting the development of a high-performing field sales organization. He was directly responsible for the day-to-day support of the Enterprise Sales Channel and the critical functions to sales force productivity across all sales channels.

Robert Jones is the Vice President of Technical Operations for the Beltway Region. Mr. Jones leads the day-to-day operations for the Installation & Service team and works with Headquarters and Northeast Division Technical Operations leaders to implement strategies focused on delivering the best customer and employee experiences.

Tom Kearney is the Vice President of Network Engineering for the Beltway Region. In this role, Mr. Kearney manages all network maintenance and construction teams who expand and maintain the Beltway Region's vast networks and also implement new technology-based products and services. Mr. Kearney brings 22 years of experience in the broadband and cable industry – 17 of them working for Comcast – to this role. Previously, he served as Area Vice President for Comcast in the Metro-DC Area and Senior Director of Engineering and Technical Operations. Prior to joining the industry, Mr. Kearney served as a Lieutenant in the U.S. Navy, served on board the USS Kinkaid (DD-965) and other stations and was deployed to the Persian Gulf and Western Pacific in support of various campaigns.

Jackie MayBeck is the Vice President of Sales & Marketing for Comcast's Beltway Region. Ms. MayBeck joined the Region in 2019 as Vice President of Sales, responsible for executing our go-to-market strategies across all sales channels – Retail, Direct, Indirect and Inbound Sales – while driving a best-in-class customer experience.

G. Relevant Experience

As noted in Section C. 2 Experience, Comcast has decades of experience building broadband networks and has a track record of success with completing projects on or ahead of schedule. Comcast's local employees have constructed and maintained thousands of miles of network infrastructure in West Virginia. Comcast has experience estimating costs, designing, building, and operating systems in rural areas, including recent expansion to unserved areas.

Comcast anticipates completing the project within the program guidelines as stipulated in the Grant Guidelines. However, Comcast does depend on access to utility poles to deploy the broadband infrastructure. Comcast may request an extension if it encounters permitting, pole attachment, or other circumstances beyond its control which may delay the project timeline. Other permitting and supply chain delays not reasonably anticipated by Comcast may also pose a risk to timely completion, however, Comcast's extensive network of engineers, technicians, vendors, and partners provides an edge in ensuring a timely delivery of projects.

Once built, Comcast will continue to own and operate the network and will be responsible for the continuing operational costs of the network. Comcast's significant ongoing network and technology investments enable it to continually deliver innovative and scalable products and services that keep residents and businesses on the cutting edge and enable it to meet evolving community demands.

H. Proof of Insurance as described in Vendor Qualifications

Comcast maintains in full force and effect, at its own cost and expense, insurance coverage for its current operations in Jefferson County under its existing franchise agreement.

I. Fee Schedule and Cost Proposal

Upon completion, the project will provide a broadband network capable of delivering speeds of at least 1Gbps download and 100 Mbps to 2,181 unserved homes and

businesses. As explained above, the existing premises in Comcast service area in Jefferson County will also have access to these speeds.

Comcast has experience estimating costs, designing, building, and operating systems in rural areas, including recent expansion to unserved areas. Comcast's Construction and Design team managed projects that added thousands of miles to Comcast's regional network in 2021-2022. Comcast's construction estimates are determined through a detailed project analysis that includes a desktop survey, an analysis of permitting costs (internal or external), a network impact study to determine necessary hub site preparation and possible infrastructure requirements, and a financial evaluation for overall build costs and likely return-on-investment. The design and construction processes are standard within the telecommunications industry.

Comcast currently serves the more densely populated areas of the County. Comcast will leverage the existing infrastructure to extend its network to the unserved areas of the County by utilizing its existing fiber backbone to extend the network's edge, installing fiber optic cable, digital nodes, and related equipment that will terminate at optical network terminals in the project areas. This network will be highly reliable and scalable, permitting bandwidth potential well beyond foreseeable needs, fast symmetrical speeds, and low latency.

Comcast has existing pole attachment agreements with all the utilities owning poles in the project area. Having deployed thousands of miles of plant in West Virginia, Comcast has extensive experience working with pole owners and their processes in order to obtain the required permits to attach to poles under the terms of these agreements. While other permitting and supply chain delays not reasonably anticipated by Comcast may pose a risk to timely completion, Comcast's extensive network of engineers, technicians, vendors, and partners provides an advantage in ensuring a timely delivery of projects. The scale of Comcast's business also allows it to obtain competitive pricing on materials and equipment and effectively manage large projects.

Comcast estimates that this project will cost \$24,565,179. Use of public funds is appropriate for this project because private, at-risk capital is not likely to be invested by a private provider in this area due to low population density. The GigReady program provides an opportunity to connect unserved locations that otherwise would not have access to broadband.

Comcast proposes to partner with Jefferson County to seek \$17,923,884 under the GigReady program to make broadband available to 1,993 unserved premises as identified by Jefferson County. Comcast also identified an additional 188 Non-Targeted

premises that would not require additional costs to serve. Under this proposed partnership, Comcast brings its vast experience as one of the nation's largest communications provider, as a leader in technological innovation, and in architecting, engineering, and deploying over 750,000 miles of broadband infrastructure across the country. Jefferson County has determined areas of need under this RFP and seeks a private ISP to provide broadband service to those unserved locations. Together, Comcast and the County will work to bring near ubiquitous broadband service to consumers in Jefferson County so that they can enjoy the benefits of broadband service.

Comcast proposal contemplates the following contribution:

Proposed Funding Breakdown	Amount
Gig Ready Subsidy	\$17,923,884
County Investment	\$500,000
Comcast Investment	\$6,141,295
Total Project Cost	\$24,565,179

I.1 Matching Funds

As described above, Comcast intends to invest \$6,141,295, or 25%, in the project. Comcast has the financial capability not only to invest in deploying broadband in the proposed project, but also to continue to make financial investments necessary to maintain, operate and upgrade the network to stay ahead of consumer demand, and develop and deploy new technology. Comcast's significant ongoing network and technology investments enable it to continually deliver innovative and scalable products and services that keep residents and business on the cutting edge and enable it to meet evolving community demands. To demonstrate our financial capacity, Comcast refers to our publicly available financial statements. Comcast is a publicly traded company that files copies of its Form 10-K Annual Reports with the United States Securities and Exchange Commission. These reports serve as proof of financing, but because they are voluminous, Comcast is providing electronic links to the documents. All financial reports can be found at: <https://www.cmcsa.com/financials/annual-reports>.

Attachment A: Non-Collusion Certificate

I HEREBY CERTIFY I am the Regional Senior Vice President
(Title)

and the duly authorized representative of the firm of Comcast Cable Communications, LLC

whose address is One Comcast Center, 32nd Floor, Philadelphia, PA 19103

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or competitive bidding in connection with the Contract for which the within bid or offer is submitted; and that no member of the County Council of Berkeley County, West Virginia, administrative or supervisory personnel or other employees of Berkeley County have any interest in the bidding company except as follows: (complete if applicable)

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.



Signature

12/20/2022
Date

Michael Parker
Printed or Typed Name

Attachment B: Additional Services



Comcast Business Services

Comcast offers a variety of products and services to businesses. High-speed Internet services provide downstream speeds that range up to 1 Gbps and fiber-based speeds that range up to 100 Gbps. Comcast's service offerings for small business locations primarily include high-speed Internet services, as well as voice and video services, that are similar to those provided to residential customers, cloud-based cybersecurity services, wireless backup connectivity, advanced Wi-Fi solutions, video monitoring services and cloud-based services that provide file sharing, online back up and web conferencing, among other features. Comcast also offers Ethernet network services that connect multiple locations and provide higher downstream and upstream speed options to medium-sized customers and larger enterprises, as well as advanced voice services, along with video solutions that serve hotels and other large venues. In addition, Comcast provides cellular backhaul services to mobile network operators to help them manage their network bandwidth. Comcast has expanded its service offerings to include a software-defined networking product for medium-sized and enterprise customers. Larger enterprises may also receive support services related to Wi-Fi networks, router management, network security, business continuity risks and other services. These service offerings are primarily provided to Fortune 1000 companies and other large enterprises with multiple locations both within and outside of Comcast's cable distribution footprint, where Comcast has agreements with other companies to use their networks to provide coverage outside of primary service areas.



Video Services

Comcast also offers a broad variety of video services, primarily through the X1 platform, an IP and cloud-enabled video platform that delivers the simplest, fastest, and most complete way for customers to access all their entertainment on all their screens. Video customers have access to hundreds of channels including programming provided by national broadcast networks, local broadcast stations, and national and regional cable networks, as well as government and public access programming. Comcast's video services also include access to video on demand services and an interactive, on-screen program guide.



VoIP Services

Comcast offers voice services using interconnected Voice over Internet Protocol technology. Service options provided include either unlimited or usage-based local and domestic long-distance calling, as well as options for international calling plans, voicemail, readable voicemail, nuisance call blocking tools and various call features such as caller ID and call waiting. Voice services also include the ability to access and manage voicemail and other account features through an online portal or mobile app.



Xfinity Mobile

Comcast offers wireless services for handsets, tablets and smart watches using mobile virtual network operator rights to provide the services over Verizon's wireless network, including its 5G technology and Comcast's existing network of more than 22.5 million in-home and outdoor Wi-Fi hotspots. Customers may choose to pay for services on an unlimited data plan, shared data plans, or per gigabyte of data used. Customers have the ability to bring their own device or purchase them from us with the option to pay upfront or finance the purchase interest-free over 24 months.



Xfinity Home

Xfinity Home, powered by Xfinity Internet, is one of the fastest growing home security providers in America. Not only does it offer peace of mind with 24/7 professional monitoring with battery and cellular backup, but it also includes smarter home security features like video monitoring and the ability to manage and control an increasing number of third-party smart home devices from a phone, tablet, the Xfinity Home touchscreen, or via the X1 Voice Remote.



Proposal Cover Sheet

Name of Company	Citizens Telecommunications Company of West Virginia
Address of Home Office	401 Merritt 7
City of Home Office	Norwalk
State of Home Office	Connecticut
County of Home Office	Fairfield
Zip Code of Home Office	06851
Phone Number of Home Office	(260) 461-2206
Federal EIN	55-0276420
State EIN	Return filed under parent company, Frontier Communications Parent, Inc. 86-2359749

Contact Name: Allison Ellis, Senior Vice President – Regulatory and Governmental Affairs

Contact Office Phone Number: (240) 353-4702

Contact Cell Phone Number: (240) 353-4702

Contact Email Address: AE4862@ftr.com

Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following the proposal due date and will become part of the contract that is negotiated with the Jefferson County Commission.



GENERAL VENDOR INFORMATION SHEET

Name of parent company	Frontier Communications Parent Inc
Length of time in business	Frontier and its predecessor companies have been providing service in Jefferson County for over a century.
Length of time in business of providing proposed service	Frontier and its affiliates began by offering dial-up Internet services in the 1990's, DSL-based Internet services in the early 2000s and fiber-to-the-premises (FTTP) based broadband Internet service beginning in 2006.
Gross revenue for the prior fiscal year	Frontier Communications Parent Inc ("Frontier") had a total of \$6.41B gross revenue in fiscal year 2021.
Percentage of gross revenue generated by proposed service	Approximately 52% of Frontier's total gross revenue for fiscal year 2021 was generated by broadband related services.
Total number of clients	22,025
Total number of clients in the proposed service area	2,181
Number of public sector clients	3
Number of full-time personnel in:	39
Consulting	0
Sales, marketing, and administrative support	39
Internet fiber-optic technical staff	800
Other (please note relevant staff)	538 (Network Engineering & Network Support)
Where is your headquarters located? Field offices?	The corporate headquarters is located at 401 Merritt 7 Norwalk, CT 06851. Frontier's local technicians report to and work out of West Virginia field offices in Falling Waters, Hedgesville, Inwood, and Martinsburg.
Which office would service this account?	The office in Martinsburg is the managing office for Jefferson County. Frontier's commercial sales representative for the county is located in Harpers Ferry. Frontier has support locations (engineering, operations) throughout West Virginia and residential service centers across the U.S.



<p>Other significant statistics related to creating feasibility projects during the past year</p>	<p>Frontier has a sophisticated model that it has developed over the last 18 months that provides input on a whole host of factors that impact feasibility including existing facilities, terrain, location density, and equipment and labor costs, among other variables. This model supports Frontier's investment and grant application activities. Frontier has successfully deployed FTTP network facilities to more than 1M locations in the past 12 months. Frontier is on pace to pass more than 1M locations in 2022 alone. To date, Frontier has been awarded two broadband grants from the state of West Virginia and has 20 additional filed grants pending decision.</p>
---	---



If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. As an attachment to your proposal, submit full details of all terminations for default experienced by the vendor during the past **five years**, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The Jefferson County Commission will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so in the required attachment



**ATTACHMENT C
NON-COLLUSION CERTIFICATE**

I HEREBY CERTIFY I am the Senior Vice President – Regulatory and Governmental Affairs and the duly authorized representative of the firm of Citizens Telecommunications Company of West Virginia whose address is 401 Merritt 7 Norwalk, CT 06851

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or competitive bidding in connection with the Contract for which the within bid or offer is submitted; and that no member of the County Commission of Jefferson County, West Virginia, administrative or supervisory personnel or other employees of Jefferson County have any interest in the bidding company except as follows: (complete if applicable)

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

Signature

December 20, 2022

Date

Allison M. Ellis, SVP Regulatory Affairs

Printed or Typed Name

RFP RESPONSE
REGARDING PRICE PROPOSALS FOR –
Broadband Expansion for FTTH in Jefferson County, WV

I. COMPANY HISTORY & INTRODUCTION

Frontier Communications Parent Inc (“Frontier”) has been a leading communications provider since 1935, empowering and connecting millions of consumers and businesses—small, medium and enterprise—in 25 states. Frontier is the fourth largest wireline carrier in the US and has placed nearly 150,000 miles of fiber already. The Company’s fiber-optic and copper networks facilitate video, high-speed Internet, advanced voice, and Frontier Secure Digital Protection Solutions.

Frontier is uniquely committed to Building Gigabit America™. We believe in the potential of an inclusive digital society built on sophisticated fiber-optic infrastructure to empower us all, as we advance through the digital age together. In 2021, Frontier committed to adding ten million new fiber-to-the-premises (FTTP) locations in the communities it serves by the end of 2025. Frontier has a proven track record of successful fiber deployment—Frontier built a record 638,000 new fiber locations across its footprint in 2021, a record 351,000 locations in Q3 2022, and reached the halfway point on its ten million location target on December 2, 2022—approximately 113,000 of these new fiber locations are in West Virginia. Frontier is on target to exceed an additional 1M locations in 2022. Our team has a proven ability to execute complex network deployment projects, including FTTP deployments in remote, rural, suburban, urban communities and Tribal lands.

During the first year of the pandemic, Frontier saw an increase in upload traffic greater than the prior five years combined. These numbers proved the importance of at-home broadband and stressed the critical role of resiliency and addressed energy usage as demand continues to rise. As part of our planning efforts, we continue to assess how climate-related issues, world events, and other risks might impact our facilities so we can prepare and support network resiliency. The beliefs we hold as a brand, drive all our actions. We believe in the power of technology to improve lives. We believe in the right of everyone to participate in the digital society. We believe that customers are best served by a talented and diverse workforce. We believe in making ethical decisions for people, our company, and the planet.

Frontier is also committed to meeting the growing and future connectivity and capacity needs of the communities it serves. For example, Frontier was the first provider to introduce residential 2G symmetrical service on February 2, 2022. Frontier has also completed the United States’ first ever trial of 25G Passive Optical Network (PON) broadband technology, which is the technology used to provide blazing-fast broadband to customers over fiber-optic cables. Speeds are 2.5x higher by adding new optics, and since GPON, XGS-PON and 25G PON operate on different wavelengths, they can co-exist on the same fiber, avoiding unnecessary builds. Commercial deployment is planned for later in 2022. This also increases the cost-efficiency of being able to deploy these networks, passing on the savings to the consumer. In addition to the speed and capacity advantages of fiber, the technology supports more reliable voice service and supports access to existing and next generation critical and public safety services, including 911.

II. DEMONSTRATED UNDERSTANDING OF SCOPE OF WORK

A. General

1. Frontier is prepared to assist the County with all aspects of the grant application, including in developing responses to all application criteria and filing the application on the County's behalf, as required/requested. Frontier, collectively with its parent company and affiliates, has extensive experience preparing and filing broadband grant applications across the Country and in West Virginia. The Companies have a dedicated team of grant project subject matter experts with extensive experience in the engineering, operational, financial, administrative, and compliance components of grants. The team was created in 2021 specifically to evaluate and pursue government funding for broadband projects. Since the beginning of 2022, this team has filed nearly 150 broadband grant applications in Indiana, West Virginia (the MBPS program), Illinois, North Carolina, Nebraska, Minnesota, South Carolina, and the national NTIA Middle Mile program.

Frontier's experience with the West Virginia MBPS Program, in particular, will be beneficial in providing the County with assistance in preparing and finalizing a highly competitive application for the State's GigReady Program. Frontier would provide a description of the proposed project, geospatial maps, comprehensive cost estimates and scheduling for the proposed project, and assist in crafting narratives describing the benefits of fiber-to-the-premises broadband services as well as other support required and/or requested by the County.

2. Frontier is prepared to memorialize its Public Private Partnership with Jefferson County through a Term Sheet, Memorandum of Understanding, or other negotiated Agreement/Document. Frontier is open to including the items in such document that are necessary to ensure that there is a common understanding of project scope and the respective obligations of each party, which may include, among other things, the funding contributions of each party, the use and deployment of FTTP technology, identification of targeted locations, and provision of in kind assistance to the project (such as expedited permitting, blanket permitting, low or no cost access to public infrastructure and/or rights of way).
3. Frontier will install fiber from its Jefferson County Central Offices to Fiber Distribution Hubs and from Fiber Distribution Hubs to Fiber Distribution Terminals, leveraging its existing infrastructure/rights of way. Frontier will work with local, county and state representatives, to secure all the permit requirements, including any necessary environmental reviews. Upon completion of this network, Frontier will install individual customer connections as service is requested at specific locations.
4. After the FTTP network is constructed, Frontier's current customer operation group will maintain and operate the network.
5. Frontier is committed to helping qualified low-income households obtain affordable internet services and does so through participation in the Federal Affordable Connectivity Program (ACP). ACP is a non-transferable (from one person to another)

government assistance program that provides a discount on the cost of broadband internet access service to qualified low-income households.

Instructions and forms to apply for the ACP program are available on the USAC website: <https://acpbenefit.org/how-to-apply/>. Once notified of eligibility by USAC, the customer should then call Frontier at 1.844.342.7501 to sign up for one of Frontier’s low-income product offerings. These offerings currently include:

Frontier Essentials 100/100 Mbps	\$0.00 per month (\$29.99 with a \$29.99 ACP credit)
Frontier 500/500 Mbps	\$9.99 per month (\$39.99 with a \$30.00 ACP credit)
Frontier Gig Service	\$29.99 per month (\$59.99 with a \$30.00 ACP credit)

These services are currently available without installation fees, equipment rental fees or surcharges, without data caps, and without any contract requirement. Frontier also participates in the Federal low-income Lifeline program, which offers a monthly discount of up to \$9.95 per household

Frontier proposes to provide its full suite of fiber broadband services, including symmetrical residential and business services with speeds of 500Mbps, 1Gbps and 2Gbps. Current rates for these services start as low as \$44.99 a month with promotional discounts. Additional detail is provided in a separate file labeled, **“Frontier FTTP Service Plans and Rates December 2022.pdf.”**

6. Frontier is willing to contribute approximately 63% of the total funding required. Frontier has sufficient funding for its proposed contribution toward the project cost. As of Frontier’s last public disclosure, it has total liquidity of \$3.3 billion. Frontier’s net leverage ratio for the four quarters ended September 30, 2022 was approximately 3.1X. Frontier has no long-term debt maturities prior to 2027. Frontier is also planning a significant unsubsidized fiber extension adjacent to this grant project, which would allow Frontier to further expand FTTP to approximately 19,143 additional locations. This unsubsidized build will provide significant resource and cost-sharing benefits for grant funded and unsubsidized build. In addition, both the grant funded and unsubsidized build would complement the approximately 1,700 FTTP locations Frontier has already completed in Jefferson County supporting closer to 100% FTTP coverage in the county.

B. Guidelines and Requirements

All guidelines and requirements have been provided, as requested, and any deviation from the specification has been noted, as such.

1. Point of Contact - Diane D. Williams-Stinson, VP
 - i. See III. A. 1.
2. Description of Vendor – Broadband Provided
 - i. See III. A. 2.

3. GigReady Program Familiarity

- i. See II. A. 1.
- ii. See III. E.

