

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 29, 2012
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. **Bill Polk, Maintenance Director**
 - Approval of Cleaning Bids - Discussion/Action

2. 10:15 a.m. **Roger Goodwin, Chief County Engineer**
 - Bond reduction and/or release for THZ Enterprises, LLC - Maddex Farm
 Subdivision, Phase III (PC File #05-05) - Discussion/Action
 - Bond reduction and/or release for THZ Enterprises, LLC - Maddex Farm
 Subdivision, Phase IV (PC File #06-07) - Discussion/Action
 - The County Commission consider a hardship exemption based on Jefferson
 County, WV Federal Poverty Guidelines and procedure laid forth in the
 Jefferson County, WV Impact Fee Procedures Ordinance - Discussion/Action

3. 10:45 a.m. **Break**

4. 11:00 a.m. **Todd Fagan, Director of GIS**
 - County acceptance of grant funding under the West Virginia Technical
 Assistance Grants Program (WCTAGP) and Broadband Mapping Program
 (WVBMP) - Discussion/Action

5. 11:15 a.m. **Daniel Lutz, Feagan's Mill and Wheatland Village**
 - Preservation of the last complete intact & operable 18th Century Grist Mill -
 Discussion/Action

NEW BUSINESS:

6. Priority setting of Legislative issues for upcoming session - Discussion
7. Request compensation during temporary assignment for Interim Deputy Director of Emergency Communications position and approval to advertise to hire a Deputy Director - Discussion/Action
8. Decision on Petition for Closing Unused Road, Street & Travel Ways - Martin and Brenda Lookingbill - Discussion/Action
9. Approval of 2013 Holiday Schedule - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Approval of Budget Revision #9 - Discussion/Action
- Proposed Capital Project List and Five Year Budget as of November 2012 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Briel Building/Liberty Building - Continuing negotiations, Possible Executive Session - Discussion/Action
- Schedule of December 20th meeting - Discussion/Action

COUNTY COMMISSION REPORTS

10. ADJOURN

CORRESPONDENCE:

Reminder County Commission meeting schedule changes from every week to the 1st and 3rd Thursday of every month to take effect beginning December 1st, 2012.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending November 10th, 2012 received from the West Virginia Lottery.

Invitation to the 2012 Graduation of the US Forest Service Harpers Ferry Job Corps Civilian Conservation Center on Friday, December 7, 2012 at 1:00 p.m.

Invitation to the Annual Membership Recognition Banquet for Independent Fire Company, Inc. on January 12, 2013.

Thank you note received from Phyllis LeTart of Hospice of the Panhandle.

Invitation to Light Up A Life benefit held by Hospice of the Panhandle located in Berkeley, Jefferson, Hampshire and Morgan Counties serving terminally ill patients and the bereaved.

2012 Fall Newsletter received from the Eastern Panhandle Conservation District.

Minutes received from the Jefferson County Public Service District from the regular board meeting held on October 1, 2012.

Notice of Project Relicensing (P-2343) - Millville Hydroelectric Project received.

Jefferson County Public Service District Financial Statements for fiscal years ending June 30, 2011 and 2012 received.

Letter received from the Jefferson County Board of Health regarding a presentation and proposal from Todd Fagan, Jefferson County GIS.

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

Minutes
Jefferson County Commission
Thursday, November 15, 2012

A meeting of the Jefferson County Commission was held on Thursday, November 15, 2012 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Lyn Widmyer, Dale Manuel, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, County Administrator, Jimmy Eddie, Bailiff, Cynthia Schott, Temporary Administrative Assistant. (An audio tape of the November 15, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the minutes of the November 8, 2012 regular meeting with noted corrections. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$119,782.13 being P. O. Nos. 50161, 50205, 50209, 49992, 49993, 50065, 50200, 50206, 50207, 49960, 50050, 50051, 50052, 50054. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable for November 15, 2012 in the amount of \$141,673.52. Motion seconded by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068598	425	B-K OFFICE SUPPLY INC	50194	\$ 325.00	\$ -	\$ 325.00
068598	425	B-K OFFICE SUPPLY INC	50198	\$ 767.25	\$ -	\$ 767.25
068599	424	BOLAND SERVICES	52829	\$ 270.00	\$ -	\$ 270.00
068599	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
068600	PAYROL L	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068601	PAYROL L	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
068602	PAYROL L	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068603	PAYROL L	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
068604	425	CITY OF CHARLES TOWN	50199	\$ 280.00	\$ -	\$ 280.00
068605	440	DAVID M. CARTER		\$ -	\$ 17.35	\$ 17.35
068605	440	DAVID M. CARTER		\$ -	\$ 4.61	\$ 4.61

068606	PAYROL L	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068607	401	CHOICE STAFFING, INC.		\$ -	\$ 1,193.41	\$ 1,193.41
068607	440	CHOICE STAFFING, INC.		\$ -	\$ 2,075.63	\$ 2,075.63
068608	425	DEAN'S LAWNMOWER SHOP	50193	\$ 6.78	\$ -	\$ 6.78
068609	PAYROL L	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068610	717	GUY'S BUICK-GMC TRUCK IN	50195	\$ 200.04	\$ -	\$ 200.04
068611	717	GUTTMAN OIL CO		\$ -	\$ 15,398.02	\$ 15,398.02
068612	424	HASLER INC.	50073	\$ 79.98	\$ -	\$ 79.98
068613	PAYROL L	ING NATIONAL TRUST		\$ -	\$ 1,685.00	\$ 1,685.00
068614	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 203.37	\$ 203.37
068615	402	JEFFERSON PUBLISH CO INC	49988	\$ 375.24	\$ -	\$ 375.24
068616	425	JEFFERSON UTILITIES INC		\$ -	\$ 499.76	\$ 499.76
068617	PAYROL L	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068617	PAYROL L	JEFFERSON SECURITY BANK		\$ -	\$ 4,803.00	\$ 4,803.00
068618	440	HAINES KIMBLE		\$ -	\$ 97.00	\$ 97.00
068619	424	VERIZON BUSINESS		\$ -	\$ 1,137.54	\$ 1,137.54
068620	PAYROL L	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068621	700	SHARON MOSKOWITZ		\$ -	\$ 77.38	\$ 77.38
068622	PAYROL L	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068623	402	PIFER OFFICE SUPPLY, INC	49990	\$ 9.48	\$ -	\$ 9.48
068623	406	PIFER OFFICE SUPPLY, INC	49855	\$ 71.97	\$ -	\$ 71.97
068624	425	POTOMAC EDISON/OH		\$ -	\$ 1,837.63	\$ 1,837.63
068625	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 118.50	\$ 118.50
068625	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 731.00	\$ 731.00
068625	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 753.00
068625	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
068626	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
068627	425	SNYDER ENVIRONMENTAL	50197	\$ 160.00	\$ -	\$ 160.00
068628	425	SHENANDOAH VALLEY WATER		\$ -	\$ 645.05	\$ 645.05
068629	401	LESLIE SMITH AND		\$ -	\$ 55,000.00	\$ 55,000.00
068630	425	CAPITAL TRISTATE	50096	\$ 2,434.10	\$ -	\$ 2,434.10
068631	425	TRENARY SERVICE CO	50196	\$ 2,740.50	\$ -	\$ 2,740.50
068633	401	UNITED BANKCARD CENTER		\$ -	\$ 210.34	\$ 210.34
068633	401	UNITED BANKCARD CENTER		\$ -	\$ 438.30	\$ 438.30
068633	401	UNITED BANKCARD CENTER		\$ -	\$ 1,001.60	\$ 1,001.60
068633	402	UNITED BANKCARD CENTER		\$ -	\$ 96.99	\$ 96.99
068633	402	UNITED BANKCARD CENTER		\$ -	\$ 1,247.34	\$ 1,247.34

068633	403	UNITED BANKCARD CENTER		\$ -	\$ 100.21	\$ 100.21
068633	412	UNITED BANKCARD CENTER		\$ -	\$ 446.56	\$ 446.56
068633	413	UNITED BANKCARD CENTER		\$ -	\$ 299.99	\$ 299.99
068633	413	UNITED BANKCARD CENTER		\$ -	\$ 440.00	\$ 440.00
068633	415	UNITED BANKCARD CENTER		\$ -	\$ 77.32	\$ 77.32
068633	424	UNITED BANKCARD CENTER		\$ -	\$ 19.88	\$ 19.88
068633	424	UNITED BANKCARD CENTER		\$ -	\$ 98.13	\$ 98.13
068633	424	UNITED BANKCARD CENTER		\$ -	\$ 24,384.87	\$ 24,384.87
068633	424	UNITED BANKCARD CENTER		\$ -	\$ 231.00	\$ 231.00
068633	425	UNITED BANKCARD CENTER		\$ -	\$ 63.76	\$ 63.76
068633	425	UNITED BANKCARD CENTER		\$ -	\$ 61.23	\$ 61.23
068633	425	UNITED BANKCARD CENTER		\$ -	\$ 71.76	\$ 71.76
068633	425	UNITED BANKCARD CENTER		\$ -	\$ 42.90	\$ 42.90
068633	425	UNITED BANKCARD CENTER		\$ -	\$ 48.62	\$ 48.62
068633	425	UNITED BANKCARD CENTER		\$ -	\$ 19.48	\$ 19.48
068633	425	UNITED BANKCARD CENTER		\$ -	\$ 97.91	\$ 97.91
068633	428	UNITED BANKCARD CENTER		\$ -	\$ 49.99	\$ 49.99
068633	433	UNITED BANKCARD CENTER		\$ -	\$ 40.23	\$ 40.23
068633	439	UNITED BANKCARD CENTER		\$ -	\$ 25.00	\$ 25.00
068633	439	UNITED BANKCARD CENTER		\$ -	\$ 18.00	\$ 18.00
068633	700	UNITED BANKCARD CENTER		\$ -	\$ 194.95	\$ 194.95
068633	700	UNITED BANKCARD CENTER		\$ -	\$ 159.24	\$ 159.24
068633	700	UNITED BANKCARD CENTER		\$ -	\$ 18.00	\$ 18.00
068633	700	UNITED BANKCARD CENTER		\$ -	\$ 710.92	\$ 710.92
068633	711	UNITED BANKCARD CENTER		\$ -	\$ 110.88	\$ 110.88
068633	711	UNITED BANKCARD CENTER		\$ -	\$ 3,465.60	\$ 3,465.60
068633	711	UNITED BANKCARD CENTER		\$ -	\$ 430.66	\$ 430.66
068633	711	UNITED BANKCARD CENTER		\$ -	\$ 104.94	\$ 104.94
068633	712	UNITED BANKCARD CENTER		\$ -	\$ 3,526.17	\$ 3,526.17
068633	712	UNITED BANKCARD CENTER		\$ -	\$ 465.50	\$ 465.50
068633	712	UNITED BANKCARD CENTER		\$ -	\$ 2,149.14	\$ 2,149.14
068633	712	UNITED BANKCARD CENTER		\$ -	\$ 216.97	\$ 216.97
068633	712	UNITED BANKCARD CENTER		\$ -	\$ 259.96	\$ 259.96
068633	716	UNITED BANKCARD CENTER		\$ -	\$ 181.67	\$ 181.67
068633	716	UNITED BANKCARD CENTER		\$ -	\$ 52.50	\$ 52.50
068634	440	WV CODE OFFICIALS ASSOC	50222	\$ 150.00	\$ -	\$ 150.00
068635	PAYROL L	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
068636	439	XEROX CORPORATION	49952	\$ 644.97	\$ -	\$ 644.97
068637	413	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
068638	413	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
068639	413	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00

068640	413	COVENANT BAPTIST CHURCH	\$ -	\$ 100.00	\$ 100.00
068641	413	FIRST BAPTIST CHURCH	\$ -	\$ 100.00	\$ 100.00
068642	413	KABLETOWN METHODIST CHRC	\$ -	\$ 150.00	\$ 150.00
068643	413	LEETOWN METHODIST CHURCH	\$ -	\$ 100.00	\$ 100.00
068644	413	SHEPHERDSTOWN FIRE DEPT	\$ -	\$ 200.00	\$ 200.00
068645	413	BLUE RIDGE MTN VOL FIRE	\$ -	\$ 100.00	\$ 100.00
068646	413	OAKLAND METHODIST CHURCH	\$ -	\$ 100.00	\$ 100.00
068647	413	JEFFERSON COUNTY COUNCIL	\$ -	\$ 100.00	\$ 100.00
068648	413	COUNTRY DAY SCHOOL	\$ -	\$ 200.00	\$ 200.00
068649	413	TRINITY EPISCOPAL CHURCH	\$ -	\$ 100.00	\$ 100.00
068650	413	FELLOWSHIP BIBLE CHURCH	\$ -	\$ 200.00	\$ 200.00
068651	413	SUMMIT PT BAPTIST CHURCH	\$ -	\$ 100.00	\$ 100.00
068652	413	RICHARD SHIPLEY	\$ -	\$ 64.94	\$ 64.94
TOTAL					\$ 141,673.52
TOTAL			\$9,656.32	\$132,017.20	\$ 141,673.52

PUBLIC COMMENT:

- Ms. Annette van Hilst & Mr. Bob Baronner request a postponement of the Public Meeting regarding the Bank of Charles Town.
- Mr. Reese Clabaugh expressed his desire to be more involved in State, County and Local issues.

Ms. Maghan gave a brief update as to the status of the required recount for the two precincts.

PRESENTATIONS:

1. Jan Dougherty, Kiwanis of Charles. Request for donation to help with Santa's Toy Shop for 2012.
 - **Motion by Mr. Manuel to donate \$1,500 to help with Santa's Toy Shop for 2012. Motion seconded by Ms. Widmyer and unanimously approved.**
2. Jennifer Brockman, Director of Planning and Zoning
 - a. Approval of Job Offer for two-year temporary Comprehensive Plan, Planner Position.
 - **Motion by Ms. Widmyer to approve the recommendation of the Director of Planning and Zoning to hire Christopher Whittaker to fill a two-year temporary Comprehensive Plan Planner for the Departments of Planning and Zoning in accordance with the Department of Planning's budgeted position, starting December 10, 2012. Motion seconded by Mr. Pellish and unanimously approved.**
 - b. Approval to advertise to fill the vacant budgeted position of Project/Office Manager.

- **It was the unanimous consent of the Commissioners that Jennifer Brockman, Director of Planning & Zoning advertize for the Project/Office Manager position, as well as the position of Planning Clerk.**
- c. Approval to sign Contract with a Facilitator for the Envision Jefferson 2035 Public Input Meetings.
- **Motion by Ms. Morgan to approve the contract with Judy Rodgers of Breakthrough Achievements LLC for the purpose of hiring a Professional Facilitator by the Departments of Planning and Zoning to complete the task described above, pending approval and possible edits by the Assistant and Prosecuting Attorney and receiving recommendations from past clients of Ms. Rodgers. Motion seconded by Mr. Pellish and unanimously approved.**

NEW BUSINESS:

3. Laura Kuhn, Maintenance. Request Approval of Grant Application – State Historic Preservation Office, Development Grant.
 - **Motion by Mr. Manuel to approve the grant application for the State Historic Preservation Office Development Grant for restoration work to the Jefferson County Courthouse clock tower, roof, guttering and soffits. Motion seconded by Mr. Pellish and unanimously approved.**
4. Barb Miller, Director of Homeland Security and Emergency Management. Grant Proposal Approval.
 - **Motion by Mr. Manuel to approve the Grant Proposal for the Emergency Management Planning Grant for the Calendar Year 2012 and authorize the President of the Commission to sign the application. Motion seconded by Mr. Pellish and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS:

- Discussion on Briel Building Contract – to be handled in Executive Session.
 - Ms. Keyser reported that the IT RFP is completed and ready to advertize by Monday, November 19, 2012.
 - Ms. Keyser reported that Mr. Fagen, (GIS) had received two grants for the Document Content Management System. He will be put on the agenda for November 29, 2012 to make a presentation to the Commission.
 - Department Head Training Session, Budget Process, was held on Wednesday November 14, 2012. Mr. Shoyer will be on the agenda November 29 regarding Capital Project prioritization.
 - First Energy has provided a video which talks about their responsiveness to the community. It is available for you to view.
 - Discussion on Settlement Payment to Smith. Ms. Keyser requests a correction in the Minutes reflecting the outcome of the decision regarding the settlement to Mr. Smith. The minutes should read that in Executive Session the Commission agreed to settle the Smith claim.
5. The Commission took a short break at 10:30 am.
The Commission reconvened at 10:47 am.

COUNTY COMMISSIONER REPORTS:

Commissioner Manuel:

- Met with the Mayors of Bolivar and Harpers Ferry on rezoning matters.
- Participated in the Canvassing of the General Election.
- Attended the Open House at the Development Authority.
- Met with the Engineering Department on an issue before Property Safety Committee regarding a home located in Walnut Grove.

Commissioner Morgan:

- Attended the Farmland Protection Board Meeting.
- Attended the Day Report Center Board Meeting.

Commissioner Noland:

- Attended the Development Authority Open House.
- Participated in the Canvassing of General Election.

Commissioner Pellish:

- Appeared on the Shepherd University Radio Show.
- Participated in the Canvassing of General Election.
- Attended the Economic Development Authority Meeting.
- Attended the Planning Commission Meeting.
- Attended the Closing Ceremonies of the Shepherdstown 250 Celebration.

Commissioner Widmyer:

- Went to Ogleby Park, Opening Weekend for the Festival of the Lights.
- Participated in the Closing Ceremonies of the Shepherdstown 250 Anniversary.
- Participated in Canvassing of the General Election.
- Attended the League of Women Voters Annual Meeting.

UNFINISHED BUSINESS:

6. Jennifer Brockman, Director of Planning and Zoning. Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 34.7 acre property owned by Jefferson Asphalt Products, Inc., designated as Tax District: Charles Town, Map: 13, Parcel: 7, located on the south side of Route 51 near the Tuscowilla Hills entrance approximately 2 miles west of Charles Town, for the purpose of setting a public hearing to be held by the County Commission.
 - o Motion by Mr. Pellish to schedule a Public Hearing on the Proposed Zoning Map Amendment for 34.27 acre property owned by Jefferson Asphalt Products, Inc., designated as Tax District: Charles Town, Map: 13, Parcel: 7, located on the south side of Tuscowilla Hills entrance approximately 2 miles west of Charles Town, on January 10, 2013 at 7 pm. Followed immediately by a Public Hearing on the Proposed Zoning Map Amendment for 8.07 acre property owned by John D. Lowe, III, designated as Tax District: Shepherdstown, Map:8, Parcel: part 5, located on the south side of Route 45 and the east side of Potomac Farms Road. Motion seconded by Mr. Manuel and approved by a vote of 4-5 with Ms. Widmyer opposing. Ms. Widmyer requested that the record reflect her desire that Public Meetings should be held on separate evenings.

7. Jennifer Brockman, Director of Planning and Zoning. Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 8.07 acre property owned by John D. Lowe, III, designated as Tax District: Shepherdstown, Map:8, Parcel: part 5, located on the south side of Route 45 and the east side of Potomac Farms Road, for the purpose of setting a public hearing to be held by the County Commission.
 - o Item 7 was included in the motion for item 6.

Stephanie Grove, Assistant Prosecuting Attorney. Discussion regarding request from Bank of Charles Town for postponement of Public Hearing.

Legal Counsel stated that the rescheduling of this particular Public Hearing was a routine scheduling matter. The Commission felt a vote on this matter was necessary because the Commission does not meet again until the day on which the hearing is scheduled. Additionally, the Planning Commission has already held the only statutory required public hearing.

- o **Motion by Mr. Pellish to postpone the Bank of Charles Town Public Hearing scheduled for November 29, 2012. Motion seconded by Mr. Manuel. Motion passes on a vote of 3-2 with Ms. Morgan and Ms. Widmyer opposing.**
 - o **Motion by Mr. Pellish to reconsider wording of previous motion and changing to read – “Postpone the Bank of Charles Town Public Hearing scheduled for November 29, 2012 as requested in the letter from the Bank of Charles Town till early 2013.” Motion seconded by Mr. Manuel. Motion passes 3-2 with Ms. Morgan and Ms. Widmyer opposing.**
8. Jennifer Brockman, Director of Planning and Zoning. Request for County Commission Approval of the US 340 Corridor East Gateway Plan, Incorporating Staff Recommended Changes Based on Public Comment.
 - o **Motion by Ms. Morgan that the County Commission directs the staff to make the recommendation to the US 340 Corridor East Gateway Plan available to the Comprehensive Plan Steering Committee for consideration during the process of the Comprehensive Plan. Motion dies for the lack of a second.**
 - o **Motion by Ms. Widmyer that the County Commission review and approve the goals and objectives for the corridor and that we review and approve for transmittal to the Citizens Advisory Committee the Transportation Study findings, not the responses, but the findings to the Steering Committee. Motion dies for lack of second.**
 - o **Motion by Ms. Widmyer to go through the comments received at the October 4, 2012 County Commission Public Hearing, and review the yellow highlighted areas that the staff recommends changes. Address comments after the review is completed. Motion seconded by Ms. Morgan. Motion passes on a vote of 3-2 with Ms. Noland and Mr. Pellish opposing.**
 - o **No action was taking regarding the US 340 Corridor East Gateway Plan.**
 9. Decision on Impact Fee Affordable Housing Discount. Stephanie Grove, Assistant Prosecuting Attorney.
 - o **Motion by Mr. Manuel to approve the Affordable Housing amendments as drafted. Motion seconded by Ms. Morgan and unanimously approved.**
 - o **It was the consensus of the Commission that December 1, 2012 will be the effective date.**

10. 1:30 pm. Roger Goodwin, Chief County Engineer. Property Safety Enforcement Agency – Hearing on a code violation under the Property Safety Enforcement Ordinance. Hearing on Case 11-002 (Hill).
Property located at 10073 Charles Town Road.
Charles Town Tax District, Map 2, Parcel 20.
Deed Book 395, Page 529

- **Motion by Mr. Manuel to find the property located at 10073 Charles Town Road, Charles Town Tax District, Map 2, Parcel 20, Deed Book 395, page 529 in violation of the Property Safety Enforcement Ordinance and to issue the Order to the property owner, as presented on page two (2) of the ORDER. Motion seconded by Mr. Pellish and unanimously approved.**

Ms. Meghan, County Clerk returned with an update of the counting of ballots for Precincts 14A & 14B. The County Commission will return at 3pm for the continuation of the Canvassing of the General Election.

- **Motion by Mr. Manuel to enter into an executive session in accordance with WV Code §6-9A-4(9), to consider matters involving or affecting the purchase, sale or lease of property, in regard to 201 N. George Street, Charles Town, WV. Motion seconded by Mr. Pellish and unanimously approved.**
- **Motion by Mr. Pellish to conclude the executive session and reconvene the regular meeting of the County Commission. Motion seconded by Mr. Manuel and unanimously approved.**

COUNTY ADMISITRATOR REPORT (CONTINUED)

- **Motion by Mr. Pellish to allow the County Administrator to continue negotiations on the Briel Building as discussed in Executive Session. Motion seconded by Ms. Widmyer and approved on a vote of 4-1 with Ms. Morgan opposing.**
- **Motion by Mr. Manuel that Keller Williams is our agent in the negotiation on the Briel Building with the proviso that there is no cost to the Commission. Motion seconded by Ms. Morgan. Vote passes 4-1 with Ms. Morgan opposing.**

There being no further business, the meeting was adjourned at 2:50 pm on a motion by Mr. Pellish and seconded by Ms. Widmyer. Motion unanimously approved.

PATRICIA A. NOLAND, PRESIDENT

PURCHASE ORDERS TO BE APPROVED

NOVEMBER 29, 2012

DEPARTMENT	PURCHASE ORDER NUMBER	AMOUNT	VENDOR	DESCRIPTION
ANIMAL CONTROL	49656	\$ 1,755.25	LES Laundry	Washer/Dryer
	51163	\$ 181.02	Alpha Tech Pet, Inc.	Hydro Sprayer
	51165	\$ 353.98	Valley Pet Cemetary	Carcass Removal
	51169	\$ 982.50	Alpha Tech Pet, Inc.	Kennel Supplies
	51170	\$ 150.00	WV Board of Veterinary Medicine	CAET Renewal
	51172	\$ 450.00	Norton Embroidery, Inc.	Uniform Polo Shirts
CENTRAL GARAGE	50210	\$ 1,799.00	Jasper	Transmission Work
COUNTY CLERK	49991	\$ 192.92	Pifer Office Supply	Office Supplies
	49994	\$ 432.72	Charles Town Copying Service	Poll Books
	49995	\$ 25,961.61	Casto & Harris	Election Ballots, Env., Wallet Cards etc.
COURTHOUSE	50212	\$ 2,676.00	Susan L. Buck, Ph.D.	Courthouse Paint Study
	50214	\$ 230.00	Winchester Security	Service Call - Horn Strobe
	50215	\$ 208.50	Trenary Service Company	Service Call - Heat
EMERGENCY C.C.	49802	\$ 1,679.00	APCO International	Annual Dues
HOMELAND SECURITY	50004	\$ 135.55	Hire Rite	New Employee Background Check
OTHER BUILDINGS	50162	\$ 1,914.45	Capital Tristate	Electrical Supplies
	50211	\$ 515.25	BK Office Supply, Inc.	Copy Paper
	50217	\$ 454.14	Daycon	Cleaning Supplies
	50219	\$ 200.00	Spectrum	Sprinkler System Inspection
SHERIFF	49655	\$ 879.86	Software Systems	Software renewal
	49657	\$ 890.00	Total ID Solutions	Tech Support

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: **Bill Polk** _____

Department or Entity: **Maintenance Dept** _____

Estimation of amount of time needed for appointment: **15 min** _____

Date Requested – 1st Choice: **November 29, 2012** _____

Date Requested – 2nd Choice: _____

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

Subject: **Approval of Cleaning Bids**

Please provide the County Commission with a description of your request or presentation, including any background information: After reviewing the bids submitted to provide cleaning and floor maintenance for County Buildings. I am submitting my recommendation for approval.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve the cleaning bid submitted by XXXXX for the cleaning and floor maintenance of County buildings.**

Attachments:

Cleaning Bid Summary

- The County has contracted with ABH Services for the cleaning of County buildings since 2006.
- I am recommending going to a 3-day work week to save costs.
- By changing contractors and going to a 3-day work week we will save \$30,000 - \$40,000 per year.
- The County spent \$185,000 on cleaning last year. This should be reduced to \$150,000 by changing contractors and going to a 3-day work week.
- I am recommending approval of Covenant Building Maintenance for cleaning services for Jefferson County buildings beginning January 1, 2013.

QA

<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: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 8, 2012

Date Requested – 2nd Choice: _____

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 THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III (PC File #05-05) - Letter of Credit #1236-4401 with United Bank, Martinsburg, West Virginia.

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 \$145,573.00 construction bond amount for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III (PC File #05-05).

- Attachments: Bond Release Letter
- Bond Release Request Report
- Site Map

Attachments: Bond Release Letter



JEFFERSON COUNTY COMMISSION
124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 - Fax: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

November 8, 2012

VICE PRESIDENT
Dale Manuel

Mr. Timothy T. Pownell

COMMISSIONER
Frances Morgan

Vice President

COMMISSIONER
Walt Pellish

United Bank

450 Foxcroft Avenue

Martinsburg, West Virginia 25401

COMMISSIONER
Lyn Widmyer

RE: Irrevocable Letter of Credit #1236-4401 dated July 13, 2012 Construction Bond
Surety for THZ Enterprises, LLC - Maddex Farm Subdivision, Phase III
(File #05-05).

Dear Mr. Pownell:

The Jefferson County Commission authorizes a complete release of the remaining \$145,573.00 from the construction bond for THZ Enterprises, LLC - Maddex Farm Subdivision, Phase III (PC File #05-05). This project is located on the north side of Martinsburg Pike (Route 45) adjacent to the Maddex Square Shopping Center. The work appears to be 100% complete.

In summary you are hereby authorized to fully release the remaining amount of the above referenced Letter of Credit, originally issued in the amount of 400,662.00.

Please contact the Engineering Department at 304-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAT:rfb

cc: Mr. John J. Thomas, Jr., Manager
THZ, Enterprises, LLC
P. O. Box 131
Charles Town, WV 25414
Department of Engineering

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 10 / 19 / 2012 J.C.P.C. File No. 05 - 05

Consultant/Engineer/Firm Name: Dewberry

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: Lisa McCauley PE Phone: _____

Project/Subdivision Name: Maddex Farm

Section/Phase: Phase 3 Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

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

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

____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

Approved for:
Bond Release 10.00
By John Decker 10/19/2012
County Engineer **Date**

Original Bond Amt. \$ 348,402 + 15% Cont. \$ 52,260 = Total Original Bond Amt. \$ 400,662

Total Current Bond Amount \$ 145,573.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Jonathan Saunders, P.E. Title: County Engineer

Signature: John Decker Date: 10 / 19 / 2012

<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: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 8, 2012 11/29

Date Requested – 2nd Choice: _____

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 THZ Enterprises, LLC – Maddex Farm Subdivision, Phase IV (PC File #06-07) - Letter of Credit #1200 with United Bank, Martinsburg, West Virginia.

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 \$103,621.00 construction bond amount for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase IV (PC File #06-07).

- Attachments: Bond Release Letter
 Bond Release Request Report
 Site Map



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel November 8, 2012

COMMISSIONER
Frances Morgan Mr. Timothy T. Pownell
Vice President

COMMISSIONER
Walt Pellish United Bank
450 Foxcroft Avenue
Martinsburg, West Virginia 25401

COMMISSIONER
Lyn Widmyer

RE: Irrevocable Letter of Credit #1200 dated October 25, 2006, Construction Bond Surety for THZ Enterprises, LLC - Maddex Farm Subdivision, Phase IV, Lots 15-24, 28-52 & 120-135 & Residue (File #06-07).

Dear Mr. Pownell:

The Jefferson County Commission authorizes a complete release of the remaining \$103,621.00 from the construction bond for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase IV, Lots 15-24, 28-52 & 120-135 & Residue (File #06-07). The property is located on the north side of Martinsburg, Pike (Route 45) adjacent to the Maddex Square Shopping Center. The work appears to be 100% complete.

In summary you are hereby authorized to fully release the remaining amount of the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$547,991.00.

Please contact the Engineering Department at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Mr. John J. Thomas, Jr., Manager
THZ Enterprises, LLC
P. O. Box 131
Charles Town, WV 25414
Department of Engineering

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

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 / 19 / 2012

J.C.P.C. File No. 06 - 07

Consultant/Engineer/Firm Name: Newberry

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: Lisa McCauley Phone: _____

Project/Subdivision Name: Maddex Farm

Section/Phase: Section 4 Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

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

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

____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

Approved for:
Bond Release \$0.00
By [Signature] 10/19/2012
County Engineer **Date**

Original Bond Amt. \$ 476,514 + 15% Cont. \$ 71,477 = Total Original Bond Amt. \$ 547,991

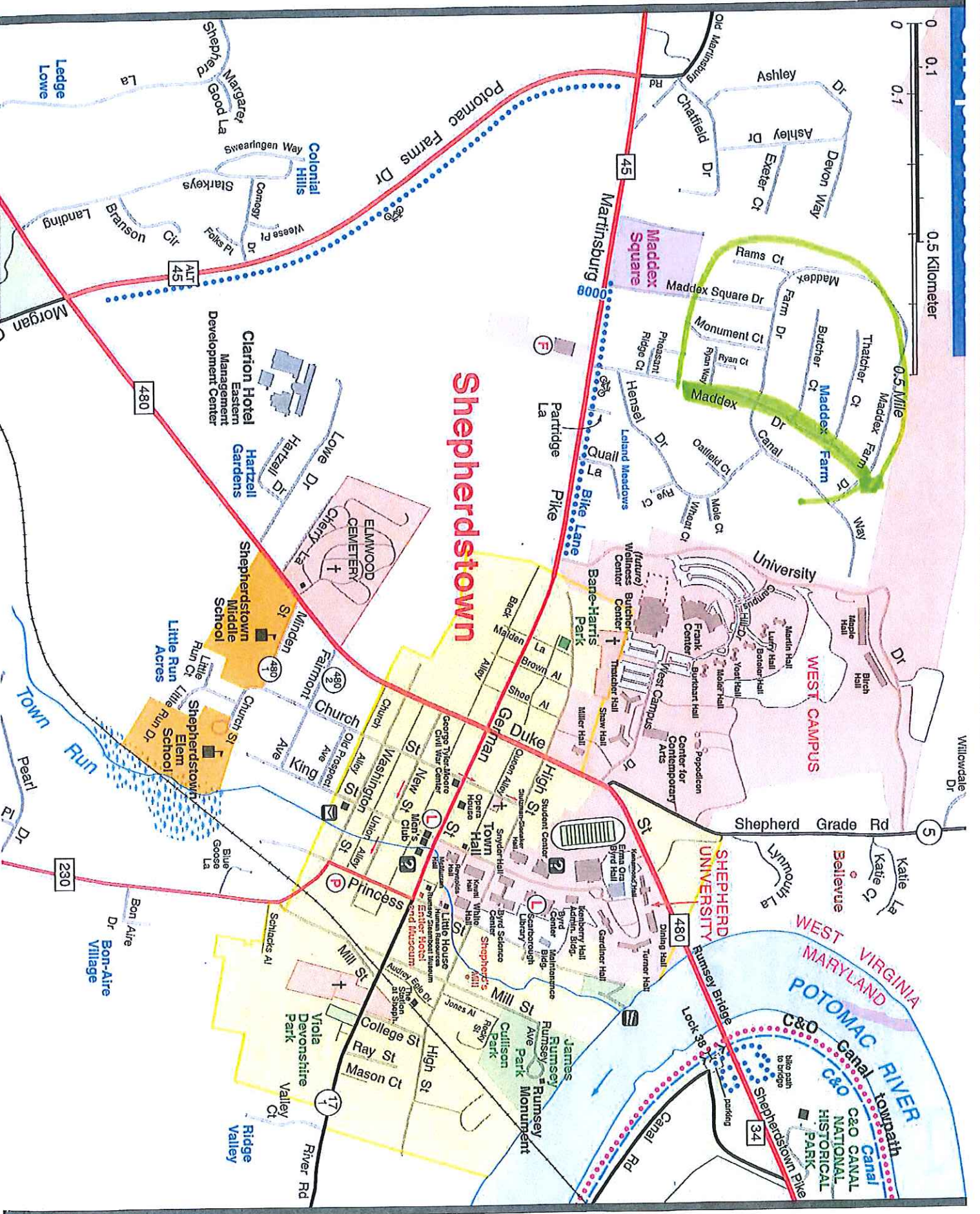
Total Current Bond Amount \$ 103,021.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Jonathan Saunders, P.E. Title: County Engineer

Signature: [Signature] Date: 10 / 19 / 2012



Shepherdstown

20

<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: Michelle Mason and Roger Goodwin

Department or Entity: Engineering Department/Office of Impact Fees

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 15 November 2012

Date Requested – 2nd Choice: 29 November 2012

If a specific date is needed, please provide reason for specific date: Thursday, 15 November would be more accommodating as the following Thursday is Thanksgiving making the next available date 29 November which would delay this request further.

Subject: The County Commission to consider a hardship exemption based on Jefferson County, WV Federal Poverty Guidelines and procedure laid forth in the Jefferson County, WV Impact Fee Procedures Ordinance.

Please provide the County Commission with a description of your request or presentation, including any background information: The purpose of this hearing request is for the County Commission to consider a request for a hardship exemption from residential impact fees for Ms. Karen Valentine. Attached is a copy of Form 215 – Request for Hardship Exemption along with supporting documentation of total household income which is below Jefferson County, WV Federal Poverty Guidelines. The procedure for this hearing request are set forth in the Jefferson County, WV Impact Fee Procedures Ordinance, Section (1)(D)(4)(g).

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Motion to deny or partially fund the hardship exemption based on the financial requirements set forth in the Impact Fee Procedures Ordinance, Section (1)(D)(4)(g).

Attachments: Jefferson County, WV Impact Fee Procedures Ordinance, Jefferson County, WV Federal Poverty Guidelines, Form 215 – Request for Hardship Exemption, and total household income documentation for Ms. Karen Valentine.

please call (301) 443-5656. To receive a Hill-Burton information package, call 1-(800) 638-0742 (for callers outside Maryland) or 1-(800) 492-0359 (for callers in Maryland). You also may visit <http://www.hrsa.gov/gethealthcare/affordable/hillburton/>.

For information about the number of people in poverty, visit the Poverty section of the Census Bureau's web site at <http://www.census.gov/hhes/www/poverty/poverty.html> or contact the Census Bureau's Customer Service Center at 1-(800) 923-8282 (toll-free) or visit <http://ask.census.gov> for further information.

SUPPLEMENTARY INFORMATION:

Background

Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update the poverty guidelines at least annually, adjusting them on the basis of the Consumer Price Index for All Urban Consumers (CPI-U). The poverty guidelines are used as an eligibility criterion by the Community Services Block Grant program and a number of other Federal programs. The *poverty guidelines* issued here are a simplified version of the *poverty thresholds* that the Census Bureau uses to prepare its estimates of the number of individuals and families in poverty.

As required by law, this update is accomplished by increasing the latest published Census Bureau poverty thresholds by the relevant percentage change in the Consumer Price Index for All Urban Consumers (CPI-U). The guidelines in this 2012 notice reflect the 3.2 percent price increase between calendar years 2010 and 2011. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes. The same calculation procedure was used this year as in previous years. (Note that these 2012 guidelines are roughly equal to the poverty thresholds for calendar year 2011 which the Census Bureau expects to publish in final form in September 2012.)

The poverty guidelines continue to be derived from the Census Bureau's current official poverty thresholds; they are not derived from the Census Bureau's new Supplemental Poverty Measure (SPM).

The following guideline figures represent annual income.

2012 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
1	\$11,170
2	15,130
3	19,090
4	23,050
5	27,010
6	30,970
7	34,930
8	38,890

For families/households with more than 8 persons, add \$3,960 for each additional person.

2012 POVERTY GUIDELINES FOR ALASKA

Persons in family/household	Poverty guideline
1	\$13,970
2	18,920
3	23,870
4	28,820
5	33,770
6	38,720
7	43,670
8	48,620

For families/households with more than 8 persons, add \$4,950 for each additional person.

2012 POVERTY GUIDELINES FOR HAWAII

Persons in family/household	Poverty guideline
1	\$12,860
2	17,410
3	21,960
4	26,510
5	31,060
6	35,610
7	40,160
8	44,710

For families/households with more than 8 persons, add \$4,550 for each additional person.

Separate poverty guideline figures for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. (Note that the Census Bureau poverty thresholds—the version of the poverty measure used for statistical purposes—have never had separate figures for Alaska and Hawaii.) The poverty guidelines are not defined for Puerto Rico or other outlying jurisdictions. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office that

administers the program is generally responsible for deciding whether to use the contiguous-states-and-DC guidelines for those jurisdictions or to follow some other procedure.

Due to confusing legislative language dating back to 1972, the poverty guidelines sometimes have been mistakenly referred to as the "OMB" (Office of Management and Budget) poverty guidelines or poverty line. In fact, OMB has never issued the guidelines; the guidelines are issued each year by the Department of Health and Human Services. The poverty guidelines may be formally referenced as "the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2)."

Some federal programs use a percentage multiple of the guidelines (for example, 125 percent or 185 percent of the guidelines), as noted in relevant authorizing legislation or program regulations. Non-Federal organizations that use the poverty guidelines under their own authority in non-Federally-funded activities also may choose to use a percentage multiple of the guidelines.

The poverty guidelines do not make a distinction between farm and non-farm families, or between aged and non-aged units. (Only the Census Bureau poverty thresholds have separate figures for aged and non-aged one-person and two-person units.)

Note that this notice does not provide definitions of such terms as "income" or "family," because there is considerable variation in defining these terms among the different programs that use the guidelines. These variations are traceable to the different laws and regulations that govern the various programs. This means that questions such as "Is income counted before or after taxes?", "Should a particular type of income be counted?", and "Should a particular person be counted as a member of the family/household?" are actually questions about how a specific program applies the poverty guidelines. All such questions about how a specific program applies the guidelines should be directed to the entity that administers or funds the program, since that entity has the responsibility for defining such terms as "income" or "family," to the extent that these terms are not already defined for the program in legislation or regulations.

Dated: January 19, 2012.

Kathleen Sebelius,

Secretary of Health and Human Services.

