

Revised 03/04/2014

AGENDA

JEFFERSON COUNTY COMMISSION

THURSDAY, MARCH 6, 2014

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

- February 18, 2014 Board of Review and Equalization
- February 20, 2014 Regular Meeting
- February 25, 2014 Board of Review and Equalization

APPROVAL OF PURCHASE ORDERS

- March 6, 2014

APPROVAL OF ACCOUNTS PAYABLE

- February 27, 2014
- March 6, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
- Approval of Deputy Reserves - Discussion/Action
- Approval of Bailiff - Discussion/Action
- Approval of Trip Guards - Discussion/Action

3. 10:15 a.m. Jennifer Myers, Jefferson County Parks and Recreation
 - Update and approval of the Land and Water Conservation Fund Program application and design of Veteran's Memorial Pavilion at Sam Michael's Park
 - Discussion/Action
4. 10:30 a.m. **BREAK**
5. 10:45 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management
 - Request approval of the State Homeland Security Grant - Discussion/Action
6. 11:00 a.m. Lynn Fields, Probate Office
 - Schedule hearing date and time for a Petition for replacing Michael Bir as Executor of the Doreen Bir Estate - Discussion/Action
7. 11:15 a.m. Annette Gavin, Jefferson County CVB
John Reisenweber, Jefferson County Development Authority
 - Discuss offer from the WVDOH to sell Route 340 property leased to the CVB to the Jefferson County Commission for \$1.00; request the County Commission accept the offer; and request that the property then be conveyed to the CVB - Discussion/Action
8. 11:30 a.m. Stephen Groh, Assistant Prosecuting Attorney
 - Jefferson County Emergency Services Agency - Ordinance and Reorganization - Discussion/Action
 - Other Suggestions/Proposals - Commissioner Patsy Noland
 - Fire Fee Process - How to implement/collect from a legal process - Discussion/Action
9. 12:30 p.m. **Break for Lunch**

NEW BUSINESS

10. Legislative Updates
11. Approval of Resolution and application - Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000 - Discussion/Action
12. Approval of Inter-Governmental Agreement Creating the Berkeley/Jefferson Day Report Center - Discussion/Action
13. Approval of the use of the Jefferson County Commission meeting room for a Candidate Forum - League of Women Voters - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Finance update
- Approval of General County Budget Revision #25 - Discussion/Action
- Approval of Internal Budget Revision #7 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

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

14. 1:30 p.m. Estate of Charles Francis Printz and Estate of Bethel H. Printz; Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator - Discussion/Action
15. **ADJOURN**

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of Special Meeting - Budget Deliberations - Friday, March 7, 2014, 9:30 am.

Jefferson County Commission Notice of Special Meeting - Community Forum for FY15 Budget - Thursday, March 13, 2014, 7:00 pm.

Jefferson County Commission Notice of Intent to Appoint to the Historic Landmarks Committee for one (1) three year term ending March 6, 2017.

Jefferson County Engineering Department Notice of Impact Fees Recalculation & Fee Schedule Update Meeting - Friday, March 14, 2014.

Letter from the Charles Town Chaplaincy Services thanking the Commisison for their past financial support.

Letter from Jay Watson regarding proposed budget cuts to JCESA and the impact the cuts would have on the local volunteer fire companies.

E-mail from Robert McColm, resident, regarding proposed budget cuts to JCESA.

E-mail from Robert McColm, resident, regarding local fire services and evacuation routes.

Letter from Dennis Barron regarding the proposed budget cuts to JCESA and the impact the cuts would have on the local volunteer fire companies.

Letter from the Office of the State Auditor regarding audit findings for the Jefferson County Parks and Recreation Commission.

Letter from the West Virginia Division of Culture and History regarding the addition of Potomac Mills to the National Register of Historic Places.

Letter from BHC, Inc. In recognition of the Jefferson County Engineering Department.

Invitation to the Shepherdstown Fire Department Annual Recognition & Awards Dinner and Dance

Invitation to the Berkeley County Law Enforcement Open House.

WV Justice Assistance Grant Application Information.

Letter from the WV Office of the Attorney General requesting participation in DroP.

Letter from the WV Department of Transportation regarding the Statewide Transportation Improvement Program.

Jefferson County Public Service District Regular Meeting Minutes from January 6, 2014.

Press release - Time Warner Cable to Merge with Comcast Corporation to Create World Class Technology and Media Company.

West Virginia Lottery Weekly Settlement for Charles Town, week ending February 8, 2014.

West Virginia Lottery Weekly Settlement for Charles Town, week ending February 22, 2014.

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

REGULAR TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Commission Meeting Room at the Old Charles Town Library thereof on Tuesday, February 18, 2014, beginning at 1:30 p.m.

PRESENT: Walt Pellish, Commission President
Patsy Noland, Commissioner
Lyn Widmyer, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Steve Groh, Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: **APPLICATION FOR ASSESSMENT REVIEW – John Kilroy**

A hearing was conducted on an appeal by John Kilroy on Map 5, Parcel 8.14 in Shepherdstown District.

After sworn testimony and presentation of exhibits, motion by Ms. Widmyer to reduce the Assessor's valuation from \$253,000 to \$184,500 on Map 5, Parcel 8.14 in Shepherdstown District. Motion seconded by Ms. Noland and approved unanimously.

There being no further business, President Pellish stated the Board would remain in recess until 1:30 p.m. on Tuesday, February 25, 2014.

WALT PELLISH, COMMISSION PRESIDENT



Minutes

Jefferson County Commission

Thursday, February 20, 2014

A meeting of the Jefferson County Commission was held on Thursday, February 20, 2014 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 Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb. Commissioner Lyn Widmyer was absent due to illness. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the Thursday, February 20, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Special Session Minutes of January 23, 2014. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Board of Review and Equalization Minutes of January 30, 2014. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Board of Review and Equalization Minutes of February 4, 2014. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Board of Review and Equalization Minutes of February 6, 2014. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Regular Meeting Minutes of February 6, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$104,602.99 to include Purchase Order Numbers 52276, 51823, 52326, 52274, 52275, 51378, 52277, 52279, 51840, and 51841. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$51,701.67 to include Purchase Order Numbers 52285, 52015, 52280, 52281, and 52286. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071589	712	APCO INTERNATIONAL INC	51684	\$ 190.00	\$ -	\$ 190.00
071590	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
071591	700	ROBERT AMICK		\$ -	\$ 15.89	\$ 15.89
071592	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,542.01	\$ 1,542.01
071593	425	BATTERY MART	52273	\$ 211.50	\$ -	\$ 211.50
071594	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071595	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071596	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
071597	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071598	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071599	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071600	406	CASTO & HARRIS INC	51427	\$ 1,034.10	\$ -	\$ 1,034.10
071601	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071602	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071603	405	CHARLES B HOWARD		\$ -	\$ 422.06	\$ 422.06
071604	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
071604	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071604	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071604	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
071604	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071604	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071604	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071604	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071604	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071604	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071605	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071606	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,542.01	\$ 1,542.01
071607	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 111.88	\$ 111.88
071608	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071608	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071609	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 41.79	\$ 41.79
071610	406	MONROE SYS FOR BUSINESS	51428	\$ 88.27	\$ -	\$ 88.27
071610	406	MONROE SYS FOR BUSINESS	51429	\$ 100.70	\$ -	\$ 100.70
071611	711	BARBARA J. MILLER		\$ -	\$ 153.00	\$ 153.00

071612	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071613	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071614	424	NEOPOST USA INC.		\$ -	\$ 79.98	\$ 79.98
071615	ALLOC	JEFF CO PARKS &		\$ -	\$ 16,191.13	\$ 16,191.13
071616	402	PIFER OFFICE SUPPLY, INC	51822	\$ 473.85	\$ -	\$ 473.85
071616	403	PIFER OFFICE SUPPLY, INC	51464	\$ 66.62	\$ -	\$ 66.62
071617	405	PROGRESSIVE PRINTING	51830	\$ 120.00	\$ -	\$ 120.00
071618	424	POTOMAC EDISON/OH		\$ -	\$ 2,172.29	\$ 2,172.29
071618	425	POTOMAC EDISON/OH		\$ -	\$ 19,239.66	\$ 19,239.66
071618	425	POTOMAC EDISON/OH		\$ -	\$ 3,722.19	\$ 3,722.19
071619	403	SOFTWARE SYSTEMS, INC	51460	\$ 338.94	\$ -	\$ 338.94
071619	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 91.50	\$ 91.50
071619	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 619.00	\$ 619.00
071620	405	SPECIALTY BUS SUPPLIES	51639	\$ 1,683.78	\$ -	\$ 1,683.78
071621	405	STAPLES CREDIT PLAN	51640	\$ 73.95	\$ -	\$ 73.95
071622	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 116.32	\$ 116.32
071622	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,551.02	\$ 10,551.02
071622	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,114.62	\$ 45,114.62
071622	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 27.20	\$ 27.20
071622	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 135.27	\$ 135.27
071622	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,674.56	\$ 43,674.56
071623	401	STAPLES CREDIT PLAN		\$ -	\$ 42.49	\$ 42.49
071623	425	STAPLES CREDIT PLAN		\$ -	\$ 21.99	\$ 21.99
071624	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071625	425	SHENANDOAH VALLEY WATER		\$ -	\$ 709.40	\$ 709.40
071626	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 8,551.23	\$ 8,551.23
071627	712	TELTRONIC	52232	\$ 460.00	\$ -	\$ 460.00
071628	424	TRENARY SERVICE CO	52271	\$ 6,763.49	\$ -	\$ 6,763.49
071628	424	TRENARY SERVICE CO	52271	\$ 3,600.00	\$ -	\$ 3,600.00
071629	401	UNITED BANKCARD CENTER		\$ -	\$ 199.00	\$ 199.00
071629	401	UNITED BANKCARD CENTER		\$ -	\$ 199.00	\$ 199.00
071629	402	UNITED BANKCARD CENTER		\$ -	\$ 67.25	\$ 67.25
071629	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
071629	403	UNITED BANKCARD CENTER		\$ -	\$ 531.67	\$ 531.67
071629	405	UNITED BANKCARD CENTER		\$ -	\$ 449.00	\$ 449.00
071629	405	UNITED BANKCARD CENTER		\$ -	\$ 489.00	\$ 489.00
071629	412	UNITED BANKCARD CENTER		\$ -	\$ 46.50	\$ 46.50
071629	415	UNITED BANKCARD CENTER		\$ -	\$ 227.77	\$ 227.77
071629	424	UNITED BANKCARD CENTER		\$ -	\$ 69.98	\$ 69.98
071629	424	UNITED BANKCARD CENTER		\$ -	\$ 110.08	\$ 110.08

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071640	424	AT&T/IL		\$ -	\$ 0.33	\$ 0.33
071641	700	AUTOZONE		\$ -	\$ 7.98	\$ 7.98
071641	717	AUTOZONE		\$ -	\$ 837.56	\$ 837.56
071642	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
071643	424	CHARLES TOWN UTILITIES		\$ -	\$ 60.96	\$ 60.96
071643	425	CHARLES TOWN UTILITIES		\$ -	\$ 863.32	\$ 863.32
071644	405	FEDEX		\$ -	\$ 35.48	\$ 35.48
071645	717	FISHER AUTO PARTS		\$ -	\$ 618.97	\$ 618.97
071646	425	GRAINGER, INC	52284	\$ 27.92	\$ -	\$ 27.92
071647	717	GUTTMAN OIL CO		\$ -	\$ 14,203.78	\$ 14,203.78
071648	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 2,705.00	\$ 2,705.00
071648	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 6,221.97	\$ 6,221.97
071649	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 187.42	\$ 187.42
071650	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
071651	717	J & K PRECISION AUTO CAR	52282	\$ 54.95	\$ -	\$ 54.95
071652	712	LANGUAGE LINE SERVICES		\$ -	\$ 87.10	\$ 87.10
071653	401	DALE MANUEL		\$ -	\$ 312.32	\$ 312.32
071654	ALLOC	JEFF CO PARKS &		\$ -	\$ 10,000.00	\$ 10,000.00
071654	ALLOC	JEFF CO PARKS &		\$ -	\$ 8,000.00	\$ 8,000.00
071654	ALLOC	JEFF CO PARKS &		\$ -	\$ 5,000.00	\$ 5,000.00
071655	404	SHERIFF OF JEFFERSON CO	52125	\$ 57.59	\$ -	\$ 57.59
071656	425	CAPITAL TRISTATE		\$ -	\$ 2,058.42	\$ 2,058.42
071657	424	TRENARY SERVICE CO	52283	\$ 73.20	\$ -	\$ 73.20
071658	405	THOMSON REUTER - WEST	51638	\$ 2,151.45	\$ -	\$ 2,151.45
071659	402	XEROX CORPORATION	51632	\$ 541.47	\$ -	\$ 541.47
TOTAL						\$ 55,046.95
TOTAL				\$ 2,906.58	\$ 52,140.37	\$ 55,046.95

Motion by Ms. Noland to approve the Accounts Payable for February 20, 2014 in the amount of 55,046.95. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Walt Pellish, Commission President – spoke on form letter e-mails currently circulating regarding JCESA and the proposed budget cuts. Mr. Pellish also urged the public to consider the source of their information, as there has been a lot of confusion regarding the numbers for the FY15 budget.

Gary Cogle, Sr., resident – spoke regarding his concerns over the county’s financial situation.

Jeff Plautz, county resident and Treasurer for the Independent Fire Company in Ranson – spoke regarding the effect the proposed JCESA budget cuts would have on the local fire companies.

Josh Smith, county resident, Chief of the Bakerton Fire Company and President of the Jefferson County Fire and Rescue Association – spoke regarding his concerns about the proposed JCESA budget cuts and the impact on the local fire companies.

PRESENTATIONS

1. Don Orser, resident - requested a discussion to address the Assessor's lack of access to a part of Tyler Technologies' Integrated Assessment System 4.0 CAMA Market Valuation module.
 - Steve Groh, Assistant Prosecuting Attorney, stated that due to separation of powers, the Commission cannot direct the Assessor to do her job in any capacity.
2. Bob Aitcheson, resident – requested the Commission adopt a Mass Gathering ordinance and also a Zoning Ordinance text amendment which would delete the existing Section 9.8 Seasonal Uses, as Mr. Aitcheson does not believe Section 9.8 is compatible with the Comprehensive Plan.
 - No action was taken on this item; however, Mr. Manuel stated he would work with the Planning Commission to add these items to their agenda over the coming months.
3. Clarence Hough, resident – requested approval of the transfer of Impact Fee from Parcel 9A 0003 to Parcel 11 0008.
 - **Motion by Mr. Manuel to approve the transfer of Impact Fee from Parcel 9A 0003 to Parcel 11 0008. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30
The Commission reconvened at 10:45.
5. Interviews and Appointments to the Eastern Panhandle Transit Authority for two unexpired terms ending January 31, 2015.
 - **Motion by Mr. Manuel to appoint Brent Wolfingbarger and Jennie Brockman to the Eastern Panhandle Transit Authority each for one unexpired term ending January 31, 2015. Motion seconded and unanimously approved.**
6. Debbie Young, Victim Advocate for the Prosecuting Attorney's Office – requested approval of a VOCA Grant application.

- **Motion by Ms. Noland to approve the VOCA Grant application as presented. Motion seconded and unanimously approved.**

7. Jennifer Brockman, Director of Planning and Zoning – requested action on the landowner-initiated petition to amend the County Zoning Map for a 107 acre property owned by Ann, James, and Ernest Hunter, designated as Tax District: Middleway (07), Map 1, Parcel: 2, located on the north side of Route 115 (Old Route 9/Charles Town Road) approximately 700 feet southeast of the Berkeley/Jefferson County line.

- **Motion by Mr. Manuel to approve the rezoning request from Rural/Residential to Light Industrial for the Hunter family property. Motion seconded and unanimously approved.**

8. Tim Stanton, Finance Director

Budget Summary by Department

- Mr. Stanton stated after yesterday’s budget work session (02/19/2014), the FY15 budget had been reduced by slightly over \$1 million dollars and believes the Commission is on track for a balanced budget for FY15.

General Fund Report

- Mr. Stanton stated he included the General Fund report from last week so it would be a public document. He stated the Operating Fund had a balance of approximately \$2 million dollars and the Capital Outlay Fund had a balance of approximately \$5 million dollars.

State Budget Revisions

- **Motion by Mr. Manuel to approve Budget Revision #22 in the amount of \$40,000 by adjusting the Sheriff’s Office salaries to actual. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Budget Revision #23 in the amount of \$55,009 by adjusting the Commission and Technology Department budgets to be more consistent with actual expenditures. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Budget Revision #24 in the amount of \$21,516 from the Assessor’s Valuation Fund to offset Budget Transfer #19. Motion seconded and unanimously approved.**

Internal Budget Revisions

- **Motion by Ms. Noland to approve Internal Budget Revision #5. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve Internal Budget Revision #6. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Internal Budget Revision #7. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Signing of Letter to Governor Tomblin regarding Senate Bill 385.
 - Mr. Pellish requested Ms. Noland to read the letter for the benefit of the public, and the present Commissioners signed the letter to the Governor.
10. Tom Reilly, IT Consultant – Provided documents to the Commission with his recommendation on the Software Vendor used for the collection of the Ambulance Fee.
 - There was no discussion/action for this item, as it was solely informational. Ms. Keyser stated she would file the information for our records.
11. Legislative Updates
 - Senate Bill 385 – Commissioner Noland stated there was no movement on SB385 and the bill had to come out of Committee by Friday, February 21. Commissioner Manuel stated he believed it was important to stay vigilant with this bill because there is still the possibility of action.
 - Senate Bill 373 – Clean Water Bill – currently in House judiciary.
 - Gasoline Bill – Senator Snyder is attempting to get this bill out of Committee.
 - 1% Municipal Sales Tax – currently on the agenda and will be moving.
 - Future Fund – currently on the agenda and will also be moving.
 - Juror Information Bill, Pre-Trial Release Bill, Prescription for OTC Drugs – all of these bills are moving.

COUNTY ADMINISTRATOR REPORTS

- Shepherdstown Bike Path Grant – Ms. Keyser stated the grant for the Shepherdstown Bike Path had been approved, and the Commission is committed

to paying \$39,000. Ms. Keyser stated she would work with Tim Stanton, Finance Director, to discuss options for the funding of the payment.

- Lobbyist Contract – Ms. Keyser stated she received a copy of the contract for the hiring of a lobbyist to protect against Senate Bill 38 and requested President Pellish affix his signature to the contract documents.
- Broker of Record – Ms. Keyser asked the Commission if they would be interested in having staff develop an RFP for the County’s Broker of Record. The Commission agreed, and Ms. Keyser stated she would bring the RFP forward for approval once it had been completed.
- Technology Tour – Ms. Keyser asked the Commission if they would be interested in a Technology Tour for the downtown and Bardane campuses to see the IT improvements that have been made since September. The Commission agreed and decided to meet with Ms. Keyser, Mr. Reilly, and Mr. Polczynski on Thursday, February 27th at 10 am.
- Budget Session Schedule – Ms. Keyser reminded the Commission of the upcoming Budget Session meetings to be held on Friday, February 21st, Monday, February 24th, and Tuesday, February 25th if needed.
- **Motion by Mr. Manuel to enter into Executive Session, citing §6-9A-4. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS’ REPORTS

Jane Tabb

- Attended a County IT meeting.
- Attended a Farmland Protection Board meeting.
- Attended a Fire & Rescue Association meeting.
- Catered a Valentine’s Day dinner.

Walt Pellish

- Attended a Development Authority Board meeting.
- Stated Shepherd University will be undertaking a project to reinvigorate their business school.

Patricia Noland

- Attended a BORE hearing.
- Attended the Budget Work Session.
- Attended the WVACO Conference of Counties in Charleston.

Dale Manuel

- Participated in a legislative conference call.
- Attended an Affordable Housing meeting.
- Attended the WVACO Conference of Counties in Charleston.

12. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.

13. Estate of Blanche V. Nelson – Re-Examine the Petition to Remove Executor Larry Slaughter

- Testimony was given by Larry Slaughter and petitioner Stephen Slaughter. No exhibits were entered into record and no witnesses were called to speak for either side.
 - **Motion by Ms. Noland to remove Larry Slaughter as the Executor of the Estate of Blanche V. Nelson. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to appoint Stephen Slaughter as the new Executor of the Estate of Blanche V. Nelson. Motion seconded and unanimously approved.**

14. Estate of Gayle Botts Duncan – Verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor, Daniel D. Duncan

- It was the consensus of Mr. Camilletti and Mr. Scales, counsel for the parties involved with the Duncan Estate, to request the Commission to refer the Estate to a fiduciary commissioner.
 - **Motion by Mr. Manuel to accept the recommendation from the combined counsel and assign the Duncan Estate to a fiduciary commissioner. Motion seconded and unanimously approved.**

15. The Commission meeting was adjourned at 2:15 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

REGULAR TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 25, 2014, beginning at 1:30 p.m.

PRESENT: Walt Pellish, Commission President
Jane Tabb, Commission Vice President
Dale Manuel, Commissioner
Patsy Noland, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Steve Groh, Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: APPLICATION FOR ASSESSMENT REVIEW – Richard and Jill Schaffer

A hearing was conducted on an appeal by Richard and Jill Schaffer on the following properties:
Map 3, Parcel 77 in Charles Town Corporation; Map 3, Parcel 78 in Charles Town Corporation; Map 3, Parcel 78.1 in Charles Town Corporation; and Map 3, Parcel 10 in Harpers Ferry Corporation.

After sworn testimony and presentation of exhibits, motion by Ms. Tabb to deny the appeal on Map 3, Parcel 77 in Charles Town Corporation. Motion seconded and approved unanimously.

After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on Map 3, Parcel 78 in Charles Town Corporation. Motion seconded and approved unanimously.

After sworn testimony and presentation of exhibits, motion by Mr. Manuel to deny the appeal on Map 3, Parcel 78.1 in Charles Town Corporation. Motion seconded and approved unanimously.

Because Mr. and Mrs. Schaffer left the Courthouse prior to providing sworn testimony and presentation of exhibits for Map 3, Parcel 10 in Harpers Ferry Corporation, their request for review of the Assessor's valuation was considered withdrawn and there was no discussion/action for this item.

In re: APPLICATION FOR ASSESSMENT REVIEW – PV Realty Willow Tree LLC

A hearing was conducted on an appeal by PV Realty Willow Tree LLC on Map 9, Parcel 17 in Charles Town Corporation

After sworn testimony and presentation of exhibits, motion by Mr. Manuel to deny the appeal on Map 9, Parcel 17 in Charles Town Corporation. Motion seconded and approved unanimously.

In re: APPLICATION FOR ASSESSMENT REVIEW – Don Orser

A hearing was conducted on an appeal by Don Orser on Map 23L, Parcel 25 in Charles Town District.

After review and a brief explanation by Steve Groh, Assistant Prosecuting Attorney, motion by Mr. Manuel to approve the correction of a clerical error which mistakenly appraised Mr. Orser's property for \$40,100. The actual total for the appraisal of the property in question is \$20,000. Motion seconded and approved unanimously.

In re: APPLICATION FOR ASSESSMENT REVIEW – Gregory and Yvonne Zabrucky

A hearing was conducted on an appeal by Gregory and Yvonne Zabrucky on Map 22, Parcel 1.10 in Charles Town District.

After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal on Map 22, Parcel 1.10 in Charles Town District. Motion seconded and approved unanimously.

In re: APPLICATION FOR ASSESSMENT REVIEW – Shirley Woodson on behalf of Amy Woodson

A hearing was conducted on an appeal by Shirley Woodson on behalf of her mother, Amy Woodson on Map 8H, Parcel 69 in Kabletown District.

After sworn testimony and presentation of exhibits, motion by Mr. Manuel to declare the home in unsound condition due to sinkholes jeopardizing the foundation of the home, resulting in an appraised value of \$33,400 from \$78,900. Motion seconded and approved unanimously.

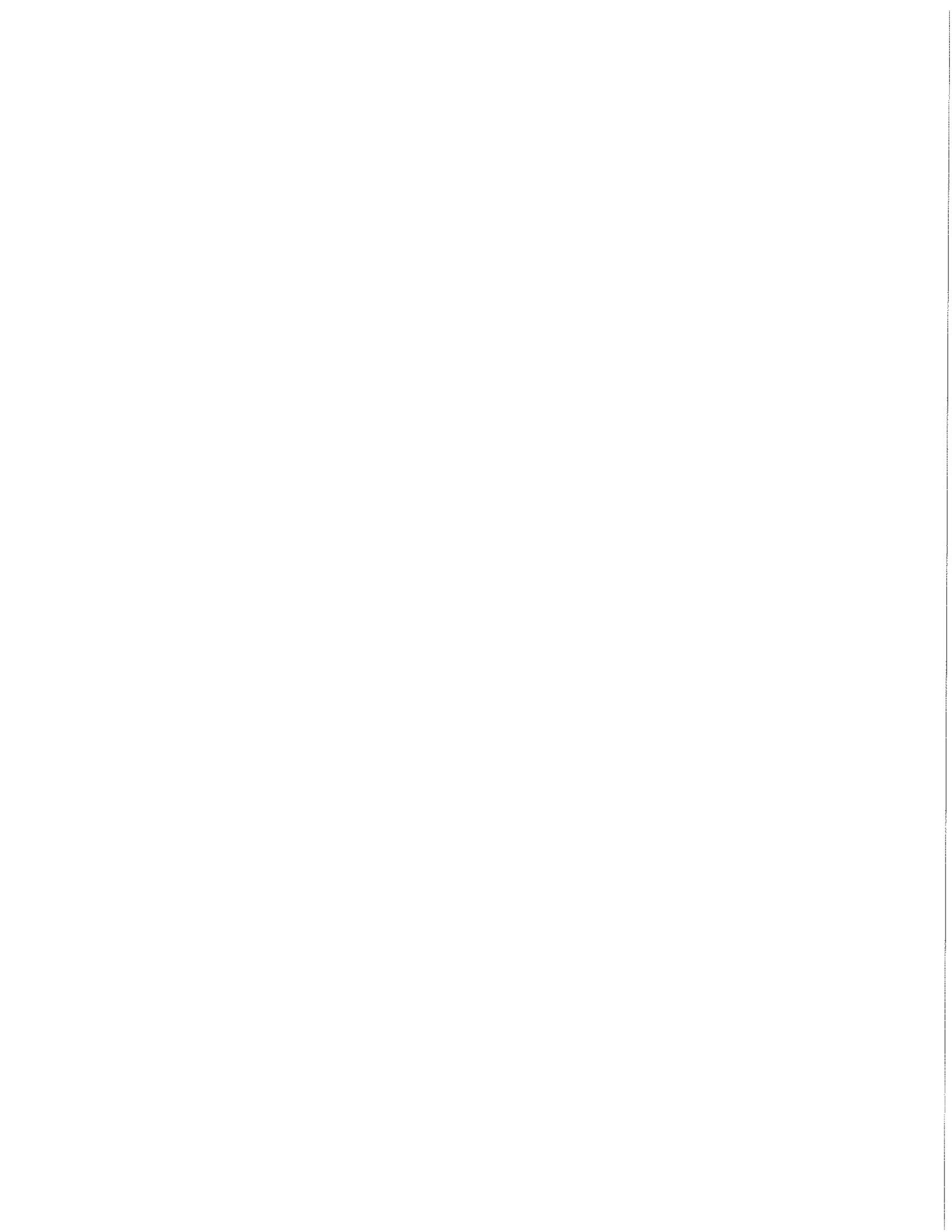
There being no further business, motion by Ms. Noland to adjourn as a Board of Review and Equalization Sine Die. Motion seconded and approved unanimously.

WALT PELLISH, COMMISSION PRESIDENT

PURCHASE ORDERS TO BE APPROVED

March 6, 2014

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
COMMISSION	50249	\$ 15,022.00	TischlerBise, Inc.	Impact Study Fee Update
COMMUNICATIONS	51685	\$ 250.00	IAEMD	EMD Recert. Applications
	51687	\$ 429.00	Priority Dispatch	Maint. Agreement for Annual Cardset
COURTHOUSE	52287	\$ 565.64	Neopost	Post. Supplies/Rate Change Protection
DATA PROCESSING/IT	52221	\$ 393.92	Amazon (United Bank)	Supplies
OTHER BUILDINGS	52288	\$ 358.00	BK Office Supply	Trash Bags/Copy Paper
PLANNING/ZONING	50347	\$ 512.00	American Planning Association	APA Membership
GRAND TOTAL		\$ 17,018.56		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1st Choice: **March 6, 2014**

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

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

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

Is this a funding request? Y/N Click here to enter text.
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Click here to enter text.

Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

Contact information:
Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **Next Meeting**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of new Reserve Applicants

Please provide the County Commission with a description of your request or presentation, including any background information:
The next Sheriff's Deputy Reserve Academy is set to begin soon. Attached is a list of eligible candidates that have successfully completed their background investigations.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the additions as provided to the Jefferson County Sheriff's Reserves.

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

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

Contact information:
Email address: pdougherty@jcsdww.com. Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Office of Sheriff and Treasurer of Jefferson County

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

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

February 19, 2014

To: Jefferson County Commission

From: Sheriff Dougherty 

Re: Reserves

The candidates for the next Jefferson County Sheriff's Reserves class have successfully completed their background investigation and their academy class is slated to begin soon.

We are requesting favorable consideration in appointing the following candidates to the Reserve Program upon successful completion of the academy:

Ron Willis
Daniel Lemaster
Kerry Keener
Grant Knight
Melanie Goff
Linda Wright
Don Stokes
James Bowie

This class will also include previously approved Reserve/Chaplains John Unger II and Jason Powell.

The Reserves provide an invaluable service to the Sheriff's Office and we are always pleased when we can present new candidates that wish to join our volunteer organization.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **February 27, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of Bailiff

Please provide the County Commission with a description of your request or presentation, including any background information:
One of our Bailiffs recently submitted his resignation, therefore I request approval to add another name to the approved Bailiff List.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the addition of Robin Mahoney to the approved Bailiff list.

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

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

Contact information:

Email address: pdougherty@jcsdww.com. Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



Office of Sheriff and Treasurer of Jefferson County

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Fax: 304-728-3299

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Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

February 18, 2014

To: Jefferson County Commission

From: Sheriff Dougherty

Re: Bailiffs

I would like to add Robin Mahoney, to the list of approved bailiffs. Ms. Mahoney is currently on the approved Trip Guards list and has proven to be a great asset.

By approving her addition, it will further reduce or eliminate the need to pay part time Bailiffs overtime and reduce the risk of them being eligible for benefits due to the hours they are working.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **February 27, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval of Trip Guards

Please provide the County Commission with a description of your request or presentation, including any background information: Attached is a list of individuals I would like to add to the Trip Guard list to further expand those we are able to call upon when there is a need to transport to facilities outside of Jefferson County.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the additions to the Trip Guard list as presented.

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

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

Contact information:

Email address: pdougherty@jcsdvw.com. Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Office of Sheriff and Treasurer of Jefferson County

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

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

February 18, 2014

To: Jefferson County Commission

From: Sheriff Dougherty

Re: Trip Guards

I would like to add the following individuals to the list of approved Trip Guards:

Arthur Cridler
Richard Hahn
Jody Pearrell
Charles Pickett
Richard Powell
Kerry Scott

By approving these additions, it will broaden the individuals we are able to call upon when performing transports, therefore possibly reducing the chances of having to pay a regular, salary employee overtime to go on a trip. (Cridler, Pickett and Scott were recently approved as Bailiffs.)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 6, 2014

If a specific date is needed, please provide reason for specific date: To meet funding requirement for grant.

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

Subject (*Wording to be placed on agenda*): Update on LWCF application and design of Veteran's Memorial Pavilion at Sam Michael's Park.

