

AGENDA FOR THURSDAY, MARCH 4, 2010

Old Charles Town Library Meeting Room
200 E. Washington Street, Charles Town, WV

APPOINTMENTS:

- 1. 9:30 a.m. - Pledge of Allegiance
Approval of Minutes
Approval of Purchase Orders
Approval of Accounts Payable
- 2. 9:40 a.m. - Public Comment
- 3. 9:45 a.m. - County Administrator Reports
- 4. 9:50 a.m. - County Commission Reports
- 5. 10:00 a.m. - Kit McGinnis - Claymont Court Save America's Treasures Grant - Discussion/Action
- 6. 10:15 a.m. - Greg Bailey, Esquire - Executive Session - County Clerk Lawsuit
- 7. 10:30 a.m. - Discussion/Action Relating to Fair Housing Resolutions Needed for Small Cities Block Grant (LW)
 - A. Fair Housing Program
 - B. Citizens Participation Plan
 - C. Community Development & Housing Needs
 - D. Proclamation declaring March as Fair Housing Month in Jefferson County
- 8. 10:45 a.m. - Mark Schiavone, Director of Capital Planning and Management - Budget Work Session #3
 - Levy Calculations
 - Presentation of the Overview of the Initial Draft Budget for FY11
 - Decision on Holding a Public Hearing to Raise Levy Rate
- 9. 11:45 a.m. - Legal Update and Report - (Stephanie Grove)
- 10. 12:00 p.m. - Jennifer S. Maghan - County Clerk's Report

- 11. 12:15 p.m. - Break for Lunch
- 12. 1:30 p.m. - Afternoon Session Begins

UNFINISHED BUSINESS: (None)

NEW BUSINESS:

- 13. Legislative Issues
- 14. Proposed Judicial Building:
 - A. Motion to Complete the Architectural Drawings Using Previously Budgeted Funds but to not Proceed any Further with the Planning or Construction of the 30,000 sq. foot \$10 Million Judicial Center for FY 2011 (JS)
 - B. Consideration of a Motion to Postpone Allocating Money from the Upcoming Budget for the Proposed Judicial Building (DM)
- 15. Approval to Reduce the Membership of the Jefferson County Development Authority from 16 to 15 (DM) - Discussion/Action
- 16. 1:45 p.m. - Barbara Miller - Project Concepts for: (Discussion/Action)
 - A. Volunteer WV! Citizen Corps Grant
 - B. WV Dept. Of Military Affairs and Public Safety's Homeland Security Grant
- 17. 2:00 p.m. - Roger Goodwin, Chief County Engineer
 - A. Bonding
- 18. 2:15 p.m. - Bill Polk, Maintenance Director
 - A. Approval to Advertise for Animal Control Office Supervisor
 - B. Approval to go into Negotiations with David Kemnitzer for the Historic Structure Report
- 19. 2:30 p.m. - Water Advisory Committee Interviews and Appointments
- 20. 2:45 p.m. - Jefferson County Emergency Services Agency Interviews and Appointments
- 21. 3:00 p.m. - Historic Landmarks Commission Interviews and Appointments

22. 3:15 p.m. - Harpers Ferry/Bolivar Public Service Commission Interviews and Appointments

23. 3:30 p.m. - Adjourn

INFORMATION:

24. Memorandum received from Roger Goodwin concerning the acceptance of a bond for Walls Nursery in the amount of \$25,129.
25. Notice of Public Hearing on Tuesday, March 9, 2010 at 10:00 a.m. - Jefferson County Commission is considering the filing of an application for Small Cities Community Development Block Grant Funds with the State of West Virginia.
26. Thank you letter received from the Charles Town Library to the Maintenance staff for their work in upgrading the lighting and refinishing the floors in the library meeting room.
27. Correspondence received from Senator Rockefeller concerning the National Capital Region Land Conservation Act of 2009.
28. Correspondence received from Jennifer Maghan, County Clerk regarding removal of platform in the mail room.
29. Letter of resignation received from John Sidor member of the Jefferson County Planning Commission effective February 23, 2010.
30. Letter of resignation received from Donald Longerbeam Supervisor for the Animal Control office effective February 23, 2010.
31. Correspondence received from Governor Manchin concerning the census.
32. Copy of correspondence sent from the Assessor to Rattlesnake Run, Inc. received concerning a correction.
33. Correspondence received concerning a grant application submitted by the Jefferson County Public Service District and Jefferson Utilities, Inc. Partnership.
34. Correspondence received from W. Matthew Harris thanking the Commission for the opportunity to interview for the Planning Commission appointment.
35. Information received on the Forum for Rural Innovation: New Approaches for Agriculture and Rural Prosperity on Friday, March 19, 2010.

- 36. Legislative information received from the Association of Counties and the County Commissioners' Association.
- 37. E-911 fees received.
- 38. Oath of Office received from Clifford E. Taylor as a member of the Planning Commission.
- 39. Weekly settlement report for the Charles Town Races and Slots received from the West Virginia Lottery.

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.

REGULAR TERM:

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

At a Regular Term of the County Commission of said County and State continued and held at the Old Charles Town Library meeting room thereof on Thursday, February 18, 2009 beginning at 9:30 o'clock a.m.

PRESENT: Lyn Widmyer; President;
James Surkamp, Patricia Noland, Dale Manuel
Frances B. Morgan; Commissioners

In re: PLEDGE OF ALLEGIANCE

Commissioner Morgan conducted the Pledge of Allegiance

In re: APPROVAL OF MINUTES

Motion by Morgan second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, January 28, 2010 and to approve the Minutes as amended. Motion carried.

Motion by Morgan, second by Noland to dispense with the reading of the Minutes for the meeting held on Thursday, February 4, 2010 and to approve the Minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Manuel, second by Morgan to approve the following Purchase Orders for the week of February 11, 2010 totaling \$18,385.88: 48035, 47647, 47681, 48037, 48011, 48034, 48036, 47369, 47710, 47711, 47713, 47714, 47715, 47716, 47717, 48038. Motion carried.

Motion by Morgan, second by Manuel to approve the following Purchase Orders for the week of February 18, 2010 totaling \$10,670.69: 48039, 48044, 48040, 48042, 48045, 47946, 47947, 47789, 47846, 48041. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Morgan, second by Manuel to approve the list of accounts payable for February 11, 2010. Motion carried

CK NO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CK AMT
060812	413	ALLEGHENY POWER		0.00	314.45	314.45
060813	700	BATTERY MART	47712	14.94	0.00	14.94
060814	425	BOLAND SERVICES	47980	2,790.00	0.00	2,790.00
060815	405	LAURENCE R CROFFORD		0.00	380.72	380.72
060816	424	CHARLES TOWN UTILITIES		0.00	82.55	82.55
060816	425	CHARLES TOWN UTILITIES		0.00	797.82	797.82
060817	712	VERIZON		0.00	380.00	380.00
060818	712	CDW-GOVERNMENT INC	47140	690.00	0.00	690.00
060819	405	JAMES CASIMIRO III		0.00	651.70	651.70
060820	700	C.A.R.S	48033	579.66	0.00	579.66
060821	403	DAYTON LEGAL BLANK	47493	267.04	0.00	267.04
060822	425	DEAN'S LAWNMOWER SHOP	48031	499.98	0.00	499.98
060823	PAYROLL	GUARDIAN		0.00	1,581.40	1,581.40
060823	PAYROLL	GUARDIAN		0.00	7,022.28	7,022.28
060824	424	GRAINGER, INC	48029	711.36	0.00	711.36

060824	425	GRAINGER, INC	48029	269.78	0.00	269.78
060825	405	STEPHEN V GROH		0.00	367.40	367.40
060826	405	CHARLES B HOWARD		0.00	454.11	454.11
060827	716	INWOOD ANIMAL CENTER	47896	207.42	0.00	207.42
060828	405	RALPH A LORENZETTI JR		0.00	326.00	326.00
060829	700	MCKINNEY'S AUTO REPAIR	48032	34.20	0.00	34.20
060830	424	VERIZON BUSINESS		0.00	1,127.72	1,127.72
060831	401	PATRICIA A NOLAND		0.00	650.27	650.27
060832	ALLOC	JEFF CO PARKS &		0.00	11,581.74	11,581.74
060833	425	LANDMARK ELEVATOR INC.	47286	240.00	0.00	240.00
060834	712	RESA VIII	47164	15.00	0.00	15.00
060835	403	LAURA RATTENNI	47921	80.48	0.00	80.48
060836	424	ROACH OIL COMPANY		0.00	2,088.29	2,088.29
060836	425	ROACH OIL COMPANY		0.00	6,210.98	6,210.98
060837	413	RAI GROUP 43, LLC	47652	1,338.00	0.00	1,338.00
060838	PAYROLL	RETIREE HLTH BENEFIT TRS		0.00	7,656.00	7,656.00
060839	401	SOFTWARE SYSTEMS, INC		0.00	293.00	293.00
060839	402	SOFTWARE SYSTEMS, INC		0.00	149.00	149.00
060839	403	SOFTWARE SYSTEMS, INC		0.00	592.00	592.00
060839	404	SOFTWARE SYSTEMS, INC		0.00	783.00	783.00
060840	GRANT	STAPLES CREDIT PLAN	48008	1,000.00	0.00	1,000.00
060840	401	STAPLES CREDIT PLAN		0.00	95.84	95.84
060840	405	STAPLES CREDIT PLAN		0.00	39.98	39.98
060840	422	STAPLES CREDIT PLAN		0.00	190.02	190.02
060840	439	STAPLES CREDIT PLAN		0.00	143.89	143.89
060840	700	STAPLES CREDIT PLAN		0.00	811.41	811.41
060840	712	STAPLES CREDIT PLAN		0.00	588.90	588.90
060840	716	STAPLES CREDIT PLAN		0.00	229.20	229.20
060841	425	SHERWIN-WILLIAMS	47891	19.18	0.00	19.18
060842	425	SPECTRUM FIRE PROTECTION	46343	200.00	0.00	200.00
060843	425	SHEN VALLEY WATER		0.00	546.15	546.15
060844	425	SOUTHERN REFRIGERATION	48030	172.72	0.00	172.72
060845	GRANT	SHERIFF OF JEFFERSON CO		0.00	80,000.00	80,000.00
060846	425	HAGEMEYER	47894	1,642.12	0.00	1,642.12
060847	403	UNITED SYS & SOFTWARE		0.00	177.00	177.00
060848	ALLOC	JEFFERSON CO CONVENTION		0.00	13,787.78	13,787.78
060849	716	VITAL SIGNS	47337	97.00	0.00	97.00
060850	712	VERIZON		0.00	6,862.57	6,862.57
060851	401	WV STATE AUDITOR**		0.00	3,080.00	3,080.00
TOTAL				10,868.88	150,043.17	160,912.05

Motion by Morgan, second by Manuel to approve the list of accounts payable for February 18, 2010. Motion carried.

CK#	DEPT	VENDOR	PO#	PO Amt	Amt wo PO	Ck Amount
060854	PAYROLL	AMERICAN FAMILY LIFE ICU		\$0.00	\$5,387.52	\$5,387.52
060855	711	AMERICAN RED CROSS	48012	\$75.00	\$0.00	\$75.00
060856	424	AT&T/IL		\$0.00	\$1.93	\$1.93
060857	424	AUTOZONE		\$0.00	\$70.75	\$70.75

060857	700	AUTOZONE		\$0.00	\$149.94	\$149.94
060857	700	AUTOZONE		\$0.00	\$15.98	\$15.98
060857	716	AUTOZONE		\$0.00	\$9.58	\$9.58
060858	424	USA MOBILITY WIRELESS,IN		\$0.00	\$89.28	\$89.28
060858	700	USA MOBILITY WIRELESS,IN		\$0.00	\$206.37	\$206.37
060858	712	USA MOBILITY WIRELESS,IN		\$0.00	\$401.53	\$401.53
060859	413	APPLE VALLEY OFC PROD	47755	\$45.60	\$0.00	\$45.60
060860	PAYROLL	BUREAU - CHILD SUPPORT		\$0.00	\$72.00	\$72.00
060861	424	BOLAND SERVICES	47288	\$270.00	\$0.00	\$270.00
060861	425	BOLAND SERVICES	47288	\$54.01	\$0.00	\$54.01
060861	425	BOLAND SERVICES	47570	\$1,121.98	\$0.00	\$1,121.98
060862	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$49.85	\$49.85
060863	PAYROLL	BUREAU F/CHILD SPPT ENF		\$0.00	\$212.31	\$212.31
060864	PAYROLL	BUREAU OF CHILD SUPPORT		\$0.00	\$576.92	\$576.92
060865	424	JANET COLLIER		\$0.00	\$113.58	\$113.58
060866	PAYROLL	CHILD SUPPORT ENFORCE		\$0.00	\$27.69	\$27.69
060867	PAYROLL	COLONIAL LIFE		\$0.00	\$1,529.82	\$1,529.82
060868	425	DELL MARKETING LP	45552	\$1,528.87	\$0.00	\$1,528.87
060869	424	J.C.EHRLICH		\$0.00	\$31.00	\$31.00
060869	425	J.C.EHRLICH		\$0.00	\$399.00	\$399.00
060870	412	FRONTIER		\$0.00	\$435.12	\$435.12
060870	415	FRONTIER		\$0.00	\$340.03	\$340.03
060870	424	FRONTIER		\$0.00	\$16,895.58	\$16,895.58
060870	712	FRONTIER		\$0.00	\$1,218.90	\$1,218.90
060871	406	GUTTMAN OIL CO		\$0.00	\$131.09	\$131.09
060871	424	GUTTMAN OIL CO		\$0.00	\$1,946.60	\$1,946.60
060871	440	GUTTMAN OIL CO		\$0.00	\$653.23	\$653.23
060871	700	GUTTMAN OIL CO		\$0.00	\$9,318.01	\$9,318.01
060871	711	GUTTMAN OIL CO		\$0.00	\$256.28	\$256.28
060871	712	GUTTMAN OIL CO		\$0.00	\$377.83	\$377.83
060871	716	GUTTMAN OIL CO		\$0.00	\$771.39	\$771.39
060872	PAYROLL	ING NATIONAL TRUST		\$0.00	\$860.00	\$860.00
060873	413	JEFF CO PUBLIC SER DEPT		\$0.00	\$28.05	\$28.05
060873	425	JEFF CO PUBLIC SER DEPT		\$0.00	\$47.37	\$47.37
060874	413	JEFFERSON UTILITIES INC		\$0.00	\$43.63	\$43.63
060874	425	JEFFERSON UTILITIES INC		\$0.00	\$435.22	\$435.22
060875	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,528.00	\$4,528.00
060876	712	LANGUAGE LINE SERVICES		\$0.00	\$149.08	\$149.08
060877	712	PRIORITY DISPATCH	47167	\$960.00	\$0.00	\$960.00
060878	PAYROLL	COMPTROLLER OF MD		\$0.00	\$841.53	\$841.53
060879	425	HOME DEPOT CREDIT SERVIC		\$0.00	\$423.68	\$423.68
060880	406	VICTORIA MYERS		\$0.00	\$19.99	\$19.99
060881	PAYROLL	MD CHILD SUPPORT ACCT		\$0.00	\$18.46	\$18.46
060882	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$735.21	\$735.21
060883	402	PIFER OFFICE SUPPLY, INC	47753	\$116.93	\$0.00	\$116.93
060884	405	STAPLES CREDIT PLAN	47945	\$55.78	\$0.00	\$55.78
060885	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$26,391.11	\$26,391.11
060885	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$11.16	\$11.16

060885	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$1.27	\$1.27
060886	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$40,039.00	\$40,039.00
060886	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$9.86	\$9.86
060886	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$42.16	\$42.16
060886	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$9,364.02	\$9,364.02
060886	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$0.82	\$0.82
060886	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$3.54	\$3.54
060887	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$2.12	\$2.12
060887	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$35,898.10	\$35,898.10
060888	711	SOFTWARE COMPUTER GR	47171	\$150.00	\$0.00	\$150.00
060889	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
060890	402	UNITED BANKCARD CENTER		\$0.00	\$498.00	\$498.00
060890	402	UNITED BANKCARD CENTER		\$0.00	\$369.00	\$369.00
060890	402	UNITED BANKCARD CENTER		\$0.00	\$0.28	\$0.28
060890	403	UNITED BANKCARD CENTER		\$0.00	\$137.84	\$137.84
060890	405	UNITED BANKCARD CENTER		\$0.00	\$561.60	\$561.60
060890	422	UNITED BANKCARD CENTER		\$0.00	\$124.29	\$124.29
060890	424	UNITED BANKCARD CENTER		\$0.00	\$1,779.80	\$1,779.80
060890	424	UNITED BANKCARD CENTER		\$0.00	\$87.66	\$87.66
060890	424	UNITED BANKCARD CENTER		\$0.00	\$55.68	\$55.68
060890	433	UNITED BANKCARD CENTER		\$0.00	\$152.66	\$152.66
060890	433	UNITED BANKCARD CENTER		\$0.00	\$30.46	\$30.46
060890	439	UNITED BANKCARD CENTER		\$0.00	\$24.67	\$24.67
060890	440	UNITED BANKCARD CENTER		\$0.00	\$1,733.65	\$1,733.65
060890	700	UNITED BANKCARD CENTER		\$0.00	\$175.50	\$175.50
060890	700	UNITED BANKCARD CENTER		\$0.00	\$83.40	\$83.40
060890	700	UNITED BANKCARD CENTER		\$0.00	\$59.98	\$59.98
060890	700	UNITED BANKCARD CENTER		\$0.00	\$50.00	\$50.00
060890	700	UNITED BANKCARD CENTER		\$0.00	\$29.95	\$29.95
060890	711	UNITED BANKCARD CENTER		\$0.00	\$140.41	\$140.41
060890	711	UNITED BANKCARD CENTER		\$0.00	\$12.00	\$12.00
060890	711	UNITED BANKCARD CENTER		\$0.00	\$447.05	\$447.05
060890	712	UNITED BANKCARD CENTER		\$0.00	\$150.46	\$150.46
060890	712	UNITED BANKCARD CENTER		\$0.00	\$77.95	\$77.95
060890	712	UNITED BANKCARD CENTER		\$0.00	\$1,409.64	\$1,409.64
060890	712	UNITED BANKCARD CENTER		\$0.00	\$1,005.00	\$1,005.00
060890	976	UNITED BANKCARD CENTER		\$0.00	\$1,310.00	\$1,310.00
060891	712	VALLEY TWO-WAY, INC	46630	\$1,236.75	\$0.00	\$1,236.75
060892	PAYROLL	WV CPRB/LOAN DIVISION		\$0.00	\$166.50	\$166.50
060893	PAYROLL	WV CPRB/LOAN DIVISION		\$0.00	\$133.20	\$133.20
TOTAL				\$5,614.92	\$172,550.63	\$178,165.55

In re: PUBLIC COMMENT

No new information given at this time.

In re: LAURA RATTENNI – CIRCUIT CLERK

Laura Rattenni, Circuit Clerk reported that she hired Malinda Maye.

Motion by Morgan, second by Noland to approve the full-time temporary employment of Malinda Maye as Circuit Court Clerk. Motion carried

Ms. Rattenni reported that Software Network will be here next week to switch the Circuit Clerks office from the County Server to the Supreme Court Server.

In re: SHERIFF SHIRLEY – REQUEST APPROVAL OF EMPLOYMENT OF A DEPUTY SHERIFF

Sheriff Shirley requested the approval of hiring Douglas Fletcher as Deputy Sheriff.

Motion by Noland, second by Manuel to approve the hiring of Douglas Fletcher for the position of Deputy Sheriff at a starting salary of \$43,800. Motion carried unanimously.

In re: LEGISLATIVE ISSUES

Commissioner Noland reported on several pending legislative issues.

In re: DEBRA YOUNG, VICTIM ADVOCATE – PRESENT VOCA GRANT PROPOSAL

Debra Young, Victim Advocate gave an overview of the VOCA Grant Proposal.

Motion by Morgan, second by Surkamp to approve the VOCA Grant Application as presented. Motion carried unanimously.

In re: BOB GORDON, PROJECT MANAGER FOR THE HAGERSTOWN-EASTERN PANHANDLE METROPOLITAN PLANNING ORGANIZATION (HEPMPO) – REGION 9 AND MPO ASSESSMENT FOR FY2011 – POWERPOINT PRESENTATION

Bob Gordon Project Manager for HEPMPO gave an overview of the program and a PowerPoint presentation requesting an increase of \$2,500.00 in funding.

Motion by Noland, second by Surkamp to approve the support of the increase of \$2,500.00 in funding to Region 9. Motion carried unanimously.

The Commission took a 5-minute break at 10:40 a.m.

In re: JEFFERSON COUNTY PLANNING COMMISSION – INTERVIEWS AND APPOINTMENTS

Matthew Harris appeared before the Commission for an interview for appointment to the Jefferson County Planning Commission.

Clifford (Gene) Taylor appeared before the Commission for an interview for appointment to the Jefferson County Planning Commission.

By unanimous consent, Clifford (Gene) Taylor was appointed to the Jefferson County Planning Commission for an unexpired term ending March 31, 2012.

In re: MARK SCHIAVONE, DIRECTOR OF CAPITAL PLANNING AND MANAGEMENT - GASB 45 PRESENTATION

Mark Schiavone, Director of Capital Planning and Management gave a brief overview of the interim report being processed by cBiz and requested guidance from the Commission on which assumptions to use to complete the report.

No decision was made at this time.

In re: MARK SCHIAVONE, DIRECTOR OF CAPITAL PLANNING AND MANAGEMENT – QUARTERLY PREMIUM – WV BOARD OF RISK AND INSURANCE

Mark Schiavone, Director of Capital Planning and Management presented the quarterly bill for WV Board of Risk and Insurance Management.

Motion by Widmyer, second by Noland to approve payment of the quarterly bill for WV Board of Risk and Insurance Management. Motion carried.

In re: MARK SCHIAVONE, DIRECTOR OF CAPITAL PLANNING AND MANAGEMENT – APPROVAL OF BUDGET REVISION 005 THE GENERAL FUND (FUND 001)

Mark Schiavone, Director of Capital Planning and Management reported that budget revisions account for several changes made over the last two months including: one-time special longevity pay, HRA accounting, Sheriff DUI overtime grant, elections reimbursement, HVAC grant reimbursement, staff reclassification in Prosecuting Attorney's office funding for case management system (Prosecuting Attorney's office) and funding for water study.

No action taken at this time pending a breakdown of accounts and longevity pay.

Jennifer Maghan reported on the status of the Table Games Elections spend down.

Commissioner Noland requested a breakdown of the Elections account from Jennifer Maghan, County Clerk.

Commissioner Manual requested the cost of the Zoning Referendum from Ms. Maghan.

In re: SHENADOAH-POTOMAC DISTRICT OF GARDENS CLUBS – REQUEST FOR USE OF LIBRARY MEETING ROOM

Motion by Manuel second by Morgan to hold over this matter for one week for further review.
Motion carried.

In re: LEGAL UPDATE AND REPORT – (STEPHANIE GROVE)

Stephanie Grove, Assistant Prosecuting Attorney dispensed her to do list.

Ms. Grove reported on a recommendation to the Commission in the Estate of William T. Goff, Jr., to dismiss on the Elective share on the basis of jurisdiction and a signed prenuptial agreement since it is scheduled for appearance in the Circuit Court.

Dave Camilletti, counsel for the petitioner and David Hammer, counsel for the respondent were present and gave comments

By unanimous consent, the Commission agreed to have Ms. Grove write the order to dismiss this issue on the basis that the case is pending legal issues scheduled in the Circuit Court pertaining to jurisdiction and a signed prenuptial agreement.

Motion by Morgan, second by Noland to enter into Executive Session to discuss personnel matters.
Motion carried.

The Commission recessed for lunch at 1:00 p.m.

The Commission reconvened at 2:05 p.m.

IN RE: EXECUTIVE SESSION SUMMARY – PERSONNEL MATTERS

Commissioner Widmyer reported on the Executive Session held earlier in this session regarding personnel overtime and implementation of an emergency overtime policy for County personnel.

IN RE: BARBARA MILLER, DIRECTOR OF HOMELAND SECURITY & EMERGENCY MANAGEMENT – 2010 SNOWSTORM UPDATE

The Commission agreed to table this matter until the week of February 25, 2010

IN RE: MARK SCHIAVONE – DIRECTOR OF CAPITAL PLANNING & MANAGEMENT – BUDGET WORKSESSION #2 OVERVIEW OF PROJECTED EXPENDITURES

Mark Schiavone, Director of Capital Planning and Management appeared before the Commission for a budget work session.

Mr. Schiavone provided an overview of County finances and reported on projected expenditures for fiscal year 2011.

Mr. Schiavone reported on Health Insurance and HRA account expenditures.

Mr. Schiavone presented the Commission with copies of the County Year-to-Date revenue

report and a summary of Departmental expenditures.

Mr. Schiavone proposed conducting future budget work sessions to discuss county financial matters further.

Commissioner Morgan left at 2:35 p.m.

IN RE: BARBARA MILLER – HOMELAND SECURITY & EMERGENCY MANAGEMENT – REVIEW OF FISCAL YEAR 2011 WORK PLANS

Barbara Miller, Director of Homeland Security and Emergency Management appeared before the Commission to discuss fiscal year 2011 work plans for the Jefferson County Department of Homeland Security and Emergency Management.

Ms. Miller provided an overview of the Jefferson County Department of Homeland Security and Emergency Management's mission, goals, objectives and future strategies.

Ms. Miller conducted a question and answer session with the Commission to address their concerns and inquiries.

Ms. Miller reported on the daily operations and planning strategies for the Emergency Operations Center and the Department of Homeland Security and Emergency Management.

IN RE: MARK SCHIAVONE – DEPARTMENT OF CAPITAL PLANNING & MANAGEMENT – REVIEW OF FISCAL YEAR 2011 WORK PLANS

Mark Schiavone, Director of the Department of Capital Planning and Management appeared before the Commission to discuss fiscal year 2011 work plans for the Department of Capital Planning and Management.

Mr. Schiavone reported on policies, strategies and ongoing projects for the Department of Capital Planning and Management and provided an analysis of the budget and Impact Fee collections.

Mr. Schiavone and Commission members discussed proposed strategies for reconstructing the County's website.

IN RE: JEFF POLCZYNSKI & TODD FAGAN – GIS/ADDRESSING DEPARTMENT – REVIEW OF FISCAL YEAR 2011 WORK PLANS

Todd Fagan, GIS Coordinator appeared before the Commission with a power point demonstration detailing the daily operations, strategies, future goals and objectives for the GIS/Addressing Department.

Mr. Fagan reported on the GIS/Addressing office work force and daily operational responsibilities.

Commissioner Surkamp left at 4:05 p.m.

Mr. Fagan reported on budget projections and obstacles for the GIS/Addressing office.

Jeff Polczynski, Communications Director was present for comments.

IN RE: COUNTY ADMINISTRATOR REPORTS

No new information was provided.

IN RE: COUNTY COMMISSION REPORTS

No new information was provided.

IN RE: ADJOURN

Motion by Noland, second my Manuel to adjourn the County Commission meeting at 4:20 p.m. Motion carried.

The Commission received the following information:

Memorandum received from Roger Goodwin concerning an acceptance of bond for Breckenridge East in the amount of \$2,339,652.

Correspondence received from Governor Manchin concerning receipt of correspondence received from the Jefferson County Commission.

Correspondence received from the Emergency Services Agency concerning their move to their new operations center.

Impact Fee Status Report received for January 2010.

Memorandum received from the Department of Capital Planning and Management concerning transfers of funds.

Legislative information received from the Association of Counties and the County Commissioners' Association.

Franchise fees received from Comcast.

Potomac Valley Audubon Society newsletter received.

Harpers Ferry National Historical Park Community Bulletin received.

Meeting minutes received from the Jefferson County Public Services District.

Weekly statement report received for the Charles Town Races and Slots from the West Virginia Lottery.

Memorandum received from the Eastern Panhandle Conservation District concerning an inspection of Evitts Run Channel on April 26, 2010.

The Commission received the following correspondence:

Correspondence received from Gil Narro Garcia concerning the Planning Commission agenda.

Correspondence received regarding a newspaper article in the Spirit of Jefferson.

Correspondence received from Scott Smiley concerning the water systems for the mountain communities.

Upon rising the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

LYN WIDMYER, COMMISSION PRESIDENT

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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AGENDA REQUEST FORM

Name: Kit McGinnis

Department or Entity: National Park Trust

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 4, 2010

Date Requested – 2nd Choice: _____

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

Subject: **Claymont Court Save America's Treasures grant**

Please provide the County Commission with a description of your request or presentation, including any background information: Claymont Court received a Save America's Treasures historic preservation grant of \$150,000 through an appropriations request by Congresswoman Capito. Federal funds require a 1:1 match. Total grant amount will be \$300,000, provided matching funds raised. Requesting \$30,000 from CC for portion of the match. Project expected to begin in calendar year 2010 and be completed by 2013. Save America's Treasures grant is the premiere historic preservation grant in the country. Receiving the grant honors the national historic significance not only of Claymont Court, but of the Washington Family Legacy here in Jefferson County.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **The Jefferson County Commission approves \$30,000 to be used toward the matching funds needed for the SAT restoration grant at the Claymont Court Mansion.**

Sandy McDonald

From: "Kit McGinnis" <kit@parktrust.org>
To: <sandy@jeffersoncountywv.org>
Sent: Thursday, February 11, 2010 9:20 AM
Subject: request for funds form

Hi Sandy – I hope this email finds you warm and not too snowed in! Lyn Widmyer told me that the CC has a new form for community groups requesting funds from the CC. Could you send that to me? Could you also let me know the process for getting on the agenda to present the request to the CC? Lyn asked me to come to a meeting in early March to bring the CC up to date on a Save America's Treasures grant for Claymont Court. Let me know when you get a chance.

Thanks!

Kit

Kit McGinnis
Programs and Communications Director
National Park Trust
www.ParkTrust.org
304-728-3506

Selected as "one of the best" by the Catalogue for Philanthropy

Sandy McDonald

From: "Lyn Widmyer" <lynwidmyer@gmail.com>
To: "Sandy Slusher McDonald" <sandy@jeffersoncountywv.org>
Sent: Thursday, February 11, 2010 11:24 AM
Subject: Agenda item for Feb. 18..

Sandy, lets' talk about these tomorrow when I come by the office (assuming I can cut thru these drifts):

- Executive Session meeting with Mr. Bailey, our attorney in the Meaghan lawsuit (Dale has requested this and I think it is a good idea!)
- Update on snow emergency--if Barb has time, this would be useful for the public to hear.

**JEFFERSON COUNTY COMMISSION
SMALL CITIES BLOCK GRANT
CITIZEN PARTICIPATION PLAN**

March 2010

PURPOSE:

This Citizen Participation Plan is designed for the purpose of actively involving community residents, especially low and moderate income persons, members of minority groups, residents of blighted areas, and residents of proposed program impact areas in the Small Cities Block Grant program process.

SCOPE OF CITIZEN PARTICIPATION:

The Jefferson County Commission feels citizen participation can be an influential non-governmental factor on the development and direction of the Small Cities Block Grant program. Therefore, citizens will be provided feedback on the community strategies, community development, planning, and implementation of the Small Cities Block Grant program.

In order that citizens of Jefferson County may fully participate in the development of the Small Cities Block Grant program, the Jefferson County Commission will:

- A. Schedule public meetings to obtain citizens' views and comments to the community development and housing needs and the plan to submit the Small Cities Block Grant application.
- B. Schedule public meetings at times and locations which permit participation.
- C. Provide appropriate accessible notice of public meetings at least five (5) days prior to the meeting.
- D. Solicit and respond to citizens' views.
- E. Provide full public access to program information.

These measures have the potential for promoting local government accountability to its citizens. Community involvement, however, shall not be construed to restrict the responsibility or authority of Jefferson County for the development of the application and execution of its Small Cities Block Grant program.

TECHNICAL ASSISTANCE

The Jefferson County Commission or its designee will provide technical assistance to groups representative of persons of low and moderate income that request such

assistance. Technical assistance will be provided with the purpose of increasing understanding of the Small Cities Block Grant program, identifying needs of the community and low and moderate income persons, and assessing the impact of proposed and actual Small Cities Block Grant activities.

COMPLAINT AND GRIEVANCE PROCEDURE

The Jefferson County Commission encourages public participation and invites citizens to submit comments and complaints on all aspects of program performance through the program period. Complaints of the public will be addressed as follows:

- A. Any person with a complaint about the Jefferson County Small Cities Block Grant program or who believes that he/she has been discriminated against by reason of race, color, religion, sex, age, national origin, or handicap or otherwise unjustly treated in connection with any Small Cities Block Grant action taken by or under the authority of the Jefferson County Commission and communicated this belief to the County Commission, shall be advised of his/her right to seek advice and conciliation through the County Commission or an individual designated by the County Commission. Additionally, the person making the complaint shall be informed of his/her right to a written response within fifteen (15) days of his/her submission of a written complaint.
- B. The aggrieved party shall, within thirty (30) days of the action giving rise to his/her complaint, submit the complaint in writing to the County Commission. Program staff will be available during normal business hours to receive citizen inquiries and complaints and to initiate response to such inquiries and complaints.
- C. The County Commission or designee shall conduct such investigation as deemed appropriate in the circumstances, and shall seek to conciliate the complaint with the appropriate person(s). A written response to the citizen complaint will be prepared within fifteen (15) working days.

Sandy McDonald

From: "Lisa Davis" <ldavis@region9wv.com>
To: "Sandy McDonald" <sandy@jeffersoncountywv.org>
Sent: Thursday, February 25, 2010 12:07 PM
Attach: A RESOLUTION FORMALIZING A FAIR HOUSING PROGRAM.doc; citizen participation plan.doc; RESOLUTION-citizens participation plan.doc; community development-housing needs draft.doc
Subject: RE: SAMPLE - Citizen Participation Plan

I am attaching four documents for your review. You may already have some of these in place. Also, please note, each county/jurisdiction has their own form of "language" they like to use, so feel free to adapt to Jefferson County.

The documents are:

1. Fair Housing Resolution – you might want to check with Pat McMillian (Home Consortium). Jefferson County probably has this. If so, I just need a copy. Also I will need a Proclamation declaring a month as Fair Housing month in Jefferson County. (I believe I already sent you a sample of this-you probably have standard proclamation forms)
2. Citizen Participation Plan – you might have this but this one is Small Cities Block Grant specific – which is important for the grant.
3. Resolution to adopt the Citizen Participation Plan
4. Community Development & Housing Needs – this is one that I could not finish. The top portion has been adapted for Jefferson County. But then you will see my notes in the middle of the first page in red – what I added is Paw Paw's sample. I don't know what Jefferson County's needs are as related to each of the topics. But your county may already have this or something like it.

I know it takes time to get items on your agenda. Unfortunately, I will need all signed documents, resolutions, proclamations, etc by 3/18/10 at the latest. The last item (if you don't already have one) is the only item that should take some work.

Please let me know how else I can help.

Lisa A. Davis
Grants Administrator/Fiscal Agent

Region 9
Eastern Panhandle Regional Planning & Development Council
400 W Stephen Street; Suite 301
Martinsburg, WV 25401
(304) 263-1743

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. It is intended solely for the use of the individual or the entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited and may be unlawful. If you have received this email in error, please contact the sender immediately and delete the material from any computer.

From: Sandy McDonald [mailto:sandy@jeffersoncountywv.org]
Sent: Wednesday, February 24, 2010 4:29 PM
To: Lisa Davis
Subject: Re: SAMPLE - Citizen Participation Plan

Lisa,

Thanks for working with me so close on this matter. I would really appreciate it if you could fit this sample for Jefferson County. I think it would make it so much easier for us!! Thank you.

JEFFERSON COUNTY

COMMUNITY DEVELOPMENT & HOUSING NEEDS

DESCRIPTION:

According to the U.S. Census Bureau 2000 data, Jefferson County has a population of 42,190 and an estimated 2008 population of 51,615. Jefferson County is located in the eastern most portion of the Eastern Panhandle of West Virginia. The County was named for Thomas Jefferson and formed in 1801.

Jefferson County covers 212.41 square miles and is bound on the north by the Potomac and Shenandoah Rivers, and Loudon County, Virginia; on the south by Clarke County, Virginia; and on the west by the Opequon Creek and Berkeley County, West Virginia. Jefferson County varies in elevation from a low of 275 feet above sea level at Harpers Ferry to a high of 1000 feet above sea level at the top of the mountain east of the Shenandoah River. Jefferson County is located approximately 58 miles from Washington, D.C. and 67 miles from Baltimore, Maryland.

(AT THIS POINT, YOU NEED TO ADD THE GOALS/OBJECTIVES/STRATEGIES FOR EACH NEED IN THE COUNTY)

***** BELOW IS A SAMPLE FROM PAW PAW *****

WATER - Goal

To provide a safe and dependable water supply to the citizens of the Town of Paw Paw in order to meet existing demands and facilitate future growth and development.

Objectives

1. To provide a public water supply to the citizens of the Town of Paw Paw where it is economically feasible or where there is a demonstrated health hazard.
2. To insure that the Town's water system meets all health standards.

3. To insure that industrial development is not curtailed because of inadequate water supply.

Strategies

1. To work with the Eastern Panhandle Regional Planning and Development Council-Region 9 for the extension and upgrade of the Town of Paw Paw's public water system through the solicitation of funds and the development of financial packages.
2. To affect the status of projects for the Town of Paw Paw identified on the Region 9's priority list toward implementation in funding and actual construction.

SEWER - Goal

To provide adequate sewer service for the citizens of the Town of Paw Paw in order to eliminate health hazards and comply with the goals and objectives of the Federal *Safe Drinking Water Act* and Section 308 of the Clean Water Act.

Objectives

1. To provide public sewer service to the citizens of the Town of Paw Paw where it is economically feasible or where there is a demonstrated health hazard.
2. Elimination of all health hazards resulting from inadequate private sewage disposal systems.
3. To secure funding for extensions and upgrades to the Town's existing sewer system.

Strategies

1. To work with the Eastern Panhandle Regional Planning and Development Council-Region 9 in the extension and upgrade of the Town of Paw Paw's sewage system by obtaining assistance in preparing funding applications.
2. To work with the appropriate funding agencies to prepare feasible funding applications for the upgrade of and extensions of wastewater collection systems.
3. To affect the status of projects for the Town of Paw Paw identified on the Region 9's priority list toward implementation in funding and actual construction.