[FR Doc. 2012-1603 Filed 1-25-12; 8:45 am]

BILLING CODE 4150-05-P

Filed Date: 1/19/12

Accession Number: 20120119-5162

Comments Due: 5 p.m. ET 2/9/12

Docket Numbers: ER12-840-000

Applicants: Northern Indiana Public Service Company

Description: Northern Indiana Public Service Company submits tariff filing per 35.13(a)(2)(iii); Definitions to be effective 2/1/2012.

Filed Date: 1/19/12

Accession Number: 20120119-5174

Comments Due: 5 p.m. ET 2/9/12

The filings are accessible in the Commission's eLibrary system by clicking on the links or querying the docket number.

Any person desiring to intervene or protest in any of the above proceedings must file in accordance with Rules 211 and 214 of the Commission's Regulations (18 CFR 385.211 and 385.214) on or before 5 p.m. Eastern time on the specified comment date. Protests may be considered, but intervention is necessary to become a party to the proceeding.

eFiling is encouraged. More detailed information relating to filing requirements, interventions, protests, service, and qualifying facilities filings can be found at: <http://www.ferc.gov/docs-filing/efiling/filing-req.pdf>. For other information, call (866) 208-3676 (toll free). For TTY, call (202) 502-8659.

Dated: January 19, 2012.

Nathaniel J. Davis, Sr.,

Deputy Secretary.

[FR Doc. 2012-1613 Filed 1-25-12; 8:45 am]

BILLING CODE 6717-01-P

FEDERAL RESERVE SYSTEM

Formations of, Acquisitions by, and Mergers of Bank Holding Companies

The companies listed in this notice have applied to the Board for approval, pursuant to the Bank Holding Company Act of 1956 (12 U.S.C. 1841 *et seq.*) (BHC Act), Regulation Y (12 CFR part 225), and all other applicable statutes and regulations to become a bank holding company and/or to acquire the assets or the ownership of, control of, or the power to vote shares of a bank or bank holding company and all of the banks and nonbanking companies owned by the bank holding company, including the companies listed below.

The applications listed below, as well as other related filings required by the Board, are available for immediate inspection at the Federal Reserve Bank indicated. The application also will be available for inspection at the offices of the Board of Governors. Interested

persons may express their views in writing on the standards enumerated in the BHC Act (12 U.S.C. 1842(c)). If the proposal also involves the acquisition of a nonbanking company, the review also includes whether the acquisition of the nonbanking company complies with the standards in section 4 of the BHC Act (12 U.S.C. 1843). Unless otherwise noted, nonbanking activities will be conducted throughout the United States.

Unless otherwise noted, comments regarding each of these applications must be received at the Reserve Bank indicated or the offices of the Board of Governors not later than February 21, 2012.

A. Federal Reserve Bank of St. Louis (Glenda Wilson, Community Affairs Officer) P.O. Box 442, St. Louis, Missouri 63166-2034:

1. *Cabool State Bank Employee Stock Ownership Plan*, Cabool, Missouri; to acquire additional voting shares, for a total of 31.95 percent of the voting shares of Cabool Bancshares, Inc., and thereby indirectly acquire additional voting shares of Cabool State Bank, both in Cabool, Missouri.

B. Federal Reserve Bank of Minneapolis (Jacqueline G. King, Community Affairs Officer) 90 Hennepin Avenue, Minneapolis, Minnesota 55480-0291:

1. *State Bankshares, Inc.*, Fargo, North Dakota; to acquire 100 percent of the voting shares of First Hawley Bancshares, Inc., and thereby indirectly acquire voting shares of First National Bank, both in Hawley, Minnesota.

C. Federal Reserve Bank of San Francisco (Kenneth Binning, Vice President, Applications and Enforcement) 101 Market Street, San Francisco, California 94105-1579:

1. *First PacTrust Bancorp, Inc.*, Chula Vista, California; to become a bank holding company by acquiring 100 percent of the voting shares of Beach Business Bank, Manhattan Beach, California.

In connection with this application, Applicant also has applied to retain 100 percent of the voting shares of Pacific Trust Bank, fsb, Chula Vista, California, and thereby engage in operating a nonbank thrift subsidiary, pursuant to section 225.28(b)(4) of Regulation Y.

Board of Governors of the Federal Reserve System, January 23, 2012.

Robert deV. Frierson,

Deputy Secretary of the Board.

[FR Doc. 2012-1616 Filed 1-25-12; 8:45 am]

BILLING CODE 6210-01-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Annual Update of the HHS Poverty Guidelines

AGENCY: Department of Health and Human Services.

ACTION: Notice.

SUMMARY: This notice provides an update of the Department of Health and Human Services (HHS) poverty guidelines to account for last calendar year's increase in prices as measured by the Consumer Price Index.

DATES: *Effective Date:* Date of publication, unless an office administering a program using the guidelines specifies a different effective date for that particular program.

ADDRESSES: Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201.

FOR FURTHER INFORMATION CONTACT: For information about how the guidelines are used or how income is defined in a particular program, contact the Federal, state, or local office that is responsible for that program. For information about poverty figures for immigration forms, the Hill-Burton Uncompensated Services Program, and the number of people in poverty, use the specific telephone numbers and addresses given below.

For general questions about the poverty guidelines themselves, contact Kendall Swenson or Gordon Fisher, Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201—telephone: (202) 690-7507—or visit <http://aspe.hhs.gov/poverty/>.

For information about the percentage multiple of the poverty guidelines to be used on immigration forms such as USCIS Form I-864, Affidavit of Support, contact U.S. Citizenship and Immigration Services at 1-(800) 375-5283.

For information about the Hill-Burton Uncompensated Services Program (free or reduced-fee health care services at certain hospitals and other facilities for persons meeting eligibility criteria involving the poverty guidelines), contact the Office of the Director, Division of Health Facilities, Health Resources and Services Administration, HHS, Room 10-105, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857. To speak to a staff member,

Process Number (county use only) _____
Building Permit Number (county use only) _____

215

Request for Hardship Exemption

Jefferson County Government – Office of Impact Fees

Applicant for Building Permit shall complete items 1-11, which shall be consistent with all information on the Building Permit Application filed by the Applicant. A copy of the application for the Building Permit and a copy of Form 100 shall be attached. The Request for Exemption form shall be submitted by the Applicant to the Impact Fee Program Specialist. The Impact Fee Program Specialist shall verify the information in items 1-11 and shall review the information and issue a determination, which shall be forwarded to the County Commission for action.

1 Date (mm-dd-yyyy) 01-07-2012

2 First Name KAREN M.I. L
Last Name VALENTINE

3 Contact Address P.O. BOX 1445
City SHEPHERDSTOWN
State WV ZIP 26443
Day Time Phone 304-261-1532

4 Permit Application Date (mm-dd-yyyy) _____
Property Owner Information

5 First Name KAREN M.I. L
Last Name VALENTINE

6 Subdivision (if applies) POTOMAC RIDGE
7 Lot Number (if applies) LOT 7
8 Tax District 09
Map _____ Parcel 9.17
Deed Book ~~1014~~ 1014 Page ~~29~~ 29

9 Residential

Single Family, detached, inc. mobile homes _____

Townhouse/Duplex _____

Multifamily unit _____

Total DU's _____

Reason for Exemption Request

- 10 Total household income is at or below Federal Poverty Guidelines applicable to Jefferson County, WV (attach proof of total household income and applicable Federal Poverty rate from United States Department of Housing and Urban Development).
- The householder has been classified as being totally and/or permanently disabled and is receiving disability payments from the United States Social Security Administration (attach copies of disability payments for the previous 6 month period and a certification of disability from the householder's primary physician).
- A minimum of 50% of the total cost of the proposed dwelling unit is being provided/funded by a Community Housing Development Organization as recognized by the State of West Virginia Housing Development Fund. Provide the following:
 - Letter from involved Community Housing Development Organization(s) detailing financial role in proposed dwelling unit.
 - Documentation from the WV Housing Development Fund acknowledging recognition of the Community Housing Development Organization.
- Other, explain in detail: WV Rehabilitation services has been involved w/ my decision to go to school and obtain a hearing aid. I have a brain tumor that has affected my ability to have gainful employment.

Applicant Signature

11 Applicant Karina Zaleski Date 9-7-2012

Office of Impact Fees Exemption Request Action

12 EXEMPTION REQUEST AND SUPPORTING DOCUMENTATION REVIEWED BY:

Date Received: (mm-dd-yyyy) 10-25-2012
 Name: Michelle Mason
 Title: Impact Fee Program Specialist
 Department: Engineering Department/Office of Impact Fees

13 Findings: Applicant has supplied sufficient documentation proving her total household income which include October 2012 bank statement, DHHR Assistance documentation, and divorce decree stating child support.

14 PROPOSED ACTION ON REQUEST FOR EXEMPTION:

- Approved, in whole or in part (specify): _____
- Approved subject to the following conditions: The applicant may receive partial impact fee funding from the total interest accrued from all impact fee accounts for CY 2012 in the amount of \$5,355.08.
- Denied: _____
- Inadequate information on which to base a decision (specify additional information needed): _____

15 REASON FOR PROPOSED ACTION: Proposed total interest accrued for all impact fee accounts for CY 2012 does not offset the total residential impact fees due.

FINAL RECOMMENDATION MADE BY:

Michelle Mason Date 25 October 2012
 Impact Fee Program Specialist Date

For the past 11 years I have been living in rentals or, most recently, a house I rented from my family. This house was just sold this past summer to pay off some medical debt and payments. I will use some of the proceeds from this sale to build a modest home for me and my 3 daughters. I have already paid for the perk test, building plans, and contractor time. I cannot receive much financing because I have been out of work due to my medical history. I am working with WV Rehabilitative Services to take classes to regain employment.

A handwritten signature in cursive script, appearing to read "Lane D. Austin".

IF YOU RECEIVE WV WORKS OR MEDICAID, YOU MUST REPORT THE FOLLOWING CHANGES:

These changes **MUST** be reported within 10 days of onset or knowledge of the change. These changes are:

- ⊙ IF you move or change your address, name, or telephone number (even if you use a P.O. Box without moving);
- ⊙ IF anyone moves in or out of your home including the birth of a baby;
- ⊙ IF there are any changes in your assets, such as buying, selling or trading vehicles, property, or the receipt of a lump sum of money;
- ⊙ IF anyone in your home begins, finishes or quits school or training;
- ⊙ IF anyone begins or no longer pays for dependent care or child care;
- ⊙ IF anyone in your home becomes pregnant;
- ⊙ IF you have a change in your household income.

IF YOU RECEIVE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS YOU MUST REPORT THE FOLLOWING CHANGE:

You are **ONLY** required to report within ten (10) days from the end of the month during which the total income from all sources of those residing in your home is greater than:

Household Size	Gross Income Limit

Example: If your income exceeds the gross income limit in April, you are required to report this by May 10th.

Failure to report changes could mean a delay in receiving benefits or could mean that you must repay the Department for benefits you are not eligible to receive and a possible fraud investigation.

If you have any questions regarding benefits from WVDHHR, or need to report a change after you have been determined eligible for benefits, please contact the:

Customer Service Center at:
PH: 1-877-716-1212
FAX: (304) 368-3938
E-Mail:
http://www.wvdhhr.org/bcf/change_center/asp/
Or Mail:
WVDHHR
Customer Service Center
9325 Middletown Mall
Fairmont, WV 26554

20 hrs.

HOW TO FIGURE YOUR GROSS INCOME:
 (Gross is the amount of income before deductions):

If you are paid weekly, Add the last 4 checks together and divide the total by 4 and multiply that number by 4.1

If you are paid every 2 weeks, Add the last 2 checks together and divide the total by 2 and multiply that number by 2.15.

If you are paid semi-monthly (ex: 15th and 30th): Add the last 2 checks together.

For SNAP benefits: Once you have determined the amount of monthly income from using the above instructions, compare the total gross income from all sources to the chart below:

October 2011

Number of Persons	Income
1	1181
2	1594
3	2008
4	2422
5	2836
6	3249
7	3663
8	4077
9	4491
10	4905

Add \$414 for each additional person

INCOME CHART

AG Sz.	SNAP	SNAP	SNAP	SNAP	AFDC MA	WV WORKS	AFDC MA WV WORKS	AFDC MA	MA MNIL	MA MNIL	MFPB Premium Birth - Age 18	MFPB Birth - Age 18	MFPB SS Pymt	MFFC Ages 1 - 5	WV SCA MQCA Ages 6 - 18	TM ME I ME D ME T	EA	LIEAP SLER, SLEE
	\$0 CA	Gross 138% FPL	Max. Net 100% FPL	EID 165% FPL	Net	Check Amt.	100% SON	185% SON	1 Month	6 Months	300% FPL	200% FPL	150% FPL	133% FPL	100% FPL	185% FPL	Gross	Gross
1	200	1180	908	1498	149	262	581	1075	200	1200	2793	1862	1397	1239	931	1723	355	1180
2	367	1594	1226	2023	201	301	786	1454	275	1650	3783	2522	1892	1677	1261	2333	533	1594
3	526	2008	1545	2548	253	340	991	1834	290	1740	4773	3182	2387	2116	1591	2944	566	2008
4	668	2422	1863	3074	312	384	1196	2213	312	1872	5763	3842	2882	2555	1921	3544	711	2422
5	793	2836	2181	3599	360	420	1401	2592	360	2160	6753	4502	3377	2994	2251	4165	819	2836
6	952	3249	2500	4124	413	460	1606	2971	413	2478	7743	5162	3872	3433	2581	4775	939	3249
7	1052	3663	2818	4649	462	497	1811	3351	461	2766	8733	5822	4367	3872	2911	5386	1046	3663
8	1202	4077	3136	5175	477	508	2016	3730	477	2862	9723	6482	4862	4311	3241	5996	1165	4077
9	1352	4491	3455	5701	477	508	2221	4109	527	3162	10713	7142	5357	4750	3571	6607	1273	4491
10	1502	4905	3774	6227	477	508	2426	4488	577	3462	11703	7802	5852	5189	3901	7217	1394	4905

Medicaid Dependent Care Deduction Cap																		
Children under age 2	\$200			COLA Increase			2010	2011	2012	SSI Amounts:			2010	2011	2012			
Children age 2 or over	175			300% SSI Pymt			0.0%	0.0%	3.6%	Single -			674	674	698			
				Medicare Premium			2022	2022	2094	Couple -			1,011	1,011	1,048			
							96.40	96.40/110.50/115.40*	99.90	SNAP Rep Payee Fee			37	37	38			
				Black Lung Benefits			2/11		2/12									
100% FPL	2010	2011	2012	Miner or Widow			625.60		625.60					QMB: \$ 931 + 20				
200% FPL	903	908	931plus 1 dependent			938.30		938.30					SLIMB: 1117 + 20				
250% FPL	1805	1815	1862plus 2 dependents			1094.70		1094.70					QI-1: 1257 + 20				
300% FPL	2257	2269	2328plus 3 dependents or more			1251.10		1251.10					Asset Limit: 6,940				
	2709	2723	2793										10,410					
SNAP Deductions				Asset Limits						Nursing Home Limits								
Shelter/Utility Cap				\$459			SNAP - at least one AG member disabled or over 60			\$3250			Min. SMS			\$1,838.75		
Homeless Standard				143			- all others			2000			Max. SMS			2,841		
							WV WORKS			2000			Max. FMA/each			612.92		
							AFDC MA			1000			30% Min. SMS ‡			551.63		
Mandatory SUA				OUS 61			SSI-Related and AFDC-Related Medicaid			- 1 persons			OLE			175		
				NHCS 209			- 2 persons			2000			SSI-Related Allocation Standard			350		
				HCS 400			- More than 2 persons			3000			Asset Assessment: Maximum			113,640		
										+50 for each add'l person			Minimum			22,728		
Standard Deduction				1-3 147									Home Equity Asset Limit			\$525,000		
				4 155														
				5 181														
				6+ 208														

*For 2011, there were three standard premiums for Medicare. The amount depended on when Medicare began and whether the State was paying the Medicaid premium.

IN THE FAMILY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE:
THE CHILDREN of:

CIVIL ACTION NO. 01-D-361

KAREN LYNN VALENTINE, and DOMINIC ANDREW VALENTINE,
Petitioner Respondent

FINAL ORDER

RECEIVED

FEB - 5 2009

JEFFERSON COUNTY
CIRCUIT COURT

AC

This matter came on to be heard this the 12th day of January, 2009; upon the appearance of the Petitioner, Karen Lynn Valentine, in person, *Pro Se*; upon the appearance of the Respondent, Dominic Andrew Valentine, in person, and by Cynthia A. Gaither, his attorney; upon the Respondent's duly verified Motion to Modify filed in the Office of the Clerk of this Court on the 5th day of December, 2008; upon service of process of the Notice and Motion to Modify upon the Petitioner, according to law on the 10th day of December, 2008; upon no Answer of the Petitioner having been filed.

It appearing to the Court that this cause has regularly proceeded according to West Virginia Code and the West Virginia Rules of Civil Procedure, that all fees have been paid, that this cause has now matured for hearing, and that service of process has been properly had upon the Petitioner.

Upon consideration of all of which, the Court makes the following findings of fact: that the parties were divorced by prior Order of this Court dated March 12, 2002; that there were three (3) children born to the parties, namely, Lucia Mae Valentine, born October 10, 1996, Josephine Lee Valentine, born March 24, 1998 and Grace Jean Valentine, born December 20, 1999; that the Respondent shall have custodial time with the infant children on alternating weekends of Friday at



5:00 p.m. until Sunday at 5:00 p.m., every Tuesday at 5:00 p.m. until Wednesday at 9:00 a.m. or to school, every Thursday at 5:00 p.m. until Friday at 9:00 a.m. or to school and at such other reasonable and convenient times as the parties may agree; that the Respondent shall pay the Petitioner the sum of Six Hundred Seventy-eight Dollars (\$678.00) a month in child support beginning January 1, 2009; that any remaining medical expenses not covered by the children's medical card shall be divided with the Petitioner paying 23% and the Respondent paying 77%; and that the Respondent shall claim the infant child, namely, Josephine Lee Valentine, born March 24, 1998 for income tax purposes beginning in 2009.

It is accordingly ADJUDGED and ORDERED that the Respondent shall have custodial time with the infant children on alternating weekends of Friday at 5:00 p.m. until Sunday at 5:00 p.m., every Tuesday at 5:00 p.m. to Wednesday at 9:00 a.m. or to school, every Thursday at 5:00 p.m. to Friday at 9:00 a.m. or to school and at such other reasonable and convenient times as the parties may agree, subject to continuing judicial modification.

It is further ORDERED that both parties will comply with the West Virginia Code 48-9-601 as outlined hereto:

- a. Each parent has full and equal access to the child's education records and neither parent may veto the access requested by the other parent.
- b. Each parent has a right to arrange appointments for parent-teacher conferences; however the parties are not required to attend at the same time.

- c. Each parent has full and equal access to a child's medical records and neither parent may veto the access requested by the other parent.
- d. Each parent must promptly inform the other parent of any illness of the child, which requires medical attention.
- c. Each parent must consult with the other parent prior to any elective surgery being performed on the child, and in the event any medical procedures are undertaken which require the parental consent of either parent, if time permits, the other parent shall be consulted, or if time does not permit such consultation, the other parent shall be promptly informed of such emergency medical procedures; provided, however, that nothing contained herein shall be deemed to alter or amend the law of this state as it otherwise pertains to physicians or health care facilities obtaining parental consent prior to providing medical care or performing medical procedures.

It is further ORDERED that the Respondent shall pay to the Petitioner the sum of Six Hundred Seventy-eight Dollars (\$678.00) per month as child support for the said infant children of the parties, that said payments shall begin January 1, 2009, and continue each month thereafter so long as the children are unmarried and under 18 or residing with the Petitioner, and enrolled as a full-time student in a secondary education program making substantial progress towards a diploma, provided that such payments may not extend past the date that the child attains the

age of twenty, whichever event first occurs, and that said Respondent's income shall be subject to automatic wage withholding as more fully set forth in West Virginia Code 48-14-401, subject to continuing judicial modification.

It is further ORDERED that the parties shall report any changes greater than 15% in gross income, either in source of employment or in the amount of gross income, to the child support enforcement division and to the other party.

It is further ORDERED that the any medical, dental, surgical, and hospital expenses incurred on behalf of the children not covered by the children's medical card shall be divided with the Petitioner paying 23% and the Respondent paying 77%, until the said children are emancipated, marries or reaches the age of eighteen, whichever event first occurs, subject to continuing judicial modification.

It is further ORDERED that the Respondent shall be permitted to claim the infant child, namely, Josephine Lee Valentine, born March 24, 1998 for income tax purposes beginning in 2009.

That this is a final order, and any party aggrieved by this final order may take an appeal either to the circuit court or directly to the supreme court; a petition for appeal to the circuit court may be filed by either party within thirty (30) days after entry of the final order and in order to appeal directly to the supreme court both parties must file, within fourteen (14) days after entry of the final order a joint notice of intent to appeal and waiver of right to appeal to the circuit court.

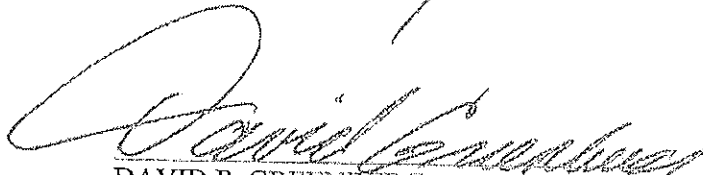
It is further ORDERED that the Clerk shall transmit a certified copy of this Order along with a signed IV-D application, which is incorporated by reference, to the Child Support Enforcement Division.

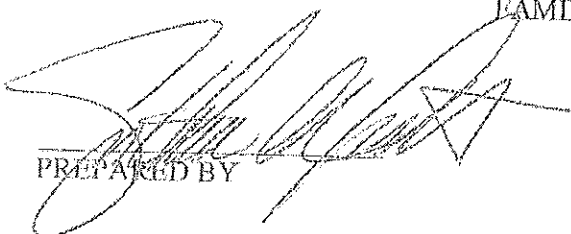
It is further ORDERED that the Clerk shall transmit a copy of this Order to: Karen Lynn Valentine, Counsel for the Petitioner at her address of 93 Pack Horse Ford Drive, Shepherdstown, West Virginia 25443, and upon Cynthia A. Gaither, Counsel for the Respondent at her address of PO Box 2149, Martinsburg, West Virginia 25402.

It is further ORDERED that both counsel of record shall have no further obligation to the parties in this civil action and shall be relieved of all further obligation unless subsequently entering an appearance herein.

And it appearing to the Court that nothing further remains in this matter and all costs being paid, it is ORDERED that this matter is retired from the docket and placed among causes ended, except for the entries of such future orders as may be necessary concerning custody, maintenance and support of the infant children born to the parties.

ENTERED on this the 5 day of FEBRUARY, 2009.


DAVID P. GREENBERG
FAMILY COURT JUDGE


PREPARED BY

300
BCSE
K. Valentine
C. Gaither
2/16/09
AK

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

AGENDA REQUEST FORM

Name: Todd Fagan

Department or Entity: GIS/Addressing

Estimation of amount of time needed for appointment: 10-15 minutes

Date Requested – 1st Choice: November 29th, 2012

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **Dec 1st is deadline for grant signature**

Subject: **County acceptance of grant funding under the West Virginia Technical Assistance Grants Program (WVTAGP) and WV Broadband Mapping Program (WVBMP).**

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

County staff has been exploring electronic document management systems in order to better serve the public, reduce staff research time, and increase overall efficiency. The ultimate goal is an online records portal so staff and public may access permits and land development records. This grant will provide the down payment and initial investment on two capital improvement projects, creation of an enterprise Content Management System (CMS) and digitization of existing paper records.

Facilitating projects like ours is a primary objective of the WVBMP Grant. Among their stated goals are enabling adoption of online records management applications and fostering e-Government solutions at the local government level. Providing web access to Jefferson County records and tools will promote citizen use of broadband technologies while achieving both local and state goals.

Both of these projects are under consideration in the Commission’s Capital Outlay Fund Budget. Accepting these awards and seeking a partnership with the Board of Health (BoH) will dramatically reduce the remaining amounts requested. Staff will present the awards for Commission acceptance, provide background, discuss the BoH partnership, present options, and field Commission questions. Some level of capital outlay funding will be requested. If approved, signatures are required immediately for inclusion in the mailed materials.

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

Move to accept WV Broadband Mapping Grant in the amount of \$30,000 with required 25% County match (\$7500) and pledged in-kind services (\$8875); and issue an RFP seeking contractual services toward Enterprise Content and Online Public Land Records Management System.

Move to accept WV Broadband Mapping Grant in the amount of \$30,000 with required 25% County match (\$7500) and pledged in-kind services (\$8875); and issue an RFP seeking contractual services toward Public Land Records Digitization and Archive.

Attachments: approval letters, signature pages and grant applications

Jefferson County Health Department

ROBERT E. JONES, M.D.
HEALTH OFFICER



1948 WILTSHIRE ROAD, SUITE 1
KEARNEYSVILLE, WV 25430
ENVIRONMENTAL: (304) 728-8415
FAX: (304) 728-3314
MEDICAL: (304) 728-8416
FAX: (304) 728-3319

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414
Attn.: Patricia Noland, President

Subject: Jefferson County GIS Proposal; Phase I

November 2, 2012

Dear Commissioners:

The Jefferson County Board of Health has recently reviewed a presentation and proposal from Todd Fagan, Jefferson County GIS, with a request to fund or to partially fund the first phase of a joint GIS Project that may be eventually expanded to include data sharing between some or all Jefferson County Government Agencies. Mr. Fagan has proposed that the Jefferson County Board of Health individually fund this first stage, with the exception that the Jefferson County Commission might assist in staff support, future maintenance costs and funds for future phases to fully complete this project.

The Jefferson County Board of Health fully supports all GIS efforts and thanks Mr. Fagan for his time and effort to build such a shared network. However, the Jefferson County Board of Health is not prepared to fund this project without the financial participation of the County Commission and other interested agencies from the start of Phase I. To follow this path may result in a partial system that satisfies the needs of none and eventually dies for lack of proper support and funding.

The Jefferson County Board of Health is prepared to consider a proposal to design, build and implement Mr. Fagan's proposal as part of a larger cooperative effort with the County Commission. In this effort, we are willing to play an important role both in the designing and funding of the system. (Attached is Mr. Fagan's presentation)

We look forward to discussing this project with the County Commission and in forging a partnership that ensures that this valuable project for GIS gets fully funded and meets the needs of all agencies within the county government.

With Regards,

A handwritten signature in black ink, appearing to read "Mark Shields".

Mark Shields, Chairman
Jefferson County Board of Health

RECEIVED

NOV 19 2012

Jefferson County Commission

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Jefferson County Board of Health
Debbie Keyser, Jefferson County Administrator

FROM: Todd Fagan, GIS Director

DATE: October 5th, 2012

SUBJECT: Cooperative Proposal for Acquisition of Content Management System



So that Board members are prepared for my anticipated presentation on October 5th, I've outlined a proposal seeking funding assistance in a cooperative project to obtain and implement an integrated Enterprise Content Management System (ECMS).

1. Proposed Agency Commitments.

- a. Board of Health authorizes commitment up to \$150,000 toward software licensing, implementation and support. Also commits at least one member or staff to selection review committee.
- b. County Commission commits staff to coordinate vendor selection, system implementation, technical specification and vendor liaison support in addition to access to County land development records of interest to the Health Department

2. Request for Proposals.

- a. Open RFP not required, suggest request for proposals from limited pool of 4 to 7 previously researched vendors only
- b. RFP can be software only or both software and document scanning solutions
- c. Selection Committee can then arrange demonstrations from top candidates

3. Estimated Schedule

- a. Oct 5th – BoH approves commitment
- b. Oct 15th – notice of possible Grant award to help the project
- c. Oct 18th – JCC hears update and approves MOU regarding each agency's commitment level
- d. Nov 2nd – Update BoH on MOU and progress toward RFP
- e. Nov 5th – Issue RFP to selected vendors
- f. Nov 30th – Submission deadline for vendor proposals
- g. December – Review proposals, schedule follow up demos as necessary, award contract

4. Benefits of Project

- a. Health Department gets valuable guidance on important technology project that has been discussed for years. Also gains access to land development records.
- b. County Commission staff gets funding help on same project that will revolutionize the way they do business and research public documents as well as gain access to Health Dept. records.
- c. Citizens gain improved access to public documents and efficiency in submission of land development applications and permits

5. Proposed Motion

- a. Move that the Board of Health authorize up to \$150,000 in order to purchase Enterprise Content Management System software with the intention of sharing the ECMS licensing, data, training, implementation, integration and future support with participating departments under the Jefferson County Commission or other Elected Officials pending a cooperative agreement.

WEST VIRGINIA GEOLOGICAL AND ECONOMIC SURVEY

1 Mont Chateau Road
Martinsburg, WV 26508-8079

Earl Ray Tomblin, Governor
Keith Burdette, Secretary, Department of Commerce
Michael Ed. Hohn, Director and State Geologist



Phone: (304) 594-2331
Fax: (304) 594-2575
E-mail: info@geosrv.wvnet.edu
Web Site: <http://www.wvgs.wvnet.edu>

November 9, 2012

Mr. Todd Fagan
Jefferson County Commission
PO Box 250
Charles Town, WV 25414-0250

Dear Mr. Fagan:

Thank you for taking the time to apply to the Technical Assistance Grants Program. We appreciate the time and effort you spent in applying for a grant. WVGES is pleased to inform you that your organization has received grant funding in the amount of \$30,000.00 for **Jefferson County (WV) Online Public Land Records Management System**.

As a condition of the grant award, your organization must provide the following reports:

Monthly:

WVGES Performance Report
Statement of Expenditures

Quarterly:

WVGES Subrecipient Jobs Information for ARRA Quarterly Reporting
Subrecipient Information for ARRA Quarterly Reporting

Upon project completion:

Final Report

In addition, your agency must sign and return the enclosed WV-48 Agreement. It is very important that we have one contact with your Agency in regards to the above reporting requirements. On the enclosed form, please designate who this contact will be and return the form along with the signed WV-48 no later than **Monday, November 19, 2012**. At that time I will send all of the above reports and due dates to that individual via e-mail.

WVGES would like to congratulate you on your successful application and we appreciate being able to assist you with your project. If you find that you are unable to accept this award, please notify our agency in writing by November 19, 2012. If you have any questions, please contact me at the above number. I look forward to working with you and your Agency.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nancy L. Lilly".

Nancy L. Lilly, ASA II

**WV Geological and Economic Survey
Broadband Technical Assistance Grant Program**

Grantee: Jefferson County Commission

Project Title: Jefferson County (WV) Online Public Land Records Management System

Agency Contact: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Please return to Nancy L. Lilly by November 19, 2012

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # G130018

WVFIMS Account # 8704-2013-0306-891-128

TEAM Vendor # N/A

WVFIMS Vendor # 45722

I, Jefferson County Commission, PO Box 250, Charles Town, WV 25414, agree to perform the following services
(Name and address)
for WV Geological Survey at Morgantown, WV 26508
(Agency) (Location)
To support local and regional programs to implement broadband literacy, training and online development projects
(Detailed description of services to be performed)
per the attached Technical Assistance Grant application.

Date(s) of Service: from November 1, 2012 to June 30, 2013
The rate of pay shall be \$30,000.00 per grant period indicated not to exceed
\$ 30,000.00 for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by Jefferson County Commission (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ 30,000.00. The vendor serves as Grantee with the title of Jefferson County Commission, certified by _____

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency WV Geological & Economic Survey

(Authorized Signature of Agency)

(Title)

(Date)

Vendor Jefferson County Commission

(Vendor's Signature)

(Social Security or FEIN)

(Date)

West Virginia Department of Commerce
Geological & Economic Survey

GRANT AWARD

Grant Number: G13-0018
State Account Number: 8704-2013-0306-891-128

Grantee Name & Address: Jefferson County Commission PO Box 250 Charles Town, WV 25414-0250	Grant Period: From: November 1, 2012 To: June 30, 2013
	Program Title: West Virginia Broadband Mapping
F.E.I.N. 55-6000333 DUNS #: 77414548	Project Title: Technical Assistance

Project Description

The intent of this grant is to support local and regional programs to implement broadband literacy, training and online development projects per the attached Technical Assistance Grant Application.

Terms and conditions are on file and available for inspection at the Geological Survey's Offices located at 1 Mont Chateau Road, Morgantown, WV 26508
A copy of the original agreement is attached to:

FIMS Transaction #:

Process Date:

Submitted by: Nancy Lilly

Total Amount of Grant	\$30,000.00
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Authorized Signature: _____

Title: Deputy Director, F & A

Date:

Form SBDD-1

**West Virginia Technical Assistance Broadband Grant Program
Project Cover Sheet**

Project Title: Jefferson County (WV) Online Public Land Records Management System	Applicant: Jefferson County Commission
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Sub-Recipient Information

Name: Jefferson County Commission	Address: PO Box 250
FEIN #: 55-6000333	DUNS #: 07-741-4548
City: Charles Town	State: West Virginia
Zip: 25414	Amount of Request: \$30,000

Principal Contact: Todd Fagan	Technical Contact: Todd Fagan
Phone: 304-728-6679	Phone: 304-728-6679
Email: tfagan@jeffersoncountywv.org	Email: tfagan@jeffersoncountywv.org

Administrative Contact: Sandy McDonald	Accounting Contact: Vivian Fields
Phone: 304-728-3282	Phone: 304-728-3208
Email: sandy@jeffersoncountywv.org	Email: vfields@jeffersoncountywv.org

Do you have any previous grant-funded project management experience?	YES	NO
If yes, briefly describe:		

WVGES USE ONLY

Amount Approved:	Sub-Award #:
Congressional District:	County:

Form SBDD-2

**West Virginia Technical Assistance Broadband Grant Program
Certification Statement**

Project Title: Jefferson County Online Public Land Records Management System	Applicant: Jefferson County Commission
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1. I hereby certify that the proposed project is designed to address one or more of the objectives listed in the West Virginia Technical Assistance Broadband Grant application.
2. I hereby certify that no resources obtained under this grant shall be utilized for any purposes other than those necessary to achieve the goals and milestones stated in this proposal.
3. I understand that all funds must be expended within the performance period. I understand that upon grant award, my organization will register with the State of West Virginia as a vendor, and be responsible for financial reporting, in accordance with guidelines set forth in the West Virginia Broadband Grant Application package.
4. I hereby certify that this program will be administered in accordance with the policies and regulations of the American Recovery and Reinvestment Act of 2009.

Patsy Noland

Print Name of Authorizing Official



Signature of Authorizing Official

County Commission President

Title of Authorizing Official

8/7/12

Date

**West Virginia Technical Assistance Broadband Grant Program
Program Alignment**

Project Title: Jefferson County Online Public Land Records Management System	Applicant: Jefferson County Commission
---	---

In this section, provide each broadband objective (listed below) that will be addressed by the proposed project, along with barrier(s) to adoption and beneficiaries of the project. Space is provided for projects addressing multiple objectives and beneficiaries.

Technical Assistance Objectives:

1. To develop training classes to encourage broadband use in a specific sector(s).
2. To create broadband internet applications that enhance broadband usage for any of the sectors identified in Section 1-1 of this NOFA.
3. To establish broadband internet access programs in un-served and under-served areas to better facilitate broadband access to education, health care, e-government, libraries, law enforcement, employment opportunities, and economic development.
4. To facilitate information exchange between public and private users in one of the identified sectors found in Section 1-1 of this NOFA.
5. To perform broadband internet education and awareness for a broadband application in any of the sectors identified on page 5 of this NOFA.

Objective Number	Sector	Barrier	Beneficiary
2, 3 and 4	Local Government	Provide on-line public access to digitized archive of land development records, application/review process and related public documents indexed in an enterprise records management system	Public (FOIA), Developers, Real Estate, Businesses, County staff

**West Virginia Technical Assistance Broadband Grant Program
Project Proposal**

Project Title: Jefferson County Online Public Land Records Management System	Applicant: Jefferson County Commission
---	---

Geographic Range:

In this section provide the precise geographic range of your proposed project by listing the cities and counties in which the project will take place.

These government records principally cover all unincorporated areas under Jefferson County's jurisdiction. In some cases, like addressing, these records apply to each of the municipalities as well (Charles Town, Ranson, Shepherdstown, Bolivar and Harpers Ferry)

Project Proposal Statement:

In this section list the sector(s) that your project seeks to support, identify the specific barrier(s) or obstacle(s) that exists in the target sector, how your project will address the barrier(s), and the specific beneficiaries of your project. Please limit this to no more than 5 pages in Arial 11-point font.

(1) Program Goals Alignment (50 points):

Jefferson County wishes to provide an internet-based, enterprise application to access public land development records currently stored separately among three County departments. This grant proposal compliments a second County submission, Jefferson County (WV) Public Land Records Digitization and Archive; in that together they provide both content and access to an Online Records Management System.

This project aligns most closely with program goals to increase efficiency and broadband use of records management applications in the local government sector.

Funding will allow the County Commission to move forward with plans to develop an online application to archive, research, access, and complete land development records which currently exist in paper form accessible only by County staff and distributed throughout county offices in file cabinets. Online access to these records eliminates the need, in many cases, for the public to travel to the County offices for documents. In turn, less "public counter presence" will enable public employees to improve productivity and

turn their attention to other new projects that were previously unachievable.

Transparency and Citizen Engagement are local government goals. This online application can certainly make the public aware of broadband access in Jefferson County, especially after we leverage the records management technology against other web mapping and records research applications. Digital archives and electronic databases give rise to more efficient workflows and easy access to complete government records while often providing more opportunities for staff, researchers and the public to analyze those documents in a broader context. Once implemented, the software is adaptable to other administrative processes throughout the County and can likely spread efficiencies to other departments.

(2) Project Methodology (50 points):

The principle barrier in paper document archives is citizen and staff access. Digitization and import into a Records Management System will alleviate the inaccessibility of files sequestered in file cabinets and basement storage rooms or digital files scattered across server networks and local computers.

Local officials have discussed digital archiving as an e-Gov solution for some time. Paper documents are inefficient and difficult to access. Our single project goal is to develop an online records management system that will import legacy digitized archives and provide a framework to input future records from present day forward.

Estimates to purchase and customize a Records Management System framework have reached up to \$150,000. A grant award of \$30,000 will significantly alleviate the burden on Jefferson County and its taxpayers to fund the entire project and will greatly increase the likelihood of project completion sooner rather than later in our County's strategic plan.

The bulk of the grant award will go toward contracted services following an RFP and vendor selection process.

Milestones in this project are straightforward; 1. Issue RFP and award a contract, 2. Purchase and install necessary software, 3. Organize existing records, databases, workflows and search needs with contract support, 4. Create and test workflows and notices between related departments, 5. QA searches, speed, completeness and image quality of the system, 5. Import scanned records, 6. Train staff and test system, 7. Implement Records Management System and establish future data entry and collection policies

(3) Projected Outcomes (40 points):

Digital archives and organized search and retrieval are best management practices that should be implemented at the local government level. An enterprise Records Management System will benefit the entire organization and the public by providing integrated, comprehensive searches that will reveal all documents related to a property. Automated e-mail notifications and workflow prompts will increase speed and track progress of land development application process. Performance metrics can report

number of services and customers to evaluate return on investment.

Throughout the contract life-cycle, the grant principal contact and contract administrator will monitor milestones and delivery quality. All measures will be taken to ensure product delivered is on schedule and of the quality required in contract specifications.

(4) Community Impact (40 points):

Online permitting and records research will enable faster, more efficient public access to forms, applications, approvals and correspondence related to a building or subdivision project. Developers appreciate faster and easier application processes associated with shortened regulatory review and approval times. The records management system can help promote economic development alone through removal of land development process barriers, but also show that Jefferson County and West Virginia have invested in modern technology applications to solve public needs from their local government. Every little bit helps. This investment helps our community compete in the global economy. Jobs and productivity follow when businesses and residents come to work and live in West Virginia.

While directly contributing to e-Government initiatives, the Records Management System can help many other targeted areas like agriculture, economic development, environment, emergency services, public safety and tourism. Many of these sectors have a keen interest in specific parcels, addresses and land development history or potential.

Following a successful award and implementation of the Records Management System, those invested grant funds become leverage in development of subsequent technology projects.

(5) Partnerships (20 points):

No specific partnerships are formally established as part of this grant proposal, however, if successful, the records management system will likely produce a collaborative effort with the State Public Health Department and/or Municipal Governments. These agencies are intrinsically involved in land development processes

(6) 25% Match Requirement: Jefferson County will provide a 25% cash match or a combination with in-kind services as specified.