Please provide the County Commission with a description of your request or presentation, including any background information: In 2013, the JCC approved funding for a Veteran's Memorial Pavilion to be constructed at Sam Michael's Park. At that time, the Commission asked for input from Veteran's groups and a design to be brought back for approval to release the funding from the "Cement Mill Monies". The JCPRC has a design and has received a grant and is ready to move forward with the project. Our request includes approval of the pavilion/memorial design as well as the addition of a "Memorial" trail loop to connect to the current path and approval of the resolution to accept the LWCF grant in the amount of \$40,000.

Is this a funding request? Y/N Yes, request to release the funding set aside for this project in 2013.
If so, how much? \$90,000? (Amount in the Cement Mill Acct)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Resolution: The Jefferson County Commission recognizes that the financial commitment of the fifty percent match for the total cost (\$80,000) of the project is contingent upon receiving funding for the remaining fifty percent of the total cost of the project from the Land & Water Conservation Fund Program. Furthermore, the Jefferson County Commission authorizes Jennifer Myers and/or the Jefferson County Parks & Recreation Commission to submit an application for funding and to sign any and all documents associate with this project.

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

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

Contact information:
Email address: jmyers@jcprc.org Phone Number: 304-728-3207

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

RESOLUTION

At a regular meeting of the Jefferson County Commission held on the 6th day of March, 2014, the following order was made and entered;

Subject: Land and Water Conservation Fund Application for Sam Michael's Park Pavilion

The Jefferson County Parks & Recreation Commission intends to construct a picnic pavilion & add handicap accessible playground equipment at Sam Michael's Park.

Whereas, The Jefferson County Parks & Recreation Commission is committed to provide a fifty percent match in the amount of \$40,000 for the total cost of the project with the understanding that the Land and Water Conservation Fun Program shall fund the other fifty percent of the total cost of the project.

Furthermore, The Jefferson County Commission recognizes that the financial commitment of the fifty percent match for the total cost of the project is contingent upon receiving funding for the remaining fifty percent of the total cost of the project from the Land and Water Conservation Fund Program.

Whereby, the Jefferson County Commission authorizes Jennifer Myers, Director of Jefferson County Parks & Recreation to submit an application for the State of West Virginia requesting funding for the above-mentioned project out of the Land and Water Conservation Fund Program.

The Jefferson County Commission authorizes Jennifer Myers, Director of Jefferson County Parks & Recreation Commission to sign any and all documents and papers necessary for the completion of the project should it receive national Park Service Approval.

The Jefferson County Commission agrees to abide by all rules and regulations pertaining to the Land and Water Conservation Fund Program, and to operate and maintain the proposed facility for public use under the requirements of the Land and Water Conservation Fund should this project receive Federal assistance.

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

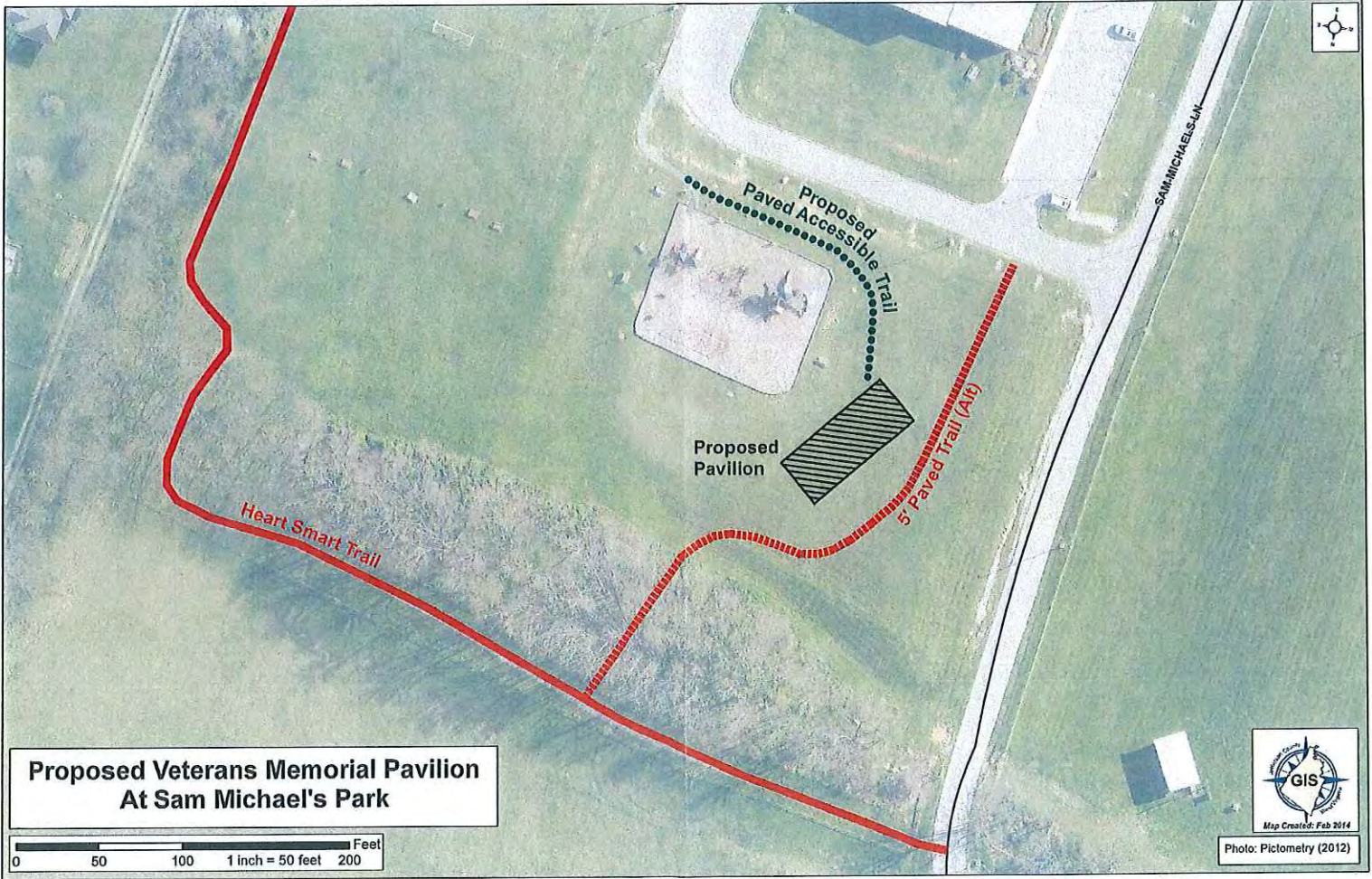
_____	_____
_____	_____
_____	_____
_____	_____

Whereupon _____, declared said motion duly adopted; and it is therefore adjudged and ordered that said motion be, and the same is hereby adopted.

Approved: County Attorney



VETERANS MEMORIAL PAVILION
SAM MICHAEL'S PARK

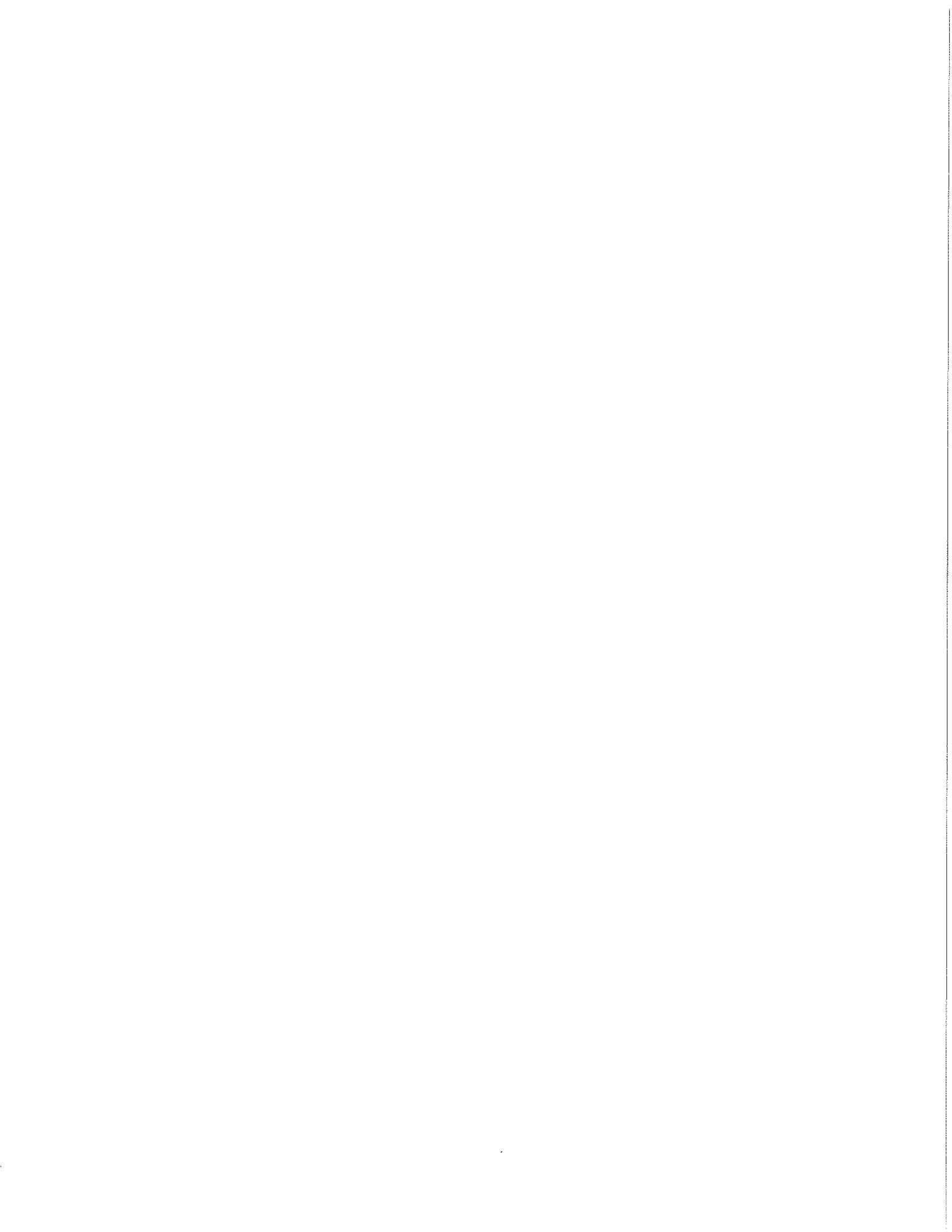


**Proposed Veterans Memorial Pavilion
At Sam Michael's Park**

0 50 100 1 inch = 50 feet 200 Feet



Photo: Pictometry (2012)



AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Barbara J. Miller

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: March 06, 2014

If a specific date is needed, please provide reason for specific date: Time sensitive Grant Request

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

Subject (Wording to be placed on agenda):

1. State Homeland Security Grant proposal for \$2,328.00

Please provide the County Commission with a description of your request or presentation, including any background information: 1. This is a grant proposal to continue our Disaster Ready Kids Program. Our Disaster Ready Kids Program is presented May-September each year (or at other times if we have a specific request for it) by our staff and volunteers from the community. We do presentations at daycare centers, elementary schools, private schools, church groups, 4-H groups, scouts, etc. Many of our existing items are outdated. This would be an infusion of new materials to teach children age-appropriate information about natural disasters and how to protect themselves, their families, and their pets during an emergency. We also send home parent packets that give their parents information about family preparedness and disaster supply kits.

There are no matching funds required for this grant.

,

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Provide exact financial impact/request: Click here to enter text.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Click here to
1. I move to approve the State Homeland Security Grant proposal in the amount of \$2,328.00, as presented.

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

If not attached, explain: 1. Copy of grant proposal

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: bmiller@jeffersoncountywv.org Phone Number: 304-728-3290

STATE OF WEST VIRGINIA

**Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
SUB-GRANT AWARD**

CFDA Number:
97.067

Commitment Number:

Fiscal Year:
2014

Program Name:

2011 Homeland Security Grant Program

**Sub-Grantee
Name & Address:**

FEIN:55-6000333

DUNS: 077414548

P.O. Box 250
Charles Town, WV

Zip Code: 25414-0250

Sub-Grant Period:

From: 3/1/14
To: 6/30/14

Project Name:

SHS -Community Preparedness – CERT Local

Federal Grant Number:

EMW-2011-SS-00029

Sub-Grant Number:

11-SHS-

Project Notes

Implement the project described in the attached application.

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all guidelines which govern the Homeland Security Grant Program and sufficient funds do exist to make this award.

Homeland Security Grant Manager_____

I have reviewed this sub-grant award and the goals and objectives do fall within West Virginia's HS Strategy Goals and Objectives and the expenditures fall within the grant guidelines.

Director, Homeland Security SAA_____
SAA Point of Contact

By signing and accepting this award the sub-grantee agrees to comply with all special conditions & assurances included in the application.

TOTAL AMOUNT OF: \$ 2,328

Sub-grantee Authorized Official:

WV Homeland Security Advisor:

Date: _____

Date: _____

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). NOTE: Do not send your completed form to this address.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.815 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

Place of Performance (Street address, City, County, State, Zip code)

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

Check if there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Signature of Authorized Official: _____

Date:

Homeland Security Grant Eligibility Criteria and Certification

To be eligible to apply for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted to the Homeland Security State Administrative Agency (HS SAA) prior to or along with grant applications. Regional Area Liaisons may provide direct assistance to help applicants to come into compliance, or provide referral to the appropriate resource. The HS SAA will determine and provide notification of eligibility, which may include provisional acceptance requiring further action.

1. National Incident Management System (NIMS) Implementation

The U.S. Department of Homeland Security requires that States and Local Governments utilize the National Incident Management System (NIMS) to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, utilities, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must complete the following:

- a. Formally adopt NIMS as the approach to be utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the applicant's governing body. A copy of the adoption may be requested by the Homeland Security State Administrative Agency (HS SAA).
- b. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS).
- c. Ensure an up to date inventory of response/recovery assets is maintained and provided to the applicant's local and/or county emergency management agency(s) as necessary.
- d. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party. Copies may be requested by the Area Liaison or the HS SAA.
- e. Ensure all personnel are completing appropriate training, including IS 100, IS 200 and/or IS 700 courses, commensurate with each individual's emergency responsibilities.
- f. Complete the NIMS Self-Assessment and submit to the state NIMS Coordinator via email at charles.w.bennett@wv.gov

Assistance with this requirement can be obtained from Chuck Bennett, State NIMS Coordinator at (304) 558-2930.

2. Continuity of Operations Plan

The applicant must tender a written Continuity of Operations (COOP) plan. The plan must contain at a minimum the following elements:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Communications
- Employee notification procedures for COOP activation
- Reconstitution
- Training plan/schedule for COOP

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning has been undertaken and completed to ensure the organization can fulfill its responsibilities and commitments. Written feedback on the plan may be provided by the state COOP Coordinator to the organization which must be incorporated in the plan.

Assistance with this requirement can be obtained from David Skeen, State COOP Coordinator at (304) 558-5380.

3. Training Database Registration

The applicant organization's training coordinator or another designee must register on the WV DMAPS online training database. To access the database and register, go to <http://onlinelearning.wv.gov/dmapscm6> and click the "Create New User" button. Registration will help ensure agencies are aware of available training.

Assistance with this requirement can be obtained from Christian Fernley, HS Training Coordinator at (304) 558-5380.

4. Exercise List and AARs/CAPs

Applicants must submit information related to recent exercises in which they have participated including a copy of the After Action Report/Improvement Plan or a list of principle findings of the exercise relative to the organization. If an organization has not participated in any exercise, they should indicate such is the case. Participation in no exercise will not disqualify an entity from receiving grant funds.

Assistance with this requirement can be obtained from Chuck Bennett, State HS Exercise Coordinator at (304) 558-2930.

WEST VIRGINIA

HOMELAND SECURITY GRANT PROGRAM

2011 Sub-grant Application



<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>REQUEST FOR PROPOSALS</p>
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Should you have any grant related questions please contact:

Michael W. Cutlip, Homeland Security Grant Manager (304) 558-2930 michael.w.cutlip@wv.gov

Edward Holsclaw, II, Homeland Security Grant Specialist (304) 558-2930 edward.a.holsclaw@wv.gov

Should you have any programmatic related questions please contact:

David Hoge, SAA Director (304) 558-2930 david.k.hoge@wv.gov

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	GRANT APPLICATION SUBMISSION CHECKLIST
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Prior to submitting the application, use this checklist to ensure that the following tasks have been completed.

- The application has been completely filled out.
SAA reserves the right to not consider an application for funding if any part is incomplete.
- Format of the project description (page 7) must follow the same outline shown on page 6 of the application and is as detailed as possible.
- Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.
- Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to this office. ONE ORIGINAL ONLY – NO COPIES
- Applicant has been listed as the State Agency, County Commission, or Municipality.
- A Eligibility Certification has been completed, signed and returned for the applicant and all recipient agencies.
- Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements has been completed by the applicant and signed and ORIGINAL returned.
- As applicable, copies of all Project Concepts which are included in the application have been submitted with the application.
- Appropriate goals and objectives from the State Homeland Security Strategy have been circled and included in the application.

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM</p>	<p>GRANT APPLICATION INSTRUCTIONS</p>
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COMPLETED APPLICATION MUST INCLUDE:

- Applicant:** Name, address, phone and fax number of the agency applying for funds.
- Project Director:** Name, address, phone, fax and email of the individual charged with the implementation and day-to-day operations of the project. **This person cannot also be listed as the Fiscal Officer.**
- Fiscal Officer:** Name, address, phone, fax and email of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Authorized Official or the Project Director.**
- Funds Requested:** Funds requested from the Homeland Security State Administrative Agency (SAA) by the applicant agency.
- Project Matching/In-Kind Funds:** Funds committed by the applicant agency if any. If not, enter zero (0).
- Project Period:** Time needed to implement and complete the project.
- Certification:** Authorized Official: Typed or printed name, title and **original** signature of the State Agency Head, County Commission President, Mayor/City Manager or agency head. This is the individual who would be authorized to enter into a contractual agreement with the SAA.

The Authorized Official must sign where indicated on page 1 of the grant application before submission.

RETURN ONE COMPLETED ORIGINAL APPLICATION TO:

**WV Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
1900 Kanawha Blvd., East, Capitol Complex
Building 1, Room W-400
Charleston, WV 25305**

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

GRANT APPLICATION
PAGE 1

1. **Applicant:** Jefferson County Commission
Address: P.O. Box 250
Charles Town, WV 25414
Phone/Fax: 304-728-3282/304-728-3320

5. **Grant Funds Requested:** \$ 2,328
Project Matching
Funds (if any): \$ _____

2. **Project Director:** Barbara J. Miller
Address: 28 Industrial Blvd. St 101
Kearneysville, WV 25430
Phone/Fax: 304-728-3290/304-728-3320
Email: Bmiller@jeffersoncountywv.org

6. **Type of Agency:**
 State County Municipality

3. **Fiscal Officer:** Jennifer Meghan, Clerk
Address: P.O. Box 208
Charles Town, WV 25414
Phone/Fax: 304-728-3347/304-728-3279
Email: jmaghan@jeffersoncountywv.org

7. **Project Period:**
of Months Needed To Complete Project 4

4. **Program Applying for:** (Check Only One)
 SHSP **Citizen Corps**

8. **Investment to be Supported:** (List Only)
2011 Grant 21710 9898 Community Prep SHS

9. Project Title and Brief Description:

Our Disaster Ready Kids Program is presented May-September each year (or at other times if we have a specific request for it) by our staff and volunteers from the community. We do presentations at daycare centers, elementary schools, private schools, church groups, 4-H groups, scouts, etc. Many of our existing items are outdated. This would be an infusion of new materials to teach children age-appropriate information about natural disasters and how to protect themselves, their families, and their pets during an emergency. We also send home parent packets that give their parents information about family preparedness and disaster supply kits.

10. Certification:

To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded.

Authorized Official: Walter Pellish
TYPED OR PRINTED NAME OF
 AGENCY HEAD

Title: President

Signature: _____

Date: _____

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

BUDGET INSTRUCTIONS

PAGE 2

Homeland Security Program (HSP) allowable costs are divided into the categories of (1) Planning; (2) Equipment; (3) Training; (4) Exercises. Below is basic information. **For specific information please see the guidelines.**

Planning

Planning activities are central to homeland security initiatives and can be used to enable the State to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines.

Equipment

Funds may be used for equipment acquisitions. Approved equipment is on the Authorized Equipment Listing (AEL). <https://www.llis.dhs.gov/knowledgebase> Only equipment on the AEL will be considered for funding. Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator (SWIC).

Training

Allowable training-related costs include the establishment, support, conduct, and attendance of training specifically identified under the Homeland Security Grant Program. Allowable training topics include, but are not limited to: CBRNE terrorism and catastrophic events, cyber/agriculture/food security, intelligence gathering and analysis, citizen and community preparedness, training for volunteers or other needs identified in the State Homeland Security Strategy. Training should address a performance gap identified through an After Action Report/Improvement Plan or contribute to building a capability that will be evaluated through an exercise. All training conducted should support the development and testing of the jurisdiction's emergency operations plan or specific annexes.

Exercises

Exercises conducted must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Information and a toolkit can be found at hseep.dhs.gov. All exercises must be NIMS compliant and should support the development and testing of the jurisdiction's emergency operations plan or specific annexes, standard operating guidelines, and/or internal procedures and checklists.

Budget Instructions
Page 2 (Continued)

Match

Match is not required, but sub-grantees are encouraged to leverage any available state and/or local funds (matching) with awarded SAA funds, provided however, that those matching funds adhere to all federal and state matching requirements.

Federal Employer Identification Number (F.E.I.N.).

Utilize the F.E.I.N. of the agency. This number must be entered into the appropriate space. The number should be obtainable from the state or local agency's administrative office.

FUNDING STRATEGY:

Enter the amount received or anticipated for each source.

WEST VIRGINIA
Homeland Security State Administrative Agency
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**HOMELAND SECURITY GRANT
PROGRAM**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE 3-1
(PLANNING ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Planning: (Itemized List)</u>			
Total			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
 Homeland Security State Administrative Agency
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**HOMELAND SECURITY GRANT
 PROGRAM**

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-2
 (EQUIPMENT ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<p><u>Equipment: (Itemized List)</u> (Please see Authorized Equipment List AEL) https://www.lls.dhs.gov/knowledgebase</p> <p>Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator.</p> <p><u>Requirement: Must list the AEL # beside each piece of equipment.</u></p> <p><u>Generator that is not mobile will have to have an Environmental Historical Preservation Review Completed.</u></p>			
Total			

WEST VIRGINIA
 Homeland Security State Administrative Agency
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**HOMELAND SECURITY GRANT
 PROGRAM**

ITEMIZATION OF FUNDS BY CATEGORY
 PAGE 3-3
 (TRAINING ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<p><u>Training: (Itemized List)</u> See Attached Sheet*</p>			
<p align="center">Total</p>			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

III. What do you want to buy? Provide an Itemized budget:

Item description (Include quantity of Item)	PETE (Planning, Equipment, Training, Exercise)	Cost	AEL # (If applicable)
Emergency Workers Are On Their Way Book	T	15.77	
Living in Shelters (Disaster Alert) Book	T	23.01	
Being Safe with Weather Book	T	25.52	
Imagine If...I Could Calm a Storm Book	T	4.12	
Ways to Help After a Disaster Book	T	22.20	
Be Rabbit Ready DVD	T	295.00	
Sparky Says Join My Fire Safety Club DVD	T	200.00	
Lets Get Ready! Emergency Awareness for Klds Book	T	29.75	
Snowstorm	T	1.99	
Mimi Mouse Lets Be Prepared Activity Sheets	T	661.20	
Mimi Mouse Lets Be Prepared Stickers	T	220.00	
We Can Get Ready for Emergencies! Coloring and Activities Book	T	485.00	
Emergency Preparedness Stickers	T	328.60	
Miss Tigglely's Tree Book	T	15.43	
Total Cost of Project		2327. ⁶⁹	

WEST VIRGINIA
Homeland Security State Administrative Agency
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**HOMELAND SECURITY GRANT
PROGRAM**

ITEMIZATION OF FUNDS BY CATEGORY

**PAGE 3-4
(EXERCISES ONLY)**

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Exercises: (Itemized List)</u>			
Total			

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Homeland Security State Administrative Agency
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PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY
PAGE 3-5

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<hr/>		2328.00	
TOTAL MATCHING FUNDS (if Applicable):			
TOTAL FEDERAL HSP FUNDS:		2328	
TOTAL APPROVED PROJECT:			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET SUMMARY PAGE 4
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Applicant: Jefferson County Commission	Federal Employer Identification Number (FEIN): 55-6000333
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Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning			
Equipment			
Training	\$2,328		\$2,328
Exercises			
Total Budget	\$2,328		\$2,328

FUNDING STRATEGY	
Funding Source(s)	Amount
Sub-Grant Funds:	\$2,328
Matching Funds (If Applicable):	\$
Other Funding (If Applicable):	\$
Total:	\$2,328

* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

All funds must be rounded to the nearest whole dollar amount.

<p style="text-align: center;">WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM</p>	<p style="text-align: center;">BUDGET NARRATIVE PAGE 5</p>
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Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (i.e. Planning, Equipment, Training, Exercises).

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

PLANNING:

EQUIPMENT:

TRAINING:

Our Disaster Ready Kids Program is presented May-September each year (or at other times if we have a specific request for it) by our staff and volunteers from the community. We do presentations at daycare centers, elementary schools, private schools, church groups, 4-H groups, scouts, etc. Many of our existing items are outdated. This would be an infusion of new materials to teach children age-appropriate information about natural disasters and how to protect themselves, their families, and their pets during an emergency. We also send home parent packets that give their parents information about family preparedness and disaster supply kits.

EXERCISES:

On page 7 of this Application, please explain the project utilizing the following outline. State clearly and in concise detail the goals, objectives and intentions of the project; precisely what will be done; who will be involved; and the anticipated result. Add pages as necessary.

PROBLEM STATEMENT

- A. **Problem(s):** Identify the specific problem(s) to be addressed by the project.
- B. **Justification:** Identify why the project is being proposed.

GOAL(S)

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the potential sub-grantee. These goals may be both short and long range. **Carefully communicate and relate the goal(s) back to the goals on the State Homeland Security Strategy. In other words, which Strategy Goals are being addressed with this project? A listing of the State Strategy Goals are provided. Print them out and circle the Strategy Goals that are to be addressed by this project.**

OBJECTIVE(S)

Specific statements of desired achievement, which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. **Carefully communicate and relate the objectives(s) back to the objectives on the State Homeland Security Strategy. In other words, which Strategy objectives are being addressed with this project? A listing of the State Strategy objectives are provided. Print them out and circle the Strategy objectives that are to be addressed by this project.**

IMPLEMENTATION (Key Activities/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. For extremely comprehensive projects, a milestone (ghant) chart is recommended which provides a clear time-line estimating the time necessary for each phase of this project. This is a very important tool used to organize data into categories for follow-up purposes. The "What", "Where", "Who", "When" and "How" of the project. The information placed in this chart can be used as a management tool to monitor progress.

PROJECT ASSESSMENT / EVALUATION

Specify the indicators and measures to be used to assess the results of this project. This might include conducting a drill or exercise to validate the capability improvement.

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>PROJECT DESCRIPTION</p> <p>PAGE 7</p>
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Our Disaster Ready Kids Program is presented May-September each year (or at other times if we have a specific request for it) by our staff and volunteers from the community. We do presentations at daycare centers, elementary schools, private schools, church groups, 4-H groups, scouts, etc. Many of our existing items are outdated. This would be an infusion of new materials to teach children age-appropriate information about natural disasters and how to protect themselves, their families, and their pets during an emergency. We also send home parent packets that give their parents information about family preparedness and disaster supply kits.

** Use additional blank pages as necessary. **

WEST VIRGINIA
Homeland Security State Administrative Agency
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HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 8

This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all HSP federal and matching funds expended for purposes associated with this project.

All correspondence to the SAA, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any SAA grant program, should be addressed to:

WV Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
1900 Kanawha Blvd., East Capitol Complex
Building 1, Room W-400
Charleston, WV 25305

1. LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the SAA.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the sub-grantee to the SAA shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the SAA for any obligation or expense without the express prior written approval from the SAA.

4. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to SAA explaining the delay in implementation. Upon receipt of the 90-day letter, SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5. WRITTEN APPROVAL OF CHANGES:

The sub-grantee must obtain prior written approval from SAA for all project changes (programmatic, fiscal or otherwise).

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 9

6. CIVIL RIGHTS COMPLIANCE:

Sub-Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State Involvement (WV Homeland Security State Administrative Agency, SAA); and,
3. Federal Involvement (U.S. Dept. of Homeland Security).

8. Compliance With Federal Rules and Regulations:

Sub-Grantee will comply with all applicable OMB Circulars (A-21, A-87, A-102, A-110, A-122, A-133) as well as 44 CFR Part 13, 2 CFR Part 215, and Federal Acquisition Regulations Part 31.2

9. ACCESS TO RECORDS, EQUIPMENT, Training & Exercises:

SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training and/or exercises related to the sub-grant and to relevant books and records of contractors.

10. CONFLICT OF INTEREST:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

WEST VIRGINIA
Homeland Security State Administrative Agency
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HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 10

12. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

13. NATIONAL AND STATE EVALUATION EFFORTS:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period.

15. USE OF FUNDS:

Funds awarded through the SAA may be expended ONLY for the purposes and activities specifically covered by the sub-grantee's approved project description and budget.

16. Elements of a Viable Continuity Capability:

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: National Security Presidential Directive-51/Homeland Security Presidential Directive-20 outlines the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. If utilizing subgrant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

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Homeland Security State Administrative Agency
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SPECIAL CONDITIONS AND ASSURANCES

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18. NON-SUPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19. MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20. PROJECT INCOME:

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21. CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

22. SUSPENSION OF FUNDING:

SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

23. SANCTIONS FOR NONCOMPLIANCE:

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the SAA shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

WEST VIRGINIA
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HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 12

24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the SAA twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security and the WV Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

25. PROPERTY ACCOUNTABILITY:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

26. REPORTS:

Each subgrantee shall submit reports as the SAA shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

27. PURCHASING:

When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Sub-Grantee acknowledges that the SAA, and subsequently the U.S. Department of Homeland Security; reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Sub-Grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

29. Environmental & Historic Preservation (EHP)

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30. COMMUNICATIONS EQUIPMENT

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 2-11 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. www.sirn.wv.gov

31. TIME EXTENSIONS:

Time extensions are allowable; however, the SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the subgrantee is not a justified reason for an extension.

32. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Sub-Grantee understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

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33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As of 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to SAA as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 8-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-Grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

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35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

36. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

37. IMMIGRATION AND NATURALIZATION VERIFICATION:

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

40. ACCOUNTING REQUIREMENTS:

Sub-Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41. FINANCIAL GUIDE:

Sub-Grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.

42. EQUIPMENT:

Sub-Grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes.

43. MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-Grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV Homeland Security State Administrative Agency."

State Homeland Security Strategy (2010)

West Virginia

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Section 1 > Introduction

Purpose

The West Virginia Homeland Security Strategy serves to articulate the mission and enhance the operational effectiveness of homeland security programs and activities particularly in delivering services in support of statewide initiatives. This strategy identifies the goals and objectives by which grant funding is solicited and allocated, and by which performance is measured.

In this spirit, it is important to acknowledge that the West Virginia Homeland Security Strategy is a living document that will be revised as needed to guide statewide efforts. It provides a common framework by which West Virginia should focus its efforts on the following five goals:

1. Strengthen Policy and Unify Management
2. Enhance Preparedness for All-Hazard Incidents
3. Protect Critical Infrastructure and Key Resources
4. Facilitate Interoperability
5. Prepare West Virginia for a Mass Evacuation

Vision

A secure West Virginia which is strong and resilient.