ECONOMIC DEVELOPMENT - Goal

To work toward a strong diversified economy with a mixture of industrial, tourism and commercial goods and services supported by a well-trained labor force.

Objectives

1. To work toward the development of adequate infrastructure to meet both the existing needs and the future growth and development of the Town of Paw Paw.
2. To promote a state-of-the-art telecommunications network that will provide a solid foundation for information-intensive businesses and other economic development.
3. To promote tourism in existing recreational areas by planning and developing necessary facilities to increase tourism activities.
4. To encourage development of local industrial authorities and industrial parks.

Strategies

1. To obtain technical assistance from the Eastern Panhandle Regional Planning and Development Council-Region 9 in order to promote project development and planning activities within the Town of Paw Paw in industrial, commercial and tourist development.
2. To preserve existing job opportunities.
3. To work with the Morgan County Development Authority in its endeavors to encourage the location of industries which create jobs in the area.

TRANSPORTATION - Goal

To provide safe and adequate public and commodity transportation to the citizens of the Town of Paw Paw including modern arterial highways for all residents.

Objectives

1. To provide increased accessibility of the transportation systems to the citizens of Paw Paw and to promote the use of public transportation as a means of energy conservation and move for the upgrading of primary and secondary roads throughout the area.
2. To promote the development of Transportation Enhancement projects that relate to surface transportation to be eligible for Transportation Enhancement Funds.
3. To encourage the utilization of existing and potential tourism parkways.

Strategy

1. To develop Transportation Enhancement applications.

SOLID WASTE - Goal

To eliminate the practice of open dumping and to eliminate the debris from along the highways and rivers throughout the Town of Paw Paw and surrounding areas.

Objective

1. To provide for sanitary collection and disposal of all solid waste with emphasis placed on recovery and recycling whenever possible.

Strategies

1. To continue to develop solid waste collection, recovery and disposal systems.
2. To cooperate with the appropriate state and federal agencies in carrying out legislative mandates relating to solid waste.

PUBLIC SAFETY – POLICE AND FIRE- Goal

To provide professional police and adequate fire protection to protect the lives and property of all citizens of the Town of Paw Paw with a minimum amount of suffering and damage.

Objectives

1. A reduction in the crime rate.

2. A reduction in the loss of lives and property damage.

Strategies

1. To assist local law enforcement agencies and fire fighting units in obtaining equipment necessary to carry out their functions.
2. To adopt and enforce building codes designed to facilitate fire protection.
3. To provide water supplies which will provide adequate fire protection.

HUMAN RESOURCES - Goal

To provide every citizen of the Town of Paw Paw with a wide range of human services – health, education and social services, designed to met the divergent needs of the various sections of the population, especially the young and aged.

Objective

1. To assist health care providers in increasing the availability of social service agencies to perform needed social services throughout the Town.

Strategies

1. To serve as a liaison between various interest group and the providers of social services in matters concerning basic community facilities.
2. To monitor on a continuing basis the needs and desires of the Town and to make this information available to the appropriate agencies.
3. To promote activities of local health agencies in the development dissemination of information regarding health matters and support programs for low and moderate income persons.

COMMUNITY/DOWNTOWN REVITALIZATION - Goal

To develop a viable downtown area to attract and expand job opportunities.

Objectives

1. To increase the use of the downtown area by expanding existing businesses and promoting new owners to locate in the area.
2. To provide infrastructure improvements to enhance the available services.

Strategies

1. To plan for the revitalization of the downtown area.
2. To coordinate the rehabilitation of the older structures in the downtown area.

HOUSING - Goal

To provide an adequate supply of acceptable and affordable housing for all residents of the Town of Paw Paw.

Objectives

1. To provide an adequate infrastructure to support efficient housing construction and assist housing development in any way possible.
2. To increase the available stock of low and moderate income housing.
3. To adopt and promote fair housing practices.

Strategies

1. To work with the West Virginia Housing Development Fund (WVHDF) in providing new residential communities, multi-family living complexes and expanding the HUD Section 8 Program in the Town of Paw Paw.
2. To establish a local housing authority, enact building codes where permitted by law and provide necessary infrastructure to support housing construction.
3. To pursue a program of renovation of existing units, especially for low income families.
4. To eliminate housing discrimination based on race, color, religion, sex or national origin.

GOVERNMENT - Goal

To adequately and responsibly perform the functions of government, representing and responding to the needs of the citizenry. To provide basic service and infrastructure necessary for a healthy community and economy.

Objectives

1. To maintain continuity of government services to the citizens.
2. To obtain funding for installation of water and sewer facilities serving the Town of Paw Paw and immediate area.
3. Support Region 9 Planning and Development Council in their efforts to develop a Comprehensive Economic Development Strategy and to coordinate and promote these strategies when feasible.

Strategies

1. To define areas of need and to determine deficiencies in services and facilities.
2. To assist all government units in taking steps to bring their facilities into compliance with Section 504 of the Rehabilitation Act of 1973 as Amended.
3. To complete a self-evaluation of all government facilities and evaluate implementation measures.

RECREATION - Goal

To provide all citizens of the Town of Paw Paw a variety of leisure opportunities that are easily accessible.

Objectives

1. To introduce new and expand existing recreational facilities throughout the Town and surrounding area.
2. To promote the private development of non-athletic entertainment facilities.

Strategies

1. To develop recreational facilities.
2. To provide assistance to private developers utilizing existing state and federal programs for the development of recreational facilities.

HISTORIC PRESERVATION - Goal

To preserve to the greatest extent possible existing buildings, sites, monuments and other artifacts that exemplify past events of cultural and historical significance to the Town of Paw Paw.

Objectives

1. To increase public awareness of the Town's historic significance.
2. To prevent demolition and encourage the rehabilitation of historically significant sites and buildings.

Strategies

1. To work with the State Historic Preservation Division in carrying out its program of historic preservation.
2. To protect and restore historical properties in housing through housing rehabilitation.

ENVIRONMENT AND NATURAL RESOURCES - Goal

To provide a clean, safe and protected environment for all citizens of the Town of Paw Paw.

Objectives

1. To promote development and a harmonious relationship between the natural and the man-made environment through the development and implementation of wise land use practices.
2. To promote the wise use of effective flood control measures and effective measures among industrial interests in keeping air pollution to minimum levels.
3. To promote growth management practices through sound land use practices.

Strategies

1. To identify existing land uses with the Town of Paw Paw and project future development needs.
2. Promote non-air and water polluting industry in all areas especially those in close proximity to residential concentrations.

3. To upgrade existing data regarding flood-prone areas, disperse the information to all citizens and to develop flood disaster plans.

**A RESOLUTION FORMALIZING A FAIR HOUSING PROGRAM
FOR
JEFFERSON COUNTY COMMISSION**

By participating in the Federal Community Development Program, Jefferson County Commission has pledged to insure and support fair housing practices accordingly.

It is hereby resolved that Jefferson County Commission is taking formal action to prevent discrimination in the sale, rental and financing of housing.

1. The County Commission of Jefferson County shall provide all appropriate advice and council on home loan financing to minorities and lower income families and individuals.
2. Said County Commission will provide further advice to lower-income and minority families and individuals with regard to federal programs that may be available for the rental or financing of housing. The County Commission or designated staff shall be available for such counseling by appointment.
3. The County Commission shall advise the public that any complaints of discrimination in the sale, rental or financing of housing should be reported directly to them and they will forward this information to the proper local, state and federal authorities. Furthermore, they shall notify the local realtors that they have been given this responsibility.

ON MOTION DULY MADE by _____, and
seconded by _____, the County Commission of
Jefferson County, West Virginia do hereby approve and authorize the adoption of said
Resolution on the _____ day of _____, 2010.

Commissioner Lyn Widmyer
Jefferson County Commission President

RESOLUTION

WHEREAS the County Commission of Jefferson County, West Virginia hereby accepts the conditions of the Citizens Participation Plan.

WHEREAS the County Commission of Jefferson County, West Virginia agrees to uphold and adhere to said Plan.

BE IT RESOLVED that the County Commission of Jefferson County, West Virginia is designated as the Chief Executive Officer authorized to sign contracts and any and all documents related thereto and hereby formally adopts the Citizens Participation Plan.

Approved and adopted on the _____ day of _____, 2010.

Commissioner Lyn Widmyer
Jefferson County Commission President

8 6

JEFFERSON COUNTY, WEST VIRGINIA
Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: County Commission
FROM: F. Mark Schiavone
DATE: Wednesday, February 24, 2010
SUBJECT: Estimate of Structural Deficit for FY 2011

We are estimating that the overall revenue stream for FY 2011 will not significantly differ from the FY 2010 revenue stream. The current estimate stands at \$18,470,346 which is currently \$100,106 over the current FY revenue estimate, excluding the unassigned fund balance¹. Note that there are still some uncertainties as the ad valorem taxes, utility taxes, discount deductions, etc have not been finalized, thus this revenue total remains an estimate.

As of FY 2010 budget revision 004, budgeted revenues and expenditures stand balanced at \$21,699,794. Of this amount, \$ 3,329,554 is attributed to the unassigned fund balance which carried over from FY 2009.

For upcoming FY 2011 the Commission has been presented with two significant increases in benefits: A mandated rise to the employers PERS contribution from 11% to 17% of employee wages, and an estimated 30% increase in insurance premiums for group health insurance.

Assuming the Commission accepts the 30% group health premium increase we will incur an estimated \$916,700 in additional costs to meet these obligations (see Table 2). Unless we end FY 2010 with an extraordinary unassigned fund balance of \$4,246,259, a structural deficit will result in FY 2011 on the expenditure side. This memo outlines several scenarios assuming a variety of unassigned fund balance values and the resulting deficit.

¹ GASB rules require renaming the unencumbered fund balance. Levy Estimate (Budget) 2010-2011 letter dated 26 January 2010 from the Office of the State Auditor.

Memorandum on the FY 2011 Structural Deficit Projection

Table 1. Structural Deficit Estimates, FY 2011

Ref Line		FY 2010	FY 2011
1	Budgeted (<i>estimated</i>) revenues	18,370,240	18,470,346
2	of which - unencumbered fund balance	3,329,554	
3	Actual Budgeted (<i>estimated</i>) revenues	21,699,794	
4	Budgeted expenditures	21,699,794	
5	FY11 Health Increase		470,864
6	FY11 PERS Increase		445,841
7	Total mandated increases (see detail below)		<u>916,705</u>
8	Remaining FY11 Revenues available for other expenses		17,553,641

Structural Deficits assuming specific enencumbered fund balance		
	Fund Balance	Deficit relative to FY 2010
9	4,146,153	(0)
10	3,500,000	646,153
11	2,500,000	1,646,153
12	2,000,000	2,146,153
13	1,500,000	2,646,153
14	1,000,000	3,146,153
15	500,000	3,646,153
16	-	4,146,153

Detailed Explanation of Table 1

Line 1 lists the original (FY 2010) and upcoming (FY2011) estimates of revenues. We are presently expecting an increase of roughly \$100,000 relative to the current year, although this is subject to change once the ad valorem and utility taxes are finalized.

Lines 2-4 set the stage for our current finances. Line 2 lists the unassigned fund balance which carried over into FY 2010 from the closure of FY 2009. That amount is added to the revenue side of the budget (line 3) and balanced by an equal amount of increased

Memorandum on the FY 2011 Structural Deficit Projection

expenditures on the expenditure side (line 4). Thus, prior to Budget Revision 005 the FY 2010 budget stands balanced at \$21,699,794.

The analysis now moves over one column to project into FY 2011. Beginning with the estimated revenue (line 1), the budgeted increases in PERS and Group Health Contributions are listed (lines 5 and 6) and totaled on line 7 (details are provided in Table 2). This is the amount that represents an increase to the budget, and when subtracted from estimated revenues (line 1) results in an estimate of the amount remaining to meet all other expenditure obligations. This amount, \$17,553,641, presented on line 8, becomes the starting point for any additional programming of expenses. Because it is less than the current budgeted expenditures of \$21,699,794 (line 4) the difference becomes the upcoming structural deficit. That difference is \$4,146,153.

The boxed area constituting lines 9 through 14 work through a series of scenarios that make assumptions about the budgeted amount of the anticipated unassigned fund balance. Since the structural deficit presented in the previous paragraph comes to \$4,146,153, programming that amount into the FY 2011 budget as the unassigned balance would erase any structural deficit relative to FY 2010. In other words, one could assume a completely flat budget between the two years. This is not a recommended course of action as the current cash balance is roughly half this number.

Lines 10 through 16 progress through a series of decreasing unassigned balances and the resulting deficit which would continue to exist. For any given assumption about an unassigned balance, the numbers in the **Deficit Relative to FY 2010** column indicates the amount of budget cuts which must be made in order to balance the upcoming FY 2011 budget, assuming the initial revenue projections presented on Line 1.

Table 2. Benefits Costs - FY2010 vs Projected FY 2011

		Costs
Group Health (30% increase)	FY2010	1,569,549
	FY2011	2,040,413
	Increase	<u>470,865</u>
PERS retirement contribution	FY2010	817,375
	FY2011	1,263,215
	Increase	<u>445,841</u>

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: F. Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 04 March 2010

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: Must act on the 4th in order to meet the required notification period for a public meeting on increasing the levy rate.

Subject: Decision on holding a public meeting to raise the levy rate.

Please provide the County Commission with a description of your request or presentation, including any background information: State Code requires notice of public meeting for 2 weeks prior to holding a public hearing to decide whether to raise the levy rate. A decision on March 4th would permit notices to be published on the 10th and 17th of March for a public hearing any time thereafter.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I move to schedule a public hearing for the purposes of considering an increase in the county levy rate. This meeting shall occur on (day/time)

Attachments:

Sandy

Both these motions must be on the agenda for the march 4th meeting because, under the law we have to vote that day, on whether or not to vote for a public hearing date to raise taxes above 101 per cent of FY 2010 levels.

~~1. AGENDA ITEM. Motion to maintain County budget at a level for FY 2011 comparable to the level of revenue collection from ad valorem property taxes for FY 2010. (JS)~~

2. Motion to complete the architectural drawings using previously budget funds but to not proceed any further with the planning or construction of the 30,000 sq. foot \$10 million judicial center for FY 2011. (JS)

Sandy McDonald

From: "Dale Manuel" <dmanuel@frontiernet.net>
To: <sandy@jeffersoncountywv.org>; <sgrove@jeffersoncountywv.org>
Sent: Thursday, February 25, 2010 7:37 AM
Subject: Judicial Building Project

Please place the following on next week's agenda:

Consideration of a motion to postpone allocating money from the upcoming budget for the proposed judicial building.

Thanks,
Dale Manuel

DEVELOPMENT AUTHORITY

Susan Kennison
191 Wild Hare Rd.
Harpers Ferry, WV 25425
724-2048
susanskennison@frontiernet.net
3 years 4/5/2010

Donald K. Mickey
P.O. Box 45
Charles Town, WV 25414
h: 725-7825
dmickey@frontiernet.net
3 years 4/5/2010

Gregory A. Corliss
948 Daniels Road
Shenandoah Junction, WV 25442
728-1355 Fax-725-9528
gcorliss@citlink.net
3 years 4/5/2010

P. David Mills
312 S. Mildred Street
Ranson, WV 25438
w: 725-1010
pdmills@aol.com
3 years 4/5/2010
Represents: RANSON

Ira Hale
P.O. Box 1024
Harpers Ferry, WV 25425
535-2416
jlinhale@comcast.net
3 years 4/5/2010
Represents: HARPERS FERRY

DEVELOPMENT AUTHORITY

Howard Mills
P.O. Box T
Shepherdstown, WV 25443
h: 876-6860
hgmills@citlink.net
3 years 4/5/2011
Represents: SHEPHERDSTOWN

C.C. Hammann
984 Morgan Grove Road
Shepherdstown, WV 25443
h: 876-2386
oldfibre@frontiernet.net
3 years 4/5/2011

William H. Chesley
151 Packett Drive
Charles Town, WV 25414
w: 728-2459
bchesley@mybct.com
3 years 4/5/2011

Mark Dyck
301 N. Mildred Street, Suite 1
Charles Town, WV 25414
w: 725-8456
mdyck@whga.com
3 years 4/5/2011

James Tolbert
P.O. Box 651
Charles Town, WV 25414
725-7852
jtolber@frontiernet.net
3 years 4/5/2011

DEVELOPMENT AUTHORITY

Terry Marcus
600 South Seminary Street
Charles Town, WV 25414
h: 725-8617 office: 725-9233 cell: 304-820-8421
terrymarcus@frontiernet.net
3 years 4/5/2012

Ann Paonessa
536 S. Mildred Street
Charles Town, WV 25414
304-728-2887 annpwv@frontiernet.net
3 years 4/5/2012
Represents: CHARLES TOWN

George Holland
33 Bufflehead Drive
Harpers Ferry, WV 25425
240-446-5978 tvmbgeorge@comcast.net
3 years 4/5/2012

James D. Campbell
1855 Terrapin Neck Road
Shepherdstown, WV 25443
w: 202-363-2090 jcampbell@somersetdev.com
3 years 4/5/2012

Linda Case
Cool Spring Farm
1735 Lloyd Road
Charles Town, WV 25414
304-724-7806 lindacase@frontiernet.net
3 years 4/5/2012

Dale Manuel
75 Porter Way
Charles Town, WV 25414
725-8160
dmanuel@frontiernet.net
COUNTY COMMISSIONER

DEVELOPMENT AUTHORITY

Scott Sudduth
1052 N. Childs Road
Kearneysville, WV 25430
724-5141
scott.sudduth@ucdc.edu
Jefferson County Board of Education Liason

Gary Kable
133 Captain Kime Drive
Charles Town, WV 25414
725-5108
kfoto@frontiernet.net
Jefferson County Board of Education Liason - Alternate

Thomas Bayuzik, Jr.
Executive Director
Development Authority
P.O. Box 237
Charles Town, WV 25414
728-3255 fax# 725-3133

§7-12-3

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

In Re: Creation of the Jefferson County Development Authority

ORDER

On the 15th day of February, 1979, the County Commission of Jefferson County, West Virginia, under the authority vested in it by Section 1, Article 12, Chapter 7 of the West Virginia Code, and upon motion duly seconded and approved, doth ADJUDGE, ORDER and DECREE that there is hereby created and established a public agency to be known as The Jefferson County Development Authority, to advance and promote the purposes set forth in Section Two of said article of the Code. The management and control of the Authority, its property, operations, business and affairs shall be lodged in a board of fifteen persons to be appointed by the County Commission at a later date. It is ADJUDGED and ORDERED that all the provisions of Article 12, Chapter 7 of the Code shall govern and be applicable to the Authority.

[Handwritten Signature]
 PRESIDENT

Post-It® Fax Note	7671	Date	5/26	# of pages	3
To	<i>Randy</i>	From	<i>[Signature]</i>		
Co./Dept.		Co.	1		
Phone #		Phone #			
Fax #	725-7916	Fax #	728-0779		

Thanks

REGULAR TERM:

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

At a Regular Term of the County Commission of said County and State continued and held at the Courthouse thereof on Thursday, May 1, 2008, beginning at 9:30 o'clock a.m.

PRESENT: Frances B. Morgan, President;
James Surkamp; A.M.S. (Rusty) Morgan, III;
Dale Manuel; Greg Corliss; Commissioners

In re: PLEDGE OF ALLEGIANCE

Commissioner Manuel conducted the Pledge of Allegiance.

The Commission discussed the format of the agenda. After discussion, by consensus, the Commission agreed to remove the 9:00 a.m. County Commission Workshop from the agenda.

In re: DISPENSE WITH READING OF MINUTES

Motion by R. Morgan, second by Corliss to dispense with the reading of the Minutes for the meeting held on Thursday, April 24, 2008, and to approve the Minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Manuel, second by Corliss to approve the following Purchase Orders for the Week of April 28, 2008, totaling \$141,727.15: 42426, 42458, 45188, 45569, 45570, 45559, 45516, 45517, 45282, 45472, 45370, 45332, 45329, 45474, and 45475. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Corliss, second by R. Morgan to approve the list of Accounts Payable totaling \$261,754.19 dated May 1, 2008 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$12,733.85
402/CCLK	CO. CLERK	\$762.36
403/CIR CLK	CIRCUIT CLERK	\$1,049.47
404/TAX	TAX OFFICE	\$4.30
405/PA	PROS ATTY	\$2,023.34
406/ASSR	ASSESSORS	\$450.62

408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$1,681.58
413/ELE	ELECTION	\$2,114.00
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	
422/IMPACT	IMPACT FEE OPERATIONAL DEPT	
424/CTHS	COURT HOUSE	\$2,237.22
425/OB	OTHER BUILDING	\$10,562.43
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$903.56
431/ECON DEV	ECON DEV	\$308.33
433/GIS	GIS/ADDRESSING	\$1,066.67
439/PZ	PLANNING ZONING	\$22.72
440/ENG.	DEPT OF ENGINEERING	\$163.62
451/ZONING	ZONING DEPT	
700/SHRF	SHERIFF DEPT	\$63.91
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$105.00
712/911	911 COMMUNICATION	
716/A/C	ANIMAL CONTROL	\$91.61
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE	
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
975/CAP OTL	CO. CLERK / CAPITAL OUTLAY	\$2,441.41
976/CAP/CIR	CIRCUIT CLERK/CAPITAL OUTLAY	
978/CAP/PA	PROS ATTY/CAPITAL OUTLAY	
979/CAP/TAX	TAX OFFICE/CAPITAL OUTLAY	
980/CAP/SRF	SHERIFF DEPT/CAPITAL OUTLAY	
983/CLK ELEC	CO CLERK ELECTION/CAP OUTLAY	
986/CAP/COMM	CO. COMMISSION/CAPITAL OUTLAY	
988/CAP/OB	OTHER BUILDING/CAPITAL OUTLAY	
989/CAP/AGT	AG AGT/CAPITAL OUTLAY	
992/CAP/911	911 COMMUNICATION/CAP OUTLAY	
ALLOC	ALLOCATIONS	
GRANTS	GRANTS	\$2,679.60
PAYROLL	PAYROLL	\$220,288.59

TOTALS

\$261,754.19

CHCKN	DEPT	VENDOR	PO #	PO Amt	Amt w/o PO	CHECK AMOUNT
0						
055449	425	ABH SERVICES, INC.		\$ -	\$7,898.17	\$7,898.17
055450	412	BARDANE PUBLIC HEALTH CT		\$ -	\$383.00	\$383.00
055450	431	BARDANE PUBLIC HEALTH CT		\$ -	\$308.33	\$308.33
055451	440	REBECCA F. BURNS		\$ -	\$36.36	\$36.36
055452	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$72.00	\$72.00
055453	425	B-K OFFICE SUPPLY INC	4546 9	\$681.75	\$ -	\$681.75
055454	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$62.31	\$62.31
055455	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$212.31	\$212.31
055456	424	*CREAMERS AUTO SERVICE	4547 0	\$335.31	\$ -	\$335.31
055457	425	OLD CHARLES TOWN LIBRARY		\$ -	\$1,500.00	\$1,500.00
055458	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$23.07	\$23.07
055459	403	DANKA OFFICE IMAGING	4491 0	\$1,030.40	\$ -	\$1,030.40
055459	406	DANKA OFFICE IMAGING	4443 0	\$334.32	\$ -	\$334.32
055460	406	DECISIONONE CORPORATION	4442 2	\$96.60	\$ -	\$96.60
055461	401	DOI-USGS		\$ -	\$12,733.85	\$12,733.85
055462	425	DEHAVEN SEVEN-UP CORP		\$ -	\$28.50	\$28.50
055463	PAYROLL	EQUITABLE THE EQUIVEST		\$ -	\$15.00	\$15.00
055464	424	FRONTIER COMMUNICATIONS		\$ -	\$1,054.09	\$1,054.09
055465	424	FRONTIER		\$ -	\$847.82	\$847.82
055466	PAYROLL	GUARDIAN		\$ -	\$6,520.55	\$6,520.55
055466	PAYROLL	GUARDIAN		\$ -	\$122,988.27	

					-		\$122,988.27
055466	PAYROLL	GUARDIAN			\$	\$2,260.80	\$2,260.80
055466	PAYROLL	GUARDIAN			\$	(\$0.22)	(\$0.22)
055466	PAYROLL	GUARDIAN			\$	(\$457.27)	(\$457.27)
055467	405	LAURA HALL	4526	\$92.40	\$		\$92.40
			2			-	
055468	439	SHANNON HAYDEN			\$	\$22.72	\$22.72
055469	PAYROLL	ING			\$	\$335.00	\$335.00
055470	402	JEFFERSON PUBLISH CO INC	4556	\$310.11	\$		\$310.11
			6			-	
055471	PAYROLL	JEFFERSON SECURITY BANK			\$	\$4,713.00	\$4,713.00
055472	440	NORMA KUROSKI			\$	\$106.05	\$106.05
055473	711	LANDIS OFFICE CENTRE	4528	\$105.00	\$		\$105.00
			0			-	
055474	433	MSAG DATA CONSULTANTS IN			\$	\$1,066.67	\$1,066.67
055475	PAYROLL	COMPTROLLER OF MARYLAND			\$	\$640.59	\$640.59
055476	405	MARRIOTT INTERNATIONAL	4526	\$286.29	\$		\$286.29
			6			-	
055477	700	MCKINNEY'S AUTO REPAIR	4547	\$63.91	\$		\$63.91
			1			-	
055478	PAYROLL	MD Child Support Account			\$	\$140.00	\$140.00
055479	413	MAXLOCK LOCKSMITH SERVIC	4556	\$89.00	\$		\$89.00
			7			-	
055480	PAYROLL	NATIONWIDE RETIREMENT			\$	\$765.21	\$765.21
055481	430	NFPA	4527	\$903.56	\$		\$903.56
			7			-	
055482	402	PIFER OFFICE SUPPLY, INC	4539	\$452.25	\$		\$452.25
			8			-	
055482	403	PIFER OFFICE SUPPLY, INC	4491	\$19.07	\$		\$19.07
			2			-	
055482	404	PIFER OFFICE SUPPLY, INC	4452	\$4.30	\$		\$4.30
			7			-	
055482	406	PIFER OFFICE SUPPLY,	4442	\$19.70	\$		\$19.70

		INC	9		-	
055483	413	RAI GROUP 43, LLC	4503	\$2,025.00	\$	\$2,025.00
			0		-	
055484	405	SPECIALTY BUS SUPPLIES	4526	\$387.04	\$	\$387.04
			5		-	
055485	405	STAPLES CREDIT PLAN	4526	\$93.96	\$	\$93.96
			3		-	
055486	PAYROLL	SHERIFF OF JEFFERSON CO		\$	\$34,003.84	\$34,003.84
				-		
055486	PAYROLL	SHERIFF OF JEFFERSON CO		\$	\$7,952.48	\$7,952.48
				-		
055486	PAYROLL	SHERIFF OF JEFFERSON CO		\$	\$42.16	\$42.16
				-		
055486	PAYROLL	SHERIFF OF JEFFERSON CO		\$	\$9.86	\$9.86
				-		
055487	PAYROLL	SHERIFF OF JEFFERSON CO		\$	\$23.81	\$23.81
				-		
055487	PAYROLL	SHERIFF OF JEFFERSON CO		\$	\$30,318.42	\$30,318.42
				-		
055488	440	KIMBERLY SISK		\$	\$21.21	\$21.21
				-		
055489	975	SUMMIT COMMUNITY BANK		\$	\$2,441.41	\$2,441.41
				-		
055490	PAYROLL	TREASURER OF VIRGINIA		\$	\$161.51	\$161.51
				-		
055491	PAYROLL	TIME INSURANCE CO		\$	\$305.89	\$305.89
				-		
055492	PAYROLL	VALIC, %CHASE BANK TEXAS		\$	\$100.00	\$100.00
				-		
055493	405	WEST PAYMENT CENTER	4526	\$1,163.65	\$	\$1,163.65
			4		-	
055494	425	WM OF WEST VIRGINIA, INC		\$	\$195.30	\$195.30
				-		
055494	425	WM OF WEST VIRGINIA, INC		\$	\$258.71	\$258.71
				-		
055494	716	WM OF WEST VIRGINIA, INC		\$	\$91.61	\$91.61
				-		
055495	PAYROLL	WVPEIA 896046625		\$	\$9,080.00	\$9,080.00
				-		
055496	GRANT	PAMELA HOLSTEIN- WALLACE		\$	\$2,679.60	\$2,679.60
				-		
055497	412	CRAIG W YOHN		\$	\$1,298.58	\$1,298.58
				-		
TOTALS					\$253,260.57	\$261,754.

In re: BONDING AND ACTIVITY REPORT

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Corliss, second by R. Morgan to approve the partial release of an Irrevocable Letter of Credit in the amount of \$54,917.00 for Shepherd's Retreat Subdivision, Lots 1-8 with the County to retain \$52,760.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by R. Morgan, second by Manuel to approve the complete release of an Irrevocable Letter of Credit in the amount of \$197,820.74 for Meadow Farms Inc. - Meadows Nursery. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by Corliss to approve the complete release of an Irrevocable Letter of Credit in the amount of \$34,320.00 for Eastland Associates of West Virginia, Inc. - Eastland Subdivision, Section V, Lots 103-123. Motion carried.

In re: APPROVAL OF TEMPORARY EMPLOYMENT OF A SHEPHERD UNIVERSITY INTERN BY THE PLANNING AND GIS DEPARTMENTS

Motion by Corliss, second by R. Morgan to approve the temporary employment of Amy Hammond, Shepherd University student as an Intern for the Planning and GIS Departments. Motion carried. The Commission directed that Leslie Smith, County Administrator adjust the budget for Fiscal Year 2009 to reflect funding for the Intern.

In re: APPROVAL OF DRAFT ZONING MAP TO BE REFERRED TO THE PLANNING COMMISSION FOR REVIEW

Tony Redman, Director of Planning and Zoning appeared before the Commission to discuss the draft Zoning Map.

Motion by Corliss, second by R. Morgan to approve the current draft Zoning Map as presented dated May 1, 2008. Commissioner Manuel requested that the vote be made at the next meeting. Commissioner Corliss called a Point of Order. Commissioner F. Morgan, President disagreed on the Point of Order. Motion failed by a 2-3 vote. Commissioners Surkamp, Manuel and F. Morgan voted no.

In re: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

Mr. Redman requested that a few more work sessions be scheduled for review of the Zoning text. By consensus, the Commission to hold a work session on Monday, May 5, 2008 at 10:00 a.m. to review the Proposed Draft Zoning Map, Proposed Zoning Ordinance dated April 17, 2008 and the Proposed Subdivision Ordinance.

The Commission agreed to place this agenda item on next week's agenda.

In re: EXONERATION

Motion by F. Morgan, second by Corliss to approve the following exoneration as presented. Motion carried.

5-1-2008

NAME	DISTRICT	TYPE	TICKET#	AMOUNT
Richard K. Hessenaur	Shepherdstown	Real	27157	\$1,739.20

In re: PUBLIC COMMENT

Fred Blackmer appeared before the Commission to comment on his opposition to an Executive Session held.

Susan Kennison appeared before the Commission to comment on the Mountain Water Study and mud slides on the mountain.

In re: DEVELOPMENT AUTHORITY INTERVIEWS

Mark Dyck and Bryan Derrickson were present for interviews for the appointments to the Jefferson County Development Authority.

Leslie D. Smith, County Administrator informed the Commission that Hank Willard withdrew his application for appointment to the Jefferson County Development Authority.

In re: APPOINTMENTS TO THE JEFFERSON COUNTY DEVELOPMENT AUTHORITY

Motion by Corliss, second by Manuel to increase the Development Authority from 15 to 16 members. Motion passed by a 4-1 vote. Commissioner Surkamp voted no.

Nomination by Commissioner Manuel to appoint James Tolbert to the Jefferson County Development Authority.

Nomination by Commissioner R. Morgan to appoint C.C. Hammann to the Jefferson County Development Authority.

Nomination by Commissioner Corliss to appoint Mark Dyck to the Jefferson County Development Authority.

Nomination by Commissioner Manuel to appoint William Chesley to the Jefferson County Development Authority.

Nomination by Commissioner Surkamp to appoint Bryan Derrickson to the Jefferson County Development Authority.

	Surkamp	F. Morgan	R. Morgan	Manuel	Corliss
James Tolbert	✓	✓	✓	✓	✓
C. C. Hammann	✓	✓	✓	✓	✓
Mark Dyck	✓	✓	✓	✓	✓
Bryan Derrickson	✓	✓			
William Chesley			✓	✓	✓

James Tolbert, C. C. Hammann, Mark Dyck and William Chesley were appointed to the Jefferson County Development Authority for 3 year terms ending April 5, 2011.

In re: JAY WATSON - JEFFERSON COUNTY FIRE & RESCUE ASSOCIATION - STATUS OF THE EMERGENCY SERVICES AUTHORITY

Jay Watson, President of the Jefferson County Fire and Rescue Association appeared before the Commission to discuss the recent legislation passed allowing the combining of fire and emergency medical services on the county level. He requested that the County Commission create and pass an ordinance allowing the creation of this agency and at next the Association in conjunction with the Ambulance Authority prepare a proposal on the structure and budget required to maintain this agency. Mr. Watson informed the Commission that to date the Association meeting has taken the following action and requested that the Commission consider working with the Association and Ambulance Authority on the process:

- A committee was formed by the Association consisting of Fire & Ambulance Chiefs to create operational policies

- A committee was formed by the Association consisting of the Presidents and another person from each company to set the structure and prepare a budget as well as review current personnel policies

Commissioner Manuel agreed to work with the Association and Ambulance Authority during the process.

**In re: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT
- HAMILTON BUILDING CONTRACT - REQUEST APPROVAL AND SIGNATURE FROM COMMISSION FOR LEASE AGREEMENT**

Jennifer S. Maghan appeared before the Commission to request approval and signature from the Commission for the Lease Agreement for the Hamilton Building Contract.

The Commission took a 10-minute break at 11:05 a.m.

Kirk Davis, Capital Projects Manager appeared before the Commission to discuss space needs for the County Clerk and Magistrates. Magistrate Rissler and Magistrate Boober were present and made comments.

After discussion, motion by Surkamp, second by R. Morgan to approve the Hamilton Building Contract for a one year lease and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion passed by a 3-2 vote. Commissioners Manuel and Corliss voted no.

- ELECTIONS UPDATE

Ms. Maghan reported on early voting.

- TRUCK ROUTES FOR DELIVERY AND PICK UP OF ELECTION DEVICES

Ms. Maghan reported on the truck routes for delivery and pickup of election devices.

- CENTER FOR PUBLIC FINANCE - MANAGING PUBLIC FUNDS, COURSE COMPLETION

Ms. Maghan informed the Commission that on April 25, 2008 County Clerk Jennifer Maghan and her Deputy Finance Clerks Vivian Fields and Sally Gran attended the Center for

Public Finance and completed the course entitled "Managing Public Funds" presented by the WV State Treasurer's Office in Charleston, WV.

In re: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission for the legal update and report.

Ms. Grove distributed copies of the following:

- To Do List

- Jefferson Utilities Order - Meadowbrook hookup

Ms. Grove discussed the procedures of the approval of the Zoning Ordinances, Zoning Map and Subdivision Ordinances.

In re: MOVE THAT THE PSC BE REQUESTED TO CONDUCT A GENERAL INVESTIGATION OF THE FINANCIAL RELATIONSHIPS BETWEEN AND AMONG JEFFERSON UTILITIES, INC. SNYDER ENVIRONMENTAL SERVICES, AND OAK MEADOW, LLC (JS)

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission to discuss the request to conduct a general investigation of the financial relationships between and among Jefferson Utilities, Inc., Snyder Environmental Services, and Oak Meadow, LLS.

For the record, Commissioner Manuel recused himself from this discussion due to a conflict of interest.

In re: DUNN ENGINEERING MOUNTAIN WATER SYSTEM PRESENTATION

Wayne Hypes and Fred Hypes, Dunn Engineering were present and gave a presentation on the Mountain Water System. Lee Snyder, Roger Goodwin, Chief County Engineer, Kaye Moore, Scott Tatina, and John Maxey were present and made comments.

After the presentation, the Commission reported that they will send the report to the Public Service District and County Commission legal counsel for review and a comments.

In re: LEGISLATIVE ISSUES

No action was taken on this agenda item.

In re: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE

No action was taken on this agenda item.

In re: APPOINTMENTS OF ALTERNATE MEMBERS TO THE BOARD OF ZONING APPEALS

No action was taken on this agenda item.

In re: DISCUSSION ON STUDY OF OIL & GAS PURCHASES TO DETERMINE BEST POLICIES FOR FUTURE NEEDS

The Commission agreed to place this agenda item on next week's agenda.

In re: APPROVAL OF HOMELAND SECURITY GRANT APPLICATION FOR CWID EXERCISE

Motion by Manuel, second by Corliss to approve the Homeland Security Grant

Application for CWID Exercise and to authorize the President of the Commission to affix her signature on the appropriate documents. Motion carried.

In re: APPROVAL OF RESOLUTION AND GRANT CONTRACT - COMMUNITY PARTICIPATION PROGRAM - FISHERMAN'S HALL - \$2,000

Motion by Manuel, second by Corliss to approve the following Resolution for the Community Participation Program - Fisherman's Hall - \$2,000. Motion carried.

RESOLUTION

The Jefferson County Commission met on the 1st day of May, 2008 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Frances B. Morgan, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$2,000. The funds from this project will be used for the preservation and rehabilitation of the Fisherman's Hall.

Dated: May 1, 2008

/s/ _____

**Frances B. Morgan, Commission
President**

In re: APPROVAL OF RESOLUTION AND GRANT CONTRACT - COMMUNITY PARTICIPATION PROGRAM - FISHERMAN'S HALL - \$50,000

Motion by Manuel, second by Corliss to approve the following Resolution for the Community Participation Program - Fisherman's Hall - \$50,000. Motion carried.

RESOLUTION

The Jefferson County Commission met on the 1st day of May, 2008 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Frances B. Morgan, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$50,000. The funds from this project will be used for the preservation and rehabilitation of the Fisherman's Hall.

Dated: May 1, 2008

/s/ _____

**Frances B. Morgan, Commission
President**

In re: VERIZON SYSTEM AGREEMENT FOR PHONE SYSTEM - SIGNATURE REQUEST

Motion by Manuel, second by Corliss to approve the Verizon System Agreement - phone system for the E911 Communications Center. Motion carried.