Form SBDD-5

**West Virginia Technical Assistance Broadband Grant Program
Project Milestones**

Project Title: Jefferson County Online Public Land Records Management System	Applicant: Jefferson County Commission
---	---

Provide a list of project milestones, with associated costs and timelines for each from program inception to conclusion.

Project Milestones:

Milestone	Begin & End Dates	Cost
Issue Request for Proposal (RFP) and award contract	September 30 to November 15, 2012	\$2500
Purchase and install necessary software	Dec 1, 2012 to Dec 15, 2012	\$30,000
Organize existing records, databases, workflows and search needs with contract support	Dec 1, 2012 to January 15, 2013	\$6375
Create and test workflows and notices between related departments	January 1, to January 30, 2013	
QA searches, speed, completeness and image quality of the system	January 15 to January 25, 2013	\$2500
Import scanned records	January 20 to January 30, 2013	\$2500
Train staff and test system	February 1 to Feb 10, 2013	\$2500
Implement Records Management System and establish future data entry and collection polices	February 10 to March 1, 2013	
Project Completion Date	March 1, 2013	Total Cost \$46,375

Form SBDD-6

West Virginia Technical Assistance Broadband Grant Program

Project Budget

Project Title: Jefferson County Online Public Land Records Management System	Applicant: Jefferson County Commission
---	---

General Information			
1. Grantee Name:	Jefferson County Commission		
2. Preparers Name and Title:	Todd Fagan – GIS Director		
3. Project Name:	Jefferson County Online Public Land Records Management System	4. Date:	8/9/12
Boxes 5-8 are to be completed by WV Geological Survey			
5. Grant Agreement Number:		6. Grant Amount:	
7. Period of Grant:		8. Match Amount:	

A. Personnel: (includes salary and benefits)

Position	Salary/Rate	Grant Request	In Kind Match	Cash Match	Total Cost
1. GIS Director (160 hours)	\$31.25/hr		\$5000		\$5000
2. Engineering Office Manager (80 hours)	\$30/hr		\$2375		\$2375
3. Planning Clerk (80 hours)	\$18.75/hr		\$1500		\$1500
PERSONNEL TOTAL			\$8875		\$8875

B. Contractor Salaries:

Name/Service	Contract Payment	Grant Request	In Kind Match	Cash Match	Total Cost
1. RMS Contractor				\$7500	\$7500
6.					
CONTRACTOR TOTAL				\$7500	\$7500

C. Office Supplies:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1.				
OFFICE SUPPLIES TOTAL				N/A

D. Office Equipment:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
OFFICE EQUIPMENT TOTALS				N/A

E. Other:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1. Travel (mileage/lodging/per diem)	N/A			
2. Computer Hardware	N/A			

3. Computer Software	\$30,000			\$30,00
4. Hospitality	N/A			
5. Facility Space	N/A			
6.				
OTHER TOTALS	\$30,000			\$30,000

BUDGET SUMMARY

When you have completed the budget worksheets, verify the totals transferred for each category to the spaces below.

Budget Summary	Amount
A. Personnel	\$8875
B. Contractor	\$7500
C. Office Supplies	
D. Office Equipment	
E. Other	\$30,000
Total Cost:	\$46,375
Breakdown of Costs	
Total Grant Request:	\$30,000

Total In Kind Match	\$8875
Total Cash Match:	\$7500

Total Grant Award \$46,375

Grantee's Signature:

Patricia A. Kolod
Leif J. ...

Date:

8/9/12

8/8/12

WVGES Approval Signature:

Date:

SBDD-7

West Virginia Technical Assistance Broadband Grant Program

Coalition Statement

Project Title: Jefferson County Online Public Land Records Management System	Applicant: Jefferson County Commission
---	---

Provide the following information in a narrative summary with necessary titles and signatures at the end of the Coalition Statement document:

- The primary recipient of the grant
- Each participating group or entity
- The project responsibilities of each coalition member
- The project funds that will be disbursed to each coalition member
- An authorized signature from each coalition member, indicating their approval
- Required matching contributions.

A Coalition Statement is not applicable. Jefferson County is the primary recipient of the grant will not be partnering on this project with any other eligible entities. Project funds will be disbursed to Jefferson County Commission. Any contract support on this project will be paid directly from Jefferson County.

WEST VIRGINIA GEOLOGICAL AND ECONOMIC SURVEY

1 Mont Chateau Road
Morgantown, WV 26508-8079

Earl Ray Tomblin, Governor
Keith Burdette, Secretary, Department of Commerce
Michael Ed. Hohn, Director and State Geologist



Phone: (304) 594-2331
Fax: (304) 594-2575
E-mail: info@geosrv.wvnet.edu
Web Site: <http://www.wvgs.wvnet.edu>

November 9, 2012

Mr. Todd Fagan
Jefferson County Commission
PO Box 250
Charles Town, WV 25414-0250

Dear Mr. Fagan:

Thank you for taking the time to apply to the Technical Assistance Grants Program. We appreciate the time and effort you spent in applying for a grant. WVGES is pleased to inform you that your organization has received grant funding in the amount of \$30,000.00 for **Jefferson County (WV) Public Land Records Digitization and Archive**.

As a condition of the grant award, your organization must provide the following reports:

Monthly:

WVGES Performance Report
Statement of Expenditures

Quarterly:

WVGES Subrecipient Jobs Information for ARRA Quarterly Reporting
Subrecipient Information for ARRA Quarterly Reporting

Upon project completion:

Final Report

In addition, your agency must sign and return the enclosed WV-48 Agreement. It is very important that we have one contact with your Agency in regards to the above reporting requirements. On the enclosed form, please designate who this contact will be and return the form along with the signed WV-48 no later than **Monday, November 19, 2012**. At that time I will send all of the above reports and due dates to that individual via e-mail.

WVGES would like to congratulate you on your successful application and we appreciate being able to assist you with your project. If you find that you are unable to accept this award, please notify our agency in writing by November 19, 2012. If you have any questions, please contact me at the above number. I look forward to working with you and your Agency.

RECEIVED

NOV 13 2012

Sincerely,

A handwritten signature in cursive script, appearing to read "Nancy L. Lilly".

Nancy L. Lilly, ASA II

Jefferson County Commission

**WV Geological and Economic Survey
Broadband Technical Assistance Grant Program**

Grantee: Jefferson County Commission

Project Title: Jefferson County (WV) Public Land Records Digitization and Archive

Agency Contact: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Please return to Nancy L. Lilly by November 19, 2012

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # G130019

WVFIMS Account # 8704-2013-0306-891-128

TEAM Vendor # N/A

WVFIMS Vendor # 45722

I, Jefferson County Commission, PO Box 250, Charles Town, WV 25414, agree to perform the following services
(Name and address)
for WV Geological Survey at Morgantown, WV 26508
(Agency) (Location)
To support local and regional programs to implement broadband literacy, training and online development projects
(Detailed description of services to be performed)
per the attached Technical Assistance Grant application.

Date(s) of Service: from November 1, 2012 to June 30, 2013
The rate of pay shall be \$30,000.00 per grant period indicated not to exceed
\$ 30,000.00 for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am **not** currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by Jefferson County Commission (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ 30,000.00. The vendor serves as Grantee (Position) with the title of Jefferson County Commission, certified by _____ (Supervisor's Signature).

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:
Agency WV Geological & Economic Survey

(Authorized Signature of Agency)

(Title)

(Date)

Vendor Jefferson County Commission

(Vendor's Signature)

(Social Security or FEIN)

(Date)

West Virginia Department of Commerce
Geological & Economic Survey

GRANT AWARD

Grant Number: G13-0019
State Account Number: 8704-2013-0306-891-128

Grantee Name & Address: Jefferson County Commission PO Box 250 Charles Town, WV 25414-0250	Grant Period: From: November 1, 2012 To: June 30, 2013
	Program Title: West Virginia Broadband Mapping
F.E.I.N. 55-6000333 DUNS #: 77414548	Project Title: Technical Assistance

Project Description

The intent of this grant is to support local and regional programs to implement broadband literacy, training and online development projects per the attached Technical Assistance Grant Application.

Terms and conditions are on file and available for inspection at the Geological Survey's Offices located at 1 Mont Chateau Road, Morgantown, WV 26508
A copy of the original agreement is attached to:

FIMS Transaction #:

Process Date:

Submitted by: Nancy Lilly

Total Amount of Grant \$30,000.00

Authorized
Signature: _____

Title: Deputy Director, F & A

Date:

Form SBDD-1

**West Virginia Technical Assistance Broadband Grant Program
Project Cover Sheet**

Project Title: Jefferson County (WV) Public Land Records Digitization and Archive	Applicant: Jefferson County Commission
---	---

Sub-Recipient Information

Name: Jefferson County Commission	Address: PO Box 250
FEIN #: 55-6000333	DUNS #: 07-741-4548
City: Charles Town	State: West Virginia
Zip: 25414	Amount of Request: \$30,000

Principal Contact: Todd Fagan	Technical Contact: Todd Fagan
Phone: 304-728-6679	Phone: 304-728-6679
Email: tfagan@jeffersoncountywv.org	Email: tfagan@jeffersoncountywv.org

Administrative Contact: Sandy McDonald	Accounting Contact: Vivian Fields
Phone: 304-728-3282	Phone: 304-728-3208
Email: sandy@jeffersoncountywv.org	Email: vfields@jeffersoncountywv.org

Do you have any previous grant-funded project management experience?	YES	NO
If yes, briefly describe:		

WVGES USE ONLY

Amount Approved:	Sub-Award #:
Congressional District:	County:

Form SBDD-2

**West Virginia Technical Assistance Broadband Grant Program
Certification Statement**

Project Title: Jefferson County Public Land Records Digitization and Archive	Applicant: Jefferson County Commission
---	---

1. I hereby certify that the proposed project is designed to address one or more of the objectives listed in the West Virginia Technical Assistance Broadband Grant application.
2. I hereby certify that no resources obtained under this grant shall be utilized for any purposes other than those necessary to achieve the goals and milestones stated in this proposal.
3. I understand that all funds must be expended within the performance period. I understand that upon grant award, my organization will register with the State of West Virginia as a vendor, and be responsible for financial reporting, in accordance with guidelines set forth in the West Virginia Broadband Grant Application package.
4. I hereby certify that this program will be administered in accordance with the policies and regulations of the American Recovery and Reinvestment Act of 2009.

Patsy Noland

Print Name of Authorizing Official



Signature of Authorizing Official

County Commission President

Title of Authorizing Official

8-9-2012

Date

Form SBDD-3

**West Virginia Technical Assistance Broadband Grant Program
Program Alignment**

Project Title: Jefferson County Public Land Records Digitization and Archive	Applicant: Jefferson County Commission
--	--

In this section, provide each broadband objective (listed below) that will be addressed by the proposed project, along with barrier(s) to adoption and beneficiaries of the project. Space is provided for projects addressing multiple objectives and beneficiaries.

Technical Assistance Objectives:

1. To develop training classes to encourage broadband use in a specific sector(s).
2. To create broadband internet applications that enhance broadband usage for any of the sectors identified in Section 1-1 of this NOFA.
3. To establish broadband internet access programs in un-served and under-served areas to better facilitate broadband access to education, health care, e-government, libraries, law enforcement, employment opportunities, and economic development.
4. To facilitate information exchange between public and private users in one of the identified sectors found in Section 1-1 of this NOFA.
5. To perform broadband internet education and awareness for a broadband application in any of the sectors identified on page 5 of this NOFA.

Objective Number	Sector	Barrier	Beneficiary
2, 3 and 4	Local Government	Provide on-line public access to digitized archive of land development records, application/review process and related public documents indexed in an enterprise records management system	Public (FOIA), Developers, Real Estate, Businesses, County staff

**West Virginia Technical Assistance Broadband Grant Program
Project Proposal**

Project Title: Jefferson County Public Land Records Digitization and Archive	Applicant: Jefferson County Commission
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Geographic Range:

In this section provide the precise geographic range of your proposed project by listing the cities and counties in which the project will take place.

These government records principally cover all unincorporated areas under Jefferson County's jurisdiction. In some cases, like addressing, these records apply to each of the municipalities as well (Charles Town, Ranson, Shepherdstown, Bolivar and Harpers Ferry)

Project Proposal Statement:

In this section list the sector(s) that your project seeks to support, identify the specific barrier(s) or obstacle(s) that exists in the target sector, how your project will address the barrier(s), and the specific beneficiaries of your project. Please limit this to no more than 5 pages in Arial 11-point font.

(1) Program Goals Alignment (50 points):

Jefferson County wishes to scan, classify, index and archive all existing and future public records into a data sharing system that incorporates linked workflows, searchable databases and document retrieval among multiple departments and the public. This grant proposal compliments a second County submission, Jefferson County (WV) Online Public Land Records Management System, in that together they provide both content and access to an Online Records Management System.

This project aligns most closely with program goals to increase efficiency and broadband use of records management applications in the local government sector.

Any Records Management System requires content. Without scanning existing paper document archives, the Records Management System will only access information from present day forward. To prepare for the upcoming implementation, the County must scan and index an estimated 1.5 million hardcopy documents, including maps, plats, drawings, permits, certificates, applications, inspection reports, bonding agreements, violations, memos, photos, complaints and related correspondence. These large and

small format paper files comprise the existing land development document archives for three County departments, Planning & Zoning, Engineering, and GIS/Addressing.

(2) Project Methodology (50 points):

Paper limits the staff and public's ability to accurately and completely research the actual history of a subdivision, parcel, structure or address. This limitation leads to gaps in knowledge exposing the County to mistakes and liabilities. Freedom of Information Act (FOIA) requests can take many hours or days of staff time. Important data can be lost or misfiled in paper-only systems. To better ensure government transparency, compliance and public access, all records, files and documents should be digitally reproduced, archived according to State Code and accessed in a records management system.

The principle barrier in paper document archives is citizen and staff access. Digitization will alleviate the inaccessibility of files sequestered in file cabinets and basement storage rooms. Digital backups also alleviate the risk of loss or damage to these paper records.

Local officials have discussed digital archiving as an e-Gov solution for some time. Paper documents are inefficient and difficult to access. Our single project goal is to transfer this valuable historic data to a digital format suitable for indexing in a searchable database for both County staff and the public.

Estimates to scan and index all of these documents have reached up to \$150,000. A grant award of \$30,000 will significantly alleviate the burden on Jefferson County and its taxpayers to fund the entire project and will greatly increase the likelihood of project completion sooner rather than later in our County's strategic plan.

Milestones in this project are straightforward; 1. Issue RFP and award a scanning contract, 2. Scan and digitize selected paper documents, 3. Create key indices and metadata for records, 4. County staff Quality Assurance (QA) reviews, 5. Create basic searches to access scanned records, 5. Backup digital records for redundant, offsite archive, 6. Prepare digital files for integration into Records Management System.

(3) Projected Outcomes (40 points):

The primary outcome for this project is to produce digital copies of our existing paper records. Industry standards allow no more than 2.5% loss of data quality or quantity. Our requirements will exceed that minimum standard. Measurement of benefits can be obtained through QA controls throughout the contract process. Staff will control keyword and search criteria to insure accurate and efficient indexing of records. Metrics to demonstrate value and benefit to the community come later through usage and performance of the Records Management System. Some applications have reporting tools to reveal search times and completeness. Staff will conduct a full Return on Investment analysis following a specified period of usage, perhaps as early as 6 months to one year into implementation.

(4) Community Impact (40 points):.

The primary benefit to local government and citizens comes from vastly improved, online access to public records. This access leads to improvements in efficiency throughout government services like land development applications, building permits, zoning reviews, address assignment and general research requests.

Aside from online access to digital records, there is the added benefit of a permanent archive that is better protected from loss due to hazards such as floods, fire and age deterioration. Currently, these public records are at risk and must be preserved digitally to avoid liability. Scanning and archiving will comply with all applicable State document retention policies and laws

Other benefits include reduced space needs for storage of paper. Jefferson County's estimated storage space for existing land development records and filing cabinets is 1200 square feet or roughly the equivalent of 5 to 8 offices.

If successful, grant funds used for digitizing of paper records will be leveraged to implement an online records management system accessible by staff and public to research land development history and streamline future application and review processes.

(5) Partnerships (20 points): No specific partnerships are formally established as part of this grant proposal, however, if successful, the records management system will likely produce a collaborative effort with the State Public Health Department and/or Municipal Governments. These agencies are intrinsically involved in land development processes.

(6) 25% Match Requirement: Jefferson County will provide a 25% cash match or a combination with in-kind services as specified.

Form SBDD-5

**West Virginia Technical Assistance Broadband Grant Program
Project Milestones**

Project Title: Jefferson County Public Land Records Digitization and Archive	Applicant: Jefferson County Commission
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Provide a list of project milestones, with associated costs and timelines for each from program inception to conclusion.

Project Milestones:

Milestone	Begin & End Dates	Cost
Issue Request for Proposal (RFP) and award contract	September 30 To November 15, 2012	\$2500
Scan and digitize selected existing paper documents	Dec 1, 2012 to January 1, 2013	\$30,000
Create index keys and metadata for records	Dec 1 2012 to January 15, 2013	
Quality Assurance review by County staff	Dec 15, 2012 to January 30, 2013	\$6375
Create basic searches to access scanned records	January 15 to February 15, 2013	\$2500
Backup digital records for redundant, off-site archive	February 15, 2012	\$2500
Prepare documents for incorporation into Records Management System	February 15 to March 1, 2013	\$2500
Close contract	March 1, 2013	
Project Completion Date	March 1, 2013	Total Cost \$46,375

Form SBDD-6

West Virginia Technical Assistance Broadband Grant Program

Project Budget

Project Title: Jefferson County Public Land Records Digitization and Archive	Applicant: Jefferson County Commission
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General Information			
1. Grantee Name:	Jefferson County Commission		
2. Preparers Name and Title:	Todd Fagan – GIS Director		
3. Project Name:	Jefferson County Public Land Records Digitization and Archive	4. Date:	8/9/12
Boxes 5- 8 are to be completed by WV Geological Survey			
5. Grant Agreement Number:		6. Grant Amount:	
7. Period of Grant:		8. Match Amount:	

A. Personnel: (includes salary and benefits)

Position	Salary/Rate	Grant Request	In Kind Match	Cash Match	Total Cost
1. GIS Director (160 hours)	\$31.25/hr		\$5000		\$5000
2. Engineering Office Manager (80 hours)	\$30/hr		\$2375		\$2375
3. Planning Clerk (80 hours)	\$18.75/hr		\$1500		\$1500
PERSONNEL TOTAL			\$8875		\$8875

B. Contractor Salaries:

Name/Service	Contract Payment	Grant Request	In Kind Match	Cash Match	Total Cost
1. Scanning Contractor		\$30,000		\$7500	\$37,500
2.					
CONTRACTOR TOTAL		\$30,000		\$7500	\$37,500

C. Office Supplies:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1.	N/A			
OFFICE SUPPLIES TOTAL				N/A

D. Office Equipment:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1.	N/A			
OFFICE EQUIPMENT TOTALS				N/A

E. Other:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1. Travel (mileage/lodging/per diem)	N/A			
2. Computer Hardware	N/A			
3. Computer Software	N/A			
4. Hospitality	N/A			
5. Facility Space	N/A			
OTHER TOTALS				N/A

BUDGET SUMMARY

When you have completed the budget worksheets, verify the totals transferred for each category to the spaces below.

Budget Summary	Amount
A. Personnel	\$ 8875
B. Contractor	\$37,500
C. Office Supplies	0
D. Office Equipment	0

E. Other	0
Total Cost:	\$46,375
Breakdown of Costs	
Total Grant Request:	\$30,000
Total In Kind Match	\$8875
Total Cash Match:	\$7500

Total Grant Award **\$46,375**

Grantee's Signature: *Patricia A. K...
J...* Date: 8/9/12
8/8/12

WVGES Approval Signature: _____ Date: _____

SBDD-7

West Virginia Technical Assistance Broadband Grant Program

Coalition Statement

Project Title: Jefferson County Public Land Records Digitization and Archive	Applicant: Jefferson County Commission
---	---

Provide the following information in a narrative summary with necessary titles and signatures at the end of the Coalition Statement document:

- The primary recipient of the grant
- Each participating group or entity
- The project responsibilities of each coalition member
- The project funds that will be disbursed to each coalition member
- An authorized signature from each coalition member, indicating their approval
- Required matching contributions.

A Coalition Statement is not applicable. Jefferson County is the primary recipient of the grant will not be partnering on this project with any other eligible entities. Project funds will be disbursed to Jefferson County Commission. Any contract support on this project will be paid directly from Jefferson County.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Daniel Lutz

Department or Organization: Ferguson's Mill @ Wheatland Village

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: November 29, 2012

Date Requested – 2nd Choice: ASAP

If a specific date is needed, please provide reason for specific date: No Specific date

Subject (Wording to be placed on agenda):

Cooperation from County Regarding Restoration of Ferguson's Mill AND APPURTENANCES
Please provide the County Commission with a description of your request or presentation, including any background information: Letters from Planning and Engineering

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

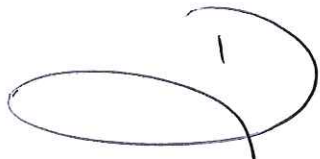
Determine if County desires to PRESERVE THE LAST COMPLETE INTACT AND OPERABLE 18th Century gristmill

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:
Email address: f.lutz007@gmail.com
Phone number: 304-725-0966


Daniel P. Lutz

JEFFERSON COUNTY, WEST VIRGINIA

Department of Planning and Zoning

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

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

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

November 5, 2012

Danny P. Lutz, Jr.
5 Feagan's Mill Lane
Charles Town, WV 25414

Danny,

We appreciated the opportunity to visit your property on September 26th. The tour was a positive and enlightening experience for all of the staff.

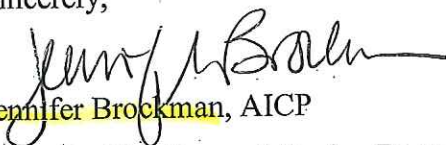
Having seen this exceptional property – including the intact mill works – it is clear that Feagan's Mill represents a significant historic resource. You have outlined a creative proposal for restoring the buildings on the property and linking the site with nearby attractions such as Craftworks at Cool Spring. Your commitment to restoring this important historic asset is evident.

We have verified that the FEMA maps do show the mill building to be located in the floodplain. However, we believe that it is possible that FEMA's classification may not accurately reflect the location of the floodplain. For this reason, we would suggest submitting a Letter of Map Amendment to FEMA, to request that the agency reconsider the boundary of the floodplain. A West Virginia-licensed surveyor can prepare and submit this request.

If FEMA determines the property to be located outside of the floodplain, this will make the rehabilitation of the mill and the use of the property much easier. While a site plan prepared by a civil engineer and building plans submitted by a registered architect would be necessary to initiate historic tourism, there may be some ways to use the property that would require little or no site work.

We are excited about your goals for the property, and want to see your proposal come to fruition. Within the parameters of the current land development ordinances, we would be happy to do anything possible to facilitate the achievement of this vision.

Sincerely,



Jennifer Brockman, AICP

Director, Planning and Zoning Department

Cc: John Allen, Historic Landmarks Commission
Frances Morgan, Jefferson County Commission
Becky Burns, Office Manager, Engineering Department
Mason Carter, Ordinance Compliance Officer, Engineering Department

West Virginia Association of Counties

2012 Legislative Priorities

Our Vision: To be a strong, unified partner in creating a better West Virginia.

Our Mission: To achieve unity of purpose among elected county officials in order to promote the professionalism, innovation, and preservation of county government for the benefit of the citizens they serve to create a better West Virginia.

This document serves as the official legislative priority and policy statement of the West Virginia Association of Counties (WVACo) for the 2012 Session of the 80th West Virginia Legislature. The compilation of issues represents the unanimous agreement of county commissioners, county clerks, circuit clerks, sheriffs, assessors and prosecuting attorneys. These common legislative goals were adopted by the WVACo Board of Directors on October 18th, 2011 at our fall board meeting in Summers County. We look forward to working with you in partnership on these and other issues.

Respectfully,

Patricia L. Hamilton, CAE, Executive Director

West Virginia Association of Counties

Policy Initiatives:

In recognition of the scourge on our society that substance abuse has become, the West Virginia Association of Counties commits to supporting efforts of the Governor's Statewide Task Forces and Advisory Council. Substance abuse is an extremely critical problem, an impediment to the workforce in West Virginia, and a major factor in the escalating burden on our criminal justice system.

The West Virginia Association of Counties supports initiatives that have a positive effect on county funds and oppose those that have a negative impact, such as state requirements to provide facilities or services without appropriating the necessary resources to do so or erosions to county revenue.

The West Virginia Association of Counties supports initiatives that have a positive effect on county authority or responsibility and oppose those that usurp the authority of county officials and county government.

On Behalf of our Member Associations, the West Virginia Association of Counties will work with the Legislature on the following issues:

For County Officials and County Employees:

- Compensation Increase for County Officials

We support an across-the-board salary increase for county officials as determined and agreed upon among all elected county officials in an effort to provide more equivalent salaries across all officeholders and all classifications of counties.

- PEIA Representative

We support a change to §5-16-4 that would allow for the appointment of a representative to be a member of the PEIA Finance Board who will represent political subdivisions and other non-state entities.

- Acceptance of Credit/Debit Cards

Clarification is needed to allow the necessary acceptance of credit and debit cards to pay for various fees in county offices.

- Long-Term Solution to Other Post Employment Benefit (OPEB) Liability

We will continue to work with the Legislature and other non-state entity representatives to identify long-term strategies for the mitigation and management of the OPEB liability.

- “Simple Majority” Amendment

We support a Constitutional amendment that would allow for a simple majority for local government levy elections rather than meeting the requirement of a 60% “super majority.”

- Cap PERS Employer Contribution

An amendment made in 2005 gave the Consolidated Public Retirement Board the sole authority to raise employer contributions to PERS by striking the 10.5% cap that had been in place. Currently, the employer contribution has been increased to 14.5% by CPRB. We support the reinstatement of a cap of 14.5% in code. The employer contribution to PERS is a significant amount for State and County budgets and we contend that legislative action is needed to increase it. (The employee contribution of 4.5% is set in code

CCAWV adopted the following policy statements for 2013:

Fiscal Issues

CCAWV is supportive of initiatives that have a positive effect on county funding, allowing counties to generate their own funding needs and oppose those initiatives that take funding away from county programs and services.

Responsibility Issues

CCAWV is supportive of initiatives that have a positive effect on county commission authority or responsibility and oppose those that attempt to usurp the duties of county commissioners as outlined by the WV Constitution and the WV Code.

Regional Jail Costs

CCAWV will continue to work with the WV Legislature and the WV Regional Jail Authority to identify additional revenue sources and jail population reduction methods in a unified effort to maximize the efficient use of tax dollars for incarceration of regional jail inmates.

Unfunded Mandates

In these challenging economic times, CCAWV will defend against unfunded mandates legislatively or administratively passed on to local governments. CCAWV will evaluate and determine our position on any legislation that affects county finances.

Marcellus Shale Drilling

CCAWV supports the development of rules governing horizontal well drilling that will maintain communication and coordination between the industry, state, and county governments, continuing to allow local flexibility to deal with local issues.

Substance Abuse Treatment

In recognition of the scourge on our society that substance abuse has become, the CCAWV commits to supporting efforts to increase and enhance available treatment. Substance abuse is an extremely critical problem and impediment to the workforce in WV and a major factor in the escalating burden on our criminal justice system.

Priority Jail Cost Issues for 2013

- 1. Method for collecting outstanding court costs:**
 - Checking for nonpayment at the time of vehicle registration/license renewals
 - Withholding income tax refunds for outstanding court costs in magistrate and circuit courts (copied from municipal statute 2005)
- 2. Sharing of Jail costs among all arresting entities (Requiring "Skin-in-the-Game," the arresting officers' entity pays first day's per diem)**
- 3. Support proposed changes to statute regarding RJA's personnel budgeting requirements and limited latitude in calculating per diem formula.**
- 4. Support P B & J (Probation before Judgment) a pre-trial diversion program used in Baltimore MD**
- 5. Encouraging County public education awareness programs regarding jail costs and the resulting effect on other county services.**

Further, the CCAWV committed to regional training efforts to share jail cost containment "Best Practices" among the Association membership.

County Commissioners' Association of West Virginia

Vivian Parsons, Executive Director
2309 Washington Street, East
Charleston, WV 25311

Phone: 304-345-4639 Fax: 304-346-3512
Email: ccawv@citynet.net
Web site: www.ccawv.org

CCAWV Supports:

- County Officials Compensation legislation— supports initial bump up with future review mechanism
- supports Simple Majority Amendment ("The Silenced Majority") simple majority for passage of local levies.
- supports legislation that would redistribute the real property transfer tax, collected by the state, back to the county of collection, over a 5-yr. incremental phase-in.
- supports granting bonding authority to CFIA.
- supports eliminating exemption from paying Hotel/Motel Tax on 30 day or more stay.
- supports elimination of Annexation by Petition
- Favors sunseting Municipal Home Rule Pilot Program.
- supports 911 fees staying in county at local discretion
- supports VED "volunteer and funding mechanisms" when revenue neutral to counties
- supports more accountability of developers for addressing homeowners/sub-division issues
- supports funding for MARC Train in eastern panhandle from both state & federal sources

CCAWV Opposes:

- TIF authority for Class III & IV Cities independent of county commissions
- 2012 HJR 113 "County Option" Homestead Exemption Amendment
- Tangible Personal Property Tax Exemption & Rate Reduction amendment

Please Note: These legislative positions are generally stated and do not preclude CCAWV from re-evaluating each proposed legislative bill for "Support" or "Opposition" based on the bill's actual language and its resulting affect on county government.

2012-2013 CCAWV Legislative Committee

Legislative Chair-Dan Greathouse
Hancock County (564-3311)

President, Cindy Pyles, Mineral County
(788-5921)

Vice-President, Tim McCormick (234-3628)

Past President, Ron Watson, Harrison County
(624-8500)

Don Mason, Marshall County (845-0482)

Joe Coburn, Mercer County (487-8309)

Mickey Brown, Boone County (369-7301)

Janice LaRue, Mineral County (788-5921)

Mike Taylor, Randolph County (636-2057)

Craig Jennings, Preston County (329-1805)

Tim Ennis, Brooke County (737-4024)

Gary Ellyson, Braxton County (765-2835)

J.C. Raffety, Upshur County (472-0535)

Matt Wender, Fayette County (574-4290)

Gordon Lambert, McDowell County (436-8548)

Rick Handy, Mason County (675-1110)

Nancy Cartmill, Cabell County (526-8634)

Vivian Parsons, Executive Director
(304) 345-4639

OUR MISSION.....

Is to "maintain a statewide agency for the purpose of promoting the interest and general welfare of local county government through a variety of communication tools; to represent county government before the West Virginia Legislature, administrative agencies, and the federal government; to educate the public about the value and need for county programs and services; and to facilitate the exchange of problems, ideas and solutions among county officials."



At the County Commissioners' Association of WV, we are dedicated to increasing communication among our membership, sister organizations, state agencies, and the legislature. It is our goal to use this communication to accomplish the stated mission of the organization and to assure that.....*"County Government Works!"*

Vivian Parsons, Executive Director
2309 Washington Street, East
Charleston, WV 25311

County Commissioners' Association of West Virginia Legislative Platform 2013



"County Government Works"

2309 Washington Street, East
Charleston, WV 25311

Phone: 304-345-4639

Fax: 304-346-3512

Email: info@ccaawv.org

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jeff Polczynski

Department or Organization: 911 Center

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: 11/29/12

Date Requested – 2nd Choice: _____

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

Subject(Wording to be placed on agenda): Request Compensation during temporary assignment for Lynn Carroll from dispatcher to Interim Deputy Director effective 11/18/12 and request permission to advertise to hire a Deputy Director

Please provide the County Commission with a description of your request or presentation, including any background information: Move Ms. Carroll temporarily to the vacant Deputy Director Position from a Grade IV Step L to Grade V Step A

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

Are documents attachments? Yes No _____

If not, explain: _____

Is a projector needed? Yes _____ No

Contact information:

Email address: _____

Phone number: _____

**Jefferson County Commission
Employee Action Form
Emergency Communications Center**

Employee Name:	Lynn Carroll	Date Completed:	11/16/2012
Department Number:	712	Work Location:	Emergency Communications
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
From: Salary	\$ 56,146.04	To: Salary	\$ 58,572.80
Reason:	Appointment to Acting Deputy Director during vacancy		New Hire Promotion Temporary Assignment Annual Increase
		% of Change	
Grade (I, II, III, etc.):	IV	Grade (I, II, III, etc.):	V
Step (A,B,C etc.):	L	Step (A,B,C etc.):	A
Min/Mid/Max		Min/Mid/Max	
From:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement	To:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement
From:	Active Personal Unpaid FMLA Workers Comp WC Rate:	To:	Active Personal Unpaid FMLA Workers Comp WC Rate:
	Military Personal Paid Return to Work WC Code		Military Personal Paid Return to Work WC Code
Additional Info:			
Check here this is an employee working 35 hours			<input type="checkbox"/>
Check if this is a salaried non-exempt or hourly employee, eligible for overtime			<input checked="" type="checkbox"/>
Effective Date: 11/18/2012			
Co. Admin Approval		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Done	

87A

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

AGENDA REQUEST FORM

Name: David Camilletti, Esq.

Department or Entity: _____

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: 10/4/12

Date Requested – 2nd Choice: _____

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

Subject: Petition for Closing Unused Road, Streets & Travel Ways - Martin and Brenda Lookingbill

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

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

Attachments:

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: MARTIN WAYNE LOOKINGBILL and
BRENDA DIANE LOOKINGBILL

CASE NO: _____

ORDER SETTING HEARING

This day came the Petitioners, by counsel, David A. Camilletti, Esquire, having previously filed a duly verified Petition of Martin Wayne Lookingbill and Brenda Diane Lookingbill for Closing Unused Roads, Streets and Travel Ways. It appears to the Court by said Petition that the Petitioners are entitled to a hearing on this matter.

It is therefore ORDERED that the Petition of Martin Wayne Lookingbill and Brenda Diane Lookingbill for Closing Unused Roads, Streets and Travel Ways shall be set down for hearing before the County Commission of Jefferson County, West Virginia on the ____ day of _____, 2012 at _____ o'clock a.m./p.m., or as soon thereafter as Counsel may be heard.

It is further ORDERED that the Petitioner shall cause a duly attested copy of this Order and the Petition of Martin Wayne Lookingbill and Brenda Diane Lookingbill for Closing Unused Roads, Streets and Travel Ways be served upon Southland Corporation, P.O. Box 711, Dallas, TX 752211; Nancy Gray, 1578 Flowing Springs Road, Charles Town, WV 25414; Francis and Jeanette Duncan, P.O. Box 29, Shenandoah Jct, WV 25442; Mary V. Pierce, c/o Mary Bordier, 358 Jefferson Avenue, Charles Town, WV 25414; Debra Pittinger, 425 Euclid Avenue, Charles Town, WV 25414; and Susanne Lawton, General Manager, Jefferson County Public Service District, 340 Edmond Road, Suite A, Kearneysville, WV 25430; and cause Notice of said Hearing to be published as a Class 1

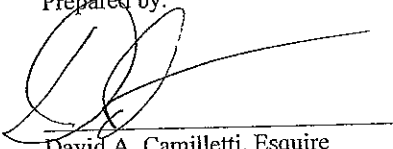
legal advertisement.

The Clerk shall enter this Order as of the day and date below written and shall transmit two (6) attested copies to David A. Camilletti, Esquire, 103 W. Liberty Street, Charles Town, West Virginia 25414.

ENTERED this _____ day of _____, 2012.

President of the County Commission

Prepared by:



David A. Camilletti, Esquire
WV State Bar Id No. 599
Counsel for Petitioners

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: MARTIN WAYNE LOOKINGBILL and
BRENDA DIANE LOOKINGBILL

CASE NO: _____

PETITION FOR CLOSING UNUSED ROADS, STREETS AND TRAVEL WAYS

NOW COMES the Petitioners, Martin Wayne Lookingbill and Brenda Diane Lookingbill, by counsel, David A. Camilletti and for their Petition for Closing Unused Roads, Streets and Travel Ways does say as follows:

1. Pursuant to the provisions of West Virginia Code 7-1-3(h) your Petitioners request that their verified application to close or annul the unused road, street, travel way or alley located between his various properties be filed and scheduled for hearing;
2. The Petitioners are the owners of four (4) parcels of real estate in Charles Town District, Jefferson County, West Virginia, being Parcel 76, Tax Map 10A;
3. The attached plat, dated April 11, 2007, prepared by George E. Nagle and Associates; and the plat dated March 12, 2012, prepared by Gordon and Associates along with the Jefferson County Tax Maps, District 2, Map # 10A, sets forth the four parcels and the unused road, street, travel way or alley to be closed or annulled;
4. The Petitioners state that the portion of the unused road, street, travel way or alley to be closed begins at Washington Street and extends in a southerly direction to a point 255.83 feet from Washington Street.
5. The Petitioners request the closure of the unused road, street, travel way or alley because it has never been opened or traveled;
6. The addition of this closure, to the Petitioner's real estate, would allow the Petitioner

to make improvements to the real estate;

7. The Petitioner avers that the closure would not be prejudicial to the County or State;

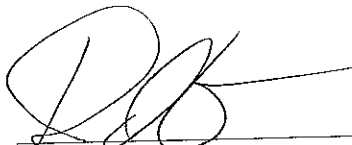
8. The closure would assist a local ongoing business in its effort to renovate the property and promote additional rental spaces for businesses;

9. The above mentioned statute allows for the County Court of any county to close and vacate any part or all of any such unused road, street or other designated travel way;

10. Petitioners request that the County Court set this matter for a hearing on the Court's next available date and time.

Respectfully submitted,

Martin Wayne Lookingbill and
Brenda Diane Lookingbill, Petitioners
By Counsel



David A. Camilletti, Esquire
WV State Bar ID No. 599
103 W. Liberty Street
Charles Town, WV 25414
304-725-0937
304-725-1039 facsimile

VERIFICATION

STATE OF MARYLAND,
COUNTY OF CARROLL, to-wit:

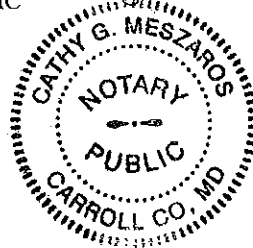
I, Martin Wayne Lookingbill, swear and affirm that the information in the above Petition, which has been supplied by me, is the truth to the best of knowledge and belief.

Martin Wayne Lookingbill
Martin Wayne Lookingbill

I, CATHY G MESZAROS a Notary in and for the aforesaid County and State do hereby certify that Martin Wayne Lookingbill, has this day signed his seal to the Petition and Verification on this the 5th day of August, 2012.

Cathy G. Meszaros
NOTARY PUBLIC

My Commission expires: 4-21-2013



VERIFICATION

STATE OF MARYLAND,

COUNTY OF CARROLL, to-wit:

I, Brenda Diane Lookingbill, swear and affirm that the information in the above Petition, which has been supplied by me, is the truth to the best of knowledge and belief.

Brenda Diane Lookingbill
Brenda Diane Lookingbill

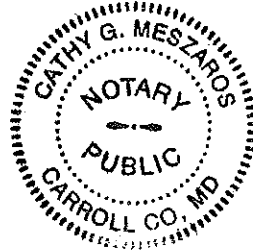
I, **CATHY G MESZAROS** a Notary in and for the aforesaid County and

State do hereby certify that Brenda Diane Lookingbill, has this day signed her seal to the Petition and

Verification on this the 8th day of August, 2012.

Cathy G. Meszaros
NOTARY PUBLIC

My Commission expires: 4-21-2013



NOTES: NO TITLE REPORT FURNISHED FOR THIS SURVEY.

I HEREBY CERTIFY THAT THE POSITION OF EXISTING IMPROVEMENTS SHOWN HEREON HAVE BEEN CAREFULLY ESTABLISHED USING ACCEPTED FIELD PRACTICES.