Focus

To obtain these goals and realize this vision, all West Virginians must work collaboratively to:

- ¿ Prevent terrorist attacks and mitigate against man-made and natural hazards
- ¿ Protect the people of West Virginia, critical infrastructure and key resources
- ¿ Prepare to respond to and recover from both man-made and natural disasters



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Coordination

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

Effort

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

Homeland security is a complex enterprise and the availability of resources is constrained. The West Virginia Homeland Security Strategy relies on the use of qualitative and quantitative risk assessments to guide resource decisions. These resources will be targeted at the most significant threats, vulnerabilities, and potential consequences.

Local jurisdictions and state agencies should each maintain a Hazard and Vulnerability Assessment. It is understood that homeland security threats will vary across the state and across different disciplines. All parties involved in prevention, protection, response and recovery activities will maintain a current understanding of threats and vulnerabilities.



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Description of Jurisdictions

The State of West Virginia consists of approximately 233 cities and towns and is divided into 55 counties. West Virginia is approximately 24,231 square miles in size and has a population of 1.8 million. The state is very hilly and rugged, with the highest mean altitude (1,500 ft) of any state east of the Mississippi. West Virginia is the only state in the nation located entirely within the Appalachian Mountain range.

The eastern portion of West Virginia is a ridge and valley system which is characterized by long, even ridges, with long, continuous valleys in between. The western portion of the state is located within the Allegheny Plateau known for its many ridges, hollows, and lowland valleys. Though the term "plateau" is popularly associated with level land, here it refers to a level land that has been weathered into many ridges and valleys. Much of the plateau is drained by the Ohio River and several of its major tributaries, including the Kanawha, and Monongahela rivers.

West Virginia is subdivided numerous ways for public safety purposes. Each subdivision has been established by respective agencies based primarily on geography and specific mission. For purposes of homeland security programs with the regional breakdown follows the West Virginia State Police.

Description of Regions

The state is divided into six (6) Homeland Security Regions that were used as the jurisdictions for this strategy . Each region is comprised of a grouping of several counties. The regions include 100 percent of the population and land area of the state.



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Section 2 > Goals, Objectives, and Implementation Steps

Goal: Strengthen Policy and Unify Management

Objective: Improve Governance and Performance

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step:** 1.1.1 Maintain a concerted statewide scope of effort through technology, education and collaboration.
- Step:** 1.1.2 Ensure organizational vision, mission, and structure are aligned with the West Virginia Homeland Security Strategy.
- Step:** 1.1.3 Enhance leadership development at all levels of government through training on grant writing and management, administrative oversight, and other skills.
- Step:** 1.1.4 Provide support to and through Homeland Security Regional Coordinators to implement homeland security directives and initiatives.
- Step:** 1.1.5 Participate in and promote mutual aid agreements.
- Step:** 1.1.6 Work with governmental agencies, non-governmental organizations, and the private sector to ensure continuity planning.
- Step:** 1.1.7 Work with the legislature to obtain adequate funding for all programs.



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- Step: 1.1.8 Revise legislative rule on hazardous materials response, including required training and exercises.
- Step: 1.1.9 Maintain a unified homeland security outreach program including an annual homeland security workshop, periodic local forums, legislative education, and stakeholder meetings.
- Step: 1.1.10 Develop Executive Order to support and enhance the capabilities of the WV Intelligence Fusion Center.
- Step: 1.1.11 Develop Executive Order to establish statewide standards for Continuity of Operations (COOP) planning.

Objective Ensure Compliance with NIMS

National Priority: Implement the NIMS and NRP

- Step: 1.2.1 Establish and maintain state standards for National Incident Management System (NIMS) objectives.
- Step: 1.2.2 Conduct training and education on the implementation and utilization of NIMS.
- Step: 1.2.3 Utilize NIMS Compliance Assistance Support Tool (NIMSCAST) to track compliance.
- Step: 1.2.4 Provide NIMSCAST training for all levels of government.
- Step: 1.2.5 Ensure compliance with annual NIMS requirements by offering state-specific guidance, technical assistance and by promoting the use of NIMSCAST reporting software.
- Step: 1.2.6 Conduct training needs assessment to identify and fill training gaps.



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- Step: 1.2.7 Implement Incident Command System (ICS) during response to all incidents.
- Step: 1.2.8 Develop regional incident management teams (IMT).
- Step: 1.2.9 Develop a field operations guide detailing procedures to support IMTs.
- Step: 1.2.10 Conduct Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises that involve first-responders and trained volunteers from multiple disciplines.
- Step: 1.2.11 Implement resource typing for all jurisdictions and disciplines.
- Step: 1.2.12 Utilize a central repository to maintain inventory of resources throughout the state.
- Step: 1.2.13 Update emergency management plans to incorporate NIMS, reflect the National Response Framework (NRF) and the associated Emergency Support Functions (ESF).
- Step: 1.2.14 Conduct a post incident review for each incident including the development of After Action Reports (AARs) and Corrective Action/Improvement Plans to determine strengths and deficiencies in policy, planning, training and equipment.
- Step: 1.2.15 Ensure that AARs are used in the development of education and training programs.
- Step: 1.2.16 Develop a credentialing program for all levels of government and all disciplines.
- Step: 1.2.17 Strengthen public information/risk communication capabilities including identifying personnel and developing notification protocols.
- Step: 1.2.18 Conduct education and outreach related to the Target Capabilities List.



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Objective Advance Intelligence and Information Sharing

National Priority: Strengthen Information Sharing and Collaboration Capabilities

Step: 1.3.1 Receive, process, and disseminate homeland security information to stakeholders in a timely manner.

Step: 1.3.2 Develop a standardized methodology for assessing threats, vulnerabilities, and risk.

Step: 1.3.3 Continue to enhance the intelligence gathering and information sharing capabilities of the WV Intelligence Fusion Center.

Step: 1.3.4 Enhance the analytical capabilities of the WV Intelligence Fusion Center.

Step: 1.3.5 Expand outreach and information sharing efforts beyond the law enforcement community to include agriculture, fire, public health, EMS, emergency management, transportation, the private sector, and other stakeholders.

Step: 1.3.6 Enhance statewide, regional, and local planning efforts to ensure ongoing information sharing.

Step: 1.3.7 Conduct training and HSEEP-compliant exercises to build and test information sharing and to identify information sharing gaps through needs assessments.

Step: 1.3.8 Improve law enforcement coordination across all levels of government and with the private sector.

Step: 1.3.9 Develop appropriate training programs for intelligence methodology, technological tools, and threat and vulnerability analysis and response protocols.



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- Step: 1.3.10 Identify and utilize systems, tools, and processes to create a common operating picture.
- Step: 1.3.11 Increase public awareness and suspicious activity reporting (SAR) through ongoing outreach and education on security issues, to include community organizations, private security partners, and the general public.
- Step: 1.3.12 Develop, implement, and maintain an interagency or multi-jurisdictional training plan that ensures commonality in terrorism investigation subject matter being presented to law enforcement and non-law enforcement personnel.



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Goal: Enhance Preparedness for All-Hazard Incidents

Objective Strengthen Citizen Preparedness and Participation

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step: 2.1.1 Provide information resources and training/education to citizens on individual and community preparedness including safety, self-protection, emergency supplies, and participation in response/recovery activities.
- Step: 2.1.2 Identify, recruit, and train disaster response volunteers by partnering with the private sector, non-governmental, community-based and faith-based organizations.
- Step: 2.1.3 Enhance medical and community preparedness against public health threats.
- Step: 2.1.4 Increase disaster training and volunteer opportunities for public and private sector employees.
- Step: 2.1.5 Conduct outreach to educational institutions (all levels of schools) to enhance preparedness.
- Step: 2.1.6 Utilize schools, colleges, and universities to reach their specific communities and citizens across the state to enhance the effectiveness of preparedness activities.
- Step: 2.1.7 Enhance mass care capabilities by identifying shelter locations, obtaining mass care supplies, and developing staff to support general population, functional/medical needs, and pet shelters.
- Step: 2.1.8 Develop and maintain capacity to provide for animal care during and after incidents consistent with the



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provisions of the PETS Act.

- Step: 2.1.9 Develop and maintain capacity to provide necessary and appropriate services for special needs populations.
- Step: 2.1.10 Conduct HSEEP-compliant exercises to test plans related to citizen preparedness and identify opportunities for improvement.
- Step: 2.1.11 Build and maintain human services capabilities including sheltering, feeding, and case management.
- Step: 2.1.12 Enhance donation management systems and capabilities.

Objective Strengthen CBRNE Capabilities

National Priority: Strengthen CBRNE Detection, Response, & Decontamination Capabilities

- Step: 2.2.1 Prepare emergency personnel to respond to man-made and accidental incidents.
- Step: 2.2.2 Ensure ability of responders to conduct initial assessments and response actions.
- Step: 2.2.3 Ensure responders have the appropriate knowledge, skills, ability, and equipment to recognize a weapon of mass destruction (WMD) situation.
- Step: 2.2.4 Ensure appropriate equipment is available and assigned for an effective chemical, biological, radiological, nuclear, or explosive (CBRNE) response.
- Step: 2.2.5 Ensure responders have appropriate Personal Protective Equipment (PPE) for safety within a CBRNE environment.



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- Step: 2.2.6 Ensure that CBRNE plans, including county hazardous materials plans, are updated on a regular basis and reflect current operating procedures.
- Step: 2.2.7 Enhance capacity for decontamination both on-scene and at secondary locations, such as hospitals.
- Step: 2.2.8 Coordinate CBRNE response planning to address events that overwhelm jurisdictional capabilities and call for higher-level state or federal resources.
- Step: 2.2.9 Identify and purchase CBRNE equipment to close identified gaps.
- Step: 2.2.10 Identify CBRNE training shortfalls and conduct training to close identified gaps.
- Step: 2.2.11 Conduct multi-disciplinary, multi-jurisdictional HSEEP-compliant exercises to test CBRNE plans, protocols, and response procedures.
- Step: 2.2.12 Enhance bomb squad readiness, including Improvised Explosive Device (IED) awareness, through targeted planning, training, exercise, and equipment acquisition activities.
- Step: 2.2.13 Develop a statewide capability to monitor and assess environmental health impacts of a CBRNE event.
- Step: 2.2.14 Enhance laboratory capability and capacity for the detection of CBRNE threat agents.

Objective Strengthen Public Health Capabilities

National Priority: Strengthen Medical Surge and Mass Prophylaxis Capabilities



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- Step: 2.3.1 Enhance medical and community preparedness to address public health threats.
- Step: 2.3.2 Ensure reliable public health information, sufficient medical surge capabilities, and isolation and quarantine procedures.
- Step: 2.3.3 Identify and when necessary procure, maintain, and distribute a broad spectrum of vaccines and antidotes for mass prophylaxis.
- Step: 2.3.4 Enhance community, regional and national cross-disciplinary planning efforts to prepare for and respond to a health emergency.
- Step: 2.3.5 Support health emergency preparedness training and exercises to align community, regional, state and national preparedness and response activities.
- Step: 2.3.6 Enhance epidemiological surveillance and investigation capabilities; ensuring the abilities to collect, transport, identify and analyze information or substances that will indicate a public health crisis.
- Step: 2.3.7 Enhance medical emergency response capabilities, including medical triage, decontamination, pre-hospital treatment, medical surge and mass casualty management.
- Step: 2.3.8 Ensure medical facility resilience and continuity of operations; including COOP planning, surge capacity, credentialing, and physical security.
- Step: 2.3.9 Develop plans to identify staff, equipment, and resources to operate alternate care facilities if existing capabilities are overwhelmed due to a disaster.
- Step: 2.3.10 Develop plans related to the distribution of prophylaxis for animal health.
- Step: 2.3.11 Develop and maintain an accurate and current database of contact information and capability for all laboratories, e.g., environmental, agriculture, veterinary, and university, as well as the National Guard Civil



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Support Team (CST) and other first responders.



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Goal: Protect Critical Infrastructure and Key Resources

Objective Enhance Resilience

National Priority: Implement the NIPP

- Step: 3.1.1 Identify and maintain information related to Critical Infrastructure/Key Resources (CI/KR) using technological solutions, such as the Automated Critical Asset Management System (ACAMS).
- Step: 3.1.2 Develop and support regional solutions to conduct CI/KR site security visits by leveraging federal, state and local trained personnel.
- Step: 3.1.3 Work with local, state and federal agencies and private entities to identify and assess vulnerable assets and develop plans to protect and mitigate loss by encouraging investment in infrastructure resiliency and by including the private-sector in emergency planning and operation activities.
- Step: 3.1.4 Ensure personnel have necessary certifications (such as PCII, CVI, and CFATS).
- Step: 3.1.5 Inform first responders of identity and location of critical area assets prior to an incident.
- Step: 3.1.6 Establish sector coordinating council (SCC) as part of CI/KR program implementation including two state identified sectors (schools and COOP facilities).
- Step: 3.1.7 Establish governance structures to guide public and private efforts to protect critical infrastructure and soft targets in West Virginia.



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- Step: 3.1.8 Develop an information/intelligence fusion process for critical infrastructure protection.
- Step: 3.1.9 Establish or enhance CI/KR information sharing mechanisms.
- Step: 3.1.10 Conduct training and HSEEP-compliant exercises to support and test infrastructure protection efforts.
- Step: 3.1.11 Support target hardening through physical security measures, the creation of buffer zones, investment in cyber security, and the deployment of personnel at CI/KR sites.
- Step: 3.1.12 Develop and support the activities of the Critical Infrastructure Protection Task Force (CIPTF).

Objective Ensure Continuity of Operations

National Priority: Implement the NIPP

- Step: 3.2.1 Develop statewide standards for COOP and Business Continuity Planning.
- Step: 3.2.2 Conduct training and education on statewide COOP standards.
- Step: 3.2.3 Require all governmental agencies to develop COOP plans in accordance with established standards.
- Step: 3.2.4 Establish a process for reviewing and approving governmental COOP plans.
- Step: 3.2.5 Create a central repository of best practices related to the development and implementation of COOP plans.



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Step: 3.2.6 Support private sector entities to develop Business Continuity plans.

Step: 3.2.7 Support intergovernmental coordination to minimize redundancies in homeland security actions and ensure integration of efforts.

Step: 3.2.8 Coordinate COOP planning with federal agencies.

Step: 3.2.9 Promote Continuity of Operations (COOP) and Continuity of Government (COG) planning for CI/KR through education and outreach.

Objective Enhance Cyber Security

National Priority: Implement the NIPP

Step: 3.3.1 Enhance cybersecurity awareness for government, business and home computer users through education and outreach activities.

Step: 3.3.2 Establish a cybersecurity working group.

Step: 3.3.3 Provide training and education programs on cybersecurity issues.

Step: 3.3.4 Encourage governmental agencies and the private sector to develop and implement appropriate security measures and procedures.

Step: 3.3.5 Conduct threat and vulnerability assessments related to cybersecurity.

Step: 3.3.6 Develop a strategic analysis and warning capability for identifying potential cyber attacks.



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- Step: 3.3.7 Facilitate recovery and redundancy planning associated with data, systems, and connectivity.
- Step: 3.3.8 Ensure situational awareness among government and private sector security partners through information sharing programs.
- Step: 3.3.9 Develop and implement a comprehensive Supervisory Control and Data Acquisition (SCADA) cyber security awareness, education, and training program for the owners/operators of SCADA-controlled CI/KR within West Virginia.



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Goal: Facilitate Interoperability

Objective Ensure Interoperability for Communications

National Priority: Strengthen Communications Capabilities

- Step: 4.1.1 Develop governance structures for interoperability that are consistent with the Statewide Communications Interoperability Plan (SCIP).
- Step: 4.1.2 Develop communications Standard Operating Procedures (SOPs).
- Step: 4.1.3 Ensure the availability of communications equipment and systems for incident management.
- Step: 4.1.4 Conduct regional and statewide communications education, training, and exercises.
- Step: 4.1.5 Develop long-term funding and maintenance plan for Interoperable Radio Project (IRP) system.
- Step: 4.1.6 Conduct an annual statewide interoperability and other communications initiatives conference.
- Step: 4.1.7 Strengthen alert and warning capabilities through participation in Amber Alert and other emergency notification systems.
- Step: 4.1.8 Continue to implement E-911 technology.



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- Step: 4.1.9 Conduct communications asset surveys and needs assessments to improve interoperable communications planning and implement identified solutions.
- Step: 4.1.10 Acquire and deploy P-25 compliant technology that enable seamless communications across all public safety frequency bands, while ensuring that existing legacy systems remain viable and operable.
- Step: 4.1.11 Ensure that first responders can quickly establish communications during a disaster through the use of mobile command systems and equipment caches.
- Step: 4.1.12 Conduct multi-jurisdictional, multi-disciplinary HSEEP-compliant exercises to test the vitality of communications plans, SOPs, and systems in West Virginia.

Objective Enhance Regional Capabilities

National Priority: Expand Regional Collaboration

- Step: 4.2.1 Promote a regional approach to homeland security across West Virginia to enhance prevention, protection, response and recovery capabilities.
- Step: 4.2.2 Obtain local and regional input for state homeland security program and planning initiatives by establishing or collaborating with regional advisory teams or working groups.
- Step: 4.2.3 Develop formal regional and county mutual aid agreements for emergency response.
- Step: 4.2.4 Establish a statewide mutual aid agreement to enhance preparedness and facilitate the sharing of resources across the West Virginia during major disasters.
- Step: 4.2.5 Conduct regional multi-jurisdictional, multi-agency HSEEP-compliant exercises.



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- Step: 4.2.6 Support regional equipment caches to expedite the deployment of critical resources within each West Virginia Homeland Security Region.
- Step: 4.2.7 Enhance regional catastrophic preparedness and mass evacuation planning based on specific hazards.
- Step: 4.2.8 Provide opportunities for responders to participate in cross-training among all disciplines.

Objective Develop Credentialing Program

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step: 4.3.1 Develop credentialing standards and program requirements.
- Step: 4.3.2 Provide a common format for agencies to utilize for responder credential identification cards.
- Step: 4.3.3 Develop standards for entry of qualification data. This validation would automatically be repeated periodically to maintain the current licensure data within the credentialing system.
- Step: 4.3.4 Provide information to state and local governments, community organizations, and the private sector on accessing information on identification cards.
- Step: 4.3.5 Ensure that credentialing is in line with HSPD-12 and established Federal standards.



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Goal: Prepare West Virginia for a Mass Evacuation

Objective Conduct Threat and Capability Assessment

National Priority: Expand Regional Collaboration

- Step: 5.1.1 Develop actionable risk management strategy with short, medium, and long-term objectives.
- Step: 5.1.2 Develop risk analysis and risk management plans, procedures, and standards to guide risk assessment activities
- Step: 5.1.3 Develop and implement risk analysis training programs for state, local, and private entities related to modeling and the use of analytical risk assessment tools.
- Step: 5.1.4 Conduct risk management training for security, response, and recovery managers.
- Step: 5.1.5 Develop and implement programs to assess changes in risk and effectiveness of risk management.
- Step: 5.1.6 Complete a risk assessment associated with the impact of an evacuation of the National Capital Region, the failure of the Bluestone Dam, a major chemical incident in the Kanawha Valley, or other incidents occurring in another state on West Virginia.
- Step: 5.1.7 Continue participation in FEMA Gap Analysis Program (GAP) and develop strategies to address identified gaps.
- Step: 5.1.8 Conduct assessments related to food and agriculture, mass care, health, special needs, volunteer



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management, and supply management related to mass evacuation planning and response.

Step: 5.1.9 Revise behavior analysis information to better understand and anticipate public conduct during an emergency.

Step: 5.1.10 Continue to support modeling and simulation activities.

Step: 5.1.11 Evaluate evacuation routes and identify transportation infrastructure gaps and vulnerabilities.

Objective Develop Mass Evacuation Plans and Procedures

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

Step: 5.2.1 Develop written operational procedures for the Regional Response Team (RRT) to support evacuation planning and response capabilities.

Step: 5.2.2 Continue to provide standardized training for all functions of the RRT

Step: 5.2.3 Ensure county threat assessments and emergency operations plans include incidents outside the jurisdiction which could have internal impacts.

Step: 5.2.4 Develop and maintain external partnerships with other states and the private sector.

Step: 5.2.5 Enhance state and local annexes and standard operating procedures to facilitate response and recovery across all disciplines.

Step: 5.2.6 Establish a training and capabilities baseline across all disciplines.



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- Step: 5.2.7 Ensure effective skills training is provided in the use of response equipment.
- Step: 5.2.8 Ensure first responders, key personnel and decision makers are provided education related to strategy, functions, and roles and responsibilities.
- Step: 5.2.9 Enhance exercise programs through the use of realistic exercises that test the abilities of first responders through the top levels of government/decision makers.
- Step: 5.2.10 Develop and maintain comprehensive fatality management mission critical plans and resource lists (i.e., facilities, personnel and agencies).
- Step: 5.2.11 Develop plans, procedures, protocols, and systems for fatality management.

Objective Enhance Mass Evacuation Recovery Capabilities

National Priority: Expand Regional Collaboration

- Step: 5.3.1 Establish training and capabilities baseline across all disciplines related to recovery.
- Step: 5.3.2 Develop and maintain damage assessment procedures.
- Step: 5.3.3 Conduct training on damage assessment procedures.
- Step: 5.3.4 Develop debris management plans and procedures.
- Step: 5.3.5 Identify mitigation measures and emergency restoration procedures.



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- Step: 5.3.6 Develop qualification and certification standards for paid and volunteer staff.
- Step: 5.3.7 Develop standards and procedures to identify qualified contractors offering recovery/restoration services.
- Step: 5.3.8 Integrate appropriate private-sector entities into incident response activities.
- Step: 5.3.9 Coordinate with state and local emergency management officials to credential restoration personnel who will need to enter potentially restricted areas to fulfill their responsibilities.
- Step: 5.3.10 Incorporate corrective actions and lessons learned into restoration plans.
- Step: 5.3.11 Provide training regarding the restoration of lifelines processes.
- Step: 5.3.12 Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g., medical, financial, public health and safety).

Objective Provide Necessary Equipment to Prepare Agencies

National Priority: Expand Regional Collaboration

- Step: 5.4.1 Develop a standardized inventory (using standard typing definitions) needed to support response and recovery operations.
- Step: 5.4.2 Prioritize response equipment in concert with federal guidelines and state goals for each discipline.
- Step: 5.4.3 Acquire equipment in sufficient quantities to effectively respond to and recover from mass evacuation



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

events.

- Step: 5.4.4 Ensure appropriate equipment is available for effective training and exercises.
- Step: 5.4.5 Identify equipment resources necessary to respond to a CBRNE/WMD event.
- Step: 5.4.6 Facilitate the purchase of equipment for response teams identified in the completed needs assessment, encouraging purchase of interoperable equipment.
- Step: 5.4.7 Support equipment upgrades to satisfy changing requirements.
- Step: 5.4.8 Procure information technology hardware to support command and control communications.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Section 3 > Evaluation Plan

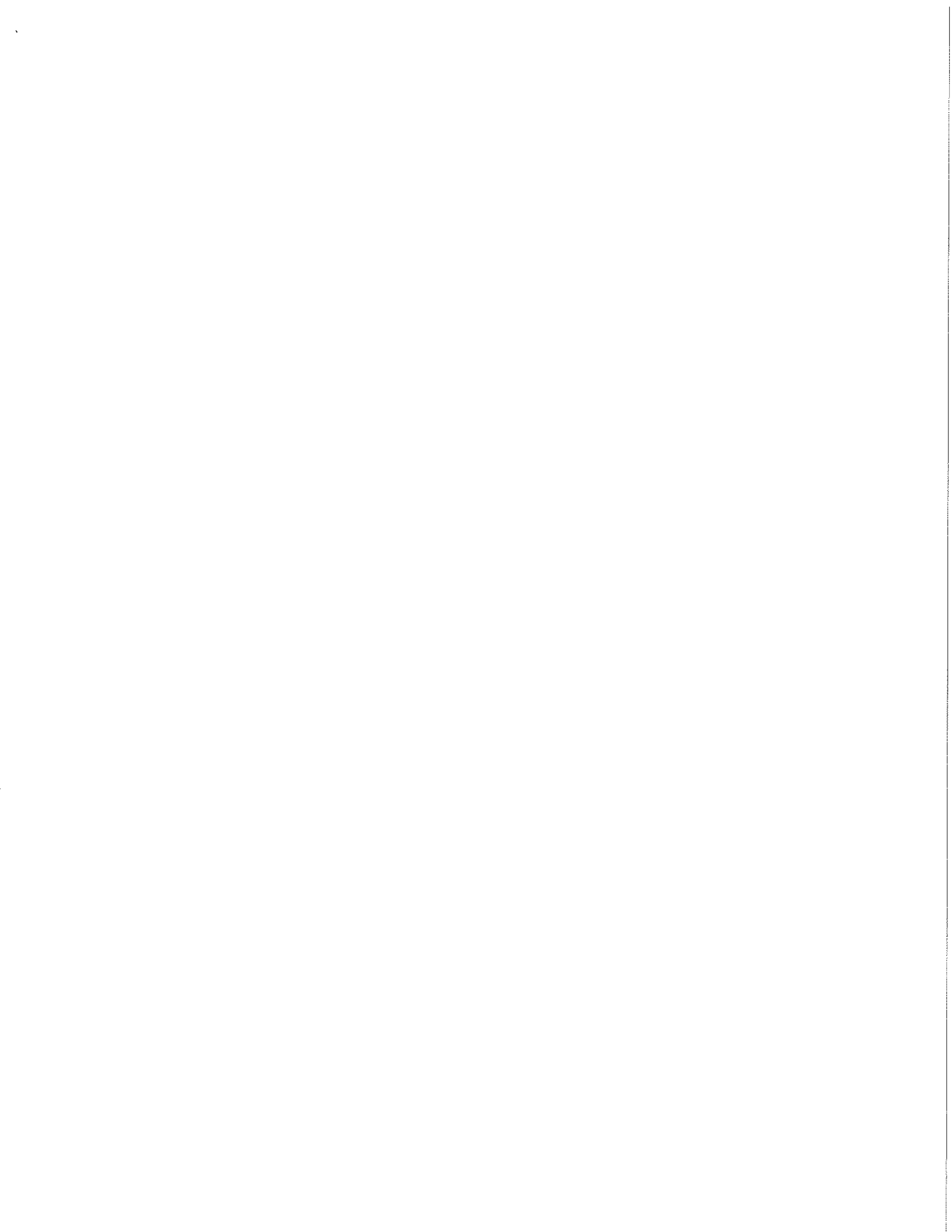
Evaluation Plan

Measuring progress is a key component of homeland security. The effective and efficient use of public dollars is a critical part of the West Virginia Homeland Security Strategy and requires the use of metrics to measure progress towards increasing preparedness capabilities and achieving goals. To report on how the state is meeting its homeland security goals, West Virginia will utilize the federally mandated State Preparedness Report. This strategy provides an assessment of the progress in meeting the Homeland Security National Priorities. Other federal preparedness measures are likely to emerge and West Virginia is prepared to help test and implement these programs when they become available.

In addition to the federal performance measures, the West Virginia Homeland Security State Administrative Agency will also work with state and local partners to ensure West Virginia is meeting the specific objectives outlined in the State Strategy. The West Virginia Homeland Security Strategy will also be tested through exercises and actual events, as they too represent opportunities to identify gaps and shape priorities moving forward.

The West Virginia Homeland Security Strategy must remain current and updated. The West Virginia Homeland Security State Administrative Agency will coordinate the process of updating the Strategy annually to include any changes to National Priorities, federal homeland security guidance and legislative mandates. State and local stakeholders will be asked to provide feedback and insight related to the West Virginia Homeland Security Strategy.





AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 5 to 10 minutes

DATE REQUESTED: 1ST CHOICE March 6th, 2014

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

SUBJECT: Schedule hearing dates/times for the following probate issues:

- (1) PETITION FOR REPLACING MICHAEL BIR AS EXECUTOR OF THE DOREEN BIR ESTATE

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

The beneficiaries are formally requesting the removal of Michael Bir as Executor of the estate of Doreen Bir, and to have Barbara J. Bir appointed Administrator cta. The current Executor does not wish to object to his removal.

RECOMMENDED MOTION: The probate office defers to the county commission regarding a decision on this matter. However, since the current executor does not wish to object, and all remaining beneficiaries are in agreement, we see no reason why Michael Bir should not be removed.

ARE DOCUMENTS ATTACHED: YES

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

January 29, 2014

To: Jefferson County County Commission
116 East Washington Street
Charles Town, WV 25414

From: Robert A. Bir, Barbara J. Bir, John Bir
832 Martin Luther King Jr. Blvd.
Charles Town, WV 25414

PETITION FOR REPLACING MICHAEL BIR AS EXECUTOR OF THE DOREEN BIR ESTATE

We, as a beneficiaries, do formally ask for removal of Michael Bir as executor from the Estate of Doreen Bir. We wish for Barbara J. Bir to be appointed as executor. Michael Bir has done the following which has caused this action to be taken:

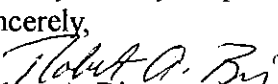
1. Failed to pay taxes on real property forcing redemption of properties resulting in additional expenses. Sufficient funds were available to pay taxes in a timely manner.
2. Repeated failure to inform on the status of Estate's financial situation. We have asked for an itemized list of all obligations owed and any monies to pay them. No copies of bank statements have been forwarded. No copies of tax filings or correspondence with IRS concerning tax liabilities have been made available.
3. Signed lease on Hyattsville property that exceeded the standard one year term. The lease does not expire until June 30, 2014. The Estate should be settled under the five year rule by April, 2014. This extended lease has restricted our ability to sell said property.
4. Extensive repairs and modifications to Hyattsville house were done without knowledge or consultation of others. Ten thousand dollars was spent with no documentation to support.
5. Failed to transfer real estate properties out of the estate name and put in all of our names equally.
6. No meetings to discuss estate matters when we all live within one hour. There have been no meetings or conference calls to discuss Estate matters. Basically, no communication
7. Failed to properly oversee rental properties. No inspections on Hyattsville house which would of showed failure of tenant to keep outside of house in proper condition. Vines growing on extensive parts of brick exterior, foam insulation protruding from basement windows, gutters not cleaned, yard not raked for multiple years, sidewalks in disrepair, etc. These are only a few of the problems with house.

We have been asking for current status of the estate since April, 2009. Michael has furnished very limited information. The continued delay in settling the Estate has caused a severe financial hardship. We would ask that Barbara J. Bir be appointed as executor of the Estate of Doreen Bir. Barbara J. Bir was originally to be a co-executor, but the revised will showing this could not be found in a timely manner. Barbara J. Bir is a property owner and a resident of Jefferson County. She is employed with the Federal Bureau of Investigations.

It is further requested that copies of all documentation pertaining to the Estate of Doreen Bir be forwarded to Barbara J. Bir if petition is granted.

Thank you for your prompt attention to this matter.

Sincerely,


Robert A. Bir


John Bir


Barbara J. Bir

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Annette Gavin/John Reisenweber**

Department or Organization: **Jefferson County CVB/Jefferson County Development Authority**

Estimation of amount of time needed for appointment: **15-20 minutes**

Date Requested – 1st Choice: **March 6, 2014**

If a specific date is needed, please provide reason for specific date: **To expedite CVB Expansion Project**

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

Subject (*Wording to be placed on agenda*): **To discuss offer from the WVDOH to sell Route 340 property leased to the CVB to the Jefferson County Commission for \$1.00; request that the County Commission accept the offer, and request that the property then be conveyed to the CVB.**

Please provide the County Commission with a description of your request or presentation, including any background information: **The CVB has been leasing the property housing the Welcome Center from the DOH. The DOH has offered to donate the property to the County Commission in exchange for \$1.00 to eliminate the need for a lease agreement which will facilitate the CVB Expansion Project.**

Is this a funding request? **Y/N Yes**

If so, how much? **\$1.00**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **Motion to approve the Route 340 property donation to the Jefferson County Commission in exchange for \$1.00 and to convey the property to the Jefferson County CVB.**

Attach supporting documents for request, or request may be denied. **(Email documentation attached)**

If not attached, explain: Click here to enter text.