In re: DISCUSS COMMISSIONER ATTENDING HOMELAND SECURITY CONVENTION IN MORGANTOWN (GC)

The Commission discussed attendance at the Homeland Security Convention in Morgantown, WV, June 1st and 2nd. After discussion, there was not a consensus to have a Commissioner to attend the Homeland Security Convention.

The Commission requested that Barbara Miller, Director of Homeland Security and Emergency Management be placed on next week's agenda for a report and updates.

In re: COUNTY ADMINISTRATOR REPORTS

Leslie D. Smith, County Administrator reported on the following:

- Distributed an insurance specs on what is covered
- Discussed the preliminary rates but asked that they are not to be released
- Informed the Commission that she will be placing land acquisition on next week's agenda for a decision
- Reminded the Commission of the Meeting with the Board of Education on May 7, 2008

In re: COUNTY COMMISSION REPORTS

Commissioner Surkamp reported on the meeting with Mr. Rodecker regarding the Cable Franchise Agreement.

Commissioner R. Morgan reported on the Solid Waste Authority Meeting he attended.

Commissioner R. Morgan reported on a letter received from Carol Gallant regarding the Old Jail and that the letter will be on next week's agenda for review.

Commissioner Manuel reported on the Council of Governments Meeting he attended.

In re: EXECUTIVE SESSION

Motion by Manuel, second by F. Morgan to enter into Executive Session to discuss Land Acquisition matters. Motion carried.

Motion by Manuel, second by F. Morgan to return to Regular Session. Motion carried. For the record, no action was taken during Executive Session.

The Commission received the following information:

Reminder of Meeting with School Board on Wednesday, May 7, 2008, at 9:30 a.m.

Appointment to be made the Parks and Recreation Commission on Thursday, May 15, 2008.

Correspondence received from the Parks and Recreation Commission requesting the Commission to consider appointing Tom Diehl to the Parks and Recreation Commission.

Correspondence received from the Statewide Addressing and Mapping Board concerning the release of \$25,561.63 for the work submitted for the completion of the E-911 addressing project.

Correspondence received from PanTran concerning their fiscal year 2009 budget allocation.

Copy of correspondence sent to Daniel L. Lutz from the Development Authority received concerning information on new job creation.

Notice received of a Housing Rehabilitation for Homeownership conference on June 4-5, 2008, in Charleston.

Copy of correspondence from the Division of Criminal Justice Services concerning the scheduled presentation of the Jefferson County Commission Community Corrections Program grant application to the Community Corrections Subcommittee on Monday, May 19, 2008, at 3:15 p.m.

Legislative information received from the Association of Counties.

Notice received of an Art Exhibit from students of South Jefferson Elementary School at the South Jefferson Public Library on April 20th, 2008 - May 31st, 2008.

Copy of correspondence to the Public Service Commission from the Mountain Water Systems Fair Water Rate Committee received concerning a request for intervener status.

Notice received of a Heritage Speakers Forum on May 10, 2008.

Correspondence received from the Division of Highways concerning the Statewide Transportation Improvement Program.

Correspondence received from Charles C. Cheezum concerning his resignation from the Parks and Recreation Commission.

Jefferson County Jail progress meeting minutes received.

Press Release received from the South Jefferson Public Library concerning a concert at the library on Sunday, May 18, 2008, at 2:00 p.m.

Notice received from the West Virginia State Treasurer of WV Unclaimed Property Workshops.

E-911 fees received from ACN Communications Services, Inc., Level 3 Communications LLC, and IDT Corporation.

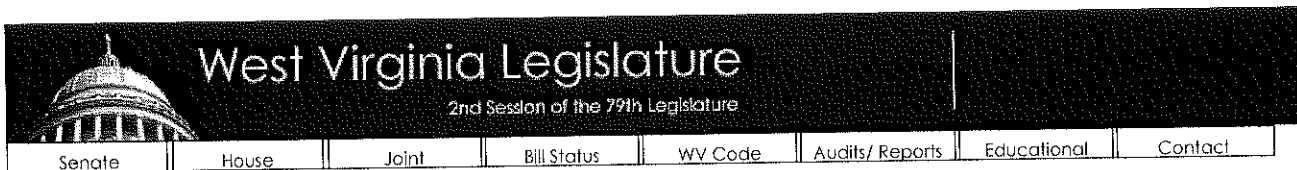
Weekly settlement report received from the West Virginia Lottery for the Charles Town Races.

CORRESPONDENCE

Copy of correspondence sent to Comcast from Ronald W. Hovermale, Jr. received.

Upon rising, the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

Frances B. Morgan, Commission President



WEST VIRGINIA CODE

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

ARTICLE 12. COUNTY AND MUNICIPAL DEVELOPMENT AUTHORITIES.

§7-12-1. Establishment authorized; name; exceptions.

Except as hereinafter provided, the governing body of every municipality and the county commission of every county is hereby authorized to create and establish a public agency to be known as a development authority. The name of the authority shall contain the words "development authority," together with the designation of the municipality or the county within which such authority is intended to operate. Nothing in this article contained, however, shall be construed as permitting the governing body of any municipality or county commission of any county in which there exists, on the date on which this article becomes effective, one or more public development authorities, corporations or commissions, organized and existing pursuant to an act or acts of the Legislature, either local or general, and performing substantially the same or similar functions as the development authorities herein authorized, to create and establish such a development authority until such time as all such other public development authorities, corporations and commissions cease operations in such municipality or county: *Provided*, That nothing herein shall be construed to prohibit the creation and establishment of a municipal development authority when a county or regional development authority exists, and any municipal development authority shall have the exclusive right to exercise its powers granted pursuant to this article within the boundaries of the municipality.

§7-12-2. Purposes.

The purposes for which the authority is created are to promote, develop and advance the business prosperity and economic welfare of the municipality or county for which it is created, its citizens and its industrial complex; to encourage and assist through loans, investments or other business transactions in the locating of new business and industry within the municipality or county and to rehabilitate and assist existing businesses and industries therein; to stimulate and promote the expansion of all kinds of business and industrial activity which will tend to advance business and industrial development and maintain the economic stability of the municipality or county, provide maximum opportunities for employment, encourage thrift, and improve the standard of living of the citizens of the county; to cooperate and act in conjunction with other organizations, federal, state or local, in the promotion and advancement of industrial, commercial, agricultural, and recreational developments within the municipality or county; and to furnish money and credit, land and industrial sites, technical assistance and such other aid as may be deemed requisite to approved and deserving applicants for the promotion, development and conduct of all kinds of business activity within the municipality or county.

§7-12-3. Management and control of county authority vested in board; appointment and terms of members; vacancies; removal of members.

The management and control of a county authority, its property, operations, business and affairs shall be lodged in a board of not fewer than twelve nor more than twenty-one persons who shall be appointed by the county commission and be known as members of the authority. The county commission shall appoint one member to represent the county commission on the board and, for each municipality located within the county, the county commission shall appoint one member to represent the municipality. The city and town council of each municipality located within the county shall submit to the county commission the names of three persons, one of whom the county commission shall appoint to be the municipality's representative on the board. Other members of the board shall be appointed by the county commission and shall include representatives of business, industry and labor. The members of the authority first appointed shall serve respectively for terms of one year, two years and three years, divided equally or as nearly equal as possible between these terms. Thereafter, members shall be appointed for terms of three years each. A member may be reappointed for such additional term or terms as the county commission may deem proper. If a member resigns, is removed or for any other reason his membership terminates during his term of office, a successor shall be appointed by the county commission to fill out the remainder of his term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified. The county commission may at any time remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in the county, shall be eligible to participate in and request the county commission to appoint members to the development authority as the said authority shall by its bylaws provide.

§7-12-3a. Management and control of municipal authority vested in board; appointment and terms of members; vacancies; removal of members.

The management and control of a municipal authority, its property, operations, business and affairs shall be lodged in a board of not fewer than twelve nor more than twenty-one persons who shall be appointed by the governing body and be known as members of the authority. One member of the authority shall also be a member of the governing body appointed to represent it on the board. Other members shall be appointed by the governing body and shall include representatives of business, industry and labor. The members of the authority first appointed shall serve respectively for terms of one year, two years and three years, divided equally or as nearly equal as possible between these terms. Thereafter, members shall be appointed for terms of three years each. A member may be reappointed for such additional term or terms as the appointing agency may deem proper. If a member resigns, is removed or for any other reason his membership terminates during his term of office, a successor shall be appointed by the appointing agency to fill out the remainder of his term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified. The appointing agency may at any time remove its appointed member of the authority by an order duly entered of record or by other action appropriate for such appointing agency and may appoint a successor member for any member so removed.

In addition to the appointing agencies hereinbefore named, such other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in the municipality, are eligible to participate in and request the governing body to appoint members to the development authority as the said authority by its bylaws provides.

§7-12-4. Qualifications of members.

(a) In addition to the appointing agencies as provided for in section three of this article, such other persons, firms, unincorporated associations and corporations, which reside or maintain offices in the county of the development authority, are eligible to participate in and request the governing body to appoint members to the development authority as the said authority by its bylaws provides. Members can also be drawn from citizens of a county contiguous to the county in which the county development authority is located regardless of their state of residence.

(b) Any person employed by, owning an interest in, or otherwise associated with a public utility company as defined in section two, article one, chapter twenty-four of this code or bank as defined in section two, article one, chapter thirty-one-a of this code may serve as a board member and shall not be disqualified from serving as a board member because of conflict of interest as defined in section fifteen, article ten, chapter sixty-one of this code and shall not be subject to prosecution under the provisions of said section when the violation is created solely as a result of his or her relationship with the bank or public utility. This member must recuse himself or herself from board participation regarding the conflicting issue as provided for in section five of this article.

§7-12-5. Compensation of members; expenses; recusal of member from voting where conflict of interest involved.

(a) No member of the authority shall receive any compensation, whether in formal salary, per diem allowance or otherwise, in connection with his or her services as such member. Each member shall, however, be entitled to reimbursement by the authority for any necessary expenditures in connection with the performance of his or her general duties as such member.

(b) Whenever a person associated with a public utility or bank as set out in section four of this article has a conflict of interest between the board and that public utility or bank, then he or she must recuse himself or herself from any vote, discussion or other activity associated with the board or its members that creates the conflict of interest.

§7-12-6. Authority to be a public corporation.

The authority and the members thereof shall constitute and be a public corporation under the name provided for in section one, and as such shall have perpetual succession, may contract and be contracted with, sue and be sued, plead and be pleaded, and have and use a common seal.

§7-12-7. Powers generally.

(a) The development authority is hereby given power and authority as follows: (1) To make and adopt all necessary bylaws

and rules for its organization and operations not inconsistent with laws; (2) to elect its own officers, to appoint committees and to employ and fix compensation for personnel necessary for its operation; (3) to enter into contracts with any person, agency, governmental department, firm or corporation, including both public and private corporations, and generally to do any and all things necessary or convenient for the purpose of promoting, developing and advancing the business prosperity and economic welfare of the county in which it is intended to operate, its citizens and industrial complex, including, without limiting any of the foregoing, the construction of any building or structure for lease to the federal government or any of its agencies or departments, and in connection therewith to prepare and submit bids and negotiate with the federal government or such agencies or departments in accordance with plans and specifications and in the manner and on the terms and conditions and subject to any requirements, regulations, rules and laws of the United States of America for the construction of said buildings or structures and the leasing thereof to the federal government or such agencies or departments; (4) to amend or supplement any contracts or leases or to enter into new, additional or further contracts or leases upon such terms and conditions, for such consideration and for such term of duration, with or without option of renewal, as may be agreed upon by the authority and such person, agency, governmental department, firm or corporation; (5) unless otherwise provided for in, and subject to the provisions of, such contracts, or leases, to operate, repair, manage and maintain such buildings and structures and provide adequate insurance of all types and in connection with the primary use thereof and incidental thereto to provide such services, such as barber shops, newsstands, drugstores and restaurants, and to effectuate such incidental purposes, grant leases, permits, concessions or other authorizations to any person or persons, upon such terms and conditions, for such consideration and for such term of duration as may be agreed upon by the authority and such person, agency, governmental department, firm or corporation; (6) to delegate any authority given to it by law to any of its officers, committees, agents or employees; (7) to apply for, receive and use grants-in-aid, donations and contributions from any source or sources and to accept and use bequests, devises, gifts and donations from any person, firm or corporation; (8) to acquire real property by gift, purchase or construction, or in any other lawful manner, and hold title thereto in its own name and to sell, lease or otherwise dispose of all or part of such real property which it may own, either by contract or at public auction, upon the approval by the board of directors of the development authority; (9) to purchase or otherwise acquire, own, hold, sell, lease and dispose of all or part of any personal property which it may own, either by contract or at public auction; (10) pursuant to a determination by the board that there exists a continuing need for programs to alleviate and prevent unemployment within the county in which the authority is intended to operate or aid in the rehabilitation of areas in said county which are underdeveloped, decaying or otherwise economically depressed and that moneys or funds of the authority are necessary therefor, to borrow money and execute and deliver the authority's negotiable notes, mortgage bonds, other bonds, debentures and other evidences of indebtedness therefor, on such terms as the authority shall determine and give such security therefor as shall be requisite, including giving a mortgage or deed of trust on its real or personal property and facilities in connection with the issuance of mortgage bonds; (11) to raise funds by the issuance and sale of revenue bonds in the manner provided by the applicable provisions of article sixteen, chapter eight of this code, it being hereby expressly provided that a development authority created under this article is a "governing body" within the definition of that term as used in said article sixteen, chapter eight of this code; and (12) to expend its funds in the execution of the powers and authority herein given, which expenditures, by the means authorized herein, are hereby determined and declared as a matter of legislative finding to be for a public purpose and use, in the public interest, and for the general welfare of the people of West Virginia, to alleviate and prevent economic deterioration and to relieve the existing critical condition of unemployment existing within the state.

(b) The amendment of this section enacted in the year one thousand nine hundred ninety-eight is intended to clarify the intent of the Legislature as to the manner in which an authority may sell, lease or otherwise dispose of real and personal property owned by an authority and shall be retroactive to the date of the prior enactment of this section.

(c) Notwithstanding any provision of this code to the contrary, any development authority participating in the Appalachian Region Interstate Compact pursuant to chapter seven-a of this code may agree to a revenue and economic growth-sharing arrangement with respect to tax revenues and other income and revenues generated by any facility owned by an authority. Any development authority or member locality may be located in any jurisdiction participating in the Appalachian Region Interstate Compact or a similar agreement for interstate cooperation for economic and workforce development authorized by law. The obligations of the parties to any such agreement shall not be debt within the meaning of section eight, article X of the Constitution of West Virginia. Any such agreement shall be approved by a majority vote of the governing bodies of the member localities reaching such an agreement but does not require any other approval.

(d) "Member localities" means the counties, municipalities or combination thereof which are members of an authority.

§7-12-7a. Findings respecting necessity for exercise of right of eminent domain; authorization to exercise right of eminent domain.

(a) It is hereby found and determined by the Legislature that in fulfilling their prescribed purposes and exercising their powers, including the purpose of promoting, developing and advancing the business prosperity and economic welfare of the county for which created by acquiring lands and other real property to be furnished by lease, sale or other disposition as industrial sites, county development authorities are performing essential public purposes; that the performance of such essential public purposes are frequently impeded, unduly delayed, or wholly frustrated by imperfections in the title to essential land and other real properties, by lost heirs or widely scattered owners of undivided interests in essential lands and other real properties and by owners of relatively small but essential parcels of a proposed land development site who refuse to sell their land or other real property to the county; and, that the exercise by county development authorities of the right of eminent domain within the limitations herein provided is therefore necessary and appropriate to achieve the said public purposes of county development authorities.

(b) Any county development authority heretofore or hereafter created by a county commission pursuant to the authority of this article is hereby authorized and empowered to exercise the right of eminent domain if an order of such county commission authorizing exercise of the right of eminent domain as to any proposed acquisition is first made and entered and at least three fourths of the entire tract has either been purchased, optioned, or is under contract to be purchased: *Provided*, That prior to the issuance of the order by the county commission, it shall hold a public hearing on the public necessity of the exercise of eminent domain and shall cause a Class II legal advertisement to be published in accordance with the provisions of section two, article three, chapter fifty-nine, prior to the hearing: *Provided, however*, That a separate hearing must be held and a separate order promulgated for each parcel over which the authority wishes to exercise the power of eminent domain: *Provided further*, That the right of eminent domain shall not be exercised to acquire real property which exceeds one fourth of any land development site proposed by the county development authority, and the aforesaid order of a county commission shall specifically state the anticipated size of the entire site with respect to which the exercise by a county development authority of the right of eminent domain is authorized.

§7-12-8. Incurring indebtedness; rights of creditors.

The authority may incur any proper indebtedness and issue any obligations and give any security therefor which it may deem necessary or advisable in connection with carrying out its purposes as hereinbefore mentioned. No statutory limitation with respect to the nature, or amount, interest rate or duration of indebtedness which may be incurred by municipalities or other public bodies shall apply to indebtedness of the authority. No indebtedness of any nature of the authority shall constitute an indebtedness of the governing body of the municipality or county commission of the municipality or county in which the commission is intended to operate or any municipality situated therein, or a charge against any property of said county commission, municipalities, or other appointing agencies. The rights of creditors of the authority shall be solely against the authority as a corporate body and shall be satisfied only out of property held by it in its corporate capacity.

§7-12-9. Agreements in connection with obtaining funds.

The authority may, in connection with obtaining funds for its purposes, enter into any agreement with any person, firm or corporation, including the federal government; or any agency or subdivision thereof, containing such provisions, covenants, terms and conditions as the authority may deem advisable.

§7-12-9a. Joint undertakings by county development authorities.

(a) The Legislature hereby finds and declares that the citizens of the state would benefit from coordinated economic development efforts and that to encourage cooperation and coordination, county economic development authorities should share in the tax revenues derived from joint programs regardless of the county in which they are located.

(b) Any three or more county development authorities may contract to share expenses for and revenues derived from joint economic development projects within their respective geographic territories. Notwithstanding any other section of the code to the contrary, county development authorities may contract to distribute on a pro rata basis proceeds derived from joint economic development projects.

(c) Each county development authority participating in a joint economic development project contract must contribute at least fifteen thousand dollars in cash to the project.

(d) In the event that a county development authority desires to withdraw from participation, then the remaining participants may jointly choose a successor. No withdrawing county development authority shall be entitled to the return of any money or property advanced to the project, unless specifically provided for in the contract.

(e) In the event that a joint economic development project is terminated, all funds, property and other assets shall be returned to the county development authorities in the same proportion as contributions of funds, property and other assets were made by the county development authorities.

(f) A grant, which may not exceed one hundred thousand dollars, may be made by the West Virginia development office to any county economic development authority which enters into such contracts.

§7-12-9b. Joint development entities.

(a) The Legislature hereby finds and declares that the citizens of this state would benefit from coordinated economic development efforts and that to encourage cooperation and coordination, county governing bodies, municipal governing bodies and county and municipal development authorities should be authorized to organize and jointly own all of the partnership, ownership and membership interests in a partnership, corporation or limited liability company for the sole purpose of undertaking jointly through their joint ownership of or membership in the partnership, corporation or limited liability company any project or projects that an authority established pursuant to this article would be permitted to undertake.

(b) Any combination of two or more county governing bodies, municipal governing bodies, municipal development authorities or county development authorities may jointly form and hold all of the partnership, ownership or membership interests in a partnership, corporation or limited liability company, the sole purpose of which is to develop and own one or more joint economic development projects (for purposes of this section, a "joint development entity"). No person or entity other than a county governing body, municipal governing body, municipal development authority or county development authority may own any ownership or membership interest in a joint development entity. Any existing partnership, corporation or limited liability company is a joint development entity on and after the effective date of this section if: (i) It was organized for the purposes described in this subsection prior to the effective date of this section; and (ii) the partnership, ownership or membership interests in it meet the requirements of this subsection on and after the effective date of this section.

(c) To the extent consistent with and not prohibited by or in conflict with the restrictions and limitations on, or the rights and attributes of, a joint development entity set forth in this section, the applicable general law governing partnerships, corporations or limited liability companies govern the organization, existence, duration, powers, governance and dissolution of a joint development entity and the rights and responsibilities of the partners, owners or members of a joint development entity.

(d) A joint development entity is a public corporation and a political subdivision and instrumentality of its partners, owners or members and has the powers, rights and privileges of an authority set forth in sections seven, eight, nine, ten, eleven, twelve and fourteen of this article in addition to those granted to partnerships, corporations and limited liability companies under applicable general law.

(e) For West Virginia tax purposes, a joint development entity is a political subdivision of the State of West Virginia and is exempt from all state and local taxation and all real and personal property owned by a joint development entity, or which the joint development entity may acquire to be leased, sold or otherwise disposed of, is exempt from taxation by the state or any county, municipality or other levying body as public property.

§7-12-10. Property, bonds and obligations of authority exempt from taxation.

The authority shall be exempt from the payment of any taxes or fees to the state or any subdivision thereof or to any officer or employee of the state or other subdivision thereof. The property of the authority shall be exempt from all local and municipal taxes. Bonds, notes, debentures and other evidence of indebtedness of the authority are declared to be issued for a public purpose and to be public instrumentalities, and shall be exempt from taxes.

§7-12-11. Participation and appropriations authorized; transfers and conveyances of property.

The governing body of a municipality and county commission are hereby authorized and empowered to appoint members of the said authority and the county commission and any municipality therein, or any one or more of them, jointly and

severally, are hereby authorized and empowered to contribute by appropriation from their respective general funds not otherwise appropriated to the cost of the operation and projects of the authority.

The county commission of the county or municipal corporations therein are hereby authorized and empowered to transfer and convey to the said authority property of any kind acquired by said county commission or municipal corporation for or adaptable to use in industrial, economic and recreational development, such transfers or conveyances to be without consideration or for such price and upon such terms and conditions as the said county commission or municipal corporation deems proper.

§7-12-12. Contributions by county commissions, municipalities and others; funds and accounts; reports; audit and examination of books, records and accounts.

Contributions may be made to the authority from time to time by the county commission of the county or any municipal corporation therein, and by any persons, firms or corporations which shall desire to do so. All such funds and all other funds received by the authority shall be deposited in such bank or banks as the authority may direct and shall be withdrawn therefrom in such manner as the authority may direct. The authority shall keep strict account of all its receipts and expenditures and shall each quarter make a quarterly report to the county commission and municipalities containing an itemized statement of its receipts and disbursements during the preceding quarter. Within sixty days after the end of each fiscal year, the authority shall make an annual report containing an itemized statement of its receipts and disbursements for the preceding year, and such annual report shall be published as a Class I legal advertisement in compliance with the provisions of article three, chapter fifty-nine of this code, and the publication area for such publication shall be the county in which the development authority is located. The books, records and accounts of the authority shall be subject to audit and examination by the office of the state tax commissioner of West Virginia and by any other proper public official or body in the manner provided by law.

§7-12-13. Sale or lease of property; reversion of assets upon dissolution.

In the event the board of the authority shall so determine, the authority may lease or sell all of its property and equipment, either by contract or at public auction, on such terms and conditions as the authority may fix and determine. Upon the dissolution of the authority, all of its assets and property shall revert to and become the property of the county or municipality for which said authority was created.

The amendment of this section in the year one thousand nine hundred ninety-eight, is intended to clarify the intent of the Legislature as to the manner in which an authority may sell, lease or otherwise dispose of real and personal property owned by an authority, and shall be retroactive to the date of the prior enactment of this section.

§7-12-14. Employees to be covered by workers' compensation.

All employees of the authority eligible thereto are deemed to be within the Workers' Compensation Act of West Virginia, and premiums on their compensation shall be paid by the authority as required by law.

§7-12-15. Liberal construction of article.

It is the purpose of this article to provide for promotion, development and advancement of the business prosperity and economic welfare of the municipality or county, its citizens and its industrial complex, and this article shall be liberally construed as giving to the authority full and complete power reasonably required to give effect to the purposes hereof.

§7-12-16. Provisions severable.

The several sections and provisions of this article are severable, and if any section or provisions hereof shall be held unconstitutional, all the remaining sections and provisions of this article shall nevertheless remain valid.

Note: Code updated with legislation passed through the 2008 2nd Extraordinary Session

#16

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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AGENDA REQUEST FORM

Name: Barbara Miller

Department or Entity: Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 4, 2010

Date Requested – 2nd Choice: _____

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

Subject: **Project Concepts for:**

- 1) **Volunteer WV!'s Citizen Corps Grant**
- 2) **WV Dept. of Military Affairs and Public Safety's Homeland Security Grant**

Please provide the County Commission with a description of your request or presentation, including any background information: **These two entities have put out requests for Project Concepts that may be developed into grant applications in the future. The concepts are provided to them for their review boards to determine eligibility and to rate the various concepts that they receive to decide which ones they wish to fund for this year. In the case of Volunteer WV!, they will only be funding 3-5 requests this year throughout the state, due to funding restraints. The WV Dept. of Military Affairs and Public Safety will be looking at a regional grant application after their committee decides which projects they wish to fund. All project concepts must be in accordance with the WV Homeland Security Strategy that can be found on www.wvdmmaps.gov. There are no local matching funds required for either of these program.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **I move that we approve both of these project concept papers and that Mrs. Miller be authorized to forward them to the appropriate agencies for their review.**

Attachments: **1) Volunteer WV! Project Concept; 2) WVDMAPS/Homeland Security Project Concept**

Citizen Corps Priority Grant Application

FY 2008 CCP

Project Information	
Project Title	Disaster Volunteer Boot Camp
Citizen Corps Program Name	Jefferson County Homeland Security and Emergency Management
Grant Number	(To be Assigned by Volunteer West Virginia)
Amount Requested	\$8,585.00
County or Jurisdiction	Jefferson County
Estimated Date of Project Completion	January, 2011
Primary Citizen Corps Program Contact	Barbara J. Miller, CEM, CFM
Fiscal Agency Primary Contact	Sandy McDonald, Acting County Administrator
Fiscal Agent FEIN	55-6000333

1. Subgrantee Applicant Profile

Contact Information	Local Emergency Manager	Citizen Corps/Grant Project Manager	Fiscal Agent Point of Contact
Name	Barbara J. Miller, CEM, CFM	Barbara J. Miller, CEM, CFM	Sandy McDonald
Title	Director	Director	Acting County Administrator
Organization	Jefferson County HSEM	Jefferson County HSEM	Jefferson County Commission
E-mail	bmill@jeffersoncountywv.org	bmill@jeffersoncountywv.org	sandy@jeffersoncountywv.org
Telephone	304-728-3290	304-728-3290	304-728-3290
Fax	304-728-3320	304-728-3320	304-725-7916
Address	28 Industrial Blvd., Suite 101 Kearneysville, WV 25430	28 Industrial Blvd., Suite 101 Kearneysville, WV 25430	P.O. Box 250 Charles Town, WV 25414

Is this Citizen Corps Program eligible to receive funding from the West Virginia Department of Military Affairs and Public Safety State Administrative Agency? **Yes** **No**

**If you are unsure about your program's compliance please contact WVDMAPS for more information: 304-558-2930. Please attach a written notice from your Regional Coordinator confirming your eligibility to receive funds.*

2. Grant Application Guidance

2.1. Overview

Funding Agency	Volunteer West Virginia, the state's commission for national and community service
Grant Program Title	Citizen Corps Priority Grants
CFDA Number	97.067
Deadline for Application	March 1, 2010
Award Announcement	Mid April 2010
Eligibility	Citizen Corps Councils in West Virginia who provided a record of volunteer involvement in a project and a Council meeting sign-in sheet dated in the last six months are eligible to apply. Programs must be a government, charitable or nonprofit organization or have a fiscal agent. Programs must submit a written statement from the Homeland Security Region Coordinator from their area confirming grant eligibility compliance for their fiscal agent. Additionally, the Citizen Corps Council, IF IT IS FUNCTIONING SEPARATE FROM IT'S FISCAL AGENT, must show initial progress towards meeting eligibility requirements from the State Administrative Agency.

2.1. Funding Description

Citizen Corps Priority Grants are available for active Citizen Corps Councils who identify an unmet community preparedness need and want to implement a program to meet that need. The need may be a local priority or a state level priority. As part of the grant funding and to align with the Citizen Corps mission, communities must work together effectively. Citizen Corps fosters strongly integrated communities which share resources and information among both traditional and non-traditional stakeholders. The result is improved citizen preparedness and participation in disaster planning, response and recovery efforts, and a reduced burden for first responders and emergency managers. Funding under this notice asks communities to implement projects to address the needs of youth, special needs populations, the faith-based community and businesses.

2.2. Purpose of the Grant

- Provide a trained cadre of volunteers to assist responders during an emergency.
- Assist populations who need additional help or resources during an emergency.
- Assist businesses in promotion of employee preparedness at home and provide assistance with continuity planning for faster recovery after a disaster strikes.
- Encourage faith communities to be prepared and volunteer in disaster response and recovery.
- Reach underserved and frequently flood affected areas of the state.



2.3.Award Information

Number of Awards	3-5	Award Amounts	\$5,000-25,000, only one award per organization per funding notice
Type of Funding	Federal Grant funds, delivered via reimbursement	Match Requirement	No match required
Grant Period	April 2010 – January 2011		
Submission Deadline	March 1, 2010, 5:00pm EST		
Submission Information	<p>(Preferred) Email to: Gina.L.Namay@wv.gov Standard Mail: Citizen Corps Grant Program Volunteer West Virginia 710 Central Avenue Charleston, WV 25302</p>		
Questions?	Please contact Gina.L.Namay@wv.gov with any questions or problems using the electronic format.		
Funding Restrictions	<ol style="list-style-type: none"> 1. Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-102, A-110, A-122, A-133, A-87 or FAR 31.2 at www.whitehouse.gov/OMB/circulars/. 2. Funds must be used during the designated grant period unless a specific grant extension is approved in writing. 3. Funds must be spent within the parameters of authorized activities. 4. Funds must be spent in accordance with state and federal grant guidelines. 5. A funded application must agree that: <ol style="list-style-type: none"> a. Funds will be accounted for separately. b. Financial records will be available for review. 		

2.4. Additional Information

Grant Public Information Sessions	Date and Time	To Participate
In-person, Summit Conference Center, Charleston WV	January 20, 2010 2pm-3pm	RSVP to Gina.L.Namay@wv.gov
Conference Call	Wednesday, February 3, 2010 10am-11am	Dial: (866)453-5550 Participant Pin: 4108288#
In-person, Flatwoods, Days Hotel	Wednesday, February 10, 2010 10am-11am	RSVP to Gina.L.Namay@wv.gov
Conference Call	Wednesday, February 17, 2010 3pm-4pm	Dial: (866)453-5550 Participant Pin: 4108288#
Conference Call	Wednesday, February 24, 2010 10am-11am	Dial: (866)453-5550 Participant Pin: 4108288#

3. Application Review Information

Each application will be reviewed by at least three independent volunteer evaluators with experience in volunteer management; disaster preparedness, response or recovery, and/or grant administration. Grant awards will be subject to the approval of the full Volunteer West Virginia Commission at their April meeting. Commissioners will consider the total score of the application and the degree to which the proposals demonstrate congruence with the overall program objectives. In order to be considered for funding an application must receive an average score during the review of 80%. Sections 4 through 8 of this application are marked with the number of points available (out of 100) for each section. These indicators will be used by the evaluators to score the applications. It is important to re-read your application before submission for completion and accuracy.

4. Project Summary (10 points)

Summarize your project in a few sentences for each category:

4.1. Summary/Description of Project

800 character limit.

Jefferson County proposes to hold Disaster Volunteer Boot Camp for potential volunteers to be used during EOC activations in Jefferson County. These volunteers will be trained in Disaster Preparedness, EOC Activation training, Damage Assessment, Volunteer Mobilization Center Training, NIMS Training and Introduction to other Volunteer Opportunities.

4.2. Current Capabilities

Describe how your Citizen Corps Council is governed. Include information about meeting regularity, memberships, partnerships, and volunteer involvement. 800 character limit.

The Jefferson County Citizen Corps Council is governed under the Jefferson Co Commission through the Jefferson County Homeland Security and Emergency Management's Steering Committee. This is a 14-member advisory board made up of representatives of the Jefferson Co Chamber of Commerce; Jefferson Co Development Authority; Jefferson Co Fire and Rescue; Good Shepherd Inter-Faith Caregivers; Jefferson Co Commission; Jefferson Co Emergency Communications Center; Eastern Panhandle Chapter, American Red Cross; Jefferson Co Planning Department; Nichols & DeHaven (Private Business Representative); Frontier Communications (Utility Representative); Shepherd University; Jefferson Co Sheriff; and Jefferson Co Department of Health. They meet monthly. There is an overall partnership list of over 400.

4.3. Citizen Corps Grant Program History

Has this program received Citizen Corps funding in the past (list last three consecutive grant projects)?

Grant Number	Award Amount	Description of project completed
07-CC-CPP-	\$18,000.00	Business Continuity Planning Workshops (2)

02		Volunteer Mobilization Center Training Boothspace at JC Fair & Ranson Festival/Promotional items/Vol. Lanyards Volunteer Luncheon Council Development Award
2006-SVP- Y01S10	\$500.00	
05-CC- 001003	\$10,700.00	Provided "First Steps" and "Hands On" Training for People with Disabilities. Purchased Basic Disaster Kits for Seniors for training, other People with Special Needs Activities.

4.4. Risk and Approach

500 character limit per category.

Risk

Describe the specific risk to your community as it relates to citizen preparedness and participation.

Jefferson County has developed a Risk and Vulnerability Assessment that clearly documents that the county is at risk from floods, severe snow storms, tornados and microbursts, as well as, a high risk of being involved in an evacuation from the National Capitol Region due to terrorism. Additionally, Jefferson County has several locations that are Critical Infrastructure and Federal Continuity of Operations Sites. Jefferson County, listed as "Mission Critical" for interoperability in the region.

Approach

How will your effort reduce this risk?

Citizen Volunteers are heavily depended on during times of disaster in our county. A recent snowstorm brought to light the need for additional volunteers to be trained in EOC Support, Disaster Assessment, Volunteer Mobilization, NIMS, Disaster Preparedness, and other volunteer opportunities. Providing our proposed Boot Camp Training will give us a new cadre of volunteers with necessary skills to assist in the areas where needed. It will also give existing volunteers a more focused skill set.

5. Deliverables and Tasks (30 points)

Please list and describe up to five outcomes that will occur as a result of your project (deliverables). Then list the tasks associated with achieving these outcomes.

#	Deliverable	#	Task	Length of Time	End Date
1	Volunteer Boot Camp, Training in Emergency Operations Center Support ;	1.1	Planning and developing the various Boot Camp Modules	4 months	09/01/10
	Disaster Damage Assessment; Volunteer	1.2	Printing Materials-Boot Camp Training Modules	1 week	09/01/10
		1.3	Purchasing and Assembling Supplies	1 month	10/01/10

#	Deliverable	#	Task	Length of Time	End Date
	Mobilization Training; Self and Family Disaster Preparedness; NIMS & Other Volunteer Ops	1.4			
		1.5	Delivering 1 module per month (6 months)	6 months	04/30/10
2	Outreach and Volunteer Recruitment	2.1	Developing a Boot Camp Brochure and having printed	1 month	08/10/10
		2.2	Booth Space at Jefferson County Fair and Ranson Festival to recruit volunteers	1 week/fair	08/30/10
		2.3	Developing marketing initiatives for Bootcamp	1 month	08/10/10
		2.4	Develop powerpoint about Boot Camp and deliver to target populations	3 months	11/30/10
		2.5			
3	Volunteer Recognition	3.1	Volunteer Awards and Volunteer Pins to give to all volunteers at luncheon	1 day	01/2011
		3.2			
		3.3			
		3.4			
		3.5			
4		4.1			
		4.2			
		4.3			
		4.4			
		4.5			
5		5.1			
		5.2			
		5.3			
		5.4			
		5.5			

6. Budget (10 points)

AEL: Authorized Equipment List – please include for all equipment purchases. Visit: https://www.rkb.us/FEMAGrants/LinkedToAELCats.cfm?content_id=227137&relationtype=12311&override subtype=893 for a list of Citizen Corps approved equipment expenses.

PETE: Planning, Equipment, Training, Exercises

AEL	PETE	Deliverable/ Task #	Item (please itemize expenses to the fullest extent possible)	Unit Cost	Units	Estimated Cost
21GN-00- TRNG	Train.	1.2	Printing Boot Camp Training Module Books	\$3,000.00	1	\$3,000.00
21GN-00- TRNG	Train.	1.3	Purchase 6 Digital Cameras for Damage Assessment Training	\$300.00	6	\$1,800.00
21GN-00- TRNG	Train.	1.3	Purchase office supplies, paper, computer ink, notebooks, pens, other supplies for training	\$500.00	1	\$ 500.00
		2.1	Printing double sided color brochures for Boot Camp	\$1.00	1000	\$1,000.00
		2.2	Booth Space at Jefferson County Fair	\$250.00	1	\$ 250.00
		2.2	Booth Space at Ranson Festival	35.00	1	\$ 175.00
		2.2	Tickets for Volunteers at Fair	\$5.00	40	\$ 200.00
		3.1	Volunteer Pins	\$5.00	300	\$1,500.00
		3.1	Volunteer Awards	\$40.00	4	\$ 160.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
					Grand Total	8585.00

7. Project Details- Project Priority (5 points)

Citizen Corp Project Priority Area – Select the community preparedness priority for this project

- | | |
|---|--|
| <input type="checkbox"/> Public Preparedness | <input type="checkbox"/> Disaster Volunteer Management |
| <input checked="" type="checkbox"/> Mobilization of Volunteers during disaster response | <input type="checkbox"/> Business Community Preparedness |
| <input type="checkbox"/> Faith-based Community Involvement | <input type="checkbox"/> Youth Preparedness |
| <input type="checkbox"/> Improving Services for Special Needs Populations | <input type="checkbox"/> Other |

Geographic Area Covered

- Single County
County Name: Jefferson County, West Virginia
- Multiple Counties
List Counties:
- Regional Project
WV DMAPS Region:

8. Project Narrative (45 points)

Provide up to 4 pages of narrative regarding your project. We want to know where you have come from, where you are going, and why. Include the following:

- Program Accomplishments: Summarize the accomplishments of your Citizen Corps program thus far. (5)
- Project Justification/Need: Describe the problem, tell how you identified the problem, and tell how this project will help solve the problem. Identify community need, project goals, objectives, and outcomes. Ensure project goals and activities are logically connected to the identified community need. (7.5)
- Activities. Describe activities associated with this project. Tell how activities and objectives are logically connected to the community need identified above. Describe how you will measure the effectiveness of your project (evaluation). Explain how your project will be continued after the grant period is complete (sustainability). (7.5)
- Impact: Describe how this project will impact the community and who will benefit from the project deliverables. Tell why this is important. (10)
- Organizational Capacity: Describe the systems in place to manage this grant. Who are the key people responsible for upkeep, documentation, and reporting? (5)
- Council Membership/Partnerships: Describe current relationships, partnerships and collaborations. Indicate any new partnerships you hope to develop with this project. (5)
- Effective Use of Volunteers: Describe your existing volunteer program. Explain how volunteers will be involved in planning for and implementation of this project. Describe systems, training, and volunteer management plan you have in place for both an ongoing volunteer program and to manage and oversee volunteers during a disaster. (5)

Jefferson County's Citizen Corps Program began in 2004 and has been continuous since that time. We have an active CERT Program, where classes are taught 2-4 times per year in the community. Our volunteers have served by filling support slots in our EOC during times of activation and exercises, read to children with our Disaster Resistant Kids Program and our Fire Safety Month; participated in Volunteer Mobilization Center training; participated in Family Disaster Preparedness Nights, manned our booths at the Jefferson County Fair, the PetCo Valentines Day Event; Bark in the Park and other activities.