Timeline for Achieving Scope of Work

Milestone	Signing Date + # of Days	Start Date	End Date	Definition
Engineering Phase	240	4/1/23	11/27/23	
Environmental assessment	120	4/1/23	7/30/23	FTR to gather information, assess and initiate action as one of the following: <ul style="list-style-type: none"> • Categorical Exclusion (CATEX) • Environmental Assessment (EA) or • Environmental Impact Statement (EIS). Frontier has reviewed the project and revised its projection for the length of the environmental review process based on project specifications. Environmental review could be longer or shorter.
Detailed engineering and permits requested	150	5/1/23	8/29/23	FTR engages transport, broadband and OSP engineering teams to engineer the end to end scope of the project, submit permit applications and initiate circuit lease requests, as needed. Dependent on approved Environmental Plan
Supplier contracting and materials ordering	180	5/31/23	9/28/23	All suppliers and partners are engaged and material purchase orders have been issued
Permits approved	240	7/30/23	11/27/23	OSP jobs are fully permitted
Construction Phase	625	9/28/23	12/16/24	
Fiber placement	550	9/28/23	10/2/24	OSP construction has placed all fiber optic cable
Remote cabinet placement	550	9/28/23	10/2/24	OSP construction has placed all fiber distribution hubs
Fiber splicing & testing	575	10/13/23	10/27/24	OSP construction has spliced and tested each fiber
Electronics installation	625	10/28/23	12/16/24	All transport and broadband electronics are installed and powered
Test and Turn-up Phase	730	11/27/23	3/31/25	

Electronics Test and Production Ready	700	11/27/23	3/1/25	Process circuit orders to connect the fiber optic cables to the transport and broadband equipment, enabling testing to place equipment in production ready status
Offer Service	730	12/27/23	3/31/25	The network is ready to carry traffic, whether it be transport (Middle Mile) or Broadband (Last Mile). Frontier generally opens areas for sale as project phases are completed. Accordingly, the timeline reflects the end date of project completion and all locations open for sale. The likely window for the beginning of sales in each region varies but once construction is completed and the hub is enabled and tested, sales for locations served via that hub can generally begin within 48 hours.

4. High-Level Design and Cost Estimate

i.

High Level Design		
	Subsidy	Frontier Portion
Design/Eng.	37,417.89	63,711.55
Building/Land Permits	10,930.20	18,610.89
Equip/Material Loads	592,655.09	1,009,115.43
Construction	1,524,722.95	2,596,149.88
Total Costs	2,165,726.13	3,687,587.75
	37.00%	63.00%
Number of Customer Locations	2,181	

5. Approach, Methodology, and Timeline for Achieving Scope of Work

- i. See II. A. 1-6.
- ii. Frontier will be utilizing XGS-PON.
- iii. Frontier will install fiber to the premises, paralleling Frontier existing copper.

- iv. Current copper customers will not be interrupted during the fiber-to-the-premises upgrade.
 - v. No additional or required training is necessary for this transition; Frontier Customer Operations are already thoroughly trained for these projects.
6. Experience
- i. See III. C. 3-4.
7. Proposed Services
- i. See II. A. 5.
8. Matching Funds
- i. See II. A. 6.
9. Network Technology
- i. XGS-PON with a 1:32 field centralized split

C. Miscellaneous Items

Frontier acknowledges and shall comply with the statutory/regulatory requirements and terms and conditions of an award and shall adhere to requests/requirements of the County Council, as needed.

III. QUALIFICATIONS & EXPERIENCE

A. Bidder Information

Proposing Firm Name: Citizens Telecommunications Company of West Virginia
Address: 401 Merritt 7, Norwalk, CT 06851
Contact: Di Williams-Stinson, Vice President – Grant Administration
Telephone: (260) 461-2206 landline; (260) 438-7003 cell
Parent Company: Frontier Communications Parent Inc
Address/Contact: 401 Merritt 7, Norwalk, CT 06851

1. Frontier, collectively with its parent company and affiliates, is a leading broadband and communications provider offering gigabit speeds to empower and connect millions of consumers and businesses in 25 states. It is building critical digital infrastructure across the country with its fiber-optic network and cloud-based solutions, enabling connections today and future proofing for tomorrow. Rallied around a single purpose, Building Gigabit America™, the company is focused on supporting a digital society, closing the digital divide, and working toward a more sustainable environment. Frontier is preparing today for a better tomorrow.

B. Bidder Capabilities

As of First Quarter 2022, Frontier's Earnings Results showed \$6.2B in revenue, 2.8M broadband customers, \$2.3B Adjusted EBITDA, \$1.1B Adjusted EBITDA from Fiber, 400,000 Businesses within 250 feet of Frontier fiber, and 23,000 towers within 1 mile of Frontier fiber. As mentioned earlier, Frontier built a record 638,000 new fiber locations in 2021, a record 351,000 locations in Q3 2022—113,000 of which are in West Virginia. On December 2, 2022, Frontier reached five million locations—the halfway mark on its ten million locations goal. Frontier is also on target to exceed an additional 1M locations in 2022. Our team has a proven ability to execute complex network deployment projects, including FTTP deployments in remote, rural, suburban, urban communities and Tribal lands.

C. Firm Principals and Background

Frontier's Executive Management Team has decades of experience as telecommunications industry leaders and is supported by highly knowledgeable and skilled senior leaders and telecommunications professionals. In addition to the specific expertise of its senior leaders and personnel Frontier's experienced Executive Management Team is supported by an internal and external network of telecommunications professionals. The vision for Frontier's Building Gigabit America initiative is being led by John Stratton, its new Executive Chairman, Board of Directors and Nick Jeffrey, Frontier's new President and Chief Executive Officer. Frontier's new Chief Network Officer, Veronica Bloodworth, brings a decade of experience with fiber network infrastructure to the Project and directs a highly skilled engineering organization to design, engineer, and manage Frontier's FTTP infrastructure deployments. This team has a proven ability to execute complex network deployment projects—including FTTP deployments—in remote, rural, suburban, and urban communities, and Tribal lands in all 25 states.

1. Frontier Communications Leadership Team (see file labeled, "**Leadership Team.zip**"):

- **John Stratton, Executive Chairman, Board of Directors**
- **Nick Jeffrey, CEO**
- **Scott Beasley, CFO**
- **Mark Nielsen, EVP (Legal & Regulatory)**
- **Veronica Blood-Worth, EVP (Network)**
- **Vishal Dixit, EVP (Strategy/Wholesale)**
- **Ettienne Brandt, EVP (Commercial)**
- **John Harrobin, EVP (Consumer)**
- **Charlon McIntosh, EVP (Customer Operations)**
- **Alan Gardner, EVP (People)**
- **Erin Kurtz, EVP (Communications)**
- **Melissa Pint, EVP (Digital)**
- **Diane Williams-Stinson, VP (Grant Administration)**

- **Ron Poteete, VP (Engineering)**

2. Principal Staff Members:

- i. **Kole Sanders, SVP (Construction & Engineering)**
 - a. **Matt Clayton, Manager (OSP Engineering)**
 - b. **Christopher Barker, Sr. Manager (Construction)**
 - i. **Steven “Colt” Kesecker, Local Manager (OSP Construction)**
- ii. **Gregory Stephens, SVP (Operations)**
 - a. **John Tipton, Director (Operations)**

3. Specialized Experience and Technical Competence During Past Three (3) Years

- i. Frontier has extensive organizational experience in successfully participating in federal and state funding initiatives in all 25 of the states it serves to expand and provide broadband service to unserved and underserved communities. For example, Frontier was a recipient of federal funds under the Connect America Fund Phase II grant program to deploy 10Mbps/1Mbps internet service to over 706,000 rural locations throughout its footprint, in accordance with the program’s buildout timing requirements. More recently, Frontier participated in the FCC’s RDOF reverse auction and was awarded funding (for areas other than the project area) that will enable it to bring FTTP and gigabit broadband service to 127,000 high-cost locations across eight states, including 79,391 in West Virginia.
- ii. Frontier has also successfully participated in numerous state grant programs, including programs in California, Indiana, Minnesota, Nebraska, New York, North Carolina, Ohio, Pennsylvania, West Virginia, and Wisconsin. Projects associated with several of these grant awards are already underway, and in some cases—such as CA, NE, and NY—have already been completed. Those completed within just the last 3 years include:

State	Grant Name	Date Awarded	Date Completed	Budget	Actuals
CA	Weimar	9/18/2019	12/24/2020	\$327,194	\$303,895
NE	Edison	4/2/2019	12/15/2020	\$557,385	\$545,260
NE	Wilsonville	3/19/2019	12/2/2020	\$663,193	\$605,267
NE	Duncan	3/19/2019	10/28/2020	\$261,783	\$220,831
NE	Heartland	4/2/2019	8/11/2020	\$842,259	\$805,261
NY	North Creek	9/26/2016	4/30/2020	\$397,880	\$575,081
NY	Greene	9/26/2016	12/31/2020	\$246,380	\$255,235
CA	Desert Shores	7/19/2018	3/31/2020	\$1,478,901	\$1,365,516
CA	Colfax	9/18/2019	3/31/2020	\$211,000	\$184,390
CA	Lytle Creek	7/17/2018	3/15/2020	\$1,823,606	\$1,705,572

- iii. Based on past success in grant-supported fiber deployment, Frontier has

developed a comprehensive and tested project management approach that includes key milestones, budget tracking and the ability to leverage internal expertise, operational synergies, and economies of scale which enable sound project execution. Our approach includes project representatives from all functions involved (e.g., Engineering, Construction, Marketing, etc.), providing clear line of sight to project progress, supporting cost-effective full completion of grant-funded projects. Frontier will draw upon its vast experience in planning, engineering, constructing, provisioning and operating FTTP networks that provide symmetrical gigabit service to residential and commercial customers. This expertise is critical to overall project success. It also identifies and mitigates any potential project issues, promptly responding to unexpected events and contingencies, and timely implementing plan revisions, when needed. The project and the on-going provision of gigabit broadband service will also rely on Frontier’s existing capabilities for installing and providing service to end users, further supplementing the cost efficiency of the project.

- iv. Further, over the past year, Frontier and its affiliates have refined and optimized engineering and deployment processes in order to accelerate FTTP expansion. Results to date demonstrate that these efforts are bearing fruit. The Frontier companies completed fiber network construction projects to pass a total of 638,000 new customer locations during the 2021 calendar year and have already passed an additional 843,000 locations by the end of Q3 2022 putting Frontier on track to exceed a total of more than one million additional locations by the end of the year. Frontier will continue to pursue FTTP expansion wherever feasible, and government funding for projects will make fiber services available in locations that would likely be bypassed without such investment.

4. Details of relevant and recently completed projects and organizations that Frontier has provided similar services to during the past five (5) years, including business name, contact person, address, email address, and phone number:

State	Project	Description	Project Start	Project Complete	Client Contact	Client TN #
CA	Desert Shores	The Desert Shores Project deployed fiber-to-the-home (“FTTH”) facilities to provide broadband Internet service to 883 locations of Desert Shores and Salton Sea Beach in Imperial County. The Desert Shores Project fiber optic network enabled access to gigabit-capable Internet service. The project enabled Internet speeds of up to 2 Gbps symmetrical	7/19/2018	3/31/2020	Selena Huang	(415) 703-5247
CA	Smith River	The Smith River Project deployed last-mile fiber-to-the-premise (FTTP) technology to 63 unserved households in Smith River of Del Norte County. The project enabled Internet speeds of up to 2 Gbps symmetrical.	5/12/2022	9/23/2022	Connie Stewart	(707) 845-9535

CA	Lytle Creek	The Lytle Creek Project includes deployment of middle-mile fiber and last-mile fiber-to-the-home (FTTH) facilities to 339 locations in Lytle Creek of San Bernardino County. The project enabled Internet speeds of up to 2 Gbps symmetrical.	7/17/2018	3/15/2020	Selena Huang	(415) 703-5247
CT	North Haven	The North Haven project deployed fiber-to-the-home ("FTTH") facilities to 6,602 locations to date. Frontier opened for sale to these locations starting March 31, 2022. There are an additional 109 locations targeting turn up in 2023. Customers are able to order speeds up to 2G symmetrical.	9/1/2021	Residual in 2023	Mike Freda	(203) 239-5321
CT	Wethersfield	The Wethersfield project deployed fiber-to-the-home ("FTTH") facilities to 9,805 locations to date. Frontier opened for sale to these locations starting February 9, 2022. There are an additional 155 locations targeting turn up in 2023. Customers are able to order speeds up to 2G symmetrical.	7/1/2021	Residual in 2023	Mike Rell	(860) 202-0884
MN	Apple Valley	The Apple Valley project deployed fiber-to-the-home ("FTTH") facilities to 10,207 locations over a two year period. Customers are able to order speeds up to 2G symmetrical.	8/1/2020	6/21/2021	Mary Hamann-Roland	(952) 237-0001
NY	AB881 / Eagle Bay, Fort Plain, Gilbertsville, Glen, Gloversville, Lenardsville, Morris, Mount Upton, Remsen & St. Johnsville	The AB881 Project deployed fiber-to-the-home ("FTTH") facilities to provide broadband Internet service to the unserved communities through the use of GPON technology. The project expanded broadband services to 2,292 locations associated with 338 census blocks in Madison, Fulton, Herkimer, Montgomery, Oneida, Otsego, and Chenango Counties in the Central NY, Mohawk Valley, and Southern Tier Region. GPON Access equipment was also installed in ten central offices to aggregate last mile fiber connectivity to the customers. Packet optical ROADM nodes was also installed in the ten central offices to expand the existing ROADM network for transport to the Core Router. Customers are able to order speeds up to 1G symmetrical.	6/1/2017	10/19/2022	Robert Johnson	(212) 803-3201

NY	AB882 / Ausable Forks, Blue Mountain Lake, Indian Lake, Keeseville, Lake Pleasant, Newcomb, Raquette Lake & Wilmington	The AB882 Project deployed fiber-to-the-home ("FTTH") facilities to provide broadband Internet service to the unserved communities through the use of GPON technology. The project expanded broadband services to 4,781 locations associated with 319 census blocks in expand broadband services to Clinton, Essex, and Hamilton Counties in the North Country Region. GPON Access equipment was also installed in eight central offices to aggregate last mile fiber connectivity to the customers. Packet optical ROADM nodes was also installed in the eight central offices to expand the existing ROADM network for transport to the Core Router. Customers are able to order speeds up to 1G symetrical.	6/1/2017	10/19/2022	Robert Johnson	(212) 803-3201
NY	AC807 / Chenango Bridge, Downsville, Franklin, Greene, Guilford, Hawleyton, Norwich, Oxford, Wayne & Whitney Point	The AC807 Project deployed fiber-to-the-home ("FTTH") facilities to provide broadband Internet service to the unserved communities through the use of GPON technology. The project expanded broadband services to 1,646 locations associated with 243 census blocks in expand broadband services to Broome, Chenango, Delaware, Schuyler and Yates Counties in the Southern Tier and Finger Lakes Regions. GPON Access equipment was also installed in ten central offices to aggregate last mile fiber connectivity to the customers. Packet optical ROADM nodes was also installed in the ten central offices to expand the existing ROADM network for transport to the Core Router. Customers are able to order speeds up to 1G symetrical.	1/10/2019	10/19/2022	Robert Johnson	(212) 803-3201

D. Miscellaneous Requirements

Aside from explicitly stating herein that Frontier only employs US Citizens and/or legal immigrants, Frontier is capable and shall deliver on fulfilling the requirement that a selected bidder certify it is employing only US Citizens or those persons legally permitted to work in the United States.

E. Conclusions, Remarks, and/or Supplemental Information

As shared above, Frontier intends to build FTTP in and around the Eastern Panhandle region, including in parts of Jefferson County. However, Frontier is not able to fund all locations independently. In addition, at present, construction would likely not take place in the near term. If Frontier, in partnership with Jefferson County, is awarded a grant from the West Virginia GigReady program, it would not only facilitate the nearer term deployment of FTTP service to the 2,181 locations identified in response to this request for proposal, but also would enable Frontier to expedite building to surrounding locations and further extension of FTTP deployment in the County.

IV. PRICE PROPOSAL

1. Frontier has completed and included the Price Proposal (Attachment B) in its entirety. Frontier acknowledges Jefferson County is tax-exempt and has provided a price proposal according to the proposed project and guidelines.
2. A fully executed Non-Collusion Certificate (Attachment C) is included.
3. See attached file labeled, **“WV Proof of Business License for FTR WV.pdf”**
4. Frontier only employs US Citizens and/or legal immigrants permitted to work in the United States. (See Section III. D.)
5. If selected, Frontier shall provide evidence, as required of successful bidders, of professional liability insurance coverage in the amount of one million (\$1,000,000) dollars, with a minimum coverage of one million (\$1,000,000) dollars per occurrence and one million (\$1,000,000) dollars aggregate and shall include coverage for errors, omissions and negligent acts, prior to the execution of a contract with Jefferson County.
6. See Section III. E.

V. TERM OF CONTRACT

- A. Frontier understands the contract will commence upon acceptance of the bid by the Jefferson County Commission.
- B. It is understood that if Frontier subsequently fails to comply with the specifications, it will be given thirty (30) calendar days' notice to render satisfactory service. If at the expiration of such thirty (30) calendar days' notice, the unsatisfactory conditions have not been corrected, the County Commission reserves the right to terminate the contract.

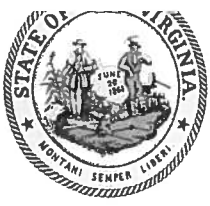


Unified Business Identifier:UD000121433001

For filing with the West Virginia Secretary of State
a Business for West Virginia Partner
tel: (304) 558-8000

Business Legal Name	FRONTIER WEST VIRGINIA INC.
WV Effective Date	05/11/1916
Charter Type	Domestic
Class	For Profit
Organization Type	Corporation
Home State	WV
Business Purpose	5171
Business Purpose Description	Wired Telecommunications Carriers
Business Purpose County	Not Known
Principal Office	401 MERRITT 7 NORWALK , CT 06851
Mailing Address	401 MERRITT 7 NORWALK , CT 06851
Local Office	1500 MACCORKLE AVE S.E. CHARLESTON , WV 25396
Agent of Process	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON , WV 25302
President Information	NICHOLAS JEFFERY 401 MERRITT 7 NORWALK , CT 06851
Vice President Information	GEORGE MCARTHUR 401 MERRITT 7 NORWALK , CT 06851
Secretary Information	ANNE MEYER 401 MERRITT 7 NORWALK , CT 06851
Director Information	NICHOLAS JEFFERY 401 MERRITT 7 NORWALK , CT 06851
WV County	Out of State
Company Email	VANI.MOHANRAJ@FTR.COM
Number of West Virginia resident employees	652
Filing Date	07/01/2022
Total Number of Employees	652
Company Website Address	
Are you a scrap metal dealer or recycler?	No
Is your company currently Exporting?	No
Market 1 Description:	
Market 2 Description:	
Market 3 Description:	
Would you be interested in learning about resources to help you sell your products and services overseas?	No
Is this a minority owned business?	Decline to Answer
Is this a woman owned business?	Decline to Answer

RETAIN A COPY FOR YOUR RECORDS



Unified Business Identifier:UD000121433001

For filing with the West Virginia Secretary of State
a Business for West Virginia Partner
tel: (304) 558-8000

Do you own or operate more than one business in West Virginia? N/A

Number of businesses

Number of counties

Does your organization employ individual(s) who currently serve or someone who has served as a member of the United States Armed Forces? Decline to Answer

How many

Does the owner of the organization currently serve or has served as a member of the United States Armed Forces? Decline to Answer

Would you like to be contacted by a WWSBDC business coach? No

I certify the information provided is true. I further certify that I am an officer or individual holding a power-of-attorney and am duly authorized to file this report on behalf of the corporation, as required by the West Virginia Code. I agree that the electronic entry of my name below represents my signature and authorization for this filing.

George McArthur

Authorized By

OFFICER

Capacity

Citizens Telecommunications Company of West Virginia
 December 2022
Current Standard Fiber-to-the-Premises Broadband Service Pricing
 (Rates and Terms Subject to Change)

<u>Service Tier</u>	<u>Bitrate #</u> (down/up)	<u>Latency</u>	<u>One Time Charge</u>	<u>Current Monthly Charges*</u>	<u>Year-1 Monthly Discount**</u>	<u>Autopay/Paperless Discount</u>	<u>Current Promotional Discounts</u> (for information purposes only - subject to change)		
							<u>Total Discounted Monthly Rate for Yr-1</u>	<u>Total Discounted Monthly Rate for Yr-2 and Beyond**</u> (not subject to price guarantee)	<u>Total Discounted Monthly Rate for Yr-1 and Beyond**</u> (not subject to price guarantee)
Residential 500/500	500/500Mbps	20ms	\$0.00	\$64.99	\$15.00	\$5.00	\$44.99	\$59.99	\$59.99
Residential 1G	940/880Mbps	20ms	\$0.00	\$89.99	\$15.00	\$5.00	\$69.99	\$69.99	\$69.99
Residential 2G	2000/2000Mbps	20ms	\$0.00	\$154.99	n/a	\$5.00	\$149.99	\$149.99	\$149.99
Business 500/500	500/500Mbps	20ms	\$0.00	\$54.99	n/a	\$5.00	\$49.99	\$49.99	\$49.99
Business 1G	940/880Mbps	20ms	\$0.00	\$89.99	n/a	\$5.00	\$84.99	\$84.99	\$84.99
Business 2G	2000/2000Mbps	20ms	\$0.00	\$154.99	n/a	\$5.00	\$149.99	\$149.99	\$149.99

*Currently no equipment/router rental fees.
 Currently no installation charge & no surcharges.
 Currently no contracts required.
 Currently no data caps.*

bandwidth available for customer use
 * residential 500/500 & 2G services include a 1-year price guarantee, and 1G service includes a 3-year price guarantee; business services include a 2-year price guarantee.
 ** residential \$10 monthly discount is currently extended indefinitely beyond the initial first year.