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

Contact information: **John Reisenweber**

Email address: **john@jcda.net** Phone Number: **304-728-3255**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

John Reisenweber

From: Paitsel, William Z <William.Z.Paitsel@wv.gov>
Sent: Tuesday, February 25, 2014 10:10 AM
To: John Reisenweber
Cc: Kesner, Sheila K
Subject: RE: RE: RE: RE:

John,

Our legal staff has reviewed the instrument and your request and have another option that I feel would be beneficial to all parties. If the County Commission would be acceptable the DOH can sell the property to them for one dollar. If this can be accomplished it would take care of issues such as this in the future. If agreeable the only thing I would need would be a letter from them requesting the donation of the land. The Board of Public Works who eventually will need to sign off meets again in April so if I get the letter quickly we can have it on their agenda.

Zane

From: John Reisenweber [mailto:John@jcda.net]
Sent: Tuesday, February 04, 2014 3:55 PM
To: Paitsel, William Z
Subject: RE: RE: RE: RE:

thanks

From: Paitsel, William Z [mailto:William.Z.Paitsel@wv.gov]
Sent: Tuesday, February 04, 2014 3:37 PM
To: John Reisenweber
Subject: RE: RE: RE: RE:

I have not heard anything. I will give them a call and see what is up.

Zane

From: John Reisenweber [mailto:John@jcda.net]
Sent: Tuesday, February 04, 2014 3:31 PM
To: Paitsel, William Z
Cc: Annette Gavin (annette.gavin@jccvb.com)
Subject: RE: RE: RE: RE:

Zane,

Have you been able to find out if DOH would be amenable to a lease hold deed of trust for this project or an extension of the lease. We are finalizing bid documents and they will go out for bid soon. I have cced Annette Gavin, the CVB Director, if you need to contact her with any questions. The loan amortization period would be 20 years, so 20 years would be an ideal lease extension.

Thanks
John

From: Paitsel, William Z [mailto:William.Z.Paitsel@wv.gov]
Sent: Thursday, December 05, 2013 1:48 PM
To: John Reisenweber
Subject: RE: RE: RE: RE:

John,
How far do you need the lease extended?

From: John Reisenweber [<mailto:John@jcda.net>]
Sent: Thursday, December 05, 2013 1:40 PM
To: Paitsel, William Z
Subject: Re: RE: RE: RE:

Zane,

Can we get something in writing from DOH to this effect? The bank would like something on letterhead if possible.

Also, we would like to extend the lease to line up with the amortization schedule, if that would be possible.

The bank is willing to take a lease hold deed of trust on the building rather than making financing dependent on your land being pledged as collateral. The lease extension would provide the bank a little more comfort.

Thanks, let me know if you have any questions

John

John Reisenweber
Jefferson County Development Authority

On Dec 5, 2013, at 11:04 AM, "Paitsel, William Z" <William.Z.Paitsel@wv.gov> wrote:

Mr. John Reisenweber
Executive Director
Jefferson County Development Authority

Dear Mr. Reisenweber:
Please be advised that the WVDOH does not object to the Jefferson County CVB proposal as outlined in your email to Mr. David Cramer. The only objection would be if the Bank would want to hold the real estate upon which the addition is added as collateral.
Zane Paitsel
D5 R/W Manager

From: John Reisenweber [<mailto:John@jcda.net>]
Sent: Thursday, December 05, 2013 10:48 AM
To: Paitsel, William Z
Cc: Annette Gavin; Cramer, David E
Subject: Re: RE: RE:

Zane,

The CVB is planning to expand our visitor center which is located on Rt 340 in State Right of way. Our bank who is financing a portion of the project would like a letter that states DOH is ok or has no objection with the expansion as it too will be on state right of way. The CVB has a long term lease with DOH on the site.

We have a meeting today at 1 PM with the bank so it would be great to hear from you before that.
Thanks
John

John Reisenweber
Jefferson County Development Authority

On Dec 5, 2013, at 9:30 AM, "Paitsel, William Z" <William.Z.Paitsel@wv.gov> wrote:

Let me apologize as the original email was not forwarded until I received your follow-up this morning. As soon as I hear back I will immediately contact you.
Zane Paitsel

From: Annette Gavin [<mailto:annette.gavin@jccvb.com>]
Sent: Thursday, December 05, 2013 9:17 AM
To: John Reisenweber; Paitsel, William Z
Cc: Cramer, David E
Subject: RE: RE:

Mr. Paitsel and Mr. Cramer,

I am just following up with the request below and hope to get something in writing soon for the bank. Please feel free to contact myself or John in regards to this request and I appreciate your time.

Thank you,
Annette

Annette Gavin
Chief Executive Officer
Jefferson County Convention & Visitors Bureau
304-535-2627
Annette.gavin@jccvb.com
www.discoveritalllwv.com

From: John Reisenweber [<mailto:John@jcda.net>]
Sent: Friday, November 15, 2013 2:54 PM
To: Paitsel, William Z
Cc: Cramer, David E; Annette Gavin
Subject: Re: RE:

Thank you both for the quick response.
I'll wait to hear back from you
John

Sent from my iPhone

On Nov 15, 2013, at 2:51 PM, "Paitsel, William Z" <William.Z.Paitsel@wv.gov> wrote:

I will run this through our Legal Division on Monday.
Zane

From: Cramer, David E
Sent: Friday, November 15, 2013 2:37 PM
To: John Reisenweber
Cc: Paitsel, William Z
Subject: Re:

Check with Mr Zane Paitsel of our District 5 Office. I've copied him on this but I don't have his phone number handy.

Dave

Sent from my iPhone

On Nov 15, 2013, at 1:38 PM, "John Reisenweber" <John@jcda.net> wrote:

David,

I was hoping you could get me to the right person at WVDOH.

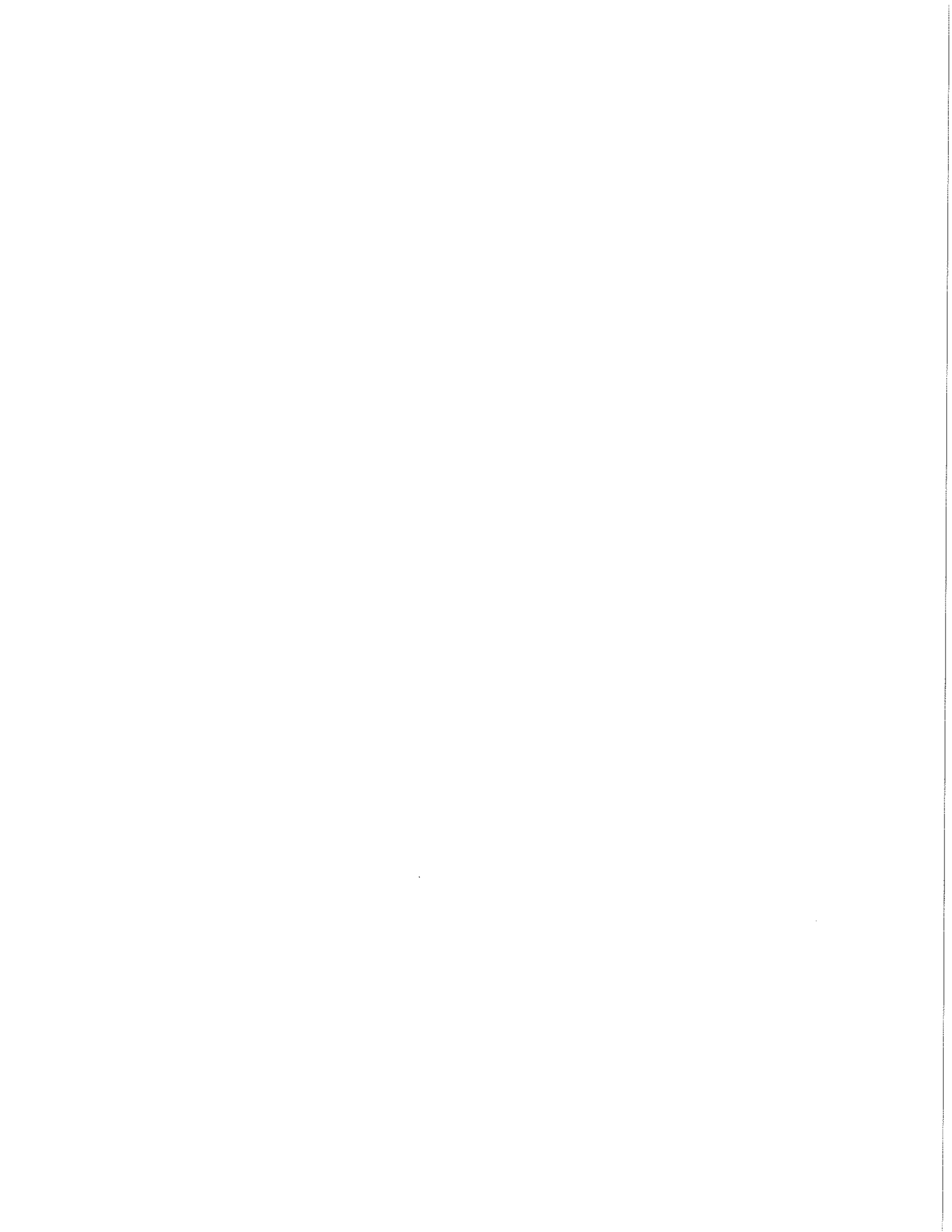
This is in reference to the Jefferson county CVB building that is located on WV State right away on Rt. 340. I am on the Board of the CVB and have cced Annette Gavin, the director.

The CVB has a long-term lease with DOH to keep the facility there. We are planning to expand the building and need written permission from WVDOH to do so. We have secured approximately \$350,000 in Federal funds to do so and will borrow the remainder. The bank has requested written permission from DOH as part of the loan process---the bank understands that the land will not be part of the collateral or in any way allowed to be encumbered.

Who do we need to call to get this permission ?

Thanks
John

John Reisenweber
Executive Director
Jefferson County Development Authority
(304) 728-3255
www.jcda.net



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Stephen Groh, Assistant Prosecuting Attorney**

Department or Organization: **Prosecuting Attorney**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1st Choice: **March 6, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Jefferson County Emergency Services Agency – Ordinance and Reorganization**

Please provide the County Commission with a description of your request or presentation, including any background information:
[Click here to enter text.](#)

Is this a funding request? Y/N [Click here to enter text.](#)
If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): [Click here to enter text.](#)

Attach supporting documents for request, or request may be denied.
If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)
Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

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[Click here to enter text.](#)

2/26/2014

Additional Suggestions to for reorganizing JCESA:

1. EMTs and paramedics to be county employees;
2. All EMTs and medics are to be stationed in fire houses;
3. Cost sharing of insurance money with a 60/40 split to pay for the 1 administrative position and organizational staff until fire fee is implemented and collected for one year after which 100% of the collected insurance money can go back to fire departments;
4. Consider selling the ESA building, vehicles and equipment with the exception of one vehicle to be used by the director for the purpose of visiting fire departments on an as needed basis.

2/24/2014

WCP Proposal on Fire/EMS Issues

1. Immediately change Board composition to 1 Fire Department representative, 1 Emergency Services representative, and 3 citizen representatives.
2. Immediately begin revenue sharing of ambulance insurance fees collected. 50% to JCESA for distribution as needed.
3. If #2 is rejected the CC will reduce its contribution by one million dollars, i.e. the amount of insurance fees collected.
4. If #2 is rejected JCESA will work with the new Board to distribute CC contribution on as needed basis, not the \$61,000 per fire department.
5. The fire departments along with the support of JCESA^{+ C.C.} will work to institute a fire fee via the petition process.
6. The Financial Director will prepare and publish a one page summary of fire department reserves as defined on the 990s.
7. JCESA will reduce administrative staff by 2 positions.

**ORDINANCE AMENDING
THE
ORDINANCE CREATING THE
JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
(JCESA)**

WHEREAS, by Ordinance dated November 13, 2008 the Jefferson County Commission (the Commission) enacted an Ordinance creating the Jefferson County Emergency Services Agency (JCESA) (the Agency), and

WHEREAS Section 6 of said Ordinance provides that the JCESA shall remain subject to the jurisdiction and authority of the Jefferson County Commission, and

WHEREAS, it is in the public interest for the Jefferson County Commission to periodically review said Ordinance and to revise it as the Commission deems fit to meet the current needs of the citizens of Jefferson County, and

WHEREAS, having reviewed said Ordinance, the Commission finds it reasonable, prudent and in the best interests of the citizens of Jefferson County to amend said Ordinance by repealing Section 3 thereof governing the Emergency Services Board, and to enact a new Section 3 as follows:

Section 3: Joint Emergency Services Board

(a) There is hereby created a Joint Emergency Services Board to oversee the management and control of the Agency;

(b) The Board of Directors of the Agency shall consist of five members appointed by the Commission who are residents of Jefferson County constituted as follows:

(1) Three citizen members who are not currently employed or affiliated with the Jefferson County Commission or with an emergency medical service, ambulance service, or fire protection service in Jefferson County; provided however, that no two citizen members shall be from the same magisterial district;

(2) One representative of the emergency medical services community in Jefferson County, and

(3) One representative of the fire protection services community in Jefferson County.

(c) The Commission shall call for the resignations of existing Board members and, following enactment of this Ordinance, shall either accept such resignations, reappoint one or more of those persons to a new restructured Board, or shall seek new Board members. Two members of the restructured board shall serve an initial term of one year. Two shall serve an initial term of two years, and one shall be appointed for a three-year term...

(d) Successor Board members shall be appointed to three-year terms. In the event of a vacancy, a successor shall be appointed from the same class of membership as their predecessor represented. Members shall continue to serve until their successors have been appointed.

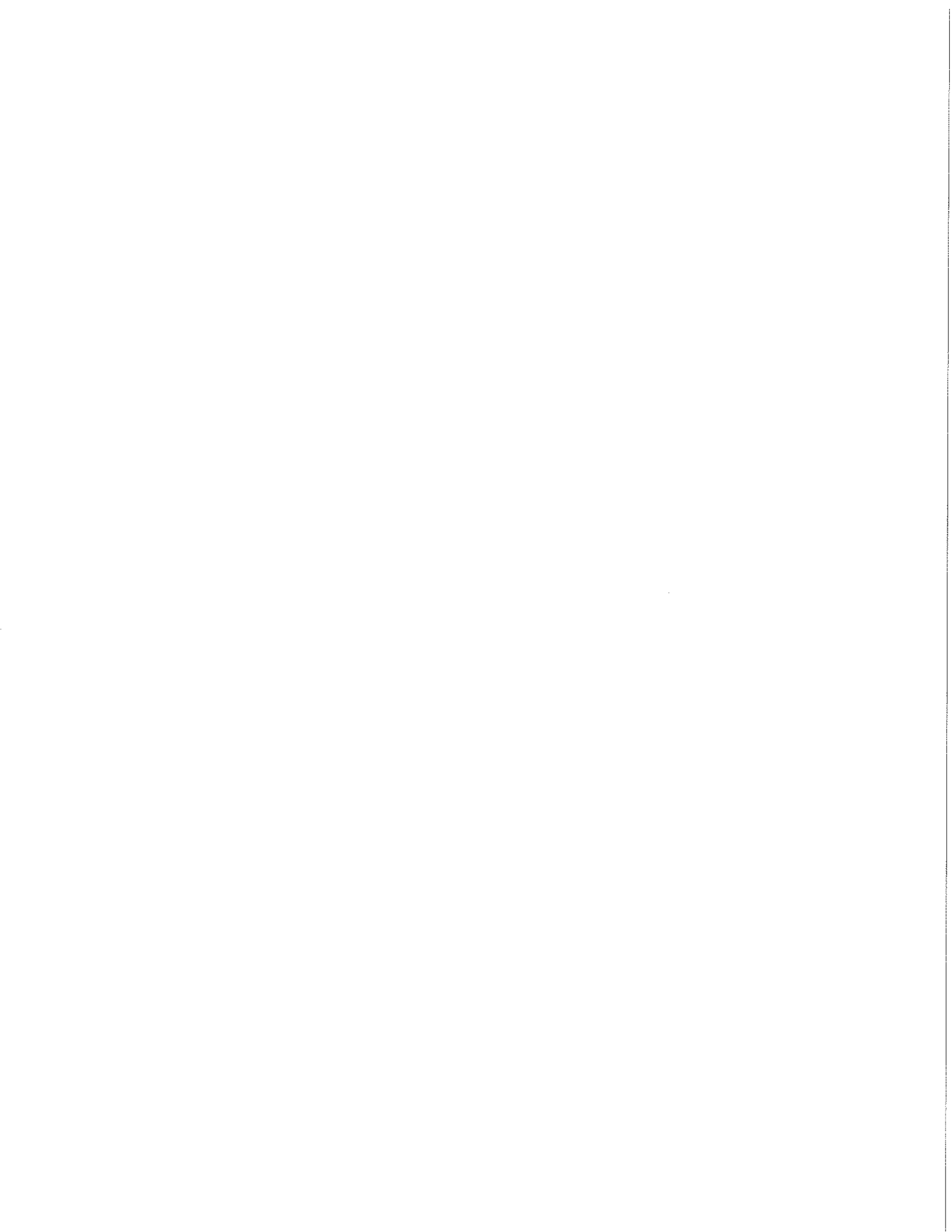
(e) A majority of the voting members of the Board constitutes a quorum.

(f) Annually the Board shall elect from amongst its appointed members a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer.

**NOW THEREFORE THIS ORDINANCE IS ENACTED AND ORDAINED BY
THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**

GIVEN UNDER MY HAND AND SEAL this _____ day of April, 2014

Walter Pellish, President



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Stephen Groh, Assistant Prosecuting Attorney**

Department or Organization: **Prosecuting Attorney**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1st Choice: **March 6, 2014**

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

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

Subject (Wording to be placed on agenda): ~~911~~ ^{Five} **Fee Process – How to collect from a legal process**

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Click here to enter text.

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

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

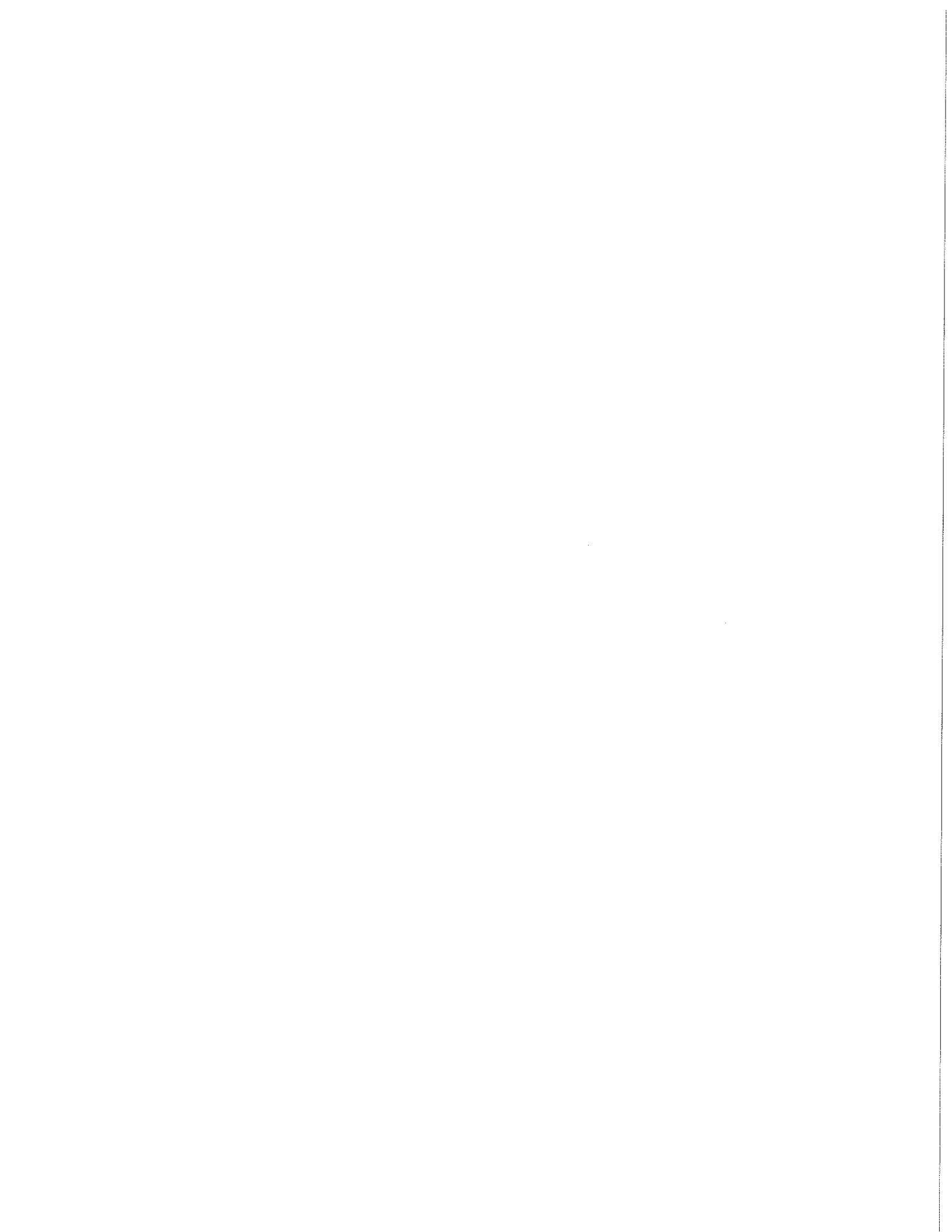
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1st Choice: Click here to enter text.

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

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

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

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

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Click here to enter text.

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

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

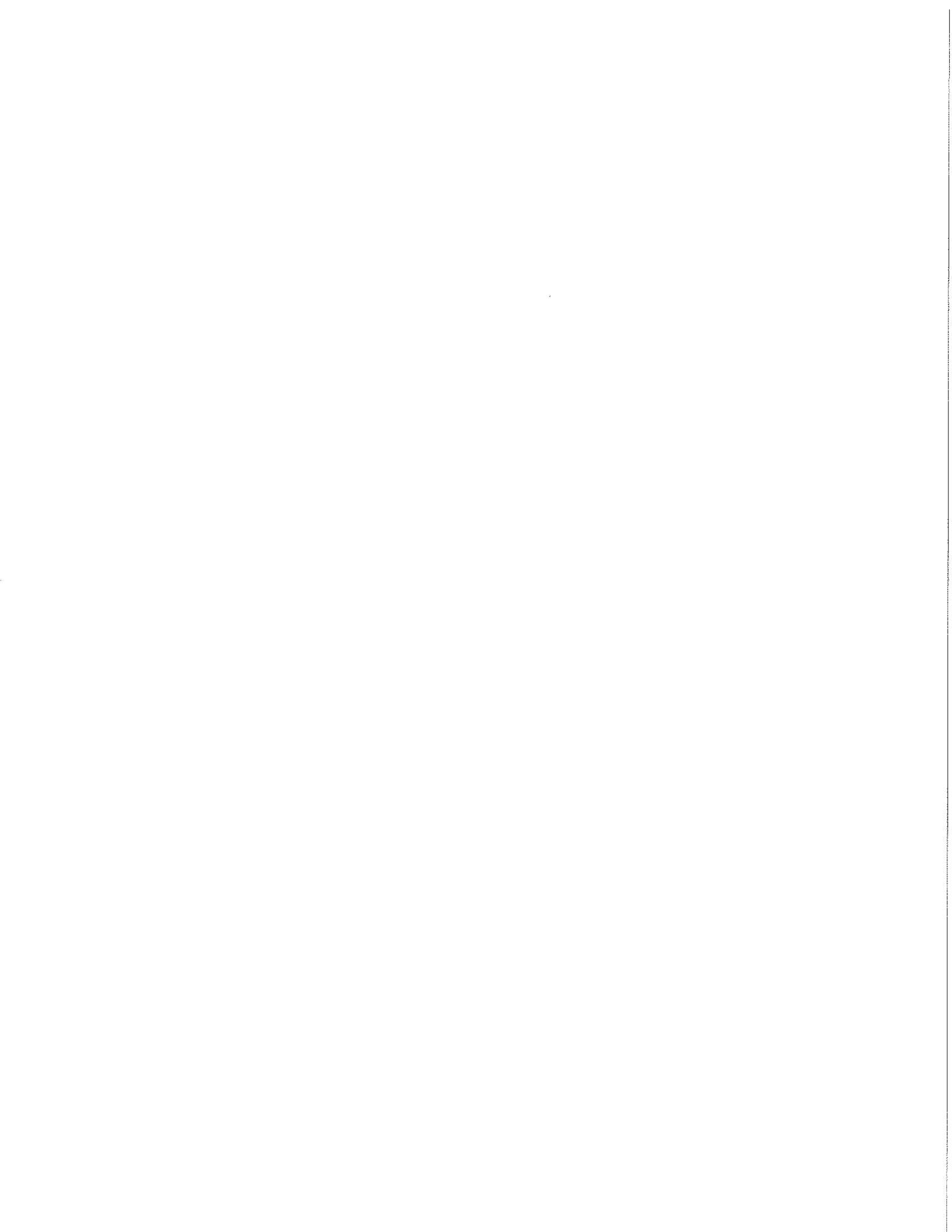
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1st Choice: **March 6, 2014**

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

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

Subject (*Wording to be placed on agenda*): **Approval of Resolution and application – Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000 – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

Is this a funding request? Y/N
If so, how much? \$ **0 (Pass through Grant)**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Motion to approval of Resolution and application – Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000 and to authorize the President of the Commission to affix his signature to the appropriate documents - Discussion/Action

Attach supporting documents for request, or request may be denied.
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

Contact information:
Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 6th day of March 2014 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Walt Pellish, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$5,000. This project is to assist the EVAK K9 Search and Rescue. The funds from this project will be used to purchase a new computer and K9 agility training equipment.

Dated: _____

WALT PELLISH
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

14LEDA0087

Community Participation Grant Program

Fiscal Year 2014

Grantee: Jefferson County Commission
 Project Title: EVAK K9 Search and Rescue

Project Number: 14LEDA0087
 Amount: \$5,000

Section 1: Grantee (Local Governing Agency)

GOVERNING AGENCY NAME:	Jefferson County Commission				
CONTACT PERSON:	Sandy McDonald	E-MAIL:	sandy@jeffco.com	PHONE:	304-728-3284

Yes No Are funds requested for a nonprofit organization? If yes, complete Section 2.

Section 2: Subgrantee (Nonprofit Organization)

NONPROFIT ORGANIZATION:	EVAK K9 SEARCH AND RESCUE TEAM INC.				
EXECUTIVE DIRECTOR: PRES	Kimberly Schneider	E-MAIL:	wvcert@farmer.com		
ADDRESS:	92 OREGON LANE	CITY:	KEARNEYVILLE	ZIP:	25430
PHONE:	304-671-1953	WEBSITE:	n/a.		

Federal nonprofit certification, 501 (c) determination letter from Internal Revenue Service is attached.
 Mission statement, brochure, or web page explaining the organization's mission and services provided is attached.

Section 3: Project Details

Describe in specific terms the scope of the work to be completed and the proposed use(s) of the grant funds. A separate sheet may be attached if additional space is needed.

DESCRIPTION OF PROJECT:	SEE ATTACHED LETTER

PROJECT LOCATION: ABOVE ADDRESS.

OWNER OF PROJECT SITE, PROPERTY OR BUILDING:	
LOCATION AND ADDRESS WHERE GRANT FUNDS WILL BE USED (SUFFICIENT TO DRIVE TO SITE):	ABOVE ADDRESS
	ABOVE

Attach a copy of the property deed if project site(s) or building(s) are owned by a nonprofit organization. Application WILL NOT be processed without a deed.

Section 4: Funding Summary

A minimum of 10% is required as a local match. Attach commitment letters for each funding source listed below.

	AMOUNT	SOURCE GRANT, BANK LOAN, FUNDRAISING, ETC.	STATUS PENDING, APPROVED, ONGOING, ETC.	DOCUMENTATION LETTER, RESOLUTION, ETC.
GRANT FUNDS REQUESTED	\$5,000			
LOCAL FUNDS (10% REQUIRED MATCH)	\$ 500	PERSONAL MATCH	AVAILABLE	LETTER
OTHER FUNDS	\$			
TOTAL PROJECT COST	\$ 5,500.00			

Grantee: Jefferson County Commission
Project Title: EVAK K9 Search and Rescue

Project Number: 14LEDA0087
Amount: \$5,000

No application will be processed without the following documentation:

- Application with Original Signature
- Resolution by Unit of Local Government ?
- Documentation of Local Match (Minimum 10 Percent) (Letter)
- Current IRS 501(c) Determination Letter - Required for Nonprofit Organizations
- Current Certificate of Existence/Authorization from WV Secretary of State - Required for Nonprofit Organizations
- Deed to Project Site - Required if property is owned by a Nonprofit Organization N/A. ON FILE-WV SOS

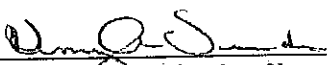
To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the grantee and any subgrantee will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia and in Section 5 of this application. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: _____ Title: _____

Signature: _____ Date: _____

Mayor or County Commission President
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

Name: Kimberly A. Sencindiver Title: PRESIDENT

Signature:  Date: 21 FEB 2014.

Executive Director, Nonprofit Organization
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

West Virginia Development Office
Community Development Division
Community Participation Grant Program
1900 Kanawha Boulevard, East Building 6, Room 553
Charleston, West Virginia 25305
Phone: 304-558-4010 Fax: 304-558-2246
www.wvcommerce.org





EVAK K-9 Search & Rescue Team, Inc.
EIN: 55-0734917
92 Opequon Lane
Kearneysville, WV 25430
(304) 671-1953



Senator John R. Unger II
District 16

18 Feb 2014

SUBJECT: Community Partnership Grant – 14LEDA0087 – 5,000.00

Dear Senator Unger,

On behalf of EVAK K9 SAR Team, thank you for your assistance with providing us the opportunity to apply for this grant. The EVAK K9 SAR Team is requesting these funds to assist us in our role within emergency services and law enforcement activities. Specifically the team is in need of a new computer and K9 agility training equipment. Total Grant Expenditure: 5,000.00, EVAK match 500.00. I will personally donate the 10% match requirement.

Our computer is over 10 years old, and in such poor condition it is impacting our ability to conduct routine business including the generation of reports, training logs, fundraising pamphlets and state and federal reports. We have priced several computers and feel that a 1,200.00 model is appropriate for our needs.

Our agility equipment, necessary for the K9 agility skills required for many search scenes, is over 20 years old and unsafe to use. The agility equipment purchase will include at a minimum; Platform Climb, Dog Walk, Adjustable Teeter, Wall Jump, A-Frame, Catwalk, Window Hurdle and as several smaller pieces. Total cost is 4,300.00.

Our all volunteer 501C(3) organization has been an active community/state resource since 1993, responding with trained and competent Search and Rescue K9 teams to aid in the search for lost or missing persons, and to assist law enforcement with human remains detection. All contributions go directly to equipment or training, and no administrative fees are ever deducted.

With Sincere Thanks,

Kimberly Sencindiver, RN, COHN, CHS-V
President

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 6 1999

Employer Identification Number:

55-0734917

DLN:

17053142727029

EVAK K-9 SEARCH AND RESCUE TEAM INC
RT 2 BOX 277
KEARNEYSVILLE, WV 25430

Contact Person:

ROGER W VANCE

ID# 31173

Contact Telephone Number:

(877) 829-5500

Our Letter Dated:

February 1995

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 17, 1995.