Jefferson County has participated in a Propane Tabletop Exercise, an EOC activation Exercise, a regional credentialing exercise, and most recently, an activation for a Severe Winter Storm. Through the After Action Reports from these, needs have been identified for more trained volunteers who can assist in the Emergency Operations Center who are trained in support services, and more volunteers who can do

damage assessment reports and take pictures of damages after an event to assist with preparing declaration information for the local jurisdictions. These volunteers will need to be NIMS trained and understand the need to be fully prepared for disasters within their own homes so that they will be available to the community during times of need. This program will empower new volunteers with new skills to assist the Emergency Management community in areas of need.

The activities of this project include development and teaching of modules on Disaster Preparedness, Emergency Operations Center Activation Training (How to take calls, how to run ETEAM, how and who to pass messages on to, how to use the equipment in the EOC, where everything is located and what resources are available in the EOC, what to bring and not to bring when activation occurs, who has the right/responsibility to talk to the media, appropriate behavior in the EOC, etc.), Damage Assessment Training so that volunteers can branch out taking pictures of the structures that are damaged to assist the local jurisdiction in putting together their packet for FEMA declarations; Volunteer Mobilization Center Training for volunteers who want to assist with other volunteers to match agencies who need volunteers with people who want to volunteer during a disaster; NIMS training and other volunteer opportunities in the community. There will be a marketing plan for Boot Camp, which will include a power point about what to expect, a brochure to give to people who may be interested, niche marketing to targeted populations, and fair booths to recruit additional volunteers. After all of the activities have been accomplished, a volunteer recognition luncheon will be held and awards given to all the Jefferson County Citizen Corps Volunteers. An after action report will be used to evaluate the entire Boot Camp experience and determine an improvement plan for future Boot Camps. Once the program and modules are developed, this program can easily be taught in future years with little to no expenses. It is important to have well-trained volunteers to assist Emergency Management in these areas. Paid staff from the Homeland Security and Emergency Management Department and Emergency Support Function Representatives rely heavily on volunteers to assist them during an activation by answering phones, taking messages, running errands, doing damage assessments and other tasks during a major disaster.

Jefferson County Homeland Security and Emergency Management's Director will be managing the grant and the projects within, as well as, reporting. County government will have fiscal responsibility. All of our grants are audited each year by the state.

We currently enjoy more than 400 partnerships with all levels of Government, Business, Non-governmental agencies, faith-based groups, individuals, and organizations. We hope to strengthen some of our existing partnerships and plan to expand our partnership base. We will be looking toward some of our hotels in the area to provide food/snacks for these trainings and space for the trainings.

By providing Boot Camp training for our volunteers, we will have a larger base of volunteers to choose from during exercises and real events. We developed a Volunteer Plan through a previous grant with Volunteer West Virginia that will serve us well during and after Boot Camp completion.

9. Attachments

- 1 WVDMAPS Region Map with Coordinator contact information
- 2 Homeland Security Grant Eligibility Criteria
- 3 Eligibility Certification for Councils
- 4 Guidance for joint LEPC and Citizen Corps Councils
- 5 List of online programmatic and training resources

10. Submission Checklist

- Complete Application
- Eligibility Certification for Councils-Submit via Regional Coordinator
- If the program is an LEPC, submit the information requested on "Guidance for LEPCs"
- Sign-in Sheet Dated after August 2009
- Sign-in Sheet or other record of volunteer involvement in program activities



West Virginia Department of Military Affairs and Public Safety
Homeland Security State Administrative Agency

Project Concept

FY 2009 Homeland Security Grant Program
Project Funding Worksheet

Project Information	
Project Title	COOP Trailer
Total Project Cost Request	\$3,500
Direct Recipient Agency(s)	Jefferson County Homeland Security and Emergency Management
Mailing Address for each Recipient Agency	28 Industrial Blvd., Suite 101 Kearneysville, WV 25430
Fiscal Agent	Jefferson County Commission
Point of Contact for this Project	Barbara J. Miller, CEM, CFM
Daytime Phone No.	304-728-3290
E-Mail	bmiller@jeffersoncountywv.org
Fax Number	304-728-3320
<input type="checkbox"/> Mass Migration <input checked="" type="checkbox"/> Continuity of Operations <input type="checkbox"/> Critical Infrastructure <input type="checkbox"/> Citizen Preparedness A Project Concept can only draw from one of the above funding pools	
<input type="checkbox"/> Planning <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/> Equipment	



Please check the activities which this project encompasses

1. Risk and Goals

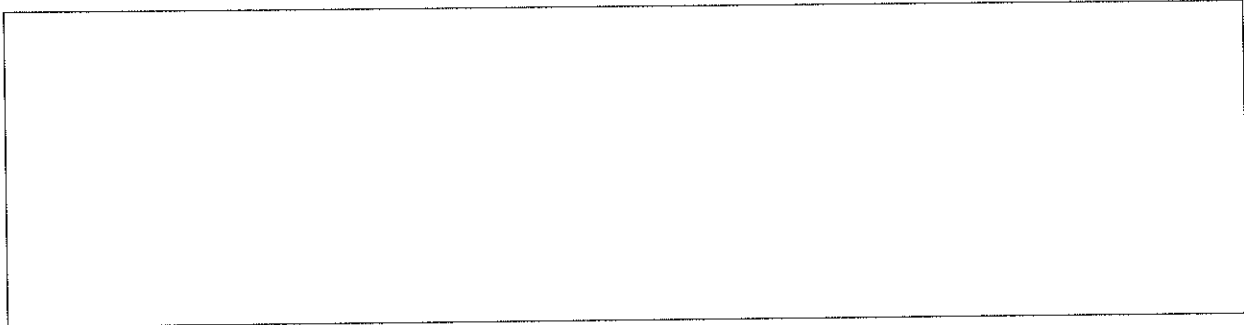
1.1 Risk and Current Capability

Describe the specific hazards or risks (i.e., threat, vulnerability, potential consequence) to be addressed or mitigated by this proposal.

Jefferson County has developed a Risk and Vulnerability Assessment that clearly documents that the county is at risk of being involved in an evacuation from the National Capitol Region due to terrorism. Additionally, Jefferson County has several locations that are Critical Infrastructure and Federal Continuity of Operations Sites. Jefferson County, listed as "Mission Critical" for interoperability in the region. If the NCR is evacuated, this would put heavy constraints on Jefferson County and the region for resources, manpower, and coordination. County Government would be affected and might have a need to invoke their Continuity of Operations Plan or portions thereof.

Describe the existing agency(s) or jurisdictional capability(s) to address this risk or hazard.

Jefferson County has a developed Emergency Operations Plan and Resource Guide for All-Hazards that may affect the County. Additionally, they have a trained staff and volunteers willing and able to serve in an Emergency Operations Center during activations, as evidenced by After Action Reports from several recent exercises. Some of these include the 2010 Severe Winter Snow Storm (actual event), the 2009 Propane Response Exercise, and the 2010 EOC Activation Exercise. Additionally, Jefferson County has developed a Continuity of Operations Plan for County Government. A portion of that plan involves the relocation of the Emergency Operations Center, as well as other County Government offices under certain conditions. Currently, Jefferson County's EOC Director has identified needed equipment, people and resources needed to go to an alternate location, however, they do not have an identified way of moving the things they need from their EOC to an alternate location. The need for a trailer was further identified during the 2008 CWID exercise when Jefferson County functionally moved its EOC to an alternate location. They were unable to bring everything needed for the full activation and had to rely on a military JISC team for support.



1.2 Goals and Outcomes

Describe the Project goals and measurable outcomes in Table 1. The Project goals must be linked to the WV State Homeland Security Strategy as found on the www.wvdmmaps.gov website.

Table 1. Goals and Outcomes (add rows as necessary)

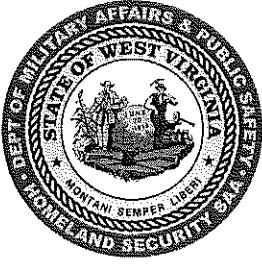
Project Goal	Outcome
WV State Strategic Goal3- 3.2 Ensure Continuity of Operations	Be able to relocate the Jefferson County Emergency Operations Center to an alternate location, when needed.

1.3 DHS Target Capabilities

The Project should result in a measurable increase or improvement in at least one DHS Target Capability (See Table 2). Specify the Target Capability(s) that this Project supports, and specifically describe *how* it helps achieve that capability. More information on each Target Capability may be found at <http://www.llis.dhs.gov/displayContent?contentID=26724>

Table 2. DHS Target Capabilities

Target Capability	Relevant	Description
Planning		
Communications		
Community Preparedness & Participation		
Risk Management		
Intelligence and Information Sharing		
Information Gathering		
Intelligence Analysis and Production		



Counter-Terror Investigation/Law Enforcement		
CBRNE Detection		
Critical Infrastructure Protection		
Food and Agriculture Safety & Defense		
On Site Incident Management		
EOC Management	X	Approval of this project will ensure better EOC Management in a Continuity of Operations situation.
Critical Resource Logistics & Distribution		
Volunteer Management & Donations		
Responder Safety & Health		
Emergency Public Safety & Security		
Animal Disease Emergency Support		
Explosive Device Response Operations		
Fire Incident Response Support		
WMD/Haz Mat Response and Decon		
Citizen Evacuation & Shelter-in-Place		
Isolation and Quarantine		
Search and Rescue		
Emergency Public Information & Warning		
Mass Prophylaxis		
Mass Care		
Damage Assessment		
Restoration of Lifelines		
Economic & Community Recovery		

2. Approach

Describe in detail how the Project will be accomplished. Attach extra sheets as necessary. If this description includes Planning activity, please outline the process and stakeholders involved. If Equipment is being purchased, please note whether there are personnel already trained in the use of the equipment or if training is needed.

Jefferson County proposes to purchase a trailer that will be used to store and transport resources and equipment to an alternate COOP location, when needed. This trailer will also be used to store equipment and resources, as appropriate.



West Virginia Department of Military Affairs and Public Safety
Homeland Security State Administrative Agency

2.1 Organizational Involvement and Deliverables

List each organization in Table 3 that will receive funding, along with their roles and commitments as well as their project deliverables and the estimated cost. This would include tangible outcomes such as equipment purchased, training courses, development of standard operating procedures, etc. For each piece of equipment to be purchased, include the Authorized Equipment List (AEL) number. Each component of the Project with a different AEL number should be listed on a separate line. The AEL can be found at the following web address. <https://www.rkb.us/mel.cfm?subtypeid=549>. To determine if the equipment is an allowable expense, please click the Grant Allowability tab in the AEL to see if it is permissible for FY 09.

Table 3. Deliverables (add rows as necessary)

Please delete the examples given and insert the deliverables of this Project Concept.

Organization/Agency	Role/Commitment(s)	Deliverable	AEL Number	Unit Cost	Number of Units	Estimated Total Cost
Jefferson County Homeland Security and Emergency Management	Purchase a trailer	Trailer	12TR-00-TEQP	\$3500	1	\$3500

- Each direct recipient agency listed must have submitted the FY 09 eligibility certification to the Homeland Security Regional Coordinator no later than close of business 15 January 2010.



2.2 Maintenance of Equipment Procured through this Grant

Maintenance is the responsibility of each grant recipient. Enter in Table 4 the estimated cost to maintain all of the equipment for each of three years **after** the equipment becomes operational.

Table 4. Maintenance Costs

Year	Amount (\$)
1	0
2	0
3	0
Total	0

Can the recipient organization provide these maintenance costs?

Yes

No

3. Project Challenges

One of the most complicated elements of project management is managing challenges that interfere with implementation. Please use Table 5 to list and describe up to three potential challenges that could impact this Project Concept over the entire grant period of performance. For each challenge identified: 1) Provide a brief description of the challenge, 2) Provide a brief description of whether or not the challenge may reduce the quality of the project deliverables (i.e., subject matter experts unavailable; network capacity inadequate to share video stream), 3) Provide a brief description of whether or not the challenge will impact the budget (i.e. if the challenge may result in budget overruns, estimated costs may increase before equipment can be purchased), 4) Provide a brief description of whether or not the challenge will impact the timeline and by how much, 5) Identify the likelihood that this challenge will occur (high, medium, low), and 6) Briefly describe how the challenge will be mitigated. Please delete the example provided prior to filling in the table.

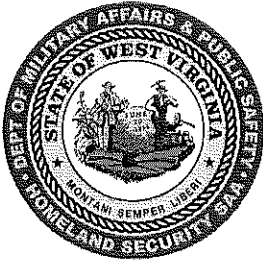


Table 5. Project Risks (add rows as needed)

Risk Title	Quality	Budget	Time	Likelihood (H, M, L)	Mitigation Steps
Example: Procurement delays			2 days	M	Determine if there are multiple supply sources. Give supplier maximum advance notice. Ensure fiscal agent can efficiently order all equipment and supplies.
No Risks identified at this time.					

Questions and Important Dates

Please submit completed Project Concepts and supplementary documentation to the proper Homeland Security Regional Coordinator (HRSC) by February 12, 2010 as follows: If hand-delivered to the HRSC, no later than 5pm February 12, 2010. If e-mailed, to the HRSC, the computer date stamp must indicate the e-mail was sent by 5pm February 12, 2010. If mailed via the US Postal Service, it must be postmarked no later than February 12, 2010. If sent by FedEx or UPS or another carrier, there must be documentation to indicate the package was picked up by the carrier no later than February 12, 2010 for delivery to the HRSC.

Questions may be addressed to the HS Regional Coordinator to whom the Project Concept is delivered. Please see Attachment 1 to identify the appropriate HS Regional Coordinator for each region. Or questions may be directed to the WV Homeland Security State Administrative Agency at 304.558.2930.

ATTACHMENTS

Attachment 1 – Regional Coordinator Contact Information

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
--

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 4, 2010

Date Requested – 2nd Choice: March 11, 2009

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Jefferson Crossing II, Lot 8 (File #S06-11) LOC #2360402-2201.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$587,856.37 construction bond amount for Uniwest Construction, Inc. – Jefferson Crossing II, Lot 8 (File #S06-11).

Attachments: Bond Release Letter
Bond Reduction or Release Request Report



THE COUNTY COMMISSION OF JEFFERSON COUNTY

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



Phone: 304-728-3284

www.jeffersoncountywv.org

Fax: 304-725-7916

February 25, 2010

Mr. Kurt Marx, Executive Vice President
United Bank
2071 Chain Bridge Road
Vienna, Virginia 22182

RE: Irrevocable Letter of Credit #2360402-2201, dated May 10, 2007 Construction Bond
Surety for Uniwest Construction, Inc. – Jefferson Crossing II, Lot 8 (PC File #S06-11).

Dear Mr. Marx:

The Jefferson County Commission authorizes a complete release of the remaining \$587,856.37 construction bond amount for Uniwest Construction, Inc. – Jefferson Crossing II, Lot 8 (PC File #S06-11). This project is located on the east side of Flowing Springs Road (Route 17) adjacent to the Martin's Shopping Center and I-HOP Restaurant. The work appears to 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$587,856.37. Please contact the Jefferson County Engineering Department at (304)-728-3257 if you have any questions.

Sincerely,

Lyn Widmyer, President
Jefferson County Commission

LW:rfb

cc: Mr. Dennis McDonald, Vice President
Uniwest Management Services, Inc.
8191 Strawberry Lane, Suite 3
Falls Church, Virginia 22042
Department of Engineering

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
116 East Washington Street, P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257
Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 10/7/2009 JPCP File No S06-11

Consultant/Engineer/Firm Name: Dewberry

Mailing Address: 1503 Edwards Ferry Road Suite 200

City: Leesburg State: VA Zip: 20176-

Contact Person: Lisa McCauley Phone: (703) 840-1925

Project/Subdivision Name Jefferson Crossing II, Lot 8

Section/Phase: 3 Office Buildings

Review Comments:

The Bond **Release** request is **Approved**

Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

Bonding Policy & Unit Cost Figures attached for your use.

Comments:

Recommends bond release in the amount of \$587,856.37.

**LAND DEVELOPMENT INSPECTION
APPROVED FOR:**
BOND RELEASE \$0.00
BY: Norma J. Kuroski 2/16/10
INSPECTOR [Signature] DATE

Original Bond Amount: \$587,856.37 Current Bond Amount: \$587,856.37

Cost of Work Remaining: \$0.00 + Contingency Amount: \$0.00

Approved for Revised Bond Amount: \$0.00

Reviewed By: Norma J. Kuroski

Title: Land Development Inspector

Signature: _____

Date: 2/16/2010

18 B

Sandy McDonald

From: "Bill Polk" <bpolk@jeffersoncountywv.org>
To: "Sandy Smith" <sandy@jeffersoncountywv.org>
Sent: Friday, February 26, 2010 2:17 PM
Subject: Agenda

Sandy,
Could you please add to the agenda, permission to go into negotiations with David Kemnitzer For the Historic Structure report.

Thanks,
Bill

=====

Bill Polk
Maintenance Director
Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414
Ph: 304-728-4642
Fax: 304-728-3376
Web www.jeffersoncountywv.org

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 4, 2010, or as soon thereafter as the Commission may decide:

Water Advisory Committee- 3 expired terms ending January 31, 2013

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, prior to the proposed date of appointment.

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

**Jefferson County Commission
Water Advisory Committee**

Member Name	Email	Address	Phone	Term Expires
Roger Ethier	engnervobord@hotmail.com	P.O. Box 1392 Shepherdstown, WV 25443	304-283-6196	1/31/2010
Virginia Graf	virginiagraf@aol.com	2054 Kabletown Road Charles Town, WV 25414	304-728-2829	1/31/2011
Larry Johnson		Chester Engineering 125 Burke Street Martinsburg, WV 25401	304-267-9759	1/31/2010
Dick Latterell		P.O. Box 3609 Shepherdstown, WV 25443	304-876-6072	1/31/2010
Susan Lawton		Jefferson County PSD P.O. Box 430 Charles Town, WV 25414	304-724-7143 304-725-4647	1/31/2011
Dan Riss	fdrtfd@comcast.net	P.O. Box 725 Harpers Ferry, WV 25425	304-535-2432	1/31/2011
Lee Snyder		270 Industrial Blvd. Kearneysville, WV 25430	304-725-3915 304-725-9140	1/31/2012
Oscar Stine	oscarstine@frontier.net	7633 Flowing Springs Road Shepherdstown, WV 25443	304-876-2009	1/31/2012
Ruth McQuade		63 Juniper Circle Shepherdstown, WV 25443	304-876-6619	1/31/2012
Jane Arnett	jarnett@charlestownutilities.us	832 South George Street Charles Town, WV 25414	304-725-2316	1/31/2012
Robert K. Denton Jr.	rdenton@geoconcepts-eng.com	19955 Highland Vista Dr, Suite 170 Ashburn, VA 20147	703-726-8030	1/31/2011
Patsy Noland, Commissioner	pnoland@jeffersoncountywv.org	P.O. Box 250 Charles Town, WV 25414	304-728-3284	2011
Lyn Widmyer, Commissioner	lwidmyer@jeffersoncountywv.org	P.O. Box 250 Charles Town, WV 25414	304-728-3284	2011

RECEIVED

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

FEB 22 2010

2/18/2010

Sirs,

Jefferson County Commission

In response to the Commission's notice of intent of appoint members of the Water Advisory Committee, I'm making known my interest in being considered to serve on that body. I have 13 years of professional work as a sanitarian with the Jefferson County Health Department and life experience as a County resident for nearly half a century. I can offer the committee unique qualifications to address the acutely sensitive issues facing the future of potable water availability to my fellow citizens on the Blue Ridge Mountain as well as locales lying west of the Shenandoah River.

My familiarity with the Blue Ridge, gained both from professional experience and a consequence of having lived "up there on the Mountain" for nearly 50 years, has given me a deep commitment to the protection of our precious surface and ground water resources. I am also aware of the special characteristics and needs of County lands situated in the Great Limestone Valley of the Shenandoah.

My baccalaureate of science in Medical Technology provides a technical and scientific background useful in evaluating related data the committee is charged with reviewing. My practical experience in evaluating individual water and sewage systems for the County would be an invaluable asset to the committee. Knowing both the magnitude of the challenges facing the County in the future and the medical consequences of a failure to act effectively provides me with the drive to act in the best interests of all our residents.

Thank you in advance for your consideration of my request.

Willis E. Nowell Jr.

389 Shenandoah River Drive
Harpers Ferry WV 25425 6021
(304) 725-2440
email: willis_nowell@shannondale.org

Water Advisory

Name	Will Attend	Will Not Attend	Left Message
Willis Nowell	X		X
Larry Johnson			X
Roger Ethier	X		
Mark Shields	X		

RECEIVED

January, 27, 2010

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

JAN 28 2010

Sirs,

Jefferson County Commission

I have been made aware that there might be some openings on the Water Advisory Committee becoming available soon. I'd like to make known my interest in consideration for service on WAC should a vacancy occur.

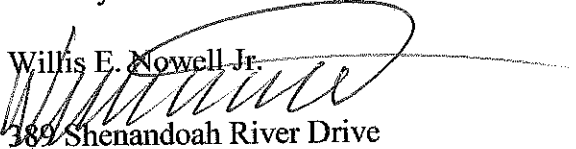
I have 13 years of professional work as a sanitarian and life experience as a Jefferson County resident for the greatest part of my adulthood. I feel I can bring unique qualifications to address the acutely sensitive to the issues facing the future of potable water availability to my fellow citizens on the Blue Ridge Mountain as well as other locales.

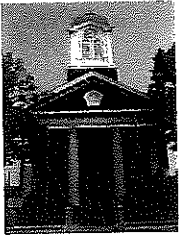
My familiarity with the Blue Ridge, gained both from professional experience and as consequence of having lived on "up there" for nearly 50 years, has given me a deep commitment to the protection of our precious surface and ground water resources. I am also aware of the special needs of County lands lying west of the Shenandoah River in the Great Limestone Valley.

My baccalaureate of science in Medical Technology provides a measure of knowledge that would be useful in evaluating the information the committee is charged with reviewing. Knowing both the magnitude of the challenges facing the County in the future and the dire consequences of a failure to act effectively provides me with the drive to act in the best interests of all our residents.

Thank you in advance for your consideration of my request.

Willis E. Nowell Jr.


389 Shenandoah River Drive
Harpers Ferry WV 25425 6021
(304) 725-2440
email: willis_nowell@shammondale.org



THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916



February 2, 2010

Virginia Graf
2054 Kabletown Road
Charles Town, WV 25414

Dear Ms. Graf:

The County Commission of Jefferson County has received your resignation as a member of the Water Advisory Committee.

On behalf of the Commission, I want to thank you for your time and effort spent in serving on the Water Advisory Committee. Please accept this letter as a token of our appreciation for your efforts.

For the Commission,

Sandra Slusher McDonald
Acting County Administrator

Sandy McDonald

From: <lwjohnson9@comcast.net>
To: <sandy@jeffersoncountywv.org>
Cc: <enineerswoboard@hotmail.com>
Sent: Tuesday, February 02, 2010 8:42 PM
Subject: Water Advisory Committee

February 2, 2010

Ms Sandy Slusher McDonald
Acting County Administrator
124 E Washington St.
PO Box 250
Charles Town, WV 25414

RE: Water Advisory Committee Appointment

Dear Ms Slusher,
Roger Ethier, Chairman of WAC, has informed me that my appointment on the committee has expired. I would like to request reappointment to the committee. It has been an enjoyable experience and I feel that I can continue to add my expertise to the committee.

(I will be on vacation from February 4th thru 24th so will not be available for phone or email correspondence.)

Sincerely,

Larry Johnson
lwjohnson9@comcast.net
Cc. Roger Ethier

Hard Copy to Follow

February 2, 2010

Ms Sandy Slusher McDonald
Acting County Administrator
124 E Washington St.
PO Box 250
Charles Town, WV 25414

RECEIVED

FEB 04 2010

Jefferson County Commission

RE: Water Advisory Committee Appointment

Dear Ms Slusher,

Roger Ethier, Chairman of WAC, has informed me that my appointment on the committee has expired. I would like to request reappointment to the committee. It has been an enjoyable experience and I feel that I can continue to add my expertise to the committee.

Sincerely,


Larry Johnson

lwjohnson9@comcast.net

Cc. Roger Ethier

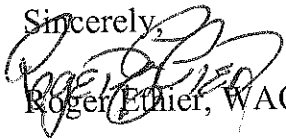
Feb 2, 2010

Ms Sandy Slusher McDonald
Acting County Administrator
124 E Washington St.
PO Box 250
Charles Town, WV 25414

Dear Sandy,

It has been brought to my attention that my 3 year term on WAC expired as or Jan 31, 2010. My intention is to remain on the WAC for another term and I therefore respectfully petition that the County Commissioners approve an extension of my term for voluntary service on the Jefferson County WAC for another 3 years term.
Thanks

Sincerely,



Roger Ethier, WAC Chairperson

Feb 2, 2010

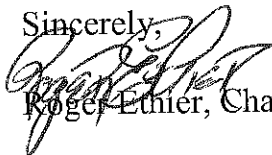
Ms Sandy Slusher McDonald
Acting County Administrator
124 E Washington St.
PO Box 250
Charles Town, WV 25414

Dear Sandy,

Please seriously consider Mr. Mark Shields, Shenandoah Junction, Jefferson County, WV as the primary candidate to fill the vacant position on the Water Advisory Committee that recently became open when Ms. Virginia Graf resigned to pursue other interest. His background in Public Health fills a serious void that urgently needs to be filled ASAP.

Thanks

Sincerely,



Roger Ethier, Chairperson, WAC

Mark A. Shields
82 Fosters Circle
Shenandoah Jct. WV 25442
January 26, 2010

RECEIVED

JAN 28 2010

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

Jefferson County Commission

Dear Commissioners:

I am contacting you regarding a possible opening on the Jefferson County Water Advisory Committee. If a position should become available, I respectfully request being appointed to the committee. I am currently a member of the Jefferson County Board of Health and believe the collaboration between the two organizations would be beneficial to the county.

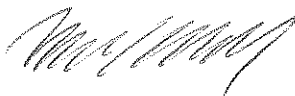
I am currently employed with the Federal Government at the Food and Drug Administration, Center for Biologics Evaluation Research and Review (CBER) as a Consumer Safety Officer.

With my work at CBER, I have the training to protect and promote the health of the public in the 21st century by assuring the safety, efficacy, and security of human biological products and medical devices. My practical experience is in the scientific regulatory process, from initial submission of applications to the time of product/device termination. I provide authoritative advice and counsel to all parties engaged or interested in the FDA scientific regulatory review process. I am responsible for communicating and explaining all regulatory requirements to applicants and managers in industry as well as coordinating compliance with any regulatory findings and recommendations. My enclosed resume provides more history of my qualifications in the Health Sciences.

I believe my Medical Laboratory background would be a benefit to the Water Advisory Committee in dealing with water contamination and bio-burden issues. I am confident that I can perform the duties effectively. Furthermore, I am genuinely interested in the water issues facing the citizens of Jefferson County.

Should you need to reach me, please feel free to call me at (301)-827-6173. Thank you for your consideration.

Sincerely,



Mark A. Shields

Mark Anderson Shields

DATE OF BIRTH: April 3, 1953

PLACE OF BIRTH: Bethesda, Maryland

HOME ADDRESS: 82 Fosters Circle
Shenandoah Jct. WV 25442

BUSINESS ADDRESS: 1401 Rockville Pike
Rockville, MD 20852

TITLE: Consumer Safety Officer GS-696
Regulatory Project Manager

Education:

Shepherd College
Shepherdstown, WV 25443
B.A. 1984

Baylor University
Waco TX
A.S. 1974
Major: Health Science

Professional Experience:

Food and Drug Administration
Center for Biologics Evaluation and Research
Office of Blood Research and Review
Division of Blood Applications
Rockville, MD 20852

Dates Employed: 08/2001-Present
Consumer Safety Officer GS-696-14

I currently serve as a Regulatory Project Manager in the Division of Blood Applications, Office of Blood Research and Review, CBER. I receive, evaluate and review regulatory submissions related to new drugs and other biological products as well as biological license applications to ensure safety and efficacy.

I act as co-leader of the scientific review team responsible for evaluation of medical data for licensure of biological products and devices. I am responsible for the management activities of the review team including scheduling meetings, and preparing issue-based agendas and official records of meetings. I work directly with all members of the review

Mark A. Shields - WAC

team (scientific, regulatory and management) to develop project plans, objectives and performance goals to meet time frames, milestones and endpoints.

I assure timely resolution of scientific and regulatory conflicts or problems to avoid delays in achieving goals. I am the driving force for the timely completion of project activities and attainment of stated objectives.

I act as the contact person for outside individuals and organizations to the FDA regulatory process. I am the liaison between industry and the FDA regulatory process.

**Walter Reed Army Medical Center
Department of Medicine
6900 Georgia Ave. NW
Washington, DC 20307**

**Dates Employed: 01/1993 - 08/2001
Supervisory Medical Technologist GS-644-12**

I managed and directed the Bone Marrow/Stem Cell Processing Laboratory. I supervised all laboratory and cell collection operations and medical personnel involved with bone marrow and stem cell collection, processing, and cryopreservation. I assured compliance with accrediting agencies standards (MEDCOM, FDA, AABB, CAP, FAHCT, JCAOH) in the collection and preparation of specialized cellular products to meet patient care needs.

I researched and evaluated new products and analytical systems related to progenitor cell processing and quality control. I established and executed a complete Quality Program for cell collections, laboratory operations, and reinfusion of human hematopoietic progenitor cells.

I was also responsible for the supervision of the Hematology/Oncology Service laboratory. This was a laboratory dedicated to the needs of the Oncology doctors for rapid turn-around times of whole blood cell counts, Bone Marrow biopsy, slide preparation and staining. I served as the Technical Director of all laboratory operations. Duties involved every aspect of laboratory procedures, policy and administration with emphasis on quality assessment and improvement. I was instrumental in the integration of this laboratory into the needs of the Hematology/Oncology Service and acceptance into the hospital laboratory control program.

Mark A. Shields - WAC

**Walter Reed Army Medical Center
Department of Pathology
6900 Georgia Ave. NW
Washington, DC 20307**

**Dates Employed: 10/1991 – 01/1993
Medical Technologist GS-644**

I served as Team Leader, Special Products Laboratory, Blood Donor Center, Blood Bank. I was responsible for four areas of the Blood Bank; Autologous Donations, Rare Donor File, Frozen Blood, and Bone Marrow Processing.

In addition, I was required to be competent in every area of a complex Blood Bank and Blood Donor Center, being able to independently perform all procedures involved with Donor selection, whole blood collection and Hemapheresis procedures. I gained extensive experience with blood component preparation, processing, storage and shipment of blood and blood components. I showed competency in Immunohematological problem solving, cross-matching and transfusion.

My duties in the autologous donor area required me to educate and instruct physicians and patients regarding the advantages of, and procedures for, autologous blood donations. Major emphasis was applied to safety, patient care and convenience.

The rare donor file and storage was required for the WRAMC Blood Bank to maintain storage of unusual and unique red blood cell phenotypes. Specific units were identified through extensive testing of red cells for rare antigen expression. Once a unit was identified as being rare, it was processed and frozen. Records of the unusual unit were shared with a national clearinghouse of the American Association of Blood Banks. This file was required to be actively maintained for WRAMC to be accredited as a reference laboratory in blood banking.

The Bone Marrow Transplant program started at WRAMC in 1989. From its beginning, I was involved with the evolution of a complex and difficult series of laboratory procedures designed to process, purify, concentrate and store autologous bone marrow for use in cancer treatments. New and experimental procedures were used in the process.

Prior Memberships:

American Association of Blood Banks
American Society for Apheresis
Drug Information Association
International Society of Cellular Therapy

Mark A. Shields - WAC

Prior Employments:

1989-1990 Medical Technologist, GS 09-644

Walter Reed Army Medical Center
Department of Pathology, Blood Bank
Washington, DC 20307

During this period, I worked part time in the blood bank performing serological testing of transfusion units for transmittable diseases. Tests included HBsAg, HTLV-I, CMV, Syphilis, Hepatitis CORE, and HIV. I also performed platelet apheresis and collected whole blood from volunteer and autologous donors.

This part-time position allowed me the opportunity to obtain a West Virginia General Contractors license which I used to renovate old residential properties in Jefferson and Berkeley Counties.

1985-1989 Medical Technologist, GS-644-11

Walter Reed Army Medical Center
Department of Pathology, Chemistry Section
Washington, DC 20307

As the group leader for routine and priority chemistry, I provided leadership and support for 12 medical technologists working in the chemistry laboratory. It was my responsibility to see that all medical specimens were stored and assayed without error. I was responsible for performing complex and unusual tests and studies requiring specialized knowledge and skill in clinical chemistry. Duties included the selection of new methodology and instrumentation and the evaluation of reagents and the establishment of new working procedures. This analysis included identifying analytical error, ease of operation and cost of assay, sensitivity and specificity. I established and monitored systems of quality control for new and highly developed tests and techniques not encountered in the routine clinical laboratory.

I accepted referrals of unusual test results or equipment operation, evaluated data and instrument function and assay techniques for the purpose of solving assay or quality control problems. I used the knowledge of pathological, physiological, and analytical factors and conditions that affected the test results. Abnormal test results were repeated under appropriate analytical conditions to insure the validity of the result or I could suggest additional tests that could clarify or amplify diagnosis. At times I was required to initiate special studies or experiments to isolate procedural problems as to instrument, reagents, technique, specimen integrity or interference, and subsequently evaluate data and implement the corrective actions necessary to establish normal operation.

As the Group Leader, I scheduled workers to specific areas within the laboratory and made decisions concerning which areas should be cut back during manpower shortages.

Mark A. Shields - WAC

I provided leadership and served as a role model for other technologists, resolving conflicts, and motivating workers to increase productivity and decrease errors.

1980-1985 Medical Technologist, GS 11-644

Walter Reed Army Medical Center

Department of Pathology, Chemistry Section

Washington, DC 20307

In this position, I independently planned, coordinated and instructed an extensive training program in clinical chemistry laboratory procedures. Provided laboratory training for the Medical Technology Course 6H68F offered to Army Medical Service Corps officers, and provided laboratory instruction to senior and junior pathology residents, interns and fellows. Responsible for independently providing training for various civilian and military technologists newly assigned to the section or sent to WRAMC for specialized training from within WRAMC regional support area. Technical papers were prepared for presentation to hospital personnel in relation to laboratory operation and new techniques or assays. I provided didactic lectures in chemical chemistry, related mathematics, and safety. Administered written and oral examinations, and independently assessed the performance of students to determine knowledge acquired and their ability to operate in a clinical chemistry laboratory.

I provided detailed written evaluations of each student's knowledge and ability. I independently designed and set up extensive laboratory exercises and experiments to illustrate material presented in classroom lectures. I prepared technical papers and articles for local publication regarding new instruments, methods, and techniques being introduced into the hospital laboratory. I wrote lectures and provided objectives regarding new training and analytical developments.

I developed new tests and methodologies for use in the laboratory. New assay protocols were established and experiments performed to demonstrate accuracy, precision, linearity, specificity, and recovery. Methods included RIA, ELISA, centrifugal, batch and random access analyzers, and multichannel analyzers. I was instrumental in Quality Control monitoring of work performed in the laboratory and corrected technical and instrumental errors. I investigated unacceptable proficiency testing and provided management with reports concerning discrepant results.

I was the chemistry laboratory Safety Officer and was responsible for accident prevention and hazard elimination. I educated workers about specific hazards and safe working practices in the laboratory while working with toxic chemicals and biological hazards. I provided written reports on monthly inspections of the work area.

Mark A. Shields - WAC

1978-1980 Medical Technologist, GS 07-644

Walter Reed Army Medical Center
Department of Pathology, Chemistry Section
Washington, DC 20307

I performed routine and special procedures in the determination of the following analytes: Sodium, Potassium, Chloride, Carbon Dioxide, Urea Nitrogen, Creatinine, Glucose, CFP, SGOT, SGPT, Cholesterol, Triglycerides, Aldolase, gamma GT, Alkaline, Acid Phosphatase, Iron and Total Binding Capacity, Uric Acid, HbA(one)c, Iso-enzymes, HDA, Calcium, Phosphorous, Total Protein, Albumin, Ammonia, Total and Direct Bilirubin, Lithium, and Magnesium.

1977-1978 Assistant Golf Course Superintendent

Woodmont Country Club
1201 Rockville Pike
Rockville, MD 20853

I was responsible for supervising 15-20 laborers in turf grass management. Duties included assignment of individuals and job teams to work areas and supervision of tasks. The golf course consisted of two 18-hole courses and covered over 500 acres of land. Besides grass cutting, work involved tilling and earth moving, erosion control and watershed management for irrigation and flood control. Shrub, tree, and flower nursery propagation. Heavy equipment service, maintenance and overhaul. Soil tests and turf grass disease identification including proper pesticide, fungicide, and herbicide application.