Proposal Cover Sheet

Name of Company	All Points Broadband
Address of Home Office	1021 E Cary Street, Suite 1150, Richmond VA
City of Home Office	Richmond
State of Home Office	Virginia
County of Home Office	City of Richmond
Zip Code of Home Office	23219
Phone Number of Home Office	703-554-6600
Federal EIN	92-1353151
State EIN	92-1353151

Contact Name:

Tom Innes

Contact Office Phone Number:

703-554-6616

Contact Cell Phone Number:

703-479-0323

Contact Email Address:

Tinnes@allpointsbroadband.com

"Proposal and cost schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following the proposal due date and will become part of the contract that is negotiated with the Jefferson County Commission.

General Vendor Information Sheet

Name of parent company	All Points Broadband
Length of time in business	8 years
Length of time in business of providing proposed service	8 years
Gross revenue for the prior fiscal year	Privately held
Percentage of gross revenue generated by proposed	Less than 1%
Total number of clients	Privately held
Total number of clients in the proposed service area	N/A
Number of public sector clients	27
Number of full-time personnel in:	
Consulting	0
Sales, marketing, and administrative support	25
Internet fiber-optic technical staff	50
Other (please note relevant staff)	25
Where is your headquarters located? Field offices?	Headquartered in Richmond, VA with numerous field offices in VA/KY
Which office would service this account?	A new field office in Jefferson County would service the region
Other significant statistics related to creating feasibility projects during the past year	In the past two years, All Points Broadband has been awarded approximately \$300M in local, state, and federal funding to close the digital divide in our partner counties.

If the vendor has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. As an attachment to your proposal, submit full details of all terminations for default experienced by the vendor during the past **five years**, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The Jefferson County Commission will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so in the required attachment.



December 16, 2022

Proposal for Broadband Implementation
John Nissel
Jefferson County Administrator
124 East Washington Street
Charles Town, WV 25414

Mr. Nissel,

On behalf of APB Partners Jefferson, LLC and its affiliates (“All Points”) I am pleased to respond to this RFP concerning Broadband Expansion. All Points and our equity sponsor, Searchlight Capital Partners, L.P. (“Searchlight”) appreciate the opportunity to work with Jefferson County (“the County”) to develop, build and operate a state-of-the-art, fiber-to-the-home broadband (“FTTH”) network that will provide connectivity to locations in the County unserved by incumbent broadband providers today.

All Points is the largest and fastest growing rural-facing Internet service provider in the mid-Atlantic and has received approximately \$300 million in grant funding since 2020 to close the digital divide in our partner counties. Searchlight is a private investment firm with over \$9 billion of assets under management with extensive expertise investing in the global telecommunications and media sectors and has been the most active investor in FTTH in the United States over the past two years. All Points designs, builds and operates networks that extend FTTH to all of the unserved locations in our partner localities. To date, 27 counties in Virginia and Kentucky have selected All Points Broadband as their broadband deployment partner and of the 19 counties who have gone through a grant cycle, all 19 have achieved fully funded, universal FTTH projects.

All Points can fully meet the requirements of the RFP and would both close the County’s digital divide while introducing competition into the market. All Points’ forthcoming deployments in adjacent Virginia Counties would result in cost synergies and an accelerated deployment timeline for the County. All Points offers a turn-key solution to deliver a universal, FTTH network and welcomes the opportunity of growing our regional network. Thank you for your interest in partnering.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Carr", is positioned above the printed name of the sender.

James G. Carr
Chief Executive Officer
All Points Broadband

About All Points Broadband

All Points is the largest and fastest growing rural-facing Internet service provider in the mid-Atlantic and a four-time honoree (in 2018-2021) on the *Inc. 5000* list of America's fastest growing privately held companies. Founded in 2014, All Points empowers communities by bringing utility grade broadband to underserved markets. All Points presently offers both FTTH and fixed wireless broadband service in several markets in Virginia, Kentucky, and Maryland.

All Points currently has established partnerships with twenty-two Virginia counties, five Kentucky Counties, and five electric utilities. Each of these partnerships will result in FTTH broadband to all of the unserved locations in each partnering county. All Points is the largest recipient of Virginia's state broadband grant program, the Virginia Telecommunication Initiative ("VATI"), and is leading the largest regional public-private partnership for FTTH broadband deployment in Virginia history with an eight county project in the Shenandoah Valley. This project includes Loudoun and Clarke Counties, which border Jefferson County. In total, All Points has been awarded over \$300 million in federal, state, and local funding for projects in our partner jurisdictions. Along with approximately \$100 million in co-investment from electric utility partners, and \$200 million of its own capital investments, All Points is currently building over 4,500 miles of FTTH broadband and connecting over 100,000 unserved locations that have been deemed unprofitable by incumbent broadband providers.

All Points is headquartered in Richmond, VA with several regional offices throughout our service territory. We would acquire additional facilities in Jefferson County to support the network construction and operation. Each facility is staffed with an operations manager, field technicians, customer service representatives, and crews to maintain the fiber-optic network and construct new installation lines. All Points and our management team are respected and engaged industry leaders, with significant experience in matters of public policy and public-private partnerships. Our unparalleled track record of delivering large-scale, whole-of-jurisdiction FTTH networks to unserved areas make All Points an ideal fit for the scope of work requested by the County.

About Searchlight

Searchlight is a private investment firm with over \$9 billion of assets under management with extensive expertise investing in the global telecommunications and media sectors. Over the last two years, Searchlight has been the most active investor in FTTH in the United States. In addition to All Points, Searchlight has recently made significant investments in Consolidated Communications, Zply Fiber and Electric Lightwave. Searchlight has built a familiarity with broadband markets and the associated competitive dynamics in the broader United States. Searchlight's leadership, both through their time at Searchlight and at previous investment firms, have also acquired multiple decades of experience investing specifically in fiber-based broadband businesses in the U.S. and globally, which has made it a core competency and strategic focus for the firm. Searchlight's partnership with All Points will provide the capital and other dedicated resources to continue and accelerate the company's successful track record of leveraging public-private partnerships to deliver FTTH in unserved and underserved areas. Today Searchlight is the fourth largest builder of FTTH in the United States.

Key Members of the All Points/Searchlight Team

Jimmy Carr, Chief Executive Officer

Jimmy Carr is the chief executive officer of All Points Broadband, responsible for All Points' strategic direction of doing well by doing good through bridging the digital divide. His primary focus is expanding the company's portfolio of public-private partnerships and electric utility partnerships to provide fiber-optic broadband access to currently unserved areas.

Jimmy founded All Points to bring state-of-the-art connectivity to underserved communities in Virginia, Kentucky and throughout the mid-Atlantic after growing a successful rural-focused internet service provider in another market. He represents the rural broadband industry on the Virginia Broadband Advisory Council and has testified before the U.S. Senate and Virginia General Assembly as an expert on rural broadband deployment.

Before joining the telecommunications industry, Jimmy was an associate with the law firm of Sullivan & Cromwell LLP. He also served as Virginia's Assistant Secretary of Transportation in two administrations, directing legislative and regulatory affairs for six agencies with an annual budget in excess of \$4 billion.

Jimmy earned a law degree and an MBA at the University of Virginia, where he was the managing editor of the Virginia Law Review, president of the JD/MBA society and inducted into the Raven Society. He lives with his wife and three children in Richmond, Va.

Tom Whitaker, Chief Operating Officer

Tom is an experienced telecom industry leader with 37 years of experience building and operating wired and wireless communications networks. He has been a leader in startup companies and established service operators like Shentel. Tom's focus as a manager is to successfully support and elevate his team and share in the enjoyment of our success. With that ethos, he has been successful building and operating great broadband networks throughout his career.

Continuous improvement is an important core value for all leaders. Tom is passionate about leadership best practices and helping young leaders understand the attributes of top-level leadership. Tom served on the Board of Directors at the National Cable Television Cooperative (NCTC). He attended and completed the SCTE Leadership Program at the Tuck School of Business at Dartmouth College in 2011 as well as the Change Management Certification Program at Cornell University. In the spring of 2020, Tom completed his graduate degree in Leadership from the University of Virginia. Tom earned his B.A.Sc from West Virginia Wesleyan College.

Sean Flora, Director of Fiber Construction

Sean Flora is All Points' Director of Fiber Construction, overseeing the Company's OSP engineering and construction activities. Sean and his team are responsible for delivering best-in-class, fiber-to-the-home networks to All Points' partners and customers.

Prior to joining All Points, Sean spent 19 years at Cincinnati Bell in roles of increasing responsibility, including Senior Manager of OSP Construction and Contracts and Senior Manager

of OSP Engineering. Sean was instrumental in Cincinnati Bell's FTTH deployments in multiple states. Sean has been recognized as an ICT Visionary by ISE Magazine. He has served on the Fiber Broadband Association's Technology Committee, as well as the Education Subcommittee for the past 5 years. Sean holds a B.A. in Communications from Northern Kentucky University.

Chuck Hogg, Senior Vice President for FTTH Deployments - Jefferson County Project Lead

Chuck is All Points' SVP for Fiber to the Home deployments and technical lead for All Points' groundbreaking partnerships with electric utilities. Prior to joining All Points, Chuck co-founded and spent 13 years growing Shelby Broadband, a highly successful, rural-focused ISP acquired by All Points in 2018. Chuck is a recognized industry leader and pioneer in the conversion of fixed wireless networks to FTTH, having served on the Board of the Wireless Internet Service Providers Association for 10 years. Chuck's career has included owning and partnering in various internet and technology companies, including Shelby Broadband, QuickLink Wireless, VIA Studio, FatHosting, AC Ventures, and Avolutia Ads. Chuck earned his BSBA in Information Systems from Xavier University.

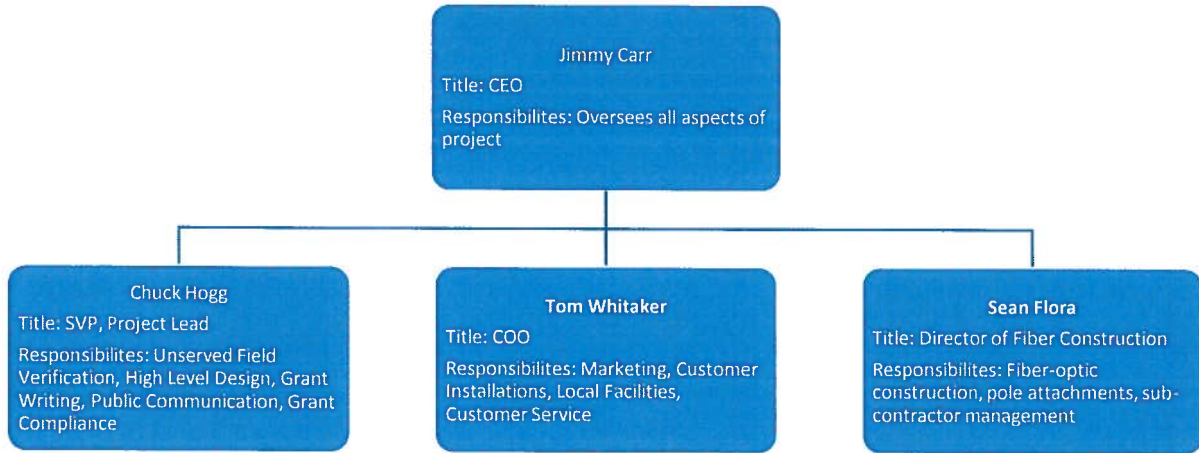
Darren Glatt, Director and Operating Partner

Mr. Glatt is a Partner and Co-Head of Infrastructure Investing at Searchlight Capital Partners, overseeing the firm's efforts in the Technology, Media and Telecommunications ("TMT") sectors. Mr. Glatt is actively engaged in All Points' public-private partnerships. Prior to joining Searchlight in 2013, Mr. Glatt worked as a Partner in the Private Equity Group at Apollo Management, L.P., where he focused on both equity and credit investing in a range of industries that included TMT, Consumer, Leisure and Shipping, among others. Mr. Glatt also held positions at Apax Partners and The Cypress Group. He started his career at Bear Stearns in 1998 in New York. Mr. Glatt is currently a member of the Boards of Bezeq and B Communications Ltd., and formerly a member of the Boards of Charter Communications, Rackspace, Ocean Outdoor, PatientPoint, MediaMath, 160over90, PlayPower, Veritable Maritime and Core Media. Mr. Glatt received a BS from The George Washington University and an MBA from Harvard Business School.

Ajit Pai, Director and Operating Partner

Ajit Pai is a Partner at Searchlight Capital Partners who focuses on the firm's broadband and digital infrastructure efforts and is one of Searchlight's representatives on All Points' Board of Directors. Ajit served as Chairman of the Federal Communication Commission (FCC) from January 2017 until January 2021. During Pai's tenure at the FCC as both Commissioner and Chairman from 2012-2021, he implemented major initiatives to help close the digital divide including the Connect America Fund and the Rural Digital Opportunity Fund; advance U.S. leadership in 5G, Open Radio Access Networks, Wi-Fi 6, and other wireless technologies; promote innovation; protect consumers, public safety, and national security; and make the agency itself more open, transparent, and data-driven. Earlier in his career, he served in various positions of increasing responsibility at the FCC, the U.S. Department of Justice, and the U.S. Senate. Before becoming a Commissioner at the FCC, he worked as a Partner at the law firm of Jenner & Block and served as in-house counsel at Verizon. Mr. Pai graduated with honors from Harvard University in 1994 and from the University of Chicago Law School in 1997.

Project Organization Chart



Project Summary

As the County’s dedicated broadband partner, All Points will (i) design a FTTH network to connect all eligible locations, (ii) prepare and submit applications, in coordination with the County, for applicable state and federal broadband grant programs (“Public Support Mechanisms”) as necessary, and (iii) design, build, operate, maintain, and grow a FTTH broadband network.

All Points proposes to be the County’s turn-key partner and single point of accountability for managing a comprehensive process to bring universal broadband to each of the County’s remaining unserved locations. If selected, the County and All Points would enter into a Broadband Partnership Agreement (“BPA”), a sample of which has been enclosed in this response, setting forth the terms by which All Points would deploy broadband where necessary in support of the project.

All Points is uniquely positioned to partner with the County to develop and deploy a last-mile FTTH network for the County’s unserved locations. All Points Broadband is the selected broadband deployment partner for several nearby Virginia Counties, including Frederick, Clarke, and Loudoun Counties and would leverage these existing deployments to the County’s benefit. These benefits include reduced construction costs and accelerated deployment timeline compared with a deployment without adjacent projects.

All Points will engage with electric utilities and other middle-mile broadband providers to explore mutually beneficial routes to help All Points deliver last-mile FTTH service. These scoping activities will culminate in the development of a high-level design for a comprehensive FTTH network that will deliver broadband access to the unserved locations of the County.

All Points will then use the high-level design to begin applying, in coordination with the County, for Public Support Mechanisms that will reduce the cost of deploying the network or speed deployment. All Points will be responsible for identifying relevant Public Support Mechanisms

and for preparing all required application materials. All Points will coordinate with the County during this period and any applications that require local participation will be presented to the County for review and prior approval before submission.

The initial Public Support Mechanism that All Points plans to pursue in coordination with the County is the GigReady Incentive Program. Having already completed the GigReady planning phase, the County is primed to enter the program’s implementation phase once it selects a broadband deployment partner. The program is funded primarily through the Capital Projects Fund (“CPF”), a program which All Points has already received \$29 million. All Points is familiar with the program’s requirements and experienced in fulfilling them.

All Points has thoroughly reviewed the GigReady program procedures, particularly the evaluation criteria, and feels confident at the prospect of quickly crafting a competitive application and receiving funding support. This is mainly due to the scoring criteria sharing similarities with Virginia’s broadband grant program. All Points is both the most cost-effective bidding partner and largest recipient of the program and has received approximately \$185 million in VATI funding since 2020. All Points had the highest scoring VATI application in both the FY20 and FY21 grant rounds and has enjoyed a 100% success rate on all FTTH VATI applications it has submitted. Below is a summary of All Points’ success in the FY22 VATI grant round. If selected by the County, All Points would follow this successful blueprint to immediately develop a competitive application for the GigReady Program.

FY22 VATI Awards Summary	
Total Program Budget	\$722M
Total Program Requests	\$943M
Total Funding Awarded to APB	\$175M
Average Score of APB’s Applications	255.4
Average Score of Awarded Applications	241.5
Average Score of All Applications	201.5

When a Public Support Mechanism is successfully secured for our deployment in Jefferson County, All Points will commence low-level design and develop detailed construction plans and specifications for the network.

As low-level design is underway, All Points will make all required applications to secure approval to attach All Points’ fiber optic infrastructure to any existing utility poles where the low-level design calls for placement of fiber. Once utility pole attachment approvals for the project are obtained, All Points will commence construction of the network to serve all the locations as obligated in the successful Public Support Mechanism award. Depending on final network design, the construction process for the Jefferson County Network is anticipated to take 18 months, with initial customer installations commencing after approximately 6 months of construction. All Points

will independently manage the construction process and the County will not be required to be a party to any agreements related to All Points' construction activities.

Network Architecture

All Points intends to deploy a network that will scale to meet broadband consumption demands over the coming decades, using XGS-PON FTTH technology. XGS-PON FTTH technology can deploy industry-leading speeds of dedicated, synchronous 10 Gbps or 10,000/10,000 Mbps. While no household can utilize such bandwidth today, All Points designs networks that will scale not for years, but for decades. The network has been designed to be scalable and expandable to meet future needs as new locations are built within the project area, the network organically grows, and as end user demands require higher bandwidth connections.

Fiber distribution infrastructure materials for the project will be sourced from AFL Telecommunications ("AFL"). The project will use cables of various strand counts, generally ranging from 24 to 288 strands, depending on the specific network segment. AFL, All Points' primary supplier of fiber optic cables, connectors, terminals, and related hardware, has allocated committed manufacturing capacity to support All Points' materials requirements and specific schedule for the Jefferson County project, as indicated in the accompanying letter of support.

All customer premises equipment, including optical network terminals and Wi-Fi internet access gateways, will be from the Calix ecosystem of products. All network optonics will use the XGS-PON architecture, which is capable of delivering 10 gigabit, symmetric service, to all end users. Calix has committed manufacturing capacity to All Points' requirements for the Jefferson County project, as indicated in the accompanying letter of support.

Service Offerings

The Jefferson County last-mile FTTH network is planned to offer four speed tiers: 25/3 Mbps, 50/50 Mbps, 100/100 Mbps, and 1/1 Gbps, with no data caps. The intended monthly pricing for these plans is \$29.99, \$59.99, \$79.99, and \$109.99, respectively, with a flat \$5 service fee to cover applicable taxes and FCC fees imposed on service providers. All Points participates in the FCC's Affordable Connectivity Program (ACP) which provides a \$30/month discount to any location that qualifies for the program and the 25/3 Mbps plan would be fully subsidized for participating ACP households. All Points aggressively promotes ACP and will apply the discount to eligible customers on their behalf.

APB Proposed Service Offerings

Speed (Mbps)	Undiscounted Monthly Pricing	ACP Monthly Pricing
25/3	\$29.99	\$0.00
50/50	\$59.99	\$29.99
100/100	\$79.99	\$49.99
1,000/1,000	\$109.99	\$79.99

The Standard Installation fee for service will be \$199.95 and includes all necessary equipment for the service to work in the home and includes construction of the service drop to within 500 feet of the nearest access point. The Standard Installation fee would be reduced during initial deployment and during occasional promotional periods. All Points' Standard Installation drop length is roughly double the length offered by most incumbent broadband providers. Depending on the objectives of the County, this fee may potentially be subsidized or included in grant support requests in order to provide free installations to subscribers within the first year of available service.

Without subsidy, additional footage beyond the standard drop length is charged at a transparent rate of All Points real costs plus 10%, which is updated quarterly and is currently \$1.25 per foot. Again, All Points' pricing transparency for long drops beyond the standard drop length differ from most incumbent broadband providers, who often provide exorbitant quotes for long drop service with little to no reasoning. All Points customers will also have the ability to subscribe to VOIP phone service with multiple calling features and local and continental US long distance calls included for an additional \$19.99 per month.

Existing broadband connections to government facilities that can be replaced by this APB network will be priced at equal or better than existing service level. Business service levels would begin at \$199 per month for 200/200 Mbps. Enterprise-grade VoIP services would be designed and installed on a custom basis. All Points will also be ready to accommodate businesses and other anchor institutions requiring higher bandwidth.

Financing

All Points is the largest and fastest growing rural-focused Internet service provider in the mid-Atlantic and a four-time honoree (2018, 2019, 2020, and 2021) on the *Inc. 5000* list of America's fastest growing privately held companies. A critical factor to All Points' success is substantial and meaningful private investments in each project. Across the FTTH projects in our 19 grant-funded partner counties, All Points' is investing well in excess of \$200 million in private capital.