EVAK K-9 SEARCH AND RESCUE
TEAM, INC.
P.O. BOX 614
MARTINSBURG, WV 25401

Employer Identification Number:
65-0734917
Case Number:
314253087
Contact Person:
JOVONNIE LEWIS
Contact Telephone Number:
(613) 684-3578
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
August 23, 1994
Advance Ruling Period Ends:
December 31, 1998
Addendum Applies:
No

Dear Applicants:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling periods, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

EVAK K-9 SEARCH AND RESCUE

will no longer treat you as a publicly supported organization; grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable

EVAK K-9 SEARCH AND RESCUE

cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

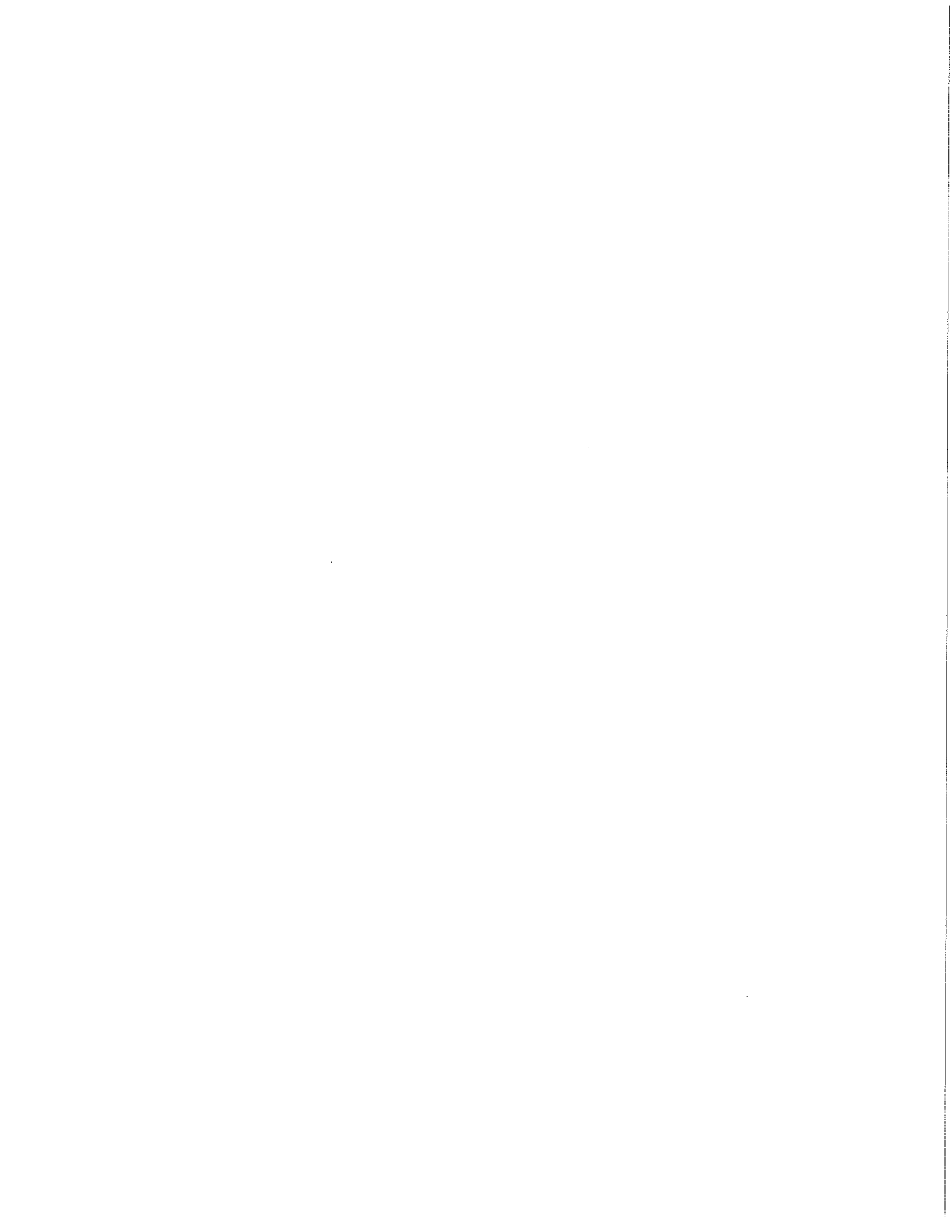
If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



C. Ashley Bulford
District Director

Enclosure(s):
Form 872-C



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Ronda Eddy

Department or Organization: Berkeley/Jefferson Day Report Center

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: March 6, 2014

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

Date Requested – 2nd Choice: March 13, 2014

Subject (*Wording to be placed on agenda*): Approval of Inter-Governmental Agreement Creating the Berkeley/Jefferson Day Report Center

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

Is this a funding request? Y/N - NO
If so, how much? \$ N/A

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move approval of the Inter-Governmental Agreement creating the Berkeley/Jefferson Day Report Center as presented.

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

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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INTER-GOVERNMENTAL AGREEMENT CREATING
THE BERKELEY/JEFFERSON DAY REPORT CENTER

WHEREAS, the Berkeley County Council and the Jefferson County Commission desire to pursue a Community Corrections Program that will be operated pursuant to WV§62-11c-1, et seq.;

WHEREAS, the Berkeley County Council and the Jefferson County Commission have met and agreed to form the Berkeley/Jefferson Day Report Center, pursuant to WV§62-11c-1, et seq.;

WHEREAS, the Berkeley County Council and the Jefferson County Commission entered into a Memorandum of Understanding for the purposes of submitting one grant application for the Fiscal Year 2015 to the West Virginia Division of Justice and Community Services for the continuation of the services which have previously been rendered in Berkeley and Jefferson County, under the name Berkeley/Jefferson Day Report Center.

WHEREAS, the Berkeley County Council and the Jefferson County Commission have previously endorsed a Community Corrections Program, and have allotted funds with respect to its budget and operation of said programs;

NOW, THEREFORE, the undersigned for and on the behalf of the Berkeley County Council and the Jefferson County Commission agree to the following:

1. The Berkeley County Council and the Jefferson County Commission agree to continue the existence of the South Branch Valley Day Report Center, pursuant to WV§62-11c-5;
2. The Community Corrections program shall be named and conduct business as the Berkeley/Jefferson Day Report Center,
3. The Berkeley County Council shall serve as the designated grantee for the grant submitted for the Fiscal Year 2015 to the West Virginia Division of Justice and Community Services and all future grants to insure continuity of the program;
4. The Community Corrections Board, in consultation with the Berkeley County Council and the Jefferson County Commission, has designated the Berkeley County Council as the fiscal agent for the Berkeley/Jefferson Day Report Center;
5. All employees of the Berkeley County Day Report Center shall be co-employees of the Jefferson County Day Report Center. As such, all employee payments, withholding, matching taxes shall be paid by and through the Berkeley County Council.
6. That for the Fiscal Year 2015-2016, each county shall contribute 1/2 of the required matching funds as required by the Department of Justice and Community Services, for the operation of the Berkeley/Jefferson Day Report Center;
7. A Community Criminal Justice Board shall be established for the Berkeley/Jefferson Day Report Center, pursuant to WV§62-11c-6;
8. That the Community Criminal Justice Board will control the operations of the Berkeley/Jefferson Day Report Center and shall meet monthly and/or as needed;
9. The Community Criminal Justice Board shall consist of the following voting members;
 - a. The sheriff or chief of police or, if the board represents more than one county or municipality, at least one sheriff or chief of police from the counties represented;

- b. The prosecutor or, if the board represents more than one county, at least one prosecutor from the counties represented;
 - c. If a public defender corporation exists in the county or counties represented, at least one attorney employed by any public defender corporation existing in the counties represented or, if no public defender office exists, one criminal defense attorney from the counties represented;
 - d. One member to be appointed by the local board of education or, if the board represents more than one county, at least one member appointed by a board of education of the counties represented;
 - e. One member with a background in mental health care and services to be appointed by the commission or commissions of the county or counties represented by the board;
 - f. Two members who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence or driving under the influence; and
 - g. Three at-large members to be appointed by the commission or commissions of the county or counties represented by the board.
 - A. At the discretion of the West Virginia supreme court of appeals, any or all of the following people may serve on a community criminal justice board as ex officio, nonvoting members:
 - (1) A circuit judge from the county or counties represented;
 - (2) A magistrate from the county or counties represented; or
 - (3) A probation officer from the county or counties represented.
10. The Berkeley County Council and the Jefferson County Commission agree there will be an equal number of representatives from each county on the Community Criminal Justice Board.
11. The local Community Criminal Justice Board will hire or fire an Executive Director for the Berkeley/Jefferson Day Report Center;
12. The Director of the Berkeley/Jefferson Day Report Centers will control the day to day operations of the program, including, but not limited to, the following: hiring and firing of employees, budgetary expenditures, supervision of offenders, treatment protocol, interaction with the judicial system, data collections, grant applications, and grant reimbursement requests;
13. The Berkeley County Council and the Jefferson County Commission shall meet semi-annually each year to review the progress of the Berkeley/Jefferson Day Report Center and make any necessary budgetary changes in the program and/or this Agreement;
14. Any modification of this Agreement must be in writing and signed by each County Council/Commission.

15.

DATED THIS _____ DAY OF _____, 2013.

ENTER:

BY: _____

Douglas Copenhaver
Berkeley County Council

Dated this _____ day of _____, 2013.

ENTER:

BY: _____

Walter Pellish, President
Jefferson County Commission

Dated this _____ day of _____, 2013.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Deborah Royalty

Department or Organization: League of Women Voters of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 6, 2014

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

Date Requested – 2nd Choice: March 13, 2014

Subject (*Wording to be placed on agenda*): Approval of the use of the Jefferson County Commission Meeting Room for a Candidate Forum.

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

Is this a funding request? Y/N - NO
If so, how much? \$ N/A

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move approval of the use of the County Commission Meeting Room by the League of Women Voters for the purpose of holding a candidate forum.

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

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

Contact information:
Email address:

Phone Number: 304-728-0191

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: 2-12-14

Meeting Time: 6:30 to 9:30

Organization Name: League of Women Voters of Jefferson County

Purpose of Meeting: Candidate Forum

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Deborah Royalty

Signature of Person Making Request: Deborah Royalty Date: 2-12-14

Contact Person: _____

(If other than the representative signing above)

Representative's Address: 199 Brannon Ln.

Charles Town, WV 25414

Telephone: 304-728-0191/Fax: _____

E-mail:

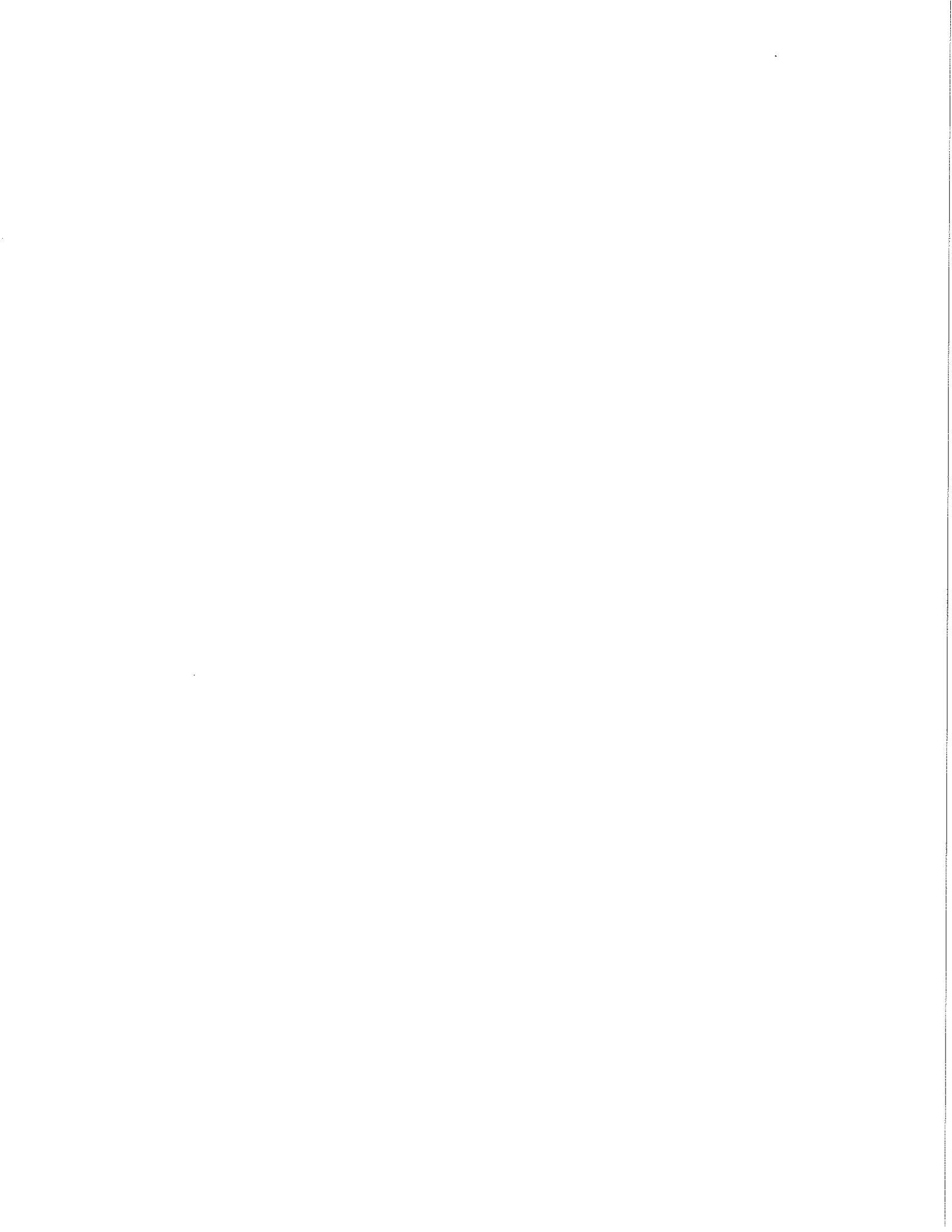
twoofaKindfarm@frontiernet.net

Available 1st choice Mon. April 7, 2014

Available 2nd choice Wed. April 9, 2014

not avail. 3rd choice Thurs. April 10, 2014

Available 4th choice Fri. April 11, 2014



Director of Finance Summary
March 6, 2014

As of February 26, 2014 the cash balance in the General Fund is \$1,684,485 and Capital Outlay is unchanged at \$5,161,510. The cash balance in the General Fund is consistent with cash flow projections. Within the next week approximately two million in additional cash should be received by the Clerk's Office for tax receipts.

Currently the FY14 budget reflects a budget deficit of \$1,315,872. There are \$283,182 in budget reductions at the WV State Auditor's Office which are pending approval. Attached is budget revision number 25 which reduces the budget deficit by an additional \$415,000. When the above revisions are processed the FY14 deficit will be \$617,690. I will continue to look for opportunities to reduce the budget deficit as it is important to reduce this deficit to zero to avoid cash flow concerns in July.

Budget revision number 25 increases 911 Fee revenue by \$225,000 and increases Video Lottery by \$190,000. 911 fee revenue was originally budgeted at \$1,045,178 and adjusted once this year to \$1,140,000. The attached revision brings the budget to \$1,365,000 which is consistent with the current year trend as well as the historical three year trend. Video Lottery was budgeted at \$3,201,301. The current year trend of video lottery is 4.77% lower than that of FY13. The FY14 budget was budgeted at 10% lower than the actual receipts in FY13. Listed below is a summary of Video Lottery and Table Game revenue.

	FY12	FY13	FY14 (projected)	FY15 (projected)
Video Lottery	\$4,166,521	\$3,571,351	\$3,400,301	\$3,315,293
Table Game	<u>\$1,596,522</u>	<u>\$1,556,478</u>	<u>\$1,163,539</u>	<u>\$ 960,000</u>
Total	\$5,763,043	\$5,127,829	\$4,563,840	\$4,275,293

As you can see from the above that projections of FY15 indicate that we have decreased \$1,487,750 in gambling revenue from FY12 or a decrease of 25.81%. Video Lottery had a significant decline during FY13 and then appears to start to level off in FY14 however the drop in Table Game revenue occurred in FY14 and has stabilized the last four months.

Also attached is internal budget revision number 7 which has been requested by the GIS department.

Respectfully Submitted



Tim A. Stanton

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 6th day of March 2014, 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 #25 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	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Manuel 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 Walter Pellish, 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.

Walter Pellish, President
Jefferson County Commission

Budget Revision Summary

Budget Revision #25 of FY14

Budget Transfer number 25 is to adjust two revenue accounts to FY14 projected amounts. The specific account to reduce is as follows:

Fund Balance	01-299-00-002	\$415,000
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Accounts to increase are:

911 Fees	01-346-CS-000	\$225,000
----------	---------------	-----------

Video Lottery	01-373-OT-000	\$190,000
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Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2014
 Internal Budget Revision
 IRB # 7

Narrative:

Move funds from GIS Contracted Services to GIS Dues

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001-433-02-230-000-GG-000	GIS Contracted Services	35,890		175	35,715
001-433-02-222-000-GG-000	GIS Dues & Subscriptions	190	175		365
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
Totals		36,080	175	175	36,080

IBR Prepared by: T Stanton

Approved by: (department head/elected): _____

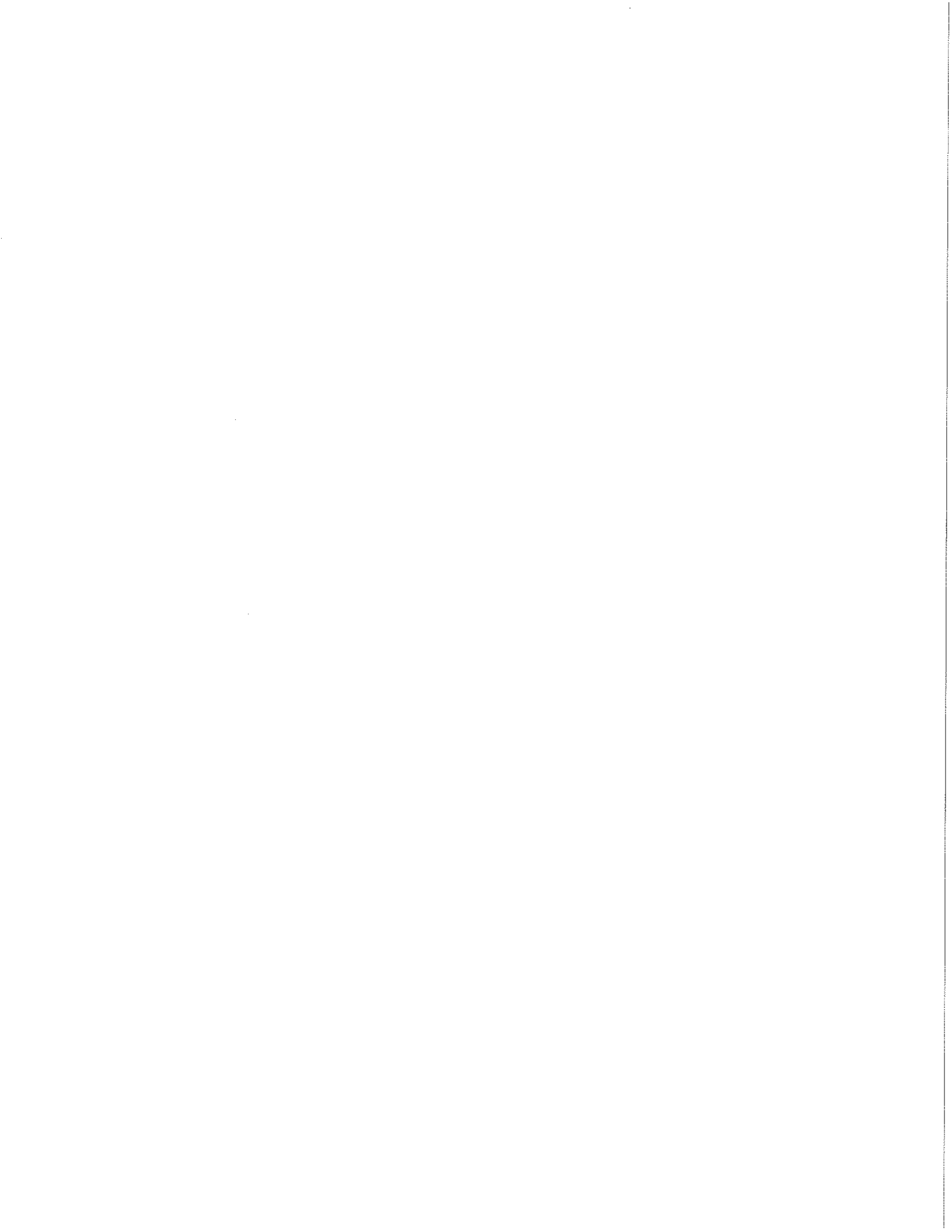
Date: _____

Reviewed by: Debbie Keyser Date: 2/27/14
 Debbie Keyser/County Administrator

Date Submitted to County Commission: _____

Date Approved: _____

Authorizing Signature: _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Lynn Fields

Department or Organization: **Jefferson County Probate Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 6, 2014**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Estate of Charles Francis Printz, and Estate of Bethel H. Printz; Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator.**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Fax Cover Sheet

FROM: Staci N. Criswell, Esq.

staci.criswell@dinsmore.com

304-357-9906 (direct dial)

304-357-0919 (fax)

Dinsmore & Shohl LLP, P.O. Box 11887, Charleston, WV 25339-1887



Delivered to: Jennifer S. Maghan,
Clerk of the County Commission
of Jefferson County, WV

Fax:304.728.1957

Date: December 5, 2013

Total Pages : 8 (including cover sheet)

Client/Matter: 73117-1

Re: Estate of Bethel Hottel Prinz, deceased
Response to Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator

The original of this document will be sent by:

- Ordinary Mail
- Messenger
- Certified Mail
- Overnight Courier
- This will be the only form of delivery
- InterOffice Mail

If there are any problems in receiving this transmission or you do not receive all the pages, please call Kelli Harrah at (304) 357-9919.

Comments:

Notice

This message is intended for the use of the individuals or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this notice is not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this notice in error, please notify us immediately by telephone and return these papers to us at the address above via first class mail.

Dinsmore

Legal Counsel.

DINSMORE & SHOHL LLP
Huntington Square
900 Lee Street - Suite 600 - Charleston, WV 25301
www.dinsmore.com

P.O. Box 11887 ^ Charleston, WV 25339-1887

Staci N. Criswell
(304) 357-9906 (direct) ^ (304) 357-0919 (fax)
staci.criswell@dinsmore.com

December 5, 2013

Jennifer S. Maghan, Clerk
Jefferson County Courthouse
100 E. Washington Street
Charles Town, WV 25414

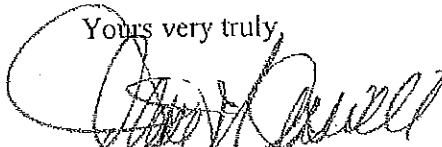
Re: In Re: The Estate of Bethel H. Printz, Deceased
SS# 227-05-5194
MaryBeth Printz/Estate of Bethel H. Printz
Our File No. 73117-1

Dear Ms. Maghan:

Enclosed for filing in the Office of the Clerk of the County Commission of Jefferson County, West Virginia is a **Response to Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator** (Response) in the above-referenced matter. In addition, I have enclosed a **Certificate of Service** evidencing service upon counsel of record.

Should you have any questions regarding the enclosed Response or Certificate of Service, please feel free to call me. Thank you for your assistance in this matter

Yours very truly,



Staci N. Criswell

SNC:kdh
Enclosures

cc: David A. DeJarnett, Esq.
MaryBeth Printz
John F. Hussell, IV, Esq.
M. R. Rowe, Esq.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF BETHEL H. PRINTZ, DECEASED
SS# 227-05-5194

**RESPONSE TO MOTION TO DISMISS AMENDED PETITION
TO REMOVE EXECUTOR AND APPOINT CURATOR**

COMES NOW Petitioner MaryBeth Printz, by counsel, John F. Hussell, IV, Staci N. Criswell, Mary R. Rowe, and the law firm of Dinsmore & Shohl, LLP, and responds to Respondent Charles Francis Printz, Jr.'s *Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator* ("Motion") as follows:

BACKGROUND

Petitioner MaryBeth Printz and Respondent Charles Francis Printz, Jr. are the surviving children and heirs-at-law of Decedent Bethel H. Printz ("Decedent"). On January 21, 2008, the Decedent executed an instrument purporting to be the Last Will and Testament of Bethel H. Printz, which was prepared by Michael E. Caryl, a law partner of the Respondent at Bowles Rice LLP in Martinsburg, West Virginia. At the time of the execution of the Will, the Decedent was eighty-nine (89) years old.

Under the Will of Bethel H. Printz executed on January 21, 2008, the Respondent is to receive one-half (1/2) of the residuary estate outright and free of trust, while MaryBeth Printz's share of the residuary estate is to be held in trust for her lifetime benefit with the Respondent as trustee. Upon termination of this trust, the remainder of the trust assets is to be distributed to the issue of the Respondent outright and free of trust, disinheriting Ms. Printz's daughter. Under the prior versions of the Last Will and Testament of Bethel H. Printz, Ms. Printz was to share equally with her brother in the distribution of the residuary estate.

The Decedent died on October 20, 2011, in Jefferson County, West Virginia. On November 1, 2011, the January 21, 2008 will was admitted to probate by the County Commission of Jefferson

County, West Virginia ("County Commission"). The Respondent then qualified as Executor of the Estate.

On May 22, 2012, MaryBeth Printz filed a *Petition to Remove Executor and Appoint Curator* ("Petition") in the Office of the Clerk of the County Commission. The Petition alleged that the January 21, 2008 will was not the Last Will and Testament of Bethel H. Printz because at the time the Decedent executed the instrument, she was under the undue influence of the Respondent. The Petition also alleged that the Respondent breached his fiduciary duty to the Estate and its beneficiaries by engaging in self-dealing as Executor for his own benefit and to the detriment of the Estate and its beneficiaries. Additionally, the Petition alleged that the acrimonious relationship between the Respondent and Ms. Printz has been detrimental to the administration of the Estate and its beneficiaries.

Three days later, MaryBeth Printz filed a Complaint in the Circuit Court of Jefferson County, West Virginia ("Circuit Court") contesting the validity of the January 21, 2008 will.

On August 10, 2012, Ms. Printz filed an *Amended Petition to Remove Executor and Appoint Curator* ("Amended Petition") in the Office of the Clerk of the County Commission stating that in light of the Circuit Court case, the Respondent should not be permitted to continue serving as Executor due to his conflict of interest as a fiduciary and beneficiary under the purported January 21, 2008 will.

On April 9, 2013, the Circuit Court entered a *Final Order Granting Motion for Summary Judgment*. On May 9, 2013, Ms. Printz filed a *Notice of Appeal of the Final Order Granting Motion for Summary Judgment* before the Supreme Court of Appeals of West Virginia ("Supreme Court"). The parties have submitted their briefs and are awaiting oral argument before the Supreme Court.

ARGUMENT

A. The Circuit Court Case is Currently Pending Before the Supreme Court

In his Motion, Respondent argued that because the Circuit Court granted summary judgment, Ms. Printz no longer has grounds for removing the Respondent as Executor of the Estate. Respondent conveniently failed to mention that the Circuit Court case is currently pending before the Supreme Court. The parties have submitted their briefs and are awaiting oral argument. Therefore, it is disingenuous for the Respondent to represent that the will contest is over. Ms. Printz has purposefully paused her actions in the current proceedings pending the outcome of the will contest. However, the County Commission continues to have the ability and should appoint a curator pending the outcome of the will contest.

B. Respondent Has Misinterpreted W. Va. Code § 44-1-5

Respondent has stated that W. Va. Code § 44-1-5 does not apply to the instant case because Respondent has already qualified as Executor. Once again, Respondent has cited no case law to support his position, as such an argument is absurd and consequently lacking authority. W. Va. Code § 44-1-5 provides that the County Commission “may appoint a curator of the estate of a decedent, during a contest about his will, *or* during the infancy *or* in the absence of an executor, *or* until administration of the estate be granted[.]” (emphasis added). The statute provides four different circumstances under which a curator may be appointed, one of which is during a will contest. The use of the word “or” indicates that any of the circumstances permit the appointment of a curator. The statute does not state that a curator can only be appointed before someone qualifies as executor or administrator. Typically, when a will is admitted to probate, the County Commission appoints a personal representative named in the will. *See* W. Va. Code § 44-1-1. On November 1, 2011, the purported will of the Decedent was admitted to probate and the Respondent qualified as Executor. These two steps in the probate process happened in the same day. A party cannot bring a will contest until the will has been admitted to probate. *See* W. Va. Code §§ 41-5-11, 41-5-12. Therefore, pursuant to Respondent’s argument, it is impossible for a curator to be appointed in the instant

proceedings because MaryBeth Printz could not contest the purported will until the Respondent presented the will for probate and qualified as Executor.¹ Respondent's argument is without merit.

W. Va. Code § 44-1-5 contemplates that, pending the will contest and determination of the rights of the parties, the administration of the estate is placed in impartial hands. In *Moore v.*

Thomas, the Supreme Court held:

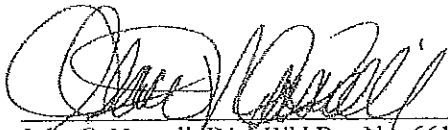
Ordinarily, the contest of a will means doubt as to which of two parties, or groups of parties, are lawful beneficiaries of the estate of a decedent. It means that this doubt will remain until the contest of a will is settled. In our opinion, the statute contemplates that, pending the contest and pending the determination of the rights of rival claimants, the administration of the estate is, by the appointment of a curator, to be placed in competent hands that will be impartial and even handed as between the conflicting interests of the parties contesting the will.

115 W. Va. 237, 240, 174 S.E. 876, 877 (1934). There is no statute or case law which states that once an executor qualifies, a curator cannot be appointed.

CONCLUSION

WHEREFORE, Petitioner MaryBeth Printz respectfully requests that the County Commission deny Respondent's Motion, remove Respondent as Executor, and appoint a curator of the Estate pending resolution of the will contest.

Respectfully submitted,
MARYBETH PRINTZ
By Counsel



John F. Hussell, IV – WV Bar No. 6610
Staci N. Criswell – WV Bar No. 8797
Mary R. Rowe – WV Bar No. 11707
Dinsmore & Shohl, LLP
P.O. Box 11887
Charleston, WV 25339-1887
Phone: (304) 357-0900
Fax: (304) 357-0919
Counsel for Petitioner

¹ In his Motion, Respondent states that "[t]he will contest referred to in the statute is one which occurs before an executor or administrator has been qualified and appointed." Ms. Printz is unaware of any such "type" of will contest. Once again, Respondent has failed to cite any case law or statute to support his position.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF BETHEL H. PRINTZ, DECEASED
SS# 227-05-5194

CERTIFICATE OF SERVICE

The undersigned, of counsel for Petitioner MaryBeth Printz does hereby certify that the foregoing **Response to Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator** has been served upon the following by this day faxing and mailing to him a true copy thereof:

David A. DeJarnett, Esquire
Bowles Rice McDavid Graff & Love LLP
P.O. Drawer 1419
Martinsburg, WV 25402
(304) 267-3822 (fax)
Counsel for Respondent

This 5th day of December, 2013.