Coordination of work groups involved variables such as growing seasons, weather, course play, workers mental and physical abilities, and equipment availability.

1975-1977 Laboratory Manager

Diagnostic Assay Services
9801 Gaither Road
Gaithersburg, MD 20760

My main responsibility was in personnel. All employees of the laboratory were under my supervision. Duties included hiring, promotions, and termination of workers, on all levels with emphasis on training and technical assistance to technologists. Using knowledge and expertise learned in previous employment, it was my assignment to see that all medical specimens were collected, transported, and assayed without error. I supervised laboratory personnel specialized in radioimmunoassay. The laboratory served medical facilities coast-to-coast, handling 3500 samples per month.

My technical abilities were focused on research and development of new radiochemistry procedures using stock solutions of high specific activity radioisotopes, steroid and hormone

Mark A. Shields - WAC

solutions requiring purification. Specific antibodies were investigated for accuracy and reproducibility utilizing a variety of separation techniques such as ion-exchange resins, dextran and protein coated charcoals, solvent and salt precipitation solutions. All reagents used were prepared in-house.

I was responsible for all phases of laboratory administration including the purchasing of all stock chemicals, equipment and supplies when needed. This responsibility included the procurement and disposal of all radioactive materials. Budget and cost appropriations were established based on growth projection rates and laboratory needs within the corporate framework.

Quality Control and technical data was collected and presented to state and federal licensing authorities during quarterly inspections. Organization and administration of educational needs of the laboratory personnel was an additional requirement of the position. With company stock options offered to me totaling 10% of the corporate holding, I was appointed to the Board of Directors as Corporate Secretary. This allowed me to have a significant voice in the direction of the company as well as laboratory operation. Of concern were development of company growth through investigation of new business opportunities, medical-legal considerations, and client-company liaison.

1973-1973

1974-1975

Herner Analytics, Inc.

1500 E. Jefferson St.

Rockville, MD 20853

I was responsible for performance of radioimmunoassay and competitive protein binding procedures. I developed the understanding and expertise needed to work independently in a reference medical laboratory. Skills acquired: handling radioactivity in liquid and solid form of isotopes Carbon-14, Cobalt-57, Iodine-125, Iodine-131, Iron-57, and Tritium; use and repair of liquid scintillation counters and automated gamma counters; use of pH buffer solutions through knowledge of ionic equilibrium and activity coefficients.

Associated knowledge and skills included:

- Theory of antigen-antibody binding complexes.
- The utilization of vacuum ultrafiltration systems.
- Acid and enzymatic hydrolysis of protein bound hormones.
- Processes of double antibody methodology.
- Troubleshooting to solve procedure problems in analysis.
- Use, purpose and actions of organic compounds in the human body such as protein production, transport, target organs, feedback mechanisms.
- Radioactivity exposure monitoring of laboratory personnel.

Mark A. Shields - WAC

MILITARY EXPERIENCE

MARK A. SHIELDS

21 May 1971 - June 1979

2290th U.S. Army Reserve Hospital (1000 beds)

1850 Baltimore Road

Rockville, MD

21 May 1971: Enlisted in the U.S. Army Reserve as a Medical Laboratory Specialist and attended the Medical Laboratory Procedures Basic Course. U.S. Army Medical Field Service School, Fort Sam Houston, San Antonio, Texas. When returned to reserve status in August 1972, training was as follows:

Nov 72-Jul 73

Assigned- Pathology Service, Walter Reed Army Medical Center (WRAMC), Washington, DC. In lieu of weekend reserve duty, I reported to WRAMC hematology and chemistry labs every Tuesday. Procedures were done using CBC, hematocrit, hemoglobin, and blood smear staining techniques. When transferred to chemistry section, work was done in the area of special chemistry, performing a variety of tests using flame photometers, gas chromatography, atomic absorption, spectrophotometers, and thin layer chromatography.

May 73

Assigned- First Army Medical Laboratory, Fort Meade, MD. Work in Microbiology laboratory included sample collection and microbe on all types of plated and tube media. Identification of organisms was done using cell morphology and staining, antibiotic sensitivity tests and biochemical differentiation.

Aug 73-Aug 74

Assigned-U.S. Army Academy of Health Sciences, Ft. Sam Houston, San Antonio, TX. Attended the 52-week Advanced Medical Laboratory Course. Graduated August 1974 and returned to reserve status.

Aug 74-80

Assigned-Walter Reed Army Medical Center, Chemistry lab, Washington, DC. Working every Tuesday in lieu of weekend drills. I performed routine and stat chemistry procedures. I gained experience with Autoanalyzer I & II, SMA6/60, SMA 12/60, Automatic Chloride Titrators, IL Flamephotometer, Dupont ACA, A-C Bilirubinometer, Perkin/Elmer 91, and Beckman DB Spectrophotometers.

May 75, Jul 76, Jul 77

Assigned-Kimbrough Army Hospital, Fort Meade, MD for Annual Training. I worked in the Chemistry Section, performed routine electrolytes and stat blood gases.

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to appoint and interview persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 18, 2010, or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency - One unexpired term ending November 2, 2011

Jefferson County Emergency Service Agency Board
Updated: February 2010

Name	Address	Magisterial District	Affiliation	Notes
Toni Milbourne	PO Box 586 Harpers Ferry, WV 25425	Harpers Ferry	Public	
James E. Watson	PO Box 101, Charles Town, WV 25414 304-725-2570; 304-725-2514	Charles Town	Fire & Rescue Assc.	
Doug Pittinger, Director	116 East Washington St. Charles Town, WV 25414 304-728-3287			
R. Fred Collins	336 Ashley Drive Shepherdstown, WV 25443	Shepherdstown	Fire/EMS	<i>Resigned November 2009</i>
Todd L. Wilt, II	1890 Meyerstown Rd. Charles Town, WV 25414	Kabletown	Fire	
R.M. Pete Kelley	P.O. Box 1257 Shepherdstown, WV 25443	Shepherdstown	EMS	
Brenda Engle	50 Westhall Drive Charles Town, WV 25414	Kabletown	EMS	
Michael Alvarez	3775 Kabletown Rd. Charles Town, WV 25414	Kabletown	Public	
Paul Rosa	P.O. Box 1350 Harpers Ferry, WV 25425	Charles Town	EMS	
Brendan Soenneken	PO Box 542 Harpers Ferry, WV 25425 304-261-8178	Harpers Ferry	Public	
John L. Matthews 304-283-5341	59 General McClellan Court Harpers Ferry WV 25425	Harpers Ferry	EMS	

Emergency Services Agency

Name	Will Attend	Will Not Attend	Left Message
Jeffrey Good			X
Andrew Arnold	X		
Maggie Gorman			X
Alan Williams			no phone number provided.

Alan M. Williams
PO Box 195
Charles Town, WV 25414

Jefferson County Commission
104 East Washington St.
Charles Town, WV, 25414

RECEIVED

FEB 05 2010

JEFFERSON COUNTY COMMISSION

February 3, 2010

To whom it may concern,

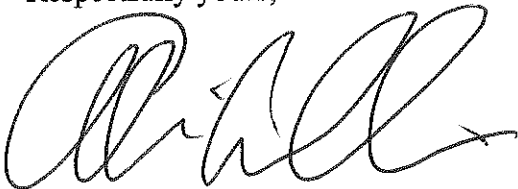
The letter is to inform you of my intent to apply for the available position on the Jefferson County Emergency Services Agency Board.

I am a resident of Charles Town and an active member of Citizens Fire Company. I have 26 years of service in fire and rescue. I have pro board fire fighter III and am certified as a Virginia EMT/Paramedic.

My experience from Loudoun County, I feel, makes me uniquely qualified for a position on the board. I was an active volunteer in Loudoun County as the system transitioned from an all volunteer system to a combination system. I experienced the difficult decisions the had to be made. These decisions were tempered with the publics needs and still allowed the individual volunteer companies to maintain their "unique flavor."

I look forward to discussing this opportunity with you further.

Respectfully yours,



Alan M. Williams

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY BOARD

Brenda Engle *Represents Fire/EMS*
50 Westhall Drive
Charles Town, WV 25414
h: 725-7258
3 years 11/2/10

Michael Alvarez *Represents Citizen*
3775 Kabletown Road
Charles Town, WV 25414
w: 535-6124 / h: 725-2350
3 years 11/2/10

Paul Rosa *Represents Fire/EMS*
P.O. Box 1350
Harpers Ferry, WV 25425
535-9961
3 years 11/2/10

Toni Milbourne *Represents Citizen*
P.O. Box 586
Harpers Ferry, WV 25425
304-535-6851
3 years 11/2/2011

~~Fred Collins *Represents Fire/EMS*
336 Ashley Drive
Shepherdstown, WV 25443
304-283-3257
email: fdkarc@yahoo.com
3 years 11/02/2011~~

*resigned
Shep Dist.*

Todd L. Wilt, II *Represents Fire/EMS*
1890 Meyerstown Rd.
Charles Town, WV 25414
304-728-3926
3 years 11/2/2011

Jefferson County Emergency Services Agency Board

James E. Watson ***Represents Jefferson County Fire and Rescue Association***

Jefferson County Fire & Rescue Association

P.O. Box 101

Charles Town, WV 25414

304-725-2570 304-725-2514

3 years 11/2/2011

John L. Matthews

59 General McClellan Court

Harpers Ferry, WV 25425

email: john.l.matthews@secureskies.net

Cell:304-283-5341

h:304-725-5624

3 years 11/2/12

R. M. Pete Kelley ***Represents Fire/EMS***

P.O. Box 1257

Shepherdstown, WV 25443

h: 876-3409

3 years 11/2/12

Brendan Soennecken

P.O. Box 542

Harpers Ferry, WV 25425

cell: 304-261-8178

3 years 11/2/12

email: soennecken@gmail.com

Dale Manuel ***Represents Jefferson County Commission***

75 Porter Way

Charles Town, WV 25414

304-725-8160

Jefferson County Emergency Services Agency

Ed Smith, Operations Manager

116 E. Washington Street

304-728-3287 (Office)

FEIN - 55-0751374

776 Thoroughbred Drive
Charles Town, WV 25414
(202) 253-5596 (Mobile)

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

3 February 2010

RE: JCESA Board Vacancy

To Whom It May Concern:

I am very interested in serving on the Jefferson County Emergency Services Agency Board. I have over 18 years experience in the emergency services field, extensive additional formal training, education and experience, and have prior experience on the Jefferson County Ambulance Authority Board. I am also a candidate for a Master's Degree in Public Administration (degree anticipated 9/2010). I fully understand the importance of serving on this board, and am very interested in serving my community by lending my experience and expertise to the agency.

I have attached my latest Curriculum Vitae for your review and comment. If there are any additional questions, or if any further information or clarification is needed, please feel free to contact me at the number identified above, or via email to jmgcol@gmail.com. I very much appreciate your time and consideration.

Sincerely,

Jeffrey M. Good

Attachment

Jeffrey M. Good
XXX-XX-6082, U.S. Citizen
776 Thoroughbred Drive
Charles Town, WV 25414
202-253-5596 (Mobile)
jmgco1@gmail.com

Career Overview:

Director, Medical Center Safety, Compliance, Bio-Security & Emergency Management
Director, Emergency Operations Center & Chief Officer, Special Operations Team
The George Washington University Medical Center
(January 2001 – Present)

Safety Officer / Management Team (GS-12)
National Disaster Medical System – PHS-1 & NDMS-1 Management Team / IRCT-2
Department of Health and Human Services, USA
(May 2001 – June 2009)

Specialist II, Safety & Emergency Preparedness
L&M Technologies – NASA Headquarters Facility
(November 1999 – January 2001)

Occupational Health Technician V/Assistant Medical Administrator
Medcor, Inc – Washington, DC Convention Center Authority
(May 2001 – May 2003)

Manager, Occupational Safety & Health
Medcor, Inc – May Department Stores – Hecht Company Division (Baltimore & Joppa, MD)
(September 1997 – November 1999)

Assistant Manager, Occupational Safety & Health
Medcor, Inc – May Department Stores – Hecht Company Division (Washington, DC)
(February 1997 – September 1997)

Committee & Board Participation Overview:

Member
Jefferson County (WV) Emergency Services Agency Board
(October 2005 – March 2009)

Member & Past Co-Chair
Jefferson County (WV) Local Emergency Planning Committee
(November 2005 – December 2008)

Member
Emergency Management Accreditation Program – Program Review Committee
National Emergency Management Association/EMAP
(August 2004 – Present)

Member
Emergency Services Special Interest Committee
International Association of Emergency Managers
(August 2004 – Present)

Emergency Services Experience:

Technical Advisor/Team Member

Special Threat Action Team, MPDC Domestic Security Office, Washington, DC
(September 2005 – Present)

EMT/Firefighter (probationary)

Friendship Fire Company No. 1, Jefferson County, WV
(August 2004 – Present)

Past Deputy Chief (BLS) / EMT / Paramedic Assistant / Emergency Driver

Calvert Advanced Life Support, Calvert County, MD
(November 1995 – September 2006)

Safety Officer / Health Technician

PHS-1 Disaster Medical Assistance Team – FEMA/DHS/HHS
(May 2001 – May 2006)

Captain – Deputy Logistics, Planning, and Training

District of Columbia Department of Health, Rapid Response Team
(June 2002 – June 2004)

Crew Chief/Lead EMT

Chalfont Chemical Fire Company #1, Bucks County, PA
(August 1994 – October 1998)

Ambulance Attendant/Paramedic Assistant

Narberth Ambulance / VMSC Lower Merion, Montgomery County, PA
(May 1992 – October 1998)

Affiliations, Societies & Professional Organizations:

- American Society of Safety Engineers
- International Association of Emergency Managers
 - Member, Forming Committee, Emergency Services Special Interest
- National Emergency Management Association
- International Code Council
- National Fire Protection Association
 - ◆ Member, Health Care and Fire Service Sections
 - ◆ Principal Member, NFPA Technical Committees –
 - Emergency Medical Services Protective Clothing & Equipment (2002 – 2005)
 - Emergency Service Organization Risk Management (2002 – 2005)
 - Hazardous Chemicals (2002-2003)

Specialized Training & Certifications:

American Society of Safety Engineers

- Certificate in Safety Management

Maryland Fire & Rescue Institute & UMUC

- Emergency Response Team Leader
- Fire Related Human Behavior

United States Fire Administration, The National Fire Academy

- Advanced Incident Safety Operations & Management - Pilot Course
- Hazardous Materials Incident Management
- Hazardous Materials Operating Site Practices
- Emergency Response to Terrorism – Tactical Concepts – Company Officer
- Emergency Response to Terrorism – Basic Concepts
- Fire Service Supervision

Federal Emergency Management Agency, Emergency Management Institute

- Emergency Program Manager
- Emergency Preparedness USA
- Radiological Emergency Management
- Basic Incident Command System
- Introduction to the Incident Command System
- ICS for Single Resources and Initial Action Incidents
- National Response Framework, An Introduction
- Emergency Support Function (ESF) #8 Public Health and Medical Services
- Anticipating Hazardous Weather & Community Risk
- An Orientation to Hazardous Materials for Medical Personnel
- Introduction to Continuity of Operations & Continuity of Operations Awareness
- Multi-Hazard Emergency Planning for Schools
- National Incident Management System (NIMS) an Introduction
- Introduction to Mitigation
- Mitigation for Homeowners
- Emergency Response to Terrorism

National Emergency Response & Rescue Training Center (DHS/ODP)

- EMS-I: Basic Concepts for WMD Incidents
 - WMD Terrorism Awareness for Emergency Responders
 - Incident Response to Terrorist Bombings – Awareness
 - Vehicle Bomb Search Methods
-
- Powered Industrial Equipment Instructor
 - HazCom, Lab Safety, Chemical Hygiene Plan & Bloodborne Pathogens Standard Instructor
 - National Registry of Emergency Medical Technicians – Level B
 - Basic Trauma Life Support – Advanced Course
 - Advanced Medical Life Support
 - EMS Command School
 - Hazardous Materials Technician – (MFSC & National Board on Professional Fire Service Qualifications)
 - Fire Inspector I – (MFSC & National Board on Professional Fire Service Qualifications)
 - Emergency Response Team Leader – Including On-Scene Hazardous Materials Incident Command
 - Certified Emergency Vehicle Operator

Education:

- American Military University, Charles Town, WV
 - MPA – Disaster Management Concentration: GPA 3.6 (degree anticipated 09/2010)
- The George Washington University, School of Business and Public Management, Washington DC
 - B.B.A. – Individualized Field: Emergency Response Management
- The Haverford School, Haverford, PA
 - High School Diploma
- The National Fire Academy & The Emergency Management Institute
 - Various Professional Development Courses
- Maryland Fire & Rescue Institute & UMUC
 - Various Professional Development Courses
- National Emergency Response & Rescue Training Center
 - Various Professional Development Courses

Security Clearances:

- FBI Bioterrorism Clearance
 - USDA & CDC Select Agent and Toxin Program
 - Alternate Responsible Official Designation

Conferences/Seminars:

- National Collegiate Emergency Medical Services Foundation (2003)
 - o Lectured on dangers associated with hazardous materials on university campuses
- U.S. Office of Personnel Management Panel Discussion (2003)
 - o Panel member, Continuity of Operations and importance of redundant communications
- GW EMeRG Training Academy (2001 – present)
 - o Program Director & Lead Instructor – Hazardous Materials training for responders
- Industrial College of the Armed Forces (2003 – present)
 - o Presenter, critical emergency management issues in healthcare administration

Other Honors, Awards, Activities:

- 10 Year Service Pin – American Society of Safety Engineers (2008)
- United States Navy - ROTC Scholarship (1993)
- Member, Loyal Order of the Moose, Lodge 948 (2006-present)
- Speaker, National Collegiate EMS Foundation 2003 Conference (2003)
- Top BLS Runner, Calvert ALS (2002 & 2003)
- NCAA Division I Athletic Scholarship – Crew (1992)
- Smith Center Director's Award – The George Washington University (1995)
- CEMC Sports – Member, Board of Directors & Head Coach, Babe Ruth Baseball (1997-2001)
- Montgomery County Recreational Sports – Boys 7th grade basketball coach (1999)
- Official Scorekeeper, Men's & Women's Basketball, GWU (1992 – 2004)
- University Police Department Life Saving Award (2008)
- Heartsaver Hero Award, American Heart Association (2008)
- Certificate of Heroism, Sudden Cardiac Arrest Association (2008)

Career Details:

***Director, Medical Center Safety, Bio-Security, Compliance & Emergency Management
Director, Emergency Operations Center & Chief Officer, Special Operations Team
The George Washington University Medical Center,
2300 EYE St., NW, Washington, DC 20037.
Astra Bain-Dowell, Supervisor (202) 994-4281.. 40+ Hours/week..***

As the director, I am charged with ensuring compliance with all applicable federal, state, and local rules on safety, health, and the environment for a major academic medical center, bio-medical research facility and associated entities. In my duties as director, I am responsible for the creation of operational plans for hazardous waste (chemical and biological), general industrial hygiene duties, chemical and biological security, and I acted as the biological safety officer/alternate responsible facility official. I am also the on-call safety professional, responding to all situations relating to the health, safety and security of the facilities, and the surrounding neighborhood. This includes serving as the lead Chemical Hygiene Officer, and security officer for all chemical and biological stocks at the Medical Center. I manage a combined \$950,000 budget to include all applicable contract management. I directly supervise a staff of seven and an emergency augmented staff of 53. I am the official-in-charge for all incidents involving the Medical Center.

I was charged with developing, implementing and managing the Emergency Operations Center for the Medical Center. The \$350,000 center contains state-of-the-art electronics and communications devices. I also directed the purchasing and planning for all emergency response and special operations capabilities for the Medical Center, to include all personal protective equipment, detection and monitoring equipment, respiratory protection, and all other associated facets. I developed a comprehensive continuity of operations plan for the Medical Center.

As the Emergency Manager for the Medical Center, I am responsible for developing, exercising, and implementing all aspects of an emergency management program. The Medical Center is comprised of 4 buildings in the center of Washington, DC, and has a full-time population of approximately 2200 individuals. In addition we serve as the alternate command center for the George Washington University Hospital (the President's hospital) with a population of roughly 1200 staff and 250 patients, as well as the alternate command center for the George Washington University, with a population of 27,500 staff, faculty and students. We work closely with the Metropolitan Police Department for all city-wide incidents, such as the 2004 Presidential Inaugural, and other high-profile events. We also work closely with the CDC and US Department of Health and Human Services for pandemic planning and information sharing. As the Director, I have the ultimate responsibility to direct and manage these events, as well as ensure the security, safety and safe conclusion of any emergency events affecting the Medical Center, University, Hospital and City.

In addition, I also serve as the chief officer for the University Special Operations Team, responsible for all chemical emergency and suspicious package responses across campus. I function as a subject matter expert for all issues concerning special operations response on campus. I am also a credentialed member of the Metropolitan Police Department's Special Threat Action Team, serving in both a branch safety and decontamination advisory role.

I also serve on the University-wide Cross Functional Team, responsible for security and access control policy and operational practice for the entire University. I also serve as the Medical Center point-of-contact with the University Police Department for programs and policies in the Medical Center. I hold an FBI clearance as required by the US Bioterrorism Act. As the security manager for the Bio-Safety Level 3 facility, I am responsible for preparing background checks, compiling reports and granting access to the facility. I also manage the physical security for the special pathogens laboratory. I consult as a code enforcement expert on all construction projects affecting the Medical Center.

Member, Jefferson County (WV) Emergency Services Agency Board
Jefferson County, West Virginia
Jefferson County Commission, Supervisor.. 8+ hours/month.. Volunteer Position

I was appointed by the County Commissioners to serve a term on the Emergency Services Agency Board (formerly the Jefferson County Ambulance Authority). As a board member, I am responsible for budget, personnel, planning, training, and other standards for the County pre-hospital emergency medical services program. The Agency responds to over 3000 9-1-1 calls annually.

Member & Past Co-Chair, Jefferson County (WV) LEPC
Jefferson County, West Virginia
Jefferson County Commission, Supervisor. 8+ hours/month.. Volunteer Position

I was asked by the County Commissioners to serve an open-ended term on the LEPC. In June of 2006, I was unanimously elected co-chair of the LEPC. As an LEPC member I am responsible for and serve as a subject matter expert on all-hazard planning, specifically relating to chemical emergencies, as well as all aspects of terrorism (CBRN-E).

Specialist II, Safety & Emergency Preparedness, L&M Technologies, Inc.
NASA Headquarters, 300 "E" St., SW, Washington, DC 20546.
Kathleen Harer, Supervisor (no current number). 40+ hours/week..

I was contracted to the NASA Headquarters Center as the Center Safety & Emergency Preparedness Specialist. I was the acting safety manager for the NASA Headquarters Center, with responsibilities including consultation on, and development of a safety program for 488,000+ sq.' office space with over 1500 federal and contract employees. I was charged with ensuring compliance with all applicable federal and local standards, completing all facility safety and fire protection inspections, and addressing all employee concerns/complaints. Additionally, I assisted with all accident/incident investigations, facilitated & lead safety training seminars, ensured emergency egress plan compliance, and consulted on all matters affecting safety of the center. I served as the Headquarters representative on both the GIDEP, and LLIS programs. This position was equivalent to a GS-13 Safety Manager. The contract ended when a GS-13 in the federal civil service system was hired into the position.

Manager, Occupational Health & Safety, Medcor, Inc.
Hecht's BDC/JBTDC, 3000 Waterview Ave., Baltimore, MD 21230.
Mike Golub, Supervisor (815) 363-9500.. 40+ hours/week..

While contracted to the Hecht Company, my responsibilities included primary and emergent patient care for more than 400 warehouse employees. Other items I was charged with included workers' compensation tracking and cost controls, administration of the return to work program, claim mitigation & accident investigations. I served as Emergency Response Team Chief, directing a staff of eighteen. I also functioned as the Chemical Hygiene Officer and subject matter expert for all chemical processes and related work in the Joppa distribution center. My responsibilities also included providing safety and risk management consulting services to two distribution centers totaling more than 1.5 million square feet, with more than 400 employees. My efforts included: safety program consultation and direction, facility inspections, fire prevention inspections, area program audits, powered industrial equipment instruction, HAZCOM and Bloodborne Pathogens instruction, PPE selection and purchasing, OSHA compliance monitoring, and maintenance of all OSHA required files. The results of these efforts included saving the May Company over \$300,000 in direct workers compensation costs, and reduced the lost-time frequency rate to 0.00 for the Baltimore Distribution Center.

Professional References:

Jason J. Bivens

Deputy Director
Baltimore County [MD] 9-1-1 Center
(443) 322-4114

Rolfe "Pete" Kelley

President
Jefferson County Emergency Services Agency
wvkelley@frontiernet.net

Daniel Kaniewski

Deputy Director,
Homeland Security Policy Institute, The George Washington University
(202) 994-7890
dankan@gwu.edu

Shannon Aldrich

Special Agent (in-training)
DOJ/Federal Bureau of Investigation
(301) 996-1167
shannon.aldrich@ic.fbi.gov

Frank Cilluffo

Associate Vice President for Homeland Security
Homeland Security Policy Institute, The George Washington University
(202) 994-2437
cilluffo@gwu.edu

Paul M. Maniscalco

Senior Research Scientist
Homeland Security Policy Institute, The George Washington University
(202) 994-2803
paulm@gwu.edu

Mark Aldrich

Physical Security Specialist – HazMat
DOJ/FBI
(716) 410-0037
Mark.aldrich2@ic.fbi.gov

Ricardo Tappan

Homeland Security Policy Institute
(202) 253-5615
rtappan@gwu.edu

Sandy McDonald

From: "Rock Solid" <rocksolidwv@hotmail.com>
To: <sandy@jeffersoncountywv.org>; <dmanuel@frontiernet.net>
Cc: <rosslmorgan61@aol.com>; <micahkiger@yahoo.com>; <jeffcoamb@citlink.net>; <wvkelley@frontiernet.net>
Sent: Sunday, February 14, 2010 4:29 PM
Attach: County Commission Request Letter.docx
Subject: Application for Appointment to JCESA

Commissioner Manuel and Sandy,

Pete Kelley requested I send a copy of this application for appointment to the JCESA electronically in addition to sending a hard copy. A hard copy is being sent as well.

Please accept this as an official request for appointment and feel free to forward it to anyone necessary.

Also, please contact me with any questions or concerns.

I can be reached at 304-261-7536

or by email at: rocksolidwv@hotmail.com

Thank you for your time and consideration,

Andrew D. Arnold

Hotmail: Trusted email with powerful SPAM protection. [Sign up now.](#)

To: Jefferson County Commission

From: Andrew D. Arnold

Re: Application for Appointment to the Jefferson Co. Emergency Services Association

Date: February 14, 2010

Commission Members,

Please accept this letter as a request for consideration for appointment to the Jefferson County Emergency Services Association.

I am a lifetime resident of Jefferson County in the Shepherdstown area and I have been a member of the Shepherdstown Fire Department for nearly twenty years. At Shepherdstown Fire Department I have held positions as a firefighter, EMT, Paramedic, Lieutenant, and President.

I held employment with the Jefferson County Ambulance Authority during its early years.

I have been a firefighter and paramedic in Shepherdstown (all volunteer), for the City of Martinsburg (all career/ small city), for Morgan County Rescue Service (combination career/volunteer/rural), and for the last eight years, I have been a firefighter and paramedic for the District of Columbia Fire Department in Washington, DC.

I have been promoted to the rank of EMS Captain and am currently assigned to operations in "Special Operations and Homeland Security" with the DCFD.

I feel my experience with these entities will be an asset as an appointment to the "board". My platform for pursuing this endeavor is that I feel very strongly that it is time for Operational Guidelines to be established under a "county umbrella" so that we can have like response across each department. Currently, each department operates under their own guidelines. Because I feel strongly about moving forward with career fire personnel, I think it to be unfair if career employees were placed into a system with seven or eight different sets of rules and response guidelines.

I feel I have some experience and expertise in operating both fire and EMS under a "Standard Operating Guideline" system, or SOG based system. As a firefighter and paramedic under this type of system I have seen the wonderful advantages of having all companies operating similarly under such guidelines. Furthermore, with my promotion as a mid-level manager in such a system, I have garnered experience within the incident command system on both small and large scale emergency incidents that I feel will be helpful in developing such guidelines.

As president of Shepherdstown, and as an EMS Captain with DCFD, I have further experience in administrative functions, financial responsibilities, personnel actions and responsibilities, specific to both the volunteer fire service and career fire service.

Again, I would like to reiterate my interest, experience, and expertise in emergency operational response and the guidelines that should be set in place to govern all personnel, volunteer and career, in providing an adequate, aggressive, safe response to emergencies in Jefferson County.

Thank you for your consideration,

Andrew D. Arnold

PO Box 1033, Shepherdstown, WV 25443

(304)261-7536

rocksolidwv@hotmail.com

RECEIVED

FEB 22 2010

JEFFERSON COUNTY COMMISSION

January 22, 2001

To: Sandy McDonald
County Commission Manager

From: Maggie Gorman

Dear Sandy:

This letter is a request for appointment on the Jefferson County Emergency Services agency.

I am a life time member of the a county Fire Department with over 25 years of service, and was active in both, fire and ambulance as well as all fund raising aspects of that Department.

I am married with 3 children all young adults.

My husband and I are the owners of the Shepherdstown Lumber & Hardware in Shepherdstown and I am the owner manager.

I am requesting this appointment because although I am not as active with the fire department as I used to be, I still hold a high regard for the fire and EMS volunteers that save lives and property on a daily basis.

I feel that I would compliment your board with my experience in emergency services and business knowledge. Thank you for your consideration.

Sincerely,



Maggie Gorman
304-876-6388 work
304-876-2459 home

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 4, 2010, or as soon thereafter as the Commission may decide:

Historic Landmarks Commission - 2 three year terms ending March 6, 2013

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, prior to the proposed date of appointment.

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

Historic Landmarks

Name	Will Attend	Will Not Attend	Left Message
Carmen Creamer	X		
John Allen			X

HISTORIC LANDMARKS COMMISSION

Carmen Weber Creamer
Locust Grove Farm
1923 Shirley Road
Summit Point, WV 25446
725-7770
3 years 03/06/2010

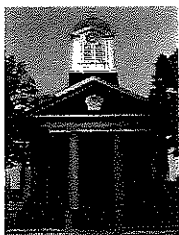
John C. Allen, Jr.
P.O. Box 2006
Shepherdstown, WV 25443
3 years 03/06/2010

Michael Musick
P.O. Box 104
Harpers Ferry, WV 25425
535-6918
3 years 03/06/2011

Don Amoroso
451 South Hills Drive
Shepherdstown, WV 25443
703-330-1626
3 years 03/06/2012

Martin Burke
1327 Terrapin Neck Road
Shepherdstown, WV 25443
304-876-3883 martinburke@frontiernet.net
3 years 03/06/2012

8-26a-4



THE COUNTY COMMISSION OF JEFFERSON COUNTY

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



Phone: 304-728-3284

www.jeffersoncountywv.org

Fax: 304-725-7916

February 3, 2010

John C. Allen
P.O. Box 2006
Shepherdstown, WV 25443

Dear Mr. Allen:

Please be advised that your term on the Historic Landmarks Commission will expire on March 6, 2010. Until the County Commission has acted to appoint someone for another three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 4, 2010 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

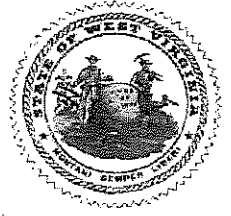
For the Commission,

Nichelle Adams
Administrative Assistant



THE COUNTY COMMISSION OF JEFFERSON COUNTY

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



Phone: 304-728-3284

www.jeffersoncountywv.org

Fax: 304-725-7916

February 3, 2010

Carmen Weber Creamer
1923 Shirley Road
Summit Point, WV 25446

Dear Ms. Creamer:

Please be advised that your term on the Historic Landmarks Commission will expire on March 6, 2010. Until the County Commission has acted to appoint someone for another three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 4, 2010 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Administrative Assistant

1923 Shirley Rd.
Summit Point, WV 25446

February 12, 2010

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

Dear Commissioners,

I am writing to advise you than I am interested in being considered for another term on the Jefferson County Historic Landmarks Commission. My current term expires on March 6, 2010.

In support of my interest, I would like to cite my 20+ years of professional experience in the field of Cultural Resource Management. I would also state that I have served the Commission for many years in the past, having spent time as a volunteer before becoming a member of the Commission.

I therefore respectfully request that I be appointed to the Jefferson County Landmarks Commission for another term.

Sincerely,


Carmen W. Creamer

RECEIVED

FEB 17 1

Jefferson County Commission



RECEIVED

FEB 18 2010

Jefferson County Commission

Sandy Slusher
County Administrator
P.O. Box 250
Charles Town, WV 25414

January 25, 2010

Ms. Slusher,

My term on the Jefferson County Historic Landmarks Commission will come to an end in March of this year. I am writing to inform the County Commission that I would like to continue serving on the landmarks commission and would, therefore, ask to be considered for another three-year term.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to be 'J C Allen, Jr.', written in a cursive style.

John C. Allen, Jr.
chairman, JCHLC

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 4, 2010, or as soon thereafter as the Commission may decide:

Harpers Ferry/Bolivar Public Service District - 1 unexpired term ending June 30, 2014

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, prior to the proposed date of appointment.

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

Harpers Ferry PSD

Name	Will Attend	Will Not Attend	Left Message
Willis Nowell	X		
Frank A Donadio			

HARPERS FERRY/BOLIVAR PUBLIC SERVICE DISTRICT

P.O. Box 235
192 Lake Quigley Drive
Harpers Ferry, WV 25425
304-535-2390 Fax 304-535-2524

James A. Addy
Mayor of Harpers Ferry
P.O. Box 217
Harpers Ferry, WV 25425
w: 535-2206 Fax: 535-6520
6 years 06/30/2010
Secretary

Robert J. Hardy
1343 W. Washington Street
Harpers Ferry, WV 25425
h: 535-2450
6 years 06/30/2012
Treasurer

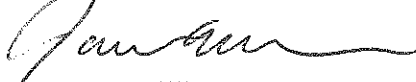
Raymond Biller (Vacant)
P.O. Box 15
Harpers Ferry, WV 25425
h: 535-6915
6 years 06/30/2014
Chairman

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

To: Jefferson County Commissioners

The Harpers Ferry/ Bolivar PSD are writing this letter to you in reference to the passing of Mr. Raymond Biller-Board Chairman. The PSD will need to fill the open spot on the board in a timely fashion, due to the fact that we are currently under construction of our sludge dewatering building. And phase II of construction on the plant upgrade to BNR advanced treatment for Bay standards will be getting under way shortly.

Thanks



James E. Williams-Operations Manager

RECEIVED

FEB 18 2010

Jefferson County Commission

[Click here and type address]

To: Jefferson County Comission **Fax:** 304-725-7916
From: Frank Donadio **Date:** 3/1/2010
Re: Harpers Ferry/Bolivar PSD seat **Pages:** 4
CC: [Click here and type name]

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle



Click on this text and delete it or replace it with your own. To save changes to this template, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click on the template.

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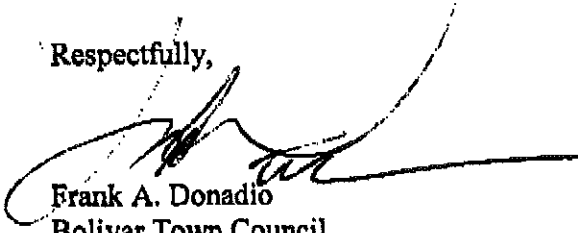
Jefferson County Commission
Po Box 250
Charles Town, WV 25414
March 1, 2010
IN RE Harpers Ferry/Bolivar Public Service Distract

I am writing you to express my sincerest interest in the Harpers Ferry/Bolivar unexpired term to the Sewer Board ending 8-30-2014. As a long term resident of Bolivar, West Virginia and current elected representative on the Bolivar Town Council I can clearly see the need to appoint a candidate whose concerns and viewpoints clearly reflect the views of Harpers Ferry/Bolivar and of Jefferson County as a whole.

As you may recall, I was elected to the Bolivar town Council earlier this year running against a field of 15 other candidates. As chairman of the standing street committee I have dealt with several complex issues regarding water and sewer lines and easements. Moreover I have been involved with the Elk Run Study Group and recognize the importance of water and sewer use and how it affects the future and growth of Jefferson County.

I have attached a copy of my most recent resume. As you can see I am a full time member of the executive appeals group at Verizon Communications. I have extensive regulatory and statutory experience working for a large, publicly regulated corporation. Trust that I will be able to balance my responsibilities with Verizon and the challenges that this office would provide. I look forward to hearing from you soon.

Respectfully,



Frank A. Donadio
Bolivar Town Council
304-535-1778
Cell 703-969-4305

107 Madison Street
Po Box 667
Harpers Ferry, WV 25426

Phone 304-535-1778
Cell 703-969-4305
E-mail
frank.a.donadio@verizon.com
Office 703-712-1250

Frank A Donadio

Objective

To obtain a management level position at an established, well managed corporation that is able to afford me advancement opportunity closer to my home in West Virginia.

Work experience

2000-Current Verizon Communications Falls Church, VA
IHD Analyst- August 2005-current.

- **Special Assignment-**Responsible for both internal and external supervisory support for all Customer Sales and Services Centers in Virginia and West Virginia. Provides workable solutions for both the Customer escalations and general Q&A module involving all issues relating to Customer Satisfaction and high level sales support.
- Acting Management Takeover for irate customers on complex issues.
- Acting Q&A manager for all issues relating to systems, order processing and customer service issues.
- Acting Manager for a wide variety of systems, billing, and coaching issue resolutions
- Provided all office training, including all system rollouts and new process.

Sales and Service Consultant- May 2000-current

- Responsible for all sales, marketing and Customer Service issues for a customer base of over 90 million residential customers. This includes revenue attainment goals for all strategic and non-strategic products including local packages, long distance, DTV and DSL...
- Exceeded yearly sales objective in each year, ER rating
- Awarded 31 Customer citations, outstanding service awards and verbatim
- Awarded Verizon "Gold Club" 2001-2004

1998-1999 Bank of America/NationsBank Arlington, VA

Personal and Commercial Banker 3

- Responsible for all sales, marketing and Customer Service issues for a wide array of all financial products including personal accounts, Mortgage loan, HELOCS, Auto loans, second mortgages and all investments products.
- Surpassed all monthly sales goals for all financial products.
- Originated more than \$800,000.00 for the period.
- Achieved top ten list 5 consecutive months in the region.
- Achieved Outstanding Customer service and sales awards every month.
- Acted as assistant branch manager for Customer Service issues and surpassed customer care index every month.