All Points' lead equity sponsor is Searchlight Capital Partners, a private investment firm with over \$9 billion of assets under management with extensive expertise investing in the global

telecommunications and media sectors. Over the last two years, Searchlight has been the most active investor in rural FTTH in the United States and through its various portfolio companies, is the fourth largest builder of FTTH in the United States. In addition to All Points, Searchlight has recently made significant investments in Consolidated Communications, Ziply Fiber and Electric Lightwave.

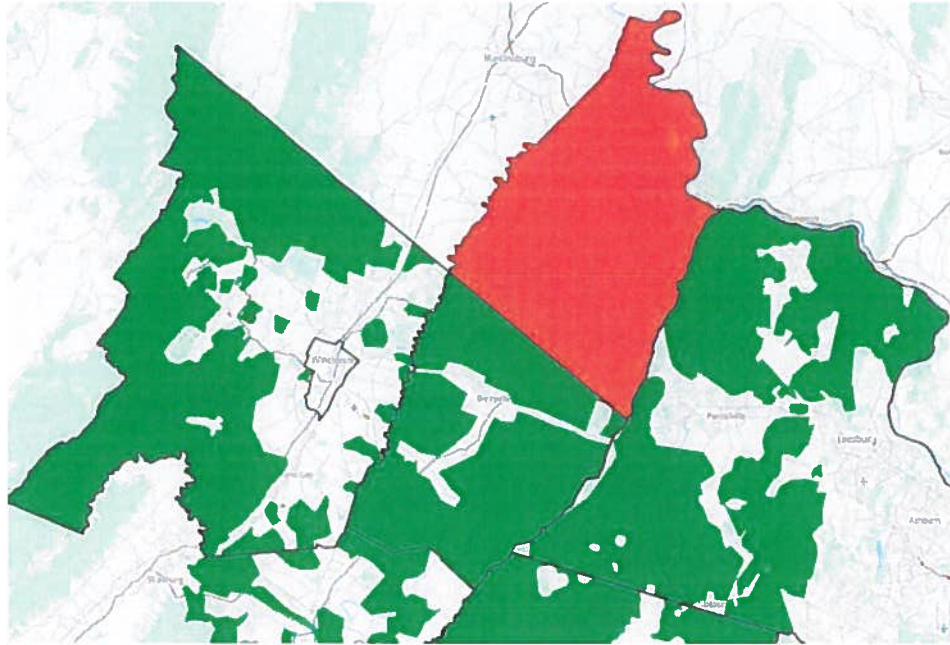
Searchlight has built a familiarity with broadband markets and the associated competitive dynamics in the broader United States. Searchlight's leadership, both through their time at Searchlight and at previous investment firms, have also acquired multiple decades of experience investing specifically in fiber-based broadband businesses in the U.S. and globally, which has made it a core competency and strategic focus for the firm. Searchlight's partnership with All Points will provide the capital and other dedicated resources to continue and accelerate the company's successful track record of leveraging public-private partnerships to deliver FTTH in underserved areas.

There is presently a once-in-a-generation opportunity to leverage Public Support Mechanisms to finally deliver broadband to all Jefferson County residents and businesses. All Points specializes in understanding these programs and has an unparalleled record of success capturing grant funding to build networks in our partner jurisdictions. In addition to the GigReady Incentive Program, All Points will also pursue grants through the Broadband Equity, Access, and Deployment (BEAD) Fund, the American Rescue Plan Act (ARPA), and other programs as they become available in the future. All Points has applied and received both state and federal broadband grants and has extensive experience with crafting competitive applications and fulfilling award obligations.

Leveraging Adjacent Broadband Initiatives

All Points Broadband is the selected broadband deployment partner for several Virginia Counties adjacent to Jefferson County, including Frederick, Clarke, and Loudoun Counties and, as demonstrated on the map below, will have considerable construction activity in the region. The proposed Jefferson Network will leverage economies of scale and cost efficiencies from these deployments that otherwise would be incurred if not adjacent to All Points' ongoing activities. Construction of the Network will coincide with the construction of the Frederick, Clarke, and Loudoun Counties networks, rapidly reducing the deployment timeline. The Jefferson Network will share facilities with existing projects, including construction prep yards, service vehicles, training sites, and other network equipment. Since the Jefferson Network construction timeline will align with these existing projects, the Network will share associated construction labor, including distribution fiber construction contractors and fiber technicians, all dramatically reducing costs. The Jefferson Network will also mitigate disruptions in labor availability as the network will be included in a much larger, regional project that will attract and retain construction vendors greater than a standalone network.

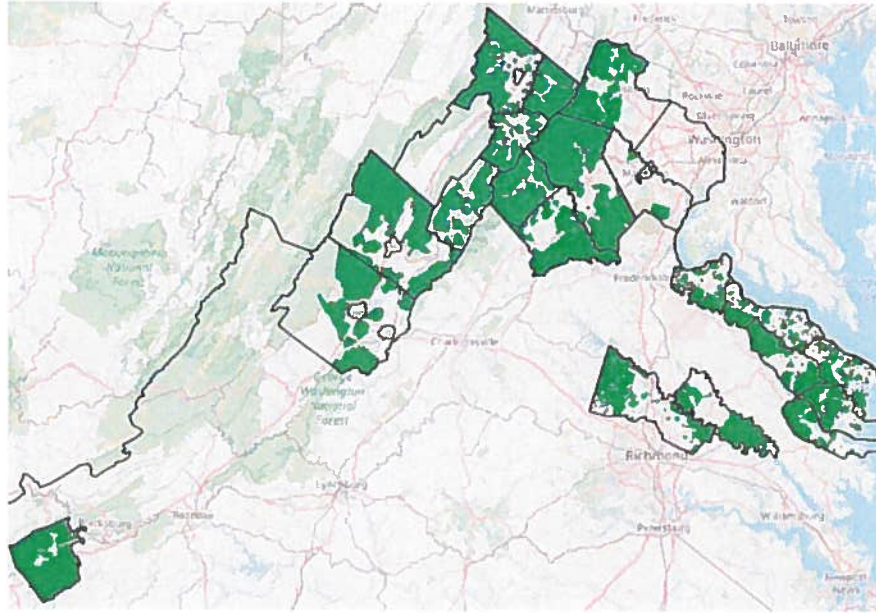
Jefferson County Network Adjacent to Ongoing FTTH Deployments



Similar Partnerships – Shenandoah Valley

Among All Points' dozens of broadband deployments, the Shenandoah Valley Broadband Initiative is the most pertinent to the proposed Jefferson Network. The regional initiative first launched in Q2 2021 with an ambitious plan to bring universal FTTH to eight counties in the Shenandoah Valley region of Virginia. The initiative was spearheaded by All Points Broadband as the broadband deployment partner and included several utility middle mile partners Dominion Energy Virginia, Rappahannock Electric Cooperative, and Shenandoah Valley Electric Cooperative. The plan sought to design a FTTH network that would connect all remaining unserved locations throughout the region and pursue newly available grant funding. The plan was presented to counties by All Points and its utility partners throughout Q3 2021 and All Points was eventually selected as the broadband deployment partner by the Counties of Augusta, Clarke, Fauquier, Frederick, Page, Rappahannock, Rockingham and Warren. The partnership terms set forth that All Points, in partnership with a regional planning organization, the Northern Shenandoah Valley Regional Commission, would be responsible for executing a multi-year strategy to develop and deploy a regional FTTH network to serve all currently unserved areas in

each of these eight counties. After being selected by these eight counties and the regional planning organization, All Points then conducted unserved field verifications and public surveys to better refine the project area, all of which helped produce a high-level network design. All Points then developed a budget forecast for network construction and established a viable financial plan agreed upon by the participating counties and electric utilities. Utilizing the unserved field data, high-level design, and project budget, All Points drafted a VATI grant application in close coordination with the Counties. The grant was submitted in September 2021 and was the largest proposed rural broadband project in Virginia history connecting over 40,000 unserved locations and requesting \$95 million in state support, with an additional \$59 million in local matching funds, \$33 million in electric utility co-investment, and \$113 million in private investment from All Points.



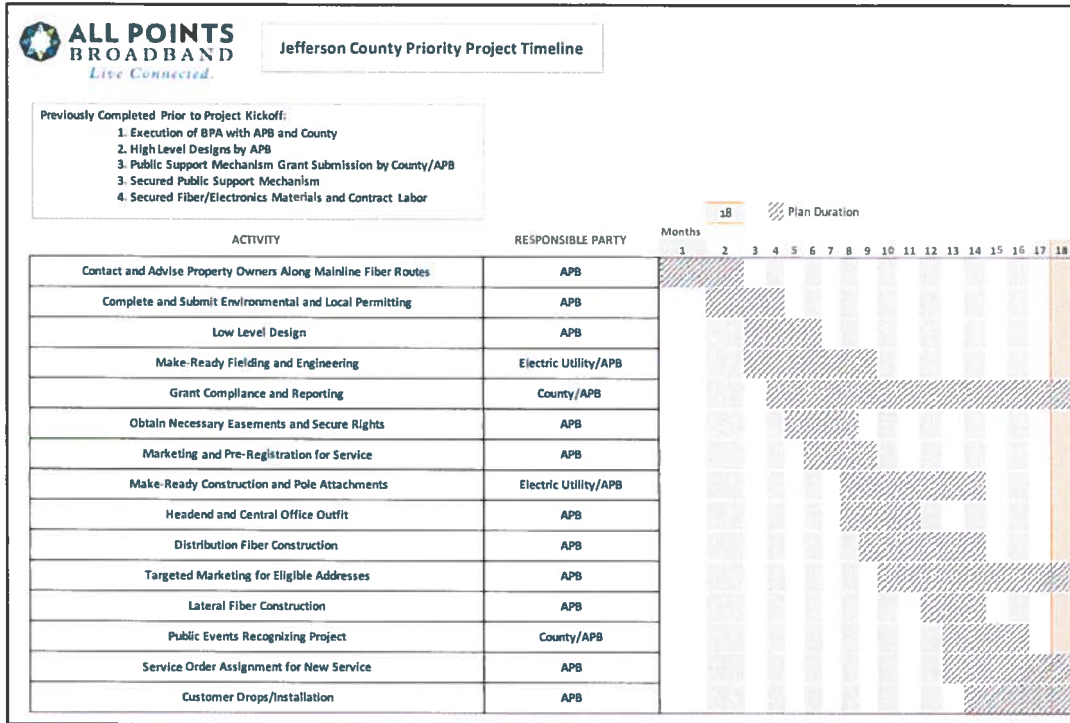
During the VATI grant application review period, the project was challenged by existing broadband providers claiming service for locations included in the application. Some of these providers had chosen to forgo pursuing grant opportunities with the participating counties while others sought to block potential competition in markets that had previously been virtual monopolies. Relying on the extensive data collected during the grant development process, All Points worked closely with the participating counties to provide a robust rebuttal to the various challenges the application received. In its rebuttal, All Points utilized its superior data to demonstrate the locations in question were in fact unserved. The VATI program eventually determined that 97% of the challenger locations were unserved and would remain in the project. In December 2021, All Points Broadband was awarded all eight of its VATI applications, totaling over \$175 million in funding. These awards included the \$95 million Shenandoah Valley project, which is the largest broadband grant award in Virginia history. Below is a map of All Points' awarded areas in Virginia.

Jefferson County Network Proposal

The subsequent summary details the outputs from All Points' initial high level design process for the Jefferson County Network, including projected total fiber miles, number of unserved locations passed, and the projected overall capital expenditure ("CAPEX") necessary to complete deployment and serve customers. Please note this is a preliminary design and, if selected, All Points will complete a more thorough high-level design process to refine the forecasted budget and network design. All Points' high-level design would also include the remaining unserved locations in the County were the County wish to expand the project scope or pursue funding to connect the locations in the future. All Points will evaluate all cost synergies for the project, including use of County owned assets, expanding the project to a regional effort, and partnerships with electric utilities and middle mile providers, to provide both cost savings and improved competitiveness in grant applications.

All Points Broadband invests in partner community networks an amount based on expected future customer base. In rural communities the difference between private ISP investment limit and the actual construction costs varies based on density of homes per fiber miles. This remainder of the construction cost are typically funded covered by a combination of local matching funds and state or federal broadband grant awards. As detailed in the Network Summary, All Points is prepared to invest significant private capital in Jefferson County and, if selected, would continue to make meaningful private investments to maintain and grow the network. If the County desired to expand the project scope or pursue additional grants beyond the unserved locations at a future time, All Points would work with the county to expand funding sources, as appropriate, to further reduce any County expenditures. After the initial local match for the construction of the network, there will be no ongoing public funding required to operate and maintain the network.

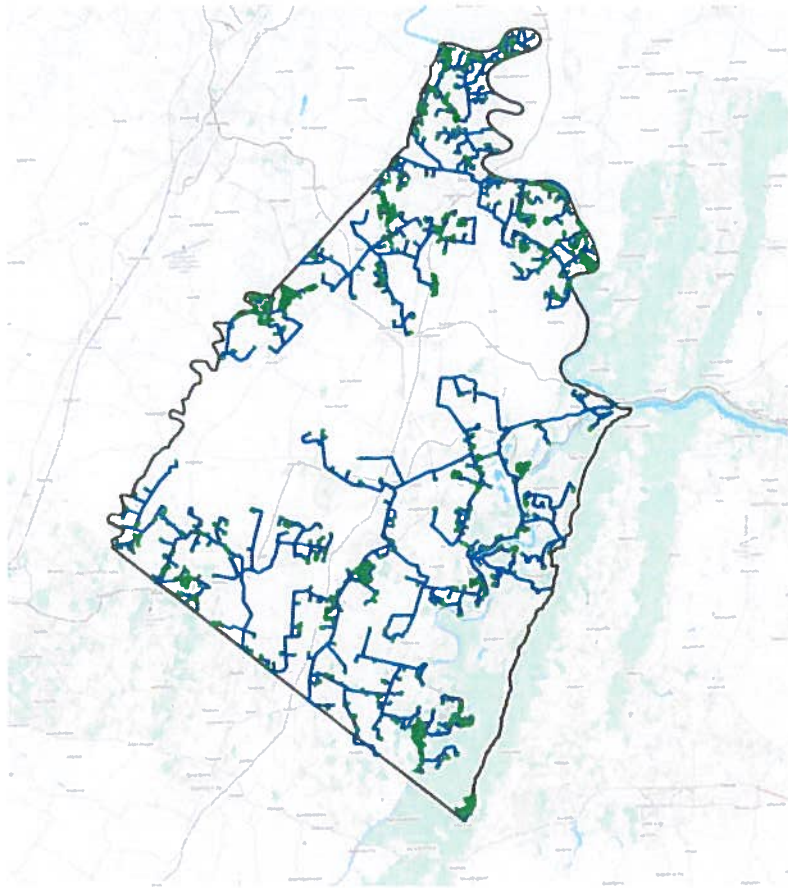
Project Timeline



Network Metrics Summary

JEFFERSON COUNTY NETWORK SUMMARY	
Total Fiber Miles	275
Unserved Locations	2,181
Total Network CAPEX	\$19.8M
All Points Investment	\$7.8M
Estimated GigReady Match	41%

Network Map



Jefferson County, WV Network Map

- Service location
- Fiber Path
- County Border



References

Brandon Davis, Executive Director, Northern Shenandoah Valley Regional Commission
bdavis@nsvregion.org; 540-636-8800

Mr. Davis is the Executive Director of the Northern Shenandoah Valley Regional Commission and has coordinated the activities of the eight Virginia Counties (Augusta, Clarke, Fauquier, Frederick, Page, Rappahannock, Rockingham, and Warren) that are the partners in All Points' Shenandoah Valley Initiative. Mr. Davis can provide an overview of his experience with All Points and our shared success in obtaining \$95M in state funding to support construction of a network to serve more than 40,000 unserved locations.

Chris Mullen, Broadband Program Manager
Loudoun County, VA
christopher.mullen@loudoun.gov 571-465-7554

Mr. Mullen leads Loudoun County's participation in the VATI program. Mr. Mullen can provide an overview of his experience partnering with All Points deploying FTTH to 8600 passing in Loudoun County.

Chris Boies, County Administrator
Clarke County, VA
cboies@clarkecounty.gov; 540-955-5191

Mr. Boies leads Clarke County's participation in the Shenandoah Valley Initiative. Mr. Boies can provide an overview of his experience partnering with All Points in a County very similar to Jefferson.

Jerry W. Davis, AICP
Executive Director, Northern Neck Planning District Commission
jdavis@nnpdc17.state.va.us; 804-333-1900

Mr. Davis is the Executive Director of the Northern Neck Planning District Commission and has coordinated the activities of the five Virginia Counties (King George, Lancaster, Northumberland, Richmond and Westmoreland) that are the partners in our Northern Neck Initiative. Mr. Davis can provide an overview of his experience with All Points and our shared success in obtaining \$27.2M in state and federal funding to support construction of that project through multiple grant cycles.

R. Morgan Quicke, County Administrator
Richmond County, VA
rmquicke@co.richmond.va.us; 804-333-3415

Mr. Quicke is the County Administrator of Richmond County and leads its participation in the Northern Neck Initiative. Mr. Quicke can provide an overview of his experience partnering with All Points in a regional project and the comprehensive approach we have successfully deployed to design and fund a FTTH network in Richmond County.



Corporate Headquarters

170 Ridgeview Center Drive, Duncan, SC 29334 USA
TEL: (800) 235-3423 TEL: (864) 433-0333
FAX: (864) 433-5560 WEB: www.AFLglobal.com

December 16, 2022

RE: Letter of Support for APB's Response to Jefferson County Broadband RFP

To Whom It May Concern:

AFL Global ("AFL") is a leading global manufacturer of fiber optic cables, connectors, terminals, and related hardware. Headquartered in Duncan, South Carolina, AFL manufactures its products at several locations in the United States and abroad, including manufacturing locations in North Carolina, South Carolina, and Bristol, Virginia.

AFL is excited to be partnering with All Points Broadband ("APB") on the Broadband Expansion Project that will deliver best-in-class fiber-to-the-home broadband access to currently unserved locations across Jefferson County.

AFL has a strong working relationship with All Points Broadband and will serve as APB's strategic supplier for all of public private partnerships. AFL's fiber-optic cable technology and dedicated manufacturing capacity enables faster, less complicated deployment that reduces overall time to market at a competitive total cost of ownership.

This letter will confirm that AFL is committed to supporting APB's project. AFL and APB have reviewed the specific projects and related bills of materials associated with the projects APB is submitting and AFL has provided APB with pricing that is incorporated in APB's response. AFL is also allocating committed manufacturing capacity to support APB's requirements and project schedules.

We appreciate the opportunity to support this important initiative to bridge the digital divide in the Jefferson County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan O'Sullivan', written in a cursive style.

Ryan O'Sullivan
Director, Rural Fiber to the Home (RFTTH) Program Management



December 16, 2022

RE: Letter of Support for APB's Response to Jefferson County Broadband RFP

To Whom It May Concern:

Calix is a leading global manufacturer of fiber optic network electronics, customer premises equipment, software, and related hardware necessary for broadband deployments including the FCC required Performance Testing. Headquartered in San Jose, California, Calix has offices throughout the United States where our solutions are engineered, supported, and developed.

Calix is excited to be partnering with All Points Broadband ("APB") on the Jefferson County Broadband Project that will deliver best-in-class fiber-to-the-home broadband access to thousands of currently unserved locations throughout the County.

Calix has a strong working relationship with All Points Broadband and serves as APB's strategic supplier for public private partnerships. APB evaluated multiple technology solutions, ultimately selecting Calix as the best fit for its rural fiber-optic projects. APB will deploy a Calix XGS-PON network in Jefferson County, capable of delivering 10 Gbps speeds to the home with enough capacity to scale for future growth.

This letter will confirm that Calix is committed to supporting All Points Broadband's Jefferson County Project. Calix and APB have reviewed the specific project and related bills of materials associated and Calix has provided APB with pricing that is incorporated in APB's response. Calix is also allocating committed manufacturing capacity to support APB's requirements and project schedules.

We appreciate the opportunity to support this important initiative to bridge the digital divide in Jefferson County.

Sincerely,

Mark Johnson

Vice President – Sales East

2777 Orchard Parkway
San Jose, CA 95134

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Russell Burgess**

Department or Organization: **Jefferson County Department of Information Technology**

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

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Collaborative purchase of Spring 2023 Aerial Photography**

Please provide the County Commission with a description of your request or presentation, including any background information: **Our office was recently contacted by Thrasher Engineering (who flew the 2022 aerials) to see if we wanted to be included in their 2023 acquisition. As our County has had numerous building projects this year, our office recommends that we participate. The Assessor's Office, who purchased the aerials last year, has stated their intention to do a 2 year cycle, so they would not be buying aerials again until 2024. As such, our office has formed a partnership with the City of Charles Town, the City of Ranson, the Charles Town Utility Board, and the Jefferson County ECC to cover the costs of the 2023 flight. The Commission is asked to approve a purchase order so we can contract with the vendor, begin flight scheduling, and collect funds among the partners. Thank you.**

Is this a funding request? **NO. Contributions from 5 agencies are already budgeted.**

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

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **Move to approve purchase order of \$14,070 for 2023 Digital Aerial Photography and direct staff to collect contributions from participating agencies.**

Attach supporting documents for request, or request may be denied. **Please see attached memo for additional details.**

If not attached, explain:

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

Contact information:

Email address: rburgess@jeffersoncountywv.org

Phone Number: 304-728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Jefferson County GIS/Addressing Office
DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
John Nissel, County Administrator

FROM: Jessica Gormont, GIS Coordinator

DATE: December 13, 2022

SUBJECT: Collaborative purchase of Spring 2023 Aerial Photography



Annual Aerial Photography is a foundational data layer in the County's GIS along with addresses, roads and parcels. A routine, annual cycle of photography allows for visual change detection on the ground, update of GIS features without time-consuming field work, and the most user-friendly base reference in any mapping application. Nearly every County department and outside agency customer has benefitted from an aerial map produced in our office.

