

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 4, 2014**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- November 20, 2014 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- December 4, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- December 4, 2014

**PAYROLL APPROVAL**

- November 20, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Joy Lewis, West Virginia Governor's Office  
- Land and Water Conservation Fund Award to the Jefferson County Parks and Recreation Commission
2. 10:00 a.m. Pete Dougherty, Sheriff  
- Approval of additional Bailiff - Discussion/Action

3. 10:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission  
- Letter of Support to Jefferson County Historic Landmarks Commission for change in WV Code definition of "certified historic structure" - Discussion/Action
4. 10:30 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management  
- Grant proposal for Panasonic Toughbook Laptop Computers for CAD - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Ronda Eddy, Jefferson County Day Report Center, Inc.  
- Announce award of DHHR JRI Treatment Supervision Funding  
- Introduce JDRC Behavioral Health Partner (Youth Advocate Program - Adult Services Division) Client Overview  
- Adult Drug Court Plans
7. 11:30 a.m. Bill Polk, Maintenance Director  
- Courthouse update with priorities and grant update - Discussion/Action

#### **FINANCIAL DIRECTOR REPORTS**

- Approval/signature of Revised FY14 Audit Engagement Letter - Discussion/Action
- Budget Revision - Discussion/Action
- Budget Actual as of October 31, 2014 - *Presented on November 20, 2014*