04/11/07
DATE
GEORGE E. NAGEL
PROFESSIONAL LAND SURVEYOR
WEST VIRGINIA REGISTRATION NUMBER
2083



JEFFERSON COUNTY, WV

FILED

May 10, 2007 10:16:59

JENNIFER S. MAGHAN

COUNTY CLERK

TRANSACTION NO: 2007010403

Transfer Tax: \$ 3795.00

BOOK OF DEEDS

Book: 1036 Page: 00111



DB W, PG.195

WASHINGTON STREET (W.V. RT. 51)

EUCLED AVENUE

TM 10A, P. 75
THE SOUTHLAND CORP.
D.B. 309, PG. 374

TM 10A, P. 77.1
MARY VIRGINIA PIERCE
D.B. 277, PG. 406

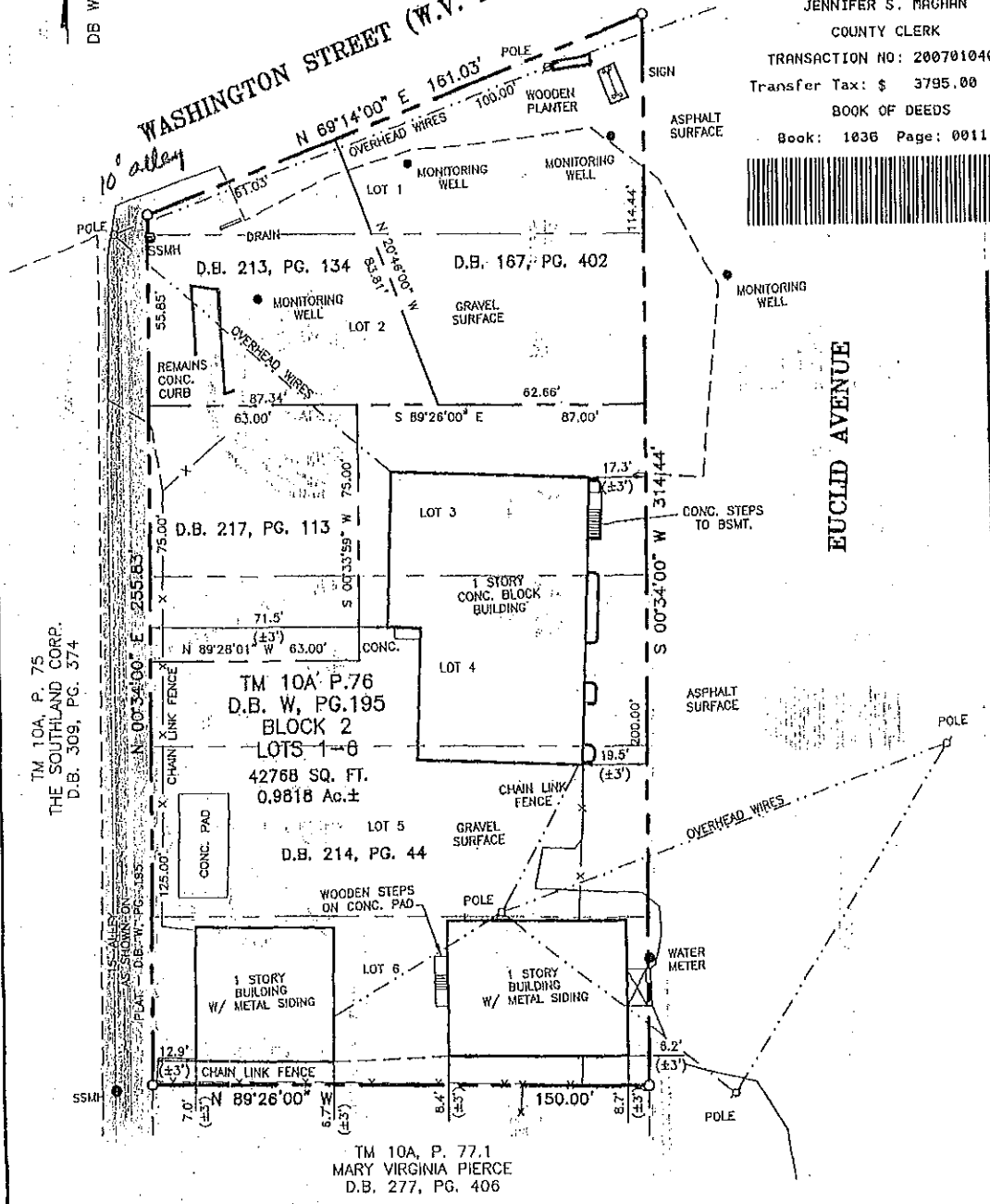


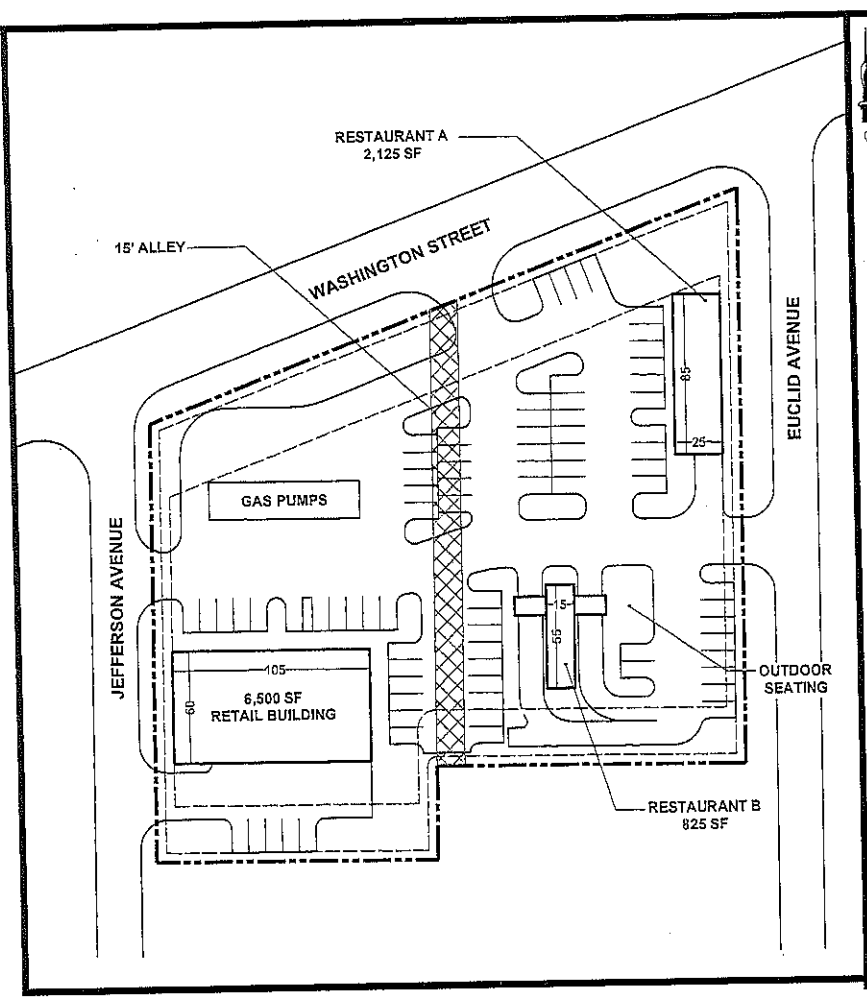
George E. Nagel
& ASSOCIATES, INC.

LAND SURVEYORS
21822 Ringgold Pike | Hagerstown, Maryland 21742
(301) 416-2225 | Fax (301) 416-2738

LOCATION SURVEY
FOR
LOTS 1 - 6, BLOCK 2
(PLAT - D.B. W, PG. 195)
CHARLES TOWN DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA
SCALE 1"=40' APRIL, 2007

A-0187





BUILDINGS:

- RESTAURANT A: 2,125 SF (ASSUMED 1,600 SF CUSTOMER AREA)
- RESTAURANT B: 825 SF (ASSUMED 1,000 SF OUTDOOR SEATING)
- RETAIL / COMMERCIAL: 6,500 SF

PARKING:

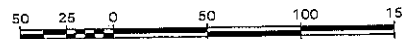
- RESTAURANT A:
1 SPACE PER 50 SQUARE FEET OF CUSTOMER FLOOR SPACE.
1,600 SQUARE FEET (ESTIMATED) = 32 REQUIRED SPACES
- RESTAURANT B:
1 SPACE PER 50 SQUARE FEET OF CUSTOMER FLOOR SPACE.
1,000 SQUARE FEET (OUTDOOR SEATING) = 20 REQUIRED SPACES
- COMMERCIAL RETAIL SALES (> 2,000 SQUARE FEET):
1 PER 500 SQUARE FEET OF RETAIL SPACE.
6,500 SQUARE FEET = 13 REQUIRED SPACES
- TOTAL REQUIRED PARKING = 65 SPACES
- TOTAL PROVIDED PARKING = 77 SPACES

YARD / SETBACK REQUIREMENTS:

- BUILDING: FRONT = 40 FEET
SIDE = 10 FEET
REAR = 30 FEET
- PARKING: 5 FEET, TYPICAL

NOTES:

1. CONCEPTUAL LAYOUT INCLUDES PARCELS 75 & 76 AS IDENTIFIED ON MAP 10A IN JEFFERSON COUNTY DISTRICT 2.
2. PER TAX MAP INFORMATION, PARCELS ARE SEPARATED BY 15' ALLEY. THIS LAYOUT ASSUMES THE ON-SITE 15' ALLEY WILL BE VACATED.
3. PROPERTY IS LOCATED IN THE RESIDENTIAL-LIGHT INDUSTRIAL-COMMERCIAL ZONING DISTRICT OF JEFFERSON COUNTY.
4. CONCEPTUAL DESIGN BASED ON GENERAL COMMERCIAL ZONING DISTRICT REGULATIONS OF THE CITY OF CHARLES TOWN ZONING ORDINANCE.
5. STORM WATER MANAGEMENT AREAS NOT PROVIDED IN THIS CONCEPT. ADDITIONAL REVIEW REQUIRED TO DETERMINE NECESSARY STORM WATER MANAGEMENT REQUIREMENTS.
6. PARKING REQUIREMENTS FOR RESTAURANT ARE DETERMINED BY CUSTOMER FLOOR AREA. 75% OF FLOOR AREA ASSUMED TO BE DESIGNATED AS CUSTOMER USE TO DETERMINE PARKING REQUIREMENTS. PARKING REQUIREMENTS TO BE ADJUSTED BASED ON FINAL ARCHITECTURAL DRAWINGS.



GRAPHICAL SCALE: 1" = 50'

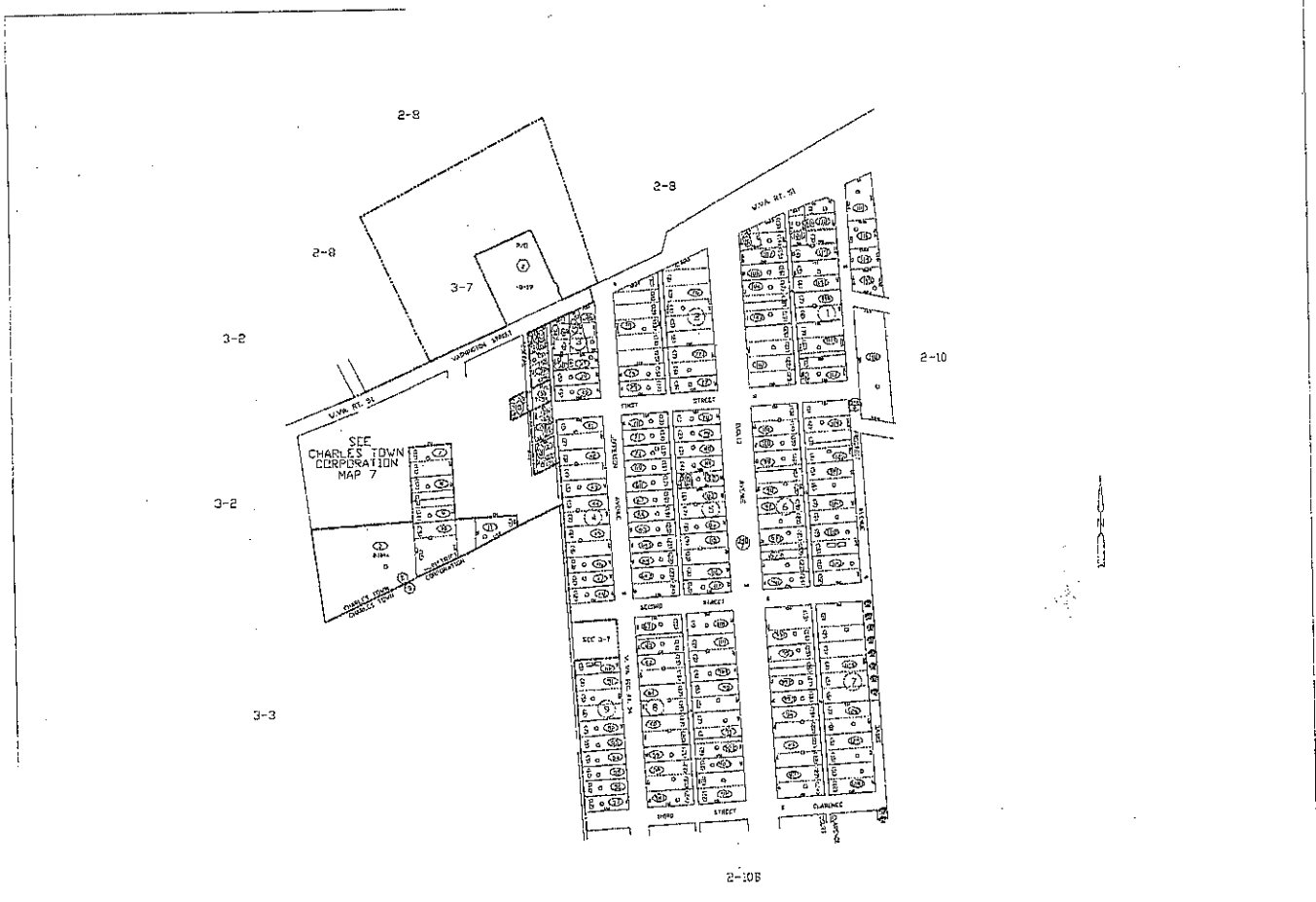


Charles Washington Center
Jefferson County, West Virginia 03/12/2012

CONCEPTUAL LAYOUT
CHARLES TOWN TAX DISTRICT

EXHIBIT

01



<p>FOR TAX PURPOSES ONLY <small>PROPERTY</small> JEFFERSON COUNTY ASSESSORS OFFICE <small>Note: Maps are updated annually by the Budget Bureau, MAPS are printed only at the beginning of the fiscal year (July).</small></p>	<p>LEGEND</p> <table border="0"> <tr> <td></td> <td>Unimproved Land</td> <td></td> <td>Improved Land</td> </tr> <tr> <td></td> <td>Water</td> <td></td> <td>Wetland</td> </tr> <tr> <td></td> <td>Road</td> <td></td> <td>Right of Way</td> </tr> <tr> <td></td> <td>Easement</td> <td></td> <td>Encroachment</td> </tr> </table>		Unimproved Land		Improved Land		Water		Wetland		Road		Right of Way		Easement		Encroachment	<p>REVISIONS</p> <p>Revisions outline this space and are now maintained in a database.</p>	<p>KEY MAP</p> <table border="0"> <tr> <td></td> <td>1/4</td> </tr> <tr> <td></td> <td>1/2</td> </tr> <tr> <td></td> <td>3/4</td> </tr> </table>		1/4		1/2		3/4	<p>COUNTY OF JEFFERSON OFFICE OF ASSESSOR CHARLES TOWN, W. VA.</p>	<p>CHARLES TOWN DISTRICT DISTRICT 2 MAP NUMBER 10A</p> <p><small>DATE: MAP, APRIL 23, 1998 MAP, 10A</small></p>
	Unimproved Land		Improved Land																								
	Water		Wetland																								
	Road		Right of Way																								
	Easement		Encroachment																								
	1/4																										
	1/2																										
	3/4																										

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: MARTIN WAYNE LOOKINGBILL and
BRENDA DIANE LOOKINGBILL

CASE NO: _____

PETITION FOR CLOSING UNUSED ROADS, STREETS AND TRAVEL WAYS

NOW COMES the Petitioners, Martin Wayne Lookingbill and Brenda Diane Lookingbill, by counsel, David A. Camilletti and for their Petition for Closing Unused Roads, Streets and Travel Ways does say as follows:

1. Pursuant to the provisions of West Virginia Code 7-1-3(h) your Petitioners request that their verified application to close or annul the unused road, street, travel way or alley located between his various properties be filed and scheduled for hearing;
2. The Petitioners are the owners of four (4) parcels of real estate in Charles Town District, Jefferson County, West Virginia, being Parcel 76, Tax Map 10A;
3. The attached plat, dated April 11, 2007, prepared by George E. Nagle and Associates; and the plat dated March 12, 2012, prepared by Gordon and Associates along with the Jefferson County Tax Maps, District 2, Map # 10A, sets forth the four parcels and the unused road, street, travel way or alley to be closed or annulled;
4. The Petitioners state that the portion of the unused road, street, travel way or alley to be closed begins at Washington Street and extends in a southerly direction to a point 255.83 feet from Washington Street.
5. The Petitioners request the closure of the unused road, street, travel way or alley because it has never been opened or traveled;
6. The addition of this closure, to the Petitioner's real estate, would allow the Petitioner

to make improvements to the real estate;

7. The Petitioner avers that the closure would not be prejudicial to the County or State;

8. The closure would assist a local ongoing business in its effort to renovate the property and promote additional rental spaces for businesses;

9. The above mentioned statute allows for the County Court of any county to close and vacate any part or all of any such unused road, street or other designated travel way;

10. Petitioners request that the County Court set this matter for a hearing on the Court's next available date and time.

Respectfully submitted,

Martin Wayne Lookingbill and
Brenda Diane Lookingbill, Petitioners
By Counsel



David A. Camilletti, Esquire
WV State Bar ID No. 599
103 W. Liberty Street
Charles Town, WV 25414
304-725-0937
304-725-1039 facsimile

VERIFICATION

STATE OF MARYLAND,

COUNTY OF CARROLL, to-wit:

I, Martin Wayne Lookingbill, swear and affirm that the information in the above Petition, which has been supplied by me, is the truth to the best of knowledge and belief.

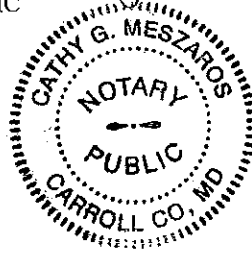
Martin Wayne Lookingbill
Martin Wayne Lookingbill

I, **CATHY G MESZAROS** a Notary in and for the aforesaid County and

State do hereby certify that Martin Wayne Lookingbill, has this day signed his seal to the Petition and Verification on this the 8th day of August, 2012.

Cathy G. Meszaros
NOTARY PUBLIC

My Commission expires: 4-21-2013



VERIFICATION

STATE OF MARYLAND,

COUNTY OF CARROLL, to-wit:

I, Brenda Diane Lookingbill, swear and affirm that the information in the above Petition, which has been supplied by me, is the truth to the best of knowledge and belief.

Brenda Diane Lookingbill
Brenda Diane Lookingbill

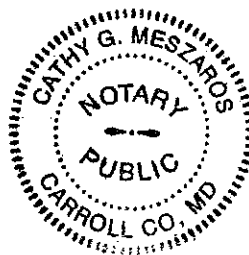
I, **CATHY G MESZAROS** a Notary in and for the aforesaid County and

State do hereby certify that Brenda Diane Lookingbill, has this day signed her seal to the Petition and

Verification on this the 24th day of August, 2012.

Cathy G. Meszaros
NOTARY PUBLIC

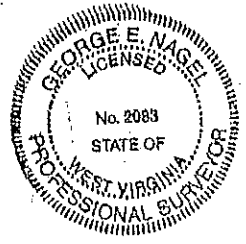
My Commission expires: 4-31-2013



NOTES: NO TITLE REPORT FURNISHED FOR THIS SURVEY.

I HEREBY CERTIFY THAT THE POSITION OF EXISTING IMPROVEMENTS SHOWN HEREON HAVE BEEN CAREFULLY ESTABLISHED USING ACCEPTED FIELD PRACTICES.

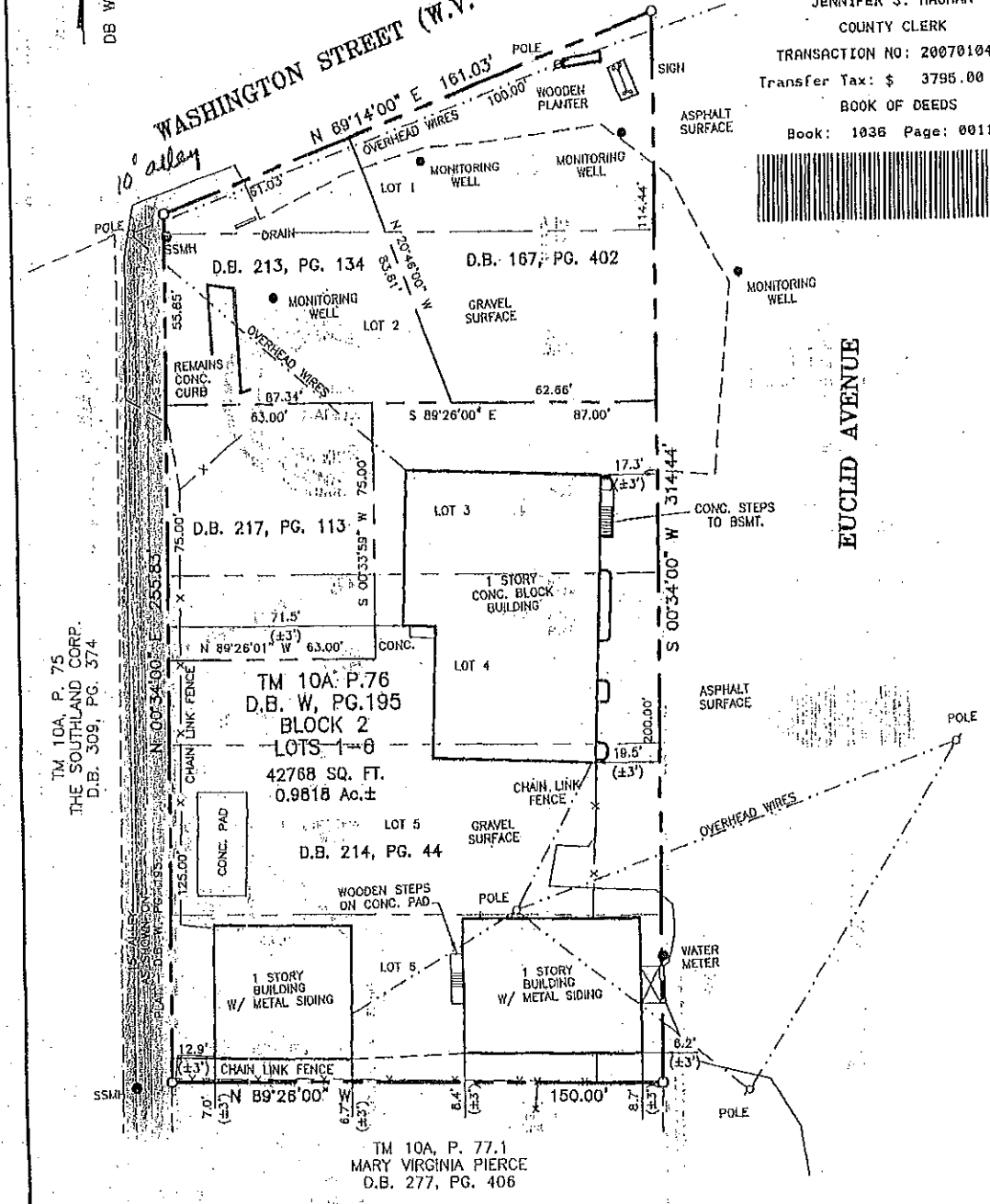
04/11/07
DATE
GEORGE E. NAGEL
PROFESSIONAL LAND SURVEYOR
WEST VIRGINIA REGISTRATION NUMBER
2083



JEFFERSON COUNTY, WY
FILED
May 10, 2007 10:16:59
JENNIFER S. MAGHAN
COUNTY CLERK
TRANSACTION NO: 2007010403
Transfer Tax: \$ 3795.00
BOOK OF DEEDS
Book: 1036 Page: 00111



WASHINGTON STREET (W.V. RT. 51)
10' alley



TM 10A, P. 75
THE SOUTHLAND CORP.
D.B. 309, PG. 374

TM 10A, P. 76
D.B. W, PG. 195
BLOCK 2
LOTS 1-6
42768 SQ. FT.
0.9818 Ac.±

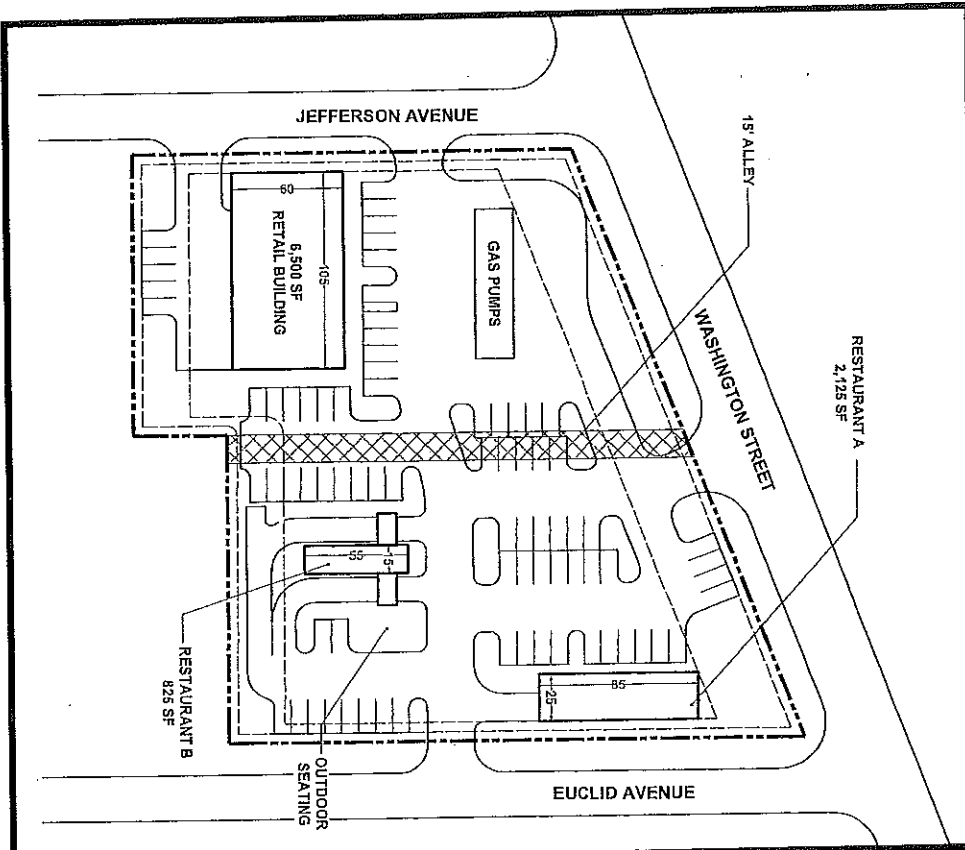
TM 10A, P. 77.1
MARY VIRGINIA PIERCE
D.B. 277, PG. 406



George E. Nagel
& ASSOCIATES, INC.

LAND SURVEYORS
21822 Ringgold Pike | Hagerstown, Maryland 21742
(301) 416-2225 | Fax (301) 416-2738

LOCATION SURVEY
FOR
LOTS 1 - 6, BLOCK 2
(PLAT - D.B. W, PG. 195)
CHARLES TOWN DISTRICT
JEFFERSON COUNTY, WEST VIR
SCALE 1"=40' APRIL, 2007



- BUILDINGS:**
- RESTAURANT A: 2,125 SF (ASSUMED 1,600 SF CUSTOMER AREA)
 - RESTAURANT B: 825 SF (ASSUMED 1,000 SF OUTDOOR SEATING)
 - RETAIL / COMMERCIAL: 6,500 SF

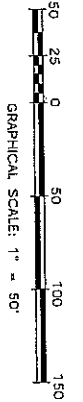
- PARKING:**
- RESTAURANT A:
1 SPACE PER 60 SQUARE FEET OF CUSTOMER FLOOR SPACE
1,600 SQUARE FEET (ESTIMATED) = 32 REQUIRED SPACES

- RESTAURANT B:
1 SPACE PER 50 SQUARE FEET OF CUSTOMER FLOOR SPACE
1,000 SQUARE FEET (OUTDOOR SEATING) = 20 REQUIRED SPACES
- COMMERCIAL RETAIL SALES (> 2,000 SQUARE FEET):
1 PER 600 SQUARE FEET OF RETAIL SPACE
6,500 SQUARE FEET = 13 REQUIRED SPACES

- TOTAL REQUIRED PARKING = 65 SPACES
- TOTAL PROVIDED PARKING = 77 SPACES

- YARD / SETBACK REQUIREMENTS:**
- BUILDING: FRONT = 40 FEET
SIDE = 10 FEET
REAR = 30 FEET
 - PARKING: 5 FEET, TYPICAL

- NOTES:**
1. CONCEPTUAL LAYOUT INCLUDES PARCELS 75 & 76 AS IDENTIFIED ON MAP 704 IN JEFFERSON COUNTY DISTRICT 2.
 2. PER TAX MAP INFORMATION, PARCELS ARE SEPARATED BY 15' ALLEY. THIS LAYOUT ASSUMES THE ON-SITE 15' ALLEY WILL BE VACATED.
 3. PROPERTY IS LOCATED IN THE RESIDENTIAL-LIGHT INDUSTRIAL-COMMERCIAL ZONING DISTRICT OF JEFFERSON COUNTY. CONCEPTUAL DESIGN BASED ON GENERAL COMMERCIAL ZONING DISTRICT REGULATIONS OF THE CITY OF CHARLES TOWN ZONING ORDINANCE.
 4. STORM WATER MANAGEMENT AREAS NOT PROVIDED IN THIS CONCEPT. ADDITIONAL REVIEW REQUIRED TO DETERMINE NECESSARY STORM WATER MANAGEMENT REQUIREMENTS.
 5. PARKING REQUIREMENTS FOR RESTAURANT ARE DETERMINED BY CUSTOMER FLOOR AREA. 75% OF FLOOR AREA ASSUMED TO BE DESIGNATED AS CUSTOMER USE TO DETERMINE PARKING REQUIREMENTS. PARKING REQUIREMENTS TO BE ADJUSTED BASED ON FINAL ARCHITECTURAL DRAWINGS.

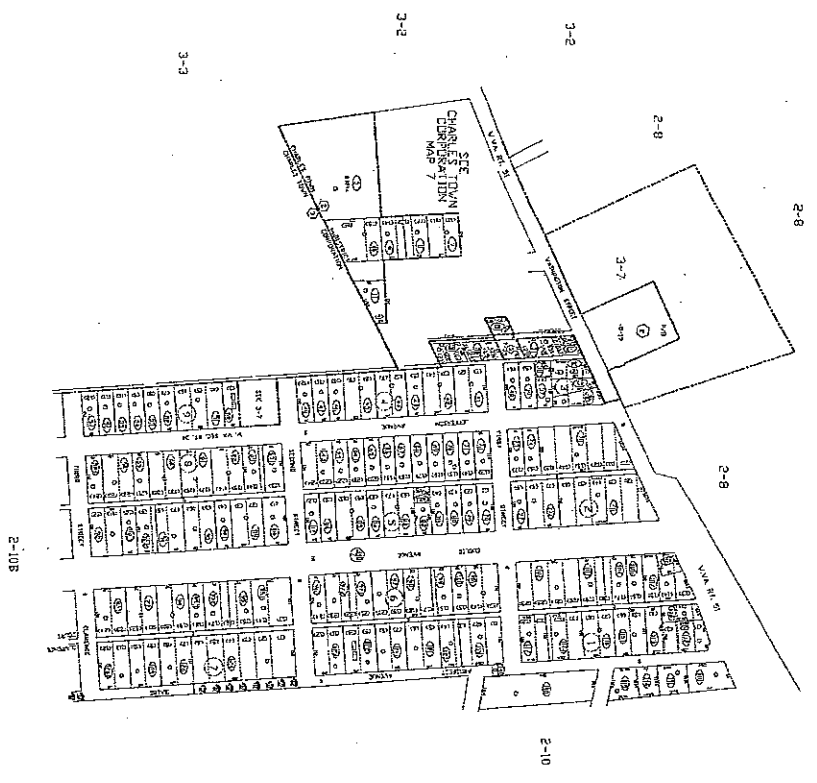


CONCEPTUAL LAYOUT
CHARLES TOWN TAX DISTRICT

Charles Washington Center
Jefferson County, West Virginia 03/12/2012

EXHIBIT
01

FOR TAX PURPOSES ONLY
 JEFFERSON COUNTY ASSESSOR'S OFFICE
 Note: This is a preliminary map. It is subject to change and approval of the Virginia State Board of Taxation.



LEGEND

<p> <input type="checkbox"/> Unimproved <input type="checkbox"/> Improved <input type="checkbox"/> Water <input type="checkbox"/> Easement <input type="checkbox"/> Right of Way <input type="checkbox"/> Other </p>	<p> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Forest <input type="checkbox"/> Other </p>
---	---

REVISIONS

NO.	DATE	DESCRIPTION
1	10/1/10	Initial map
2	10/15/10	Correction of lot boundaries
3	11/1/10	Update of zoning information

SCALE

1" = 100'
1" = 200'
1" = 300'
1" = 400'
1" = 500'

COUNTY OF JEFFERSON
 OFFICE OF ASSESSOR
 CHARLES TOWN, VA, VA.

CHARLES TOWN DISTRICT
 DISTRICT 2
 MAP NUMBER 10A
 DATE: 10/1/10
 BY: [Signature]

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: MARTIN WAYNE LOOKINGBILL and
BRENDA DIANE LOOKINGBILL

CASE NO. _____

ORDER OF PUBLICATION

The object of the above entitled action is to petition the Court for the closure of the unused road, street, travel way or alley beginning at Washington Street and extends in a southerly direction to a point 255.83 feet from Washington Street. Said unused road, street, travel way or alley is adjacent to four parcels of property owned by the Petitioners located in Charles Town District, Jefferson County, West Virginia, being Parcel 76, Tax Map 10A.

It appearing that such Petition was filed with the Court on or about August ____, 2012, it is therefore ORDERED that on ____ day of _____, 2012 at _____ o'clock a.m/p.m., this matter shall come on for a hearing on the said Petition before the County Commission located at _____ the Jefferson County Library Meeting Room, Charles Town, Jefferson County, West Virginia, of the parties in interest. Any person claiming rights or interest with regard to the closure of said unused road, street, travel way or alley, may appear to the time and place aforesaid to assert any such right or interest.

Entered by Clerk of said Court the ____ day of _____, 2012.

Clerk

Jefferson County Public Service District

To: Jefferson County Commission

From: Susanne Lawton, General Manager, Jefferson County Public Service District

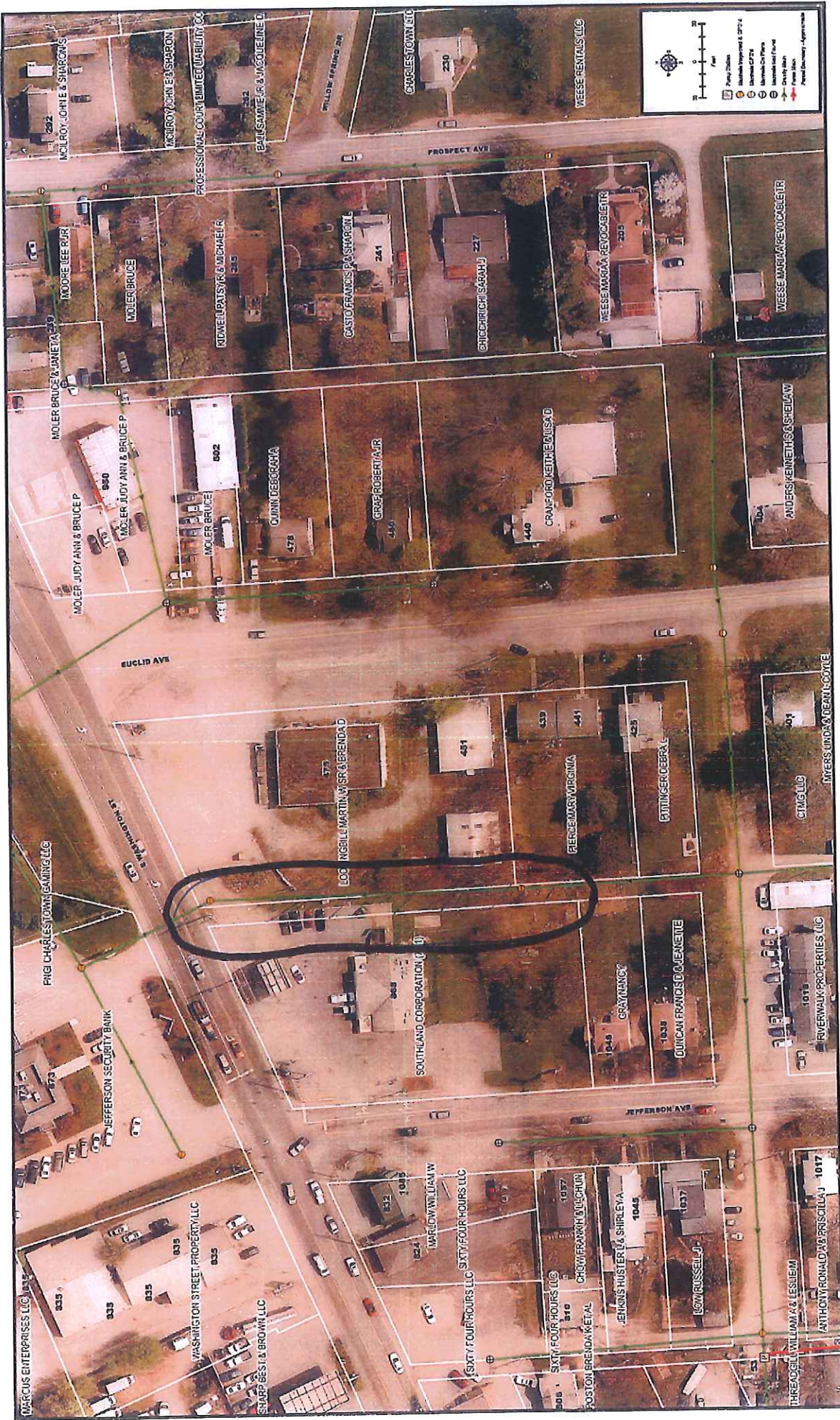
Date: October 31, 2012

Re: November 8, 2012 Hearing on the "Petition for Closing Unused Road, Streets & Travel Ways – Martin and Brenda Lookingbill"

Honorable Commissioners:

The Jefferson County Public Service District has no objection to the proposed upgrade of the properties that are included in this petition, provided that the District's facilities and services are not jeopardized. We understand that the alley does need to be closed off to enable the upgrade to occur. We do though request that if you approve this closing that in your approval it is documented that the District owns a sewer line and two manholes along with a permanent 15' wide easement within the unused alley that must remain accessible and must not be blocked, damaged or have the manholes covered.