The County makes great use of federal and state (free) sources of imagery when available, but often these pictures are grainy, locationally inaccurate, or flown during the summer when leaves obscure many features. The last high-quality year flown was Spring 2022. While fairly recent, there has been plenty of new construction within the last year, particularly within Charles Town and Ranson.

Recently, our office was contacted by Thrasher Engineering, the company which flew our previous imagery, to see if we would like to participate in the 2023 flight. The Assessor's Office, who generously covered the aeriels last year, has decided to continue that offer on a 2-year plan basis. Due to this, the County has secured a cooperative purchasing partnership with other entities to cover the flight. This partnership, much like the larger one that successfully funded the 2016 imagery, will help defray costs and share benefits among multiple user organizations.

Thrasher has given us a quote of \$14,070 for the entire flight and data preparation. To fund this purchase order we got commitments from 5 agencies to contribute a portion of the total cost. The contributing partners are listed below.

JC IT	\$3,285
JC ECC	\$3,285
Charles Town	\$2,500
CTUB	\$2,500
Ranson	\$2,500
Total	\$14,070

Each of the partners will directly benefit from the imagery through property assessments, municipal planning, marketing maps, or 911 CAD integration. But the benefits will not be limited to these applications. The data will be available for use in all typical customer requests for mapping or analyses. This partnership demonstrates cooperation and collaboration that makes efficient use of individual budgets to gain a bigger bang for each buck contributed.

December 28, 2022

MEMORANDUM OF UNDERSTANDING

**** Jefferson County Aerial Imagery ****

This Memorandum of Understanding (MOU) sets forth the terms and understanding among the contracted Vendor (The Thrasher Group, Inc.), and Jefferson County, WV for the following professional services: **2023 countywide four-inch Aerial Imagery at a cost of \$14,070.**

General Specifications

Area to be Covered	Jefferson County, WV
Projected Flight Time	Leaf Off (February - April 2023)
Ground Sample Distance	4-inch pixel resolution
Coordinate System	WV State Plane North, NAD83, Units in Feet

Image Acceptance Criteria

Horizontal Accuracy	ASPRS Class 1 Standard
Sun Angle	Greater than 30%
Image Quality	Clear and sharp in detail. Samples will be submitted for approval. Refer to state contract for more information. The imagery will not be acquired if the weather and collection conditions are not ideal.
Ortho-corrected	Ortho-rectification corrects for tip or tilt of the aircraft and displacement in the photograph caused by changes in the ground elevation. The correction is necessary when using aerial imagery in computer mapping systems.

Project Deliverables

Product(s)	Compressed countywide mosaic in MrSID format, Ortho imagery tiles (TIFF or JPEG)
Delivery Date	No later than 12/1/2023
Documentation	Basic metadata documenting sources, capture dates, processes, QA techniques, etc.
Ownership	County. There are not restrictions with whom the County may share the imagery.

Price and Payment Information

- Total cost to the County is \$14,070
- The County will pay upon receipt of the aerial imagery deliverables
- The County will pay for the imagery over **one** budget cycle
- Payments made to Vendor The Thrasher Group, Inc.

Price Table

County	Square Miles	Spatial Resolution	Cost per square mile	Total Cost
JEFFERSON COUNTY	212	4-inch	\$66.37	\$14,070

Partner Responsibilities

RESPONSIBILITIES
<p>VENDOR: [The Thrasher Group, Inc.]</p> <ul style="list-style-type: none">• Lead technical unit for coordinating, acquiring, and processing all deliverables• Complete aerial imagery tasks and deliverables in accordance with the contract. Submit a Statement of Work/Memorandum of Understanding for each mapping activity to include specifications, timelines, budget, and deliverables for each jurisdiction for approval by local authorities• Execute start-up and closing meetings for each mapping activity• Submit monthly processing progress reports to County during acquisition and processing phases of project
<p>LOCAL: [Jefferson County]</p> <ul style="list-style-type: none">• Provide operational and payment points of contact for the project• Review and approve the Statement of Work/Memorandum of Understanding that includes specifications, timelines, and deliverables for each jurisdiction• Provide input to the vendor on file formats and coordinate systems for computer-aided dispatch (CAD), geographic information systems, etc.

Partner Signatures

Partner	Authorized Representative	Signature and Date
Vendor	Craig Fry Geospatial Director The Thrasher Group, Inc. (304) 815-4890 cfry@thethrashergroup.com	
County	Russell Burgess Jefferson County IT Department 116 E. Washington St. Suite 201 Charles Town, WV 25414 rburgess@jeffersoncountywv.org	



Name: Angela Banks, Assessor

Department or Organization: Jefferson County Assessor's Office

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: January 19, 2023

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Board of Assessment Appeals Hearings

Applicants

- 6:30-6:45pm – David Tabb
- 6:45-7:00pm – Richard Archer
- 7:00-7:15pm – Kenneth Smith

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: Angela Banks
Sent: Monday, January 9, 2023 9:41 AM
To: Jessica James
Cc: Sorayda Pitts; John Nissel; Nathan Cochran
Subject: October Appeals January 19th
Attachments: MrSmith.pdf; ArcherSummitPoint.pdf

Jessica,

David Tabb said he wanted to be heard. Here is his contact information: phone 304-676-5976 Email sssi27@yahoo.com

I have attached the other 2 applicants information. June has called and left messages with both. We haven't heard anything from Mr. Smith.

She talked to Richard Archer in regards to the Summit Point Raceway, but he was supposed to call back on Friday and has not been back in touch.

I figured you can let David Tabb know his hearing time. As far as the other 2, you can try to get in touch with them and maybe set a hearing time just in case.

Best Regards,

*Angela L. Banks
Assessor of Jefferson County
104 E Washington St.
Charles Town WV 25414*

304-728-3225 Direct Phone

Notice of Confidentiality:

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

Notice

Parcel ID: 03 10038000000000

Legal Desc: PT LTS #1,2, BLK. 64

Eagle & Harewood Avenue ^{Now}

Mailing
address

486 Elk Run Estates Dr
Harps Ferry WV 25425

Clerk,
County Commission,

To whom it may concern.

I am opposed to the second year in a row tax hike increase. There was very little reason for last years increase. And positively no reason for this increase.

I'm officially notifying this commission that I seek conference with this body of commission to oppose this unwarranted tax increase on property as so described in the letter 2/1/2022. I'd like to be heard in the October review process.

Thank You Very Much

Kenneth Smith
% Henry Smith

RECEIVED

Left mess
Jan 5 @ 11am
Jan 6 @ 11:20

2022
mission
county WV

304-268-1781 - Kenneth
Smith



Name: Jessica James

Department or Organization: Jefferson County Commission Office

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: January 19, 2023

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Interviews & Appointments to the following:

- ✚ Jefferson County Board of Zoning Appeals – one three-year term ending January 1, 2026 and one alternate position ending January 1, 2026.
- ✚ Jefferson County Parks and Recreation Commission – three unexpired terms ending June 30, 2025.
- ✚ Eastern Panhandle Transit Authority – one three-year term ending January 31, 2026.
- ✚ Selection of Nominee(s) to be considered for the Charles Town Utility Board

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2023, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - one (1) three-year term ending January 1, 2026; one (1) unexpired term ending January 1, 2024; and three alternate positions ending January 1, 2024, January 1, 2025, and January 1, 2026, respectively.

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

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

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

December 21, 2022

J. Tyler Quynn
38 Belvedere Farm Lane
Charles Town WV 25414

RE: Jefferson County Board of Zoning Appeals (BZA) Reappointment

Dear County Commissioners:

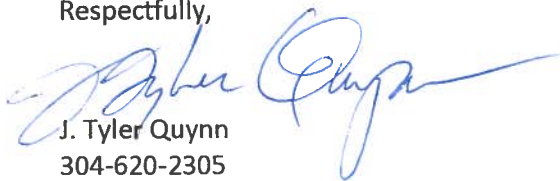
Please accept this letter and contact information as my expression of interest for consideration of reappointment to the Jefferson County BZA.

I have been on this Board since 2009. I have previous experience on the City of Charles Town BZA, and Planning Commission, and Frederick County Maryland BZA.

I feel honored to serve the community in this capacity and believe that my experience and education are well suited for this position. A previous resume is attached.

Thank you for your consideration. Please feel free to contact me by phone anytime.

Respectfully,



J. Tyler Quynn
304-620-2305
jtyquynn@gmail.com

J. Tyler Quynn
38 Belvedere Farm Lane
Charles Town, WV 25414
304-620-2305
jtyquynn@gmail.com

PROFESSIONAL MEMBERSHIPS & CERTIFICATIONS

- International Code Council (ICC) Member #5169890
 - ICC Certified Residential Building Inspector
 - ICC Certified Residential Combination Inspector
 - ICC Certified Residential Electrical Inspector
 - ICC Certified Residential Mechanical Inspector
 - ICC Certified Residential Plumbing Inspector
 - ICC Certified Property Maintenance & Housing Inspector
- Maryland Licensed Real Estate Salesperson #304484
- Virginia Erosion & Sediment Control Inspector #2359
- West Virginia 1-S Wastewater Operator Certification
- Planning Commissioner Certificate Program, University of MD/MD Department of Planning

WORK HISTORY

1974 to Present Owner/Developer

Real Estate Development / Construction / Renovation / Management

- Acquire, develop, manage real property & improvements; coordinate with investors; estimate profit potential plan & schedule projects; collect rents; maintain records; prepare tax information.
- Initiate & manage land subdivision process.
- Navigate federal, state, & local regulations to obtain wastewater discharge, treatment plant & other building & construction permits.

Oct., 2002 to Jefferson County, WV, Public Service District (PSD)

April 2005 **Operations Manager**

- Supervise Field Staff and Operations.
- Maintain & trouble-shoot water/sewer systems, pump stations, mains & meters.
- Develop & implement education & inspection program.
- Produce specifications for materials & equipment purchases.
- Coordinate with engineers & others to design/build PSD projects.

2001 to County of Loudoun, Leesburg, VA

Oct., 2002 **Zoning Inspector**, Department of Building & Development

- Conduct field investigations & document evidence & information.
- Perform residential & commercial pre-occupancy final site inspections for conformance to plans & specifications regarding:
 - Grading, drainage, erosion and sediment controls
 - Emergency Service, Fire Protection, and Handicapped access
 - Roadway entrance, parking, traffic control devices and markings
 - Sidewalks and exterior lighting

- Review & inspect all conditions of approval for Special Exceptions.
- Resolve zoning & development issues; prepare disputes for court actions.

Engineering Specialist, Bond Management Administrator

- Maintain records of County's public improvement & grading bond programs.
- Conduct legal & technical review of surety bonds, letters of credit, supporting documentation & performance bond extensions & submissions.
- Provide technical assistance to project field managers concerning E&S conservation & field issues.

1983 – 1985 City of Frederick, Frederick, MD

Building Inspector

- Receive applications, review & approve plans (residential, commercial, assembly, institutional, multi-family); calculate fees; issue permits; perform required inspections; issue Certificates of Occupancy, Stop Work & other orders; prepare reports & maintain official records.
- Investigate citizen complaints; inspect fire damage.
- Provide technical guidance to property owners, contractors, the professional community, & the courts regarding life safety, building & fire codes, & municipal ordinances.
- Prepare department budget.

1974 – 1979 American Building Contractors

Construction Superintendent & Carpenter

- Supervise employees & subcontractors (10-15) in residential & commercial construction.
- Construct concrete formwork for high rise apartment buildings, office buildings, & public underground transportation systems.

EDUCATION

- B.A., Industrial Technology, California State University, Fresno
- California Vocational Teaching Credential – Carpentry / Building Construction
- Dale Carnegie Effective Speaking & Human Relations
- Continuing Education in Construction / Land Development / Real Estate
 - Various Manager & Board Member Seminars, W& Public Service Commission*
 - Achieving 90 Percent Compliance in Residential Occupancies – The 2009 International Energy Conservation Code
 - The ABC's of Permitting Manufactured & Industrialized Structures
 - Post Frame Construction
 - Inspection of On-Site Sewage Disposal
 - BCO 203: The Permit Counter
 - BOCA Non-Structural Plan Review
 - Computer Concepts
 - Environmental Planning
 - Today's Financing Market
 - Orientation to Planning
 - Short Sales
 - Raw Land to Finished Lots

Contract of Sale
Speaking Up in the Land Use Process
FHA Loans
Business Law
Ethics
Environmental Action
Legal & Legislative Update(s)
MD Home Improvement
Fair Housing
Planning Process & Zoning
OSHA Compliance Update
Commercial Real Estate
Accessing Wastewater Options
Governmental Regulation / Land Use for Small Communities
Non-Tidal Wetlands
Alternative On-Site Wastewater Treatment Technologies
Sand Mound Design & Construction
Innovative / Alternative Septic Systems
Basic Erosion & Sediment Control
Farm & Commercial Appraising
MBOA Smart Code Update
Electricity, Residential Wiring

VOLUNTEER SERVICE

2012 to ~~2015~~ City of Charles Town Board of Zoning Appeals, Charles Town WV
MEMBER – see subsequent description

2009 to Present Jefferson County Board of Zoning Appeals, Jefferson County, WV
MEMBER / CHAIR – see subsequent description

1995-1998 Frederick County Board of Zoning Appeals, Frederick County, MD
MEMBER, VICE-CHAIR

- Hear requests for administrative appeals, variances, and special exceptions.
- Conduct site assessments
- Research, analyze, and interpret relevant codes & regulations.
- Inform applicants and community during public hearing process

1999 & 2000 Honduras outreach Project, All Saints Church, Frederick, MD
Construction Project Co-Coordinator

- Coordinate construction to mitigate damage from Hurricane Mitch including building church walls, residential houses, and medical clinic.

December 30, 2022

Jessica James
Assistant Deputy Administrator
Jefferson County Commission
124 East Washington St
Charles Town, WV 25414

Dear Ms. James.

Thank you for the reminder of my term expiration as an alternate on the Jefferson County Board of Zoning Appeals. I would be honored to be considered for another term as alternate. I have learned a great deal from Qyunn and his predecessor Steve Bannon and the other board members. I also appreciate the opportunity to be involved in local government proceedings.

Please let me know if you need any further information to support my re-application for the position. I look forward to hearing from you and serving the citizens of Jefferson County.

Regards,



Mikala Shremshock
761 Carter Ave.
Harpers Ferry, WV 25425
(304) 804-4511
mshremshock@gmail.com

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three unexpired terms ending June 30, 2025.

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

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

Karen Starry Manuel-Gregoryk

1158 Old Cave Road, Charles Town, WV 25414 304-839-9961 ksmgregoryk@aol.com

RECEIVED

Jefferson County Parks and Rec:
Jefferson County Commission:

NOV 02 2022

County Commission
of Jefferson County, WV

Speaking with Mr. Todd Coyle, I was informed of the need to fill a vacancy on the Jefferson County Park and Rec. This excited my interest because I have been interested in the Jefferson County Parks and Rec for many years. I believe I would be an asset to the community in this capacity. I have many ideas for the community and would like to see those come to fruition. As our area grows, the needs of our community members are ever expanding.

As a life-long, and fifth-generation resident of Jefferson County, I have been involved in the community for more than forty years. I was elected to the Old Opera House Theatre Board of Directors and during that time period, I over saw the organizing of the "Annual Autumn Auction" and many productions. As President of the Old Opera House Theatre Guild, I was responsible in heading monthly meetings, as well as organizing the yearly "Night at the Races", a major fund raiser for the theatre. My experiences and activeness also extend into other committees, such as the "Ways and Means" and the annual "Home and Garden Tour" with the Shenandoah Garden Club. My dedication to the "Adopt-A-Highway Program" has reached over thirty years, cleaning the roadsides of Jefferson County. To pay homage to my 1979 class of Jefferson High School, I have independently organized class reunions for the past twenty years. I am also a member of the Jefferson County Historical Society.

I am a results-oriented professional who has been consistently praised as diligent by my co-workers and management. I have always demonstrated analytical and creative thinking abilities in every aspect of my work.

I am hopeful you will agree that I am the type of competent and competitive candidate you are looing for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (304) 839-9961 or via email at ksmgregoryk@aol.com

Thank you for your consideration and I look forward to hearing from you.

Respectfully,

Karen Starry Manuel-Gregoryk

Karen Starry Manuel-Gregoryk

1158 Old Cave Road, Charles Town, WV 25414, 304-839-9961, ksmgregoryk@aol.com

Objective To prove myself as an asset to any company or organization.

Experience

Delta Airlines: International Flight Attendant

May 21, 1990–August 1, 2020, Retired

30320 1020 Cargo Service Road, Atlanta, GA 30337

Based in New York, Los Angeles, Boston, and Detroit

Responsibilities include emergency medical care of passengers, decision-making skills, physical stamina, Lead International Flight Attendant

United Airlines: Domestic Flight Attendant

May 1989- April 10, 1990

77 Wacker Drive, Suite 1000, Chicago, IL 60601

Based in New York

Responsibilities include emergency medical response, decision-making skills, communication skills, physical stamina, Customer-service skills, Lead Domestic Flight Attendant

Continental Airlines, Inc.: Customer Service Agent

1 Saarinen Circle, Dulles International Airport, Dulles, VA 20166

Ticket Sales, Gate Agent, Security Clearance, Customer Service Correspondent/Customs

Temporary Solutions

May 1985-January 1987

10328 Battle View Parkway, Manassas, VA 20109

Office Secretary/ Receptionist/ Customer Service Agent for Real Estate Company Virginia/ DC area

Education

- Cooke Real Estate School, 4130 16th Street, Petersburg, FL 33703
- IAP Career College (Home Stager / Interior Decorator) support@iapcollege.com
- Blue Ridge Community College, 13650 Apple Harvest Drive, Martinsburg, WV 25403
- Shepherd University, 301 North King Street, Shepherdstown, WV 25443 (Business/ Fashion Merchandising)
- Wilma Boyd Travel and Career College, Pittsburgh, PA 15108

Communication

As a flight attendant for over thirty-three years, I am an excellent communicator and an attentive listener. A flight attendant needs to be able to handle stressful situations with tact and resourcefulness. A flight attendant must be able to make important decisions quickly in emergencies and be able to perform medical aid to passengers in distress. Negotiating skills and team development

Leadership

- President of the Old Opera House Theater Guild
- Member of the Old Opera House Theatre Board of Directors
- Member of the national Shenandoah Garden Club
- Jefferson County Historical Society

References

[Available upon request.]

Karen Manuel-Gregoryk

1158 Old Cave Road, Charles Town, WV 25414 304-839-9961 ksmgregoryk@aol.com

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Karen Manuel - Gregoryk

Home Telephone Number: (304) 839-9961

Work Address: 1158 Old Cave Road

Work Phone Number: _____

Mobile Phone Number: (304) 839-9961

E-mail Address: Ksmgregoryk@aol.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Retired Delta Airlines (30 years)

Education: High School Jefferson High

College Shepherd College / Blue Ridge CTC

Trade/Business School Wilma Boyd Business College

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address: 1158 Old Cave Road
Charles Town, WV 25414

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Organization Memberships and Positions Held : Old Opera House Theatre Board of Directors, Old Opera House Guild President, Shenandoah Garden Club, WV Adopt A Highway 1990-2022, Class of 1979 Reunion Organizer

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Karen Manuel Date: October 26, 2022

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2023 or as soon thereafter as the Commission may decide:

Eastern Panhandle Transit Authority Board - two three-year terms ending January 31, 2026.

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

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

Jessica Carroll

From: Jennifer Brockman
Sent: Monday, January 9, 2023 4:46 PM
To: Jessica James
Subject: RE: Notice of Term Expiration - EPTA

Jessica

Thank you for the reminder.

I am interested in serving one more term during the Comp Plan Update.

Do you need anything else from me?

Thanks

Jennie

Jennifer Brockman
Chief County Planner
304-728-3228
planningdepartment@jeffersoncountywv.org

-----Original Message-----

From: Jessica James <jjames@jeffersoncountywv.org>
Sent: Monday, January 9, 2023 4:45 PM
To: Jennifer Brockman <jbrockman@jeffersoncountywv.org>
Subject: Notice of Term Expiration - EPTA

Hi, Jennie -

I've scheduled interviews/appointments to several county appointed boards, including the EPTA, during the January 19 County Commission meeting. Please let me know if you're interested in serving another term on the EPTA board of directors.

Thanks,

Jessica

-----Original Message-----

From: Jessica James
Sent: Tuesday, December 20, 2022 11:17 AM
To: Jennifer Brockman <jbrockman@jeffersoncountywv.org>
Subject: Notice of Term Expiration - EPTA

Hi Jennie -

Please see attached re: your term expiration on the EPTA board and let me know if you have any questions.