1997-1998 Brokers Commitment Corporation Reston, VA

National Wholesale Account Executive

- Responsible originations for all wholesale mortgage products for sale to national investor sales for small mortgage company.
- Manager of product inventory.
- Manager of Telemarketing, Retail division.

1990-1997 Fannie Mae Washington, DC

Mortgage Business Analyst

- Strategic analyst for all Secondary mortgage market. Production division
- Awarded Outstanding Customer support award for various periods.

Outside/ Part-time 1997-1999 May Company/Hecht's Fairfax, VA

Experience

Parttime Trainer and Sales Associate

- Provided new employee sales training orientation.
- Received Top Sales award for division, December 1997
- Top rated trainer in retail location.

2000-2001 Federated Department Stores/Macy's

Evening Customer Service Manager

- Responsible for all store customer service functions.
- Responsible for running entire store and directly supervising more than 85 associate employees

2002-2006 Verizon Communications Fairfax, VA

Senior Steward-CWA

- Provide Leadership for all stewards and members of Local 2222
- Responsible for overseeing and filing of grievances, mediated disputes and provided solutions on issues for all areas of the company.

Education

The University of Maine/Orono Orono, ME

Masters in Public Administration

- Pending

Nasson College Springvale, ME

BA in Political Science/Public Administration

- Minors in Economics and History.
- Graduated Cum Laude, With Honors Thesis 1982.
- Study abroad in Florence, Italy-1980.

#24

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257
Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: SANDY SLUSHER McDONALD, ACTING COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER
ENGINEERING DEPARTMENT

RLG
RECEIVED

DATE: FEBRUARY 18, 2010

MAR 01 2010

SUBJECT: WALLS NURSERY FILE #S04-16

JEFFERSON COUNTY COMMISSION

Please find enclosed the bond(s) and security for the following project(s):

Walls Nursery which is secured by Cash-in-Escrow with The Bank of Charles Town in Charles Town, West Virginia in the amount of \$25,129.00.

The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:rfb

NOTICE OF PUBLIC HEARING
SMALL CITIES BLOCK GRANT PROGRAM
JEFFERSON COUNTY COMMISSION

The Jefferson County Commission is considering the filing of an application for Small Cities Community Development Block Grant Funds with the state of West Virginia.

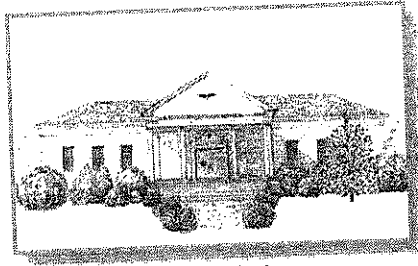
Citizen participation is required for this program. The Jefferson County Commission will hold a public meeting on Tuesday, March 9, 2010 at 10:00 a.m. at the Old Charles Town Library Meeting Room located at 124 E. Washington St., Charles Town, West Virginia. This meeting is to obtain comments from citizens concerning the purpose and funding of the application. All citizens and community organizations are invited to attend and participate. For further information contact Region 9 Planning and Development Council, 400 West Stephen Street, Martinsburg, WV 25401; phone 304-263-1743.



#126

RECEIVED

FEB 25 2010



Jefferson County Commission

Monday, February 22nd, 2010

Mr. Bill Polk, Maintenance Director
County Commission of Jefferson County
P.O. Box 250
Charles Town, WV 25414

Dear Mr. Polk:

On behalf of the Directors of the Old Charles Town Library I want to thank you for the work that you and your staff have done in the Community Room here at the Charles Town Library. The lighting upgrade is an important improvement and will help us be more energy efficient. Having the floor refinished was an added bonus and greatly improved the look of the room.

I look forward to the Commission's continued use of the Community Room and the excellent support that you and your staff provide for its upkeep.

Sincerely,

P. Douglas Perks, Director

Cc: County Commissioners

*OLD CHARLES TOWN LIBRARY, INC.
200 East Washington Street, Charles Town, West Virginia 25414
304-725-2208*

United States Senate
WASHINGTON, DC 20510-4802

RECEIVED

February 9, 2010

FEB 25 2010

Jefferson County Commission

Dale Manuel
Po Box 250
Charles Town, West Virginia 25414-0250

Dear Dale,

Thank you for contacting me with your support for the National Capital Region Land Conservation Act of 2009. I always appreciate hearing from fellow West Virginians and am glad for the opportunity to respond.

As you know H.R. 2986, the National Capital Region Land Conservation Act of 2009 has been introduced in the House by Representative Moran of Virginia. Similar legislation (S. 1525) has been introduced in the Senate by Senator Cardin from Maryland. This legislation has been referred to the Senate Energy and Natural Resources Committee for further consideration, on which I do not serve.

The Senate bill would authorize \$50 million a year for grants going to local areas in the National Capital Region to preserve land for open space and sustainability purposes. The bill would also alter the language of the Capper-Cramton Act to define the National Capital Region as the statistical area of Washington, D.C. expanding the region and increasing its jurisdiction north toward Hagerstown, MD, south to Richmond, VA and west to Jefferson County, West Virginia.

Thank you again for contacting me in support of this important legislation. Public lands and open spaces are some of West Virginia's most beautiful treasures that help benefit the economy of the state by attracting avid hunters, hikers, and outdoor enthusiasts. Should this bill come to the Senate floor I will keep your thoughts mind. As always, I wish you the best.

Sincerely,



John D. Rockefeller IV

28

Dear Bill,

I would like to request that the platform be removed from the mailroom as soon as possible. Today, our visiting judge fell forward over it and nearly hit her head on the desk above. Fortunately, she sustained zero injuries. However, since this tripping up the platform seems to be a common occurrence by county employees, I ask that it be removed to avoid any future accidents.

Thank you for your prompt attention in this preventive safety measure.

(You may receive this email again from the county mail server which doesn't seem to be operational at this time)

Very Truly Yours,

Jennifer S. Maghan

Jefferson County Clerk
100 East Washington Street
Charles Town, West Virginia 25414
304-728-3347

*Election Information, Real Estate, History and Photos of the OLD JAIL, County
Financial Statements and More!*
Jefferson County Clerk On-line <http://jeffersoncountyclerkwy.com/>

Disclaimer:

The contents of this e-mail and j-a@yahooogroups.com may express the personal and political views of Jennifer Maghan who will continue to carve through through age old walls of our local government until fiscal responsibility and sheer transparency are attained. For the Official County Clerk's Website <http://jeffersoncountyclerkwy.com/> E-mail jmaghan@jeffersoncountyclerkwy.org

1 of 8

Sandy McDonald

From: "johnsidor" <johnsidor@frontiernet.net>
To: <lwidmyer@jeffersoncountywv.org>
Cc: <sandy@jeffersoncountywv.org>; "Jennifer Brockman" <jbrockman@jeffersoncountywv.org>
Sent: Tuesday, February 23, 2010 11:23 AM
Attach: pcrsignation.doc
Subject: Resignation from planning commission effective on adjournment of tonight's meeting

Hi Lyn.

I am attaching a letter addressed to you that provides my resignation from the planning commission effective on adjournment of tonight's meeting. As stated in the letter, I have enjoyed my time on the planning commission and working with wonderful and talented staff on issues vital to the future of the county. Unfortunately, a new position at the university makes it impossible for me to commit to the time it takes to prepare for and attend many meetings.

Ms. Lyn Widmyer, President
County Commission of Jefferson County
PO Box 250
Charles Town, WV 25414

Dear Ms. Widmyer:

This is to present my resignation from the Planning Commission effective on adjournment of tonight's (February 23) regularly scheduled meeting. Beginning two weeks ago, I have taken a new position with Mountain State University that requires some out-of-area traveling and significant new responsibilities. Consequently, I will not have the time it takes to prepare for and participate in many meetings.

I have much enjoyed my nearly six years on the Planning Commission and the opportunity to work with the county commission and the planning department and the staff of the county on issues so important to the future of our county and its current and future residents.

Sincerely,

John Sidor

cc Sandy Slusher

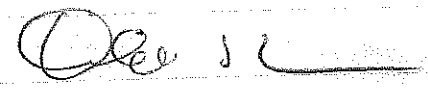
Donald L. Longbeam

101 S. Williams St Apt. B

Ransom, WVa 26438

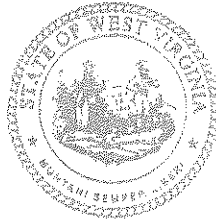
2/23/70

I, Donald Longbeam Am Resigning As Supervisor of Animal Control, an Employee of Jefferson City. Due to Circumstances Beyond my Control, I want my Resignation to take effect immediately.



RECEIVED

FEB 25 2010



#31

Jefferson County Commission

State of West Virginia

Joe Manchin III

Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wv.gov.org

February 15, 2010

Lyn Widmyer, President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Dear President Widmyer:

Thank you for your recent letter concerning the upcoming census count. I genuinely appreciate your comments.

Richard Hartman is the Census Bureau representative who is serving West Virginia and I would suggest that you contact him for additional information and possible funding. His contact information is U.S. Department of Commerce, U.S. Census Bureau, 700 Washington Street East, Suite LL200, Charleston 25301 or 304-348-6710. His email is richard.o.hartman@census.gov.

Again, thank you for contacting our office. It is always a pleasure to hear from you.

With warmest regards,

A handwritten signature in black ink, appearing to read "Joe Manchin III".

Joe Manchin III
Governor

H 32

ASSESSOR OF JEFFERSON COUNTY

104 East Washington Street

Charles Town, WV 25414

Angela L. Banks

RECEIVED
304-728-7224

February 25, 2010

FEB 25 2010

Rattlesnake Run Inc.
Attention: Thomas Harding
PO Box 1451
Shepherdstown, WV 25443

Jefferson County Commission

Dear Mr. Harding:

Property owned by Rattlesnake Run Inc. located in Shepherdstown District Map 16 Parcel 13.1 has been corrected to 44.58 ac. The new assessed value for the 2010 tax year is \$221,500.

Sincerely,



Angela L. Banks,
Assessor of Jefferson County

cc: Jefferson County Commission

February 12, 2010

Robert W. DeCrease
Office of Environmental Health Services
Capitol and Washington Streets
1 Davis Square, Suite 200
Charleston, WV 25301-1798

RECEIVED
FEB 17 2010
JEFFERSON COUNTY COMMISSION

Re: Project# 2009W-1117

Grant Application Submitted by the Jefferson County Public Service District and Jefferson Utilities Inc. Partnership

Dear Mr. DeCrease,

I am a customer of both Jefferson Utilities Inc. and the Jefferson County Public Service District and am subject to the partnership agreement between the two entities.

At a regular board meeting of the JCPSD on February 1, 2010, the submittal of an application for funding to your council was voted down 2:1. A special meeting was called for February 8, 2010 to re-vote on the same issue. The removal of Option 1 as the primary project made it so that Option 2, an even more expensive surface water treatment facility, became the primary project. Despite Options 1 and 2 not being favored by the majority of the stakeholders and one of three board members at either meeting, the \$18 million water treatment plant project application received accolades. Even legitimate questions and concerns from the majority of the attendees, who would be directly affected, could not be outweighed by the opinions of a couple elected officials and two voting board members. These few individuals would not be subject to any of the components of these expensive projects. The experience was surreal as the lives of 2200 families were systematically unaccounted for and overshadowed by what appeared to be decisions made long before we arrived that night.

So I am writing to you as a member of the unrepresented 2200 families who have been delivered into the hands of a terrible economic fate whose voice was not heard that night or any other time. It is my hope that you will understand that both Options 1 and 2 in the Rule 42 report pale to a proposed *Modified down-sized Option 3 or 4*, the drilling of new local wells to accommodate 356 customers at a former campsite area.

It is possible that the parties involved with this Mountain Water System Project seem to have tailored these options without giving each option its due weight and effort. I noticed that within the report, *Options 3 and 4* were not given their full measure. Please recognize that the data is from an older non-compliant well system, originally part of an unregulated, un-coded campsite area. Please allow our county commission to complete a test well viability study. Following procedures requires time, therefore, please permit time for the county to sponsor, via proper government protocol, a new test well to review and compare with data from the over 200 existing and compliant wells in the target area. You will see that perhaps a new well will produce improved water quality data too. If the existing water is so contaminated, then I would like to formally request a water quality test be performed by a Federal Agency on my valley water, which is very near the target area. It has been a long time since I have seen a Confidence Report which actually gives me confidence in the water I am drinking.

There is no exhaustive and adequate scientific proof refuting a lower cost modified Option 3 and 4 for the conversion of campsites for development. I call it the common sense choice since it would cost me about \$7,000 to put my own well in. It would cost less than \$3 million dollars to drill all 356 customers each a new private well. With this grant, there would be sufficient funds to provide each homeowner with a personal well. The Rule 42 report neglects to emphasize the fact that there is abundant clean water in the area to which the 356 customers could be served. You will find that *"The Golder Report"* (see attachment 1) cites an abundance of water in the served area. There is no need to disturb our prized Appalachian Trail, historic Elks Run Watershed and National Park by taking water from the river or from the valley.

While the grants and funding from the IJDC are considered extremely valuable to a county like ours facing deep infrastructure issues, the ramifications in this case are plenty. The Rule 42 report states that the customer portion will be **\$83.20 and up to \$150.00 per 4,000 gallons of water (excluding sewer)**. I would be remiss to not tell you that this is completely out of the range of the rates generated by a very official *"Class Cost of Service Study"* recently performed by way of litigation involving the Public Service Commission of West Virginia. Our fear as citizens is that somehow our WVPSC will feel obligated through this application, to impose another tariff on behalf of the private partner, forcing us to pay what has already been examined as outside affordability for the median household income. I think it is disdain to request more from us when we pay some of the highest rates in the country already. If the grant must be based on the pockets of the people,

then I must ask to you to investigate how many of the 356 families actually want this project to happen in this manner. You will find that all of us, including the 356 families to be served, are stretched to the fair limit. It is my hope that your concern will not only be for the 356 customers, but also for the 2200 families who will potentially lose their homes or become indebted to the partnership simply because of their use of water. We have been threatened by rate increases as punishment by the private partner just for wanting our right to business transparency connected with a public utility. We have been subjected to further punishment by having to pay for a failing business year after year while other citizens in the county enjoy reliable utility protocol and protection from government oversight (see attachment 2). Our basic human need for water should never, ever be held hostage at the ransom of our ability to pay for it.

Grant Approval and Implied New Water tariff Effects on the Community

1. Young families with kids whose average water and sewer costs will be ~\$240 per month.
2. Elderly on fixed income whose monthly usage will fall below minimum 3,000 gallons and will be paying for water they are not using and cannot afford.
3. Those who conserve water pay higher rates.
4. Significant impact on the community economy due to reduced cash flow.
5. De-valued already low real estate due to higher water and sewer rates than surrounding counties and states.

Being deemed a "valley" customer binds me to be required to pay for water served by the private partner and I have been doing so for 11 years. I also know that the private water company partner owns some 300-400 properties in the area served by the project and subsequent grant. While I am not against someone running a business and profiting, I am against someone profiting off a basic human need like water no matter how important the project. I believe ethics may have a role in the hand tailoring of those rather expensive options. The private partner stands to benefit from Option 1 and 2 in ways not evident in the grant application. In this area, the 450 future lots stated in the application, could be worth as much as *\$100,000 each for a grand total of \$45,000,000*. As stated before, I am not against developers or development, but I am against footing the bill quite alone for unaffordable infrastructure.

With this in mind, one might ask how is it *not* ludicrous to spend over *\$50,000 per customer* when there are simple alternatives. I strongly do not believe that the parties involved understand the magnitude of these projects and its dire effects on the

community. Whether they are misguided by gain or imagination, it is clear we cannot afford to spend 50,000 on each customer. Perhaps this may even create more social problems in our growing and changing county. Of the three voting members on the JCPSD board, only one is actually served by an entity of the partnership and will suffer the possible future tariffs promulgated by the partnership and imposed by the WVPSC based on this application. It is shameful that 82% of the 2200 families who will be paying for it, have no voice and will not receive better service or product; for if they had, we would be looking into those cheaper alternatives. While I have genuine concern for those in the affected area, the cost of these proposed projects are too high for even them. In fact, all 2200 of us could actually have our own private wells drilled for the same amount that the partnership is reporting necessary. Something doesn't make sense.

In order to best serve the 356 families who are in need of more than campsite utility infrastructure, the option of forced *consolidation* is the fair assessment. We are left with no other choice but to ask this as these tariffs will certainly be the economic demise for 2200 families. To identify problem areas and set an example of clean infrastructure building at the dawn of our county becoming a substantially populated region, we must consider the establishment of a unified district to spread the cost of such high priced projects fairly. If we qualify for a small city block grant, then it can be said that our region is on the verge of becoming a city and we have arrived at an impasse concerning utility restructuring. The development moratoriums in this county exist due to the lack of a unified contingent interested in smart progress benefitting **all residents**, not just a select group. It is my hope that the UDC will consider providing us with the necessary grant loans and monies under strict guidelines and an attitude of protecting all citizens from unfair economic practices which skirt Clayton Act violations. These projects proposed by the partnership breach public trust and have proven, beyond reasonable doubt, that they will not provide the best for all who and what will be affected including other underprivileged developers, customers, historical values, natural beauties, profits, quality of water, but most of all commoners like me.

Sincerely,



Jacquelyn J. Milliron (JUI/JCPSD Customer, B.S. in Chemistry CSUS, Mom)

cc: **WV Infrastructure and Job Development Council**
Attn: Chris Jarret, Angela Chestnut
300 Summers Street, Suite 980
Charleston, WV 25301

Office of Ground Water and Drinking Water (EPA)
Ariel Rios Building
Kanawha Blvd E
Washington, DC 20460-0003
Phone: 202-564-3750

Office of Ground Water and Drinking Water (EPA)
Attn: Cynthia Daugherty
1200 Pennsylvania Ave. N.W.
Washington DC, 20460
Phone: 202-272-0167

U.S. Department of Housing and Urban Development
Kenneth M. Donohue, Sr.
451 7th Street S.W., Room 8256
Washington, DC 20410
Fax: 202-401-2505

Senator Shelley Moore Capito
300 Foxcroft Ave Suite 102
Martinsburg, WV 25401
Fax: (304) 264-8815

Delegate Terry L. Walker
Room 230E Bldg 1
State Capitol Complex
Charleston, WV 25305

Jefferson County Commission
P.O. Box 250
124 E. Washington Street
Charles Town, WV 25414
Phone: (304)728-3284
Fax: (304)725-7916

Public Service Commission of West Virginia
Attn: Commissioner Mckinney
201 Brooks Street
Charleston, WV 25301

RECEIVED

FEB 17 2010

Jefferson County Commission

Attachment 1

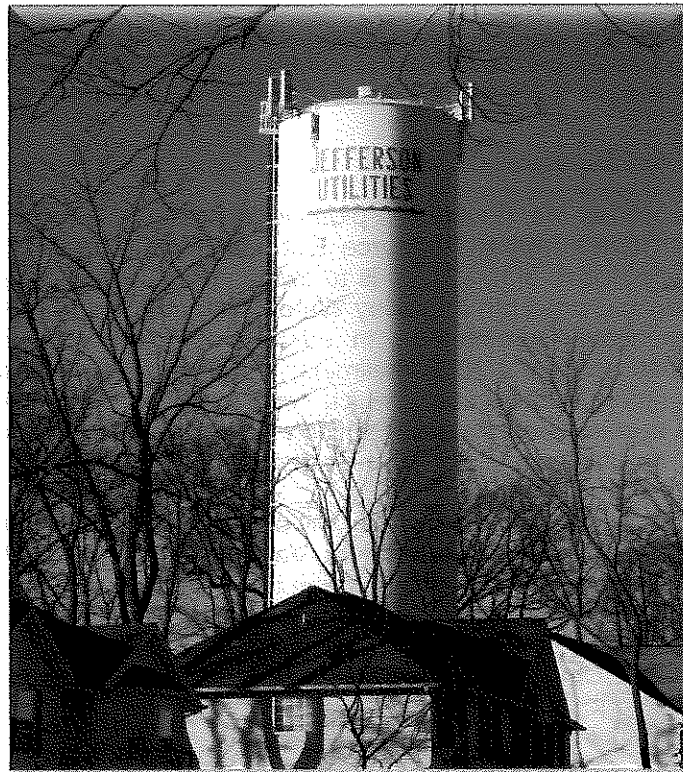
(The Golder Report)



HYDROGEOLOGIC REPORT

A world of
capabilities
delivered locally

GROUNDWATER RESOURCE EVALUATION OF JEFFERSON UTILITIES VALLEY WATER SYSTEM



Submitted To: Pentree, Inc.
1428 E. Main Street
Princeton, WV 24740

Submitted By: Golder Associates Inc.
3719 Saunders Avenue
Richmond, VA 23227 USA

Distribution: Lee Snyder, Jefferson Utilities, Inc.
Susanne Lawton, Jefferson County Public Service District

Date: January 20, 2009

Project No.: 093-96661



EXECUTIVE SUMMARY

The primary objective of this study is to assess the overall availability and feasibility of using groundwater resources from Jefferson Utilities' Valley Water System to support current and future water supply needs of the Mountain Water System. Based upon our findings, we conclude that excess water capacity within the Valley Water System can sustainably support the water supply needs of the Mountain Water System. The following key aspects of the groundwater conditions within the study area support these conclusions:

1. Jefferson Utilities' Valley Water System as referred to in this report includes four community water systems within the Shenandoah Valley portion of Jefferson County. These include Walnut Grove, Meadow Brook, Shenandoah Junction, and the Burr/Bardane water systems. The Walnut Grove and Meadow Brook water systems are interconnected and the Shenandoah Junction and Burr/Bardane water systems are interconnected. In the future, all four water systems will be interconnected by the construction of approximately two miles of 16-inch pipeline.
2. The Valley Water System as referred to in this report has nearly 4,000 gpm of tested raw water capacity from a total of 11 wells ranging from 20 gpm to 2,000 gpm. The design source capacity of the Valley Water System is approximately 3,180,000 gallons per day subtracting out inactive wells and applying the Bureau of Public Health's maximum design rate of two-thirds of the tested stabilized yield of the well. The current water demand from the Valley Water System is 435,000 gallons per day. Therefore, the source capacity exceeds the water supply needs of the Valley Water System by approximately 2,745,580 gallons per day.
3. The projected future maximum water supply need of the Mountain Water System at full build out is estimated at 140,250 gpd. This represents 5.1% of the current excess design capacity of the Valley Water System. Based on this, it is concluded that the Valley Water System has sufficient excess capacity to sustainably accommodate the current and future water supply needs of the Mountain Water Systems.
4. The Valley Water System wells are completed in a productive fractured bedrock aquifer referred to as the carbonate aquifer system. The aquifer receives recharge directly from infiltrating precipitation, leakage from losing streams, and inflow from upgradient areas. Most of this groundwater recharge occurs during the winter and spring and is stored in the aquifer, resulting in higher groundwater levels. The stored groundwater is gradually released to surface water features as baseflow and to pumping wells throughout the year, typically resulting in a decline in groundwater levels throughout the summer and fall and during periods of prolonged drought.
5. The estimated groundwater recharge rate for the carbonate aquifer system in Jefferson County generally ranges from 7.1 to 11.6 inches per year (in/yr) based primarily on stream flow separation techniques. A conservative value of 9 in/yr was used in this study. This is equivalent to 428,500 gallons per day per square mile (gpd/mi²) or 670 gallons per day per acre (gpd/acre). Using this rate, the amount of water recharging the entire 182 square miles of the County underlain by the carbonate aquifer system is 78 million gallons per day (MGD). The estimated amount of recharge within the two surface water sub-basins that the Valley Water System wells are located in (i.e., Elks Run and Flowing Springs Run totaling 48.5 square miles) is estimated at 20.8 MGD on an annual average basis.
6. Combined, the Mountain Water System currently supplies an average of 68,500 gpd to 353 residential connections. The water is derived from nine active wells with average pumping rates that range from less than 10 gpm to approximately 40 gpm. The

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COVER LETTER

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1.0 INTRODUCTION

1.1 Background

Golder Associates Inc. ("Golder") was retained by Pentree, Incorporated (Pentree) to conduct a study to assess the hydrogeologic feasibility of utilizing water from Jefferson Utilities, Inc. (Jefferson Utilities) "Valley Water System" as a water supply for the Mountain Communities of Jefferson County, West Virginia. The Mountain Communities include Keyes Ferry Acres, Harpers Ferry Campsites, and Westridge Hills subdivisions. These communities are located on the western flank of the Blue Ridge Mountains, east of the Shenandoah River and adjacent to the Virginia state line. The water systems serving these communities, referred to in this report as the "Mountain Water System", were built by developers over 40 years ago and were described as "...obsolete, dilapidated, and poorly designed" in a 1996 Preliminary Engineering Report prepared for the Jefferson County Public Service District (PSD) (Pentree, Inc., 1996, revised 1998). The 1996 Preliminary Engineering Report recommended connecting the Mountain Water System to the City of Charles Town's water system. In 1998, the Preliminary Engineering Report was revised after a commitment could not be obtained from the City of Charles Town to provide water for the project. The revised study recommended utilizing groundwater wells from the Keyes Ferry Acres water system as the water source and building a new groundwater treatment plant. The project did not receive funding and therefore did not proceed to construction.

After 1998, the Mountain Water Systems were acquired by Jefferson Utilities. Jefferson Utilities has put over \$1.5 million into the operation, maintenance and improvements of the water systems to improve water pressure, water quantity and water quality. In 2008, a new study was commissioned by Jefferson County to improve the water systems of the Mountain Communities. This 2008 Preliminary Engineering Report was completed by Dunn Engineers, Inc. (Dunn Engineers, 2008) and recommended that a public-private partnership be established between Jefferson Utilities and the Jefferson County PSD to obtain public funding and to implement the needed water system improvements. The 2008 Dunn study recommended wholesale replacement of the existing distribution systems and water production facilities serving the three subdivisions and connecting the Mountain Water System with Jefferson Utilities' Valley Water System near Millville.

1.2 Purpose of this Study

The purpose of this study is to determine within a reasonable degree of certainty whether or not the groundwater sources supplying water to Jefferson Utilities' Valley Water System can support

groundwater recharge rates and developing a regional water budget to evaluate if the additional groundwater withdrawal to meet the future water supply needs of the Mountain Water System exceeds predicted groundwater recharge rates for the service area and beyond.

- Golder used aquifer coefficient data (i.e., transmissivity, storage coefficient, boundary conditions, aquifer type, and fracture flow geometry) from USGS publications to estimate the aquifer response to the additional groundwater withdrawal to determine what, if any, the potential impacts to groundwater use or stream baseflow might be.
- A final hydrogeologic report was prepared providing a detailed discussion of the work performed and the results.

Elbrook (Ce) and Conococheague Formations (OCe); the lower Ordovician Beekmantown Group, which includes the Stonehenge Limestone (Os), Rockdale Run Formation (Opr), and the Pinesburg Station Dolomite (Opr); the middle Ordovician New Market and Chambersburg Limestones (Omu); and the middle to upper Ordovician Martinsburg Formation (Om).

These rocks are mainly comprised of limestone and dolomite, with the exception of the Harpers Formation metasiltstone and the Martinsburg Formation shale. The units strike in exposed bands that trend generally to the north-northeast. The age of the formations generally decreases from east to west.

The oldest rocks (Weaverton and Loudoun, Harpers, Antietam, Tomstown and Waynesboro Formations) are exposed generally east of the Shenandoah River on the western flank of the Blue Ridge Mountains. The Weaverton, Loudoun, Harpers and Antietam Formations are part of the Chilhowee Group and are noncarbonate metasediments consisting of the dark gray quartzite and conglomerate (Weaverton and Loudoun Formations), dark greenish-gray metasiltstone and shale (Harpers Formation), and light olive-gray metasandstone and metasiltstone (Antietam Formation). The overlying Tomstown Formation consists of a medium-light-gray to medium gray saccharoidal dolomite and dolomitic marble containing thin layers of sericite. The Tomstown Formation is poorly exposed and has a thickness of approximately 1,175 feet. The Waynesboro Formation is an interbedded formation that ranges from dusky red shale, mudstone, argillaceous sandstone, sandy limestone, and dolomitic limestone with a total formation thickness of about 800 feet.

The Elbrook and Conococheague Formations crop out in the valley west of the Shenandoah River. The Elbrook Formation consists of interbedded limestone, dolostone, and shale and is at least 2,300 feet thick. The Conococheague Formation consists mostly of limestone with interbedded dolomite, with sandstone beds common in the lower and upper portions of the formation. Sandstone beds within the Elbrook and Conococheague Formations are generally expressed topographically as low elongated hills due to their greater resistance to weathering.

Rocks of the Ordovician Beekmantown Group are exposed generally to the west of the Charles Town area. The Stonehenge Limestone is the oldest formation in the Beekmantown Group and consists of thick-bedded limestone with silty laminations and minor black chert. The overlying Rockdale Run Formation is the most commonly exposed carbonate unit in the area. It consists mainly of interbedded limestone and dolostone. The Pinesburg Station dolomite consists of gray dolomite with common chert. The overlying middle Ordovician carbonates, including the

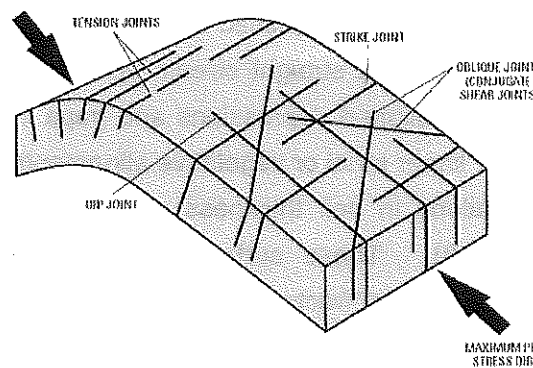
2.2.3 Surficial Geology and Soils

Quaternary deposits of unconsolidated alluvial material within the study area include clay, silt, and gravel. Alluvium is generally present along the flood plains of most large streams in the area including the Opequon Creek and Shenandoah River and consists typically of a well- to poorly-stratified mixture of clay, silt, sand, gravel, and cobble. The thickness of these deposits is generally less than 35 feet. Coarse boulder colluvium may be present as a thin veneer on hill slopes and is concentrated in hill slope depressions and drainages by gravity or debris flows and freeze-thaw processes. Springs are commonly found issuing from the toe of debris flows along the western flank of the Blue Ridge.

Soils generally develop into rich brown podsollic soils through chemical weathering of the carbonate rocks. Soil development is primarily a chemical weathering process. Residuum thickness overlying carbonate rock bodies will tend to be thicker and are characterized by dissolution features such undulating or pinnaced bedrock surfaces, sinkholes and cavity formation. For the non-carbonate rocks, generally shale, residuum thickness will tend to be less, due to their greater resistance to chemical weathering.

2.3 Bedrock Fracture Fabric Analysis

Joints, bedding, and cleavage within the bedrock produce an enhanced secondary permeability and exert control on groundwater flow. Three main sets of joint patterns are common in the folded carbonate rocks of the Shenandoah Valley (Orndorff, 1992; see inset 1). Cross-strike joints form perpendicular to fold axes and represent extension in the maximum principal stress direction or direction of compression that occurred during the Alleghenian orogeny (N60°-80°W) and dip 70 to 80 degrees to the northeast and southwest. Oblique joints develop diagonal (+/- 30°) to the principal stress direction and represent conjugate sets formed from shear. Strike joints develop parallel to fold axes and bedding and typically form from tension along fold hinges (N10°E to N50°E) and dip both the northwest and southeast at various angles of dip. A rose diagram (see inset 2) illustrates the dominant directions of joint planes within the bedrock in the Leetown area (Kozar and others, 2007).



Inset 1 - Major joint patterns in Appalachian valley and ridge carbonate rocks

zones or less resistant stratigraphic layers) and N67°W (cross-strike fracture zones or faults). Lineaments trends are approximately at right angles (orthogonal) to each other, parallel and perpendicular to the geologic strike. The excellent coincidence of the lineaments with known geologic structures and processes indicates that most of the lineaments likely represent underlying fractures zones, facilitating the use of lineaments as a groundwater exploration tool. Lineaments oriented sub-parallel to strike may result from stratigraphy (thin-bedded units or less resistant lithology), and therefore may not exhibit favorable water-bearing characteristics. Cross-strike (northwest-trending) lineaments are more likely to favorably influence well yield.

2.5 Hydrogeologic Characteristics of Bedrock Formations and Structures

Because bedrock is generally impermeable, the capacity for bedrock to store and transmit groundwater is highly dependent on the density and interconnectivity of secondary fractures present within the rock. Understanding the occurrence and hydrogeologic significance of bedrock fractures therefore is an important aspect of understanding the groundwater development potential of an area and the possible impacts from such development. The formation of bedrock fractures is dependent on the lithology of the rock and the type of stresses exhibited on the rock mass that form the fracture permeability. Most of the rock types in the study area have the potential to develop fractures with moderately good water-producing characteristics. The general hydrogeologic characteristics of the units present within the study area are described in Table 1. Figure 3 illustrates variations in measured aquifer transmissivity values as a potential function of favorable hydrogeologic factors such as lithology and proximity to fracture traces, faults and folds. The influence of these factors is discussed in more detail below.

The lithology of the various bedrock formations has a direct influence on well yield. Hobba and others (1972) and Shultz and others (1995) have shown that the highest average well yield in Jefferson County is found in the carbonate rock units. Siddiqui and Parizek (1971) discussed the influence of lithology on well yield, finding that sandy and coarse grained dolomites are the best producers followed by limestones, fine grained dolomites and shales. McCoy and others (2005) showed that wells completed in rocks of the Beekmantown Group have higher median transmissivities than other geologic units. The frequency of bedding planes and the interbedding of contrasting lithologies may also positively influence well yield. Bedding plane fractures are often a preferred route for groundwater flow; therefore, an increase in the frequency of bedding planes should promote groundwater flow and increase well yields. Well-developed bedding plane fractures also promote interconnection between fracture systems that

more transmissive than other fold types and that overturned and/or plunging folds are more transmissive than more open, upright folds.

The proximity to a mapped lineament can favorably influence well yield, if the lineament is related to a zone of increased fractures. Zewe (1991) showed that the median well yield is 2.5 times greater when located near one lineament and up to 8 times greater when located near two or more lineaments, but that this trend was not statistically valid for wells in highly cavernous carbonate rocks. Rauch and Plitnik (1984) showed that wells near lineaments produce up to 5 times more when located near a lineament. McCoy (2005) showed that median transmissivity values are higher in wells that are within 100 m of a lineament, and that median transmissivity values are higher near cross strike (NW-SE) lineaments. Zewe (1991) also found that median well yields are statistically higher in valley bottom settings.

2.6 Groundwater Occurrence and Movement

The occurrence and movement of groundwater in the subsurface is related to the hydrologic cycle. The hydrologic cycle refers to the constant movement of water in the atmosphere and on and beneath the surface of the earth. It begins with precipitation, the source of all surface water and groundwater. As precipitation occurs, most of the water returns to the atmosphere by evaporation and transpiration from plants. The remainder flows overland to nearby streams or infiltrates past the root zone and eventually reaches the zone of saturation (water-table aquifer). From here, groundwater will move along specific flow paths governed by horizontal and vertical hydraulic gradients towards areas of discharge at springs, streams, lakes and wetlands.

Groundwater flow systems are often categorized as local, subregional and regional based on the length of the flow path between recharge and discharge areas (Toth, 1963; Freeze and Cherry, 1979). Local flow systems are characterized by short flow paths with small-scale topography usually controlling the location of recharge and discharge areas. Here, groundwater flow can be inferred from surface topography and generally flows in directions similar to surface water runoff; that is, from topographically high areas to low areas. Recharge occurs directly by infiltration of precipitation and downward leakage from streambeds and on-site waste disposal systems. Discharge occurs as seepage or springflow into small streams and lakes or by direct evapotranspiration in wetland or shallow water table areas. The major streams in the area likely act as discharge boundaries to the local flow systems. Subregional and regional flow systems are characterized by generally long flow paths within deeper aquifers and are controlled by large-scale topographic features like the Blue Ridge and the larger streams such as the Shenandoah River and the Potomac River. These flow systems comprise the groundwater flow

vegetative cover while the amount of surface water runoff depends on land use/land cover, topography, and the permeability, thickness and water retaining capacity of the underlying soil. In the Shenandoah Valley, the relatively flat, gently undulating topography and permeable underlying carbonate rock allows much of the precipitation to infiltrate into the subsurface. Most of this infiltrating water is taken up by plants during the growing season and is lost to evapotranspiration. During non-growing winter months, much of the infiltrating precipitation makes it past the root zone and recharges the underlying water table aquifer. From here, groundwater flows laterally discharging to nearby surface water bodies, or flows downward recharging more regional flow systems controlled by more distal rivers such as the Potomac River which is deeply incised and connected to the carbonate aquifer system through highly permeable solution conduits.

Groundwater recharge in Jefferson County and surrounding carbonate regions within West Virginia's Potomac River Basin have been estimated using various techniques including water budget analysis, stream baseflow studies, and groundwater flow model calibration. Recharge estimates are summarized in Table 2 and generally range from 7.1 to 11.6 inches per year (in/yr) based primarily on examining stream flow hydrographs and separating out the contribution from groundwater called baseflow. A recharge rate of 11.4 in/yr determined by Kozar and Mathes (2001) from the Tuscarora Creek watershed in Berkeley County was used in the Source Water Assessment Program (SWAP) delineations for all of Jefferson Utilities Valley Water Systems. This recharge rate is on the upper end of the range but is considered reasonable for a valley topographic setting underlain by permeable carbonate aquifers. Hobba and others (1972) estimated that approximately 9.5 in/yr recharges the groundwater system in carbonate areas. The calculated SWAP area for the Harpers Ferry Town Spring used an annual groundwater recharge rate of 9 in/yr (WVRWA, 2006). A groundwater recharge rate of 9 in/yr is considered conservative for this hydrogeologic setting but is used in this analysis to be consistent with the Harpers Ferry SWAP.