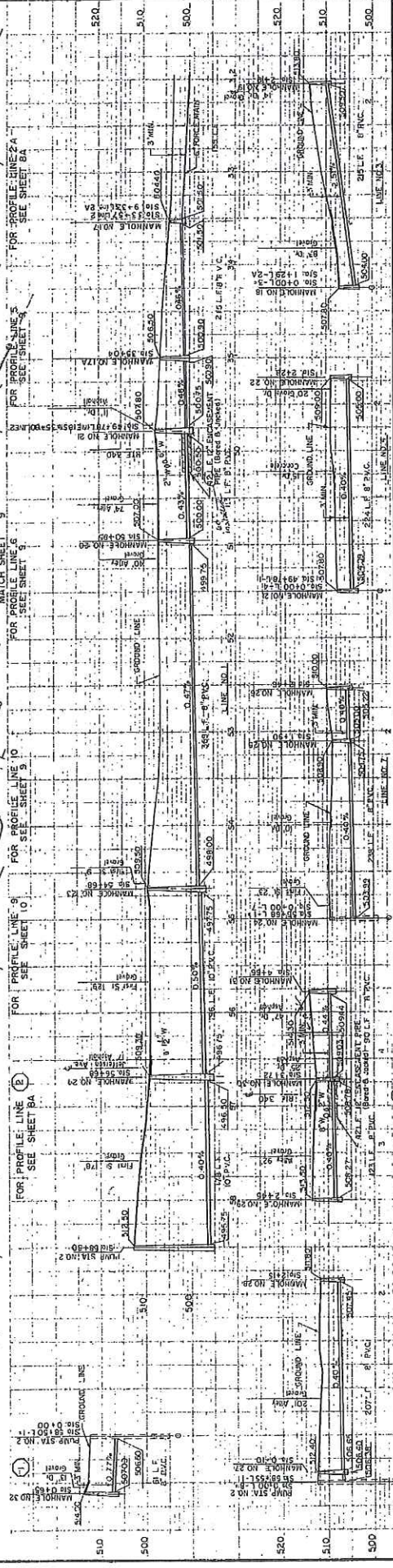
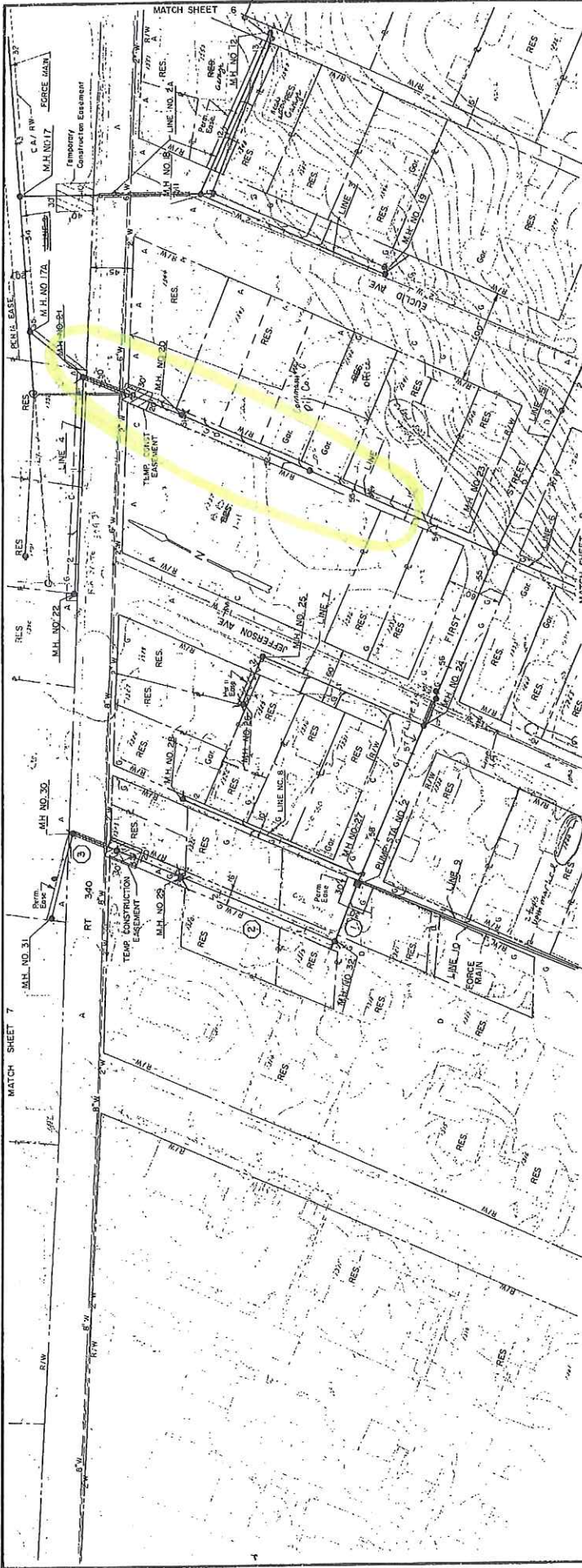
I have included a copy of our sewer plan showing the easement and an overhead view with a layer showing our sewer line in reference to the existing buildings. If you would like more information, please contact me.



Legend

- Power Lines
- Sewer Improvements & SPS's
- Electric CP's
- Marked On Plans
- Marked In Field
- Cherry Blot
- Point Boundary - Approximate

MARIUS ENTERPRISES LLC 1017
 WASHINGTON STREET PROPERTY LLC 835
 STAFF BEST & BROWN LLC 835
 JEFFERSON SECURITY BANK 673
 PING CHARLES DOWN SAVING LLC
 15th Avenue
 SOUTHLAND CORPORATION 668
 GRAYNANCY 1043
 DUNCAN FREDRICK QUENETTE 1033
 RIVERWALK PROPERTIES LLC 1019
 JEFFERSON AVE
 MARGARET VIRGINIA 459
 451
 425
 EATINGER CEBRAL
 CIMS LLC 101
 MYERS ANDR & DEAN COYKE
 MOLER JUDY ANN & BRUCE P 173
 MOLER JUDY ANN & BRUCE P 860
 MOLER BRUCE 602
 QUINN DEBORAH 478
 GRAP ROBERT JR 449
 CRAWFORD KEITH & QUISA D 449
 ANDRES KENNETH S & SHELIA W 104
 WEESE MARIA REVOCA BLETR 209
 GUICCHIRCI SARAH J 217
 CASTO FRANCIS PA SHARON L 241
 MICHEL PATSY & MICHAEL A 215
 MOLER BRUCE
 MOORE LEE RUIR
 MOLLROY JOHN E & SHARON
 PROFESSIONAL COURT LIMITED LIABILITY CO
 BALSAMITE JR & JACQUELINE D 212
 MILLER HELEN BR
 CHARLES TOWN LLC 210
 WEESE RENTALS LLC
 SIXTY FOUR HOURS LLC 1017
 MARLOW WIL DAW W 1017
 SIXTY FOUR HOURS LLC 1017
 CHEW FRANK & TUSHUR 1017
 FOSTON BRENDA KETAL 1045
 JENKINS HUSTER L & SHIPLEY 1045
 ROW RUSSELL 1017
 THREADELL WILLIAM A & LESLIE M
 ANTHONY RONALD W & BRISCOLLA J 1017



REVISIONS		DATE APPROVED		DESIGNED BY		DRAWN BY		CHECKED BY		APPROVED BY	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

JOB NO. 808
 DRAWING NO. 12-22
 PROJECT NO. 2-2-27
 APPROVED 2-2-27
 DATE

THE JEFFERSON COUNTY
 PUBLIC SERVICE DISTRICT
 JEFFERSON CO, WEST VIRGINIA
 SANITARY SEWER SYSTEM
 ROUTE 340

SHEET NO. 8
 OF 22

Ms. Emma Jane Darlington
460 Lone Oak Road
Ranson, WV 25438

November 6, 2012

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

Dear Commissioners,

This letter is in response to the Public Notice that was sent to me as an adjoining property owner of the former Community Oil Company property on East Washington Street. This property is the subject of a Petition to the County Commission to close the Public Road and Right-of-Way between this property and the 7-Eleven property. I own the property that is located immediately behind the subject property. My property abuts the continuation of this alley and right-of-way.

My property (Parcel 77.1 on Map 10A in the Charles Town District) is the same property that was owned by Ms. Ginger Bordier, when this request was brought before the Commission in 2011. Although Ginger opposed this closure, I would like to go on record as supporting the granting of this petition at this time. I recognize that the former Community Oil Company property will eventually return to commercial use and I would prefer that there is no possibility that the subject Right-of Way will be opened to commercial traffic. I believe that the extreme commercial nature of Washington Street (Route 51) should be totally separated from the residential area. I believe that it would be a mistake to allow this old Right-of-Way to be opened at this point.

Thank you for your consideration of my comments.

Sincerely,


Emma Jane Darlington

cc: David Camilletti Esq.

Received

NOV 08 2012

Jefferson County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: County Commission

Department or Organization: Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: 11/29/12

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): Approval of 2013 Holiday Schedule

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

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

Are documents attachments? Yes No _____
If not, explain: _____

Is a projector needed? Yes _____ No

Contact information:
Email address: _____
Phone number: _____

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2013

New Year's Day	Tuesday, January 1, 2013
Martin Luther King's Day	Monday, January 21, 2013
President's Day	Monday, February 18, 2013
Memorial Day	Monday, May 27, 2013
West Virginia Day	Thursday, June 20, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Columbus Day	Monday October 14, 2013
Veteran's Day	Monday, November 11, 2013
Thanksgiving Day	Thursday, November 28, 2013
Day after Thanksgiving	Friday, November 29, 2013
Christmas Eve	½ Day, Tuesday, December 24, 2013
Christmas Day	Wednesday, December 25, 2013
New Years Eve	½ Day, Tuesday, December 31, 2013

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

Date: _____

/s/ _____
PRESIDENT, JEFFERSON COUNTY COMMISSION

FINANCIAL DIRECTOR REPORTS

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County, West Virginia
 GOVERNMENT ENTITY

CONTROL NUMBER

2013
 FY
1
 FUND
9
 REV. NO.
1
 PG. OF NO.

Person To Contact Regarding

Budget Revision: **Paul Shroyer**

Phone: **304-728-3283**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
986	County Commission	1,562,719		13,661	1,549,058
439	Planning & Zoning	464,400	13,661		478,061
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

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

Deborah A. Keiper 11/15/12
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 29th Day of November, 2013, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #9 to the General County Fund, a copy of which is entered as part of this record.

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

Dale Manuel	_____
Frances Morgan	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

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

Patsy Noland, President
Jefferson County Commission

Jefferson County Commission

Proposed Capital Project List and Five Year Budget as of November 2012

		Estimated Cost FYE 2013	Estimated Cost FYE 2014	Estimated Cost FYE 2015	Estimated Cost FYE 2016	Estimated Cost FYE 2017	Estimated Cost FYE 2018
1	Maintenance Dept: New Phone System: this project has an estimated payback of (3) to (5) years. The anticipated phone system will be Voice over Internet Provider System (voice/IP)	\$250,000					
2	IT & County Administrator: This project involves moving the AS-400 from the Hunter House Basement to the Basement of the Mason Building.	\$20,000					
3	Maintenance Dept: The project cost are for on going projects with the Courthouse. This is the amount budgeted for the FYE 2013	\$1,500,000					
4	GIS Department: the purposed software will act as a Document Management System that will scan, classify, index and archive all existing and future public records into a data base that would incorporate linked workflow, searchable data bases and document retrieval. The data base could be used by various county departments, the county health department, and possibly many others. The total cost of this project will be \$120,000 and will be shared between the State-\$30,000 Grant, County, and BOH. The cost to the county and BOH is still to be determined.	\$120,000					
5	GIS Department: this purposed project is for the cost that would be incurred to have a contractor scan in existing records into the proposed Document System noted above. It is estimated that 1.1 million document exist that would need to be scanned in the system once the system is operational.			\$120,000			
6	GIS Department: Purchase new department vehicle for departmental use or motor pool available.			\$25,000			
7	Briel Building: Purchase or complete leasing of the Briel Building would provide an additional 8,000 square foot of space for county offices. Having the additional space is the only way to make plans for moving the Assessor's Office to a new location and providing additional space for the Sheriff's Tax Office and the County Clerk's Office.	\$1,800,000					
8	Assessor's Office Relocation: This is an estimated amount for moving and any minor changes that would need to be made to for the Assessor's Office in a new location.	\$75,000					
9	Sheriff's Tax Office: Renovate entrance from the street and change office layout to create teller stations for six or seven tax collection stations to better serve tax payers. This estimate includes cost to renovate area currently occupied by the Assessor's Office if the Assessor's Office would be relocated to a new location.	\$150,000					

10	CAD System: This software is needed to enhance the operation of the E911 Center. The cost of the software is dependent on the complexity of the features that are built into the software.	\$800,000					
11	Maintenance Dept: Renovate upper two floors of the Judicial Center to provide an additional courtroom and better utilize the space available. It is proposed that the one floor be utilized for staff while the other floor is being renovated. It is proposed that one floor be renovated in one fiscal and the second floor in the following fiscal year.		\$1,200,000	\$1,200,000			
12	Maintenance Dept: The parking lot behind downtown county offices and courthouse is in need of resurfacing and will need to be repaved in the next two or three years.		\$100,000				
13	Maintenance Dept: Install elevator to access the second floor of the Mason Building.		\$250,000				
14	Maintenance Dept: Smoot Building-Renovate only as needed: Recommended usage, storage or contributed office space for county component unit. Need use plan and estimated cost to renovate.						
15	County Commission: Construct new single story county office building on part of current downtown parking lot area. Office building would provide (16) individual offices, a small conference room, restrooms, storage and a break area; Layout attached.		\$791,175				
16	Animal Control Shelter: Need planned improvement information and cost (Walt)						
17	Hunter House: New central heat and air conditioning, Stairs replacement, and Maintenance to floor. (need estimated cost and year to be completed)						
18	Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2014: (5) Cruisers-\$142,100 and (1) Range Pavilion-\$40,000		\$182,100				
19	Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2015: (5) Cruisers-\$156,310, (35) MDT/Laptop Systems-\$175,000, and (35) Protective Vest-\$35,000			\$366,310			
20	Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2016: (5) Cruisers-206,328, (2) Utility Vehicles-\$30,000				\$236,328		
21	Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2017: (6) Cruisers-\$226,956.					\$226,956	

22	Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2018: (7) Cruisers-\$291,263.						\$291,263
23	County Administrator-Estimated cost web-site software package for the County Commission		\$15,000				
24	County Administrator-Estimated cost for new financial software.			\$10,000			
25	County Assessor: New vehicles for the Assessor's Office		\$20,000		\$24,000		
26	Emergency Services: Purchase new vehicle for Emergency Service with additional equipment and insignia to allow the vehicle to be operated as an emergency vehicle; lights, siren, special insignia, etc.			\$25,000			
27	Parks and Recreation: New lighting in the county building Parks and Recreation uses for a gymnasium.		\$32,000				
28	Economic Development Authority-Natural Gas line extension into Burr Industrial Park-Initial cost on this project is \$4,000,000. Per John Reisenweber, a low interest loan might be available through the State Economic Development Office for this project. This project is listed for information purposes and has not been budgeted in this current estimate.						
Total proposed capital projects by year		\$4,715,000	\$2,590,275	\$1,746,310	\$260,328	\$226,956	\$291,263
Actual and estimated funds available at the beginning of each Fiscal Year:		Actual Bal.	Estimated Bal.	Estimated Bal.	Estimated Bal.	Estimated Bal.	Estimated Bal.
		\$5,703,402	\$6,710,465	\$8,052,332	\$9,434,456	\$10,858,043	\$12,324,338
Estimated funding to be added this year based on PY depreciation calculated in the prior year audit report.		\$1,302,784	\$1,341,868	\$1,382,124	\$1,423,587	\$1,466,295	\$1,510,284
Other Income posted to this fund; interest and transfer from other funds.		\$18,681					
Estimated and actual funds available for allocation.		\$7,024,867	\$8,052,332	\$9,434,456	\$10,858,043	\$12,324,338	\$13,834,622
Projects completed and other charges in the current fiscal year:							
1	Narrative: This project involved upgrading the AS400 Computer to a "Series I Computer System".	\$114,000					
2	Other Current Fiscal Year charges approved by the County Commission and paid from Fund #246 through October 2012; see attached Generl Leger.	\$200,402					
Estimated funds available for carryover to next fiscal year.		\$6,710,465	\$8,052,332	\$9,434,456	\$10,858,043	\$12,324,338	\$13,834,622

REPORT DATE 11/19/2012
 SYSTEM DATE 11/19/2012
 FILES ID A

JEFFERSON COUNTY COMMISSION
 CAPITAL OUTLAY FUND
 GENERAL LEDGER

PAGE 1
 TIME 10:09:27
 USER PSHROYER

ACCOUNT NUMBER/DESCRIPTION --TRANSACTION--	POST DATE	JRNL. NO.	TRANS DATE	REF. NUMBER	VENDOR NUMBER	CHECK NUMBER	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
							* BEGINNING BALANCE			.00
246-101-00-000 CASH - CAPITAL OUTLAY FND							NEW YEAR BEGINNING BALANC			
BBA00017378-001	07/2012	05314	08/03/2012					5703402.73		
							TOTAL AUTO JE YEAR END CLOSING		.00	
								5703402.73		
							CASH RECEIPT AUTO J.E.	18680.79		
CRJ00017599-001	09/2012	05393	10/10/2012					18680.79	.00	
							TOTAL AUTO JE CASH RECEIPTS		.00	
							CASH DISBURSEMENT AUTO J.		9638.92	
VPJ00017328-002	07/2012	05312	08/03/2012						51745.92	
VPJ00017458-002	08/2012	05341	08/31/2012						48377.92	
VPJ00017557-002	09/2012	05381	10/02/2012						90638.92	
VPJ00017649-002	10/2012	05416	11/01/2012							
							TOTAL AUTO JE PREPAID VOUCHERS	.00	200401.68	
							** ACCOUNT TOTALS		200401.68	
TOTAL CASH - CAPITAL OUTLAY FND								5722083.52		
							*** ENDING BALANCE			5521681.84
246-114-00-000 DUE FROM OTHER FUNDS							* BEGINNING BALANCE			.00
							* NO ACTIVITY FOR PERIOD			
							** ACCOUNT TOTALS	.00	.00	
TOTAL DUE FROM OTHER FUNDS										.00
							*** ENDING BALANCE			.00
246-202-00-000 VOUCHERS PAYABLE							* BEGINNING BALANCE			.00
							* NO ACTIVITY FOR PERIOD			
							** ACCOUNT TOTALS	.00	.00	
TOTAL VOUCHERS PAYABLE										.00
							*** ENDING BALANCE			.00
246-203-00-000 ENCUMBRANCE CONTROL							* BEGINNING BALANCE			.00
POJ00017625-001	10/2012	05407	10/23/2012				ENCUMB/LIQUID AUTO J.E.	1358.14		
							TOTAL AUTO JE PURCHASE ORDERS	1358.14	.00	
							** ACCOUNT TOTALS	1358.14	.00	
TOTAL ENCUMBRANCE CONTROL										1358.14
							*** ENDING BALANCE			.00
246-215-00-000 DUE TO OTHER FUNDS							* BEGINNING BALANCE			.00
							* NO ACTIVITY FOR PERIOD			
							** ACCOUNT TOTALS	.00	.00	
TOTAL DUE TO OTHER FUNDS										.00
							*** ENDING BALANCE			.00
246-280-00-000 RESERVE, CURR YEAR ENC							* BEGINNING BALANCE			.00
POJ00017625-002	10/2012	05407	10/23/2012				ENCUMB/LIQUID AUTO J.E.		1358.14	
							TOTAL AUTO JE PURCHASE ORDERS	.00	1358.14	
							** ACCOUNT TOTALS	.00	1358.14	
TOTAL RESERVE, CURR YEAR ENC										-1358.14
							*** ENDING BALANCE			.00
246-280-00-001 RESERVE, LAST YEAR ENC							* BEGINNING BALANCE			.00
							* NO ACTIVITY FOR PERIOD			
							** ACCOUNT TOTALS	.00	.00	
TOTAL RESERVE, LAST YEAR ENC										.00
							*** ENDING BALANCE			.00
246-299-00-000 UNENCUMBERED FUND BALANCE							* BEGINNING BALANCE			.00
BBA00017378-002	07/2012	05314	08/03/2012				NEW YEAR BEGINNING BALANC		5703402.73	

REPORT DATE 11/19/2012
 SYSTEM DATE 11/19/2012
 FILES ID A

JEFFERSON COUNTY COMMISSION
 CAPITAL OUTLAY FUND
 GENERAL LEDGER

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 TIME 10:09:27
 USER PSHROYER

ACCOUNT NUMBER/DESCRIPTION --TRANSACTION--	POST DATE	JRNL. NO.	TRANS DATE	REF. NUMBER	VENDOR NUMBER	CHECK NUMBER	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE	
TOTAL AUTO JE YEAR END CLOSING								.00	5703402.73		
TOTAL UNENCUMBERED FUND BALANCE								.00	5703402.73		
										-5703402.73	
										.00	
246-300-00-000 REVENUE CONTROL										18680.79	
CRJ00017599-002 09/2012 05393 10/10/2012								.00	18680.79		
TOTAL AUTO JE CASH RECEIPTS								.00	18680.79		
											-18680.79
TOTAL REVENUE CONTROL											.00
246-400-00-000 EXPENDITURE CONTROL										9638.92	
VPJ00017328-001 07/2012 05312 08/03/2012										51745.92	
VPJ00017458-001 08/2012 05341 08/31/2012										48377.92	
VPJ00017557-001 09/2012 05381 10/02/2012										90638.92	
VPJ00017649-001 10/2012 05416 11/01/2012								200401.68	.00		
TOTAL AUTO JE PREPAID VOUCHERS								200401.68	.00		
											200401.68
TOTAL EXPENDITURE CONTROL											.00
TOTAL LEDGER BEGINNING BALANCE										5923843.34	.00
TOTAL PERIOD TRANSACTIONS & ENDING BALANCE								5923843.34			

REPORT DATE 11/19/2012
 SYSTEM DATE 11/19/2012
 FILES ID A

JEFFERSON COUNTY COMMISSION
 CAPITAL OUTLAY FUND
 REVENUE LEDGER

ACCOUNT NUMBER/DESCRIPTION --TRANSACTION--	POST DATE	JRNL. NO.	TRANS DATE	REF. NUMBER	VENDOR NUMBER	CHECK NUMBER	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
							* BEGINNING BALANCE		5164.79	.00
246-365-11-000	INTEREST EARNED						ROLLOVER CD INT			
CR 36081	-001	09/2012	05393	09/18/2012				.00	5164.79	
TOTAL CASH RECEIPTS										
TOTAL INTEREST EARNED								.00	5164.79	
										-5164.79
										.00
246-366-MM-000	MISCELLANEOUS REVENUE						* BEGINNING BALANCE			.00
										.00
									.00	.00
TOTAL MISCELLANEOUS REVENUE										.00
										.00
246-378-MM-000	PROCEEDS F/BOND RESTRUCT						* BEGINNING BALANCE			.00
										.00
									.00	.00
TOTAL PROCEEDS F/BOND RESTRUCT										.00
										.00
246-380-MM-000	TRANS FROM OTHER ENTITIES						* BEGINNING BALANCE			.00
										.00
									.00	.00
TOTAL TRANS FROM OTHER ENTITIES										.00
										.00
246-382-MM-000	REFUNDS/REIMBURSEMENTS						* BEGINNING BALANCE			.00
										.00
									.00	.00
TOTAL REFUNDS/REIMBURSEMENTS										.00
										.00
246-388-TR-000	TRANS FROM OTHER FUNDS						* BEGINNING BALANCE		13516.00	.00
CR 36025	-001	09/2012	05393	09/11/2012			010/246\$1351600			
TOTAL CASH RECEIPTS								.00	13516.00	
										.00
								.00	13516.00	
TOTAL TRANS FROM OTHER FUNDS										-13516.00
										.00
TOTAL LEDGER BEGINNING BALANCE										-18680.79
TOTAL PERIOD TRANSACTIONS & ENDING BALANCE								.00	18680.79	-18680.79

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JEFFERSON COUNTY COMMISSION
 CAPITAL OUTLAY FUND
 EXPENDITURE LEDGER

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ACCOUNT NUMBER/DESCRIPTION --TRANSACTION--	POST DATE	JRNL. NO.	TRANS DATE	REF. NUMBER	VENDOR NUMBER	CHECK NUMBER	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
246-401-02-232-000-GG-000 CO COMM BANK CHARGES							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL CO COMM BANK CHARGES							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-401-03-348-000-GG-000 CO COMM CHG B/O FUNDS							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL CO COMM CHG B/O FUNDS							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-401-04-457-000-GG-000 CO COMM CAPITAL O/L BLDGS							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL CO COMM CAPITAL O/L BLDGS							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-401-04-459-000-GG-000 CO COMM CAPITAL O/L-EQUIP							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL CO COMM CAPITAL O/L-EQUIP							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-406-04-459-000-GG-000 ASSR- CAPITAL O/L EQUIPM							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL ASSR- CAPITAL O/L EQUIPM							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-425-02-219-000-GG-000 CAP O/L BLDG/EQUIP RENTAL							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL CAP O/L BLDG/EQUIP RENTAL							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-425-02-219-005-GG-000 CAP O/L OTHER BLDGS RENT							* BEGINNING BALANCE			.00
VP C01403 -001 07/2012 05312 07/01/2012 C01403					11202	001403	JULY 12 RENT	9638.92		
VP C01404 -001 08/2012 05341 08/01/2012 C01404					11202	001404	AUGUST 2012 RENT	9638.92		
VP C01406 -001 09/2012 05381 09/01/2012 C01406					11202	001406	SEPT 2012 RENT	9638.92		
VP C01410 -001 10/2012 05416 10/01/2012 C01410					11202	001410	OCT 2012 RENT	9638.92		
TOTAL PREPAID VOUCHERS								38555.68	.00	
TOTAL CAP O/L OTHER BLDGS RENT							** ACCOUNT TOTALS	38555.68	.00	38555.68
							*** ENDING BALANCE			.00
246-425-02-223-000-GG-000 CAP O/L PROF SVCS							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL CAP O/L PROF SVCS							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-425-03-341-000-GG-000 CAP O/L MATERIAL/SUPPLIES							* BEGINNING BALANCE * NO ACTIVITY FOR PERIOD			.00
TOTAL CAP O/L MATERIAL/SUPPLIES							** ACCOUNT TOTALS	.00	.00	.00
							*** ENDING BALANCE			.00
246-425-04-457-000-GG-000 CAP O/L OTHR BLDG - BLDGS							* BEGINNING BALANCE			.00
VP C01405 -001 08/2012 05341 07/26/2012 C01405					22050	001405	JC1001 CRTHSE EXTERIOR	42107.00		
VP C01408 -001 09/2012 05381 09/24/2012 C01408					22050	001408	COURTHOUSE COLUMNS	36009.00		
TOTAL PREPAID VOUCHERS								78116.00	.00	

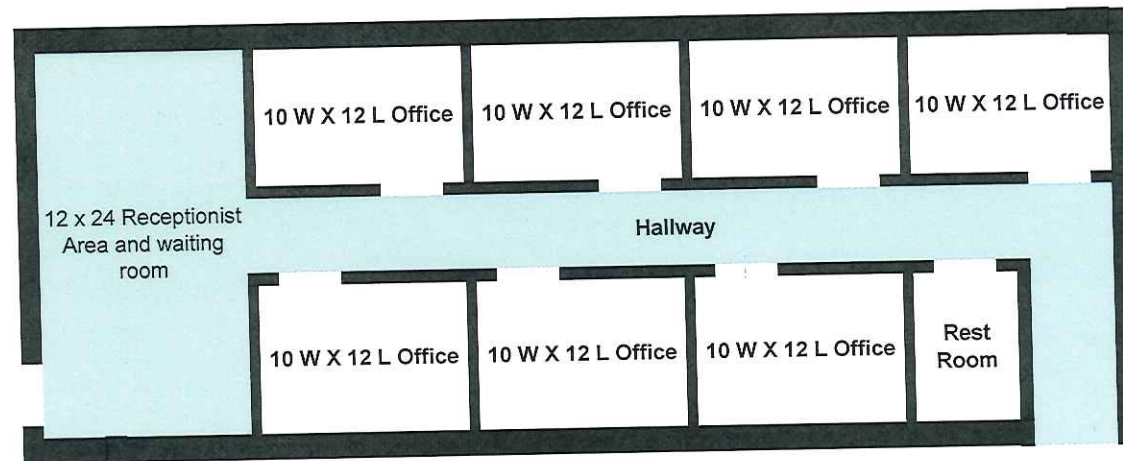
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JEFFERSON COUNTY COMMISSION
 CAPITAL OUTLAY FUND
 EXPENDITURE LEDGER

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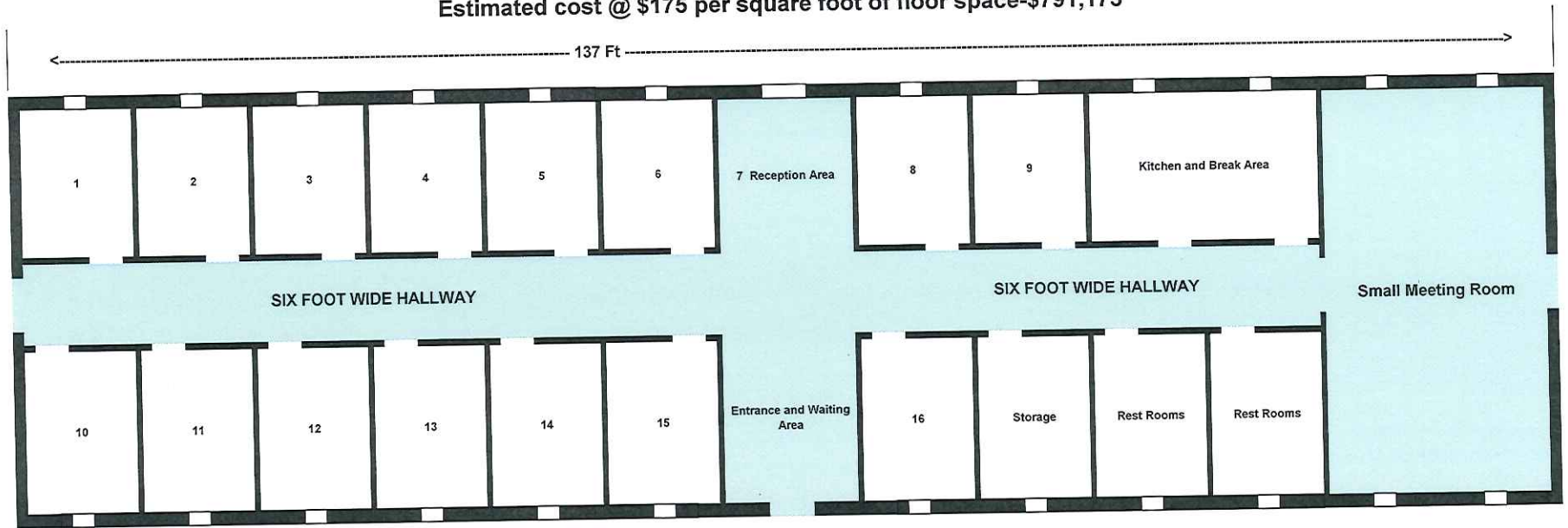
ACCOUNT NUMBER/DESCRIPTION --TRANSACTION--	POST DATE	JRNL. NO.	TRANS DATE	REF. NUMBER	VENDOR NUMBER	CHECK NUMBER	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE	
							** ACCOUNT TOTALS	78116.00	.00		
TOTAL CAP O/L OTHR BLDG - BLDGS							*** ENDING BALANCE				78116.00
							* BEGINNING BALANCE				.00
246-425-04-460-000-GG-000					10066	001407	CAP O/L CNSTRCTN IN PRGSS VOIP TELEPHONE SYSTEMS	2730.00			
VP C01407	-001	09/2012	05381	08/31/2012	C01407			2730.00	.00		
TOTAL PREPAID VOUCHERS							** ACCOUNT TOTALS	2730.00	.00		
TOTAL CAP O/L CNSTRCTN IN PRGSS							*** ENDING BALANCE				2730.00
							* BEGINNING BALANCE				.00
							* NO ACTIVITY FOR PERIOD				
246-715-05-567-000-PS-000							C/O AMB AUTH TRANS/ENTITI				
TOTAL C/O AMB AUTH TRANS/ENTITI							** ACCOUNT TOTALS	.00	.00		
							*** ENDING BALANCE				.00
							* BEGINNING BALANCE				.00
246-986-04-458-000-CP-000					19006	001409	CO COMM CAP O/L BLDG 2013 ALLOC/MORTGAGE	81000.00			
VP C01409	-001	10/2012	05416	09/24/2012	C01409			81000.00	.00		
TOTAL PREPAID VOUCHERS							** ACCOUNT TOTALS	81000.00	.00		
TOTAL CO COMM CAP O/L BLDG							*** ENDING BALANCE				81000.00
							* BEGINNING BALANCE				.00
TOTAL LEDGER BEGINNING BALANCE											
TOTAL PERIOD TRANSACTIONS & ENDING BALANCE								200401.68	.00		200401.68

Proposed Office Layout-Briel Bldg Suite 102-Old Dr Office County Commission Offices



- 1 Each office would be 10' deep and 12' wide
- 2 Some office would be enclosed and some would be cubical

Proposed Office Building-Commission Offices
137 by 33 feet with total square footage of 4,521
Estimated cost @ \$175 per square foot of floor space-\$791,175



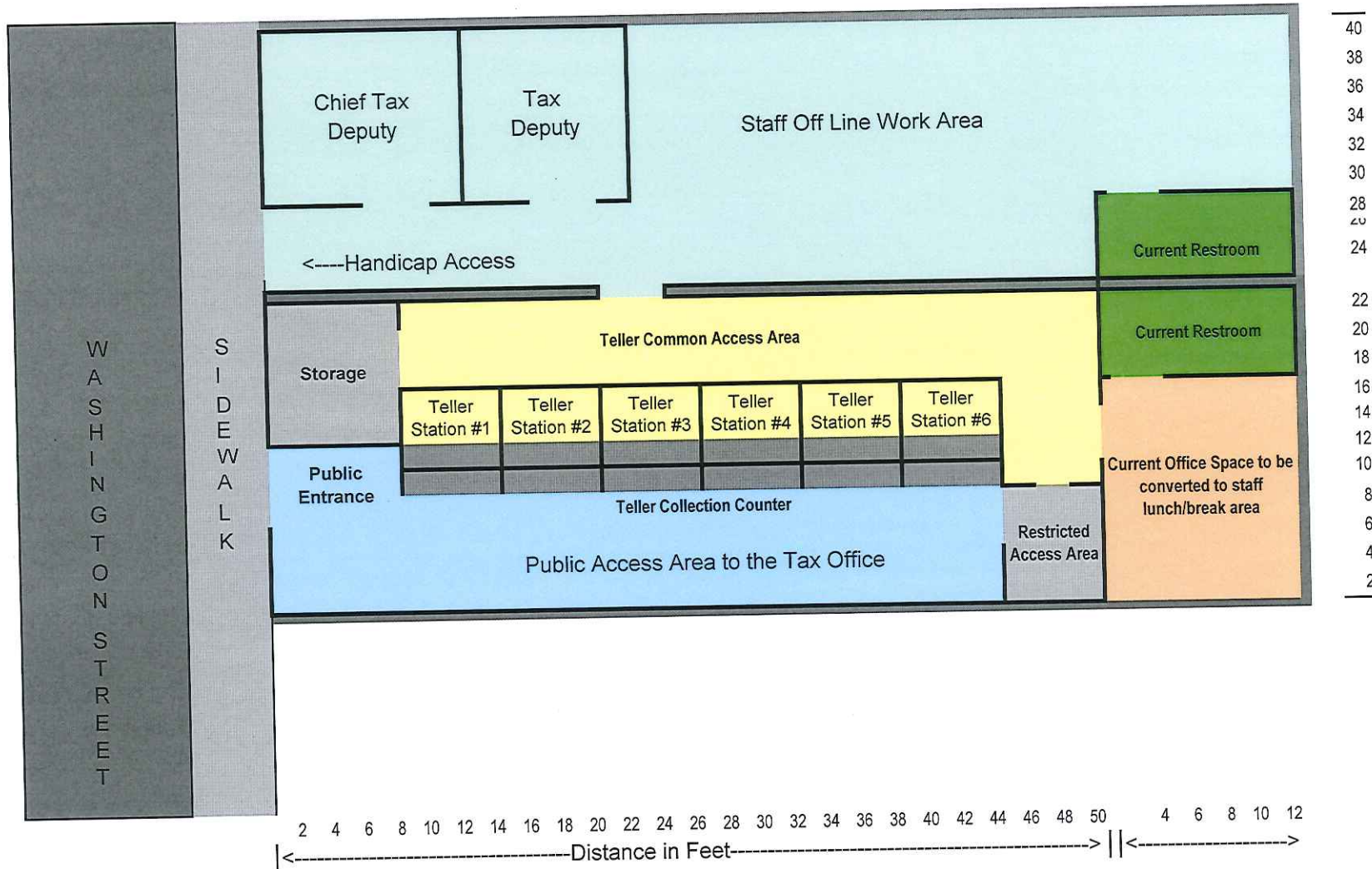
Each office would be 10' wide and 12' deep of useable space

20 X 33 Conference Room

Partial Funding for this building could come the sale of Hunter House

A Building of this size would provide office space or (16) office, meeting room, storage, Kitchen and break area & restrooms

Proposed Layout for the Jefferson County Sheriff's Tax Office
 Capital Improvement Plan
 Fiscal Year Ending June 30, 2013



County Office Expansion - Potential Estimated Options

Prosecutor currently occupies 5700 sq feet
Assessor currently occupies 3443 sq feet
Tax office currently occupies 1603 sq feet
County Commission staff occupies 1600 sq feet

Remodeling Costs	\$95/Sq Foot
Build Out Costs	\$125 Sq Foot
Demolition Costs	\$15/Sq Foot
New Construction Costs	\$195/Sq Foot

** Reflect prevailing wages

Jefferson County Space Occupied and Future Needs Assessment

Space requirements							Please add any comments needed to clarify additional space needs
Current Space Occupied							
Department Name	Dept Number	Number of Employees	Employee Work Area	Public Access	Public Records or Storage	Additional space needs (5) years	
Circuit Judges	300	8	1235	3348	182		No reply
County Commission	401	4	1205	0	352	1000	Additional space need for staff and office space for County Commissioners.
IT-Computer Tech	401	1	437	0	94		No reply
Count Clerk-Public records	402	15	3011	0	2532	1400	Part of space currently occupied by Assessor's Office.
Circuit Clerk	403	11	1305	60	1439		No reply
Sheriff's Tax Office	404	8	943	186	474	1400	Currently need additional space and office reconfiguration to better serve the public.
Prosecuting Attorney	405	19	5049	487	1403	1390	Estimated 20% increase in space needs in the next (5) years
Assessor	406	14	2635	200	608	1000	Suite #100 and #101 at Briel if purchased
Co Extension Office	412	6	982	0	0		No reply
Maintenance Department	424	13	8527		6107		No reply
Development Authority	431	5	1115	0	116		No reply
GIS Addressing	433	4	729	0	108	0	No additional space needs anticipated in the next (5) years
Planning and Zoning	439	7	1407	0	252		No reply
Engineering	440	9	2541	0	743		No reply
Law Enforcement	700	36	6479	182	5222		No reply
Bailiff's Office		18	475	0	0		No reply
Emergency Services/Homeland Security	711	3	597	110	180		No reply
E-911 Center	712	35	2579	0	192		No reply
JCESA	715	26	5774	224	658		No reply
Animal Control	716	4	3114	80	272		No reply
Family Court		3	912	1355	34	0	Wish list would be for (2) more conference rooms.
Health Department	BOH	9	3902	351	541		No reply
Magistrate Court	Mag	10	2047	187	525		No reply
Community Center	Parks	5	640	17360	570		No reply
Probation			1643	471	72		No reply
Day Reporting Center			804	0	11		No reply
Juvenile Drug Court		2	391	0	0		No reply
Red Cross		3	748	0	177		No reply
State Lab		3	878	0	25	0	No additional space needs anticipated in the next (5) years
State District Office		5	1594	0	152		No reply

NOTICE JEFFERSON COUNTY COMMISSION MEETING SCHEDULE CHANGE

A decision was made at the regular County Commission meeting on Thursday, September 27th, 2012 that effective December 1st, 2012, the Jefferson County Commission will begin a new regular Commission meeting schedule. The Commission will hold its regular meeting at 9:30 a.m. on the first and third Thursday of every month.