Thanks,

The Jefferson County Commission proposes to select nominees to potentially serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 19, 2023, or as soon thereafter as the Commission may decide:

CHARLES TOWN UTILITY BOARD

Upon approval of the Ordinance authorizing the acquisition of the Jefferson County Public Service District sewer system, including the real and personal property, the Utility Board will continue to be comprised of five (5) members, each of which shall be appointed by the City Council. With respect to one (1) member of the Utility Board, the City Council will consider the recommendation of the County Commission for the individual to serve on the Utility Board as follows:

- a) The County Commission shall have the right to nominate not more than three (3) individuals to serve as a member of the Utility Board, each of whom shall satisfy all of the following criteria:
- (1) Resident of Jefferson County, West Virginia
 - (2) Customer of the Charles Town Utility Board served by the Assets of the former "District Sewer System," or extensions thereof; and,
 - (3) Customer of the Charles Town Utility Board paying the same prevailing sewer rate charged to the customers of the former "District Sewer System"

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

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Krista Davis-Finance Director**

Department or Organization: **Finance**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **1/19/2023**

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

Date Requested – 2nd Choice:

Subject: FY24 Budget Charge

Please provide the County Commission with a description of your request or presentation, including any background information:
Discussion of tax levy rate and FY24 thru FY28 budget projections.

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: Krista Davis

Email address: kdavis@jeffersoncountywv.org

Phone Number: 304-724-8425

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Caleb Hudson

VICE PRESIDENT
Steve Stolipher

COMMISSIONER
Clare Ath

COMMISSIONER
Tricia Jackson

COMMISSIONER
Jane Tabb

Date: January 19, 2023

To: Jefferson County Commission

From: Krista Davis, Director of Finance

Subject: FY24 Budget Charge

Tax Levy Rate

The County realized a 1.6% increase in tax revenue* in the amount of \$232,687 in FY22 over FY21 with \$14.8 million and \$14.6 million, respectively. FY23 actual tax revenue to date totals just under \$10 million. This indicates the county is on track to meet and possibly exceed the FY23 tax revenue projection of \$16.4 million.

Preliminary numbers suggest that real property assessed values will increase from \$3.85 billion in FY23 to \$4.5 billion in FY24 for an increase of 16.8%, or \$681 million. The increases are a result of new construction totaling \$95 million and increases in the market value of existing properties totaling \$586 million. This increase in assessed values will positively impact the projected property tax revenue for FY24. For this reason, the trend was adjusted from 3% to 5% to account for the substantial increase in the assessable base.

The levy rate is driven by growth in the assessable value of existing properties. New construction does not impact that calculation; however, new construction impacts the final calculation of tax revenue generated. The County reached the maximum levy rate in FY19; and, the class II levy rate remained at the max levy rate of \$28.60 cents per \$100 of assessed value through FY23. Based on preliminary calculations of the FY24 Levy Rate, the increase in assessable base growth for existing properties could mean the levy rate will decrease by -2% to -4%. This does not mean that property owners will see a decrease in taxes paid. Most property owners will see an increase in their assessable value of 9-10% which means their tax bill will still increase in accordance with WV Code 11-8-6e.

County Administrator
John Nissel

Deputy County Administrator
Cindy Rezmer

FY24 and Future Year Budget Projections

Revenue and expenditure projections reflect increases or decreases in FY24 and future years based on the historical trend for all accounts except:

- **Property Transfer Tax-** This revenue increased by 25.1% in FY22 as compared to FY21, from \$1,578,559 to \$1,975,472, respectively. This increase in revenues is related to an increase in housing sales in FY22. In FY24, we projected a 10.5% increase from FY23 budget figures at \$1.8 million, and expect a total of just over \$2 million in revenue for this line.
- **Video Lottery Revenue-** This revenue increased by 11.8% in FY21 over FY22, and is projected to increase in FY24. To estimate FY24's revenue we looked at FY22 and FY23 actuals and historical trends and determined a 4% increase for FY24 was reasonable. For the out years, we used a more conservative estimate at 2% until we determine if the uptick in revenue is temporary or permanent.
- **Table Game Revenue-** As the county recovers from the COVID-19 pandemic, table game revenue increased by 45% in FY22 over FY21. FY24's projection reflects a 29.4% increase to align with the recent uptick in this revenue stream. After FY24, a moderate increase of 2% was used until we determine whether this new trend will continue, or not.
- **Medical Insurance Expense-** Based on discussions with our insurance representative and the anticipated continuance of the Affordable Care Act, we should plan on continued increases for FY24 and future years. For projection purposes, an increase of 5% annually was included.

- **Employee Salaries-**

- Scenario 1**

- **Combined 7.5% Merit/COLA Increase** – The FY24 projection includes a flat 7.5% increase in wages on 7/1/2023 for a cost of \$887,529.

- Scenario 2**

- 2.5% COLA on 7/1/2023 \$325,082
 - 5% Merit on anniversary date \$298,545
 - Total \$623,545

- **Equity Adjustments** – Due to the number of years that employees have gone without regular increases, the county is beginning to experience salary equity issues where newer employees are earning similar and in some cases more than longer term employees. Equity adjustments will be called out separately in each department's budget for commission review.
 - **Cost of Living Adjustments (COLA's)**–To ensure that the County is maintaining competitive salaries with neighboring States and other WV Counties, I recommend the continuance of regular COLA's for employees through adjustments of the County's

grade scale. The projection includes ~\$325,082 in FY24 for a 2.5% COLA. Future years include 2.5% for COLA's. COLA's are generally determined based on the CPI (Consumer Price Index) for the previous year. The CPI index rate for the 12 months ending December 2022 is holding steady at 7%. Neighboring counties are increasing their COLA percentages to follow.

- **Emergency Services Agency** – We are currently reviewing ESA's equity study and analyzing salary figures to include ESA and COLA/Merit cost projections.

Budget Charge Items

- We are proposing 2 scenarios - the merit increase to take effect on 7/1/2023 versus the merit increase to take effect on anniversary date. The additional cost to align the merit increases with the COLA increase on 7/1/2023 is estimated at \$263,984.

**Tax revenue includes public utility taxes, property taxes, prior year taxes, supplemental taxes, delinquent and non-entered land, tax discounts, and tax loss restoration.*



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 19, 2022**

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

Date Requested – 2nd Choice: **February 2, 2022**

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

- a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.

Is this a funding request? **No**

If so, how much? **N/A**

Provide exact financial impact/request:

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Name: Jennifer Krouse, County Commissioner

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 19th**

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

Date Requested – 2nd Choice:

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

Review of draft letter of no confidence to the Board of Education

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

January 20, 2023

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Clare Ath

COMMISSIONER
Tricia Jackson

COMMISSIONER
Jennifer Krouse

COMMISSIONER
Jane Tabb

Mr. L. Paul Hardesty
President - West Virginia State Board of Education
1900 Kanawha Boulevard East,
Building 6, Room 351
Charleston, West Virginia 25305-0330

RE: Concerning Actions of the Jefferson County Board of Education

Dear Mr. Hardesty,

The Jefferson County Commission (JCC/Commission) is writing to express our concerns regarding recent actions taken by The Jefferson County Board of Education (JCBOE).

At their November 28, 2002 meeting, the JCBOE proposed changing the Jefferson County Public Schools (JCPS) semester exam policy to reduce exam weight from 14% to 10%. At its next meeting, the JCBOE voted 3-2 to reduce exam weight to 3%. Not only was this a substantial departure from the originally-proposed reduction, but it also rendered semester exams practically meaningless. The JCBOE enacted this change despite faculty opposition to the originally-proposed more minor reduction in violation of BOE bylaw 1.12.

On December 14, the Jefferson High School Faculty Senate sent a letter to The JCC, expressing their concerns about this policy change and informing the Commission that they had approved a vote of no confidence in three BOE members (Skinner, Ogden, and Osbourn). On December 21, the Washington High School Faculty Senate sent a similar letter to the Commission.

We write you today to express our deep concern regarding the actions of the JCBOE. The JCBOE took these actions at the last minute, in violation of JCBOE bylaws, and against the advice of professional educators and the educational interests of JCPS students. More troubling, two JCBOE members voting for the policy change may stand to benefit financially from the decision by increasing their likelihood of qualifying for Promise Scholarship Funds. Finally, the Commission has learned that JCBOE members may have harassed, intimidated, and/or pressured Faculty Senate members opposing the JCBOE decision.

In light of this, The JCC feels the JCBOE has failed to act in the best interest of the students, parents, and teachers of Jefferson County. As such, we request that the State Board of Education investigate the JCBOE's decision to change the semester exam policy. Specifically, we ask that you determine if 1) the JCBOE made the policy change in violation of JCBOE bylaws; 2) the policy change was motivated in part by personal factors of JCBOE members; 3) the policy change was in the best educational interests of the

County Administrator
John Nissel

Deputy County Administrator
Cindy Rezmer

students and parents of Jefferson County; and 4) JCBOE members harassed, intimidated, and/or pressured any JCPS employees regarding their opposition to the policy change.

Thank you, in advance, for your attention to this matter.

Very truly yours,

Steve Stolipher
President, Jefferson County Commission

CC: Clare Ath – Vice President, Jefferson County Commission
Jane Tabb – Jefferson County Commissioner
Tricia Jackson – Jefferson County Commissioner
Jennifer Krouse – Jefferson County Commissioner
Kathy Skinner – President, Jefferson County Board of Education
Michael W. Janney – President, Jefferson High Faculty Senate
Susan Hoover – President, Washington High Faculty Senate
David L. Roach – WV State Superintendent of Schools
Senator Grady – Chair, WV Senate Education Committee
Delegate Ellington – Chair, WV House Education Committee

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Tricia Jackson- County Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 19th**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Policy 305 Review of Redline Revisions**

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

Review of Redline Revisions

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Purchase Order and Invoice Policy	Approved:	Rev 08- 1508 -2019
Policy Number:	305	Author:	Grove, Gordon
Associated:		Previous Version approved 1-17-2019	

1.0 **Purpose**

The purpose of this Policy is to provide a uniform procedure for processing all purchase orders and invoices for Jefferson County. Additionally, the policy will establish consistent procedures for the Jefferson County Clerk's Office, the Sheriff's Tax Office, and the Jefferson County Commission's Office. These procedures are intended to provide safeguards for maintaining the quality and integrity of the accounts payable and cash disbursement system.

2.0 **Authority**

The County Clerk, Sheriff, and Finance Director (this team is referred to as "County") shall be responsible for the implementation and interpretation of this policy, as well as enforcement of this policy in accordance with the WV State Auditor. The County shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any WV State or Federal Code.

3.0 **Definitions**

- AP means accounts payable (which includes payroll deduction checks)
- PO means Purchase Order
- Purchase Request means an internal document notifying the County Clerk and Commission offices of items to be ordered or services to be rendered.
- Vendor means a business or individual that provides a product or service to the County.

4.0 **Vendors**

All vendors must be authorized by the Jefferson County, County Clerk's Office. Parties seeking to obtain qualified vendor status with the County of Jefferson must complete and return Form W-9: Request for Taxpayer Identification Number and Certification.

Applicable forms can be found on the Jefferson County website or by contacting the County Clerk's Office. Once vendors have been authorized, the Clerk's Office creates a new vendor in the county financial record keeping system which assigns a unique number to the vendor. Only vendors who have been authorized by the Jefferson County Clerk's Office will be paid by Jefferson County.

5.0 **Purchase Orders, PCard & Invoice Processing**

A purchase order is to be used for items which have a cost of \$5,000 or greater. *Please note* that items should not be purchased separately to avoid the \$5,000 limit when ordering in bulk. For example, a department needing five computers at \$1,000 each should not

purchase the computers separately to avoid the PO policy. All purchases of goods or services at or above \$5,000 require the approval of the County Commission.

The process for Purchase Orders (PO) at or above \$5,000 is as follows:

- The **Purchase Requisition** is to be completed in the financial system, Tyler Munis. All fields must be completed including the budget expenditure line item(s) from which the expense should be paid. The expenditure account number on the Purchase Requisition must represent the appropriate account classification for the item being purchased or it will be rejected.
- The Purchase Requisition is automatically submitted by the system to the Commission Staff to be included on the next Commission Meeting Agenda.
- Once the Purchase Requisition is approved by the Commissioners, Commission Staff will electronically approve it in the financial system. They system will **automatically convert to a Purchase Order (PO)**.
- The originating department may obtain approved copies of the PO for vendor distribution or for reference by accessing the financial system or by contacting Accounts Payable.
- **ONLY after the PO has been approved by the Commission, should the originator of the PO purchase the item(s).** Once the item(s) is/are purchased and an invoice is received, department staff should enter the invoice into the financial system for payment referencing the PO number. Accounts Payable will then process the payment. A check, along with the invoice will be mailed to the vendor. (See also *6.0 Payment Process* of this policy) Accounts Payable will keep an electronic copy of the invoice and the purchase order for their files for auditing purchases.
- All purchases must be for reasonable and necessary costs. No purchases shall be made in excess of the PO amount approved by the Commission, unless the difference is strictly due to state tax and shipping costs.
- (See also *Financial Policy 318 – Bidding and Contract Policy* for additional guidelines.)

The process for invoices and PCard purchases without Purchase Orders (purchases less than \$5,000 or invoices that do not require a PO) are as follows:

- **PCard transactions** will be imported weekly by the AP Clerk into the financial system. PCard administrators in each department will be electronically notified when a PCard transaction for their department has been imported. The administrator must ensure that the PCard transaction is coded to the correct expenditure account and electronically attach receipts or other documents supporting that PCard transaction. (See also *Financial Policy 304-Purchasing Card Procedures* for additional PCard purchase guidelines.)
- **Non PCard invoices** are to be entered into the financial system by the appropriate department personnel. The paper invoice (all pages, front and back) should then be scanned and electronically attached to the invoice entry screen. After it has been released, the invoice will be electronically approved by the department manager or person designated by the department manager. This electronic signature provides the authorization that it was approved by the department for payment. The expenditure account coding in the system for the invoice to be paid must represent the appropriate account classification for the item being purchased. For example: if

supplies are coded to professional services the invoice will be declined for misclassification of the expenditure type.

The paper invoice for payroll deduction checks processed through accounts payable includes but is not limited to original invoices from all vendors (all pages, front and back), reconciliation reports and the payroll deduction reports that show the actual amount withheld from employee pay for each deduction. The first page of all payroll deduction invoices must be attached separately and marked as **CONFIDENTIAL for Accounts Payable**. The remaining invoice pages with sensitive employee detail, the deduction report, reconciliation report or other documents pertinent to that transaction must also be attached as a document(s) in the system AND must be marked as **CONFIDENTIAL for BOTH Accounts Payable and for Payroll**.

When coding invoices that are sent to AP for entry, departments are required provide a manual approval on the face of the invoice and must write the appropriate expenditure account code in the following format on the invoice XXXXXX-XXXXXX. Where the first set of numbers represent the organization code (org code) or fund and department number and the second set of numbers represents the object code of the expenditure. For example: if the Sheriff's Office was purchasing supplies the coding would be 001700-434100. In this example 001700 is the org code or fund and department number of the Sheriff's Office and 434100 is the expenditure object number for office supplies. If any department is paying an invoice from a fund other than the General Operating Budget of the County then it needs to be clearly written on the invoice which fund is being charges, as an example the Coal Severance Fund.

- **Reimbursement requests** must be submitted with an expense report, along with itemized receipts and supervisor's approval. (See also *Financial Policy 316 – Meal Per Diem Policy* AND *Financial Policy 302 – Travel Expenses Policy* for additional guidelines.)
- If the **budgeted line item does not have the necessary funds to pay the invoice**, the invoice will not be processed for payment. It will be the purchaser's responsibility to complete a budget revision request in the financial system, and obtain the electronic approvals of the Finance Director and/or the Commission. The Department Manager may also have to appear before the Commission to have monies moved within the budget to accommodate the purchase.
- Payments will not be made from monthly statements unless the department attaches the detail to the statement (the individual invoices or individual receipts).
- Any request for payment not submitted in the appropriate format is subject to being held by the Accounts Payable Department pending resolution of the Department Manager.
- Any **late charges** will be charged to the department that incurred the purchase. These late charges include late charges incurred by late submission of invoices; invoices that are being held for lack of budgeted funds; or requests for payments that are being held because they are in the wrong format.
- Departments should refrain from using credit cards other than the County issued PCard. Other credit cards include but are not limited to credit cards issued by Staples and Home Depot. Any rewards program incentives from any credit card other than the PCard are to be used only for authorized County purchases.

If an invoice that is entered for payment requires that a **remittance stub** or other documentation be sent with the check to the vendor at time of payment, that field must be checked in the system during invoice entry and back up must be sent to the AP Clerk. Additionally, utility invoices and invoices that impact **multiple departments will be allocated and entered for payment by the AP Clerk**. The original invoice of those types should be forwarded to the AP Clerk.

If there are insufficient funds within a department's overall department budget to purchase the item, AND a budget transfer is NOT APPROVED by the Commission, then it is the responsibility of the purchaser to either return the product or be personally responsible.

Exceptions to Purchase Orders

- 1) *Emergency Purchases*: If the purchase is a required emergency for continued employee productivity or our citizens' use of our services and buildings, the maintenance department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. Examples of exceptions would be, but not limited to, heating and air conditioning of the buildings, elevators for the public, car repairs for the deputies, or weather emergencies. If the purchase is above \$10,000, the maintenance department manager would be required to email the Commissioners to seek a majority approval.
- 2) *Grant Purchases*: If the purchase is a grant funded item and is time sensitive in order to meet grant obligation date deadlines, the department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. If the purchase is above \$10,000, the department manager would be required to email the Commissioners to seek a majority approval. (See also *Financial Policy 317 –Grant Policy* for additional guidelines.)

Either exception requires the department manager to submit the PO through the agenda at the next regularly scheduled meeting to receive formal approval / ratification.

6.0 Payment Process

AP and Payroll Checks: The AP staff in conjunction with the Sheriff's Tax Office or the Sheriff's designee shall balance payables each week, and print checks and EFT files from the AP and Payroll Clerks. Printed checks AND the AP or payroll (PR) listing with AP invoices AND the AP or PR check register will first be reviewed, certified and approved by the County Clerk. Next, the printed checks AND the AP or PR Listing AND the AP or PR check register will be reviewed, certified and approved by the Sheriff's Tax Office. ~~Lastly, the County Commissioners or the Commission's designee shall review, certify and approve the AP and/ or payroll (PR) listing with AP invoices AND the AP or PR check register. Lastly, a listing of accounts payable checks paid shall be approved by the Commission at the next regularly scheduled commission meeting. That listing shall sum allump all employee HRA (Health Reimbursement Account) payments (if any) into one line item listed as "HRA REIMBURSEMENT PAYMENTS" with no reference to the employee name(s) in order to maintain compliance with employee privacy laws.~~

- Checks shall be printed on check stock purchased from Tyler financial services with the appropriate bank approved security features.
- Checks shall be printed using printers designated specifically for check printing and must use MICR toner.
- The County Clerk's office shall safeguard and secure in a locked storage area the blank check stock.
- The County has been issued 2 Tyler Secure Check Signature Systems, a/k/a "black box". The secure check signature systems are the mechanical or electrical device that is required for making of the signatures of the president, clerk and sheriff. Such devices shall be safeguarded and secured in the County Clerk's office.
- ~~he check signature keys shall be segregated from the check stock.~~
- The County has been issued two (2) check void removal keys from Tyler financial services. One is held by the County Clerk, and a second key is held by the Sheriff's Tax Office.
- The check signature system black boxes and Void removal keys shall be segregated from the check stock and the black box.
- ~~two three (3) check signature keys from Tyler financial services. One is held by the County Clerk, and a second key is held by the Sheriff's Tax Office, and the third key is held by the County Commission's office.~~
- Check void removal keys shall be safeguarded and secured in locking storage areas. The Clerk or Sheriff will distribute the key to the appropriate AP or PR clerk in order to print checks. Printed checks, the corresponding check register and the check void removal key must be returned to the Clerk or Sheriff for certification and approval.
- ~~check signature keys shall be safeguarded and secured in locking storage areas. The Clerk or Sheriff will distribute the key to the appropriate AP or PR clerk in order to print checks. Printed checks, the corresponding check register and the check signature key must be returned to the Clerk or Sheriff for certification and approval.~~
- In the Clerk or Sheriff's absence, the County Clerk and/or Sheriff may designate an appropriate staff member to safeguard and distribute the check void removal key, signature key, and / or certify the printed checks, AP or PR listing, and the corresponding check register. **The designated person may not be the AP clerk or the Payroll clerk.**
- Checks will be printed with facsimile signatures of approved check signers.
- Payroll bank transfer and payroll electronic funds transfer checks needed for the payroll process are time sensitive and as such will require a shortened workflow. Those checks include the bi-weekly funding transfer from General County bank

account to the Payroll bank account, and periodic electronic funds transfers to government agencies and vendors for tax, retirement and other employee withholdings. To ensure that the Tax Office receives the transfer information for cash balancing in a timely manner, the electronic workflow approval shall consist of the County Administrator (approving on behalf of the County Commission), the County Clerk, and the Finance Director. Transfer checks must also be included in the listing of accounts payable checks paid and that list shall be approved by the Commission at the next regularly scheduled commission meeting (see 6.0 Payment Process paragraph 1 above).