Staci N. Criswell

Fax Cover Sheet

FROM: Staci N. Criswell, Esq.

staci.criswell@dinsmore.com

304-357-9906 (direct dial)

304-357-0919 (fax)

Dinsmore & Shohl LLP, P.O. Box 11887, Charleston, WV 25339-1887

Dinsmore

Delivered to: Jennifer S. Maghan,
Clerk of the County Commission
of Jefferson County, WV

Fax:304.728.1957

Date: December 5, 2013

Total Pages : 8 (including cover sheet)

Client/Matter: 73117-1

Re: Estate of Charles Francis Prntz, deceased

Response to Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator

The original of this document will be sent by:

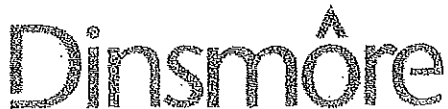
- | | | | |
|-------------------------------------|----------------|--------------------------|--|
| <input checked="" type="checkbox"/> | Ordinary Mail | <input type="checkbox"/> | Overnight Courier |
| <input type="checkbox"/> | Messenger | <input type="checkbox"/> | This will be the only form of delivery |
| <input type="checkbox"/> | Certified Mail | <input type="checkbox"/> | InterOffice Mail |

If there are any problems in receiving this transmission or you do not receive all the pages, please call Kelli Harrah at (304) 357-9919.

Comments:

Notice

This message is intended for the use of the individuals or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this notice is not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this notice in error, please notify us immediately by telephone and return these papers to us at the address above via first class mail.



Legal Counsel.

DINSMORE & SHOHL LLP
Huntington Square
900 Lee Street ^ Suite 600 ^ Charleston, WV 25301
www.dinsmore.com

P.O. Box 11887 ^ Charleston, WV 25339-1887

Staci N. Criswell
(304) 357-9906 (direct) ^ (304) 357-0919 (fax)
staci.criswell@dinsmore.com

December 5, 2013

Jennifer S. Maghan, Clerk
Jefferson County Courthouse
100 E. Washington Street
Charles Town, WV 25414

Re: In Re: The Estate of Charles Francis Printz, Deceased
SS# 236-03-1575
MaryBeth Printz/Estate of Charles Francis Printz
Our File No. 73117-1

Dear Ms. Maghan:

Enclosed for filing in the Office of the Clerk of the County Commission of Jefferson County, West Virginia is a **Response to Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator** (Response) in the above-referenced matter. In addition, I have enclosed a **Certificate of Service** evidencing service upon counsel of record.

Should you have any questions regarding the enclosed Response or Certificate of Service, please feel free to call me. Thank you for your assistance in this matter

Yours very truly,

Staci N. Criswell

SNC:kdh
Enclosures

cc: David A. DeJarnett, Esq.
MaryBeth Printz
John F. Hussell, IV, Esq.
M.R. Rowe, Esq.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF CHARLES FRANCIS PRINTZ, DECEASED
SS# 236-03-1575

**RESPONSE TO MOTION TO DISMISS AMENDED PETITION
TO REMOVE EXECUTOR AND APPOINT CURATOR**

COMES NOW Petitioner MaryBeth Printz, by counsel, John F. Hussell, IV, Staci N. Criswell, Mary R. Rowe, and the law firm of Dinsmore & Shohl, LLP, and responds to Respondent Charles Francis Printz, Jr.'s *Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator* ("Motion") as follows:

BACKGROUND

Petitioner MaryBeth Printz and Respondent Charles Francis Printz, Jr. are the surviving children and heirs-at-law of Decedent Charles Francis Printz ("Decedent"). On October 1, 2008, the Decedent executed an instrument purporting to be the Last Will and Testament of Charles Francis Printz, which was prepared by Michael E. Caryl, a law partner of the Respondent at Bowles Rice LLP in Martinsburg, West Virginia. At the time of the execution of the Will, the Decedent was ninety-three (93) years old.

Decedent died on September 30, 2011, in Jefferson County, West Virginia. On October 13, 2011, the Will of Charles Francis Printz was admitted to probate by the County Commission of Jefferson County, West Virginia ("County Commission"). The Respondent then qualified as Executor of the Estate of Charles Francis Printz ("Estate").

Under the will executed on October 1, 2008, upon the death of the Decedent's wife, Bethel H. Printz, the Respondent is to receive the shares of the capital stock of Aspen Pool Farms, Inc. owned by the Decedent. After the distribution of the capital stock of Aspen Pool Farms, Inc., MaryBeth Printz is to receive the lesser of the value of all property remaining to be distributed or the sum of Seven Hundred Fifty Thousand Dollars (\$750,000.00). The Respondent is to receive any property remaining after the distribution to the Ms. Printz. Based on the Appraisal of the Estate,

the value of the assets which the Respondent receives far exceeds the Seven Hundred Fifty Thousand Dollars (\$750,000.00) to be distributed to Ms. Printz.

Under the seven prior versions of the Last Will and Testament of the Decedent, MaryBeth Printz was to share equally with the Respondent in the distribution of the residuary estate, which would have included the shares of Aspen Pool Farms, Inc.

On May 22, 2012, MaryBeth Printz filed a *Petition to Remove Executor and Appoint Curator* ("Petition") in the Office of the Clerk of the County Commission. The Petition alleged that the October 1, 2008 will was not the Last Will and Testament of Charles Francis Printz because at the time the Decedent executed the instrument, he was under the undue influence of the Respondent. The Petition also alleged that the Respondent breached his fiduciary duty to the Estate and its beneficiaries by engaging in self-dealing as Executor for his own benefit and to the detriment of the Estate and its beneficiaries. Additionally, the Petition alleged that the acrimonious relationship between the Respondent and Ms. Printz has been detrimental to the administration of the Estate and its beneficiaries.

Three days later, MaryBeth Printz filed a Complaint in the Circuit Court of Jefferson County, West Virginia ("Circuit Court") contesting the validity of the October 1, 2008 will.

On August 10, 2012, Ms. Printz filed an *Amended Petition to Remove Executor and Appoint Curator* ("Amended Petition") in the Office of the Clerk of the County Commission stating that in light of the Circuit Court case, the Respondent should not be permitted to continue serving as Executor due to his conflict of interest as a fiduciary and beneficiary under the purported October 1, 2008 will.

On April 9, 2013, the Circuit Court entered a *Final Order Granting Motion for Summary Judgment*. On May 9, 2013, Ms. Printz filed a *Notice of Appeal of the Final Order Granting Motion for Summary Judgment* in the Supreme Court of Appeals of West Virginia ("Supreme Court"). The parties have submitted their briefs and are awaiting oral argument before the Supreme Court.

ARGUMENT

A. The Circuit Court Case is Currently Pending Before the Supreme Court

In his Motion, Respondent argued that because the Circuit Court granted summary judgment, Ms. Printz no longer has grounds for removing the Respondent as Executor of the Estate. Respondent conveniently failed to mention that the Circuit Court case is currently pending before the Supreme Court. The parties have submitted their briefs and are awaiting oral argument. Therefore, it is disingenuous for the Respondent to represent that the will contest is over. Ms. Printz has purposefully paused her actions in the current proceedings pending the outcome of the will contest. However, the County Commission continues to have the ability and should appoint a curator pending the outcome of the will contest.

B. MaryBeth Printz Has Standing to Pursue the Amended Petition

Respondent has alleged that MaryBeth Printz does not have standing to pursue the Amended Petition because she is not a beneficiary of the Estate. Curiously, Respondent cites no statute or case law to support his position. It is not disputed that Ms. Printz is the daughter of the Decedent and named in the purported will. The purported will specifically provides that upon the death of the Decedent's wife, the Respondent is to receive the shares of the capital stock of Aspen Pool Farms, Inc. owned by the Decedent. After the distribution of the capital stock of Aspen Pool Farms, Inc., MaryBeth Printz is to receive the lesser of the value of all property remaining to be distributed or the sum of Seven Hundred Fifty Thousand Dollars (\$750,000.00). A "beneficiary" is someone who has any present or future interest, vested or contingent, in an estate, trust, policy, or account. It is someone who receives a benefit or advantage. *See* W. Va. Code § 42-1-1. Because Ms. Printz is named in the purported will and stands to benefit from the Estate, she is clearly a beneficiary under West Virginia law.

C. Respondent Has Misinterpreted W. Va. Code § 44-1-5

Respondent has stated that W. Va. Code § 44-1-5 does not apply to the instant case because Respondent has already qualified as Executor. Once again, Respondent has cited no case law to support his position, as such an argument is absurd and consequently lacking authority. W. Va. Code § 44-1-5 provides that the County Commission “may appoint a curator of the estate of a decedent, during a contest about his will, *or* during the infancy *or* in the absence of an executor, *or* until administration of the estate be granted[.]” (emphasis added). The statute provides four different circumstances under which a curator may be appointed, one of which is during a will contest. The use of the word “or” indicates that any of the circumstances permit the appointment of a curator. The statute does not state that a curator can only be appointed before someone qualifies as executor or administrator. Typically, when a will is admitted to probate, the County Commission appoints a personal representative named in the will. *See* W. Va. Code § 44-1-1. On October 13, 2011, the purported will of the Decedent was admitted to probate and the Respondent qualified as Executor. These two steps in the probate process happened in the same day. A party cannot bring a will contest until the will has been admitted to probate. *See* W. Va. Code §§ 41-5-11, 41-5-12. Therefore, pursuant to Respondent’s argument, it is impossible for a curator to be appointed in the instant proceedings because MaryBeth Printz could not contest the purported will until the Respondent presented the will for probate and qualified as Executor.¹ Respondent’s argument is without merit.

W. Va. Code § 44-1-5 contemplates that, pending the will contest and determination of the rights of the parties, the administration of the estate is placed in impartial hands. In *Moore v. Thomas*, the Supreme Court held:

Ordinarily, the contest of a will means doubt as to which of two parties, or groups of parties, are lawful beneficiaries of the estate of a decedent. It means that this doubt will remain until the contest of a

¹ In his Motion, Respondent states that “[t]he will contest referred to in the statute is one which occurs before an executor or administrator has been qualified and appointed.” Ms. Printz is unaware of any such “type” of will contest. Once again, Respondent has failed to cite any case law or statute to support his position.

will is settled. In our opinion, the statute contemplates that, pending the contest and pending the determination of the rights of rival claimants, the administration of the estate is, by the appointment of a curator, to be placed in competent hands that will be impartial and even handed as between the conflicting interests of the parties contesting the will.

115 W. Va. 237, 240, 174 S.E. 876, 877 (1934). There is no statute or case law which states that once an executor qualifies, a curator cannot be appointed.

CONCLUSION

WHEREFORE, Petitioner MaryBeth Printz respectfully requests that the County Commission deny Respondent's Motion, remove Respondent as Executor, and appoint a curator of the Estate pending resolution of the will contest.

Respectfully submitted,
MARYBETH PRINTZ
By Counsel



John F. Hussell, IV – WV Bar No. 6610
Staci N. Criswell – WV Bar No. 8797
Mary R. Rowe – WV Bar No. 11707
Dinsmore & Shohl, LLP
P.O. Box 11887
Charleston, WV 25339-1887
Phone: (304) 357-0900
Fax: (304) 357-0919
Counsel for Petitioner

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA


IN RE: THE ESTATE OF CHARLES FRANCIS PRINTZ, DECEASED
SS# 227-05-5194

CERTIFICATE OF SERVICE

The undersigned, of counsel for Petitioner MaryBeth Printz does hereby certify that the foregoing **Response to Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator** has been served upon the following by this day faxing and mailing to him a true copy thereof:

David A. DeJarnett, Esquire
Bowles Rice McDavid Graff & Love LLP
P.O. Drawer 1419
Martinsburg, WV 25402
(304) 267-3822 (fax)
Counsel for Respondent

This 5th day of December, 2013.



Staci N. Criswell

REVISED 2/26/14

**NOTICE OF SPECIAL MEETING
Fiscal Year 2015 Budget Deliberations**

The County Commission of Jefferson County will hold a Special Meeting on Friday, March 7, 2014, at 9:30 a.m. in the County Commission Meeting Room, Old Charles Town Library, 200 E. Washington Street, Charles Town, WV.

At this meeting, the Commission will discuss the budget for Fiscal Year 2015.

There will be an Executive Session to discuss pending litigation. (§6-9A-4)

The public is invited to attend this meeting.

By the Order of the Jefferson County Commission
Walt Pellish, President

**NOTICE OF SPECIAL MEETING
Community Forum
Fiscal Year 2015 Budget**

The County Commission of Jefferson County will hold a Community Forum on Thursday, March 13, 2014, at 7:00 p.m. in the County Commission Meeting Room, Old Charles Town Library, 200 E. Washington Street, Charles Town, WV.

At this meeting, the Commission will discuss the budget for Fiscal Year 2015.

Anyone wishing to provide written or oral comment may do so at this meeting or send comment to info@jeffersoncountywv.org .

The public is invited to attend this meeting.

**By the Order of the Jefferson County Commission
Walt Pellish, President**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on **Thursday, March 20, 2014**, or as soon thereafter as the Commission may decide:

**Historic Landmarks Committee - one three- year term ending
March 6, 2017**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

**February 19th & 26th
March 5th & 12th**

THANKS - JEFFERSON COUNTY COMMISSION

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

Meeting Notice

Jefferson County, West Virginia Impact Fees Recalculation & Fee Schedule Update Project

The Jefferson County Commission is seeking an updated analysis and re-calculation of impact fees for each of the following facilities/services categories:

1. Schools,
2. Law Enforcement,
3. Parks and Recreation,
4. Fire and Emergency Services

There will be a Stakeholder Meeting to discuss progress on the County's update to its impact fee program. Topics of discussion for this meeting will include continued discussion of future residential and nonresidential development projections; historic and projected State participation for school construction and next steps.

The impact fees consultant, TischlerBise, Inc. has scheduled a project stakeholder's meeting as follows:

Who: Carson Bise, President of Tischler Bise, Inc.

**What: Impact Fees Recalculation & Fee Schedule Update
Project Meeting**

When: 1:30 pm, Friday 14 March, 2014

**Where: Jefferson County Commission meeting room
Charles Town Library (use basement side entrance)
200 East Washington Street
Charles Town, WV 25414**

**Questions: Contact Michelle Mason, Impact Fees Program Specialist
304-728-3331**

Note: THIS IS NOT A PUBLIC HEARING.



Charles Town Chaplaincy Services

Chaplain Joel Hiralso

February 24, 2014

Phone Office

304-725-4028

Cell Phone 304-839-4095

Mailing Address

Charles Town RTCA Council
PO Box 1377
Charles Town WV 25414

President

*M. Victoria White
304-279-3235

Vice President

*George Yetsook
304-261-6881

Treasurer

*Tom Newcomer
304-886-6048

Secretary

*Devona Snyder
304-725-7874

HBPA Rep.

Mark Russell

PNGI Rep.

Roger Ramey

Community Rep.

*Denotes executive
Council member

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

Dear Mrs. McDonald,

On behalf of the council of the Charles Town Race Track Chaplaincy of America, we would like to thank you for your past generosity in supporting our ministry.

I would like to share how some of these monies are used. It provides the Chaplain's salary and office staff of two part time secretaries. We along with HBPA and PNGI have hosted a BBQ for the backstretch people. Our office also holds a benefit horseshow for mostly racetrack people. We have a Easter and Christmas party for the backstretch children. We also give assistance to needy families in the way of paying for food medicine, rent and electric. Our office also maintains a warm place where our pony people, outriders, gate crew and others can come in to have a cup of hot coffee, hot chocolate, cookies and candy. During the extreme inclement weather we have an occasional hot bowl of soup.

We seek to maintain the same level of ministry that has been a long standing policy here at Charles Town Races and Slots. We welcome any donations that you may be able to give us.

Sincerely,

A handwritten signature in cursive that reads 'Victoria White'.

Victoria White
VW/pw

February 17, 2014

RECEIVED

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

FEB 20 2014

Jefferson County Commission

Dear Commissioners:

I would like to take this opportunity to address the Commission on the subject of the Emergency Services Agency's proposed budget. In their proposal they have included three options as a means to subsidize their budget at the expense of the volunteer fire departments.

As alluded to above each of the three options either directly or indirectly will remove much needed funding from the volunteer departments. This, at best, will spell disaster for the volunteer system of Jefferson County. Any reduction or elimination of funding to the individual departments will severely hamper their ability to maintain the same high standards in services that the volunteer system has provided to the citizens of Jefferson County for years.

Prior to the creation of the Emergency Services Agency the County enjoyed and benefited from a positive relationship with the then Ambulance Authority. The Authority and volunteer system worked closely together drawing on each other's strengths thereby providing emergency medical services that were second to none in the State. The Emergency Services Agency was created to supplement and augment the volunteer system by expanding services to include assistance on the fire side. To date there has been little or no movement to expand assistance with the fire coverage. The first step towards expansion of the Agency's role would be legislatively. However, this has not been deemed a priority even though it was the main reason the Agency was created.

As has been shared with the Commission before, the revenue received by the volunteers for their ambulance services subsidizes the whole operation of their departments. The fire protection service does not generate any income. In fact, in the past two or three years two additional departments have added ambulance services in an effort to generate additional income to keep their doors open. Once again, any effort to attach any of the funds generated by the volunteers will only reduce their ability to operate. The argument that a portion of the income received by the departments should go to the Agency because some of the staffing is supplied by the Agency is based on a misunderstanding of the whole reason the Agency exists to start with. The Agency like the Ambulance Authority before it was created to provide staffing assistance for the volunteer system. Rather than supplementing and augmenting, the Agency has chosen to duplicate equipment and services that has been provided by the dedicated volunteers of Jefferson County for many years at little or no cost to the residents.

The volunteers have been willing to provide the motorized equipment, all medical supplies and equipment, fuel, repair costs, and insurance. Again, these services have been provided at little to no cost to the citizens of our County. I ask again why the Agency sees the need to duplicate and at a high price something that is handed to them at no cost?

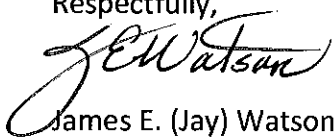
If the Agency would return to the reason it was created then there would not be a need to fund expenses such as unnecessary equipment and administrative staff.

Departments that have been fiscally responsible now find themselves under attack with threats of reduced revenue. Departments that have saved money should not be punished or penalized. Savings did not happen overnight. It has taken many years for these departments to get where they are. It is only good business to plan for the unexpected. The Commission has funds put back for the unexpected. Those same good business practices apply to the volunteer fire departments as well. I believe you will find that the majority of the savings are designated for future projects such as the replacement of motorized equipment along with maintenance and/or enhancements of facilities. The costs of replacing fire equipment can range anywhere from 500K to 1 million dollars on a single unit. If the departments are forced to utilize their savings for everyday expenses because of lost funds over the course of time they will become a greater burden on the citizens. Using savings to maintain daily operations will cause the departments to mount additional fund raising campaigns over and above what they do now.

In summary, the Agency exists in part because the volunteer system saw the need for additional assistance and supported its creation. Either by default or design the Agency has taken the posture of trying to replace the volunteer system in Jefferson County. If you believe this is an overstatement than review the options in their proposed budget. Their options range from requiring each volunteer department to pay 50% of the cost of their staffing (which could shut down some departments) to the Agency running all calls during certain time periods and not dispatching the volunteer departments at all. Supplementing the volunteer system is the best value the County has. If the Commission allows the Agency to continue in this fashion, it will hasten the demise of the volunteer fire departments in our County. By doing so this Commission will encumber future Commissions in providing a service that it cannot afford now nor will not be able to do in the future.

The Agency has its place in the emergency services of this County and that should be working alongside the volunteers as once was the case with the Ambulance Authority. I believe this is the best value the County and its citizens can receive.

Respectfully,

A handwritten signature in cursive script that reads "James E. (Jay) Watson". The signature is written in black ink and is positioned above the printed name.

James E. (Jay) Watson

Jessica Carroll

From: Robert McColm [Caminobob@comcast.net]
Sent: Thursday, February 20, 2014 7:20 PM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Fire and rescue in Shannondale

Your submission:

Your Name: Robert McColm

Your Email Address: Caminobob@comcast.net

Subject: Fire and rescue in Shannondale

Message: I live in Shannondale (since 2000) and I heard via the journal that the county wants to eliminate the Blue Ridge Volunteer fire company coverage up here. We pay taxes so who would respond to our needs (fire and rescue)??? They say there is not enough people up here. When we moved here we were told there were 2000 families and people are still building home up here!!!!

Jessica Carroll

From: Robert McColm [Caminobob@comcast.net]
Sent: Thursday, February 27, 2014 3:35 PM
To: webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org
Subject: Fire service and evacuation route

Your submission:

Your Name: Robert McColm

Your Email Address: Caminobob@comcast.net

Subject: Fire service and evacuation route

Message: We are residents of Shannondale and have been since 2000. Read an article in the Journal that the county wants to do away with the Blue Ridge volunteer fire and rescue for our area. How would we be covered??? Since we moved here I have addressed this issue. In case of a wild fire, the residents of Shannondale have only one out...north on Mission road to old route 9. Why can,t you open and construct the other end of Mission road to connect with Route 7 in Loudon county, VA????

1329 Shepherd Grade Road
Shepherdstown WV 25443

February 24, 2014

Walter C. Pellish
138 N. Tamarac Dr.
Shepherdstown WV 25443

Dear Walt:

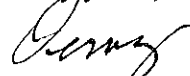
I am writing to express my opinion on the funding of our volunteer fire and ambulance service in Jefferson County. I appreciate the budget problems that you and the other County Commissioners have to address and I am willing to support equal cuts for all county agencies including the fire departments. I have not been able to attend the workshops but from information I am hearing, reading in the media and from the presentation that was presented at the meeting of the Jefferson County Fire & Rescue Association some of the options had some departments experience much higher cuts than others when everything is considered.

For example along with the 25% cut and if we are asked to help pay for a JCESA employee to be stationed at Shepherdstown and share a percent of our ambulance fees we could very well experience a 100% decrease or greater. The other item that has concerned me is the discussion on revenue sharing where some departments would get more than others based upon needs. I think that this would discourage departments that are active in raising funds via their fund raising activities when we observe those not as active being rewarded.

In 2013 the members of the Shepherdstown Department held 56 bingo occasions with 6 of these being partnerships with other organization to either recruit extra help for our apple butter festival or just raise additional dollars. In addition we had a Super Bowl Sunday dinner, a summer festival, a gun bonanza, a holiday dinner, and our annual apple butter festival which is actually a week event. The time to plan these events is not included. We are planning the same events for 2014 plus trying to think of ways to raise additional dollars. Our members are getting tired and frustrated and to ask us to accept bigger cuts than others could possible create additional problems.

I want to thank you for considering my points and would be happy to discuss.

Sincerely yours,



Dennis L. Barron

CC- All Commissioners



State of West Virginia

Glen B. Gainer III

**State Auditor and
Chief Inspector**

Office of the State Auditor
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

January 27, 2014

Honorable Members of the
Jefferson County Parks and Recreation Commission
Charles Town , West Virginia

We have audited the financial statements of the Jefferson County Parks and Recreation Commission for the fiscal year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* , as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Jefferson County Parks and Recreation are described in Note I to the financial statements. Notes I.D.5 and 6 indicate the commission implemented Governmental Accounting Standards Board Statement Number 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* for the year ended June 30, 2013. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The following describes the most sensitive accounting estimates reflected in the entity's financial statements:

Management's estimate of the allowance for uncollectible accounts is based on a review of historical levels of revenues and prior year uncollectible amounts. Management utilizes the straight-line depreciation method for capital assets. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 27, 2014.

Other Audit Findings or Issues

Any internal control related matters, matters involving noncompliance with laws and regulations (other than those that are clearly inconsequential), and any fraud or violations of laws and regulations are included in the auditor's report that is provided to those charged with governance. This report is also available at www.wvsao.gov. Findings include: Segregation of Duties, Internal Controls.

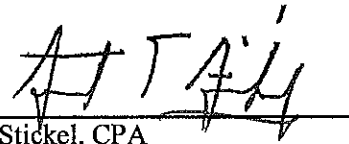
A qualified opinion was issued for this audit. The exact wording of the modified opinion is included in the auditor's report that is provided to those charged with governance.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of Jefferson County Parks and Recreation and management of Jefferson County Parks and Recreation and is not intended to be, and should not be, used by anyone other than these specified parties.



Stuart T. Stickel, CPA
Deputy State Auditor
Chief Inspector Division
Office of the State Auditor



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

February 18, 2014

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

Dear Mr. Pellish:

We are pleased to inform you that the following property in your jurisdiction was listed in the National Register of Historic Places on February 5, 2014:

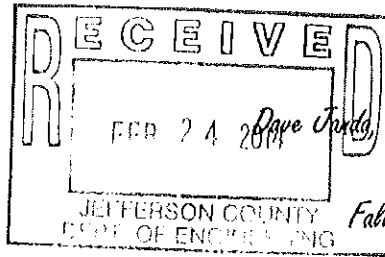
*Potomac Mills
Shepherdstown Vicinity, Jefferson County (and Washington County, MD)*

This honorary designation identifies this cultural resource's significant contribution to the history of West Virginia. Congratulations on this honor. If we can ever be of any assistance to you, please do not hesitate to contact our office. We can be reached at 304.558.0240.

Sincerely,

Susan M. Pierce
Deputy State Historic Preservation Officer

BHC
Inc.



Diner Tel: (304)-261-9150
114 Pattys Place
Falling Waters, WV 25419

February 17, 2014

Jefferson County Engineering Department
116 East Washington Street, Suite 100
P.O. Box 716
Charles Town, WV 25414

To Whom It May Concern:

This letter is written in recognition of the Jefferson County Engineering Department. I have been a builder since 1995. Building both residentially and commercially in this four state region for some time. My experience building commercially in Jefferson County, in 2013, was by far the best experience I have had to date.

The engineering department offered assistance and encouragement each step of the way. Welcoming our business to their county and doing whatever they could to help us through the building process.

Due to rules and regulations it is not often that county agencies are able to actually serve the public as they were designed to do. It was a very refreshing change to have assistance rather than resistance.

I would recommend building in Jefferson County to any contractor or business owner. The Engineering Department is definitely there to help.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Janda".

Dave Janda
Owner/BHC, Inc.
C/o Sweet Frog



*The members of
Shepherdstown Fire Department
cordially invite you and a guest to attend our
Annual Recognition & Awards Dinner
and Dance on Saturday, March 15, 2014, 5:30 p.m.
The event will begin with social hour at 5:30,
followed by dinner at 6:30 p.m.,
the awards ceremony and a dance.*

*Please return enclosed card to RSVP.
Thank-you.*



OPEN HOUSE

BERKELEY COUNTY LAW ENFORCEMENT BUILDING

Received

FEB 2 2014

Jefferson County Commission

THE BERKELEY COUNTY COUNCIL AND SHERIFF KENNETH LEMASTER CORDIALLY INVITE YOU TO THE OPEN HOUSE OF THE NEW BERKELEY COUNTY LAW ENFORCEMENT BUILDING. THE OPEN HOUSE WILL BE HELD ON SATURDAY, MARCH 1, 2014 FROM 1:00 TO 5:00 P.M. AT THE NEW BERKELEY COUNTY LAW ENFORCEMENT BUILDING LOCATED AT 510 SOUTH RALEIGH STREET. TOURS OF THE FACILITY WILL BE AVAILABLE THROUGHOUT THE DAY.

R.S.V.P. (304) 264-1923 – BERKELEY COUNTY COUNCIL OFFICES

SEND FOR AN APPLICATION
Applications due March 28, 2014

Please send a Grant Application Kit to:

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____

State: West Virginia

Zip: _____

Phone: _____

Fax: _____

Return this form to:
Bonnie L. Bevers
Division of Justice and
Community Services

1204 Kanawha Boulevard, East
Charleston, West Virginia 25301
Fax: (304) 558-0391

PRESORTED STANDARD
U.S. POSTAGE PAID
CHARLESTON, WV
PERMIT NO. 271

Division of Justice and Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

7755-11

Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414-0250

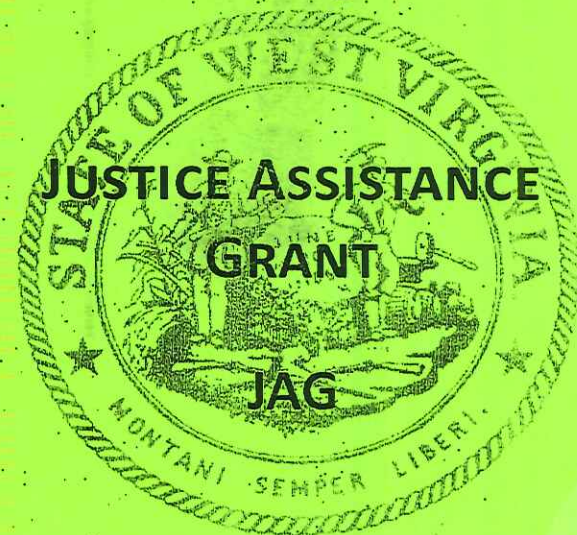
Received

FEB 23 2014

Jefferson County Commission

44006PI 25414

West Virginia



Division of
**Justice &
Community**
Services

**Grant Application
Information**

FY 2014 JUSTICE ASSISTANCE GRANT (JAG) FUNDS

FISCAL YEAR 2014

The WV Division of Justice and Community Services (DJCS) of the Department of Military Affairs and Public Safety is announcing the availability of fiscal year 2014 Justice Assistance Grant (JAG) Program funds through the U.S. Department of Justice, Bureau of Justice Assistance.

Program funds are available to qualified units of local and state government.

These funds are intended to supplement state and local funds through collaborative efforts to decrease Violent Crime and Substance Abuse at all levels.

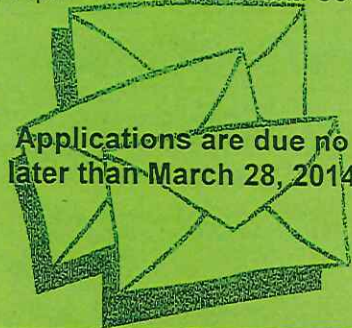
The JAG application has adopted a new format this year, which bases all applications on specific program types/abstracts. All units of state or local government are eligible to apply, providing that their program/application falls under one of the Abstracts included in the application packet.

Completed applications are due at DJCS no later than 4:30 p.m., March 28, 2014. Faxed applications will not be accepted.

A 25% cash match is required for all applicants and the application process is competitive each year.

The WV Justice Assistance Grant Advisory Board will meet in May to review applications and make recommendations to the Office of the Governor for awards. An individual representing your agency will be required to be available by telephone during this meeting to represent your application. Notification of the meeting will be sent at a later date.

Should you need further information, clarification or assistance, please contact Bonnie Bevers at (304) 558-8814, ext. 53314, or April Dickenson at ext. 53313.



Please Note:

These funds will be awarded on a reimbursement basis for a maximum of a twelve month period which will begin July 1, 2014.

To see all open solicitations from DJCS visit www.djcs.wv.gov and click the **Current Funding Opportunities** tab on the left side of the page.

For a direct link to the **FY14 JAG page** from the WV DJCS web site use the following web address:

<http://www.djcs.wv.gov/grant-programs/jag/Pages/default.aspx>

OR

For a paper application, complete the form on the reverse side of this page and mail or fax it to:

Bonnie L. Bevers
West Virginia Division of Justice and
Community Services
1204 Kanawha Blvd, East
Charleston, WV 25301

Fax: 304-558-0391

Received

FEB 20 2014



PATRICK MORRISEY
ATTORNEY GENERAL

PHYSICAL ADDRESS:
812 Quarrier St.
Charleston, WV 25301

MAILING ADDRESS:
P.O. Box 1789
Charleston, WV 25326-1789

E-Mail: consumer@wvago.gov
<http://www.wvago.gov>

**STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL**

Jefferson County Commission
Consumer Protection
and Antitrust Division

(304) 558-8986

Consumer Hotline
1-800-368-8808

Preneed Funeral Services
(304) 558-8986

Fax: (304) 558-0184

February 18, 2014

Sheriff Peter H. "Pete" Dougherty
Jefferson County Sheriff's Office
100 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

Re: Request for Participation in DRoP (Dispose Responsibly of Prescriptions)

Dear Sheriff Dougherty:

I am pleased to announce DRoP (Dispose Responsibly of Prescriptions), a program initiated at my request, which will provide drug drop boxes to every county in West Virginia. The program is a partnership with entities such as the West Virginia Department of Health and Human Resources, the West Virginia Medical Association, and West Virginia High Education. Together with my office, these organizations share the goal of creating healthier West Virginia communities by proactively fighting prescription drug abuse. This particular initiative is aimed at collecting unwanted controlled substances in the hopes of decreasing the amount of unwanted prescription medications throughout West Virginia.