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	Week Ending
	November 10, 2012
To be Deposited on:	November 19, 2012
Amount Played	60,926,908.25
Amount Won	54,879,258.45
Amount Promo	198,742.00
MWAP Contribution	<u>4,015.22</u>
Adjusted Gross Terminal Revenue	<u>5,844,892.58</u>
Administrative Costs @ 4%	233,795.72
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,611,096.86</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	0.00
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	0.00
Adjusted Net Terminal Revenue	<u>5,611,096.86</u>
Racetrack @ 46.50% / 42%	2,609,160.04
Lottery Fund @ 30% / 0%	1,683,329.10
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	785,553.56
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	56,110.96
Greyhound Development @ .75%	42,083.23
Thoroughbred Development @ .75%	42,083.23
Racing Commission @ 1%	56,110.96
County/Municipality @ 2%	112,221.92
3% Funds:	
Tourism Promotion Fund @ 1.375%	77,152.58
Development Office Promotion Fund @ .375%	21,041.61
Research Challenge Fund @ .5%	28,055.48
Capitol Renovation and Improvement Fund @ .6875%	38,576.29
2004 Capitol Complex Parking Garage Fund @ .0625%	3,506.94
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	28,055.48
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>28,055.48</u>
	<u>5,611,096.86</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2013

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 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
Subtotal	\$ 2,447,917.84	\$ 1,679,990.66	\$ 767,927.18	\$ 62,893.25	\$ 316,385.99	\$ 17,201.56	\$ 267,085.06	\$ 104,361.32

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2009

FY 2010

FY 2011

FY 2012

FY 2013

FY 2009		FY 2010		FY 2011		FY 2012		FY 2013	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92
07/12/2008	176,592.38	07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04
07/19/2008	160,344.08	07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00
07/26/2008	162,982.74	07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44
08/02/2008	178,171.04	08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16
08/09/2008	123,538.04	08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88
08/16/2008	82,482.89	08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90
08/23/2008	76,426.18	08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90
08/30/2008	89,459.86	08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42
09/06/2008	91,644.46	09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40
09/13/2008	79,729.93	09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04
09/20/2008	71,269.36	09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90
09/27/2008	79,735.73	09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40
10/04/2008	75,186.22	10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20
10/11/2008	77,139.04	10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08
10/25/2008	64,379.44	10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54
11/01/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30
11/08/2008	70,823.02	11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10		
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60		
11/29/2008	69,850.12	11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54		
12/06/2008	55,696.68	12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94		
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44		
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32		
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62		
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00		
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40		

01/17/2009	56,068.87	01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92
01/24/2009	71,474.63	01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92
01/31/2009	61,089.80	01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78
02/07/2009	83,539.63	02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66
02/14/2009	76,054.44	02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04
02/21/2009	91,838.41	02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88
02/28/2009	80,806.88	02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78
03/07/2009	48,837.13	03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86
03/14/2009	96,025.39	03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40

TOTALS 4403564.04

4041141.56

4016541.01

4124906.8

1679990.66

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94		
December, 2010	118,721.11	November, 2011	121,118.87		
January, 2011	106,189.21	December, 2011	140,509.93		
February, 2011	105,776.45	January, 2012	137,812.68		
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
<u>Total 2010-2011</u>	<u>1297391.7</u>	<u>Total 2011-2012</u>	<u>1602900.84</u>	<u>Total 2011-2012</u>	<u>399441.87</u>

Table Game Revenue Distribution - Jefferson County School Board

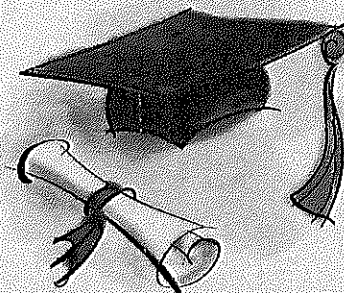
<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03
August, 2011	412,421.76
September, 2011	331,125.75
October, 2011	372,821.82
November, 2011	363,356.61
December, 2011	421,529.79
January, 2012	413,438.04
February, 2012	428,310.03
March, 2012	455,536.38
April, 2012	383,586.78
May, 2012	413,715.39
June, 2012	387,706.12
<u>Total 2011-2012</u>	<u>4,808,702.50</u>

<u>Date</u>	<u>Amount</u>
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
<u>Total 2011-2012</u>	<u>1,198,325.61</u>

Please Put on Agenda -

2012 Graduation

**US Forest Service Harpers Ferry
Job Corps
Civilian Conservation Center**



You are cordially invited to attend the Center's
Graduation Ceremony

Friday, December 7, 2012

1:00 PM

Location: U.S. Fish and Wildlife Service

National Conservation Training Center

698 Conservation Way

Shepherdstown, WV 25443

(Directions enclosed)

Security check at the entrance gate-picture ID required

The training center is a smoke-free environment

RSVP to: astead@fs.fed.us or Ms. Stead 304-724-3463

Independent Fire Company, Inc..

Cordially Invites You To Our

Annual Membership Recognition Banquet

The Banquet Will Be Held On

January 12, 2013

At Independent's Social Hall.

<i>Social Hour</i>	<i>6pm</i>
<i>Dinner</i>	<i>7pm</i>
<i>Awards</i>	<i>8pm</i>
<i>Dance</i>	<i>9pm</i>

Please RSVP With Number Attending

By

January 4, 2013

To

jwatson@ifc-wv.net

or

Return The Response Card

Nov 9, 2012

Dear Commissioners

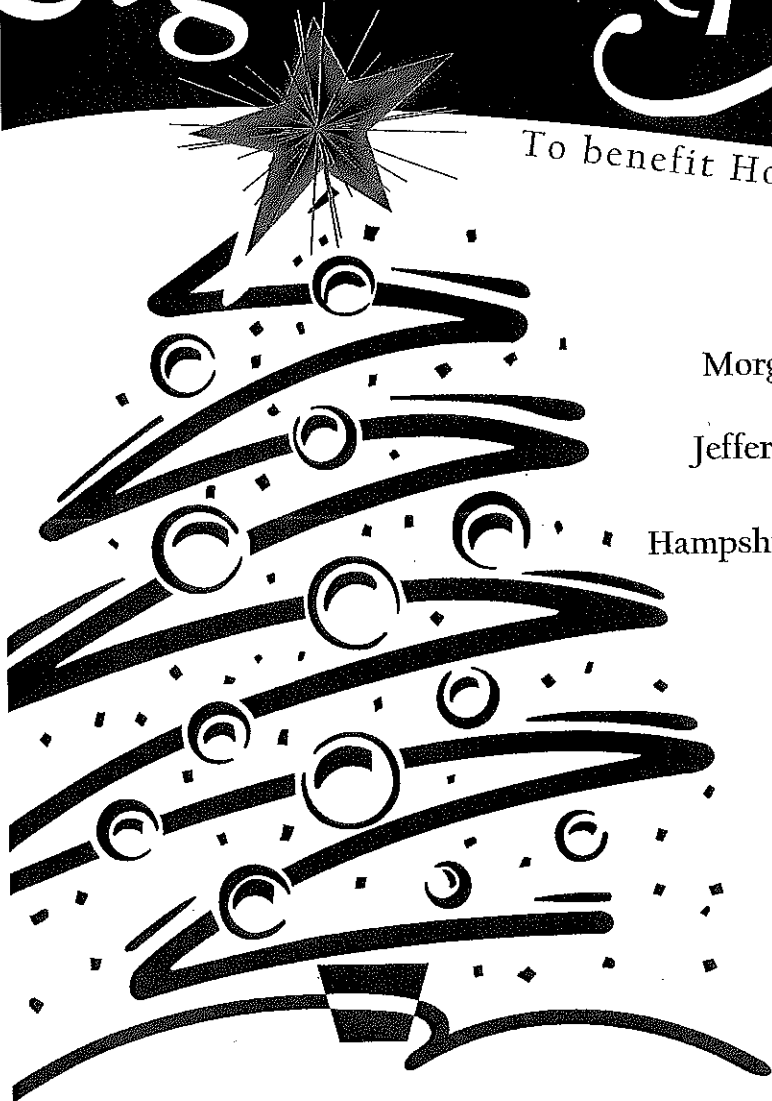
On behalf of the Board of Directors
thank you very much for the
generous donations to our Capital
Campaign.

The Inpatient Facility is a facility
being built to service the residents
of our Community and is being
built by the Community. Your help
was needed and is very much
appreciated.

Sincerely
Phyllis LeTarte
Board Member

Light Up A Life

To benefit Hospice patients in the Eastern Panhandle
Tree Lighting Ceremonies*



Sunday, December 2, 2012

Morgan County - Morgan County Courthouse, 1:00 p.m.*

Berkeley County - Martinsburg Mall, 3:00 p.m.

Jefferson County - Jefferson Memorial Hospital, 5:00 p.m.*

Tuesday, December 4, 2012

Hampshire County - Hampshire County Public Library, 7:00 p.m

You are invited to Light Up A Life by dedicating an angel or light on a Hospice tree in memory or honor of your loved ones. The trees will be lit during a special ceremony in each county.

All proceeds go toward ensuring that all hospice patients in the Eastern Panhandle have the assistance, medications and equipment necessary to help them enjoy the holidays and all year long with their loved ones.

Light Up A Life online at hospiceotp.org/donate

*Note new locations of Morgan County and Jefferson County ceremonies.

tions benefit Hospice of the Panhandle, Inc., a non-profit organization serving terminally ill patients and the bereaved. Your contribution may be deductible as provided in Section 170 of the IRS Code. West Virginia residents may obtain a summary of Hospice of the Panhandle's registration and documents from the Secretary of State, State Capitol, Charleston, WV 25305. Registration does not imply endorsement. Hospice of the Panhandle is supported by the United Way of the Eastern Panhandle, Inc. *If you prefer not to receive future mailings from Hospice of the Panhandle, call 304.264.0406 or email hospice@hospiceotp.org and ask to be removed from our mailing list.*

! I would like to remember or honor my loved ones this holiday season by dedicating an angel or light in their memory or honor.

Please choose: Print name of person you wish to remember: In Memory or Honor?
 \$100 Angel \$10 Light _____ Memory Honor
 \$100 Angel \$10 Light _____ Memory Honor
 \$100 Angel \$10 Light _____ Memory Honor

dedicating more than three angels or lights, please attach a separate sheet of paper listing additional angels or lights desired.

Please place my angels/lights in: Berkeley County Hampshire County Jefferson County Morgan County
 I have enclosed a check for \$_____ for _____ angel(s) and/or _____ light(s). (Please make checks payable to Hospice of the Panhandle or purchase online at www.hospiceotp.org/donate.)

Your name: _____ Phone: _____
 Mailing Address: _____ Email: _____

EASTERN PANHANDLE CONSERVATION DISTRICT

2012 Fall Newsletter



Board of Supervisors

BERKELEY COUNTY

James Moore, Chair
Floyd Kursey, Treasurer
Robert Boarman, Secretary

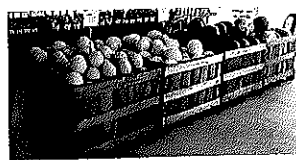
JEFFERSON COUNTY

Robert Gruber, Supervisor
Warren Mickey, Supervisor
Susannah Flanagan, Associate
Lyle Tabb IV, Associate

MORGAN COUNTY

James Michael, Supervisor
Ihn Durham, Vice Chair

2012 EPCD WINNER COMPETES IN THE WV CONSERVATION FARM OF THE YEAR AWARD



The Eastern Panhandle Conservation District selected B & G Orchards, Inc. as the 2012 District Conservation Farm of the Year. Every summer a farm is selected from each of the three counties in the Eastern Panhandle Conservation District and they compete for the district award. The district winner then competes in the Area III contest. B &

G Orchards, Inc. was awarded the Area III title and will compete for the WV Conservation Farm of the Year Award. The Area III winner is judged by multiple people in the state of West Virginia including the Commissioner of Agriculture, WVCA Executive Director, along with WVU, and USDA personnel. The winner will be announced in Flatwoods at the WVCA Annual Conference in January 2013.

B & G Orchards, Inc. comes from a long line of family history. Originally a dairy operation, the farm has since turned into an Angus cattle and fruit and vegetable operation that is run by Bruce Jr and Greg Butler, along with the rest of the family who help out where needed. The operation expanded and opened Butler's Farm Market in 2002.

The farming operation includes 403 acres. The farm market is open April through November and 80% of what they sell is raised on the farm. They also sell value added products to include jellies, mulch, flowers, and furniture. The Butler's have included various management practices to improve both land and profitability. The Butler's include the use of cover crops, sonar spraying technology, irrigation, and plastic to ensure not only early, high-yielding crops, but also to ensure Best Management Practices (BMPs).

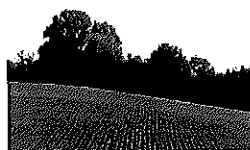


Continued on Pg. 2

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PLANTING COVER CROPS TO HELP THE CHESAPEAKE BAY PROGRAM

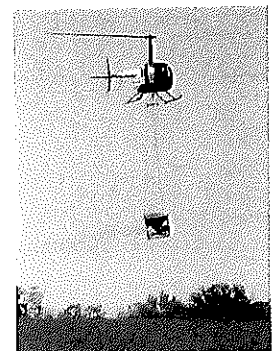


The AEP program had another successful year in installing cover crops as a best management practice. Through the Chesapeake Bay Program, EPCD was able to cost share over \$74,000 between October 5th and October 25th, along with an additional \$11,147 for practice implementation to equal \$85,147. The importance of planting cover crops behind a row crop is to

establish a ground cover before the winter. Cover crops are the most efficient and cost effective practice to reduce nitrogen, phosphorus, and sediment loads. The district is assisting the West Virginia's Chesapeake Bay TMDL Final Phase II Watershed Implementation Plan by cost sharing on cover crops to help meet their goals of reducing the nitrogen, phosphorus and sediment loads.

The cost share program consists of 50 acres per producer of a flat rate per acre of \$50/ac by Oct. 5th, \$40/ac by Oct. 15th and \$30/ac by Oct. 25th. The farmers in Berkeley, Jefferson and Morgan Counties were able to plant over 1,881 acres of tillage radishes, barley, rye and wheat. These crops will either be winter killed or harvested after April 1st. Producers planted these crops by using a no-till drill, broadcasting and aerial seeding. Aerial seeding is a way to get cover on the field as early as possible while corn or soybeans are still in the field. Please look for information next fall on information about aerial seeding and its benefits.

If you have missed participating in this program, please contact the district office to be added to our sign up list.

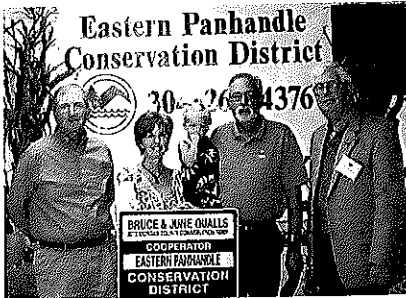


CONSERVATION FARM OF THE YEAR AWARD (Continued)

B & G Orchards, Inc. have adapted their handling and maintenance facilities to accommodate their needs. Like many farmers, the Butlers have had to combat deer for many years. During 2009-2010 the Butler's have installed 24,077 feet of deer fence to protect their crops. In 1997, a chemical handling and storage facility was built. In 2009 and 2011, low tunnels were installed and used in growing production to give them an earlier start in the selling season which produced corn on June 13.

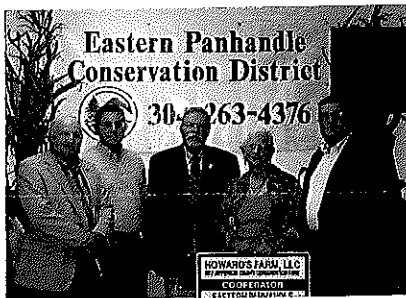
We are very proud of B & G Orchards, Inc. and have truly enjoyed getting to know them and their family. Congratulations and Good Luck!

COUNTY CONSERVATION FARM WINNERS



Morgan County Conservation Farmer

Bruce and June Qualls own and operate Sleepy Meadow Farm in Morgan County. They own 139 acres and rent an additional 433 acres which include hay, woodland, pasture, and crops. They also operate an Angus cow/calf operation. The Qualls also have 40 acres in the local Farmland Protection Program. The Qualls have implemented a hay making operation to fit the needs of their farm. Although all of their hay is round baled, the Qualls use a machine that converts the round bales into square bales as needed. The Eastern Panhandle Conservation District is proud to recognize Bruce and June Qualls as the 2012 Morgan County Conservation Farm Award.



Jefferson County Conservation Farmer

Dr. Glen and Nancy Hetzel own and operate Howard Farms, LLC in Jefferson County, WV. They operate 288 acres in hay, pasture, woodland, and crops. Glen's sons also operate a beef cattle operation on the farm and help where needed throughout the year. The Hetzels have taken their love for agriculture and turned to safety education as a main focus point in their lives. Both Nancy and Glen serve on the board of the International Society for Agriculture Safety and Health. The Eastern Panhandle Conservation District is proud to recognize Dr Glen and Nancy Hetzel, Howard Farms, LLC as the 2012 Jefferson County Conservation Farm Award.

NEW EDUCATION OUTREACH SPECIALIST



Hello! My name is Heather Ishman and I am your new Education Outreach Specialist!

I am very excited to hold this position and I am ready and geared up for the year ahead. Here is a little information about myself:

Where am I from? I was born in Austin, Texas, but I have lived the majority of my life in Jefferson County growing up around animals and agriculture (with an inborn fondness geared towards horses).

Education? After graduating from Jefferson High School in 2007 I resided in Chambersburg, PA and attended Wilson College to obtain my Bachelor of Sciences in Equestrian Studies, Equine Management, Equine Facilitated Therapeutics, as well as, a minor in Religious Studies.

Experiences? I was always active in the local 4-H and FFA chapters. These wonderful organizations taught me so many valuable skills and life lessons that I can directly attribute to the person I am today.

This also led me towards a deep appreciation for agriculture, conservation, and education. I also worked at a local behavioral and emotional day and residential treatment center which provided me with a variety of educational teaching skills and experiences.

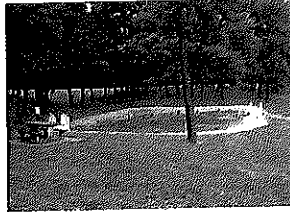
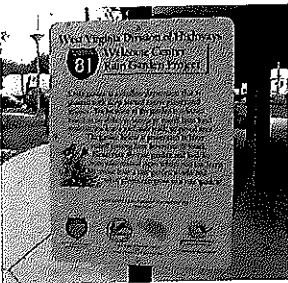
Goals and Desires? I plan on connecting as many people in the community that I can with all that the EPCD has to offer. I firmly believe that the better the line of communication between educators, homeowners, agriculturists, and the public, the more unified we all will become.

I hope that this "breaks the ice" so please do not hesitate to contact me with any questions, concerns, comments, or ideas that you may have. I can be reached by telephone in the office at 304-263-4376 ext 4 or by e-mail at hishman@epcd.us

RAIN BARREL KITS

The rain barrel campaign was very well received this past summer. All 100 of the rain barrel kits were sold during the Morgan, Berkeley, and Jefferson County Fairs. EPCD was able to contract with Knouse Foods and Bowman, International to secure the 55 gallon barrels. The neat feature of the rain barrel kits was the all enclosed system and only needing a power drill for assembly. The individual kits sold for \$20 a piece and the barrel was an added \$10. If pictures of complete installation were turned into the office by October 1, the installer received a full refund. We hope to offer rain barrels this spring. REMEMBER: Do not forget to maintenance your rain barrel for the upcoming winter season! EPCD will not be replacing the barrels due to improper maintenance!

I 81 S RAIN GARDEN



WVCA, EPCD, and WVDOH have installed a rain garden at the I-81 S Welcome Center in Berkeley County. The rain garden was designed by EPCD with help from Hedgesville High School agri-science classes. The rain garden was planted by WVCA and WVDOH representatives on June 27, 2012. It contains a diverse population of plants and will intercept storm water runoff from two parking areas. This bio-retention area will serve as a great demonstration, and it has close proximity to the Potomac River/MD border. When you're in the area stop by and see the garden and pick up an informational brochure located in the Welcome Center.

REDUCING DROUGHT IMPACT THROUGH COVER CROPS WORKSHOP



The Eastern Panhandle Conservation District co-sponsored an evening workshop to promote the use of cover crops as a method of reducing the impact of drought on field crops. Benefits of cover crops include soil moisture retention, weed control, reduced fertilizer application, reduced soil erosion and overall improved soil quality that results in improved profitability.

The workshop was held on the Lyle Tabb farm located just east of Leetown, WV, in Jefferson County on Payne's Ford Rd. It was a brief, one hour presentation that had around 20 in attendance including local farmers and government agency personnel.

The roller/crimper was on display that will be used in the spring's demo. This is available through EPCD at no cost. Tom Basden, WVU Extension Service Nutrient Management Specialist, Dr. Joshua Faulkner, WVU Extension Assistant Professor and Agricultural Engineering Specialist, and Steve Ritz, Plant Materials Specialist presented information on soil quality, nutrient transfer and water retention and infiltration. Dr. Faulkner also had a rainfall simulator on display.

The cover crop that was planted includes: Cereal Rye, Austrian Winter Pea, Crimson Clover, Hairy Vetch, and Tillage Radish. The crop was planted on August 31 and during the spring demo, the crop will be killed with the crimper/roller.

For more information on cover crops and their management contact Steve Ritz, Plant Materials Specialist, USDA Natural Resources Conservation Service, 1550 Earl Core Road, Suite 200, Morgantown, WV 26505, telephone 304-284-7597.



WATERSHED HAPPENINGS!

The local watershed organizations have been very busy for the past few months. Here's a brief overview of what has been happening in the District:

Elks Run Watershed Group

A unique feature of Elks Run is that it serves as a drinking supply for the towns of Bolivar and Harpers Ferry, making it the only surface water in Jefferson County serving a municipal water supply. In May, 2012, the WVCA began holding public meetings to increase awareness of local water quality issues and to bring together the citizens of Elks Run to form a watershed group. The "Elks Run Watershed Group" has now formed with a mission, "to act as an advocate and steward of the Elks Run Watershed by undertaking projects that will lead to pollution reduction and connecting citizens to the watershed." Their first priority is education outreach, which they anticipate to lead to a monitoring program.

Back Creek Protection Plan

A protection plan for Back Creek Watershed of Berkeley County is being developed by Green Rivers, LLC, with input from a project team which includes WVDEP, WVDOF, EPCD, WVCA, Blue Heron Environmental Network, and Berkeley County. The development of this plan is being funded by a Federal 319 grant that was awarded to WVCA. The plan will identify critical resources to protect such as high priority forested lands, threatened or endangered species, etc, and critical sites to restore such as severely eroding stream banks. The project team plans to have a draft goal of the protection plan submitted to WVDEP by the end of October.

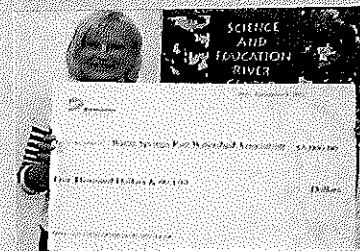
Sleepy Creek 319 Incremental Projects

In 2008, the Sleepy Creek Project Team, consisting of mostly partnering agencies and non-profits applied for their first 319 Incremental Grant. Upon completion of the project in September of 2011, the project team had 69 septic systems pumped, 43 septic systems replaced, planted 722 trees at two urban tree plantings, and had a 5,000 ft demonstration of urban stormwater management in the form of porous or permeable pavement installed. Since the completion of the 2008 Sleepy Creek Incremental Project, the previously impaired tributary, Indian Run, has been delisted by WVDEP. In the 2012 WV Integrated Water Quality Monitoring and Assessment Report- Draft Section 303 (d) List, Indian Run has been placed in Supplemental Table C—Water Quality Improvements, as being improved for fecal coliform for its entire reach. A great accomplishment for the Sleepy Creek Project Team!

For more information about any of the above listed groups, events, or watershed information, please contact Suzy Lucas, WVCA Conservation Specialist at (304)263-4376 x 2 or rlucas@wvca.us.

2012 WATERSHED CELEBRATION DAY

For the fourteenth year, watershed groups from all across West Virginia were recognized by the West Virginia Watershed Network for their efforts in protecting and restoring local watersheds. Watershed Celebration Day was held on September 7 and 8 in Tornado, WV. The event was hosted by the Coal River Group at their Science and Education Center. The theme and program was centered around information on the river trails. This year, the highest honor went to Warm Springs Run Watershed Assoc. from Berkeley Springs. The Warm Springs Run Watershed Association was named the 2012 Watershed Association of the Year. Other groups from the District represented well and received recognition under the following categories: Project Implementation—Opequon Creek Project Team, Martinsburg and Sleepy Creek Watershed Association, Berkeley Springs and New Watershed Association of the Year—Blue Ridge Watershed Association. The EPCD is very proud of these hard working watershed associations!



Kate Lehman holding a check for winning the 2012 Watershed Association of the Year for the Warm Springs Run Watershed Association

FALL ENVIROTHON TRAINING WORKSHOP

On October 4, 2012 the Fall Envirothon Training Workshop was held at the Cacapon Resort State Park. This training covered all areas of the event including: Aquatics, Wildlife, Forestry, and Soils. This will be the first of two trainings to be held before the Envirothon event April 18-19, 2013. The next training will be held during the last week of March.



Each group rotated through the stations with a break for a pizza lunch. Teams from Grant, Hampshire, Morgan, Jefferson, and Doddridge Counties participated this year. The cost for the training day is free and teams must organize transportation (since this will run over school hours). A special "thank you" is extended to Cacapon Resort State Park for the use of their facilities and to the instructors who provided their time and expertise for an entire day.

If there are any questions about the WV Envirothon please contact Heather Ishman at 304-263-4376 x 4 or hishman@epcd.us or visit the WV Envirothon's website at www.wvca.us/envirothon/.

AGENCY PROGRAMS

EQUIPMENT RENTAL

NO TILL DRILLS

\$10.00 per acre

WEED WIPER

\$50.00 per day

POULTRY LITTER or LIME SPREADER

\$80.00 per day

CROP ROLLER CRIMPER

No charge

**There is a \$50.00 delivery fee for all equipment.

OTHER SERVICES

FORAGE TESTING

60/40% cost share

SOIL TESTING

50/50% cost share

WEST VIRGINIA NRCS PROGRAMS

- Financial Assistance Programs Open for Enrollment
- Agricultural Management Assistance (AMA)
- Agricultural Water Enhancement Program (AWEP)
- Chesapeake Bay Watershed Initiative (CBWI)
- Conservation Reserve Enhancement Program (CREP)
- Conservation Reserve Program (CRP)
- Conservation Security Program (CSP)
- Conservation Stewardship Program (CSP)
- Conservation Technical Assistance (CTA)
- Environmental Quality Incentive Program (EQUIP)
- Farm and Ranchlands Protection Program (FRPP)
- Grassland Reserve Program (GRP)
- Health Forest Reserve Program (HFRP)
- Wetland Reserve Program (WRP)
- Wildlife Habitat Incentive Program (WHIP)

For More Information Contact NRCS
Berkeley and Morgan Counties-304-263-7559
Jefferson County-304-725-3471

DISTRICT HAPPENINGS

DISTRICT BOARD MEETINGS

November 14 at 7:00 pm

December 5 at 7:00 pm

THE DISTRICT WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS

Election Day – November 6

Veterans Day – November 12

Thanksgiving – November 22 & 23

Christmas – December 24, 25, 31

EPCD has gone viral! Check out the newly created



Facebook page and "Like" us! "Eastern Panhandle Conservation District"

EPCD OUTREACH & EDUCATION PROGRAMS

The following is a summarized list of outreach/education programs offered through the EPCD. If you would like more information, please contact the office @ 304-263-4376.

- Envirothon Contest: ages 15 – 18
- Land Judging Contest: ages 15 – 18
- Forestry Contest: ages 15 – 18
- Grassland Evaluation Contest: ages 15 – 18
- College Scholarships: high school seniors
- Samara Program: 7th grade
- Poster Contest: K through 12
- Photo Contest: all ages
- Stewardship Program: church youth through adult
- Conservation & Forestry Camps: ages 11 – 18
- Annual Tree Sale
- Adult Trainings & Workshops

In addition, District staff is available to address your classroom, group or organization of any age, to address various environmental topics or current programs.



EASTERN PANHANDLE CONSERVATION DISTRICT

151 Aikens Center, Suite 1
Martinsburg, WV 25404
Phone: 304-263-4376
Fax: 304-263-4986
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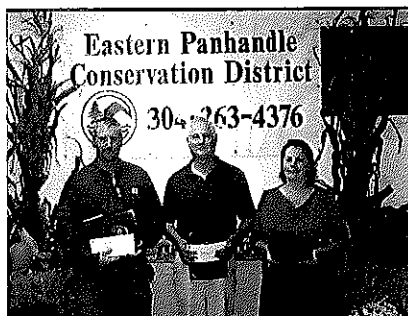


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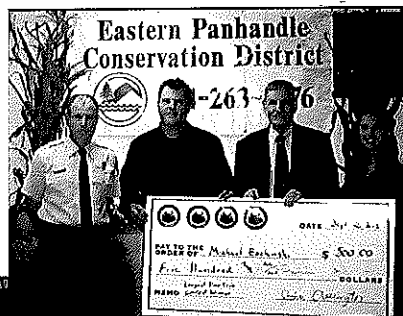
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Jefferson Co. Commission
PO Box 250
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2012 ANNUAL BANQUET

The 2012 Annual Banquet was held at the Berkeley County Youth Fairgrounds September 26, 2012. The food and fellowship was top notch and awards were presented in several categories. The youth and adult photo contest winners, poster winners, Largest Tree Contest, and Conservation Farms were all announced. The photos do all of the talking for the success of this past year!



Adult Photo Contest Winner
left: Richard Harrington, Robert White, and Carol Criswell



Largest Tree Contest Winner
left: Mike Bochinski with Herb Peddicord, Delegate John Overington, and Heather Ishman



Youth Photo Contest Winner
Right: Caysie Irving



2012 Conservation Farm Winners
Right: B & G Orchards, Inc, Sleepy Meadow Farm, and Howard Farms, LLC



NOV 13 2012

Jefferson County Public Service District

Jefferson County Public Service District
Regular Board Meeting
October 1, 2012

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, October 1, 2012 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Jim Cummins; Secretary, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Billing Clerk, Amanda Grove; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; and from Pentree Engineering, Zane Summerfield.

CALL TO ORDER

Chairman Jim Cummins called the meeting to order at 7:00PM.

PUBLIC COMMENTS

None.

OLD BUSINESS

Review Minutes of August 22 Special Board Meeting

The minutes of the August 22, 2012 special Board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Cummins to accept the August 22, 2012 minutes as presented. Approved 2-0. Mr. Appignani abstained since he was not present for the entire meeting.

Review Minutes of September 4 Regular Board Meeting

The minutes of the September 4, 2012 regular Board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the September 4, 2012 minutes as presented. Approved 2-0. Mr. Cummins abstained due to his absence at the meeting.

Review Minutes of September 11 Special Board Meeting

The minutes of the September 11, 2012 special Board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the September 22, 2012 minutes as presented. Unanimously approved.

Update on the Water Systems Improvement Project for Glen Haven and Cavaland

Mr. Kelsh filed a request with the Public Service Commission in August for approval of the BAN funding. The PSC Staff did not recommend approval of the loan. Mr. Kelsh filed a response to the Staff Memorandum opposing their recommendation. The District did receive the approved WV/NPDES General Water Pollution Control Permit for the project.

Action: No action taken by the Board.

NEW BUSINESS

Consider Approval of Addenda 18 for the Preparation of a New Preliminary Engineering Report by Pentree for Sewer Collection Project

Last month the Board approved a series of options to be studied by Pentree in a preliminary engineering report. The Board will now need to approve the agreement that reflects the options and allows Pentree to proceed.

Action: Motion made by Mr. Strider and seconded by Mr. Cummins to approve Addenda 18 as presented.

Mr. Appignani voiced his concern before the vote that he hopes the District has enough cash to cover the costs to be paid to Pentree for the preliminary engineering report.

Action: Motion approved 2-1. Mr. Appignani opposed.

Consider Renewal of NACWA Membership

The District has been a member of NACWA for four years and it is now time to pay the annual membership dues. NACWA has also requested that members voluntarily support their Targeted Action Fund (TAF) Special Assessment which is an extra \$1000 used for efforts in supporting clean water utilities throughout the country.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the renewal of the regular NACWA membership for \$1240. Unanimously approved.

Action: Motion made by Mr. Appignani to approve the additional TAF contribution.

Mr. Kelsh made the suggestion that he would make an inquiry with his firm to cover a portion or all of the additional TAF contribution of \$1000. The Board will table the discussion of the TAF contributions until next month.

Action: The Board agreed to table until next month.

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for water expenses in the amount of \$11,869.14. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District expenses in the amount of \$142,036.46. Unanimously approved.

Approve Transfer of \$2,690.74 from Sewer Security Deposit Account to Sewer Operating for Security Deposit Refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$2,690.74 from Sewer Security Deposit Account into Sewer Operating for Security Deposit Refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Spruce Hill North Pump Station - Ms. Lawton and Mr. Kelsh are still working on the easement issues regarding the second pump station.

Action: No action taken by the Board.

Public Comment

Heidi Parker, a Breckenridge resident, inquired about what exactly Addenda 17 and Addenda 18 referred to.

Jacquelyn Milliron, a Breckenridge resident, commented on the approval of Addenda 18 and how the PSD is still in debt for other projects and will now have new debt associated with this approval. She doesn't believe it is good for the District's customers.

Correspondence

None.

Action: Motion made by Mr. Appignani seconded by Mr. Strider to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.

Mr. Appignani excused himself from the discussions on the Jefferson Utilities, Inc General Investigation case currently at the Public Service Commission.

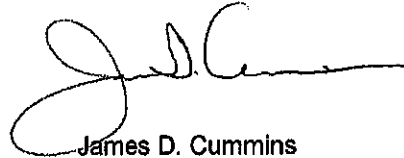
Action: Motion made by Mr. Strider and seconded by Mr. Cummins to return to public session. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Cummins to adjourn. Approved 2-0.

There being no further business at this time, the meeting was adjourned at 9:10PM

The next regular meeting is scheduled for Monday, November 5, 2012 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



James D. Cummins
Chairman



Peter L. Appignani
Secretary



November 8, 2012

VIA USPS

To: Distribution List

Millville Hydroelectric Project - Notice of Project Relicensing (P-2343)

On behalf of Allegheny Energy Supply, LLC (AES), Kleinschmidt is providing you and other stakeholders with the attached documents in an effort to initiate a multi-year Federal relicensing process to continue operations of the Millville Hydroelectric Project (Project) in Harpers Ferry, WV. The Project is currently operating under a license that was issued by the Federal Energy Regulatory Commission (FERC) in 1987 and is set to expire in 2017.

Over the past several months, AES has compiled information regarding the Project and the local environmental resources. The result of this effort is the Pre-Application Document (PAD) which is attached to this letter. The PAD is a public document which contains a description of the Project, existing operations, and environmental resources, any proposed changes to the Project, and also describes proposed environmental studies. Also attached to this letter is AES's formal Notification of Intent (NOI) to relicense the Project.

Public input is welcomed and encouraged during several stages of the relicensing process, beginning with a public meeting and site tour. The date and location of this meeting will be finalized and formally announced at a later date but will most likely occur on February 6, 2013 at the Hampton Inn at 157 Pimlico Drive, Charles Town, WV. More information on this project and the relicensing schedule is provided in the PAD. If you have any questions regarding the Project or process, or if you would like to request additional CDs or hard copies of the PAD, please contact me at 717.687.7211 or at laura.cowan@kleinschmidtusa.com. The PAD and NOI can also be accessed online using FERC's eLibrary at <http://www.ferc.gov>.

I hope to meet you at the public meeting and look forward to your participation in this relicensing process.

Sincerely,

KLEINSCHMIDT ASSOCIATES

Laura J. Cowan
Project Manager

LJC:KLJ

Attachments: NOI and PAD

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Jefferson County Commission

Millville PAD
Distribution List
November 2012

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Washington, D.C. 20515

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Millville PAD
Distribution List
November 2012

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Office of Environmental Policy and
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Office of Land and Streams
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Parks and Recreation
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West Virginia Division of Natural
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Hunting and Fishing
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Mr. Brian Long
West Virginia Department of Environmental
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Executive Secretary
West Virginia Public Service Commission
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Millville PAD
Distribution List
November 2012

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West Virginia Development Office
Business and Industrial Development
Division
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Corporation of Harpers Ferry
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Harpers Ferry, WV 25425

Jefferson County Commission
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124 East Washington St., Suite 200
Charles Town, WV 25414

Jefferson County Parks and Recreation
235 Sam Michals Rd.
Shenandoah Junction, WV 25442

Jefferson County Convention & Visitors
Bureau
37 Washington Court
Harpers Ferry, WV 25425

Piscataway-Conoy Confederacy & Sub-
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La Plata, MD 20646

Piscataway Indian nation
PO Box 131
Accokeek, MD 20607

Shawnee Tribe
Tribal Historic Preservation Officer
29 S Highway 69A
Miami, OK 74355

Delaware Nation
President
31064 State Highway #281
Building 100
Anadarko, OK 73005

American Rivers
150 Lloyd Ave
Pittsburgh, PA 15218

Potomac Valley Audubon Society
P.O. Box 578
Shepherdstown, WV 25443

Outdoor Adventures River & Trail Outfitters
604 Valley Rd.
Knoxville, MD 21758

River Riders, Inc.
408 Alstadts Hill Rd.
Harpers Ferry, WV 25425

Harpers Ferry Adventure Center
10987 Harpers Ferry Rd.
Purcellville, VA 2032

BTI Whitewater
10985 Harpers Ferry Rd.
Purcellville, VA 20132

Historical River Tours
RR5, 1257 Allstadts Hill Rd.
Harpers Ferry, WV 25425

Shepherdstown Pedal and Paddle
115 W. German St.
Shepherdstown, WV 25443

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201 E. Burke Street
Martinsburg, WV 25401
Phone 304.263.0891
Toll Free 877.242.7278
Fax 304.263.0997



November 12, 2012


Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Enclosed please find one copy of the Jefferson County Public Service District Financial Statements for the fiscal years ended June 30, 2012 and 2011.

Please let me know if you have any questions.

Sincerely

CoxHollidaPrice LLP



Chuck W. Young, CPA
Partner

Received
NOV 15 2012
Jefferson County Commission

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

FINANCIAL STATEMENTS

For the years ended June 30, 2012 and June 30, 2011



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201 E. Burke Street
Martinsburg, WV 25401
Phone 304.263.0891
Toll Free 877.242.7278
Fax 304.263.0997



INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION

The Members of the Public Service Board
Jefferson County Public Service District

We have audited the accompanying financial statements of the business-type activities of the Jefferson County Public Service District ("District"), as of and for the years ended June 30, 2012 and 2011, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Jefferson County Public Service District as of June 30, 2012 and 2011, and the respective changes in financial position and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated November 5, 2012 on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5 through 9 and 39 through 42 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Jefferson County Public Service District's financial statements as a whole. The supplemental information presented on pages 43 and 44 is presented for purposes of additional analysis and is not a required part of the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Cox Hollida Price LLP

Martinsburg, West Virginia

November 5, 2012

Jefferson County Public Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the fiscal year ended June 30, 2012

The management of Jefferson County Public Service District provides the following information as an introduction, overview and analysis of the District's financial statements for the year ended June 30, 2012. Readers should also review the basic financial statements that begin on page 10 to further enhance their understanding of the District's financial performance.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. This annual report consists of three parts: Management's Discussion and Analysis, Financial Statements and Required Supplementary Information. The Financial Statements also include notes that explain in more detail some of the information in the financial statements.

Financial statements

The Financial Statements of the District report information about the District using accounting methods similar to those used by private sector companies. These statements offer short and long-term financial information about its activities.

The Balance Sheet includes all of the District's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and obligations to creditors (liabilities). It also provides the basis for computing the rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District.

All of the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses and Changes in Net Assets. This statement measures the success of the District's operations over the past year and can be used to determine whether the District has successfully recovered all its costs through its user fees and other charges.

The final required financial statement is the Statement of Cash Flows. The primary purpose of this statement is to provide information about the District's cash receipts and cash payments during the reporting period. The statement reports cash receipts, cash payments and net changes in cash resulting from operations, investing, and capital and non capital financing activities and provides answers to such questions as "from where did cash come?", "for what was cash used?", and "what was the change in cash balance during the reporting period?"

The notes to the basic financial statements provide additional and explanatory data. They are an integral part of the basic financial statements.

Jefferson County Public Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the fiscal year ended June 30, 2012

Financial Analysis of the District as a Whole

One of the most important questions asked about the District's finances is "Is the District, as a whole, better off or worse off as a result of the year's activities?" The Balance Sheet, the Statement of Revenue, Expenses and Changes in Net Assets and the Statement of Cash Flows report information about the District's activities in a way that will help answer this question. These statements report the net assets of the District and changes in them. You can think of the District's net assets- the difference between assets and liabilities- as one way to measure financial health or financial position. Over time, increases or decreases in the District's net assets are one indicator of whether its financial health is improving or deteriorating. However, you will need to also consider other non-financial factors such as changes in economic conditions, population growth, political leaders, and new or changed legislation.

The net assets may serve over time as a useful indicator of an entity's financial position. In the case of the District, at various times, the District receives infrastructure improvements from a developer and in return takes over these assets and maintains them. The District either puts in or has a developer put in the infrastructure, and pays for it through a developer contribution, current operations or by an issuance of a bond. These assets are reflected as an asset on the District's books and are depreciated over the estimated life of the assets.