Once approval is made, the Sheriff's Tax Office or the Sheriff's designee shall return all payments to the AP or Payroll Clerk to be mailed or distributed directly to the vendor or employee. A vendor may pick up the check directly from the Clerk's Office, if approved by the County Clerk.



Name: **John Nissel, County Administrator**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 19th**

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

Date Requested – 2nd Choice:

Subject: FY24 Budget Charge

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

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

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Quarterly Report

October 1, 2022 – December 31, 2022

1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management – ongoing
 - ii. Lobby for Antietam National Battlefield boundary expansion to include Shepherdstown Battlefield – ongoing
- b. Peter Burr Farm improvements and programing – ongoing
- c. Develop grant application and eligibility requirements for JCHPF, a new grant program
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffields Depot rehabilitation - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department - ongoing
- g. Annual verification of JCHLC historic sites inventory data – ongoing
- h. Identify all cemeteries in Jefferson County - ongoing
- i. Hosting a part-time AmeriCorps Member – no applicants yet
- j. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- k. Rt. 340 mitigation - contractor hired to write NR nomination for *Shady Grove*
- l. Designating the *Jefferson County Courthouse*, as a National Historic Landmark
- m. National Register nomination for the *Issac Clymer House*
- n. National Register boundary expansion for the Haines house to include *Susan Thornton House*
- o. National Register nomination for the *Osbourne Farm*- – Awaiting action by WV Arts & Humanities Commission
- p. JC Landmark nomination for *Winchester Cold Storage and Apple Industry in JC*
- q. Monthly article on historic preservation to appear in the Observer – ongoing
- r. Work with JC Schools to implement *Teaching with Historic Places* – ongoing
- s. Work with JC Schools to bring interpretive programs to all 4th grade students - ongoing

2. Projects Completed

- a. National Register nomination for the *Nathan Haines House* – Listed October 14, 2022
- b. Annual Shepherdstown Battlefield Easement Monitoring – Completed October 18, 2022
- c. Received WV Humanities Council Mini Grant for \$1,500, brochure reprints – October 24, 2022
- d. Peter Burr House repainted – October 26, 2022
- e. Received a Two Rivers Giving Circle grant for \$1,500, Duffield's Depot flooring – Nov. 2, 2022
- f. Received a EWVCF Education Grant for \$1,850 for interpretive programs - November 4, 2022
- g. Assisted Am. Battlefield Trust in acquisition of Far Away Farm – Settlement November 30, 2022
- h. Approved Fairview Cemetery of Gibsontown as JC Historic Landmark – December 7, 2022
- i. Revise and reprint 1,000 each of five brochures – December 31, 2022

Submitted by
Martin Burke, Chair



COMPLETED PROJECTS 2022

GOAL 1: EDUCATION

1. Apply for a part-time AmeriCorps Member for 2022-2023 – **Complete May 10, 2022**
2. Select AmeriCorps Member – **No applicants**
3. JCHLC Brochure series reprints and one new title - **Complete December 31, 2022**
4. WV GeoExplorer Project
5. Work with JC Schools to incorporate TWHP into the core curriculum
 - a. **First meeting with curriculum coordinator Tara Mahoney - January 14, 2022**
 - b. **Met with Jason Allen, Shepherd University Education teacher - May 10, 2022**
 - c. **ZOOM meeting with Tara Mahoney and three teachers – May 24, 2022**
 - d. **ZOOM meeting with Tara Mahoney and seven teachers – June 2, 2022**
 - e. **ZOOM meeting with Tara Mahoney and five teachers – July 29, 2022**

GOAL 2: AWARENESS

1. Maintain social media presence, Website, Facebook, Instagram, YouTube - **Ongoing**
2. Explore other social media platforms to attract a younger audience – **Added YouTube in May**
3. Monthly articles in the *Observer* about preservation – **Articles appeared Jan. Feb. May, June, Oct.**
4. *JCHLC on the Road* – Blue Ridge Arts and Crafts Festival – **April 30 & May 27, 2022**
5. JCHLC brochure series reprints and one new title - **Complete December 31, 2022**
6. WV Road signage – historic districts and battlefields
7. Signage for bike trails along Civil War troop march routes
8. Lecture series
 - a. Tom Mayes in Charles Town May 27, 2022 – **Complete 20 people attended**
 - b. Adaptive reuse and local zoning
 - c. Adaptive reuse of agricultural structures

GOAL 3: IDENTIFICATION

1. Continuously verify 2004-2007 JCHLC inventory data - **Ongoing**
2. Submit supplemental information for any current NR properties - **Ongoing**
3. Research ways of adding HR inventory data to database
4. Update online information, Maps, and database - **Ongoing**
5. NR Nomination *Haines House* – **Placed on NR October 2022**
6. NR Nomination *Weirick and Weller Water Wheel* – **Placed on NR September 2022**
7. Upgraded WVPIF for *Glenwood* – **Complete February 22, 2022**
8. Upgraded WVPIF or NR Nomination for *Oak Hill* – **Owner declined both June 2, 2022**
9. NR Nomination for *Shady Grove* – **nomination being developed by Maral Kaliban**
10. NR Nomination for *Issac Clymer House* - assigned to John Demer
11. Boundary expansion *Haines House* to include *Susan Thornton House* - assigned to John Demer
12. NR Nomination for the *Osbourne Farm* – **Approved by WVSHPO awaiting WV Art & Humanities Commission meeting in February 2023.**
13. JC Landmark nomination for *Winchester Cold Storage* assigned to John Demer
14. JC Landmark nomination for *Fairview Cemetery*- **Approved by JCHLC December 7, 2022**

15. JC Landmark nomination for *Halltown Paperboard Mill* – **Research complete, but Mill closed before JCHLC could contact owners. Research will be added to the JCHLC archives.**
16. Update the cemeteries map for JC based on new research – **Completed 3/14/22**

GOAL 4: COMMUNITY AND ECONOMIC DEVELOPMENT

1. JCHLC brochure series reprints and one new title – **Complete December 31, 2022**
2. Lobby for Antietam Battlefield boundary expansion
3. Partner with JC Farmland Protection on Civil War battlefield land acquisition
4. **Smithfield Crossing Battlefield**
 - a. Work with CWT & Middleway Conservancy to add Middleway as a site on Civil War Trail
 - b. Support JC Parks and Rec for battlefield land acquisition
 - c. Contact Sidewinder Enterprises LLC. Newport Beach, CA – **No response as of December 2022**
5. **Shepherdstown Battlefield**
 - a. Assist American Battlefield Trust in acquisition of Far Away Farm
 - i. Section 106 Clearance received from WVSHPO – **Complete July 11, 2022**
 - ii. Act as local partner for Federal funds transfer to Am. Battlefield Trust – **Complete Nov. 30, 2022**
6. **Summit Point Battlefield**
 - a. Support battlefield friends' group
 - b. Kubic property acquisition
7. **Middleway Historic District**
 - a. Support Middleway Conservancy projects

GOAL 5: STEWARDSHIP

Peter Burr Farm

1. For 2022 mowing will be contracted – **K&E Landscaping March 2022**
2. Update PBF master plan
3. Create a JC arboretum that includes JC School property
4. Upgrades and maintenance
 - a. Install grease trap in kitchen
 - b. Paint main house – **Completed October 26, 2022**
 - c. New siding for Utility building
5. Archeology collection rehousing

Duffield's Depot

1. Seek a zoning variance for no onsite parking – **Variance denied January 27, 2022**
2. Determine feasibility of using the ¾ acre JCHLC owns as a parking lot. **Determined not to be feasible**
3. Determine if purchase Mr. George's property is an option – **Letter sent to Mr. George Nov 21, 2022**
4. Contract for grounds maintenance – **Larry Shipley May 9, 2022**
5. Rehabilitate building as Duffields Depot Museum
 - a. Regrade site & removed debris – **Complete summer 2022**
 - b. Run electricity into building - **Complete summer 2022**
 - c. Install sump pumps - **Complete summer 2022**
 - d. Construct front steps - **Complete summer 2022**
 - e. Remove two trees – **Complete summer 2022**
 - f. Inject Bentonite around exterior foundation if water is not controlled by sump pumps
 - g. Replace west gable end with Hardy Board
 - h. Replace north side flooring
 - i. Hire a contractor to do a paint analysis
 - j. Preservation and replacement of interior details

- i. Plaster interior walls
- ii. Replace wood trim
- iii. Reconstruct interior cabinet
- k. Hang exterior shutters
- l. Construct/purchase/seek donation of a handicap access ramp to south door
- m. Begin planning interior exhibits/interpretive panels
- n. Paint interior and exterior

Shepherdstown Battlefield

- 1. ABT Park Day April 9 – **Complete April 9, 2022**
- 2. SBPA fall cleanup
- 3. Easement Monitoring – **Complete October 18, 2022**

Kearneysville Methodist Cemetery

- 1. Reset headstones – **Complete December 1, 2022**
- 2. Clear additional trees & underbrush - **Complete December 1, 2022**

Projects with Engineering, Planning and Zoning Department

- 1. Delay of demolition and demolition by neglect ordinance for historic structures
- 2. Ordinance to require owners to maintain their properties and structures

Blakeley Easement Monitoring

- 1. Assign conservation easement portion of 1988 easement to LTEP
 - a. Baseline survey
 - b. Prepare easement in conjunction with LTEP
 - c. Budget for contribution to LTEP stewardship fund, \$2,500 per year for two years

Snow Hill/Poor Farm Easement Monitoring

Meet with owner Kevin Tsuneishi – **Complete 3/15/22**

OPERATIONS

- 1. FY-21 Audit – **Complete May 2022**
- 2. FY-23 Budget presentation – **Complete February 2022**
- 3. Preliminary FY-23 Budget approval – **Complete June 8, 2022**
- 4. Final FY-23 Budget approval – **Complete August 10, 2022**
- 5. Sharing a full-time employee with Office of Planning & Zoning
- 6. Fundraising and Grants
 - a. Apply for a WV DOH grant for Duffield's Depot - **Decided it was too soon to apply**
 - b. Received a \$5,000 grant from the Helen Parker Willard Fund for cemeteries in JC – **April 2022**
 - c. Apply for NTHP grant for Awareness Campaign
 - d. Received a Two Rivers Giving Circle grant for \$1,500, Duffield's Depot flooring – **Nov. 2, 2022**
 - e. Received a EWVCF Education Grant for \$1,850 for interpretive programs in JC Schools 4th grade - **November 4, 2022**
 - f. Received a Community Services grant from JC Historical Society for \$2,000 for Duffield's Depot - **June 21, 2022**
 - g. Received a WV Humanities Council Mini grant for \$1,500 to reprint brochures – **Oct. 24, 2022**
- 7. Designated Endowed Funds at EWVCF
 - a. Katherine Burr Jackson Fund for the Peter Burr Farm - market value \$18,398 as of 12/2021
 - b. Reliving History Fund for the Peter Burr Farm - market value \$21,009 as of 12/2021

Partnerships

1. Joint meeting with three historic district commissions and Middleway Conservancy
 - a. **First ZOOM meeting occurred January 12, 2022**
2. Partnering with JCCVB on heritage tourism projects
3. Partnering with JCFPB on Farmland/Battlefield land easements
4. Partnering with JC Parks and Recreation, land acquisition and maintenance
5. Partnering with JC Schools on getting TWHP in the curriculum
6. Partnering with Engineering, Planning and Zoning Department on Zoning Amendments

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524
info@hfbpsd.com

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE NOVEMBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON NOVEMBER 10th, 2022.

The meeting was called to order at 7:35 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2027
Mike Lowrey-Secretary Term 6/30/2022
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant- Operations Supervisor
Joe Adams-Plant Operator
James E. Williams- Consultant

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the October minutes, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the October revenue checking account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the October security deposits account financial statement, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the October working capital reserve account, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the October capital replacement account, approved.

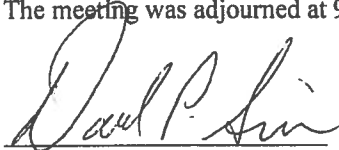
Discussion by Mr. Tennant to transfer \$1,000.00 from the working capital reserve acc. to the regular checking

Motion by Mr. Simmons, seconded by Mr. Lowrey to transfer \$1000.00 from the working capital reserve account over to the regular checking account, approved.

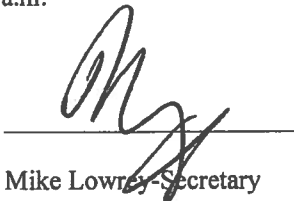
The Board directed Mr. Tennant to contact Mr. Paradis the new HFWW manager to discuss getting meter readings from HFWW and to work with Mr. Paradis with ongoing questions.

Discussion on the CUPPS software and in the future to just receive just the important information from the report, no need to get the entire report printed out.

The meeting was adjourned at 9:05 a.m.



David Simmons-Chairman



Mike Lowrey-Secretary



Helen Dettmer-Treasurer

From: Susan Zigler <rzigler01@gmail.com>
Sent: Sunday, January 1, 2023 1:24 PM
To: JCCInfo
Subject: new comprehensive plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

If I read the article in the newspaper correctly, there will be no recognized or organized representation from the farming community for input to the new, or revised, County Comprehensive Plan. Though the agricultural community is much smaller than it was when the last Plan was devised or composed, the landowners that will most likely be affected are farmers. They are the owners of the real estate to be used or limited. Property Rights have to be considered! This is true, especially when organizations such as Jefferson County Vision, misrepresent themselves and their influence, to overturn the property rights of landowners, to achieve their idea of a Utopian Society.

We must have commerce in our county. Manufacturing, solar, and hospitality services, provide revenue to the county with less requirements on services than housing developments, which do not seem to be a problem for the naysayers.

The idea of not having fair and reasonable input is like voting for all county officials to supply pizza to all residents, at their expense. I like pizza, but I think it totally unfair to force you to supply me with a mushroom and onion pizza weekly. Therefore, it is imperative to include the agricultural community in all aspects of this rewrite.

Richard Zigler
1083 Roper North Fork Road
Charles Town, WV 25414
Thank you for your time.

WRITTEN COMMENT FOR JANUARY 5, 2023, COUNTY COMMISSION MEETING

In his written statement included with the minutes of the December 15th, 2022 county commission meeting Dan Casto makes it clear that he stands with the Jefferson County NAACP against Commissioner Jackson. I wonder if his firm stand with the NAACP includes standing with them against Commissioner Stolipher? For that matter, I wonder where the Jefferson County NAACP stands on Commissioner Stolipher?

In October of 2022 a photo was made public showing Commissioner Stolipher and his wife, Kristen, who manages the Charles Town Utility Board, standing next to a man dressed in black face. To make matters worse, the man in black face is supposedly dressed as Ike Turner, who is as famous for his domestic abuse as he is for his musical talent.

For reference I've included the photo with these comments and expect it to be included not only with my remarks, but also to become part of the minutes for the January 5th meeting.

Do Commissioner Stolipher and his wife think black face is funny, or even acceptable? How about domestic abuse? I don't know many people in this day and age who would feel comfortable being in the same room with someone in blackface, much less being photographed with them, but you can judge for yourself: Do the Stoliphers look uncomfortable? To me, they look quite happy to be in the photograph.

I think most people would agree that blackface IS racist. In fact, it has become a universally accepted symbol of racism. However, astonishingly the Jefferson County NAACP has been silent on the issue of the Stolipher photograph. Why? They were more than happy to turn out en masse to protest Commissioner Jackson standing next to two guys making the "OK" hand gesture, which every single person reading this has probably made multiple times, but they seem to be MIA over black face, something that almost everyone can universally agree is racist.

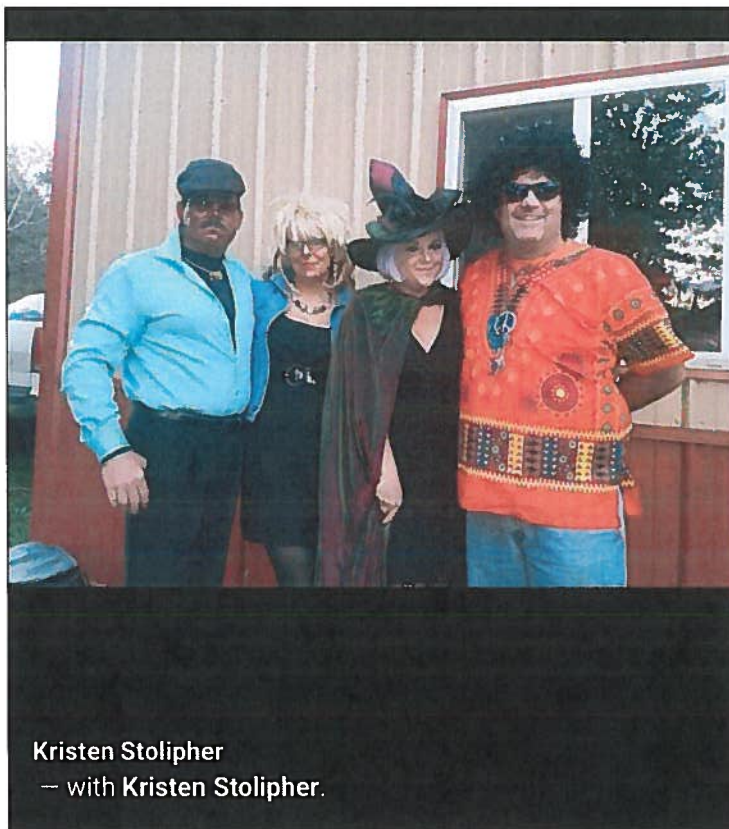
In my opinion, the answer is simple: Neither the Jefferson County NAACP nor Mr. Casto really care about racism, to them it is something to be weaponized for political gain. Commissioner Jackson is a strong conservative woman who speaks her mind. She is clearly not a racist. The protests were conveniently timed to coincide with the 2022 election campaigns. On the other hand, Commissioner Stolipher and his wife may be a

lot of things, but I don't believe either "strong" or "conservative" has ever been used to describe them.

In my opinion, the Jefferson County NAACP and Mr. Casto both consider Commissioner Stolipher to be a political ally, so they are willing to look the other way. To put it another way, most politically motivated people and groups don't attack their foot soldiers and "useful idiots."

Mark Everhart

Kearneysville, WV



Public Comment for Jefferson County Commission meeting January 5, 2023

I, David Tabb, a lifelong resident/taxpayer make the following comments:

PUBLIC COMMENT –

I hope the County Commission can take a moment of pray to start the County Commission meeting for the new placement of the elected officials. It already appears that at least two (2) of the five (5) Commissioners are ready to engage within the County Commission proceedings to be open and transparent. I would encourage the other three (3) Commissioner to follow their lead. The consensus that one County Commissioner can control what and how the Commission will force upon the public: will be at an end.

I would like to remind the County Commissioners: that you have been elected to work in the best interest and answer to the residents of Jefferson County.

PRESENTATION # 4 – Bob Burner- ESA

- **Reimbursement for labor and supplies EMS – Month of November 2022**
- **(\$8,189.84 + 17,563.26)**

It appears that the EMS continues to need more money than what was previously budgeted. There is only paperwork to justify \$12,745.09 (labor). The agenda request does not reflect that specific amount (\$12,745.09 labor), it only specifies \$8,189.84. The \$17,563.26 for supplies has no documentation of what supplies and/or equipment was needed.

Without the documentation, to go along with the request, the JCC can not approve any disbursements.

New Business –

(#7) Request from Jennifer Krouse to request opening sessions with a prayer

I hope everyone read all the documentation that newly elected Commissioner Krouse submitted. I believe that we need all the prayers we can get.

(#8) Budget revision Guidelines (submitted by Commissioner Jackson)

I hope everyone read Commissioner Jackson's submitted documents and to also consider an audit to include the review of the supposedly \$58M dollars transferred from FY22 to FY23. Let's see the money!

I would also suggest that the newly elected Commissioner Krouse review any expenditures that were budgeted for this current year and vote *no* on the expenditures; if she doesn't have the documentation or agree with the budget that is in place.

“The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Governor has ordered the Government to be “open for business” and not deprived the public of notice and comments that would violate ethic provisions.”

It is hard to be safe, with the current County Commission.

Have a nice day!

I'm just here to speak as a citizen. I am so disheartened by some of our Board of Education and their Superintendent, and how they are running things. I say running, rather than serving because that's what it feels like.

Every Board meeting is the same. There is an agenda put out by the superintendent. I know citizens can't get anything put on the agenda. No discussion can even happen on a subject unless 3 members approve it. How is that useful? There is a majority of 3 that always think and vote alike. Even the teachers' opinions are basically ignored. Such as at the recent Board meetings. The superintendent and her BFF's on the Board wanted to reduce the semester exam grades to a value of only 3%. Or to not even give an exam. Even though the Faculty senates at both high schools had already said they should be worth at least 10%. Teachers have a senate to represent them. That senate elects a chief to speak for them. And then ..the Board ignores them. The Board shows no confidence in the teachers' views, so teachers have no choice but to have no confidence in the Board. Then, apparently, the superintendent put out a survey after this because friends of those in high places had expressed concerns that took priority. No it didn't. There was no need for this since the system was already in place and the teachers had responded. Let alone the appearance of impropriety that came out about 1 or 2 of the named Board member families possibly benefiting financially from the lower exam value. That should have been enough for those 2 Board members to recuse themselves from that vote. I heard one of those 2 named Board members continually refer to testing as a punishment for students, over and over at the Board meeting. That is not an appropriate perspective for a Board of Education member to have on education. None of us can have any confidence in them. The Spirit of Jefferson newspaper printed an excellent article addressing the boards action. It explains in detail everything you need to know from a teacher in whom we can have great confidence. Please read it.