A recharge rate of 9.0 in/yr is equivalent to 428,490 gallons per day per square mile (gpd/mi) and 670 gallons per day per acre (gpd/acre). Based on this rate, approximately one square mile of recharge area would be necessary at a minimum to support a well that pumped continuously at 298 gpm. The estimated amount of recharge for the two surface water sub-basins that the Valley Water Systems wells are in (i.e., Elks Run and Flowing Springs Run totaling 48.5 square miles) is estimated at 20.8 million gallons per day (MGD) on an annual average daily basis. The amount of water recharging the entire 182 square miles of the County underlain by the

3.0 WATER DEMAND AND SOURCE CAPACITY

3.1 Valley Water Systems

Jefferson Utilities' operates five separate water systems within the valley portion of Jefferson County. These include Walnut Grove, Meadow Brook, Shenandoah Junction, Burr/Bardane, and the Deerfield water systems. The Walnut Grove and Meadow Brook water systems are interconnected and are supplied with storage from the 510,000-gallon Briar Run Tank. The Shenandoah Junction and Burr/Bardane water systems are also interconnected and are supplied from the 500,000-gallon Burr tank. In the future, all four water systems will be interconnected by the construction of approximately two miles of 16-inch pipeline. The Deerfield water system is separate and is not considered further as part of this study. The approximate locations of the water systems are shown in Figure 4.

3.1.1 Walnut Grove

Based on the West Virginia Bureau for Public Health (BPH) Sanitary Survey conducted on October 12, 2007 and more recent operational records provided by Jefferson Utilities, the Walnut Grove water system (PWSID #3301942) consists of six groundwater supply wells, two water treatment plants consisting of chlorine disinfection, a 30,000-gallon clear well, a 510,000 gallon finished water ground storage tank located within the Briar Run subdivision, and nearly 24 miles of 2- to 16-inch distribution pipelines. Wells 1, 3, 4 and 6 are treated at Treatment Plant No.1, while Wells 5 and 7 are treated at Treatment Plant No. 2. Two of the wells (Wells 3 and 4) have been declared groundwater under the direct influence of surface water (GWUDI) and have been temporarily removed from service. Water from these wells can be used but will require additional filtration treatment. Wells 5, 6 and 7 have yet to be evaluated for GWUDI status. The total estimated capacity of all six wells is 3,250 gpm (4,680,000 gallons per day, gpd). The total capacity of the four active wells is 2,670 gpm (3,844,800 gpd).

BPH's Design Standards for Public Water Supply Systems (64CSR77) require that the design yield of a well be 1.5 times less than the tested yield based on continuous pumping for at least 24 hours or until drawdown has stabilized for at least 6 hours. Therefore, the allocated design capacity of a public water supply well is equal to the tested yield divided by 1.5. This conservatively provides redundant and excess well source capacity to be developed for public community water systems. In this case, the design capacity of all six wells is 2,167 gpm (3,120,000 gpd), and the design capacity of the four active wells is 1,780 gpm (2,563,700 gpd).

disinfection, a 2,500 gallon hydro-pneumatic tank, and a 30,000 gallon baffled clear well for disinfection contact time, and approximately 7.5 miles of 2- to 12-inch distribution pipeline. The distribution serves the Meadow Brook subdivision and feeds the 510,000-gallon Briar Run storage tank. Well 1 is an 8-inch diameter, 505 feet deep well with 63 feet of grouted casing. The well has a reported yield of 100 gpm. Well 2 is a 6-inch diameter well, 385 feet deep with grouted casing to a depth of 190 feet. Well 2 also has a yield of 100 gpm.

The total estimated capacity of the two wells is 200 gpm (288,000 gpd) and the design capacity of the water system based on design yield of 1.5 times less than the tested yield is 133 gpm (192,000 gpd). The Meadow Brook water system serves a population of approximately 349 customers and has an average 2008 production rate of 97,600 gpd.

The average daily water production rate for the Meadow Brook Water System is shown in Figure 5. Conservative design source capacity of 192,000 gpd exceeds current average water use of 97,600 gpd by approximately 94,400 gpd, a ratio of 2.03 times. A description of the well sources is summarized in Table 4.

3.1.3 Shenandoah Junction

Based on the BPH Sanitary Survey conducted on October 23, 2001 and more recent operational records provided by Jefferson Utilities, the Shenandoah Junction water system (PWSID #3301931) consists of three groundwater supply wells, one water treatment plant consisting of chlorine disinfection, a 20,000 gallon standpipe for storage and disinfection contact time, and 2- to 8-inch distribution pipelines. Well 3 serves as the primary source and is an 8-inch diameter well with casing to unknown depth and an overall well depth of 80 feet. The well has a reported yield of more than 250 gpm. Well 2 is 420 feet deep, is cased with 6-inch diameter steel casing to an unknown depth, and has a reported yield of 20 gpm. Well 1 was constructed as a backup source and is presently not in service. This well is 612 feet deep, cased and grouted to a depth of 80 feet and has a yield of 75 gpm.

The total estimated capacity of all three wells is 318 gpm (457,920 gpd). The total capacity of the two active wells is 243 gpm (349,920 gpd) and the design capacity of the water system based on design yield of 1.5 times less than the tested yield is 162 gpm (233,280 gpd). The average production rate of the water system is 57,300 gpd. The average daily water production rate for the Shenandoah Junction Water System is shown in Figure 5. Conservative design source capacity of 233,280 gpd exceeds current average water use of 57,300 gpd by

As of December 2008, the Keyes Ferry Acres water system serves 130 residential connections from a total of five deep wells. The average current daily production from the water system is 22,283 gpd. Water from the wells is disinfected and treated for elevated levels of iron, manganese and radium using AQUA-MAG. The Harpers Ferry Campsites water system serves 157 residential connections with an approximate population of 350 people. Three deep wells supply the water system. The wells are currently pumped to provide an average daily production of approximately 22,050 gpd. Individual well yields range from approximately 10 to 40 gpm. The maximum reported well yield is 60 gpm from the Westridge Hills' Jeep Trial Well. Water from the wells is disinfected and treated for elevated levels of iron and manganese using AQUA-MAG. The Westridge Hills water system serves 72 residential connections from a single well. The current average daily production is 24,176 gpd. Water quality is good; no treatment is needed for iron, manganese or radium. The well water is disinfected with chlorine only. Table 7 presents a summary of the Mountain Water Systems and their well sources.

Combined, the three water systems supply an average of 68,509 gpd to 353 residential connections. The average daily water demand per residential connection therefore is 194 gpd/connection. This is a higher water usage rate than the typical 150 gpd/connection observed at Jefferson Utilities' Valley Water System utilities. This higher water use rate is attributed to excessive flushing of the water lines to maintain quality due to the high iron and manganese concentrations in the groundwater; unaccounted losses from leaks and water main breaks; and unmetered customers. If the water lines are replaced and the water source is treated or replaced, it is expected that the water use rates will decline to approximately 150 gpd/ERC. This is considered a reasonably conservative rate since actual water use in the mountain communities is expected to be lower than water use rates in the valley communities. At full build out, Jefferson Utilities estimates that these three mountain communities will have a total of approximately 850 homes. Assuming a rate of 150 gpd/ERC, the likely future water demand from the Mountain Water System will be approximately 127,500 gpd. If an additional 10% is added for unaccounted for water use from leaks and unmetered use, then the estimated water demand of the Mountain Water Systems at full build out will be 140,250 gpd.

3.3 Projected Source Capacity Surplus/Deficit

The capacity of the Valley Water System and the demand of the Mountain Water System are summarized in Table 8. The total estimated well yield from the Valley Water System is nearly 4,000 gpm. The design source capacity of the Valley Water System is approximately 2,200 gpm (3,180,000 gpd) subtracting out wells that have been determined to be GWUDI and

4.0 ASSESSMENT OF POTENTIAL HYDROGEOLOGIC IMPACTS

The purpose of this section is to assess the potential impacts of using water from the Valley Water System wells to supply the Mountain Communities. The assessment assumes that the full build out demand of 140,250 gpd will be supplied from the interconnected Valley Water System.

4.1 Aquifer Response to Pumping

The water needed to support the Mountain Water System would likely come from existing wells including Walnut Grove Well 7 which can produce 2,000 gpm. When this well, or any well, is pumped, the water will initially be derived primarily from water released from storage, which produces a decline of the water level or a decrease in the aquifer pressure surrounding the pumping well referred to as a "cone of depression". The size and shape of the drawdown cone is determined by the rate at which water is removed from the aquifer and the physical properties of the aquifer such as transmissivity, storage coefficient and porosity. The drawdown cone will continue to expand slowly until pumping stops or until sufficient recharge is captured by the pumping well. Sources of potential recharge include precipitation, induced infiltration or leakage from surface water bodies (lakes, streams, wetlands), increased vertical leakage from overlying or underlying aquifers, increased lateral inflow from upgradient or highly permeable areas within the aquifer, or capture of groundwater from adjacent surface water basins. Sources of water also include a decrease in the groundwater discharge to downgradient surface water bodies including springs, seeps and groundwater evapotranspiration as well as decreased discharge to overlying or underlying aquifers. The radius of influence of a well is defined by the limits of the cone of depression. Beyond the radius of influence, there is no lowering of the groundwater surface and therefore no potential impacts associated with the pumping.

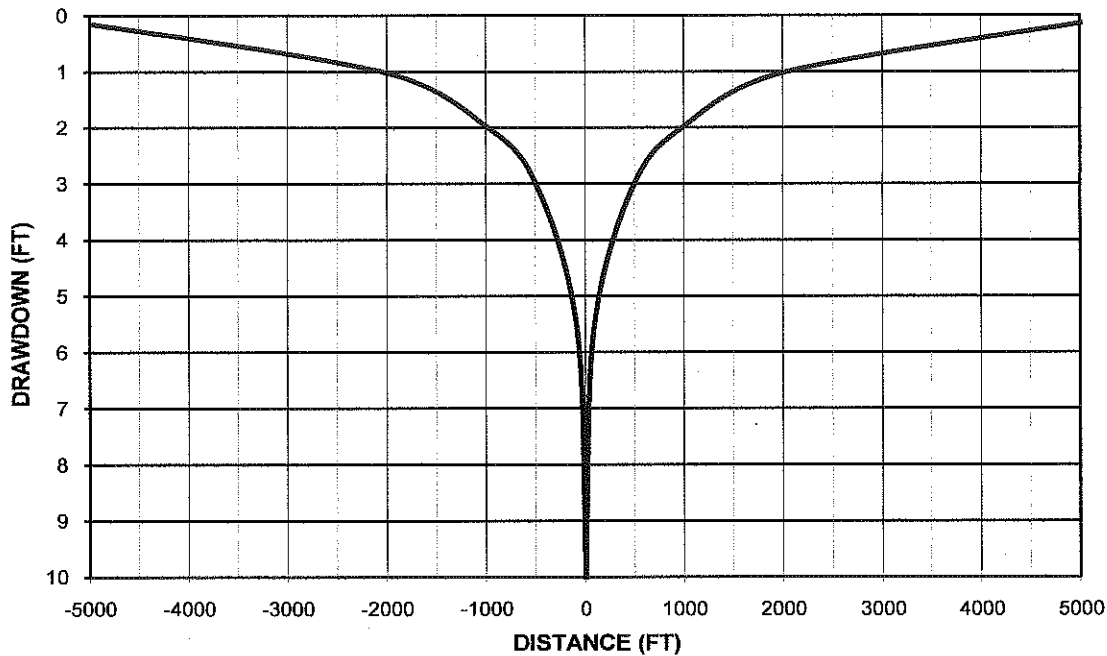
4.2 Analysis of Potential Drawdown

Two methods are used to evaluate the potential area of influence and possible drawdown impacts associated with the additional withdrawal from the Valley Water System to support the water supply needs of the Mountain Water System. The first method is called "Calculated Fixed Radius". This method estimates the capture zone around a well based on the following cylindrical volumetric equation:

$$CFR = \sqrt{Qt/\pi\eta H} \quad \text{where:}$$

CFR = calculated fixed radius (ft)
Q = pumping rate (ft³/day)

The cone of depression and the radius of influence can be predicted using this equation to calculate drawdown at different radial distances from the pumping well. Using the assumptions listed above, the results indicate that there will be up to 13 feet of additional drawdown at the pumping well. The predicted drawdown in the aquifer decreases rapidly away from the pumping well to 4 feet at 500 feet, 2 feet at 1,000 feet and 1 foot at 2,000 feet (see inset 5). Using the Neuman equation for unconfined aquifers which incorporates storage release from gravity drainage, the estimated distance to the 1-foot drawdown contour is approximately 1,350 feet.



Inset 6 - Plot illustrating the distribution of drawdown around a water supply well with a pumping rate of 140,250 gpd for 180 days and a transmissivity of 1,996 ft²/day and a storage coefficient of 0.044.

It is unknown whether or not private water supply wells exist within an estimated area of influence around the Valley Water System wells that would likely be used to supply water to the Mountain Water System since this area is likely served by public water. Regardless, the predicted drawdown is considered small compared with the typical well depth of 300 to 500 feet deep. Based on the predicted amount of drawdown and the area of influence, it is unlikely that the additional groundwater withdrawal from the Valley Water System wells needed to support the Mountain Water System will adversely impact existing groundwater users or prevent users from being able to withdraw the quantity of groundwater to meet their existing needs.

into the incised Potomac River (Evaldi and others, 2009). Here the water table is too deep and does not allow groundwater discharge into Elks Run or Flowing Springs Run at least during seasonal periods of low water table elevations. Because of this, pumpage from the Valley Water System wells would not be expected to impact stream baseflow within the lower portions of Elks Run or Flowing Springs Run. Additional withdrawals may slightly decrease baseflow discharge to local watersheds during periods of high groundwater levels when baseflow discharge is occurring to local streams, and may slightly decrease baseflow discharge to the larger regional Shenandoah and Potomac River systems. The overall baseflow decrease to the Shenandoah and Potomac Rivers is expected to be partially mitigated because most of the water used by the Mountain Communities, whether supplied by Mountain or Valley Water System wells, will be returned to the Shenandoah River watershed as increased groundwater recharge from individual septic systems and ultimately increased surface water discharge from the aquifer system beneath the Mountain Communities into the Shenandoah River.

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TABLES

TABLE 2
RECHARGE ESTIMATES FOR THE CARBONATE AQUIFER SYSTEM
WITHIN THE EASTERN PANHANDLE REGION OF WEST VIRGINIA

REFERENCE	ESTIMATED RECHARGE RATE	LOCATION
Hobba and others (1972)	Range: 10-11 in/yr; 9 in/yr from groundwater	Potomac River Basin, WV
Kozar and others (1990)	Range: 7.1 to 11.0 in/yr; Mean: 9.0 in/yr	Jefferson County, WV
Shultz and others (1995)	10 in/yr	Berkeley County, WV
Kozar and Mathes (2001)	Range: 7.3 to 11.6 in/yr; Mean: 9.4 in/yr	Potomac River Basin, WV
Kozar and others (2007)	Range: 3.7 to 24.0 in/yr; Mean: 9.5 in/yr	Jefferson County, WV
Evaldi, and others (2009)	-860 to 235,000 gpd/acre*	Jefferson County, WV

**TABLE 4
MEADOW BROOK WATER SYSTEM**

	WELL #1	WELL #2
CONSTRUCTION DATE	1997	1997
ACTIVE/INACTIVE (SEPT. 2009)	Active	Active
CONSTRUCTION	Constructed to Standards	Constructed to Standards
DRILL LOG	Yes	Yes
WELL DIAMETER (IN)	8	6
WELL DEPTH (FT)	505	385
CASING DEPTH (FT)	63	190
YIELD (GPM)	100	100
DESIGN YIELD (GPM)	67	67
CURRENT AVG. PUMPING RATE (GPM)	56	93
HYDROGEOLOGIC SETTING	Limestone (Karst)	Limestone (Karst)
HYDROGEOLOGIC SENSITIVITY	High	High
GWUDI	No	No
WATER QUALITY/TREATMENT	Meets standards	Meets standards

**TABLE 6
BURR/BARDANE WATER SYSTEM**

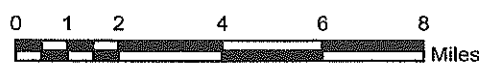
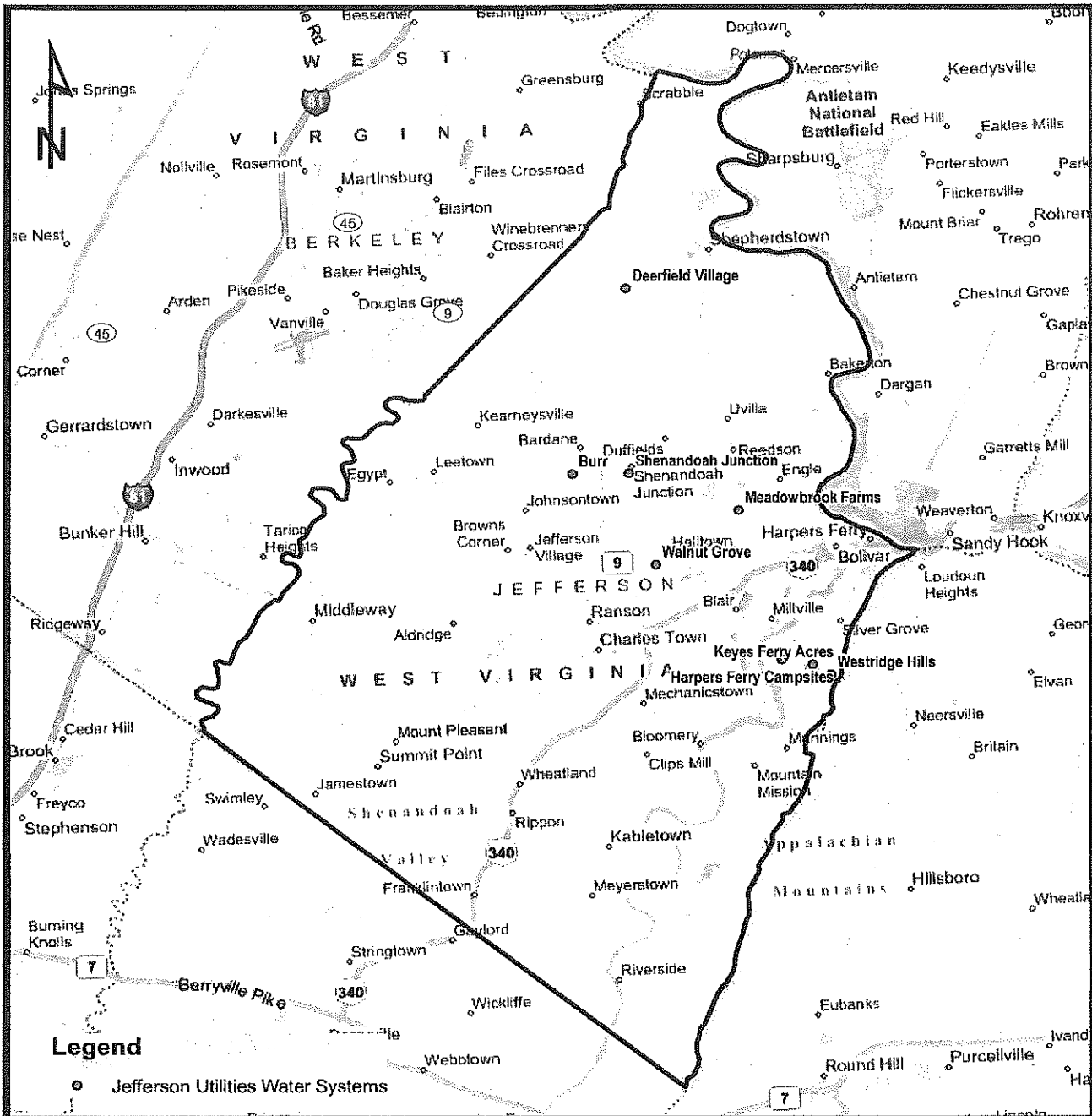
	WELL #1	WELL #2	WELL #3
CONSTRUCTION DATE	1978	1987	1990
ACTIVE/INACTIVE (SEPT. 2009)	Active	Active	Active
DRILL LOG	No	Yes	No
WELL DIAMETER (IN)	6"	6"	8"
WELL DEPTH (FT)	Unknown	360	355
CASING DEPTH (FT)	40	102	50
YIELD (GPM)	50+	50+	100
DESIGN CAPACITY (GPM)	33.3	33.3	67
CURRENT AVG. PUMPING RATE (GPM)	60	58	106.9
HYDROGEOLOGIC SETTING	Limestone (Karst)	Limestone (Karst)	Limestone (Karst)
HYDROGEOLOGIC SENSITIVITY	High	High	High
GWUDI	No	No	Suspected
WATER QUALITY/ TREATMENT	Filtered-Meets Standards	Filtered-Meets Standards	Filtered-Meets Standards

**TABLE 8
SUMMARY OF SOURCE CAPACITY AND WATER DEMAND***

FACILITY NAME	COMBINED WELL YIELD (GPM)	DESIGN RATE (GPM)	CURRENT SYSTEM DESIGN CAPACITY (GPD)	CURRENT WATER DEMAND (GPD)	EXCESS CAPACITY (GPD)	EXCESS CAPACITY (%)
VALLEY WATER SYSTEM – SOURCE CAPACITY						
Burr/Bardane	200	133	192,000	55,000	137,000	349%
Shenandoah Junction	318	162	233,280	57,300	175,980	407%
Walnut Grove	3270	1780	2,563,200	225,000	2,338,200	1139%
Meadowbrook Farms	200	133	192,000	97,600	94,400	197%
Totals	3,988	2,209	3,180,480	434,900	2,745,580	731%

MOUNTAIN WATER SYSTEM – ESTIMATED WATER DEMAND			
	# OF RESIDENTIAL CONNECTIONS	AVERAGE DAILY DEMAND (GPD)	DEMAND PER CONNECTION (GPD/RC)
Keyes Ferry	130	22,283	171
Harpers Ferry Campsites	151	22,050	146
Westridge Hills	72	24,176	336
Total Current	353	68,509	194
Future Buildout	850	127,500	150
Future Buildout with Contingency	850	140,250	165

* Well yield values are based on estimated well yields as reported on the most recent BPH Sanitary Survey and based on current operating records provided by Jefferson Utilities. The current design capacity of each system is based on tested or estimated sustainable well yields divided by 1.5 in gallons per minute and gallons per day. The current production rate of the Valley Water Systems and the number of connections and average daily demand of the Mountain Water Systems are based on operating records provided by Jefferson Utilities as of the end 2008.



Source: Microsoft Virtual Earth Roads



Project: 093-96661
 Date: 01/20/2010
 Design: CDL

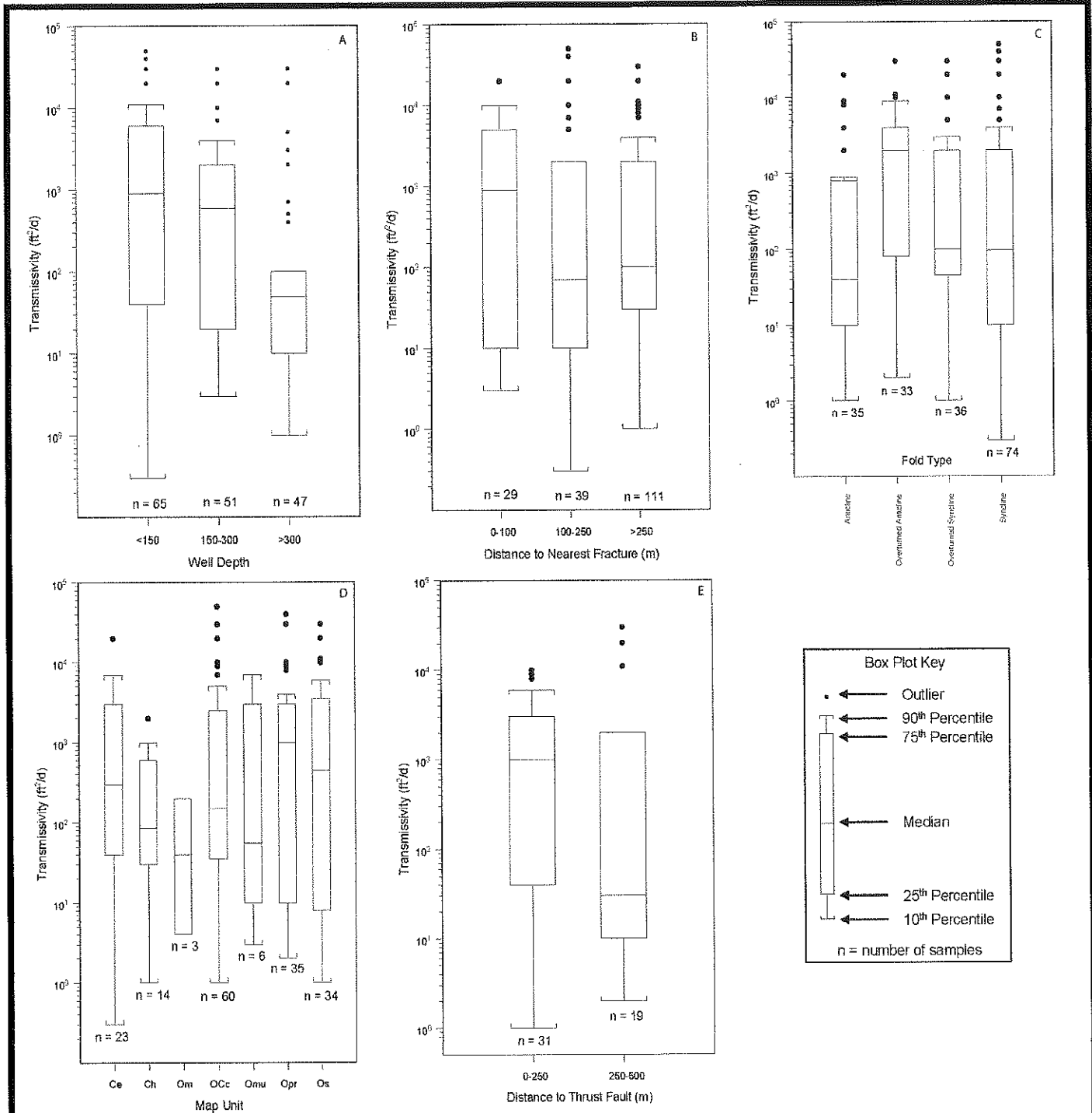
Title
**GENERAL LOCATION MAP
 Jefferson County, West Virginia**

File: Figure 1 - Location Map.mxd

Review: BBW

Client
Pentree, Inc.

Figure 1



Note: Graphs show increasing transmissivity (and well yield) on the y-axis versus various hydrogeological influences on the x-axis.

SOURCE: McCoy et al. (2005)



DATE: 1/20/2010
 Project #: 09396661
 Prepared By: CDL
 Reviewed By: BBW

Title:
HYDROGEOLOGIC INFLUENCES ON WELL YIELD
 JEFFERSON COUNTY, WEST VIRGINIA

Figure No.
3

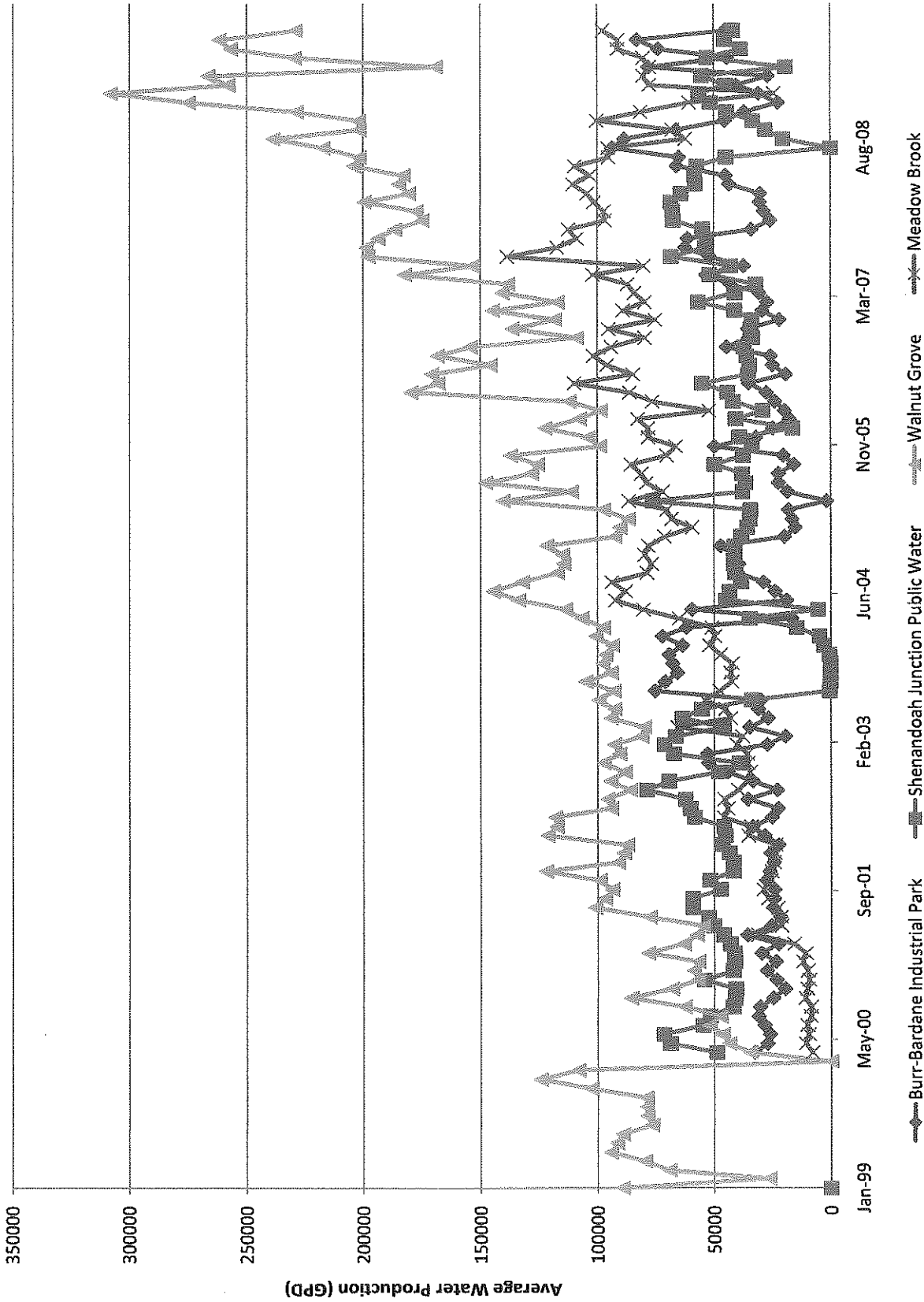


Figure No. 5

AVERAGE DAILY WATER USE
 Jefferson Utilities Valley Water Systems
 Jefferson County, WV

Title:

DATE: 12/28/2009
 Project #: 093-96681
 Prepared By: PMN
 Reviewed By: BBW



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solutions@golder.com
www.golder.com

Golder Associates Inc.
3719 Saunders Avenue
Richmond, VA 23227 USA
(804) 358-7900 - Phone
(804) 358-2900 - Fax



Attachment 2

(Jefferson Utilities Inc. Letter to Customers)

Jefferson Utilities, Inc.

January 18, 2010

To: All Water Customers

I am writing to inform each of you about two important issues. First, the Rate Case filed by Jefferson Utilities (JUI) on April 11, 2008 is now final. That case went on for over 20 months. The final decision in the case confirmed exactly what the Administrative Law Judge decided in his first Order of November 21, 2008. The Decision confirms the settlement JUI reached with the West Virginia Public Service Commission (PSC) Staff on September 14, 2008. The major effect since September 2008 is that Jefferson Utilities incurred substantial costs in litigating before the PSC; a series of baseless claims. The senseless expenses, which are still continuing, have resulted from defending those baseless claims. These litigation expenses will eventually need to be recovered by JUI through rates.

The new rates are shown on the approved Tariff Sheet as enclosed. The major changes are a unification of rates in Jefferson Utilities' eight operating systems. The enclosed Tariff rates apply to all of JUI's customers and were effective December 21, 2009. The second change in rates is the approval of a \$12 per month line replacement surcharge. That surcharge will be applied to all JUI customers. The revenue it generates will be directly applied to paying for the replacement of inadequate and undersized water lines.

Some customers will now see their bills decrease. The new minimum monthly bill will be \$31.63 plus the \$12 surcharge for a total minimum bill of \$43.63. An average monthly household bill for 4,500 gallons of water is now \$44.34 plus the surcharge of \$12 for a total bill of \$56.34. This average bill is less than the previous minimum bill of \$72.67 in the Deerfield Village System and less than the previous minimum bill of \$63.17 in the Meadow Brook System. Had the minimum bill in the first Recommended Decision of November 21st not been appealed by the Gap View HOA and the Jefferson County Commission; most Meadow Brook customers would have received a rate decrease 13 months earlier.

I certainly realize that no customer wants to see a rate increase, but the new rates are still projected to generate substantially less revenue than JUI's cost of providing water service.

The second issue that each of you should be aware of is the proposal to replace the distribution systems and construct new storage tanks in JUI's three Mountain Water Systems as a part of the Public/Private Partnership Project between JUI and the Jefferson County Public Service District (JCPSD). Achieving the most economical replacement of the Mountain Systems is the most important goal. This project is of major importance to all JUI customers, because whether you live in the Mountain Communities or not, the cost of replacing these systems will affect your water bill.

Over, Please

#34

18 Feb 2010

W. Matthew Harris
116 Monte Carlo Way
Charles Town, WV 25414
304-283-3276 Cell

Jefferson County Commission
116 E. Washington St. Ste. 201
Charles Town, WV 25414

RECEIVED

FEB 23 2010

JEFFERSON COUNTY COMMISSION

Thank You

Dear Jefferson County Commissioners (Widmyer, Noland, Manuel, Surkamp and Morgan);

I would like to thank you for the honor, privilege and opportunity to interview for the position that was open on the Jefferson County Planning Commission on 18th Feb 2010. Although I was not vote to the position, I believe the Commission and my faith in my higher power has a better position for me coming up in March. At which time, I will be looking forward to presenting myself once again to aquire the open position within Jefferson County.

Again, Thank You and I look forward to seeing you again in March.

Sincerely and Respectfully;



W. Matthew Harris

Forum for Rural Innovation
Loudoun County
Department of Economic Development
1 Harrison Street MSC #63
Leesburg, VA 20175



Friday, March 19, 2010

Best Western
Lee-Jackson Motor Inn &
Conference Center
Winchester, Virginia

8:00am to 3:30pm

\$35 registration fee

The Forum for Rural Innovation is a cooperative educational effort by the Offices of Agricultural Economic Development and Cooperative Extension in Clarke, Fauquier, Frederick and Loudoun Counties, Virginia Berkeley and Jefferson Counties, West Virginia Potomac Headwaters and Shenandoah RC & D Virginia Cooperative Extension WVU Extension

www.loudounfarms.org
703/777-0426

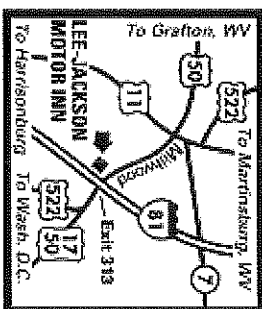
Forum for Rural Innovation: New Approaches for Agriculture and Rural Prosperity

This is the sixth Forum for Rural Innovation. This Forum will focus on opportunities in specialty crops and cane berries, social networking as a marketing tool, processes for marketing meat and processed foods, and innovative ideas for large acreage owners and renters. The purpose of the Forum is to showcase new and exciting projects and programs that enhance farm or rural business profitability. New this year will be a snapshot of efforts in agricultural development from our region. The models presented at the Forum also focus on conserving farmland and natural resources, and developing new approaches to rural prosperity in upscale areas where land commands premium prices.

The Forum has been planned to feature a series of presentations, with an emphasis on farming for high profitability by using innovative and sound business approaches particularly suited to the Mid-Atlantic region. Topics and exhibits have been chosen to present practical examples of successful innovative operations that could be adapted to area farms. The program will feature some of the most progressive and recognized farms and researchers in the United States.

Best Western
Lee-Jackson Motor Inn
& Conference Center
711 Millwood Avenue
Winchester VA 22601
540/662-4154

Additional registration information, or information on becoming a trade show exhibitor is available online at www.loudounfarms.org or by calling 703/777-0426.



Who Should Attend
The conference is planned to provide farmers, landowners, rural business owners, local elected and appointed officials, and Extension educators, economic development and planning professionals an opportunity to see and hear industry leaders discuss innovative practices and methods for agricultural development.

The program is open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability or political affiliation. Persons needing reasonable accommodations for any type of disability in order to attend this program should contact 703/777-0426.

Space is limited to the first 150 registered. Pre-registration is required by March 12, 2010. The \$35 registration fee includes continental breakfast and buffet lunch (featuring local foods).

Forum for Rural Innovation: New Approaches for Agriculture and Rural Prosperity

Friday, March 19, 2010 • Lee-Jackson Best Western Conference Center • Winchester, Virginia

8:00 A – 9:00 A

Registration, view exhibits, morning refreshments

9:00 A – 9:45 A

Trends and Opportunities in Specialty Crops and Cane Berries

Dr. Reza Raife, Horticulture Extension Specialist, Virginia State University, Petersburg, VA
Hear an overview of the potential for marketing cane berries and related specialty crops in the Mid-Atlantic region. Also, details of a high tunnel specialty crop trial to be conducted in northern Virginia in 2010.

9:45 A – 10:30 A

Internet Marketing 201 – Social Networking As A Marketing Tool

Janet Childs, Owner and Marketing Director of BreedersWorld.com and VA Lamb, Berryville, VA
Learn how to use low cost, highly effective new tools that get your message and products in front of customers faster than websites alone. A step-by-step presentation on starting and maintaining a cost effective marketing program.

10:30 A – 11:30 P

Step-By-Step Process for Direct Marketing Meat and Processed Foods

Barry Jones, Office of Meat & Poultry Services, VA Department of Agriculture and Consumer Services, Lynchburg, VA
Cindy Martel, Marketing & Development, WV Department of Agriculture, Charleston, WV

Thinking about selling at a farmers market or doing direct sales? This session will answer your questions on what producers need to do to comply with state regulations in order to sell meats and processed foods. Find out if the investment of time and equipment adds value to the bottom line.