The goals of this program are as follows:

1. To increase public awareness about the hazards of unused medications in homes;
2. To limit access to prescription drugs by youth and/or adults who might abuse or misuse prescription drugs found in the homes of their relatives and friends;
3. To decrease the incidence of crime in your community; and
4. To develop partnerships with West Virginia communities to fight drug abuse in West Virginia.

My office is now accepting requests from law enforcement departments around the state who wish to participate in this program. We hope that you will participate and we look forward to implementing this program and assisting you in fighting prescription drug abuse.

February 18, 2014

Page 2

For more information, please contact Maryclaire Akers at 304-558-8986, or by email at mca@wvago.gov. She will provide more details about the program and assist you in your application.

Sincerely,



Maryclaire Akers
Assistant Attorney General



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Earl Ray Tomblin
Governor

Paul A. Mattox, Jr., P. E.
Secretary of Transportation/
Commissioner of Highways

February 13, 2014

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2014-2019. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period". Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendment to the approved 2014-2019 STIP.

All written comments are to be received no later than February 28, 2014, and should be mailed to:

Anthony J. Carovillano, P.E., P.S.
Program Division
West Virginia Division of Highways
Building 5, Room A-816
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Should you have any questions, please contact Mr. Carovillano at (304) 558-9736.

Very truly yours,

Original Signed By:
GREGORY L. BAILEY
Gregory L. Bailey, P. E.
Deputy State Highway Engineer –
Planning and Programming

GLB:Cs

Attachment

- ✓ cc: Mr. Kevin Burgess, Federal Highway Administration – w/ attachment
- Ms. Brigid Hynes Cherin, Federal Transit Administration – w/ attachment
- Ms. Kathleen Zubrzycki, Federal Transit Administration – w/ attachment
- Ms. Susan O'Connell, Division of Public Transit – w/ attachment

RECEIVED

FEB 19 2014

Jefferson County Commission

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
BARBOUR	2014	7		8/28/2014	STP	CON	CO010	CLEMTOWN RD (AC BANK)	RESURF	S301 10 00843 00	ACST0010251D	\$0	\$225,000	\$0
ADD NEW PROJECT														
BARBOUR	2014	7		2/28/2014	STP	CON	US250	PHILIPPI-BELINGTON RD	REP SLIDE	S301 250 01486 00	STP0250222D	\$48,800	\$61,000	\$0
CANCEL - PROJECT TO BE STATE FUNDED														
BARBOUR	2014	7		2/28/2014	STP	CON	US119	PHILIPPI-GRAFTON RD	REP SLIDE	S301 119 01664 00	STP0119397D	\$84,000	\$105,000	\$0
CANCEL - PROJECT TO BE STATE FUNDED														
BOONE	2014	1		8/28/2014	STP	CON	WW085	MARTHATOWN-BIM (AC BANK)	RESURF	S303 85 01575 00	ACST0085071D	\$0	\$905,100	\$0
ADD NEW PROJECT														
BRAXTON	2014	7		8/28/2014	STP	CON	CO019/26	EXCHANGE RD (AC BANK)	RESURF	S304 19/26 00986 00	ACST1926001D	\$0	\$536,800	\$0
ADD NEW PROJECT														
DODDRIDGE	2014	4		8/28/2014	STP	CON	US023	MCELROY CREEK ROAD (AC BANK)	RESURF	S309 23 00000 00	ACST0023045D	\$0	\$1,500,000	\$0
ADD NEW PROJECT														
FAYETTE	2014	9	MPD	8/28/2014	STP	CON	WW041	CLIFFTOP ROAD (AC BANK)	RESURF	S310 41 01975 00	ACST0041078D	\$0	\$180,000	\$0
ADD NEW PROJECT														
FAYETTE	2014	9	MPD	8/28/2014	STP	CON	CO031	LOOPS TO DANESE (AC BANK)	RESURF	S310 31 00476 00	ACST0031041D	\$0	\$593,800	\$0
ADD NEW PROJECT														
FAYETTE	2014	9	MPD	8/28/2014	STP	CON	CO027	PACKS BRANCH ROAD (AC BANK)	RESURF	S310 27 00171 00	ACST0027042D	\$0	\$282,000	\$0
ADD NEW PROJECT														
GILMER	2014	7		2/28/2014	STP	ENG	US033	COLLEGE ST CONNECTOR/MINERAL	IMP I/S, DESIGN REP	U311 33 01730 00	STP0033372D	\$400,000	\$500,000	\$0
ADD NEW PROJECT														
GILMER	2015	7		11/28/2014	STP	ROW	US033	COLLEGE ST CONNECTOR/MINERAL	IMP I/S, DESIGN REP	U311 33 01730 00	STP0033373D	\$1,520,000	\$1,900,000	\$0
ADD NEW PROJECT														
GILMER	2015	7		5/28/2015	HSIP	CON	US033	COLLEGE ST CONNECTOR/MINERAL	IMP I/S, DESIGN REP	U311 33 01730 00	STHS0033376D	\$550,000	\$687,500	\$0
ADD NEW PROJECT														
GILMER	2015	7		5/28/2015	STP	CON	US033	COLLEGE ST CONNECTOR/MINERAL	IMP I/S, DESIGN REP	U311 33 01730 00	STHS0033376D	\$1,930,000	\$2,412,500	\$0
ADD NEW PROJECT														

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
GRANT	2014	5		8/28/2014	STP	CON	CO005	PATTERSON CREEK RD (AC BANK)	RESURF	S312 5 01110 00	ACST0005144D	\$0	\$850,000	\$0
ADD NEW PROJECT														
GREENBRIER	2014	9		8/28/2014	STP	CON	CO021	BACK VAGO ROAD (AC BANK)	RESURF	S313 21 00265 00	ACST0021411D	\$0	\$392,000	\$0
ADD NEW PROJECT														
GREENBRIER	2014	9		8/28/2014	STP	CON	CO027	GRASSY MEADOWS ROAD (AC BANK)	RESURF	S313 27 00630 00	ACST0027043D	\$0	\$1,043,000	\$0
ADD NEW PROJECT														
GREENBRIER	2014	9		6/28/2014	NRT	ENG	NA	MEADOW RIVER 2012	UPGRADE TRAIL	U313 MEADO 2 03	NRT2012669D	\$12,000	\$15,000	\$0
CANCEL PROJECT														
GREENBRIER	2014	9		8/28/2014	NRT	CON	NA	MEADOW RIVER 2012	UPGRADE TRAIL	U313 MEADO 2 03	NRT2012690D	\$52,000	\$65,000	\$0
CANCEL PROJECT														
GREENBRIER	2014	9		8/28/2014	NHPP	CON	US219	NORTH LEWISBURG RD (AC BANK)	RESURF	S313 219 01199 00	ACNH02193410	\$0	\$853,500	\$0
ADD NEW PROJECT														
GREENBRIER	2014	9		2/28/2014	NHPP	ENG	US219	STATE FAIR PEDESTRIAN UNDERPASS	CONST PED TUNNEL	S313 219 00073 00	NHPP0219344D	\$200,000	\$250,000	\$0
ADD NEW PROJECT														
GREENBRIER	2014	9		3/28/2014	NHPP	ROW	US219	STATE FAIR PEDESTRIAN UNDERPASS	CONST PED TUNNEL	S313 219 00073 00	NHPP0219345D	\$320,000	\$400,000	\$0
ADD NEW PROJECT														
GREENBRIER	2015	9		8/28/2015	NHPP	CON	US219	STATE FAIR PEDESTRIAN UNDERPASS	CONST PED TUNNEL	S313 219 00073 00	NHPP0219346D	\$1,280,000	\$2,000,000	\$0
ADD NEW PROJECT														
HAMPSHIRE	2014	5		8/28/2014	STP	CON	WV029	DELRAY (AC BANK)	RESURF	S314 29 00552 00	ACST0029025D	\$0	\$850,000	\$0
ADD NEW PROJECT														
HARRISON	2014	4		5/28/2014	ARMARK / GRAN	CON	CO006	LUMBERPORT SCHOOL ACCESS ROAD (GRANT)	SIDEWALKS, LIGHTING	S317 6 00000 00	TEA2012624D	\$168,000	\$210,000	\$0
CANCEL - PROJECT TO BE STATE FUNDED														
HARRISON	2014	4		8/28/2014	STP	CON	WV131	SALTWELL ROAD (AC BANK)	RESURF	S317 131 00768 00	ACST0131005D	\$0	\$675,000	\$0
ADD NEW PROJECT														
JACKSON	2014	3		8/28/2014	STP	CON	CO021	SANDYVILLE-ODAVILLE (AC BANK)	RESURF	S318 21 02739 00	ACST0021413D	\$0	\$860,000	\$0
ADD NEW PROJECT														

AMENDMENT #

Print Date: 2/6/2014

Page 2 of 8

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2014-2019
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND-TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERALCOST CHANGE
PROJECT COMMENTS														
LEWIS	2014	7		8/28/2014	STP	CON	CO013	BERLIN ROAD (AC BANK)	RESURF	S321 13 00014 00	ACST0013063D	\$0	\$331,100	\$0
ADD NEW PROJECT														
LEWIS	2014	7		8/28/2014	STP	CON	CO009	CHURCHVILLE ROAD (AC BANK)	RESURF	S321 9 00483 00	ACST0009229D	\$0	\$220,700	\$0
ADD NEW PROJECT														
LINCOLN	2014	2		8/28/2014	STP	CON	WV003	CAMP CREEK-GRIFFITHSVILLE (AC BANK)	RESURF	S322 3 01149 00	ACST0003253D	\$0	\$440,000	\$0
ADD NEW PROJECT														
LINCOLN	2014	2		8/28/2014	STP	CON	CO008	COAL RIVER ROAD SLIDE (AC BANK)	CORRECT SLIDE	S322 8 00297 00	ACST0008050D	\$0	\$850,000	\$0
ADD NEW PROJECT														
LINCOLN	2014	2		8/28/2014	STP	CON	WV010	FALLS BRANCH-WEST HAMLIN (AC BANK)	RESURF	S322 10 02646 00	ACST0010253D	\$0	\$100,000	\$0
ADD NEW PROJECT														
LINCOLN	2014	2		8/28/2014	STP	CON	WV003	HAMLIN-SWEELAND (AC BANK)	RESURF	S322 3 00604 00	ACST0003254D	\$0	\$230,000	\$0
ADD NEW PROJECT														
LINCOLN	2014	2		8/28/2014	STP	CON	WV010	LINCOLN CHURCH OF GOD PIPE (AC BANK)	REPL DRAINAGE	S322 10 02781 00	ACST0010252D	\$0	\$600,000	\$0
ADD NEW PROJECT														
LOGAN	2014	2		8/28/2014	STP	CON	CO005	HENDERSON-BUCK FORK (AC BANK)	RESURF	S323 5 01448 00	ACST0005142D	\$0	\$200,000	\$0
ADD NEW PROJECT														
LOGAN	2014	2		8/28/2014	STP	CON	WV044	MT. VIEW-LOGAN (AC BANK)	RESURF	S323 44 00261 00	ACST0044033D	\$0	\$420,000	\$0
ADD NEW PROJECT														
LOGAN	2014	2		8/28/2014	STP	CON	CO005	SHEGON-DINGESS MTN (AC BANK)	RESURF	S323 5 00491 00	ACST0005140D	\$0	\$200,000	\$0
ADD NEW PROJECT														
MARION	2014	4		8/28/2014	STP	CON	CO017	GRANT TOWN ROAD (AC BANK)	RESURF	S325 17 00859 00	ACST0017103D	\$0	\$750,000	\$0
ADD NEW PROJECT														
MARION	2014	4		8/28/2014	STP	CON	CO073	MORGANTOWN ROAD (AC BANK)	RESURF	S325 73 00250 00	ACST0073081D	\$0	\$900,000	\$0
ADD NEW PROJECT														
MARION	2014	4		8/28/2014	STP	CON	CO014	STATE RD RUN BR (AC BANK)	REPL (21X32 SCBB), US	S325 14 00294 00	ACBR 14127D	\$0	\$370,229	\$0
ADD NEW PROJECT														

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COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
MARION	2014	4		8/28/2014	STP	CON	US250	WHITEHALL ROAD (AC BANK)	RESURF	\$325 250 00252 00	ACST0250225D	\$0	\$250,000	\$0
ADD NEW PROJECT														
MASON	2014	1		8/28/2014	NHPP	CON	WV002	THOMAS RIDGE-GILL ROAD (AC BANK)	RESURF	\$327 2 03067 00	ACNH0002548D	\$0	\$785,500	\$0
ADD NEW PROJECT														
MCDOWELL	2014	10		8/28/2014	NHPP	CON	US052	ELKHORN-SWITCHBACK (AC BANK)	RESURF	\$324 52 03761 00	ACNH0052308D	\$0	\$770,000	\$0
ADD NEW PROJECT														
MCDOWELL	2014	10		8/28/2014	STP	CON	WV103	GARY-THORPE RD (AC BANK)	RESURF (1.5" HMA)	\$324 103 00539 00	ACST0103004D	\$0	\$800,000	\$0
ADD NEW PROJECT														
MCDOWELL	2014	10		5/28/2014	STP	CON	WV161	MID-VOL WV 161 RELOCATION	RELOCATE RD	\$324 161 5 00	STP0161016D	\$0	\$1,344,000	(\$1,075,538)
CANCEL - CRTS FUNDED														
MCDOWELL	2014	10	0	4/28/2014	STP	CON	CO017	NORTHFORK ARCH BR	REPL	\$324 17 00005 00	STP0017077D	\$0	\$763,000	(\$610,560)
CANCEL - CRTS FUNDED														
MCDOWELL	2014	10		2/28/2014	STP	CON	WV103	THORPE-BLACK WOLFE RD	RESURF (1.5" HMA)	\$324 103 77777	STP0103777	\$541,600	\$677,000	\$0
ADD NEW PROJECT														
MERCER	2014	10		8/28/2014	STP	CON	WV010	BEESON-MATOAKA RD (AC BANK)	RESURF	\$328 10 00361 00	ACST0010254D	\$0	\$710,000	\$0
ADD NEW PROJECT														
MERCER	2014	10		2/28/2014	NHPP	CON	US052	TUNNEL O/P BR	LMC OVERLAY	\$328 52 01876 00	NHPP0052279D	\$0	\$500,000	(\$400,000)
CANCEL - CRTS FUNDED														
MINERAL	2014	5		8/28/2014	STP	CON	WV046	FORT ASHBY RD (AC BANK)	RESURF	\$329 46 02933 00	ACST0046048D	\$0	\$625,000	\$0
ADD NEW PROJECT														
MINGO	2014	2		8/28/2014	STP	CON	WV055	BELO-PARSLEY BOTTOM (AC BANK)	RESURF	\$330 65 01663 00	ACST0065805D	\$0	\$300,000	\$0
ADD NEW PROJECT														
MINGO	2015	2	0	8/28/2015	AUG REDIST	CON	CO003/05	DINGESS TUNNEL	REN	\$330 3/5 00933 00	STP0035120D	\$0	\$2,610,000	(\$1,920,000)
CANCEL - CRTS FUNDED														
MINGO	2014	2		8/28/2014	STP	CON	CO013	GILBERT CREEK ROAD (AC BANK)	RESURF	\$330 13 00680 00	ACST0013064D	\$0	\$400,000	\$0
ADD NEW PROJECT														

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PROJECT COMMENTS														
MINGO	2014	2		8/28/2014	NHPP	CON	US052	KING COAL PAVEMENT REPAIR+1 (AC BANK)	REPAIR PAVEMENT	S330 52 03971 00	ACNH00523050	\$0	\$791,700	\$0
ADD NEW PROJECT														
MINGO	2014	2		8/28/2014	STP	CON	CO003/05	LAUREL CREEK ROAD (LENORE)(AC BANK)	RESURF	S330 3/5 00000 00	ACST0035204D	\$0	\$240,000	\$0
ADD NEW PROJECT														
MINGO	2014	2		8/28/2014	NHPP	CON	US052	NAUGUTUCK-MAHER (AC BANK)	RESURF	S330 52 00763 00	ACNH0052306D	\$0	\$500,000	\$0
ADD NEW PROJECT														
MORGAN	2014	5		8/28/2014	STP	CON	CO001	RIVER RD (AC BANK)	RESURF	S333 1 00351 00	ACST0001259D	\$0	\$475,000	\$0
ADD NEW PROJECT														
MORGAN	2014	5		8/28/2014	STP	CON	CO001	RIVER ROAD (AC BANK)	RESURF	S333 1 00351 00	ACST0001259D	\$0	\$475,000	\$0
ADD NEW PROJECT														
MORGAN	2014	5		8/28/2014	NHPP	CON	US522	VIRGINIA LINE RD (AC BANK)	RESURF	S333 522 00000 00	ACNH0522035D	\$0	\$1,175,000	\$0
ADD NEW PROJECT														
MORGAN	2014	5		8/28/2014	NHPP	CON	US522	VIRGINIA LINE RD (AC BANK)	RESURF	S333 522 00000 00	ACNH0522035D	\$0	\$1,175,000	\$0
ADD NEW PROJECT														
NICHOLAS	2014	9		8/28/2014	STP	CON	CO017	SNOW HILL ROAD (AC BANK)	RESURF	S334 17 00000 00	ACST0017101D	\$0	\$675,300	\$0
ADD NEW PROJECT														
NICHOLAS	2014	9		2/28/2014	CMAQ	CON	WV041	WV 41 RT LN	ADD 200' RT LN ON WV 41 NB	S334 41 01750 00	CMAQ0041074D	\$240,000	\$300,000	\$0
CANCEL PROJECT														
PENDLETON	2014	8		8/28/2014	STP	CON	WV028	SENECA ROCKS-GRANT CO LINE SOUTH (AC BANK)	RESURF	S336 28 02605 00	ACST0028084D	\$0	\$750,000	\$0
ADD NEW PROJECT														
PLEASANTS	2014	3		8/28/2014	STP	CON	CO007	ARVILLA ROAD (AC BANK)	RESURF	S337 7 00000 00	ACST0007261D	\$0	\$450,000	\$0
ADD NEW PROJECT														
POCAHONTAS	2014	8		8/28/2014	STP	CON	WV028	ARBOVALE-BOYER ROAD (AC BANK)	RESURF	S336 28 02500 00	ACST0028086D	\$0	\$300,000	\$0
ADD NEW PROJECT														
POCAHONTAS	2014	8		8/28/2014	STP	CON	WV028	HUNTERSVILLE-DUNMORE ROAD	RESURF	S336 28 00370 00	ACST0028085D	\$0	\$200,000	\$0
ADD NEW PROJECT														

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PROJECT COMMENTS														
PRESTON	2014	4		8/28/2014	STP	CON	CO003	BRANDONVILLE PIKE (AC BANK)	RESURF	S339 3 00463 00	ACST0003252D	\$0	\$350,000	\$0
ADD NEW PROJECT														
PRESTON	2014	4		8/28/2014	STP	CON	CO047	CRANESVILLE ROAD NORTH (AC BANK)	RESURF	S339 47 00248 00	ACST0047051D	\$0	\$500,000	\$0
ADD NEW PROJECT														
PRESTON	2014	4		8/28/2014	STP	CON	CO033	INDEPENDENCE-GLADESVILLE RD NORTH	RESURF	S339 33 00710 00	ACST0033374D	\$0	\$150,000	\$0
ADD NEW PROJECT														
RALEIGH	2017	10	MPO	3/28/2017	STP	CON	WW003	MARSH FORK BR	REN	S341 3 00077 00	STP0003242D	\$0	\$1,073,000	(\$780,000)
CANCEL - CRTS FUNDED														
RALEIGH	2014	10	MPO	8/28/2014	STP	CON	CO006	MAXWELL HILL ROAD (AC BANK)	RESURF	S341 6 00000 00	ACST0006046D	\$0	\$650,000	\$0
ADD NEW PROJECT														
RALEIGH	2014	10	MPO	3/28/2014	NHPP	CON	I064	PHIL G MCDONALD MEMORIAL BR	REN BR	S341 64 77777	NHPP0641777	\$2,700,000	\$3,000,000	\$0
ADD NEW PROJECT														
RALEIGH	2014	10	MPO	6/28/2014	NHPP	ENG	I064	PHIL G MCDONALD MEMORIAL BR C&P	C&P	S341 64 77777	NHPP0641777	\$9,000	\$10,000	\$0
ADD NEW PROJECT														
RALEIGH	2017	10	MPO	1/28/2017	NHPP	CON	I064	PHIL G MCDONALD MEMORIAL BR C&P (AC	C&P	S341 64 77777	NHPP0641777	\$5,951,700	\$6,613,000	\$0
ADD NEW PROJECT														
RALEIGH	2016	10	MPO	1/28/2016	NHPP	CON	I064	PHIL G MCDONALD MEMORIAL BR C&P (AUTH	C&P	S341 64 77777	NHPP0641777	\$5,951,700	\$6,613,000	\$0
ADD NEW PROJECT														
RANDOLPH	2014	8		8/28/2014	NHPP	CON	US219	CONLEY RUN-ELKWATER (AC BANK)	RESURF	S342 219 01140 00	ACNH0219343D	\$0	\$250,000	\$0
ADD NEW PROJECT														
RANDOLPH	2014	8		8/28/2014	STP	CON	WW015	MONTEVILLE-VALLEY HEAD (AC BANK)	RESURF	S342 15 00600 00	ACST0015093D	\$0	\$615,000	\$0
ADD NEW PROJECT														
RANDOLPH	2014	8		8/28/2014	STP	CON	US250	POCA CO LINE-CHEAT BR (AC BANK)	RESURF	S342 250 00000 00	ACST0250223D	\$0	\$750,000	\$0
ADD NEW PROJECT														
RITCHIE	2014	3		8/28/2014	STP	CON	CO005	EAST MAIN ST HARRISVILLE (AC BANK)	RESURF	S343 5 01042 00	ACST0005141D	\$0	\$250,000	\$0
ADD NEW PROJECT														

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PROJECT COMMENTS														
RITCHIE	2014	3		8/28/2014	STP	CON	WV016	STEWARTS RUN-US 50 (AC BANK)	RESURF	S343 16 01993 00	ACST0016254D	\$0	\$900,000	\$0
ADD NEW PROJECT														
RITCHIE	2014	3		8/28/2014	STP	CON	WV053	WV 53 (AC BANK)	RESURF	S343 53 00000 00	ACST0053011D	\$0	\$220,000	\$0
ADD NEW PROJECT														
ROANE	2014	3		8/28/2014	STP	CON	US033	RIPLEY-SPENCER ROAD (AC BANK)	RESURF	S344 33 00000 00	ACST0033375D	\$0	\$685,000	\$0
ADD NEW PROJECT														
SUMMERS	2014	9		8/28/2014	STP	CON	CO017	BARGER SPRINGS ROAD (AC BANK)	RESURF	S345 17 00017 00	ACST0017102D	\$0	\$378,000	\$0
ADD NEW PROJECT														
TUCKER	2014	8		8/28/2014	STP	CON	WV038	JONATHAN RUN-CLOVER RUN (AC BANK)	RESURF	S347 38 00300 00	ACST0038023D	\$0	\$1,500,000	\$0
ADD NEW PROJECT														
TYLER	2014	6		8/28/2014	STP	CON	WV074	MOUNTAIN DRIVE ROAD (AC BANK)	RESURF	S348 74 00000 00	ACST0074054D	\$0	\$312,000	\$0
ADD NEW PROJECT														
UPSHUR	2014	7		8/28/2014	STP	CON	CO011	ALEXANDER ROAD (AC BANK)	RESURF	S349 11 01529 00	ACST0011139D	\$0	\$541,800	\$0
ADD NEW PROJECT														
UPSHUR	2014	7		8/28/2014	STP	CON	CO012	OLD US 33 (AC BANK)	RESURF	S349 12 00412 00	ACST0012053D	\$0	\$290,000	\$0
ADD NEW PROJECT														
WEBSTER	2014	7		8/28/2014	STP	CON	CO009	ERBACON ROAD (AC BANK)	RESURF	S351 9 00000 00	ACST0009230D	\$0	\$310,500	\$0
ADD NEW PROJECT														
WETZEL	2014	6		8/28/2014	STP	CON	WV007	CHILDS ROAD (AC BANK)	RESURF	S352 7 00872 00	ACST0007280D	\$0	\$395,000	\$0
ADD NEW PROJECT														
WETZEL	2014	6		8/28/2014	STP	CON	CO026	VAN CAMP ROAD (AC BANK)	RESURF	S352 26 00142 00	ACST0026047D	\$0	\$259,000	\$0
ADD NEW PROJECT														
WIRT	2014	3		8/28/2014	STP	CON	CO021	OLD US 21 (AC BANK)	RESURF	S343 21 00000 00	ACST0021412D	\$0	\$570,000	\$0
ADD NEW PROJECT														
WYOMING	2014	10		8/28/2014	STP	CON	WV097	MULLENSVILLE-PINEVILLE (AC BANK)	RESURF	S355 97 01775 00	ACST0097087D	\$0	\$750,000	\$0
ADD NEW PROJECT														

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PROJECT COMMENTS														
STATEWIDE	2014	99		9/28/2014	HSIP-PENALTY	CON		HSIP-PENALTY ALLOCATION	HIGHWAY SAFETY IMPROVEMENT PROJECTS	U399 HSIP ?????	HSIP2014????D	\$8,607,030	\$9,634,478	(\$640,000)
ADD NEW PROJECT														
STATEWIDE	2014	99		2/28/2014	CMAQ	ENG	NA999	ITS, SIGNAL SYSTEMS, LIGHTING & STRUCTURES	ITS TECHNICAL SUPPORT	T699 ?????	CMAQ2014????	\$400,000	\$500,000	\$0
ADD NEW PROJECT														

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting January 6, 2014

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, January 6, 2014 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Secretary, Peter Appignani; Treasurer, Bill Strider; new Board member Gagan Batra; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Finance Manager, April Shultz; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; from Pentree Engineering, Wayne Morgan and Zane Summerfield; from Dunn Engineering, Fred Hypes; and Liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

Secretary Peter Appignani called the meeting to order at 7:00PM.

Welcome new Board Member Gagan Batra

The Board and staff welcomed newly appointed Board member Mr. Gagan Batra. Mr. Batra is the first rate payer to be appointed to the Board as part of the legislation that was passed in Senate Bill 82. He is pleased to be a part of the Board and is eager to get started.

2014 Election of officers

Mr. Strider nominated Mr. Appignani to serve as the Chairman and he accepted. Mr. Strider chose to continue as Treasurer and Mr. Gagan accepted to serve as the Secretary.

Approval of agenda

The Board moved the discussion on the Districts vision statement, values, covenants, and board member expectations listed in executive session to discuss in New Business.

Public Comments

None.

OLD BUSINESS

Review Minutes of December 2 regular board meeting

The minutes of the December 2, 2013 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the December 2, 2013 minutes as presented. Approved 2-0. Mr. Batra abstained due to not being a Board member at that time.

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

- Approve construction bid notice

Ms. Lawton informed the Board that the engineer has put the advertisement out for bid. Bids are due by 2:00pm on January 17th.

Action: No action required by the Board.

Discuss the District's sewer system cash flow and rates

Finance Manager, April Shultz, informed the Board that the Districts financial status has not changed since the last board meeting. Mr. Kelsh has filed a petition with the Public Service Commission to allow the District to use some of the funds in the capacity improvement fee account to reimburse the sewer operating account.

Action: No action required by the Board.

Discuss Mountain Water Project

- Discuss the Public Private Partnership agreement
- Consider revisions to draft Preliminary Engineering Report

At the special meeting prior to the regular board meeting, the Board chose to not pursue further negotiations for a purchase of the Jefferson Utilities water system. Mr. Batra didn't feel it was in the best interest of the District financially (weighing all pros and cons) at this time. Mr. Strider did not support this decision. Mr. Appignani stated that he is still open to a public private partnership if Jefferson Utilities was interested.

Action: No action required by the Board.

NEW BUSINESS

Review and consider generator maintenance contract bids

Ms. Lawton received three bids for the generator maintenance contract. The bidding firms were Apparatus Repair & Engineering, Inc. (AR&E), Fidelity Engineering Corporation, and Alban Cat Power Systems. Mr. Batra would like to have the bids made scope comparable and would like to understand what it takes to build the capability in-house to do these inspections and maintenance. Mr. Batra would like to work with the staff to gather more information to present at next board meeting before making a decision. This item was tabled until next month.

Action: No action required by the Board.

Consider approval of change order #2 for pump station 5-3 upgrade project

Ms. Lawton informed the Board of the change order for the project due to the delay of the panel. The change order #2 would grant the contractor, Snyder Environmental, an extension to complete the work since there is a delay in receiving the equipment from a vendor.

While waiting for the upgrade to be completed, the District is renting a portable Godwin pump at \$4000 a month plus \$500 a month in diesel fuel to keep the pump station operating since the original pump broke down. Snyder Environmental offered the District a pump to rent for \$2400 a month until the upgrade is complete.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve change order #2 as presented.

There was a discussion on the motion. Mr. Batra suggested that Snyder Environmental should offer the extra pump at no charge to the District since an extension is being granted with no penalty fees being enforced. The original motion was amended.

Action: Motion made by Mr. Batra and seconded by Mr. Strider to allow the 60-day extension provided that Snyder Environmental provides the pump at no extra costs and the District will cover the costs of diesel fuel. Unanimously approved.

Consider 2014 holiday schedule

Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve the 2014 holiday schedule as presented. Unanimously approved.

Update on Statuses of Current Public Service Commission Cases

Mr. Kelsh gave a brief update on the current cases the District is involved in at the Public Service Commission, including the filing of a petition for the use of the proceeds in the Districts Capacity Improvement Fee (CIF) account (13-1832-PSD-PC).

Action: No action required by the Board.

Discuss District staff meetings with the Board

Mr. Appignani suggested the Board meet with staff a couple times a year to learn of any issues staff may have and to gain their feedback on certain issues. Mr. Appignani will with Sue to work out the details and set a schedule for the Staff Meetings.

Action: No action required by the Board.

Discuss a cost savings plan/strategy for the District

The Board would like to get feedback from the staff on cost saving ideas. Mr. Batra suggested the possibility of allowing Mr. Kelsh to attend the board meetings by conference call rather than traveling. Mr. Strider stated that there is value in having legal counsel attend the board meetings as well as other meetings while he is in the area.

The Board would like Ms. Lawton to draft a staffing plan including the current staff positions, duties, hiring dates, etc. Staff took the action to think of such ideas and present them at the first Staff Meeting, which will be scheduled in the first quarter 2014.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget. The District had a 140% coverage rate for December 2013.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve disbursements for Public Service District water expenses in the amount of \$3,084.70. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve disbursements for the Public Service District sewer expenses in the amount of \$175,453.46. Unanimously approved.

Approve transfer of \$1,733.68 from the renewal & replacement account to the Sewer Operating account for pump repairs at pump station SHN-2

Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$1,733.68 from the renewal & replacement account to sewer operating account for pump repairs at pump station SHN-2. Unanimously approved.