Everyone needs accountability. Believe me, I know the Board positions are elected. They work for the citizens and we can vote them out at the election booth. However, the Superintendent is not elected by the citizens, but is hired by the Board. And we can't fire her. She leads the 3 named board members around, and basically makes all the decisions on education in Jefferson

County. But sometimes, like now, the Board does things that they need to be held accountable for now, not at the next election.

Though the Board is not directly accountable to anyone, they should always be transparent in how they spend their money, excuse me, our money. Which they are not. We've all heard the boondoggle with the utilities for the new Shepherdstown Elementary School. Stories changed at each board meeting. Costs changed, requirements changed, we've already done this, oops no we didn't. Estimates and budgets included this. Oops no they don't. We'll need so much more money!

And then there's all the unaccountability of hirings. Why are there sooo many admin positions added? Yet not enough money to hire more teachers for the front lines of education. And moving admin employees ^{positions} around behind closed doors. And each time, the three Board members in question are always in agreement and win the vote. How is that even probable? It appears that they are not all necessary. Without accountability it is difficult to have any confidence in these board members decisions about anything.

Thank you for your time.

Joanne Curran



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

2nd Quarterly Report for Planning and Zoning FY 2023 (October 1, 2022 – December 31, 2022)

Attached is an electronically generated report of all applications submitted and reviewed within the 2nd Quarter of FY2023. This data is being provided as a part of the 2nd Quarterly Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings:	3 Meetings
Subdivision Regulations Text Amendments	none this quarter
Zoning Ordinance Text Amendments	none this quarter
<i>Envision Jefferson 2035 Comprehensive Plan Text Amendments</i>	none this quarter
Zoning Map Amendments/Rezoning	0
Concept Plan Public Workshops	3

#22-15-SP Concept Plan for the Rippon Solar Energy Facility. The applicant, Torch Clean Energy (Attn: Sam Gulland), is proposing a 99 MWac solar electric generating facility on approximately 878-acres. The project will consist of solar modules, a new substation to connect the solar facility with the electric grid, and underground utilities. The project site has existing high voltage power lines running through the property; PC File #22-15-SP.

Property Owners/Location/ID/Size/Zoning District

- Stiles Family Partnership LLC; Vacant parcel located north of 1337 Roper North Fork Rd, Charles Town, WV; Parcel ID 06001100060001; Lot Size: 25.14 ac; Zone: Rural
- Stiles Family Partnership LLC; Vacant parcel located north of 1337 Roper North Fork Rd, Charles Town, WV; Parcel ID 06001100060000; Lot Size: 115.8 ac; Zone: Rural
- Bullsken LLC, Property Owner; 673 Old Shennandale Rd, Charles Town WV; Parcel ID: 06001100090000; Lot Size: 133.75 / Project Size: 106.52 ac; Zone: Rural
- Clarence E Hough Et Al; Vacant parcel located west of 957 Myerstown Rd, Charles Town, WV; Parcel ID: 06001000030001; Lot Size: 108.66 ac/Project Size: 99.84 ac; Zone: Rural
- View Mountain Farm LLC; 28 Dutch Hill Rd, Charles Town, WV; Parcel ID: 06002100060000; Lot Size: 101.6 ac / Project Size: 97.01 ac; Zone: Rural
- Stanley W Jr & Katherine B Dunn; 2646 Kabletown Rd, Charles Town, WV; Parcel ID: 06002100050000; Lot Size: 174.6 ac / Project Size: 165.52 ac; Zone: Rural
- Stanley W Jr & Katherine B Dunn; Vacant parcel located east of 28 Dutch Hill Rd, Charles Town, WV; Parcel ID: 06002100070000; Lot Size: 89.39 ac / Project Size: 86.07 ac; Zone: Rural

- Stanley W Jr & Katherine B Dunn; Vacant parcel located east of 2646 Kabletown Rd, Charles Town, WV; Parcel ID: 06002200050001; Lot Size: 232 ac / Project Size: 169.15 ac; Zone: Rural
- Stanley W Jr & Katherine B Dunn; 1371 Myerstown Rd, Charles Town, WV; Parcel ID: 06001000050000; Lot Size: 366 ac / Project Size: 12.27 ac; Zone: Rural

Public Workshop 11/9/22; PC accepted the Concept Plan.

#22-27-SD Concept Plan for Sunnyside Major Residential Subdivision consisting resubdividing nine (9) existing commercial lots into 29 Single Family; Vacant Lots off Kanawha Lane.

- Applicant/Property Owner: Sunnyside Investment LLC; Sunnyside Industrial Park, Lots 1-5, Vacant parcels located on Kanawha Lane, Charles Town, WV; Tax District: Kabletown (06); Map: 12; Parcels: 12, 12.2, 12.3, 12.4, 12.5; Lots size: 33 (combined acreage); and
- Applicant/Property Owner: Thomas Management Group Inc.; Sunnyside Industrial Park, Lots 8-11, Vacant parcels located on Kanawha Lane, Charles Town, WV; Tax District: Kabletown (06); Map: 12; Parcels: 12.8, 12.9, 12.10, 12.11; Lot size: ~20 (combined acreage); Zone: Residential-Light Industrial-Commercial. PC File # 22-27-SD.

Public Workshop 11/15/22; PC accepted the Concept Plan.

#22-12-SP Concept Plan for Verizon-Franklinton Telecommunications Tower consisting of a 199' Monopole Telecommunication Tower including 6 Antennas and a 2,500 square foot fenced compound area, screened by an 8' tall board fence. Applicant: Verizon Wireless; Property Owner: Douglas and Laura Gansler; Property Location: Berryville Pike at Clarke County VA line; Parcel ID: 0600290003000; Size: 15.4 ac; Zoning District: Industrial-Commercial

Public Workshop 12/13/22; PC accepted the Concept Plan.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: 3 meetings
Zoning Appeal of Administrative Decision none this quarter

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 26 Total (16 Subdivision & 10 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public: 36 Total
Zoning and Land Development Fees Collected: \$ 80,945.70

Regional Transportation Planning Meetings (all remote)	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	10/17/22; 11/21/22;12/19/22
Eastern Panhandle Transit Authority (EPTA) Safety Committee Meetings	12/14/22
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	10/19/22
HEPMPO Regional Freight Plan	11/2/22
HEPMPO Regional Bike/Pedestrian Plan Stakeholders Meeting	11/16/22

Local and Regional Planning Meetings (all remote)	
WV APA Chapter Executive Committee Meetings (ZOOM);	10/25/22; 11/22/22;12/19/22
WV APA Membership Committee (ZOOM)	10/20/22;11/17/22; 12/15/22
WV APA Annual Chapter-Wide Meeting	12/1/22
APA Chapter Presidents Council/Leadership	10/20/22; 11/1/22; 11/7/22
Elks Run Project Planning Meeting (WV Rivers)	10/7/22; 12/16/22
Mid-Atlantic Planning Collaborative on-line training for CM credits	11/1/22; 12/8/22

Planning and Zoning Quarterly Report
10/01/2022 - 12/31/2022 (Generated 12/30/2022)

Type	Project Number	Creation Date	Owner Name	Location	Status	Description	
Minor Plat Change	22-13-MPC	10/19/2022	Julio Alejandro Saenz	Broadview Court, Charles Town, WV 25414	Closed	Minor Plat Change septic reserve relocation	
	22-14-MPC	11/9/2022	Lutman Land Development - David Lutman	0.3 miles west of Summit Pt Rd & Washington Street, Charles Town, WV	Open	Milton's Landing Subdivision Minor Plat Change to add a school bus area and mailbox area; Revise Lot 17 from a stormwater mgmt area to residential lot; <u>revised septic reserve areas on lots 22 & 40.</u>	
						Category Total:	2
Conditional Use Permit	22-9-CUP	10/3/2022	BULLSKIN LLC	673 OLD SHENNANDALE RD, CHARLES TOWN, WV 25414	Closed	Request for a Conditional Use Permit to operate a Solar Energy Facility for approximately 737 acres of the 878-acre Rippon Energy Facility, a 99 MWac solar electric generating facility.	
						Category Total:	1
Easements	22-6-E	10/26/2022	LOTZE CONRAD D & KRISTINA A MACIUNAS	2237 OLD LEETOWN PIKE, KEARNEYSVILLE, WV 25430	Open	Conservation Easement	
	22-7-E	11/14/2022	BARKUS A NEAL & ALICE T	1328 RIVER RD, SHEPHERDSTOWN, WV 25443	Open	Barkus (Conservation Easement)	
						Category Total:	2
Merger or Boundary Line Adjustment	22-34-M	10/31/2022	BANACHOWSKI HILLARY	1799 PERSIMMON LN, SHEPHERDSTOWN, WV 25443	Open	BLA #1: 1.815 acres from parcel 1.1 to parcel 1.4; and, BLA #2: 825 acres from parcel 1.4 to parcel 1.9	
	22-35-M	11/9/2022	MCCAULLEY JOHN & LISA - John McCaulley	3481 KABLETOWN RD, CHARLES TOWN, WV 25414	Open	BLA of 1.786 from Parcel 4.3 to Parcel 5	
	22-36-M	12/12/2022	Edward J Putz Trust	2073 BOWERS RD, KEARNEYSVILLE, WV 25430	Open	BLA of 2.8 acres from parcel 2.3 to parcel 5.24	
	22-37-M	12/19/2022	HORUS WEST VIRGINIA 1, LLC	KABLETOWN RD, CHARLES TOWN, WV 25414	Open	Consolidation of the previously recorded Thorn Hill Subdivision, Lots 1-179, including all easements and SWM facilities (PB 24, PG 14).	
	22-38-M	12/19/2022	LUTMAN LAND DEVELOPMENT	LEWISVILLE RD, CHARLES TOWN, WV 25414	Open	BLA of 5.16 acres from Parcel 2 to Parcel 6	
	22-39-M	12/20/2022	LAURENCE M & SUZIN E M WRIGHT	947 HOSTLER RD, HARPERS FERRY, WV 25425	Open	BLA Parcel 19.0 and 19.1	
	22-33-M	10/13/2022	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	MOTORSPORTS PARK CIRCLE, SUMMIT POINT, WV 25446	Open	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER, LLC BLA	
						Category Total:	7
Planning Commission Waiver	22-25-PCW	10/21/2022	B.C. Partners - Dan Snyder, P.E.	NE Corner of Route 340 and Route 24 (Country Club Road), Harpers Ferry, WV	Closed	Waiver from Appendix 8, Table 2.2-1, "Roadway Design Standards" of the Subdivision Regulations, which requires a 35' Minimum Turning Flare Radius at <u>pavement edge.</u>	
	22-26-PCW	10/24/2022	PERFORMANCE AUTO WORKS LLC - Billy Ring	8063 LEETOWN RD, KEARNEYSVILLE, WV 25430	Open	Waiver of both full and limited site plan requirements for the construction of a 2,400 sq. ft. storage building, and the addition of 3,700 sq. ft. of gravel in the future, for a total of 6,100 sq. ft. of additional disturbed spacedisturbed space.	
	22-24-PCW	10/12/2022	PRESTON GILLMORE & Julie Evans	774 Bunkhouse RD, Kearneysville, WV 25430	Closed	Waiver from Section 21.402 D and 21.401 of the Subdivision Regulations to <u>move the electric line into the easement.</u>	
						Category Total:	3
Final Plat Amendment	22-6-FPA	10/3/2022	MILLER TAMMY	1335 GARDNERS LN, SHEPHERDSTOWN, WV 25443	Open	Lift single family restriction for detached ADU for agricultural caretakers residence	
	22-7-FPA	10/11/2022	REYNES JULIA E	384 POTOMAC RIDGE LN, SHEPHERDSTOWN, WV 25443	Open	Request for a Final Plat Amendment to lift the single family restriction (Note #9 on Final Plat PB 25/PG85A) to allow for the construction of a detached <u>accessory dwelling unit (in-law suite) for a family member.</u>	
	22-8-FPA	10/13/2022	GODDARD LAURA	Falcon Ridge, Charles Town, WV 25414	Open	Falcon Ridge Final Plat Amendment to the natural preservation areas.	
						Category Total:	3
Site Plan	22-11-RR	10/11/2022	JEFFERSON ACADEMY LLC - Sayeed Ahmed	449 ROSE HILL DR, KEARNEYSVILLE, WV 25430	Closed	Redline Revision to the existing parking lot.	
	22-4-NSP	11/15/2022	SUSQUEHANNA PROPERTIES LLC - Doug Porter	14956 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Closed	No Site Plan. A 1,274 square foot 2-story apartment structure, a 145' +/- gravel driveway, and a 10-space parking area.	
	22-5-NSP	12/7/2022	CHAPMAN ALICE	15943 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Closed	No Site Plan. Day Care Center, Large, to convert an existing residence into a day care center to provide care for up to 32 children, including a fenced play area & onsite parking.	
						Category Total:	3
Subdivision	22-12-RR	12/1/2022	BEALLAIR HOMES LLC - Ed Wormald	Beallair Manor Dr., Charles Town, WV 25414	Open	Preliminary Plat Redline Revision to modify the setbacks for Lots 214, 215, and 217 along the cul-de-sac.	
	22-28-SD	10/11/2022	GAHR MARY L - Mary Gahr	120 SOUTHERLY LN, CHARLES TOWN, WV 25414	Closed	Lot 1 and 2 Residue	
	22-29-SD	10/11/2022	Flowing Springs Road LLC - WILLIAM REILLY	Vacant Lot Flowing Springs RD, Charles Town, WV	Open	Minor Subdivision: Lots 1 and 2-Residue	
	22-30-SD	10/28/2022	Wilbert & Sharon Kidwiler	1044 KIDWILER RD, HARPERS FERRY	Open	MSD	
	22-31-SD	12/21/2022	ASHBAUGH PAUL L & DONNA	Ashbaugh Dr, Harpers Ferry, WV 25425	Open	Minor Subdivision, Lots 3 & 4-Residue	
						Category Total:	5
Zoning Certificate	22-58-ZC	10/3/2022	MILLER TAMMY	1335 GARDNERS LN, SHEPHERDSTOWN, WV 25443	Open	Accessory Dwelling Unit: Agricultural/Caretaker	
	22-59-ZC	10/5/2022	SUNNYSIDE LIMITED PARTNERSHIP	844 WHEATLAND RD, CHARLES TOWN, WV 25414	Closed	Wireless Tower/Site Modifications removing existing equipment and replacing with new antenna and cables, new enclosure and Structural Modifications	
	22-60-ZC	10/5/2022	MILLER TAMMY	1335 GARDNERS LN, SHEPHERDSTOWN, WV 25443	Open	Accessory Dwelling Unit: In Law Suite	
	22-62-ZC	10/7/2022	OWENS MICHAEL K ET AL	11945 LEETOWN RD, KEARNEYSVILLE, WV 25430	Closed	Increasing height of existing wireless telecommunication tower (designed as a silo) from 120' to 130' to allow additional antennas, installation of a 12' x 16' <u>concrete pad and 30 KW diesel generator.</u>	
	22-63-ZC	10/11/2022	TRUSTEES OF COVENANT BAPTIST CHURCH - David Lyle	7485 SHEPHERDSTOWN PIKE, SHEPHERDSTOWN, WV 25443	Closed	Accessory Use - Expansion of Ministry Services *No new buildings or additions to existing buildings proposed at this time.	
	22-64-ZC	10/11/2022	KOSKO EMIL M JR	5071 MIDDLEWAY PIKE, KEARNEYSVILLE, WV 25430	Open	Farm Winery: Wine Down Winery	
	22-65-ZC	10/21/2022	7-Eleven Inc. formerly The Southland Corp	868 E WASHINGTON ST, CHARLES TOWN, WV 25414	Closed	7-Eleven Convenience Store: change in ownership	

	22-66-ZC	10/27/2022	Heaven on Earth LLC - Ryan Gauvin	878 WILT RD, CHARLES TOWN, WV 25414	Closed	Short Term Rental
	22-67-ZC	11/29/2022	KITA LLC	43 RULAND RD STE 1, KEARNEYSVILLE, WV 25430	Closed	Small animal clinic; 3 full time & 3 part-time employees.
	22-68-ZC	12/8/2022	CHAPMAN ALICE	15943 CHARLES TOWN RD, CHARLES TOWN, WV 25414	Closed	Day Care Center, Large, to convert an existing residence into a day care center to provide care for up to 12 children; including a fenced play area, onsite parking, and a business sign.
	22-69-ZC	12/13/2022	MILJOUR DAVID V & DORE A	2129 RIVER RD, SHEPHERDSTOWN, WV 25443	Closed	Cottage Industry: a nonprofit medical office.
	22-70-ZC	12/19/2022	REYNES JULIA E	384 POTOMAC RIDGE LN, SHEPHERDSTOWN, WV 25443	Open	Accessory Dwelling Unit as a detached in-law suite for a family member.
					Category Total:	12
Zoning Variance	22-39-ZV	11/4/2022	HOFFMAN RICKI V & DAWN M	1871 OLD COUNTRY CLUB RD, CHARLES TOWN, WV 25414	Open	Variance from Section 9.7 to reduce the rear setback from 50' to 13' for an existing 24' x 24' accessory structure (storage shed)
	22-40-ZV	11/14/2022	SAB REAL ESTATE 2 LLC	8310 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 4.11 and Appendix B to allow the use of existing vegetation in lieu of a planted landscape buffer along the eastern and southern boundary lines for the existing ROCS convenience store (File #518-06)
	23-1-ZV	11/18/2022	SUMMIT POINT LIBRARY COMMISSION	49 CHURCH ST, SUMMIT POINT, WV 25446	Open	Variance from Appendix B to reduce the rear setback from 40' to 25' for the expansion of an existing library.
	23-2-ZV	12/14/2022	SWALDO BARRY A & JODY M	449 JENKINS HILL RD, CHARLES TOWN, WV 25414	Open	Variance from Section...
					Category Total:	4
					Grand Total:	42

Sorayda Pitts

From: Archer, Richard @ Indianapolis <Richard.Archer@cbre.com>
Sent: Friday, January 13, 2023 10:59 AM
To: Cindy Rezmer; Sorayda Pitts
Cc: Jessica James
Subject: FW: Board of Assessment Appeals Hearing - January 19, 2023

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Cindy/Sorayda,

I sent the below communication to Jessica and received an out of office reply. For that reason I am forwarding it to you.

Thank you,

Richard L. Archer

Director, Property Tax Services
CBRE | Valuation and Advisory Services
8888 Keystone Crossing, Suite 1000 | Indianapolis, IN 46240
T +1 317 269 1085 | C +1 317 250 7768
richard.archer@cbre.com | LinkedIn

Follow CBRE: [CBRE.com](https://www.cbre.com) | [LinkedIn](https://www.linkedin.com/company/cbre) | [Twitter](https://twitter.com/cbre) | [Instagram](https://www.instagram.com/cbre) | [Facebook](https://www.facebook.com/cbre) | [Weibo](https://www.weibo.com/cbre) | [WeChat](https://www.wechat.com/cbre)

From: Archer, Richard @ Indianapolis <Richard.Archer@cbre.com>
Sent: Friday, January 13, 2023 10:10 AM
To: Jessica James <jjames@jeffersoncountywv.org>
Subject: Re: Board of Assessment Appeals Hearing - January 19, 2023

Good morning Jessica,

I spoke with June and we have agreed not to go before the Commissioners next week so you can remove us from the agenda. Let me know if you have any questions.

Get [Outlook for iOS](#)

From: Jessica James <jjames@jeffersoncountywv.org>
Sent: Tuesday, January 10, 2023 3:19:00 PM
To: David Tabb <sssi27@yahoo.com>; Archer, Richard @ Indianapolis <Richard.Archer@cbre.com>
Cc: Angela Banks <abanks@jeffersoncountywv.org>; John Nissel <jnissel@jeffersoncountywv.org>; Cindy Rezmer <crezmer@jeffersoncountywv.org>; Sorayda Pitts <spitts@jeffersoncountywv.org>
Subject: Board of Assessment Appeals Hearing - January 19, 2023

Gentlemen –

This e-mail is to confirm the Commission will be convening as a Board of Assessment Appeals on Thursday, January 19 at 6:30pm. Appointments begin at 6:30pm, with Mr. Tabb scheduled first from 6:30-6:45pm and Mr. Archer scheduled next from 6:45-7:00pm. You may appear in person or virtually. You'll be receiving a copy of the January 19, 2023 Jefferson County Commission agenda by close of business on Friday, January 13, along with the online meeting link should you choose to appear virtually.

Any questions, please ask. If you no longer wish to be heard, please contact June Bowers in the Jefferson County Assessor's Office at 304-728-3224.

Thanks,

Jessica

Jessica James
Assistant Deputy County Administrator
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) – 304-728-3282
(f) – 304-725-7916

Details about the personal data CBRE collects and why, as well as your data privacy rights under applicable law, are available at [**CBRE – Privacy Policy.**](#)