11:30 A – 12:45 P

Lunch (to include local food products) View Exhibits

Presentation of 2010 Innovation Awards Award Winners

FarmersOnlineMarket.net - Cadell, VA
Phillip Ramsey, Stoneleigh Farms - Warrenton, VA
Bob Tabb, Round Oak Farm - Leetown, WV
Leon Warner, Ellerslie Farm - Berryville, VA

12:45 P – 1:30 P

What I See As Food Innovation in the Mid-Atlantic Region

Melissa Harris, Publisher of Flavor Magazine, Sperryville, VA
Flavor Magazine is an independent publication dedicated to local food, wine, and sustainable agriculture in the D.C. and Virginia Piedmont areas. Learn how this unique regional magazine discovers innovative farms for their articles and hear about some of their favorites.

1:30 P – 2:30 P

Innovative Ideas for Large Acreage Land Owners and Renters

Warren Howell, Alder School Berries - Purcellville, VA
Phillip Ramsey, Stoneleigh Farms - Warrenton, VA
Tyler Wegmeyer, Wegmeyer Farms - Hamilton, VA
What do pumpkins, honey bees, and berries have in common? Hear how these three entrepreneurs have expanded their operations onto larger acreages, and the unique lease arrangements for non-traditional crops.

2:30 P – 3:20 P

New and Successful Innovative Projects from Across the Region

Kellie Boles, Jefferson County, WV
Christy Dunkle, Clarke County, VA
Ray Pickering, Fauquier County, VA
Melissa Nelson, Loudoun County, VA
Mary Beth Burnett, Berkeley County, WV
A snapshot of efforts being conducted in agriculture development and marketing by members of the group sponsoring the Forum for Rural Innovation.

3:20 P – 3:30 P

Wrap Up and Adjourn

Forum for Rural Innovation • Friday, March 19, 2010 • Registration Form
Pre-Registration is required by Friday, March 12, 2010 • Space is limited to 150 participants

Please complete this form and mail \$35 registration fee to:

Forum for Rural Innovation • Attn: Gary Hornbaker, Loudoun County Economic Development
1 Harrison Street MSC #63 • Leesburg, VA 20175

Please make checks payable to **Forum for Rural Innovation**

Please check here for vegetarian meal

Name _____

Title _____

Organization or farm name _____

Mailing Address _____

City/State/Zip _____

Telephone _____ E-mail _____

Legislative Lineup

County Commissioners' Legislative Update

Please Distribute To All Commissioners ASAP

Volume 13, Issue 6

February 24, 2010

2010 Legislative Update Week 6

IMPORTANT DATES TO REMEMBER...

February 22, 2010 was the last day members may introduce bills in both the House and Senate. However, this deadline does not apply to originating or supplementary appropriations bills.

February 28, 2010, bills due out of committees in houses of origin to ensure three full days for readings and **March 3, 2010** is the last day to consider a bill on third reading in the house of origin. Does not include budget or appropriations bills.

We will keep you updated on what bills are moving later in the week...

House Bills of County Interest Introduced February 18-24, 2010

HB4541. By Del. Shott and Frazier - **Authorizing circuit court judges and magistrates to utilize county or municipal jails to detain persons charged with a crime up to ninety-six hours, or, to confine persons convicted of a crime for not more than fourteen days** - To Judiciary then Finance

HB4542. By Del. Varner, Ferro, Cann, Kominar, Hutchins and Fragale - **Creating the Spay Neuter Assistance Fund** - To Agriculture then Judiciary

HB4570. By Del. Manchin, Doyle, Stowers, Klempa, Crosier, Martin, Staggers and Caputo - **Relating to dedication of severance tax proceeds (FN)** - To Energy, Industry and Labor, Economic Development and Small Business then Finance

HB4574. By Del. Manchin, Caputo, Martin, Staggers and Eldridge - **Authorizing regional water authorities, regional wastewater authorities and regional water and wastewater authorities to provide for the joint maintenance of its participating public agencies (FN)** - To Government Organization then Finance

HB4575. By Del. Porter, Butcher, Hamilton, Evans, Ireland, Shott, Romine, Frazier, Sumner, Walters and Paxton - **Exempting antique motor vehicles and antique motorcycles from taxable personal property** - To Roads and Transportation then Finance

HB4583. By Del. Fleischauer, Shook, Marshall, Wooton, Hatfield, Fragale, Evans, Doyle, Beach, Manchin and Campbell - **Permitting municipalities and counties to use proceeds from the hotel occupancy tax to fund public libraries** - To Political Subdivisions then Finance

HB4587. By Del. Rodighiero, Eldridge, Stowers and Butcher - **Freezing PEIA employee premiums for three years (FN)** - To Government Organization then Finance

HB4592. By Del. Armstead and White - **Relating to volunteer and part volunteer fire companies and departments** - To Political Subdivisions then Finance

HB4603. By Del. Martin and Paxton - **Creating a pilot program for incarceration and treating low risk inmates who are disabled or impaired (FN)** - To Judiciary then Finance

HB4612. By Del. Walters, Eldridge, Craig, Kominar, Manchin, Ross, Stowers, Shott, Campbell, Skaff and Rodighiero - **Relating to imposing a severance tax on the generation of wind power into a renewable energy resource** - To Energy, Industry and Labor, Economic Development and Small Business then Finance

HB4615. By Del. Campbell - **Authorizing political subdivisions to establish risk pools to insure their workers' compensation risks** - To Banking and Insurance then Judiciary

HB4627. By Del. Manypenny and Susman - **Requiring an automatic home confinement sentence for certain nonviolent misdemeanors (FN)** - To Judiciary then Finance

HB4628. By Del. Manypenny and Susman - **Mandatory funding of community corrections programs (FN)** - To Judiciary then Finance

HB4647. By Del. Manchin, Frazier, Moore, Miley, Brown, Caputo, Wooton, Ferro and Wells - **Relating to the regulation and control of elections** - To Judiciary

HB4656. By Del. Kominar, Varner, White and Caputo - **Enabling counties, municipalities, the state and county boards of education to deposit public funds into deposit accounts that are swept periodically into multiple federally insured deposit accounts** - To Finance

Senate Bills of County Interest Introduced February 18-24, 2010

SB605. By Sen. Plymale, Kessler and Foster - **Increasing nonintoxicating beer barrel tax** - Introduced 02/18/10 - To Finance - (original similar to H. B. No. 4253 and H. B. No. 4388)

SB615. By Sen. Unger - **Regulating time to sell alcohol in private clubs** - Introduced 02/19/10 - To Judiciary

SB616. By Sen. Bowman and Jenkins - **Relating to civil service for deputy sheriffs** - Introduced 02/19/10 - To Government Organization then Finance - To Government Organization 02/19/10 - (original similar to H. B. No. 2122)

- SB620. By Sen. McCabe and Minard - **Providing licensed appraisers certain forms from county assessor's office** - Introduced 02/19/10 - To Government Organization then Finance - (original same as H. B. No. 4460) - To Government Organization 02/19/10
- SB628. By Sen. Palumbo, Browning, Wells and Foster - **Phasing in increased property assessments** - Introduced 02/19/10 - To Judiciary
- SB632. By Sen. Chafin, Browning, Oliverio, Green and Stollings - **Dedicating portion of severance tax revenue to counties and municipalities** - Introduced 02/22/10 - To Finance
- SB635. By Sen. Prezioso - **Requiring State Fire Commission approve certain county and municipal fire ordinances and regulations** - Introduced 02/22/10 - To Government Organization - (original similar to H. B. No. 4635)
- SB644. By Sen. Minard and Williams - **Establishing workers' compensation risk pools** - Introduced 02/22/10 - To Banking and Insurance then Finance - (original same as H. B. No. 4615) - To Banking and Insurance 02/22/10
- SB666. By Sen. Minard - **Transferring state agency workers' compensation programs' duties to Insurance Commissioner** - Introduced 02/22/10 - To Judiciary then Finance - (original same as H. B. No. 4657) - To Judiciary 02/22/10
- SB667. By Sen. Sypolt - **Reducing total number of video lottery terminals** - Introduced 02/22/10 - To Judiciary then Finance - To Judiciary 02/22/10
- SB670. By Sen. Foster - **Requiring political subdivisions give preference to certain resident vendors** - Introduced 02/22/10 - To Education then Finance - To Education 02/22/10
- SB673. By Sen. Laird, Oliverio, Jenkins, Kessler and Yost - **Raising sheriffs' salaries** - Introduced 02/22/10 - To Government Organization then Finance - To Government Organization 02/22/10
- SB675. By Sen. Kessler, Wells and Stollings - **Requiring local labor for certain public construction projects** - Introduced 02/22/10 - To Labor then Finance - (original similar to H. B. No. 4359) - To Labor 02/22/10
- SB678. By Sen. Laird, Williams, Unger, Bowman, Jenkins, Kessler, Foster, Plymale and Stollings - **Developing statewide mental hygiene petition evaluation and adjudication system** - Introduced 02/22/10 - To Judiciary then Finance - To Judiciary 02/22/10
- SB685. By Sen. Kessler, Minard, Foster, Edgell, D. Facemire and Oliverio - **Updating election code language** - Introduced 02/22/10 - To Judiciary - (original same as H. B. No. 4632)
- SB687. By Sen. Unger - **Authorizing county commission member act as nonvoting member of PSD board** - Introduced 02/22/10 - To Government Organization
- SB688. By Sen. Jenkins and McCabe - **Appraising certain rental housing property for ad valorem property tax purposes** - Introduced 02/22/10 - To Judiciary then Finance - (original same as H. B. No. 4601) - To Judiciary 02/22/10

SB693. By Sen. Kessler - Relating to regulation and control of elections - Introduced 02/22/10 - To Judiciary - (original same as H. B. No. 4647)

5 cc's

Circuit Clerk

Co. Comm

Co. Clerk

JCSO

Pros Atty

2-19-10

B1

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FEB 18 2010

JEFFERSON COUNTY
CIRCUIT COURT

7 pages

TO: ALL MEMBERS of the WEST VIRGINIA ASSOCIATION OF COUNTIES

FROM: PATTI HAMILTON



THE COUNTY LEGISLATIVE LINE
Friday, February 19th, 2010



Capitol Quotes:

"How do we know the tax incentives are working?" Sen. Williams, in a meeting of Senate Economic Development committee, asking for a report from the WV Development Office on what incentives are available and if they're working

"I keep splashing on too much Aqua Velva." Senator Kessler whose attorney is highly allergic to perfumes and loses her voice, as she whispered into the mic while she was explaining a bill

Remarks from Speakers at the WVACO Annual Meeting:

"We have been rated as the #2 state in the country for financial stability. Senate President Tomblin, noting that North Dakota is #1

"We took our surpluses and put it towards our debt." President Tomblin, explaining one of the reasons we are rated #2

"It's been kind of a boring session." President Tomblin

"We're depending more and more on gaming revenue to the tune of \$800 million a year." President Tomblin noting that Pennsylvania, Ohio, and Maryland have legalized slots and it will affect WV lottery revenue

"It's perfect that on Presidents' Day we hear from our longest serving Senate President." Senator Kessler, Senate Judiciary Chairman, who spoke after President Tomblin

"I quit worrying about my 401k. I'm worried about K through 1. Senator Kessler remarking on, at his age, having kids who are ages 20, 17, 4 and 1.

"80% of those arrested for 1st offense DUI never offend again." Senator Kessler referring to some of the recommendations of the prison overcrowding report

"What about the guy who made 1 Up, 2 Up, 3, Up.....and quit before he got to 7!" Keynote Speaker John Sorrenti, encouraging his audience to keep on going in life

m

*"Look in the mirror. If you don't like what you see, understand that others won't either."
John Sorrenti in his 'Eat the Apple' keynote presentation*

This is the end of the first week of the 2nd half of the session. The last day to introduce bills is the 41st day, Monday, February 22nd. The last day for bills to come out of committee in their house of origin in order to ensure three full day for reading is the 47th day, February 28th. (Since the 28th is a Sunday, it's likely that Friday, Feb. 26th will be the last day of committee work). The 50th day is "cross-over day" when a bill must pass its house of origin, March 3rd. The pace has picked up now that Finance Committees are finished with budget hearings and have started running bills.

SB 471 increasing the circuit clerks' copy fee from 50 cents to \$1 went through Senate Judiciary and is now in Senate Finance. Thanks to Circuit Clerk Betsy Castle for speaking to the bill.

SB 517 is a Uniform Real Property Recording Act which would allow county clerks to electronically accept documents for filing. The bill requires the Governor's Office of Technology to put together a working group of county clerks to help implement the bill. 15 states have adopted this uniform legislation, which is permissive in its implementation.

HJR 101 passed the House of Delegates on Wednesday with 95 yes votes. There was an attempt to add a homestead exemption to this proposed constitutional amendment on personal property tax exemption option for businesses but it was ruled not germane. At this time, the member associations of the WV Association of Counties are not in agreement (Commissioners support, Assessors oppose, County Clerks want language added to the amendment that assures counties will be made whole) so the WVACO must take a neutral position and provide information only, if asked.

HB 4405 which would give political subdivisions a representative on the PEIA Finance Board came out of House Political Subdivisions and is one of our legislative priorities. It will go to House Government Organization Committee.

HB 4360 will put an annexation study in statute, requiring recommendations by Dec. 1, 2010. It was reported out of House Political Subdivisions and will go to Judiciary.

Senate Government Organization passed out SB 537 which would allow counties to keep the transfer tax that they currently send to the state. It now goes to Senate Finance. This is a very good bill for counties and we are surveying county clerks to get the FY 09 amounts that were sent to the state.

Thanks to Prosecutor Rick Staton who spoke to SB 534 in Senate Health & Human Resources Committee. This bill would require practitioners to report suspected controlled substance prescription fraud to law enforcement and help to prevent "doctor shopping." The bill was laid over due to concerns from medical community.

A "catch-up" fax and email will be sent Tuesday since Monday will be the last day to introduce bills. The following bills were introduced from Friday, Feb. 12th through Wed., Feb. 17th:

4458	Campbell	Authorize counties & municipalities issue revenue bonds secured by lottery revenue	Poli Sub Finance
4460	Hunt	Give licensed appraisers access to PF-11 & PF-12 forms from county assessor's office for \$3 fee	Poli Sub Judiciary
4463	Iaquinta	Permit counties impose additional levy on property within county for sole purpose of funding libraries	Poli Sub Finance
4464	Doyle	Uniform Real Property Electronic Recording Act	Jud / Fin
4467	Miley	Relating to municipal elections procedures	Judiciary
4471	Brown	Domestic violence orders last longer; include cruelty to family pets; felony for 3 rd & subsequent protective order violations	Judiciary Finance
4476	Reynolds	Increase amount for title examination when person redeems real property from \$200 to \$400	Finance
4480	Cowles	Provide guidance for prosecuting attorneys in cases involving abused and neglected children	Judiciary
4486	Frazier	Require sheriff send tax tickets & other required notifications concerning property taxes to occupants of those properties when mailing address of taxpayer differs from that of property	Judiciary
4496	Wooton	Prohibit bail bonding companies or enforcers from providing fiduciary bonds for estates	Judiciary
4497	Iaquinta	Extend maximum length of domestic violence protective orders to 1 yr	Judiciary
4500	Fleischauer	Redefine "public record" for purposes of FOIA	Judiciary
4505	Hall	Provide that a county may not regulate the prevention of the complete use of natural resources outside of urban areas through land use plans or zoning	Poli Sub Judiciary
4507	Reynolds	Establish procedures for appealing an adverse decision or action by local board of health to the county commission	Judiciary
4509	Swartzmiller	Allow audits of local govt be published electronically	Judiciary
4515	Doyle	Give authority to counties & municipalities to curtail serving of alcoholic beverages as early as 1 a.m.	Poli Sub Judiciary
554	Laird	Expand responsibilities of law enforcement training subcommittee; clarify authority to de-certify	Gov Org Finance

		officers; establish data base of law enforcement officers disciplined for certain misconduct	
556	Kessler	Hours of municipal elections & other procedures	G O / Jud
559	Unger	Arresting officer of person driving on revoked or suspended license may issue charge by citation if magistrate or judge not reasonably available	Judiciary
563	Bowman	Relating to Records Management Bd	Gov Org
566	Laird	Allowing community work program labor be credited to fines or court costs	Judiciary
573	Minard	Allow local govt audits be published electronically	G O / Fin
575	Laird	Give courts discretion to extend period for payment of costs, fines, etc. before notifying DMV or DNR to suspend licenses; limits length of drivers' license suspensions based solely on failure to pay costs, fines, etc. to 10 years	Natural Resources Judiciary
576	Unger	Require public service districts obtain county commission support for projects requiring certificate of convenience & necessity; appointed members serve at will & pleasure of appointing body	Gov Org
585	Kessler	Require lienholders record release in county clerk's office within 60 days after lien has been satisfied; require that liens be removed from record upon satisfaction	Banking & Ins Judiciary
589	Kessler	Create Intermediate Court of Appeals	Jud / Fin
592	Bowman	Restrict retired state employees that are rehired from using their previous benefits	Pensions Finance
595	McCabe	Extend vesting period for subdivision plans or plats set forth by local govts to comply with any vesting requirements due to recent housing crisis	Judiciary
598	Kessler	Create misdemeanor offense of child neglect with substantial risk of bodily injury	Judiciary

Pension contribution hike upsets counties

By Phil Kabler
Staff writer

County commissioners are asking the Legislature for help with what will amount to a 64 percent increase in employer contributions to public employee pension funds, starting July 1.

In January, the state Consolidated Public Retirement Board voted to increase employer contributions into the Public Employees Retirement System from 11 percent of employee wages to 17 percent.

The system covers state employees, as well as a number of counties and municipalities in the state.

"Moneywise, it's a 64 percent increase. You're paying 64 percent more in employer contributions," Pati Hamilton, director of the West Virginia Association of Counties, said Monday.

"It amounts to over \$8 million statewide in additional employer contributions," she added. "That is quite a hit to county budgets."

Hamilton said the rate increase is hit-

ting county commissions at the worst possible time economically. "It comes at a time when budget cuts were already being anticipated," she said.

On Friday, Kanawha County Commission President Kent Carper sent a letter to Kanawha senators and delegates, expressing the commissioner's "true disbelief" over the premium hikes.

"The increase in employer contribution from 11 percent to 17 percent will cost the Kanawha County taxpayers in excess of \$750,000," he stated.

In January, CPRB director Anne Lambright said the one-time premium hike is needed to make up for state investment losses in the previous budget year.

Carper, in his letter, questioned why the adjustment wasn't phased in over time, and noted that there were no decreases in employer contributions in years when state investments were performing strongly.

"Over a period of 18 years, the employer contribution rate ... was never reduced, even as result of massive pa-

per gains [in investments]," he said.

Carper concluded his letter by calling on the Kanawha delegation to urge the Retirement Board to revisit its decision to increase rates as quickly as possible, and to give all affected parties the opportunity to have input.

Hamilton said her association will be sending a follow-up letter to legislators, suggesting "positive actions" to help county commissions, possibly including setting an annual cap on increases in employer contribution rates.

Senate Pensions Chairman Dan Foster, D-Kanawha, said his committee is willing to listen to options, but said it is important to assure the long-term stability of the public employee pension funds.

"We certainly don't want to put in jeopardy the funds in these plans over the long term," he said.

"We haven't had a specific remedy brought to the Finance Committee or to our committee," he said.

Reach Phil Kabler at
philk@wvgazette.com or 304-348-1220.

5

2A ■ MONDAY, FEBRUARY 15, 2010

Counties find altered bill more palatable

■ Measure now lets voters decide on tax cuts

By BILLY WOLFE
DAILY MAIL STAFF

Gov. Joe Manchin's proposed constitutional amendment to exempt equipment and inventory of new businesses from county personal property taxes is rallying more support from county leaders now that the proposal has undergone significant changes.

Manchin's first version called for a statewide exemption on "tangible personal, property used in commercial or industrial business."

County leaders blasted the idea, saying tax revenues for things like municipal governments and school boards would be reduced to the point where those agencies could barely operate.

But earlier this month, Manchin introduced new language allowing voters in individual counties to decide the matter. Simply put, each county would decide whether to allow the tax cuts.

Kanawha County Deputy County Manager Jennifer Sayre said it's impossible to forecast such figures because the proposal now applies to future businesses.

Tuckwiller emphasized that only new revenues would be lost. "As it is currently written, it freezes the current tax base, so that is a protection we will be able to budget for going forward," he said.

Support for the measure appears strong among lawmakers, but at least one said he remains in opposition.

Delegate Don Perdue, D-Wayne, has called the proposal "corporate welfare" and said he believes voters will soundly reject it when it comes up for a vote.

"I think tax relief of this magnitude is going to be a real hard sell to a population that has been repeatedly bombarded with budget reductions, and with a presumption that the sky is at our feet," he said.

Contact writer Billy Wolfe at billy.wolfe@dailymail.com or 304-346-4843.

attracting new employers to the state.

The downside is it could also create competition among counties, he said.

"It's a mixed blessing," he said.

Perhaps the most favorable aspect of the proposal, Tuckwiller said, is it would be a step toward eliminating tax policy from the state constitution altogether.

This would give more authority to county governments, he said.

"From my personal perspective, I don't think tax policy should be in the constitution in the first place," Tuckwiller said.

Lawmakers have told county officials, including Carper, that they are exploring "new tools" for county governments to adopt to replace the possible revenue losses, if voters in counties adopt approve the idea. Carper contends lawmakers want to pass the political burden of raising taxes to county governments.

"Find me a memo or a letter or a quote in the media where I said I want to raise a new tax on people," he said.

As to the proposal's impact on

county revenues, Kanawha officials say they don't know.

Kanawha Deputy County Manager Jennifer Sayre said it's impossible to forecast such figures because the proposal now applies to future businesses.

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Contact writer Billy Wolfe at billy.wolfe@dailymail.com or 304-346-4843.

6

Proposed tax break clears House

■ *Measure would allow voters to decide whether inventory and equipment should be taxed*

By LAWRENCE MESSINA
THE ASSOCIATED PRESS

Gov. Joe Manchin's bid to exempt some business property from taxes by amending the West Virginia Constitution cleared the House of Delegates on Wednesday, but worries of lost revenue persist among counties.

The measure sent to the Senate 95-1 would ask voters to allow counties to decide whether to keep new business inventory and equipment off the tax rolls.



ARMSTEAD
House minority leader

If senators adopt the resolution, the question would end up on the November ballot. Voter approval would allow the Legislature to set the tax break's terms and a date from when acquired inventory or equipment would qualify. It would not apply to property held by public utilities.

"Certainly, there's a lot more work to do in this area, but I think that this is an important step in making West Virginia competitive with surrounding states," said House Minority Leader Tim Armstead, R-Kanawha, before the vote.

Manchin's Tax Modernization Project Work Group recommended the measure as a way to spur employers to expand and locate in the state. But property taxes provide the bulk of county revenues, and remain a key source of public school funding.



GOODE PHILLIPS
D-Wyoming

To win over counties, Manchin tweaked his proposal to let them each choose both whether to allow exemptions, and which classes of business to apply it to. But Delegate Linda Goode Phillips, D-Wyoming, who cast the sole "nay" vote, said that degree of flexibility raised concerns among some of her officials back home.

"We could do one thing for manufacturing, and something different for our extraction industries, and Wyoming County depends on those extraction industries," Phillips said after the vote. "They just feel that we may, at some point, end up pitting county against county, and in the process lose part of our tax base."

The West Virginia Association of Counties had earlier expressed guarded support for the measure, but has since adopted a neutral stance. Executive Director Patti Hamilton said the six groups that represent county elected officials no longer agree on the topic.

County commissioners support the proposal, but assessors recently decided against it, she said.

"They have historically always opposed tax exemptions, and other erosions to the tax base," Hamilton said.

As proposed by Manchin's study panel, any tax break would be offset by some other source of revenue. The county clerks' association wants that assurance written into the ballot language, Hamilton said.

Delegate Patrick Lane, R-Kanawha, sought to amend the measure to increase the "homestead exemption" that reduces property taxes for low-income seniors. His amendment was ruled too dissimilar to the pending measure, because it dealt with non-business real estate property. Lane was similarly rebuffed by the House Constitutional Revision Committee before it advanced the measure last week.

WV

37

West Virginia, Jefferson County E911

Reporting Period: January 1, 2010 to January 31, 2010

AT&T Communications of West Virginia
AT&T Communications of West Virginia
c/o Tax Partners, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339
8778294141 - Phone
7709560700 - Fax

Tax Identification Number

222473234

Return Due: 02/20/2010

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
Jefferson County					
E911 SURCHARGES - General-JEFFERSON CO. 911 SURCHARGE	27	0	27	\$2.90	78.30
Return Totals:	27	0	27		78.30

REMIT TO:

Jefferson County Commission
P.O. Box 250
Charlestown, WV 25414

Total Gross Tax Due: **78.30**
Less: Vendor's Compensation: **(0.00)**
Change in Prepayments: **0.00**
Less: Tax Credits: **(0.00)**
Net Tax Amount to be Remitted: **78.30**

Glenda Majors, Attorney-in-Fact

2/15/2010

I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.

WV_JEFF_E9 02/15/2010 10:57:28 GMAJORS

RECEIVED

FEB 25 2010

Jefferson County Commission



FEIN: 222473234
 Reporting Period: 01/01/2010 to 01/31/2010
 Amount: 78.30

AT&T IXCs & Alascom, M.E.
 AT&T Communications of West Virginia
 c/o Tax Partners, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339



Drawer: Returns
 Company: AT&T IXCs & Alascom, M.E.
 Entity ID: 001402
 Entity Name: AT&T Communications of West Virginia
 Return Code: WW_JEFF_E9

Return Description: West Virginia, Jefferson County E911
 Due Date: 20
 Year: 2010
 Month: 01
 Sequence Number: 1
 Indexed Time: 2/1/2010 2:43:00 PM
 Printed By: LANSEL
 Printed Time: 2/16/2010 2:26:52 PM

0000576658

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AT&T Communications of West Virginia
 C/O TAX PARTNERS, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339
 (877) 829-4141

WACHOVIA, NA
 64-022/610

0000576658

VOID AFTER 120 DAYS FROM DATE 2/16/2010

PAY Seventy Eight and 30/100*****

78.30

TO JEFFERSON COUNTY COMMISSION
 P.O. Box 250
 Charlestown, WV 25414

Sandra Muthersbaugh
 TWO SIGNATURES REQUIRED IF \$250,000 OR

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

0000576658 0610002270 2000016945814

WV

West Virginia, Jefferson County E911

Reporting Period: January 1, 2010 to January 31, 2010

ACN Communication Services, Inc.

Tax Identification Number

38-3483729

c/o Tax Partners, L.L.C.

3100 Cumberland Boulevard, Suite 900

Atlanta, GA 30339

8778294141 - Phone

7709560700 - Fax

Return Due: 02/20/2010

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
Jefferson County					
E911 SURCHARGES - General-JEFFERSON CO. 911 SURCHARGE	19	0	19	\$2.90	55.10
Return Totals:	19	0	19		55.10

REMIT TO:

Jefferson County Commission

P.O. Box 250

Charlestown, WV 25414

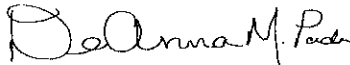
Total Gross Tax Due: **55.10**

Less: Vendor's Compensation: **(0.00)**

Change in Prepayments: **0.00**

Less: Tax Credits: **(0.00)**

Net Tax Amount to be Remitted: **55.10**



Deanna Paden, Attorney-in-Fact

2/10/2010

I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.

WV_JEFF_E9 02/10/2010 10:37:27 DPADEN

RECEIVED

FEB 25 2010

Jefferson County Commission



FEIN: 383483729
 Reporting Period: 01/01/2010 to 01/31/2010
 Amount: 55.10

ACN Communications Services, Inc. ME
 c/o Tax Partners, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339



Drawer: Returns
 Company: ACN Communications Services, Inc. ME
 Entity ID: 017364
 Entity Name: ACN Communication Services, Inc.
 Return Code: WV_JEFF_E9
 Return Description: West Virginia, Jefferson County E911
 Due Date: 20
 Year: 2010
 Month: 01
 Sequence Number: 1
 Indexed Time: 2/3/2010 12:53:00 PM
 Printed By: LANSEL
 Printed Time: 2/16/2010 1:37:35 PM

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ACN Communication Services, Inc.
 C/O TAX PARTNERS, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339
 (877) 829-4141

WACHOVIA, NA
 64-022/610

0002204011

VOID AFTER 120 DAYS FROM DATE 2/16/2010

PAY Fifty Five and 10/100*****

55.10

TO JEFFERSON COUNTY COMMISSION
 P.O. Box 250
 Charlestown, WV 25414

Sandra Muthersboyle
 TWO SIGNATURES REQUIRED IF \$250,000 OR OVER

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈000 2 2040 1 1⑈ ⑆06 1000 2 27⑆ 20000 169458 27⑈

State of West Virginia,

COUNTY OF JEFFERSON

I, Clifford E. Taylor, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, Clifford E. Taylor, do solemnly swear or affirm that I will faithfully discharge and perform the duties of a member of the office of the Jefferson County Planning Commission to the best of my skill and judgment, and according to law. So help me God.

Signed

Clifford E. Taylor

The above oath was taken and subscribed on this 18th day of February, 2010 at the Jefferson County Court House, 100 East Washington Street, Charles Town, West Virginia.

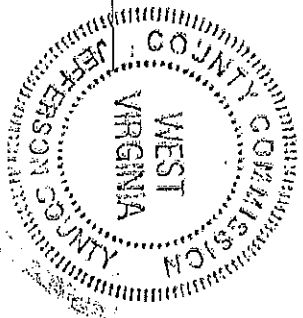
WV Constitution Article IV, Section 5. Oath or affirmation to support the constitution.

Every person elected or appointed to any office, before proceeding to exercise the authority, or discharge the duties thereof, shall make oath or affirmation that he will support the constitution of the United States and the constitution of this state, and that he will faithfully discharge the duties of his said office to the best of his skill and judgment; and no other oath, declaration, or test shall be required as a qualification, unless herein otherwise provided.

Oath administered by Jennifer S. Magahn
Clerk of the County Commission

Signed

Jennifer S. Magahn



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**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	Week Ending February 13, 2010 FY10
To be Deposited on:	February 22, 2010
Amount Played	51,029,118.66
Amount Won	45,724,169.04
Amount Promo	147,355.00
MWAP Contribution	<u>28,344.31</u>
Adjusted Gross Terminal Revenue	<u>5,131,250.31</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>205,250.01</u>
Net Terminal Revenue	<u>4,926,000.30</u>
Surcharge @ 10%	492,600.03
State Share Excess @ 58%	285,708.02
Track Share of Capital Reinvestment @ 42%	206,882.01
Track Share of Capital Reinvestment @ 42% - 56%	\$ 198,818.33
Track Share of Capital Reinvestment @ 42% - 4%	\$ 8,275.88
Adjusted Net Terminal Revenue	<u>4,433,400.27</u>
Racetrack @ 46.50% / 42%	1,862,028.11
Lottery Fund @ 30% / 0%	0.00
<hr/>	
Excess Lottery Fund @ 0% / 41%	1,817,694.13
Race Track Purse @ 7% / 14% / 8%	354,672.02
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	22,167.00
Grayhound Development @ .75%	33,250.50
Thoroughbred Development @ .75%	33,250.50
Racing Commission @ 1%	44,334.00
County/Municipality @ 2%	88,668.00
3% Funds:	
Tourism Promotion Fund @ 1.375%	60,959.25
Development Office Promotion Fund @ .375%	16,625.25
Research Challenge Fund @ .5%	22,167.00
Capitol Renovation and Improvement Fund @ .6875%	30,479.63
2004 Capitol Complex Parking Garage Fund @ .0625%	2,770.86
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>44,334.00</u>
	<u>4,433,400.27</u>

WV LOTTERY
WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2009

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.56%	HARPERS FERRY 3.65%	RAMSON 35.08%	SHEPHERDS TOWN 14.29%
4 days ending: 7/1/09- 7/4/09	\$ 128,262.42	\$ 128,262.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/09	\$ 168,815.08	\$ 168,815.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/09	\$ 160,652.98	\$ 160,652.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/09	\$ 158,869.08	\$ 158,869.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/09	\$ 174,493.08	\$ 174,493.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/09	\$ 155,846.74	\$ 138,408.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/09	\$ 162,444.28	\$ 81,222.14	\$ 17,437.94	\$ 2,165.78	\$ 6,026.55	\$ -	\$ -	\$ -
08/22/09	\$ 152,520.62	\$ 76,260.31	\$ 81,222.14	\$ 10,087.79	\$ 28,070.37	\$ 636.48	\$ 6,117.24	\$ 2,491.88
08/29/09	\$ 160,945.84	\$ 80,472.92	\$ 76,260.31	\$ 9,471.53	\$ 26,355.58	\$ 2,964.61	\$ 28,492.73	\$ 11,806.64
09/05/09	\$ 161,596.30	\$ 80,798.15	\$ 80,472.92	\$ 9,994.74	\$ 27,811.44	\$ 2,763.50	\$ 26,752.12	\$ 10,897.60
09/12/09	\$ 172,573.84	\$ 86,286.92	\$ 80,798.15	\$ 10,035.13	\$ 27,923.84	\$ 2,937.26	\$ 28,229.90	\$ 11,499.58
09/19/09	\$ 140,020.30	\$ 86,286.92	\$ 86,286.92	\$ 10,716.84	\$ 29,820.76	\$ 2,949.13	\$ 28,343.99	\$ 11,548.06
09/26/09	\$ 138,633.74	\$ 70,010.15	\$ 70,010.15	\$ 8,895.26	\$ 24,195.51	\$ 3,149.47	\$ 30,269.45	\$ 12,330.40
10/03/09	\$ 144,572.08	\$ 69,316.87	\$ 69,316.87	\$ 8,609.16	\$ 23,955.91	\$ 2,555.37	\$ 24,559.50	\$ 10,004.45
10/10/09	\$ 139,301.26	\$ 72,286.04	\$ 72,286.04	\$ 8,977.93	\$ 24,982.06	\$ 2,530.07	\$ 24,316.35	\$ 9,905.38
10/17/09	\$ 147,120.42	\$ 69,650.63	\$ 69,650.63	\$ 8,650.81	\$ 24,071.25	\$ 2,638.44	\$ 25,357.93	\$ 10,329.68
10/24/09	\$ 135,163.32	\$ 73,580.21	\$ 73,580.21	\$ 9,136.18	\$ 25,422.41	\$ 2,542.25	\$ 24,433.44	\$ 9,953.08
10/31/09	\$ 129,056.80	\$ 67,581.66	\$ 67,581.66	\$ 8,393.64	\$ 23,358.22	\$ 2,684.85	\$ 25,604.92	\$ 10,511.75
11/07/09	\$ 127,483.18	\$ 64,528.30	\$ 64,528.30	\$ 6,014.41	\$ 22,300.98	\$ 2,466.73	\$ 23,707.65	\$ 9,657.42
11/14/09	\$ 131,919.28	\$ 63,741.59	\$ 63,741.59	\$ 7,916.71	\$ 22,029.09	\$ 2,355.28	\$ 22,636.54	\$ 9,221.09
11/21/09	\$ 119,094.10	\$ 65,959.64	\$ 65,959.64	\$ 8,182.19	\$ 22,795.65	\$ 2,328.57	\$ 22,360.55	\$ 9,108.67
11/28/09	\$ 144,799.96	\$ 59,547.05	\$ 59,547.05	\$ 7,395.74	\$ 20,579.46	\$ 2,407.53	\$ 23,138.64	\$ 9,426.63
12/05/09	\$ 102,013.02	\$ 72,399.98	\$ 72,399.98	\$ 9,992.08	\$ 25,021.43	\$ 2,173.47	\$ 20,889.11	\$ 8,509.27
12/12/09	\$ 104,921.16	\$ 51,006.51	\$ 51,006.51	\$ 6,335.01	\$ 17,827.85	\$ 2,642.60	\$ 25,397.91	\$ 10,345.98
12/19/09	\$ 65,666.78	\$ 52,460.58	\$ 52,460.58	\$ 6,515.60	\$ 18,130.38	\$ 1,881.74	\$ 17,893.06	\$ 7,286.83
12/26/09	\$ 106,812.68	\$ 32,834.39	\$ 32,834.39	\$ 4,078.03	\$ 11,347.57	\$ 1,914.81	\$ 16,403.17	\$ 7,496.62
01/02/10	\$ 185,960.80	\$ 53,406.34	\$ 53,406.34	\$ 6,633.07	\$ 18,457.23	\$ 1,198.46	\$ 11,518.30	\$ 4,692.03
01/09/10	\$ 110,040.92	\$ 92,980.40	\$ 92,980.40	\$ 11,548.17	\$ 32,134.03	\$ 1,949.33	\$ 18,734.94	\$ 7,631.77
01/16/10	\$ 121,102.56	\$ 55,020.46	\$ 55,020.46	\$ 6,833.54	\$ 19,015.07	\$ 3,393.78	\$ 32,617.52	\$ 13,286.90
01/23/10	\$ 139,887.06	\$ 60,551.28	\$ 60,551.28	\$ 7,520.47	\$ 20,926.52	\$ 2,008.25	\$ 19,301.18	\$ 7,862.42
01/30/10	\$ 97,055.50	\$ 69,943.53	\$ 69,943.53	\$ 8,686.99	\$ 24,172.48	\$ 2,210.12	\$ 21,241.39	\$ 8,652.78
02/06/10	\$ 74,310.28	\$ 48,527.75	\$ 48,527.75	\$ 6,027.15	\$ 18,771.19	\$ 2,552.94	\$ 24,536.19	\$ 9,984.93
02/13/10	\$ 88,668.00	\$ 37,155.14	\$ 37,155.14	\$ 4,814.67	\$ 12,840.82	\$ 1,771.26	\$ 17,023.53	\$ 6,934.62
Subtotal	\$ 4,450,625.28	\$ 2,681,344.38	\$ 1,769,280.88	\$ 219,744.71	\$ 611,463.46	\$ 64,578.75	\$ 620,663.72	\$ 252,830.24

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$