Approve transfer of \$3,998.40 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$3,998.40 from the sewer security deposit account into the sewer operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$64.94 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Batra to approve the transfer of \$64.94 from the water security deposit account into the water operating account for security deposit refunds. Unanimously approved.

General Manager's Report

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

Sewer back-up – Ms. Lawton informed the Board of a sewer back-up in three townhomes in the County Green development. Staff would like to look at the costs of purchasing a jetter which could assist them in responding to backup situations faster. Without the proper equipment, the District must rely on other utilities for assistance.

Spruce Hill North # 2 pump station – The Board would like to add the discussion of transferring this ownership to the agenda for next month.

Action: No action required by the Board.

Other staff reports

Action: No action required by the Board.

Public Comment

None.

Correspondence

None.

Mr. Freeze, Mrs. Shultz, Commissioner Tabb, Mr. Hypes, Mr. Morgan, and Mr. Summerfield exited the meeting.

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

Action: Motion made by Mr. Strider and seconded by Mr. Batra to return to public session. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Batra to adjourn. Unanimously approved.

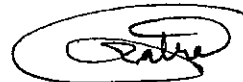
There being no further business at this time, the meeting was adjourned at 9:27PM.

The next regular meeting is scheduled for Monday, February 3, 2014 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



Gagan Batra
Secretary

Jefferson County Public Service District

Jefferson County Public Service District Special Board Meeting January 6, 2014

The special meeting of the Jefferson County Public Service District was held at 5:00PM on Monday, January 6, 2014 at the District's office in Kearneysville. Those in attendance included: Secretary, Peter Appignani; Treasurer, Bill Strider; new Board member, Gagan Batra; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Finance Manager, April Shultz; District Legal Counsel, Jim Kelsh; from Pentree Engineering, Wayne Morgan and Zane Summerfield; from Dunn Engineering, Fred Hypes; and from Cox Hollida Price, Chuck Young.

Secretary Peter Appignani called the meeting to order at 5:00PM.

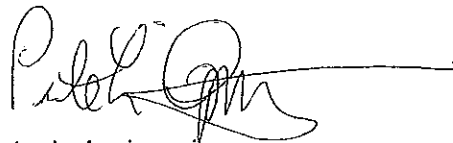
The purpose of the meeting was to discuss the negotiations of a contract for possible purchase of Jefferson Utilities, Inc.

- Action:** Motion made by Mr. Strider and seconded by Mr. Batra to convene into executive session for the purpose of discussing contract negotiations. Unanimously approved.
- Action:** Motion made by Mr. Strider and seconded by Mr. Batra to return to public session. Unanimously approved.
- Action:** Motion made by Mr. Appignani and seconded by Mr. Batra to direct staff to no longer spend the time and resources on pursuing the purchase of Jefferson Utilities, Inc and direct Mr. Kelsh to inform their counsel of this decision based on the financial costs of a purchase at this time. Approved 2-1. Mr. Strider voted against the motion.
- Action:** Motion made by Mr. Batra and seconded by Mr. Strider to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 6:01PM.

The next regular meeting is scheduled for January 6, 2014 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Secretary



William H. Strider
Treasurer



**TIME WARNER CABLE TO MERGE WITH COMCAST CORPORATION TO CREATE
A WORLD-CLASS TECHNOLOGY AND MEDIA COMPANY**

*Strategic Combination Will Accelerate Delivery of Comcast's Technologically Advanced
Products and Services to Time Warner Cable's Customers*

*Transaction Creates Multiple Pro-Consumer and Pro-Competitive Benefits,
Including for Small and Medium-Sized Businesses*

PHILADELPHIA and NEW YORK – (February 13, 2014) -- Comcast Corporation (Nasdaq: CMCSA, CMCSK) and Time Warner Cable (NYSE: TWC) today announced that their Boards of Directors have approved a definitive agreement for Time Warner Cable to merge with Comcast. The agreement is a friendly, stock-for-stock transaction in which Comcast will acquire 100 percent of Time Warner Cable's 284.9 million shares outstanding for shares of CMCSA amounting to approximately \$45.2 billion in equity value. Each Time Warner Cable share will be exchanged for 2.875 shares of CMCSA, equal to Time Warner Cable shareholders owning approximately 23 percent of Comcast's common stock, with a value to Time Warner Cable shareholders of approximately \$158.82 per share based on the last closing price of Comcast shares. The transaction will generate approximately \$1.5 billion in operating efficiencies and will be accretive to Comcast's free cash flow per share while preserving balance sheet strength. The merger will also be tax free to Time Warner Cable shareholders.

This transaction will create a leading technology and innovation company, differentiated by its ability to deliver ground-breaking products on a superior network while leveraging a national platform to create operating efficiencies and economies of scale.

"The combination of Time Warner Cable and Comcast creates an exciting opportunity for our company, for our customers, and for our shareholders," said Brian L. Roberts, Chairman and Chief Executive Officer, Comcast Corporation. "In addition to creating a world-class company, this is a compelling financial and strategic transaction for our shareholders. Also, it is our intention to expand our buyback program by an additional \$10 billion at the close of the transaction. We believe there are meaningful operational efficiencies and the adjusted purchase multiple is approximately 6.7x Operating Cash Flow. This transaction will be accretive and will yield many synergies and benefits in the years ahead. Rob Marcus and his team have created a pure-play cable company that, combined with Comcast, has the foundation for future growth. We are looking forward to working with his team as we bring our companies together to deliver the most innovative products and services and a superior customer experience within the highly competitive and dynamic marketplace in which we operate."

"This combination creates a company that delivers maximum value for our shareholders, enormous opportunities for our employees and a superior experience for our customers," said Robert D. Marcus, Chairman and CEO of Time Warner Cable. "Comcast and Time Warner Cable have been the leaders in all of the industry's most important innovations of the last 25 years and this merger will accelerate the pace of that innovation. Brian Roberts, Neil Smit, Michael Angelakis and the Comcast management team have built an industry-leading platform and innovative products and services, and we're excited to be part of delivering all of the possibilities of cable's superior broadband networks to more American consumers."

The new cable company, which will be led by President and CEO Neil Smit, will generate multiple pro-consumer and pro-competitive benefits, including an accelerated deployment of existing and new innovative products and services for millions of customers. Comcast's subscribers today have access to the most comprehensive video experience, including the cloud-based X1 Entertainment Operating System, plus 50,000 video on demand choices on television, 300,000 plus streaming choices on XfinityTV.com, Xfinity TV mobile apps that offer 35 live streaming channels plus the ability to download to watch offline later, and the newly launched X1 cloud DVR. Comcast is also a technology leader in broadband and has increased Internet speeds 12 times in the past 12 years across its entire footprint.

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Time Warner Cable owns cable systems located in key geographic areas, including New York City, Southern California, Texas, the Carolinas, Ohio, and Wisconsin. Time Warner Cable will combine its unique products and services with Comcast's, including StartOver, which allows customers to restart a live program in progress to the beginning, and LookBack, which allows customers to watch programs up to three days after they air live, all without a DVR. Time Warner Cable also has been a leader in the deployment of community Wi-Fi, and will combine its more than 30,000 hotspots, primarily in Los Angeles and New York City, and its in-home management system, IntelligentHome, with Comcast's offerings.

Through this merger, more American consumers will benefit from technological innovations, including a superior video experience, higher broadband speeds, and the fastest in-home Wi-Fi. The transaction also will generate significant cost savings and other efficiencies. American businesses will benefit from a broader platform, and the Company will be better able to offer advanced services like high-performance point-to-point and multi-point Ethernet services and cloud-based managed services to enterprises. Additionally, the transaction will combine complementary advertising platforms and channels and allow Comcast to offer broader and more valuable packages to national advertisers.

Through the merger, Comcast will acquire Time Warner Cable's approximately 11 million managed subscribers. In order to reduce competitive concerns, Comcast is prepared to divest systems serving approximately 3 million managed subscribers. As such, Comcast will, through the acquisition and management of Time Warner Cable systems, net approximately 8 million managed subscribers in this transaction. This will bring Comcast's managed subscriber total to approximately 30 million. Following the transaction, Comcast's share of managed subscribers will remain below 30 percent of the total number of MVPD subscribers in the U.S. and will be essentially equivalent to Comcast Cable's subscriber share after its completion of both the 2002 AT&T Broadband transaction and the 2006 Adelphia transaction.

The companies said the merger agreement between Comcast and Time Warner Cable is subject to shareholder approval at both companies and regulatory review and other customary conditions and is expected to close by the end of 2014.

J.P. Morgan, Paul J. Taubman, and Barclays Plc acted as financial advisors to Comcast and Davis Polk & Wardwell LLP and Willkie Farr & Gallagher LLP are its legal advisors. Morgan Stanley, Allen & Company, Citigroup and Centerview Partners are financial advisors to Time Warner Cable and its Board of Directors, and Paul, Weiss, Rifkind, Wharton & Garrison LLP and Skadden, Arps, Slate, Meagher & Flom LLP are legal advisors.

Teleconference and Webcast for Financial Community

Comcast and Time Warner Cable will host a conference call with the financial community on Thursday, February 13, 2014, at 8:30 a.m. Eastern Time (ET) to discuss this announcement. The conference call will be broadcast live via the companies' Investor Relations websites at www.cmcsa.com and www.twc.com/investors. Those interested in participating via telephone should dial (800) 263-8495 with the conference ID number 22627319. A replay of the call will be available starting at 12:30 p.m. ET on February 13, 2014, on the companies' Investor Relations websites or by telephone. To access the telephone replay, dial (855) 859-2056 with the conference ID number 22627319.

Teleconference for Journalists

Comcast and Time Warner Cable will also host a conference call with journalists on Thursday, February 13, 2014, at 9:45 a.m. Eastern Time (ET) to discuss this announcement. Journalists interested in participating in the call should dial (888) 290-8622 with the conference ID number 29882449. A replay of the call will be available starting at 1:30 PM (ET) on February 13, 2014. To access the telephone replay, dial (800) 585-8367 with the conference ID number 29882449.

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About Comcast Corporation

Comcast Corporation (Nasdaq: CMCSA, CMCSK) is a global media and technology company with two primary businesses, Comcast Cable and NBCUniversal. Comcast Cable is the nation's largest video, high-speed Internet and phone provider to residential customers under the XFINITY brand and also provides these services to businesses. NBCUniversal operates 30 news, entertainment and sports cable networks, the NBC and Telemundo broadcast networks, television production operations, television station groups, Universal Pictures and Universal Parks and Resorts. Visit www.comcastcorporation.com for more information.

About Time Warner Cable

Time Warner Cable Inc. (NYSE:TWC) is among the largest providers of video, high-speed data and voice services in the United States, connecting 15 million customers to entertainment, information and each other. Time Warner Cable Business Class offers data, video and voice services to businesses of all sizes, cell tower backhaul services to wireless carriers and enterprise-class, cloud-enabled hosting, managed applications and services. Time Warner Cable Media, the advertising arm of Time Warner Cable, offers national, regional and local companies innovative advertising solutions. More information about the services of Time Warner Cable is available at www.twc.com, www.twcbc.com and www.twcmedia.com.

###

Media Contacts

Comcast:

D'Arcy Rudnay, (215) 286-8582
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Time Warner Cable:

Ellen East, (212) 364-8228
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Bobby Amirshahi, (212) 364-8292

Investor Contacts

Comcast:

Jason S. Armstrong, (215) 286-7972
Jane B. Kearns, (215) 286-4794

Time Warner Cable:

Tom Robey, (212) 364-8218
Laraine Mancini, (212) 364-8202

Important Information For Investors And Shareholders

This communication does not constitute an offer to sell or the solicitation of an offer to buy any securities or a solicitation of any vote or approval. In connection with the proposed transaction between Comcast Corporation ("Comcast") and Time Warner Cable Inc. ("Time Warner Cable"), Comcast and Time Warner Cable will file relevant materials with the Securities and Exchange Commission (the "SEC"), including a Comcast registration statement on Form S-4 that will include a joint proxy statement of Comcast and Time Warner Cable that also constitutes a prospectus of Comcast, and a definitive joint proxy statement/prospectus will be mailed to shareholders of Comcast and Time Warner Cable. INVESTORS AND SECURITY HOLDERS OF COMCAST AND TIME WARNER CABLE ARE URGED TO READ THE JOINT PROXY STATEMENT/PROSPECTUS AND OTHER DOCUMENTS THAT WILL BE FILED WITH THE SEC CAREFULLY AND IN THEIR ENTIRETY WHEN THEY BECOME AVAILABLE BECAUSE THEY WILL CONTAIN IMPORTANT INFORMATION. Investors and security holders will be able to obtain free copies of the registration statement and the joint proxy statement/prospectus (when available) and other documents filed with the SEC by Comcast or Time Warner Cable through the website maintained by the SEC at <http://www.sec.gov>. Copies of the documents filed with the SEC by Comcast will be available free of charge on Comcast's website at <http://cmcsa.com> or by contacting Comcast's Investor Relations Department at 866-281-2100. Copies of the documents filed with the SEC by Time Warner Cable will be available free of charge on Time Warner Cable's website at <http://ir.timewarnercable.com> or by contacting Time Warner Cable's Investor Relations Department at 877-446-3689.

Comcast, Time Warner Cable, their respective directors and certain of their respective executive officers may be considered participants in the solicitation of proxies in connection with the proposed transaction. Information about the directors and executive officers of Time Warner Cable is set forth in its Annual Report on Form 10-K for the year ended December 31, 2012, which was filed with the SEC on February 15, 2013, its proxy statement for its 2013 annual meeting of stockholders, which was filed with the SEC on April 4, 2013, and its Current Reports on Form 8-K filed with the SEC on April 30, 2013, July 29, 2013 and December 6, 2013. Information about the directors and executive officers of Comcast is set forth in its Annual Report on Form 10-K for the year ended December 31, 2013, which was filed with the SEC on February 12, 2014, its proxy statement for its 2013 annual meeting of stockholders, which was filed with the SEC on April 5, 2013, and its Current Reports on Form 8-K filed with the SEC on July 24, 2013 and August 16, 2013. These documents can be obtained free of charge from the sources indicated above. Additional information regarding the participants in the proxy solicitations and a description of their direct and indirect interests, by security holdings or otherwise, will be contained in the joint proxy statement/prospectus and other relevant materials to be filed with the SEC when they become available.

Cautionary Statement Regarding Forward-Looking Statements

Certain statements in this communication regarding the proposed acquisition of Time Warner Cable by Comcast, including any statements regarding the expected timetable for completing the transaction, benefits and synergies of the transaction, future opportunities for the combined company and products, and any other statements regarding Comcast's and Time Warner Cable's future expectations, beliefs, plans, objectives, financial conditions, assumptions or future events or performance that are not historical facts are "forward-looking" statements made within the meaning of Section 27A of the Securities Act of 1933, as amended, and Section 21E of the Securities Exchange Act of 1934, as amended. These statements are often, but not always, made through the use of words or phrases such as "may," "believe," "anticipate," "could," "should," "intend," "plan," "will," "expect(s)," "estimate(s)," "project(s)," "forecast(s)," "positioned," "strategy," "outlook" and similar expressions. All such forward-looking statements involve estimates and assumptions that are subject to risks, uncertainties and other factors that could cause actual results to differ materially from the results expressed in the statements. Among the key factors that could cause actual results to differ materially from those projected in the forward-looking statements are the following: the timing to consummate the proposed transaction; the risk that a condition to closing of the proposed transaction may not be satisfied; the risk that a regulatory approval that may be required for the proposed transaction is not obtained or is obtained subject to conditions that are not anticipated; Comcast's ability to achieve the synergies and value creation contemplated by the proposed transaction; Comcast's ability to promptly, efficiently and effectively integrate Time Warner Cable's operations into those of Comcast; and the diversion of management time on transaction-related issues. Additional information concerning these and other factors can be found in Comcast's and Time Warner Cable's respective filings with the SEC, including Comcast's and Time Warner Cable's most recent Annual Reports on Form 10-K, Quarterly Reports on Form 10-Q and Current Reports on Form 8-K. Comcast and Time Warner Cable assume no obligation to update any forward-looking statements. Readers are cautioned not to place undue reliance on these forward-looking statements that speak only as of the date hereof.

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

Week Ending Date	Week Ending February 8, 2014 FY14 February 14, 2014
To be Deposited on:	
Amount Played	51,805,102.95
Amount Won	46,379,444.59
Amount Promo	164,156.00
MWAP Contribution	<u>2,878.31</u>
Adjusted Gross Terminal Revenue	<u>5,258,624.05</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>210,344.97</u>
Net Terminal Revenue	<u>5,048,279.08</u>
Surcharge @ 10%	504,827.91
State Share Excess @ 58%	292,800.19
Track Share of Capital Reinvestment @ 42%	212,027.72
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>203546.61</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>8481.11</i>
Adjusted Net Terminal Revenue	<u>4,543,451.17</u>
Racetrack @ 46.50% / 42%	1,908,249.49
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,862,814.95
Race Track Purses @ 7% / 14% / 8%	363,476.09
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	22,717.26
Greyhound Development @ .75%	34,075.88
Thoroughbred Development @ .75%	34,075.88
Racing Commission @ 1%	45,434.52
County/Municipality @ 2%	90,869.04
3% Funds:	
Tourism Promotion Fund @ 1.375%	62,472.45
Development Office Promotion Fund @ .375%	17,037.94
Research Challenge Fund @ .5%	22,717.26
Capitol Renovation and Improvement Fund @ .6875%	31,236.23
2004 Capitol Complex Parking Garage Fund @ .0625%	2,839.66
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	22,717.26
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>22,717.26</u>
	<u>4,543,451.17</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2014

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 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 16,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.86	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.68	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,662.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
01/25/14	\$ 85,441.60	\$ 42,720.80	\$ 42,720.80	\$ 3,387.76	\$ 17,045.60	\$ 927.04	\$ 14,388.37	\$ 6,972.03
02/01/14	\$ 95,363.20	\$ 47,681.60	\$ 47,681.60	\$ 3,781.15	\$ 19,024.96	\$ 1,034.69	\$ 16,059.16	\$ 7,781.64
02/08/14	\$ 90,869.04	\$ 45,434.52	\$ 45,434.52	\$ 3,602.96	\$ 16,128.37	\$ 985.93	\$ 15,302.35	\$ 7,414.91
Subtotal	\$ 3,491,957.80	\$ 2,202,010.64	\$ 1,289,947.16	\$ 102,292.80	\$ 514,688.94	\$ 27,991.85	\$ 434,454.19	\$ 210,519.38

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
07/04/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92	07/06/2013	123,196.88
07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04	07/13/2013	128,060.40
07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00	07/20/2013	115,128.84
07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44	07/27/2013	123,049.56
08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16	08/03/2013	116,180.80
08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88	08/10/2013	120,078.64
08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90	08/17/2013	124,888.56
08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90	08/24/2013	89,882.12
08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42	08/31/2013	58,913.18
09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40	09/07/2013	67,758.74
09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04	09/14/2013	53,374.22
09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90	09/21/2013	54,277.94
09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40	09/28/2013	54,881.50
10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20	10/05/2013	55,950.74
10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92
10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20
10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06
10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30	11/02/2013	57,543.54
11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96	11/09/2013	54,666.76
11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96
11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62
11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34	11/30/2013	59,645.66
12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96	12/07/2013	47,306.24
12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02
12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02
12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14
01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52	01/04/2014	62,963.88
01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30	01/11/2014	37,935.94
01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88	01/18/2014	49,418.64
01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26	01/25/2014	42,720.80
01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92	02/01/2014	47,681.60
02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20	02/08/2014	45,434.52
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52		
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70		
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74		
03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26		

03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62	03/16/2013	62,366.36
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36	03/30/2013	57,567.98
04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22	04/06/2013	63,108.84
04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08	04/27/2013	58,612.74
05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66	05/04/2013	61,102.92
05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30	05/11/2013	57,428.70
05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92	05/18/2013	61,172.80
05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36	05/25/2013	57,131.24
05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24	06/01/2013	65,920.66
06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44	06/08/2013	55,233.74
06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86	06/15/2013	54,067.52
06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12	06/22/2013	54,690.28
06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30	06/29/2013	55,991.38
06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40	06/30/2013	11,509.54

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

2,202,010.64

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35		
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	532097.19

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93
January, 2012	413,438.04	January, 2013	397,951.05		
February, 2012	428,310.03	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
<u>Total 2011-2012</u>	<u>4,808,702.50</u>	<u>Total 2012-2013</u>	<u>4,608,334.13</u>	<u>Total 2013-2014</u>	<u>1,596,291.57</u>

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

Week Ending Date	Week Ending
	February 15, 2014
	FY14
To be Deposited on:	February 24, 2014
Amount Played	48,736,313.20
Amount Won	43,825,949.36
Amount Promo	153,401.00
MWAP Contribution	<u>2,786.40</u>
Adjusted Gross Terminal Revenue	<u>4,754,176.44</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>190,167.06</u>
Net Terminal Revenue	<u>4,564,009.38</u>
Surcharge @ 10%	456,400.94
State Share Excess @ 58%	264,712.55
Track Share of Capital Reinvestment @ 42%	191,688.39
<i>Track Share of Capital Reinvestment @ 42% - 98%</i>	184020.85
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	7667.54
Adjusted Net Terminal Revenue	<u>4,107,608.44</u>
Racetrack @ 46.50% / 42%	1,725,195.54
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,684,119.48
Race Track Purses @ 7% / 14% / 8%	328,608.68
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	20,538.04
Greyhound Development @ .75%	30,807.06
Thoroughbred Development @ .75%	30,807.06
Racing Commission @ 1%	41,076.08
County/Municipality @ 2%	82,152.16
3% Funds:	
Tourism Promotion Fund @ 1.375%	56,479.62
Development Office Promotion Fund @ .375%	15,403.53
Research Challenge Fund @ .5%	20,538.04
Capitol Renovation and Improvement Fund @ .6875%	28,239.81
2004 Capitol Complex Parking Garage Fund @ .0625%	2,567.26
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	20,538.04
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>20,538.04</u>
	<u>4,107,608.44</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2014

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 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.86
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.80
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,188.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 56,495.96	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.90	\$ 23,798.62	\$ 1,294.31	\$ 20,088.66	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,062.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 967.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
01/25/14	\$ 85,441.60	\$ 42,720.80	\$ 42,720.80	\$ 3,387.76	\$ 17,045.60	\$ 927.04	\$ 14,388.37	\$ 6,972.03
02/01/14	\$ 95,363.20	\$ 47,681.60	\$ 47,681.60	\$ 3,781.15	\$ 19,024.96	\$ 1,034.69	\$ 16,059.16	\$ 7,781.64
02/08/14	\$ 90,869.04	\$ 45,434.52	\$ 45,434.52	\$ 3,602.96	\$ 18,128.37	\$ 985.93	\$ 15,302.35	\$ 7,414.91
02/15/14	\$ 82,152.16	\$ 41,076.08	\$ 41,076.08	\$ 3,257.33	\$ 16,389.36	\$ 891.35	\$ 13,834.42	\$ 6,703.62
Subtotal	\$ 3,574,109.96	\$ 2,243,086.72	\$ 1,331,023.24	\$ 105,550.13	\$ 531,078.30	\$ 28,883.20	\$ 448,288.61	\$ 217,223.00

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
07/04/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92	07/06/2013	123,196.88
07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04	07/13/2013	128,060.40
07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00	07/20/2013	115,128.84
07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44	07/27/2013	123,049.56
08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16	08/03/2013	116,180.80
08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88	08/10/2013	120,078.64
08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90	08/17/2013	124,888.56
08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90	08/24/2013	89,882.12
08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42	08/31/2013	58,913.18
09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40	09/07/2013	67,758.74
09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04	09/14/2013	53,374.22
09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90	09/21/2013	54,277.94
09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40	09/28/2013	54,881.50
10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20	10/05/2013	55,950.74
10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92
10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20
10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06
10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30	11/02/2013	57,543.54
11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96	11/09/2013	54,666.76
11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96
11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62
11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34	11/30/2013	59,645.66
12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96	12/07/2013	47,306.24
12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02
12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02
12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14
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01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88	01/18/2014	49,418.64
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02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20	02/08/2014	45,434.52
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52	02/15/2014	41,076.08
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03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62	03/16/2013	62,366.36
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
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04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
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05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30	05/11/2013	57,428.70
05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92	05/18/2013	61,172.80
05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36	05/25/2013	57,131.24
05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24	06/01/2013	65,920.66
06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44	06/08/2013	55,233.74
06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86	06/15/2013	54,067.52
06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12	06/22/2013	54,690.28
06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30	06/29/2013	55,991.38
06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40	06/30/2013	11,509.54

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

2,243,086.72

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	607191

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43
February, 2012	428,310.03	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	1,821,573.00

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

Week Ending Date	Week Ending
	February 22, 2014
	FY14
To be Deposited on:	February 28, 2014
Amount Played	70,624,331.97
Amount Won	63,261,122.41
Amount Promo	238,459.00
MWAP Contribution	<u>3,918.85</u>
Adjusted Gross Terminal Revenue	<u>7,120,831.71</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>284,833.27</u>
Net Terminal Revenue	<u>6,835,998.44</u>
Surcharge @ 10%	683,599.84
State Share Excess @ 58%	396,487.91
Track Share of Capital Reinvestment @ 42%	287,111.93
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	275627.45
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	11484.48
Adjusted Net Terminal Revenue	<u>6,152,398.60</u>
Racetrack @ 46.50% / 42%	2,584,007.41
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,522,483.46
Race Track Purses @ 7% / 14% / 8%	492,191.89
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	30,761.99
Greyhound Development @ .75%	46,142.99
Thoroughbred Development @ .75%	46,142.99
Racing Commission @ 1%	61,523.98
County/Municipality @ 2%	123,047.96
3% Funds:	
Tourism Promotion Fund @ 1.375%	84,595.48
Development Office Promotion Fund @ .375%	23,071.49
Research Challenge Fund @ .5%	30,761.99
Capitol Renovation and Improvement Fund @ .6875%	42,297.74
2004 Capitol Complex Parking Garage Fund @ .0625%	3,845.25
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	12,002.05
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>49,521.93</u>
	<u>6,152,398.60</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2014

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 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 18.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 816.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.83
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,978.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,558.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
11/02/13	\$ 115,087.08	\$ 57,543.54	\$ 57,543.54	\$ 4,563.20	\$ 22,959.87	\$ 1,248.70	\$ 19,380.66	\$ 9,391.11
11/09/13	\$ 109,333.52	\$ 54,666.76	\$ 54,666.76	\$ 4,335.07	\$ 21,812.04	\$ 1,186.27	\$ 18,411.76	\$ 8,921.62
11/16/13	\$ 112,991.92	\$ 56,495.96	\$ 58,495.98	\$ 4,480.13	\$ 22,541.89	\$ 1,225.96	\$ 19,027.84	\$ 9,220.14
11/23/13	\$ 97,257.24	\$ 48,628.62	\$ 48,628.62	\$ 3,856.25	\$ 19,402.82	\$ 1,055.24	\$ 16,378.12	\$ 7,936.19
11/30/13	\$ 119,291.32	\$ 59,645.66	\$ 59,645.66	\$ 4,729.00	\$ 23,798.62	\$ 1,294.31	\$ 20,088.68	\$ 9,734.17
12/07/13	\$ 94,612.48	\$ 47,306.24	\$ 47,306.24	\$ 3,751.38	\$ 18,875.19	\$ 1,026.55	\$ 15,932.74	\$ 7,720.38
12/14/13	\$ 58,458.04	\$ 29,229.02	\$ 29,229.02	\$ 2,317.86	\$ 11,662.38	\$ 634.27	\$ 9,844.33	\$ 4,770.18
12/21/13	\$ 89,162.04	\$ 44,581.02	\$ 44,581.02	\$ 3,535.27	\$ 17,787.83	\$ 987.41	\$ 15,014.89	\$ 7,275.62
12/28/13	\$ 124,234.28	\$ 62,117.14	\$ 62,117.14	\$ 4,925.89	\$ 24,784.74	\$ 1,347.94	\$ 20,921.05	\$ 10,137.52
01/04/14	\$ 125,927.76	\$ 62,963.88	\$ 62,963.88	\$ 4,993.04	\$ 25,122.59	\$ 1,366.32	\$ 21,206.23	\$ 10,275.70
01/11/14	\$ 75,871.88	\$ 37,935.94	\$ 37,935.94	\$ 3,008.32	\$ 15,136.44	\$ 823.21	\$ 12,776.82	\$ 6,191.15
01/18/14	\$ 98,837.28	\$ 49,418.64	\$ 49,418.64	\$ 3,918.90	\$ 19,718.04	\$ 1,072.38	\$ 16,644.20	\$ 8,065.12
01/25/14	\$ 85,441.60	\$ 42,720.80	\$ 42,720.80	\$ 3,387.76	\$ 17,045.60	\$ 927.04	\$ 14,388.37	\$ 6,972.03
02/01/14	\$ 95,363.20	\$ 47,681.60	\$ 47,681.60	\$ 3,781.15	\$ 19,024.96	\$ 1,034.69	\$ 16,059.16	\$ 7,781.64
02/08/14	\$ 90,869.04	\$ 45,434.52	\$ 45,434.52	\$ 3,602.96	\$ 18,128.37	\$ 985.93	\$ 15,302.35	\$ 7,414.91
02/15/14	\$ 82,152.16	\$ 41,076.08	\$ 41,076.08	\$ 3,257.33	\$ 16,389.36	\$ 891.35	\$ 13,834.42	\$ 6,703.62
02/22/14	\$ 123,047.96	\$ 61,523.98	\$ 61,523.98	\$ 4,878.85	\$ 24,548.07	\$ 1,335.07	\$ 20,721.28	\$ 10,040.71
Subtotal	\$ 3,697,157.92	\$ 2,304,610.70	\$ 1,392,547.22	\$ 110,428.98	\$ 555,626.37	\$ 30,218.27	\$ 469,009.89	\$ 227,263.71

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
07/04/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92	07/06/2013	123,196.88
07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04	07/13/2013	128,060.40
07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00	07/20/2013	115,128.84
07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44	07/27/2013	123,049.56
08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16	08/03/2013	116,180.80
08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88	08/10/2013	120,078.64
08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90	08/17/2013	124,888.56
08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90	08/24/2013	89,882.12
08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42	08/31/2013	58,913.18
09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40	09/07/2013	67,758.74
09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04	09/14/2013	53,374.22
09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90	09/21/2013	54,277.94
09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40	09/28/2013	54,881.50
10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20	10/05/2013	55,950.74
10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92
10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20
10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06
10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30	11/02/2013	57,543.54
11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96	11/09/2013	54,666.76
11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96
11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62
11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34	11/30/2013	59,645.66
12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96	12/07/2013	47,306.24
12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02
12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02
12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14
01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52	01/04/2014	62,963.88
01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30	01/11/2014	37,935.94
01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88	01/18/2014	49,418.64
01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26	01/25/2014	42,720.80
01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92	02/01/2014	47,681.60
02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20	02/08/2014	45,434.52
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52	02/15/2014	41,076.08
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70	02/22/2014	61,523.98
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74		
03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26		

03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62	03/16/2013	62,366.36
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36	03/30/2013	57,567.98
04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22	04/06/2013	63,108.84
04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08	04/27/2013	58,612.74
05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66	05/04/2013	61,102.92
05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30	05/11/2013	57,428.70
05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92	05/18/2013	61,172.80
05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36	05/25/2013	57,131.24
05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24	06/01/2013	65,920.66
06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44	06/08/2013	55,233.74
06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86	06/15/2013	54,067.52
06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12	06/22/2013	54,690.28
06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30	06/29/2013	55,991.38
06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40	06/30/2013	11,509.54

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

2,304,610.70

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
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November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62		
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62		
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	607191

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43
February, 2012	428,310.03	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	1,821,573.00