Below are highlights of the financial statements:

	<u>2012</u>	<u>2011</u>
Unrestricted cash	\$ 60,814	\$ 227,821
Restricted cash	755,473	2,143,333
Other Assets	1,828,139	1,810,446
Capital assets	<u>14,040,838</u>	<u>13,679,197</u>
Total assets	\$ <u>16,685,264</u>	\$ <u>17,860,797</u>
Current and other liabilities	\$ 586,915	\$ 568,600
Long-term liabilities	<u>5,450,525</u>	<u>6,371,905</u>
Total Liabilities	\$ <u>6,037,440</u>	\$ <u>6,940,505</u>
Invested in assets, net of debt	\$ 10,042,295	\$ 8,755,381
Restricted net assets	631,875	2,021,986
Unrestricted net assets	<u>(26,346)</u>	<u>142,925</u>
Total net assets	\$ <u>10,647,824</u>	\$ <u>10,920,292</u>

Jefferson County Public Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the fiscal year ended June 30, 2012

	<u>2012</u>	<u>2011</u>
Revenues		
Sales to customers	\$ 2,025,777	\$ 2,193,300
Other	<u>164,678</u>	<u>189,459</u>
Total revenue	<u>2,190,455</u>	<u>2,382,759</u>
Expenses		
Operating	1,784,516	1,722,341
Dropped projects	2,783	54,095
Depreciation and amortization	467,720	454,787
Interest expense	<u>92,338</u>	<u>95,602</u>
Total expenses	<u>2,347,357</u>	<u>2,326,825</u>
Net loss before capital contributions	(156,902)	55,934
Capital contributions	<u>(115,566)</u>	<u>1,307,008</u>
Change in net assets	\$ <u>(272,468)</u>	\$ <u>1,362,942</u>

Budgetary Highlights

The District's total net assets were aided by Capacity Assurance Fee (CAF) payments in FY11. The CAFs are retained in a restricted account. The District's use of the CAFs is tied to a specific project and subject to approval of the WV PSC. Certain CAFs on deposit with the District in FY11 were tied to CAF agreement contracts waiting approval by the WV PSC at June 30, 2011. A \$1 million CAF was refunded to the Jefferson County Economic Development Authority and that refund was reflected in FY12 financial reporting.

The District invested approximately \$113,496 in the current year for a project total of \$826,690 to fund the planning, easement acquisition, engineering, accounting and regulatory costs associated with the Flowing Springs Wastewater Treatment Plant project. This investment was financed by the use of the District's operating cash account, plus debt financing and Capacity Improvement Fee account. It was anticipated that the District would be reimbursed the bulk of this investment on final regulatory approval and final financing of the project, but the Flowing Springs project was not approved in FY 2012 and will not move forward to bid and construction. As a result, the District is at significant risk that the upfront cash and borrowed capital outlay investments will not be covered by permanent project financing unless a substitute project can be developed that leverages the current investments. In FY 2012 the District paid off the

Jefferson County Public Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the fiscal year ended June 30, 2012

\$750,000 BAN by borrowing \$44,062 from MVB Bank and utilizing the balance in our CIF account of \$705,870. The remaining \$68 came from operating funds. This eliminated the BAN debt. The District is now in negotiation with the WV PSC and interveners in the PSC Case # 12-0513-PSD-42T-PC to determine how the balance of approximately \$1.3 Million will be paid to the engineer for work on this project.

The District's operating revenue accounts were slowly increasing throughout FY 2011; however the debt refinancing of the BAN, easement acquisition, engineering and other costs associated with the Flowing Springs Project have caused the cash account balances to decrease significantly in FY 2012.

Over the course of the year, the District approved an amendment to the Sewer Department budget mid-year, as several accounts were over budget, and those additional expenditures were approved by the board. Overall, the District ended the Fiscal Year under budget by approximately \$41,000 and the actual operating expenses were comparable to the District's prior year.

Capital Assets and Debt Administration

At the end of the current fiscal year, the District's Sewer Department had outstanding revenue bonds of \$5,690, 727.

The District took on additional long term debt during the current fiscal year to pay off the BAN. The District is currently involved in the above-mentioned PSC Case # 12-0513-PSD-42T-PC which, if approved, will result in additional debt to cover the cost of numerous operations related items and the engineering bill for the Flowing Springs Wastewater Treatment Plant Project.

Many debt obligations require debt coverage (revenues over operating expenses) to be more than 115% of the debt obligation. For the current fiscal year debt coverage was 116%

Economic Factors

The District began to experience a slowdown in new service customer connections in 2008. Management attributes much of the decline to the overall national slump in the housing industry. The District expects that the residential sector will continue to slowly increase as the economy improves. Overall, the District expects growth in new service customer connections and equivalent domestic units (EDU). It is encouraging that many of the homes and businesses that were vacated during the last fiscal year (existing service connections but no active customer use or revenue) are now occupied and active. One new hotel came on line in FY 2012 and the District has received encouraging information from local developers that they are preparing to restart building homes in the very near future.

The District believes that the fundamentals of location and cost in Jefferson County remain favorable for economic development and expect that the District's commitment to

Jefferson County Public Service District
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the fiscal year ended June 30, 2012

providing readily available services will position the community for early economic recovery.

The long-term trend of increasing numbers of residences and businesses in Jefferson County has resulted in the increase in demand on the Charles Town wastewater facility which is used by the district to treat wastewater of District customers. The District is a bulk customer of Charles Town. In FY 2011 The District pursued funding for a new Chesapeake Bay compliant wastewater treatment plant, the Flowing Springs Wastewater Treatment Plant, planned to reduce the burden on the Charles Town Wastewater treatment plant generated by a significant portion of the District's customer base. The plans for this wastewater treatment plant were approved by West Virginia Department of Environmental Protection and a Certificate of Necessity and Convenience was granted by the West Virginia Public Service Commission. The District was forced to reopen the Certificate case due to changing circumstances related to the financing of the project and the resulting rate impact to District customers. A second public hearing was held and on August 12, 2011, shortly after FY 2011 ended, and the Certificate was subsequently denied. The District was directed to continue to utilize the wastewater treatment capacity provided and planned by the City of Charles Town.

The District is still faced with costly upgrades to its collection system and must develop a new project plan that addresses urgent collection system needs as well as the transmission capability to continue to send wastewater to Charles Town for treatment. The District has already obtained approximately 80% of the easements for the collection system project anticipated under the Flowing Springs WWTP initiative and these may still be used to upgrade the existing collection and transmission system in a future project plan.

The District will continue to operate under an interstate environmental compact that commits West Virginia to play a role restoring water quality in the Chesapeake Bay. The new operating environment will require that the District and our municipal partners in the City of Ranson and the City of Charles Town find and implement solutions for these emerging regulatory challenges. The District expects to see increased operating and capital costs in the future associated with regulatory compliance.

Jefferson County Public Service District

BALANCE SHEETS

June 30, 2012 and 2011

ASSETS

	Water Department	Sewer Department	2012 Total	2011 Memorandum Only Total
CURRENT ASSETS				
Cash	\$ 66,192	\$ (5,378)	\$ 60,814	\$ 227,821
Accounts receivable, net of allowance for doubtful accounts of \$10,000	(203)	60,898	60,695	72,991
Accounts receivable - other	-	3,681	3,681	4,733
Accrued utility revenue	4,555	172,085	176,640	179,806
Prepaid expenses and deposits	-	9,247	9,247	9,247
Total current assets	<u>70,544</u>	<u>240,533</u>	<u>311,077</u>	<u>494,598</u>
RESTRICTED CASH	<u>3,771</u>	<u>751,702</u>	<u>755,473</u>	<u>2,143,333</u>
CAPITAL ASSETS				
Land and land rights	2,066	917,885	919,951	919,951
Construction work in progress	-	1,659,433	1,659,433	1,549,643
Utility plant in service	194,502	16,548,053	16,742,555	16,112,316
Less accumulated depreciation	<u>(71,050)</u>	<u>(5,210,051)</u>	<u>(5,281,101)</u>	<u>(4,902,713)</u>
Net capital assets	<u>125,518</u>	<u>13,915,320</u>	<u>14,040,838</u>	<u>13,679,197</u>
OTHER ASSETS				
Unamortized debt issue expense, net of accumulated amortization of \$94,319 and \$81,731, respectively	-	208,394	208,394	218,143
Future utility plant preliminary survey and design charges	237,994	308,346	546,340	449,177
Due from other funds	-	27,701	27,701	12,482
Other assets - capacity upgrades, net of accumulated amortization of \$333,570 and \$265,149, respectively	<u>-</u>	<u>795,441</u>	<u>795,441</u>	<u>863,867</u>
Total other assets	<u>237,994</u>	<u>1,339,882</u>	<u>1,577,876</u>	<u>1,543,669</u>
Total assets	\$ <u>437,827</u>	\$ <u>16,247,437</u>	\$ <u>16,685,264</u>	\$ <u>17,860,797</u>

The accompanying notes are an integral part of this statement.

Jefferson County Public Service District

BALANCE SHEETS (Continued)

June 30, 2012 and 2011

LIABILITIES				2011
	<u>Water</u>	<u>Sewer</u>	2012	Memorandum
	<u>Department</u>	<u>Department</u>	Total	Only
				<u>Total</u>
CURRENT LIABILITIES (payable from current assets)				
Accounts payable	\$ 3,972	\$ 128,906	\$ 132,878	\$ 104,368
Accrued taxes and expenses	<u>-</u>	<u>25,212</u>	<u>25,212</u>	<u>37,058</u>
Total current liabilities (payable from current assets)	<u>3,972</u>	<u>154,118</u>	<u>158,090</u>	<u>141,426</u>
CURRENT LIABILITIES (payable from restricted cash)				
Revenue bonds payable (due within one year)	-	287,361	287,361	287,362
Accrued interest payable	-	17,864	17,864	18,464
Customer deposits	2,403	121,197	123,600	120,221
Capital improvement fees	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,127</u>
Total current liabilities (payable from restricted cash)	<u>2,403</u>	<u>426,422</u>	<u>428,825</u>	<u>427,174</u>
LONG-TERM LIABILITIES				
Due to other funds	27,701	-	27,701	12,482
OPEB obligation	-	161,482	161,482	123,370
Revenue bonds payable	-	5,403,366	5,403,366	5,690,727
Notes payable	145,000	41,980	186,980	895,000
Original issue discount, net of accumulated amortization of \$1,163 and \$582, respectively	-	(9,455)	(9,455)	(10,036)
Deferred acquisition cost on bond refinancing, net of accumulated amortization of \$40,178 and \$20,089, respectively	<u>-</u>	<u>(319,549)</u>	<u>(319,549)</u>	<u>(339,638)</u>
Total long-term liabilities	<u>172,701</u>	<u>5,277,824</u>	<u>5,450,525</u>	<u>6,371,905</u>
Total liabilities	<u>179,076</u>	<u>5,858,364</u>	<u>6,037,440</u>	<u>6,940,505</u>
NET ASSETS				
NET ASSETS				
Invested in capital assets, net of related debt	218,512	9,823,783	10,042,295	8,755,381
Restricted for debt and construction	1,368	630,507	631,875	2,021,986
Unrestricted	<u>38,871</u>	<u>(65,217)</u>	<u>(26,346)</u>	<u>142,925</u>
Total net assets	<u>258,751</u>	<u>10,389,073</u>	<u>10,647,824</u>	<u>10,920,292</u>
Total liabilities and net assets	\$ <u>437,827</u>	\$ <u>16,247,437</u>	\$ <u>16,685,264</u>	\$ <u>17,860,797</u>

The accompanying notes are an integral part of this statement.

Jefferson County Public Service District

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

For the years ended June 30, 2012 and 2011

	<u>Water Department</u>	<u>Sewer Department</u>	<u>2012 Total</u>	2011 Memorandum Only <u>Total</u>
OPERATING REVENUES				
Sales to general customers	\$ 47,878	\$ 1,977,899	\$ 2,025,777	\$ 2,193,300
Customers' forfeited discounts and penalties	-	46,885	46,885	49,312
Income from bad debts recovered	944	-	944	1,044
Miscellaneous revenues	<u>297</u>	<u>83,708</u>	<u>84,005</u>	<u>73,612</u>
Total operating revenues	<u>49,119</u>	<u>2,108,492</u>	<u>2,157,611</u>	<u>2,317,268</u>
OPERATING REVENUE DEDUCTIONS BEFORE DEPRECIATION				
Operating expenses	<u>48,926</u>	<u>1,735,590</u>	<u>1,784,516</u>	<u>1,722,341</u>
Operating income before depreciation	193	372,902	373,095	594,927
DEPRECIATION				
	<u>6,593</u>	<u>379,541</u>	<u>386,134</u>	<u>373,214</u>
Operating income	<u>(6,400)</u>	<u>(6,639)</u>	<u>(13,039)</u>	<u>221,713</u>
NON-OPERATING INCOME (EXPENSE)				
Interest income	29	321	350	969
Grant revenue	-	-	-	25,389
Gain (loss) on disposal of assets	-	(8,918)	(8,918)	(2,279)
Interest expense	(5)	(92,333)	(92,338)	(95,602)
Amortization of debt issue expense and other assets - treatment plant upgrades	-	(81,586)	(81,586)	(81,573)
Loss due to dropped projects	-	(2,783)	(2,783)	(54,095)
Miscellaneous non-operating revenues	<u>-</u>	<u>41,412</u>	<u>41,412</u>	<u>41,412</u>
Total non-operating income (expense)	<u>24</u>	<u>(143,887)</u>	<u>(143,863)</u>	<u>(165,779)</u>
Increase (decrease) in net assets before capital contributions	<u>(6,376)</u>	<u>(150,526)</u>	<u>(156,902)</u>	<u>55,934</u>
CAPITAL CONTRIBUTIONS				
	<u>-</u>	<u>(115,566)</u>	<u>(115,566)</u>	<u>1,307,008</u>
Increase (decrease) in net assets	(6,376)	(266,092)	(272,468)	1,362,942
Net assets at beginning of year	<u>265,127</u>	<u>10,655,165</u>	<u>10,920,292</u>	<u>9,557,350</u>
Net assets at end of year	\$ <u>258,751</u>	\$ <u>10,389,073</u>	\$ <u>10,647,824</u>	\$ <u>10,920,292</u>

The accompanying notes are an integral part of this statement.

Jefferson County Public Service District

STATEMENTS OF CASH FLOWS

For the years ended June 30, 2012 and 2011

	Water Department	Sewer Department	2012 Total	2011 Memorandum Only Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from customers	\$ 50,580	\$ 2,108,331	\$ 2,158,911	\$ 2,336,944
Cash payments for goods and services	(30,336)	(1,075,140)	(1,105,476)	(1,254,850)
Cash payments for employee services	-	(609,044)	(609,044)	(550,118)
Net cash flows provided by operating activities	<u>20,244</u>	<u>424,147</u>	<u>444,391</u>	<u>531,976</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	<u>29</u>	<u>321</u>	<u>350</u>	<u>969</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Expenditures for utility plant and other assets	(15,759)	(42,965)	(58,724)	(112,794)
Increase in customer deposits	(29)	3,408	3,379	4,101
Capital improvement fees collected	-	327,300	327,300	391,127
Capital improvement fees transferred to joint account	-	(30,429)	(30,429)	(88,627)
Capacity assurance fee collected	-	-	-	1,000,000
Capacity assurance fee refunded	-	(1,000,000)	(1,000,000)	-
Principal payment on debt - bond and notes	-	(995,382)	(995,382)	(207,365)
Credits on treatment upgrade bonds	-	41,412	41,412	41,412
Interest paid on bonds and notes	(5)	(72,844)	(72,849)	(57,048)
Proceeds from grant	-	-	-	25,389
Construction work in progress capital expenditures	-	(10,270)	(10,270)	(224,542)
Increase in preliminary surveys	<u>(80,512)</u>	<u>(123,533)</u>	<u>(204,045)</u>	<u>(12,756)</u>
Net cash (used in) capital and related financing activities	<u>(96,305)</u>	<u>(1,903,303)</u>	<u>(1,999,608)</u>	<u>758,897</u>
Net increase (decrease) in cash	<u>(76,032)</u>	<u>(1,478,835)</u>	<u>(1,554,867)</u>	<u>1,291,842</u>
CASH AND CASH EQUIVALENTS BEGINNING OF YEAR				
	<u>145,995</u>	<u>2,225,159</u>	<u>2,371,154</u>	<u>1,079,312</u>
CASH AND CASH EQUIVALENTS END OF YEAR				
	\$ <u>69,963</u>	\$ <u>746,324</u>	\$ <u>816,287</u>	\$ <u>2,371,154</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH FLOWS FROM OPERATING ACTIVITIES				
Operating income	\$ (6,400)	\$ (6,639)	\$ (13,039)	\$ 221,713
Depreciation	6,593	379,541	386,134	373,214
Adjustments for changes in operating assets and liabilities:				
(Increase) decrease in accounts and other receivables	1,461	(3,332)	(1,871)	19,070
(Increase) decrease in accrued utility revenue	-	3,171	3,171	604
Increase (decrease) in accounts payable	18,590	25,140	43,730	(87,873)
Increase (decrease) in accrued expenses	-	(11,846)	(11,846)	(39,272)
Increase in other employee benefit obligation	-	38,112	38,112	44,520
Net cash provided by operating activities	\$ <u>20,244</u>	\$ <u>424,147</u>	\$ <u>444,391</u>	\$ <u>531,976</u>

The accompanying notes are an integral part of this statement.

Jefferson County Public Service District
NOTES TO FINANCIAL STATEMENTS

June 30, 2012 and 2011

GENERAL

Jefferson County Public Service District ("District") is a public corporation created by the Jefferson County Commission on December 1, 1983, for the purpose of operating a public utility by providing water and sewer services to customers in its franchise area in Jefferson County. The District is governed by a board of directors who are appointed by the Jefferson County Commission.

The territory embraced by the District consists of all land within the boundaries of Jefferson County, excluding sewage authorities within incorporated municipalities and any other public service districts properly authorized and existing within the county.

Reporting Entity

For financial reporting purposes, the District is considered an independent reporting entity. The basic criteria for defining the District as an independent reporting entity is the District's financial independence, accountability for fiscal matters, significant influence on operations and ability to designate management.

For purposes of regulation by the West Virginia Public Service Commission and as required by its revenue bond issues, water and sewer departments are maintained as separate entities with separate books of account.

The District purchased two private water systems, Glen Haven Utilities, Inc. and Cavaland South Water Service in 1994 for \$5,010. The assets were recorded by Jefferson County Public Service District at net book value since fair market value was not available. Financial data of these water systems are shown in the financial statements under the columnar heading of water department.

The District is also showing the potential Blue Ridge Water Project under the columnar heading of water department. (See more details in the note payable and deferred cost of system design notes).

SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

The financial statements of the District are prepared in accordance with Generally Accepted Accounting Principles (GAAP). As a proprietary fund type, the District applies all Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless those pronouncements conflict with or contradict Governmental Accounting Standards Board (GASB) pronouncements, in which case, GASB prevails.

Financial Reporting Entity

The District complies with GASB Statement No. 14, "*The Financial Reporting Entity*." This statement establishes standards for defining and reporting on the financial reporting entity. It defines component units as legally separate organizations for which the officials of the primary government are financially accountable and other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Based on the criteria, there are no component units to include in the District's financial statements.

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES (Continued)

Basis of Presentation

Accounts of the District are organized on the basis of fund accounting under one fund, an enterprise fund. Enterprise funds are proprietary funds used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector.

Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe *which* transactions are recorded within the various financial statements. Basis of accounting refers to *when* transactions are recorded regardless of the measurement focus applied.

The proprietary funds utilize an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or non-current) associated with their activities are reported. Proprietary fund equity is classified as net assets.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used, except for the immaterial modification concerning inventories listed in the notes.

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District's enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Assets, Liabilities and Net Assets

The reserve method is used to provide for possible losses in the collection of customer's accounts receivable.

The District bills customers each month for the prior month's usage. Therefore, accrued utility revenue represents one month's revenues earned but not billed at June 30, 2012 and 2011.

Inventory of materials and supplies are not recorded on the balance sheet. Materials and supplies are expensed when purchased.

Restricted cash held in trust under trust indentures is stated at cost.

It is the District's policy to first use restricted assets when available and then use general revenues to finance projects and expenses.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Assets (Continued)

Utility plant purchased is stated at cost at the date of acquisition. Donated assets, principally sewer lines and land, are recorded at an amount which approximates the donor's cost and are recorded as capital contributions. Depreciation is provided on the straight-line method at various rates calculated to allocate the costs of the respective items over their estimated useful lives ranging from 3 to 50 years. Interest paid on loans obtained for construction of plant facilities is capitalized when material. There was no capitalized interest for the years ended June 30, 2012 or 2011. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized. When items of property or equipment are sold or retired, the related cost and accumulated depreciation are removed from the accounts and any gain or loss is included in income.

Major classifications of utility plant of the District and their respective useful lives at June 30, 2012 and 2011, are summarized below:

Sewer Department

<u>Classification</u>	<u>Useful Lives</u>
Collection mains and services	50 years
Transmission mains	50 years
Gravity mains	50 years
Force mains	50 years
Flow meters	50 years
Electric pumping equipment	20-50 years
Transportation equipment	5 years
Communication equipment	5 - 7 years
Furniture and office equipment	3 - 7 years

Water Department

<u>Classification</u>	<u>Useful Lives</u>
Structures and improvements	20-40 years
Supply mains	40 years
Pump equipment	10-40 years
Transmission and distribution lines	10-40 years
Services and meters	10-40 years
Hydrants	30 years

Construction work in progress represents costs for projects that were not completed at year end.

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Assets (Continued)

Compensated Absences

It is the District's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Employees may, depending on level and length of service, be paid for various amounts of their total accrued vacation upon termination or retirement. Accrued sick pay is not paid upon termination. The District accrues a liability for unused vacation hours that meets the criteria for payment at the eligible employees' current rates of pay plus retirement benefits and employment taxes. The accrual for compensated absences was \$16,357 and \$14,471 at June 30, 2012 and 2011, respectively.

Long-term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the District's balance sheet. Debt issuance expense is reported as "other assets" and amortized over the term of the related bond issues using the straight line method.

Amortization of the deferred loss on bond refinancing is calculated by the straight-line method over the terms of the Series 1998A Revenue Bond and is reflected as an increase to interest expense.

Equity Classifications

Equity is classified as net assets and displayed in three components:

- a. Invested in capital assets, net of related debt-Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. Restricted net assets-Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets – All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Statement of Cash Flows

For purposes of the statement of cash flows, the District considers all highly liquid investments, including restricted assets, with a maturity of three months or less when purchased to be cash equivalents.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Assets (Continued)

Budget

In accordance with West Virginia Code, Management shall prepare and submit to the Board a tentative budget. Such tentative budget shall be considered by the Board and, subject to any revisions or amendments that may be determined by the Board, shall be adopted as the budget for the ensuing fiscal year. No expenditures for operation and maintenance expenses in excess of the budget shall be made during such fiscal year unless unanimously authorized and directed by the Board.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

CASH AND TEMPORARY INVESTMENTS

Cash and temporary investments consisted of the following accounts and amounts at June 30, 2012 and 2011:

	<u>Water</u>	<u>Sewer</u>	<u>2012 Total</u>	<u>2011 Memorandum Only Total</u>
Revenue	\$ -	\$ (6,565)	\$ (6,565)	\$ 75,787
Petty cash	-	700	700	700
Operations and maintenance	66,192	-	66,192	142,175
Future needs	-	487	487	9,159
Total	\$ <u>66,192</u>	\$ <u>(5,378)</u>	\$ <u>60,814</u>	\$ <u>227,821</u>

The revenue fund is a restricted account in accordance with provisions of the revenue bond resolutions; however, these funds are generally available for the operations of the District.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

RESTRICTED CASH AND RESERVES

Restricted cash and reserves consisted of the following accounts and amounts at June 30, 2012 and 2011:

	<u>Water</u>	<u>Sewer</u>	<u>2012 Total</u>	2011 <u>Memorandum Only Total</u>
Debt service revenue	\$ -	\$ 85,211	\$ 85,211	\$ 87,781
Debt service reserve	-	402,246	402,246	401,289
Cost of issuance for bonds	-	-	-	-
Renewal and replacement	-	45,971	45,971	25,713
Capacity improvement and assurance fee	-	95,604	95,604	1,504,471
Customer deposits	<u>3,771</u>	<u>122,670</u>	<u>126,441</u>	<u>124,079</u>
Total	\$ <u>3,771</u>	\$ <u>751,702</u>	\$ <u>755,473</u>	\$ <u>2,143,333</u>

The debt service revenue and related reserve includes funds on deposit with the West Virginia Municipal Bond Commission as trustee under the various revenue bond indentures and proceeds from bond issues. The Trust indentures require the trustee to establish various special purpose trust fund accounts, make periodic transfers to and between funds, maintain them at a specified level and/or disburse funds from them in accordance with the specific terms of the indentures.

The renewal and replacement funds are under the control and custody of the District as trustee in accordance with provisions of the revenue bond indentures. The renewal and replacement fund represents funds on deposit for the purpose of making repairs and replacements.

The District is required to collect Capacity Improvement Fees (CIF), by the orders of the Public Service Commission of West Virginia (PSC) dated March 2005 and modified January 2010, which are to be used for the purpose of improving the Charles Town treatment facilities or debt service of the Flowing Springs Waste Water Treatment Plant. The Allocation of the CIF collection is dependent on where the customer flow will be treated.

The District is required to remit CIF collections for new customer flows that will be treated at the Charles Town treatment plant by 30 days from collection without interest. The District maintains a liability on the books for fees collected but not yet transferred. The balance of the liability as of June 30, 2012 and 2011 was \$0 and \$1,127 respectively.

CIF collections in excess of amounts required to be remitted to Charles Town treatment facilities and amounts collected directly for new customer flows to be treated at the Flowing Springs Waste Water Treatment Plant can only be disbursed by the District with permission of the PSC.

The customer deposits fund represents funds on deposit with a financial institution as required by the Public Service Commission of West Virginia. These funds are returned to customers upon twelve consecutive timely service payments or upon termination of service.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

DEPOSITS AND INVESTMENTS

At June 30, 2012, the District's cash and investment balances were as follows

<u>Investment Type</u>	<u>Maturities</u>	<u>Fair Value</u>	<u>Standard Poor Rating</u>
Repurchase Agreements	Various	\$ 327,646	AAA
State Investment Pool	Average of 90 days	487,457	AA-1
Total investments		<u>815,103</u>	
Cash		<u>1,184</u>	
Total Cash and Investments		\$ <u>816,287</u>	

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value changes arising from changing interest rates.

Credit Risk

State statutes authorize the government to invest in the State Investment Pool or the Municipal Bond Commission or to invest such funds in the following classes of securities: Obligations of the United States or any agency thereof, certificates of deposit (which mature in less than one year), general and direct obligations of the state of West Virginia, obligations of the federal mortgage association, indebtedness secured by first lien deeds of trust for property situated within this state if the payment is substantially insured or guaranteed by the federal government, pooled mortgage trusts (subject to limitations), indebtedness of any private corporation that is properly graded as in the top two or three highest rating grades, interest earning deposits which are fully insured or collateralized, and mutual funds registered with S.E.C. which have fund assets over three hundred million dollars. The District has no investment policy that would further limit its investment choices.

Concentration Credit Risk

The District does not have a formal investment policy that limits its investments in any one issuer.

GAAP requires disclosure when any one issuer is 5% or more of the investment portfolio. The investment in the repurchase agreements, with its underlying securities being Federal Home Loan Bank and Fannie Mae mortgage loans of 43%, and investments in the state investment pool of 57% of the investment portfolio. These types of investments are within state statutes as listed under credit risk, therefore, this is not viewed as an additional risk by the District.

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

DEPOSITS AND INVESTMENTS (Continued)

Custodial Credit Risk-Deposits and Investments (excluding investments at the West Virginia Municipal Bond Commission)

Custodial credit risk is the risk that in the event of a bank or counter party failure, the District will not be able to recover the value of its deposits, investments or collateral securities that are in possession of an outside party. The District does not have a formal deposit policy for custodial credit risk. As of June 30, 2012, \$120,514 of the District's bank balance of \$371,002 was exposed to custodial credit risk. \$250,488 of the bank balance was covered by Federal Deposit Insurance (FDIC) and \$120,514 was collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name.

In fiscal years ended June 30, 2012 and 2011, the District has a repurchase agreement with a local financial institution for the investment of excess funds in all of the District's accounts held at that institution. Under the repurchase agreement, all collected balances in the account at the end of each day are automatically withdrawn and used to purchase an investment under the repurchase agreement. The repurchase agreement states that the securities purchased will be U.S. Government or Agency Securities or Mortgage Backed Securities. The securities will not be identified as the District's specific property, nor will they be delivered to the District and during any trading day, the District's securities are commingled with the bank's own securities, and may be subject to liens granted by the bank to third parties. The repurchase agreement also states that the purchased interest in underlying securities is not considered a deposit and therefore not insured by the FDIC, the United States Government or Agency thereof, or any other. The market value of the investments approximates cost at June 30, 2012 and 2011.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2011 was as follows

Sewer Department

	Balance at <u>July 01, 2010</u>	<u>Additions</u>	<u>Retirements</u>	Balance at <u>June 30, 2011</u>
Capital assets not being depreciated:				
Land and land rights	\$ 917,885	\$ -	\$ -	\$ 917,885
Construction work in progress	<u>1,330,749</u>	<u>218,894</u>	<u>-</u>	<u>1,549,643</u>
Total capital assets not being depreciated - sewer	<u>2,248,634</u>	<u>218,894</u>	<u>-</u>	<u>2,467,528</u>
Capital assets being depreciated:				
Collection mains and services	10,819,526	-	-	10,819,526
Transmission mains	240,858	-	-	240,858
Gravity mains	64,865	-	-	64,865
Force mains	1,147,076	-	-	1,147,076
Electric pumping equipment	3,247,817	100,862	2,902	3,345,777
Transportation equipment	80,903	4,145	-	85,048
Communication equipment	22,873	-	1,530	21,343
Furniture and office equipment	<u>205,207</u>	<u>7,787</u>	<u>3,914</u>	<u>209,080</u>
Total capital assets being depreciated - sewer	<u>15,829,125</u>	<u>112,794</u>	<u>8,346</u>	<u>15,933,573</u>
Less Accumulated Depreciation – Sewer Department				
	Balance at <u>July 01, 2010</u>	<u>Additions</u>	<u>Retirements</u>	Balance at <u>June 30, 2011</u>
Collection mains and services	2,909,234	216,390	-	3,125,624
Transmission mains	98,179	4,816	-	102,995
Gravity mains	20,107	1,298	-	21,405
Force mains	453,248	22,941	-	476,189
Electric pumping equipment	846,494	89,806	783	935,517
Transportation equipment	61,482	7,235	-	68,717
Communication equipment	6,734	3,215	-	9,949
Furniture and office equipment	<u>82,222</u>	<u>20,922</u>	<u>5,285</u>	<u>97,859</u>
Total accumulated depreciation	<u>4,477,700</u>	<u>366,623</u>	<u>6,068</u>	<u>4,838,255</u>
Total capital assets being depreciated, net - sewer	<u>11,351,425</u>	<u>(253,829)</u>	<u>2,278</u>	<u>11,095,318</u>
Net capital assets - sewer	\$ <u>13,600,059</u>	\$ <u>(34,935)</u>	\$ <u>2,278</u>	\$ <u>13,562,846</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

CAPITAL ASSETS (Continued)

Water Department

	<u>Balance at July 01, 2010</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2011</u>
Capital assets not being depreciated:				
Land and land rights	\$ 2,066	\$ -	\$ -	\$ 2,066
Capital assets being depreciated:				
Structures and improvements	74,282	-	-	74,282
Supply mains	1,240	-	-	1,240
Wells and springs	9,949	-	-	9,949
Pump equipment	18,235	-	-	18,235
Transmission and distribution lines	58,316	-	-	58,316
Services and meters	16,598	-	-	16,598
Hydrants	<u>122</u>	<u>-</u>	<u>-</u>	<u>122</u>
Total capital assets being depreciated - water	<u>178,742</u>	<u>-</u>	<u>-</u>	<u>178,742</u>

Less Accumulated Depreciation – Water Department

	<u>Balance at July 01, 2010</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2011</u>
Structures and improvements	18,685	3,069	-	21,754
Supply mains	496	31	-	527
Wells and springs	637	255	-	892
Pump equipment	10,448	994	-	11,442
Transmission and distribution lines	21,696	1,736	-	23,432
Services and meters	5,834	502	-	6,336
Hydrants	<u>70</u>	<u>4</u>	<u>-</u>	<u>74</u>
Total accumulated depreciation	<u>57,866</u>	<u>6,591</u>	<u>-</u>	<u>64,457</u>
Total capital assets being depreciated, net - water	<u>120,876</u>	<u>(6,591)</u>	<u>-</u>	<u>114,285</u>
Net capital assets - water	\$ <u>122,942</u>	\$ <u>(6,591)</u>	\$ <u>-</u>	\$ <u>116,351</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

CAPITAL ASSETS (Continued)

Capital assets activity for the year ended June 30, 2012 was as follows:

Sewer Department

	<u>Balance at July 01, 2011</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2012</u>
Capital assets not being depreciated:				
Land and land rights	\$ 917,885	\$ -	\$ -	\$ 917,885
Construction work in progress	1,549,643	109,790		1,659,433
Total capital assets not being depreciated - sewer	<u>-</u>	<u>109,790</u>	<u>-</u>	<u>-</u>
	<u>2,467,528</u>	<u>109,790</u>	<u>-</u>	<u>2,577,318</u>
Capital assets being depreciated:				
Collection mains and services	10,819,526	425,518	-	11,245,044
Transmission mains	240,858		-	240,858
Gravity mains	64,865	-	-	64,865
Force mains	1,147,076		-	1,147,076
Electric pumping equipment	3,345,777	196,590	13,888	3,528,479
Transportation equipment	85,048	-	3,415	81,633
Communication equipment	21,343	-	-	21,343
Furniture and office equipment	209,080	9,675	-	218,755
Total capital assets being depreciated - sewer	<u>15,933,573</u>	<u>631,783</u>	<u>17,303</u>	<u>16,548,053</u>
Less Accumulated Depreciation – Sewer Department				
	<u>Balance at July 01, 2011</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2012</u>
Collection mains and services	3,125,624	222,227	-	3,347,851
Transmission mains	102,995	4,817	-	107,812
Gravity mains	21,405	1,297	-	22,702
Force mains	476,189	22,943	-	499,132
Electric pumping equipment	935,517	96,219	4,330	1,027,406
Transportation equipment	68,717	7,960	3,415	73,262
Communication equipment	9,949	1,759	-	11,708
Furniture and office equipment	97,859	22,319	-	120,178
Total accumulated depreciation	<u>4,838,255</u>	<u>379,541</u>	<u>7,745</u>	<u>5,210,051</u>
Total capital assets being depreciated, net - sewer	<u>11,095,318</u>	<u>252,242</u>	<u>9,558</u>	<u>11,338,002</u>
Net capital assets - sewer	\$ <u>13,562,846</u>	\$ <u>362,032</u>	\$ <u>9,558</u>	\$ <u>13,915,320</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

CAPITAL ASSETS (Continued)

Water Department

	<u>Balance at July 01, 2011</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2012</u>
Capital assets not being depreciated:				
Land and land rights	\$ <u>2,066</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>2,066</u>
Capital assets being depreciated:				
Structures and improvements	74,282	15,760	-	90,042
Supply mains	1,240	-	-	1,240
Wells and springs	9,949	-	-	9,949
Pump equipment	18,235	-	-	18,235
Transmission and distribution lines	58,316	-	-	58,316
Services and meters	16,598	-	-	16,598
Hydrants	<u>122</u>	<u>-</u>	<u>-</u>	<u>122</u>
Total capital assets being depreciated - water	<u>178,742</u>	<u>15,760</u>	<u>-</u>	<u>194,502</u>
Less Accumulated Depreciation – Water Department				
	<u>Balance at July 01, 2011</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance at June 30, 2012</u>
Structures and improvements	21,754	3,292	-	25,046
Supply mains	527	32	-	559
Wells and springs	892	255	-	1,147
Pump equipment	11,442	990	-	12,432
Transmission and distribution lines	23,432	1,680	-	25,112
Services and meters	6,336	340	-	6,676
Hydrants	<u>74</u>	<u>4</u>	<u>-</u>	<u>78</u>
Total accumulated depreciation	<u>64,457</u>	<u>6,593</u>	<u>-</u>	<u>71,050</u>
Total capital assets being depreciated, net - water	<u>114,285</u>	<u>9,167</u>	<u>-</u>	<u>123,452</u>
Net capital assets - water	\$ <u>116,351</u>	\$ <u>9,167</u>	\$ <u>-</u>	\$ <u>125,518</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

CONSTRUCTION WORK IN PROGRESS

Construction work in progress is made up of the following at June 30, 2012:

Flowing Springs Sewer Treatment Plant	\$ 1,574,797
Norborne Glebe Project	9,689
Sheridan Project	8,403
Old Standard	34,311
Wormald/Beallair Project	16,324
Spruce Hill North Project	14,740
Jefferson Crossing II	<u>1,169</u>
	<u>\$ 1,659,433</u>

On August 12, 2011 the West Virginia Public Service Commission (WV PSC) denied the Certificate of Need and Convenience for the Flowing Springs Wastewater Treatment Plant project. In their final decision denying the plant, the WV PSC did mention the need for the upgrades to the District's collection system. If the Board chooses to use the information provided in the preliminary design for the Flowing Springs Wastewater Treatment Plant Project, much of the preliminary work for this collection system upgrade has already been completed, including acquisition of approximately eighty percent (80%) of the necessary easements.

The District currently has a contingent liability for engineering fees for the Flowing Springs Wastewater Treatment Plant. After the contingent engineering fees are known the District will review the Flowing Springs Sewer Treatment Plan cost to determine the amounts that have current value and write off the amounts deemed to have no further use. In Addition the \$1 million funding commitment from the Jefferson County Development Authority for the Flowing Springs Wastewater Treatment Plant was returned to them. With permission from the WV PSC, the \$750,000 BAN the District had used as a down-payment to the engineer was repaid with money which had accumulated in the District's capacity improvement fee account and a small bank loan of \$44,062.

In the fiscal year ended June 30, 2010, the District was awarded a \$60,069 grant from West Virginia Department of Health and Human Resources grant for engineering studies to identify the opportunities and feasibility present in the direct or indirect reuse of reclaimed wastewater effluent in order to preserve and protect groundwater and surface water resources. The District recognized grant revenue for expense reimbursement in the amount \$0 and \$25,389 as of June 30, 2012 and 2011 respectively.

The Norborne Glebe Project is an alternate main line extension that will service the Norborne Glebe subdivision. The project has been expanded from its original plan to serve 602 homes to serve approximately 1,000 residential units and 40 acres of commercial property. 71 homes are currently on the billing system. This project is being built by the developer and upon completion will be turned over to the District, at which time the estimated total cost of the project will be recorded on the District's books as utility plant and capital contributions. Phase I was turned over to the District in September 2005. This is reflected in capital contributions and utility plant in the year ended June 30, 2006. The estimated date of completion for the remainder of the project is 2025 with an estimated total cost of \$500,000 (unaudited).

The District has an alternate main line extension agreement for the Sheridan Development and four separate agreements for the associated Old Standard wastewater treatment plant of which three of these agreements had expired by June 30, 2011. The agreements are; real estate purchase agreement, leaseback agreement, operation and maintenance agreement and an asset purchase agreement. The real estate purchase agreement and leaseback agreement stages have already taken place and the plant is currently constructed and serving the homes of Sheridan. It has not been turned over to the District from the developer as it does not yet have enough customers to be self-supporting, but the District owns the land upon which the plant is constructed. The homes in Sheridan are customers of the developer until they turn the plant over to the District.

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

CONSTRUCTION WORK IN PROGRESS (Continued)

The Old Standard wastewater treatment plant is serving the customers from the Sheridan Development. Customers are now residing at the Sheridan development. The developer deeded approximately 2.5 acres to the District for a treatment plant in September 2004. This treatment plant is now constructed and eventually will be turned over to the District for \$1, at which time the estimated total cost of the plant will be recorded on the District's books as utility plant and capital contributions. The total estimated cost is approximately \$1,500,000 (unaudited), but in the future the total cost is estimated to be approximately \$4,500,000 (unaudited) as customers come on line.

The Beallair Development by Wormald Developers is under an alternate mainline extension agreement. The project will service approximately 400 homes when fully built out. The developer originally purchased 49 capacity assurance fee agreements from the District. 27 of these have been utilized for homes that now have paying customers. The remaining 22 have reached the point where, per the agreement, the Developer is paying a flat rate each month until they have a paying customer to replace their commitment. The sewer system is being constructed by the Developer and will be turned over to the District for \$1 when completed. At that time, the estimated total cost of the project will be recorded on the District's books as utility plant and capital contributions. The estimated cost is currently unavailable. The District previously accepted one pump station and the lines for lots 1-49.

The Spruce Hill North Project is an alternate mainline extension that will service the Spruce Hill North subdivision. The project will service approximately 119 homes, of which 61 are currently on the billing system. This project is being built by the developer and upon completion will be turned over to the District, at which time the estimated total cost of the project will be recorded on the District's books as utility plant and capital contributions. The total estimated cost is approximately \$100,000 (unaudited).

The Jefferson Crossing II project is a business area consisting of two (2) office buildings, two (2) strip malls, one (1) gas station, one (1) car wash and two (2) restaurants currently online, with possible expansion occurring in future years. (1) hotel came online in late 2011. Sewer Infrastructure of the project will be turned over to the District in the future, at which time the estimated total cost of the project will be recorded on the District's books. The estimated cost is currently unavailable.

OTHER ASSETS

Future Utility Plant Preliminary Survey and Design Charges

These charges represent engineering, legal, accounting and other incidental costs incurred for the acquisition and or development of future sewer and water systems.

Other Assets-Capacity Upgrades

The District's contribution to the Charles Town wastewater treatment plant upgrade is being amortized over the remaining life (25 years) of the associated bonds. The carrying amount of this asset, net of amortization at June 30, 2012 and 2011 is \$795,441 and \$839,637 respectively. (See details on reclassification in Sewer Service Agreement note).

During fiscal year ending June 30, 2008 the District purchased capacity related to a pump station from the Municipality of Ranson in the amount of \$121,151. The District believes it will only need that capacity for about five years. The carrying amount of this asset, net of amortization at June 30, 2012 and 2011 was \$0 and \$24,230 respectively.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

REVENUE BONDS PAYABLE

The District was obligated under trust indentures with respect to the following sewer revenue bonds outstanding at June 30, 2012 and 2011:

	<u>2012</u>	<u>2011</u>
Series - 1988 B sewer revenue bonds, original face value of \$425,767, payable in annual installments, with principal beginning in 1990 at \$10,917 at 0% interest and concluding October 10, 2028.	\$ 185,593	\$ 196,510
Series - 1993 A sewer revenue bonds, original face value of \$971,000, payable in quarterly installments, with principal beginning March 1, 1994 at \$12,138 at 0% interest and concluding December 1, 2013.	72,822	121,370
Series - 1998 B sewer revenue bonds, original face value of \$599,089, payable in quarterly installments, with principal beginning September 1, 1999 at \$7,489 at 0% interest and concluding June 1, 2019.	209,664	239,617
Series - 1998 C sewer revenue bond, Infrastructure fund, original face value of \$662,039, payable in quarterly installments, with principal and interest beginning September 1, 2019 at 1% interest and concluding June 1, 2038.	662,039	662,039
Series - 1999 A sewer revenue bond, original face value of \$378,363, payable in quarterly installments, with principal beginning June 1, 2000 at \$3,154 at 0% interest and concluding March 1, 2030.	223,863	236,475
Series - 2000 A sewer revenue bonds, original face value of \$1,154,889, payable in quarterly installments with principal beginning March 1, 2002 at \$9,625 at 0% interest and concluding December 1, 2031.	750,672	789,168
Series - 2008 A sewer revenue bonds, original face value of \$2,005,000, payable in quarterly installments with principal beginning March 1, 2009 at \$16,709 at 0% interest and concluding December 1, 2038.	1,771,074	1,837,910
Series - 2010 A sewer revenue refunding bonds, original face value of \$1,895,000, payable in semi-annual installments with principal beginning October 1, 2010 at \$19,900 at 3% increasing to 4.375% interest and concluding on October 1, 2028.	<u>1,815,000</u>	<u>1,895,000</u>
Total revenue bonds payable	\$ <u>5,690,727</u>	\$ <u>5,978,089</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

REVENUE BONDS PAYABLE (Continued)

Maturities of sewer revenue bonds payable and interest payments for each of the next five years and in subsequent five-year increments succeeding June 30, 2012 are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>
2013	\$ 287,361	70,256
2014	263,087	67,856
2015	243,813	65,168
2016	243,813	62,194
2017	248,813	59,131
2018-2022	1,305,559	261,020
2023-2027	1,416,449	154,865
2028-2032	1,024,636	28,366
2033-2037	518,883	6,790
2038-2039	138,313	238
	<u>\$ 5,690,727</u>	<u>\$ 775,884</u>

The bond issues are secured by a first lien on the revenues derived from the system and a statutory mortgage lien on the system.

All sewer revenue bonds are on parity with each other.

Sewer revenue bond activity for the year ended June 30, 2011 was as follows:

	<u>Balance at July 01, 2010</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance at June 30, 2011</u>
Series 1988 B	\$ 207,427	\$ -	\$ 10,917	\$ 196,510
Series 1993 A	169,918	-	48,548	121,370
Series 1998 B	269,573	-	29,956	239,617
Series 1998 C	662,039	-	-	662,039
Series 1999 A	249,087	-	12,612	236,475
Series 2000 A	827,664	-	38,496	789,168
Series 2008 A	1,904,746	-	66,836	1,837,910
Series 2010 A	<u>1,895,000</u>	<u>-</u>	<u>-</u>	<u>1,895,000</u>
Total sewer revenue bonds payable	<u>\$ 6,185,454</u>	<u>\$ -</u>	<u>\$ 207,365</u>	<u>\$ 5,978,089</u>
Less: Current portion due in upcoming year				<u>287,362</u>
Long-term sewer revenue bonds payable at June 30, 2011 (net of current portion)				<u>\$ 5,690,727</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

REVENUE BONDS PAYABLE (Continued)

Sewer revenue bond activity for the year ended June 30, 2012 was as follows:

	<u>Balance at</u> <u>July 01, 2011</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance at</u> <u>June 30, 2012</u>
Series 1988 B	\$ 196,510	\$ -	\$ 10,917	\$ 185,593
Series 1993 A	121,370	-	48,548	72,822
Series 1998 B	239,617	-	29,953	209,664
Series 1998 C	662,039	-	-	662,039
Series 1999 A	236,475	-	12,612	223,863
Series 2000 A	789,168	-	38,496	750,672
Series 2008 A	1,837,910	-	66,836	1,771,074
Series 2010 A	<u>1,895,000</u>	<u>-</u>	<u>80,000</u>	<u>1,815,000</u>
Total sewer revenue bond payable	\$ <u>5,978,089</u>	\$ <u>-</u>	\$ <u>287,362</u>	\$ 5,690,727
Less: Current portion due in upcoming year				<u>287,361</u>
Long-term sewer revenue bonds payable at June 30, 2012 (net of current portion)				\$ <u>5,403,366</u>

The covenants contained in the bond issues include a required debt service coverage ratio of 115%. As of June 30, 2012 and 2011, the District's debt service coverage ratio was 116%, and 173% respectively. Each of the bond issues also requires monthly deposits to the renewal and replacement fund equal to 2 1/2% of monthly gross revenues less reserve funding requirements. For the years ended June 30, 2012 and 2011, the District fully funded the renewal and replacement reserve.

Current Refunding

The District on June 24, 2010, issued Series 2010 A Sewer revenue bonds to refund its Series 1998 A revenue refinancing bonds. As required by Generally Accepted Standards Board Statement No. 23, the District deferred the difference between the reacquisition price and the net carrying amount of the old debt to be amortized as a component of interest expense over the shorter of the remainder life of the old debt or the new debt.

Deferred requisition cost:	Original Amt.	Accum. Amort.	Net Amount
Series 1998 A bond issue costs	\$ 109,885	\$ 12,418	\$ 97,467
Deferred loss on 1998 A refinance	<u>249,842</u>	<u>27,760</u>	<u>222,082</u>
Deferred 2010 A reacquisition cost	\$ <u>359,727</u>	\$ <u>40,178</u>	\$ <u>319,549</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

REVENUE BONDS PAYABLE (Continued)

Legal Defeasance of Bonds

On January 19, 2006, the City of Charles Town issued Combined Waterworks and Sewage System revenue bonds Series 2006 A to advance refund the District's 2003 A and 2003 B Series bonds. The remaining balance of the District's Series 2003 A and 2003 B Series bonds were defeased as part of the transfer of the District's Huntfield assets and customers to the City of Charles Town per West Virginia Public Service Commission (PSC) order dated July 28, 2005. Net proceeds from the issuance of Charles Town's bonds, along with funds in the District's Debt Service and Debt Service Reserve funds for the 2003 A and 2003 B bonds were deposited into an irrevocable trust with an escrow agent to provide debt service payments on the 2003 series bonds until final maturity, June 2006 for Series B bonds and June 2014 for Series A bonds.

Legal defeasance occurs when debt is legally satisfied based on certain provisions in the debt instrument even though the debt is not actually paid. The advance refunding of the 2003 A and 2003 B bonds was a legal defeasance per the settlement agreement, and the escrowed amounts and bonds payable have been removed from the District's balance sheet for the year ended June 30, 2006. The amount of unpaid debt at the date of refunding was \$1,460,000. As a result of the advance refunding, the District reduced its total annual debt service requirement by approximately \$110,000. A net loss of \$90,724 was recognized on the transfer of the assets and defeasance of the debt. The outstanding principal of the defeased bonds are \$ 1,170,000 as of June 30, 2012.

NOTES PAYABLE

Notes payable consist of the following:

	<u>2012</u>	<u>2011</u>
Sewer Department		
Bond anticipation note payable to the bank in the amount of \$750,000 at the fixed rate of 3.25%, principal due for engineering and other cost associated with the planning of the new treatment plant.	\$ -	\$ 750,000
Note payable to the bank in the amount of \$44,062 at the fixed rate of 4.25%, principal and interest due in monthly installments beginning February 2012 and concluding in January 2017.	<u>41,980</u>	<u>-</u>
Total	\$ <u>41,980</u>	\$ <u>750,000</u>
Water Department		
Note payable to the West Virginia Water Development Authority in the original amount of \$145,000 for the temporary financing of the preliminary design of the Blue Ridge Water Project, non-interest bearing, principal deferred (see page 35 for the terms in Deferred Cost of System Design Note), secured by the proceeds of any grants received, proceeds of any bonds, and surplus operating revenues.	\$ <u>145,000</u>	\$ <u>145,000</u>

Jefferson County Public Service District
NOTES TO FINANCIAL STATEMENTS (Continued)
 June 30, 2012 and 2011

NOTES PAYABLE (Continued)

Principal amounts due over the life of the bond are as follows:

	2013	\$	8,476	
	2014		8,843	
	2015		9,227	
	2016		9,627	
	2017		5,807	
Total		\$	41,980	

CAPACITY IMPROVEMENT FEES

The District began collecting capacity improvement fees in March 2005 for all new connections to the District's system pursuant to a PSC order dated March 28, 2005. This order was modified by an order dated January 30, 2009, to increase the amount of the capacity improvement fee collected to \$7,500 from \$1,127 per equivalent dwelling unit.

As required by the previous order, new service connections that will be treated at the Charles Town waste water treatment plant, \$1,127 per equivalent dwelling unit will be maintained in a separate fund administered jointly by the District, City of Charles Town, and Corporation of Ranson and shall only be used for the purpose of improving the Charles Town treatment facilities.

Per the January 30, 2009 order, new sewer connections that will be treated at the District's Flowing Springs waste water treatment plant and the capacity improvement fees collected in excess of amounts required to be remitted to Charles Town, are required to be used to pay down debt service of the construction bonds.

Capacity improvement fee activity for the years ended June 30, 2012 and 2011:

<u>Charles Town WWTP</u>	<u>June 30, 2012</u>	<u>June 30, 2011</u>
Capacity improvement fees collected	\$ 29,302	\$ 79,611
Capacity improvement fees remitted	30,429	84,119
Amount due to Charles Town WWTP beginning of year	1,127	5,635
Amount due to Charles Town WWTP end of year	\$ -	\$ 1,127
<u>Flowing Springs WWTP</u>	<u>June 30, 2012</u>	<u>June 30, 2011</u>
Capacity improvement fees collected, net of required payments to Charles Town WWTP	\$ 297,998	\$ 307,008
Capacity assurance fee (refunded)	(1,000,000)	1,000,000
Total	\$ (702,002)	\$ 1,307,008

MISCELLANEOUS OPERATING REVENUES

Miscellaneous operating revenues - sewer department- consist of the following items:

	<u>2012</u>	<u>2011</u>
Transportation credits	\$ 34,379	\$ 35,944
System billing fees - water department	36,520	27,526
Sewer inspection fees	675	875
Disconnect/reconnect fees	3,120	-
Other miscellaneous revenue	9,014	8,997
Total	\$ 83,708	\$ 73,342

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

LEASE

In April 2008, the District entered into a (10) ten year facilities lease agreement with options to extend. The monthly lease payments start at \$5,782 for the first twelve months and escalate at a rate of 3% each year. The District expensed \$75,263 and \$73,071 in lease expense for fiscal years ended June 30, 2012 and 2011 respectively. Minimum future rental payments under non-cancelable operating lease are as follows:

2013	\$	77,331
2014		79,651
2015		82,041
2016		84,502
2017		87,037
There after		<u>127,594</u>

Total minimum future rental payments \$ 538,156

SEWER SERVICE AGREEMENT

Effective for service rendered on and after May 1, 2005, by order of the Public Service Commission of West Virginia (PSC), the District is considered a bulk rate customer to the City of Charles Town; therefore, the specific formula used to calculate the amount charged for these sewer services in prior years was changed to include actual usage at a resale rate as stated in the City of Charles Town's sewer tariff, less resale and transportation credits, applicable only to the District. The bulk rate is reflected at gross in the supplemental schedule of operating expenses - sewer department under treatment and disposal rent. The credits are reflected as income in the District's financial statements. The resale credit, which is for the debt incurred by the District as part of the 2000 Charles Town treatment plant upgrade, is reflected as miscellaneous non-operating revenues.

As of July 1, 2005, the District's asset related to the Charles Town wastewater treatment plant upgrade was reclassified from utility plant in service to other assets on the balance sheet and is being amortized over the remaining life (25 years) of the associated bonds for the Charles Town wastewater treatment plant upgrades (Series 2000). The carrying amount of this asset, net of amortization at June 30, 2012 and 2011 is \$795,441 and \$839,637 respectively. The transportation credits are for reimbursement of fixed debt associated with lift stations to transport Charles Town's sewage from the former Sanitary Associates service area, and for flows from the former Sanitary Associates area. These credits are included in miscellaneous operating revenues. During the years ended June 30, 2012 and 2011, treatment expenses totaled \$558,751 and \$617,712 respectively.

Effective December 2005, per the Amendment to Sewer Service Agreement, the District must also remit to Charles Town, on a monthly basis, \$6.10 per equivalent dwelling unit for all new sewer service customers that connect to the sewer system on or after December 2005.

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

COMMITMENTS AND CONTINGENCIES

Retirement Contributions Payable

All full-time employees of the District are eligible and must participate in the state PERS. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. A member may retire after reaching the age of 60 and accumulating 5 years or more of credited service in force. Benefits generally vest in varying degrees once a member attains 5 or more years of credited service in force. Employees who retire at age 60 with 5 or more years of credited service in force are entitled to pension payments for the rest of their lives equal to 2% of their final, three year average salary times the number of years for which they were employed by a participant in the state PERS. The three year average salary equals the average annual salary from the highest 36 consecutive months within the last 10 years of employment.

Pension provisions include deferred allowance whereby an employee may terminate his or her employment with the District after accumulating 5 or more years of credited service in force, but before reaching the age of 60. If the employee does not withdraw his or her accumulated contributions, the employee is entitled to certain pension benefits in accordance with the West Virginia Public Employees Retirement Act.

Pension provisions include annuity options to provide benefits to a member's nominated beneficiary if so elected. In addition, disability retirement is provided for members who meet certain requirements as specified in the act.

Employees of the District are required to pay 4.5% of their gross earnings to the pension plan. The District is required to make annual contributions to the plan equal to 14.5%, 12.5% and 11% of its covered payroll for fiscal years ended June 30, 2012, 2011, and 2010. The District made 100% of the required contributions of \$64,383, \$48,401, and \$42,750 to the plan for the years ended June 30, 2012, 2011, and 2010 respectively. Information regarding this plan is available from the State of West Virginia.

OTHER POST EMPLOYMENT BENEFITS

Plan Description. The District is an active participant with the West Virginia Public Employees Insurance Agency (PEIA), a cost-sharing multiple-employer defined benefit postemployment healthcare plan. PEIA provides medical benefits to retired employees and former employees of participating and non-participating West Virginia government entities. West Virginia Code, Chapter 5, Article 16, assigns the authority to establish and amend benefit provisions to PEIA. PEIA annually issues a publically available financial report that includes financial statements and required supplementary information. That report may be obtained online from PEIA's website: www.westvirginia.com/peia.

Funding Policy. West Virginia Code, Chapter 5, Article 16 provides that contribution requirements of the plan and the participating employers are established and may be amended by PEIA. Plan members or beneficiaries receive benefits do not contribute to the plan.

Participating employers are contractually required to contribute at a rate assessed each year by PEIA. PEIA sets the employer contribution rate based on the annual required contribution of the employers (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities of the plan over a period not to exceed thirty years.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

OTHER POST EMPLOYMENT BENEFITS (Continued)

	<u>Fiscal Years Ended June 30:</u>		
	<u>2012</u>	<u>2011</u>	<u>2010</u>
Per participant per month:			
Contractually required Contributions	\$ <u>961</u>	\$ <u>903</u>	\$ <u>901</u>
District contributions to PEIA for pay as you go	\$ <u>167</u>	\$ <u>161</u>	\$ <u>140</u>
District's annual required contributions:			
Contractually required	\$ 50,941	\$ 54,374	\$ 61,839
District contributions to PEIA for pay as you go	<u>12,829</u>	<u>9,854</u>	<u>10,477</u>
Net OPEB obligation	\$ <u>38,112</u>	\$ <u>44,520</u>	\$ <u>51,362</u>
Percentage of required contributions paid	<u>25%</u>	<u>18%</u>	<u>17%</u>

The District recorded the total net OPEB obligation during fiscal year ended June 30, 2012 which consisted of the following:

Net OPEB obligation	
Fiscal year ended June 30:	
2012	\$ 38,112
2011	44,520
2010	51,362
2009	19,001
2008	<u>8,487</u>
	\$ <u>161,482</u>

Deferred Cost of System Design

The District entered into a contract for preconstruction engineering services for design of extensions and improvements to existing water systems in the Blue Ridge Mountain area of Jefferson County. A portion of the cost of these services was paid through a 1997 loan from the West Virginia Infrastructure Council.

As of June 30, 2001, the District's Board voted not to proceed with this project. According to the 1997 loan agreement, if on the 20th anniversary of the issuance of the note the District has not received any grants, other than Infrastructure Fund grants, has not issued obligations to repay the notes and has not constructed any improvements to its system, then the notes will convert to a grant and cancel the note. The District asked the Infrastructure Council to convert this note to a grant. The request was denied. The Infrastructure Council purported to modify the terms of the loan unilaterally, and requested repayment from the District under a unilaterally established repayment schedule. The District has never agreed to the revised terms. Further, before the District could commence making payment to the Infrastructure Council under their proposed revised terms, the District would need to obtain the approval of such revised terms from the Public Service Commission.

The District has neither sought nor obtained such approval from the Public Service Commission; therefore the District is prohibited from making any payments on this loan.

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

PUBLIC PRIVATE PARTNERSHIP

The District joined a public private partnership with Jefferson Utilities, Inc. ("JUI"). JUI owns a water system serving approximately 400 customers which is currently known as Mountain Water Systems. It is estimated that approximately \$16 million of improvements to the system would be required to improve compliance with the state regulatory requirements and provide adequate water supply.

In this partnership, the District is considered the project sponsor and will apply for all public funding. The District will also be responsible for bidding and applying for all necessary permits for the construction of the project, except for the application to the Public Service Commission for a certificate of convenience and necessity and for the approval of this agreement and the request for the Bureau for Public Health for a permit, all of which shall be submitted jointly.

The project facilities will be owned by the District and a user fee will be charged to JUI at a level necessary for the District to fully satisfy its financial obligations on the project funding including, as necessary, principal and interest payments, reserve requirements, renewal and replacement funding requirements, coverage requirements, and any of the District's managements costs related to the Mountain Water Systems.

The agreement will terminate upon the earliest of the following: (1) closing on funding for the project has not occurred by December 31, 2012; (2) closing has occurred on the District's exercise of its JUI purchase option; or (3) project funding has been fully amortized. The District invested approximately \$53,801 through June 30, 2012 related to this partnership.

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash and cash equivalents consist of the following at June 30, 2012 and 2011

	<u>2012</u>		<u>2011</u>	
	<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>
Cash	\$ 66,192	\$ (5,865)	\$ 142,175	\$ 85,646
Restricted cash	<u>3,771</u>	<u>752,192</u>	<u>3,820</u>	<u>2,139,513</u>
Total	\$ <u>69,963</u>	\$ <u>746,327</u>	\$ <u>145,995</u>	\$ <u>2,225,159</u>

Schedule of Noncash Investing and Financing activities at June 30 2012 and 2011 - Sewer:

	<u>2012</u>	<u>2011</u>
Note financed BAN pay off	\$ <u>44,062</u>	\$ <u>-</u>
Loss on dropped projects	\$ <u>(2,224)</u>	\$ <u>(54,095)</u>

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2012 and 2011

SUBSEQUENT EVENTS

Flowing Springs Waste Water Treatment Plant

During the fiscal year ended June 30, 2012, the District's application for a certificate of necessity for the construction of the proposed Flowing Springs waste water treatment plant and related collection system from the West Virginia Public Service Commission was denied and the District elected not to appeal. The District has accumulated and recorded in its records engineering, legal and planning cost associated with the project.

The District also believes there is a contingent liability for engineering fees associated with the design work of the Flowing Springs project. As of the date of these financial statements, this amount is unknown, the District currently lacks the ability to pay such fees in a lump sum, and any loan to pay such fees will require approval from the West Virginia Public Service Commission.

SUPPLEMENTAL INFORMATION

Jefferson County Public Service District

BUDGETARY COMPARISON SCHEDULE - WATER DEPARTMENT

For the year ended June 30, 2012

	<u>Budgeted Amounts Original</u>	<u>Budgeted Amounts Final</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Budget to GAAP Differences Over (under)</u>	<u>Actual Amounts GAAP Basis</u>
REVENUES					
Operating revenues	\$ 50,000	\$ 50,000	\$ 47,878 (C)	\$ 1,241	\$ 49,119
Non-operating revenues	(B) 500	500	24	(24)	-
Total revenues	<u>50,500</u>	<u>50,500</u>	<u>47,902</u>	<u>1,217</u>	<u>49,119</u>
REVENUE DEDUCTIONS BEFORE DEPRECIATION					
Operating expenses	<u>43,600</u>	<u>43,600</u>	<u>48,926</u>	<u>-</u>	<u>48,926</u>
Income before depreciation	6,900	6,900	(1,024)	1,217	193
DEPRECIATION					
(A) Income before non-operating expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,593</u>	<u>6,593</u>
	<u>6,900</u>	<u>6,900</u>	<u>(1,024)</u>	<u>(5,376)</u>	<u>(6,400)</u>
NON-OPERATING INCOME (EXPENSES)					
Interest income	(B) -	-	-	29	29
Interest expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>(5)</u>	<u>(5)</u>
Total non-operating income (expenses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>24</u>	<u>24</u>
Increase (decrease) net assets	6,900	6,900	(1,024)	(5,352)	(6,376)
Net assets at beginning of year	<u>265,127</u>	<u>265,127</u>	<u>265,127</u>	<u>-</u>	<u>265,127</u>
Net assets at end of year	\$ <u>272,027</u>	\$ <u>272,027</u>	\$ <u>264,103</u>	\$ <u>(5,352)</u>	\$ <u>258,751</u>

NOTES:

- (A) Non-cash items are not included for budgetary purposes.
- (B) For budgetary purposes, includes interest earned.
- (C) Miscellaneous revenues included in non-operating revenues for budgetary purposes.

See independent auditors' report.

Jefferson County Public Service District

BUDGETARY COMPARISON SCHEDULE - WATER DEPARTMENT

For the year ended June 30, 2011

	<u>Budgeted Amounts Original</u>	<u>Budgeted Amounts Final</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Budget to GAAP Differences Over (under)</u>	<u>Actual Amounts GAAP Basis</u>
REVENUES					
Operating revenues	\$ 50,000	\$ 50,000	\$ 50,070 (C)	\$ 1,314	\$ 51,384
Non-operating revenues	(B) 500	500	62	(62)	-
Total revenues	<u>50,500</u>	<u>50,500</u>	<u>50,132</u>	<u>1,252</u>	<u>51,384</u>
REVENUE DEDUCTIONS BEFORE DEPRECIATION					
Operating expenses	<u>43,600</u>	<u>43,600</u>	<u>37,456</u>	<u>-</u>	<u>37,456</u>
Income before depreciation	6,900	6,900	12,676	1,252	13,928
DEPRECIATION					
(A) Income before non-operating expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,591</u>	<u>6,591</u>
expenses	<u>6,900</u>	<u>6,900</u>	<u>12,676</u>	<u>(5,339)</u>	<u>7,337</u>
NON-OPERATING INCOME (EXPENSES)					
Interest income	(B) -	-	-	65	65
Interest expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>(3)</u>	<u>(3)</u>
Total non-operating income (expenses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>62</u>	<u>62</u>
Increase (decrease) in net assets	6,900	6,900	12,676	(5,277)	7,399
Net assets at beginning of year	<u>257,728</u>	<u>257,728</u>	<u>257,728</u>	<u>-</u>	<u>257,728</u>
Net assets at end of year	\$ <u>264,628</u>	\$ <u>264,628</u>	\$ <u>270,404</u>	\$ <u>(5,277)</u>	\$ <u>265,127</u>

NOTES:

- (A) Non-cash items are not included for budgetary purposes.
- (B) For budgetary purposes, includes interest earned.
- (C) Miscellaneous revenues included in non-operating revenues for budgetary purposes.

See independent auditors' report.

Jefferson County Public Service District

BUDGETARY COMPARISON SCHEDULE - SEWER DEPARTMENT

For the year ended June 30, 2012

	Budgeted Amounts <u>Original</u>	Budgeted Amounts <u>Final</u>	Actual Amounts Budgetary <u>Basis</u>	Budget to GAAP Differences <u>Over (under)</u>	Actual Amounts <u>GAAP Basis</u>
REVENUES					
Operating revenues	\$ 2,048,800	\$ 2,048,800	\$ 2,024,784 (F)	83,708	\$ 2,108,492
Non-operating revenues	(C) <u>165,000</u>	<u>165,000</u>	<u>41,412</u>	<u>(41,412)</u>	<u>-</u>
Total revenues	<u>2,213,800</u>	<u>2,213,800</u>	<u>2,066,196</u>	<u>42,296</u>	<u>2,108,492</u>
REVENUE DEDUCTIONS BEFORE DEPRECIATION					
Operating expenses	<u>1,770,202</u>	<u>1,746,932</u>	<u>1,685,284</u>	<u>50,306</u>	<u>1,735,590</u>
Income before depreciation	443,598	466,868	380,912	(8,010)	372,902
DEPRECIATION	(A) <u>-</u>	<u>-</u>	<u>-</u>	<u>379,541</u>	<u>379,541</u>
Income before non-operating expenses	<u>443,598</u>	<u>466,868</u>	<u>380,912</u>	<u>(387,551)</u>	<u>(6,639)</u>
NON-OPERATING INCOME (EXPENSES)					
Interest income	(C) -	-	-	321	321
Grant revenue	(C) -	-	-	-	-
Loss on disposal of assets	(A) -	-	-	(8,918)	(8,918)
Interest expense	(B) -	-	-	(92,333)	(92,333)
Amortization of debt issue expense on other assets - treatment plant upgrades	(A) -	-	-	(81,586)	(81,586)
Loss due to dropped projects	(A) -	-	-	(2,783)	(2,783)
Miscellaneous non-operating revenues	(A) <u>-</u>	<u>-</u>	<u>-</u>	<u>41,412</u>	<u>41,412</u>
Total non-operating income (expenses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(143,887)</u>	<u>(143,887)</u>
Increase (decrease) in net assets before capital contributions	<u>443,598</u>	<u>466,868</u>	<u>380,912</u>	<u>(531,438)</u>	<u>(150,526)</u>
CAPITAL CONTRIBUTIONS	(C) <u>-</u>	<u>-</u>	<u>-</u>	<u>(115,566)</u>	<u>(115,566)</u>
OTHER FINANCING SOURCES (USES)					
Renewal and replacement funds	(55,345)	(55,345)	(53,881) (E)	53,881	-
Debt service	(D) <u>(465,700)</u>	<u>(465,000)</u>	<u>(995,382)</u> (E)	<u>995,382</u>	<u>-</u>
Total other financing (uses)	<u>(521,045)</u>	<u>(520,345)</u>	<u>(1,049,263)</u>	<u>1,049,263</u>	<u>-</u>
Decrease in net assets	(77,447)	(53,477)	(668,351)	402,259	(266,092)
Net assets at beginning of year	<u>10,655,165</u>	<u>10,655,165</u>	<u>10,655,165</u>	<u>-</u>	<u>10,655,165</u>
Net assets at end of year	\$ <u>10,577,718</u>	\$ <u>10,601,688</u>	\$ <u>9,986,814</u>	\$ <u>402,259</u>	\$ <u>10,389,073</u>

NOTES:

- (A) Non-cash items are not included for budgetary purposes.
- (B) Interest expense is included in debt service for budgetary purposes.
- (C) For budgetary purposes, includes interest earned on debt service and other funds, capital contributions, developer guaranteed minimum payments, grant revenues and miscellaneous operating revenues.
- (D) Budget includes principal, interest, and funding of debt service and reserve funds.
- (E) Balance sheet transactions are excluded from revenues and expenses under GAAP.
- (F) Miscellaneous revenues included in non-operating revenues for budgetary purposes.

See independent auditors' report.

Jefferson County Public Service District

BUDGETARY COMPARISON SCHEDULE - SEWER DEPARTMENT

For the year ended June 30, 2011

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts Budgetary Basis	Budget to GAAP Differences Over (under)	Actual Amounts GAAP Basis
REVENUES					
Operating revenues	\$ 2,048,800	\$ 2,048,800	\$ 2,193,117 (F)	\$ 72,767	\$ 2,265,884
Non-operating revenues	(C) 165,000	316,000	141,047	(141,047)	-
Total revenues	<u>2,213,800</u>	<u>2,364,800</u>	<u>2,334,164</u>	<u>(68,280)</u>	<u>2,265,884</u>
REVENUE DEDUCTIONS BEFORE DEPRECIATION					
Operating expenses	<u>1,770,202</u>	<u>1,786,095</u>	<u>1,684,885</u>	-	<u>1,684,885</u>
Income before depreciation	443,598	578,705	649,279	(68,280)	580,999
DEPRECIATION	(A) -	-	-	366,623	366,623
Income before non-operating expenses	<u>443,598</u>	<u>578,705</u>	<u>649,279</u>	<u>(434,903)</u>	<u>214,376</u>
NON-OPERATING INCOME (EXPENSES)					
Interest income	(C) -	-	-	904	904
Grant revenue	(C) -	-	-	25,389	25,389
Loss on disposal of assets	(A) -	-	-	(2,279)	(2,279)
Interest expense	(B) -	-	-	(95,599)	(95,599)
Amortization of debt issue expense and other assets - treatment plant upgrades	(A) -	-	-	(81,573)	(81,573)
Loss due to dropped projects	(A) -	-	-	(54,095)	(54,095)
Miscellaneous non-operating revenues	(A) -	-	-	41,412	41,412
Total non-operating income (expenses)	-	-	-	<u>(165,841)</u>	<u>(165,841)</u>
Increase (decrease) in net assets before capital contributions	<u>443,598</u>	<u>578,705</u>	<u>649,279</u>	<u>(600,744)</u>	<u>48,535</u>
CAPITAL CONTRIBUTIONS	(A) (C) -	-	-	1,307,008	1,307,008
OTHER FINANCING SOURCES (USES)					
Renewal and replacement funds	(55,345)	(59,120)	(59,426) (E)	59,426	-
Debt service	(D) (465,700)	(405,700)	(264,411) (E)	264,411	-
Total other financing (uses)	<u>(521,045)</u>	<u>(464,820)</u>	<u>(323,837)</u>	<u>323,837</u>	<u>-</u>
Decrease in net assets	(77,447)	113,885	325,442	1,030,101	1,355,543
Net assets at beginning of year	9,299,622	9,299,622	9,299,622	-	9,299,622
Prior period adjustment	-	-	-	-	-
Net assets at end of year	\$ <u>9,222,175</u>	\$ <u>9,413,507</u>	\$ <u>9,625,064</u>	\$ <u>1,030,101</u>	\$ <u>10,655,165</u>

NOTES:

- (A) Non-cash items are not included for budgetary purposes.
- (B) Interest expense is included in debt service for budgetary purposes.
- (C) For budgetary purposes, includes interest earned on debt service and other funds, capital contributions, developer guaranteed minimum payments and miscellaneous operating revenues.
- (D) Budget includes principal, interest, and funding of debt service and reserve funds.
- (E) Balance sheet transactions are excluded from revenues and expenses under GAAP.
- (F) Miscellaneous revenues included in non-operating revenues for budgetary purposes.

See independent auditors' report.

Jefferson County Public Service District

SCHEDULES OF OPERATING EXPENSES - WATER DEPARTMENT

For the years ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
SOURCE OF SUPPLY EXPENSES		
Repairs and maintenance	\$ 1,387	\$ -
Operation supplies and expenses	<u>826</u>	<u>2,100</u>
Total	<u>2,213</u>	<u>2,100</u>
PUMPING EXPENSES		
Repairs and maintenance	2,953	1,613
Operation supplies and expenses	<u>4,488</u>	<u>4,448</u>
Total	<u>7,441</u>	<u>6,061</u>
BILLING AND COLLECTING EXPENSES		
Meter reading, accounting and collection	<u>482</u>	<u>11,786</u>
ADMINISTRATIVE AND GENERAL EXPENSES		
Professional fees	36,520	15,856
Miscellaneous expenses	<u>2,270</u>	<u>1,653</u>
Total	<u>38,790</u>	<u>17,509</u>
Total operating expenses	\$ <u>48,926</u>	\$ <u>37,456</u>

See independent auditors' report.

Jefferson County Public Service District

SCHEDULES OF OPERATING EXPENSES - SEWER DEPARTMENT

For the years ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
COLLECTING EXPENSES		
Operation labor	\$ 56,406	\$ 37,292
Supplies and expense	<u>2,704</u>	<u>8,042</u>
Total	<u>59,110</u>	<u>45,334</u>
PUMPING SYSTEM		
Operation labor	57,152	67,320
Power purchased for pumping	36,469	32,851
Pumping and supplies	37,145	33,190
Pumping maintenance	<u>31,272</u>	<u>30,998</u>
Total	<u>162,038</u>	<u>164,359</u>
TREATMENT AND DISPOSAL SYSTEM EXPENSES		
Operation labor	2,678	5,041
Supplies and expense	4,234	21,036
Treatment and disposal rent	<u>558,751</u>	<u>617,712</u>
Total	<u>565,663</u>	<u>643,789</u>
BILLING AND COLLECTING EXPENSES		
Meter reading, accounting and collection	<u>112,030</u>	<u>89,846</u>
ADMINISTRATIVE AND GENERAL EXPENSES		
General office salaries	217,985	189,042
Employee benefits	189,059	166,822
Office supplies and expense	76,081	77,155
Insurance	30,177	28,658
Professional fees	129,883	107,391
Miscellaneous general expense	38,588	33,746
Directors' fees	5,511	4,681
Rent	75,263	73,071
Regulatory commission expense and penalties	10,672	19,246
Transportation expense	5,158	3,130
Utilities	25,022	22,159
Bad debts	12,194	-
Repairs and maintenance	<u>21,156</u>	<u>16,456</u>
Total	<u>836,749</u>	<u>741,557</u>
Total operating expenses	\$ <u>1,735,590</u>	\$ <u>1,684,885</u>

See independent auditors' report.

201 E. Burke Street
Martinsburg, WV 25401
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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Members of the Public Service Board
Jefferson County Public Service District

We have audited the accompanying financial statements of the business-type activities of the Jefferson County Public Service ("District") as of and for the years ended June 30, 2012 and 2011, which collectively comprise the District's basic financial statements and have issued our report thereon dated November 5, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

Management of the District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purposes described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control over financial reporting that might be deficiencies, significant deficiencies or material weakness. We did not identify and deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the District and its various regulatory agencies and is not intended to be and should not be used by anyone other than these specified parties.

CoxHollidaPrice

Martinsburg, West Virginia

November 5, 2012

Jefferson County Health Department

ROBERT E. JONES, M.D.
HEALTH OFFICER



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Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414
Attn.: Patricia Noland, President

Subject: Jefferson County GIS Proposal; Phase I

November 2, 2012

Dear Commissioners:

The Jefferson County Board of Health has recently reviewed a presentation and proposal from Todd Fagan, Jefferson County GIS, with a request to fund or to partially fund the first phase of a joint GIS Project that may be eventually expanded to include data sharing between some or all Jefferson County Government Agencies. Mr. Fagan has proposed that the Jefferson County Board of Health individually fund this first stage, with the exception that the Jefferson County Commission might assist in staff support, future maintenance costs and funds for future phases to fully complete this project.

The Jefferson County Board of Health fully supports all GIS efforts and thanks Mr. Fagan for his time and effort to build such a shared network. However, the Jefferson County Board of Health is not prepared to fund this project without the financial participation of the County Commission and other interested agencies from the start of Phase I. To follow this path may result in a partial system that satisfies the needs of none and eventually dies for lack of proper support and funding.

The Jefferson County Board of Health is prepared to consider a proposal to design, build and implement Mr. Fagan's proposal as part of a larger cooperative effort with the County Commission. In this effort, we are willing to play an important role both in the designing and funding of the system. (Attached is Mr. Fagan's presentation)

We look forward to discussing this project with the County Commission and in forging a partnership that ensures that this valuable project for GIS gets fully funded and meets the needs of all agencies within the county government.

With Regards,

A handwritten signature in blue ink, appearing to read "Mark Shields".

Mark Shields, Chairman
Jefferson County Board of Health

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NOV 19 2012

Jefferson County Commission

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Jefferson County Board of Health
Debbie Keyser, Jefferson County Administrator

FROM: Todd Fagan, GIS Director

DATE: October 5th, 2012

SUBJECT: Cooperative Proposal for Acquisition of Content Management System



So that Board members are prepared for my anticipated presentation on October 5th, I've outlined a proposal seeking funding assistance in a cooperative project to obtain and implement an integrated Enterprise Content Management System (ECMS).

1. Proposed Agency Commitments
 - a. Board of Health authorizes commitment up to \$150,000 toward software licensing, implementation and support. Also commits at least one member or staff to selection review committee.
 - b. County Commission commits staff to coordinate vendor selection, system implementation, technical specification and vendor liaison support in addition to access to County land development records of interest to the Health Department
2. Request for Proposals
 - a. Open RFP not required, suggest request for proposals from limited pool of 4 to 7 previously researched vendors only
 - b. RFP can be software only or both software and document scanning solutions
 - c. Selection Committee can then arrange demonstrations from top candidates
3. Estimated Schedule
 - a. Oct 5th – BoH approves commitment
 - b. Oct 15th – notice of possible Grant award to help the project
 - c. Oct 18th – JCC hears update and approves MOU regarding each agency's commitment level
 - d. Nov 2nd – Update BoH on MOU and progress toward RFP
 - e. Nov 5th – Issue RFP to selected vendors
 - f. Nov 30th – Submission deadline for vendor proposals
 - g. December – Review proposals, schedule follow up demos as necessary, award contract
4. Benefits of Project
 - a. Health Department gets valuable guidance on important technology project that has been discussed for years. Also gains access to land development records.
 - b. County Commission staff gets funding help on same project that will revolutionize the way they do business and research public documents as well as gain access to Health Dept. records.
 - c. Citizens gain improved access to public documents and efficiency in submission of land development applications and permits
5. Proposed Motion
 - a. Move that the Board of Health authorize up to \$150,000 in order to purchase Enterprise Content Management System software with the intention of sharing the ECMS licensing, data, training, implementation, integration and future support with participating departments under the Jefferson County Commission or other Elected Officials pending a cooperative agreement.