#### **COUNTY ADMINISTRATOR REPORTS**

- Ambulance Fee Collection Update

#### **COUNTY COMMISSION REPORTS**

8. 12:15 p.m. **Break for Lunch**  
~~~~~ **AFTERNOON SESSION** ~~~~~
9. 1:30 p.m. **NEW BUSINESS**
10. Review Proposed Water Advisory Committee Work Plan - Discussion/Action (DM)
11. Review and Discuss new Jefferson County Projects recently endorsed by Region 9 with particular attention to Jefferson County PSD Sewer Collection & Transport System (\$7 million) and Burr Industrial Park Shell Building (\$1 million) - Discussion/Action (LW)
12. Letter of Support for PSD Sewer Project - Discussion/Action (JT)

13. Review of a proposed FOIA Policy for the County - Discussion/Action
14. Comprehensive Plan Review - Discussion/Action
15. Set date and time for the first regular meeting of 2015 - Discussion/Action
16. Approval of 2015 Holiday Schedule - Discussion/Action
17. Approval of the Grant Contract for the 12<sup>th</sup> Cycle of the West Virginia Courthouse Facilities Improvement Authority - Discussion/Action
18. Staff assistance may be needed to implement ambulance fee revenue sharing - Discussion/Action (JT)
19. Legislative updates
20. 2:15 p.m. Roger Goodwin, Chief County Engineer
  - Complete Bond Release - Kubic Enterprise, LLC - VMT Station Facility - Discussion/Action
  - Bond Release for United Bank, Inc. - Summit View Estates (File #03-21) - Discussion/Action
  - Two (2) Bond Releases for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2 (File #00-33 & #05-26) - Discussion/Action
  - Proposed update to the Engineering Department's Permit Fee Schedule and the Planning & Zoning Department's Fee Schedule - Discussion/Action
  - Thorn Hill Subdivision (PC File No. 02-17) - Request for time extension on Tolling of Bonding Agreement expiration - Discussion/Action
21. **ADJOURN**

#### **CORRESPONDENCE/INFORMATION**

Letter from Senator Manchin thanking Ms. Sandy McDonald for attending the Senate office Open House in Martinsburg, WV.

Memorandum from the Jefferson County Department of Engineering re: Mission Tabernacle Church - Church Addition.

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission.

Jefferson County Commission Notice of Intent to Appoint to the Harpers Ferry-Bolivar Public Library Board.

Jefferson County Commission Notice of Work Session for December 11, 2014.

Jefferson County Commission Notice of Time Change for the December 18, 2014 Regular Meeting.

Jefferson County Commission Holiday Closure Schedule for Christmas and the New Year.

Jefferson County Commission Notice of Meeting Cancellation for January 1, 2015.

E-mail from Phil Viens, resident, re: Ambulance Fee.

Letter from the Blue Ridge Watershed Coalition re: Millville Hydroelectric Project.

Letter from Paul Comes, Director of Government and Regulatory Affairs for Comcast, re: encryption of "Limited Basic" cable channels.

WV Lottery Weekly Settlement for Charles Town - week ending November 21, 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.*

## **Minutes**

### **Jefferson County Commission**

**Thursday, November 20, 2014**

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A meeting of the Jefferson County Commission was held on Thursday, November 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, Jane Tabb, and Lyn Widmyer. Walt Pellish was absent with prior notice. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, November 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 Minutes from the October 30, 2014 Regular Meeting and Joint Work Session with the Planning Commission to Review the Draft 2014 Comprehensive Plan as amended. Motion seconded and unanimously approved.**

**Motion by Mr. Manuel to approve the Minutes from the November 6, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Widmyer to approve the Minutes from the November 6, 2014 Public Hearing on the Draft 2014 Comprehensive Plan as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the Minutes from the November 10, 2014 General Election Canvass as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the Minutes from the November 13, 2014 Work Session on the 2014 Draft Comprehensive Plan as presented. Motion seconded and unanimously approved.**

#### **PAYROLL APPROVAL**

**Motion by Ms. Widmyer to approve the Payroll for November 6, 2014 in the amount of \$241,347.72. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

| CHCKNO | DEPT  | VENDOR                   | PONUM | POAMT       | NOAMT        | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-------------|--------------|--------------|
| 073299 | 406   | BANK OF CHARLES TOWN     |       | \$ -        | \$ 51.30     | \$ 51.30     |
| 073300 | ALLOC | BLUE RIDGE FIRE CO.      |       | \$ -        | \$ 43,375.00 | \$ 43,375.00 |
| 073301 | 424   | B-K OFFICE SUPPLY INC    |       | \$ -        | \$ 253.70    | \$ 253.70    |
| 073301 | 425   | B-K OFFICE SUPPLY INC    |       | \$ -        | \$ 253.70    | \$ 253.70    |
| 073302 | 413   | CASTO & HARRIS INC       |       | \$ -        | \$ 137.51    | \$ 137.51    |
| 073303 | 424   | CHARLES TOWN UTILITIES   |       | \$ -        | \$ 65.98     | \$ 65.98     |
| 073303 | 425   | CHARLES TOWN UTILITIES   |       | \$ -        | \$ 860.10    | \$ 860.10    |
| 073304 | 405   | MARCIA LYNN CHANDLER     |       | \$ -        | \$ 784.00    | \$ 784.00    |
| 073305 | 440   | DAVID M. CARTER          |       | \$ -        | \$ 16.00     | \$ 16.00     |
| 073306 | 425   | COVENANT BUILDING MAINT  |       | \$ -        | \$ 6,478.58  | \$ 6,478.58  |
| 073307 | 428   | CREATIVE FORMS & CONCEPT |       | \$ -        | \$ 411.60    | \$ 411.60    |
| 073308 | 425   | DAYCON                   |       | \$ -        | \$ 849.62    | \$ 849.62    |
| 073309 | 424   | J.C.EHRLICH              |       | \$ -        | \$ 30.00     | \$ 30.00     |
| 073309 | 425   | J.C.EHRLICH              |       | \$ -        | \$ 573.35    | \$ 573.35    |
| 073310 | 717   | FISHER AUTO PARTS        |       | \$ -        | \$ 564.84    | \$ 564.84    |
| 073311 | 717   | FLEETPRIDE               |       | \$ -        | \$ 61.53     | \$ 61.53     |
| 073312 | 415   | GENERAL COUNTY FUND-J FE |       | \$ -        | \$ 24,824.91 | \$ 24,824.91 |
| 073313 | 440   | ROGER GOODWIN            |       | \$ -        | \$ 16.00     | \$ 16.00     |
| 073314 | 413   | STEPHANIE GROVE          |       | \$ -        | \$ 13.44     | \$ 13.44     |
| 073315 | 402   | SALLY GRAN               |       | \$ -        | \$ 80.12     | \$ 80.12     |
| 073315 | 413   | SALLY GRAN               |       | \$ -        | \$ 6.16      | \$ 6.16      |
| 073316 | 405   | MARY K. HURLEY           |       | \$ -        | \$ 60.00     | \$ 60.00     |
| 073317 | 413   | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 30.46     | \$ 30.46     |
| 073318 | 433   | LYLE SIGNS, INC.         |       | \$ -        | \$ 301.41    | \$ 301.41    |
| 073319 | 405   | MATTHEW BENDER & CO      |       | \$ -        | \$ 330.18    | \$ 330.18    |
| 073320 | 717   | MILLER'S CHRYSLER JEEP   |       | \$ -        | \$ 187.20    | \$ 187.20    |
| 073321 | 405   | NMS NATIONAL MEDICAL SRV |       | \$ -        | \$ 46.00     | \$ 46.00     |
| 073322 | 405   | JEFFREY N. POULIN        |       | \$ -        | \$ 96.32     | \$ 96.32     |
| 073323 | 424   | POTOMAC EDISON/OH        |       | \$ -        | \$ 1,396.14  | \$ 1,396.14  |
| 073323 | 425   | POTOMAC EDISON/OH        |       | \$ -        | \$ 1,890.87  | \$ 1,890.87  |
| 073323 | 425   | POTOMAC EDISON/OH        |       | \$ -        | \$ 10,785.14 | \$ 10,785.14 |
| 073324 | 424   | ROACH OIL COMPANY        |       | \$ -        | \$ 99.59     | \$ 99.59     |
| 073324 | 425   | ROACH OIL COMPANY        |       | \$ -        | \$ 1,819.43  | \$ 1,819.43  |
| 073325 | 413   | SHEPHERDSTOWN CHRONICLE  |       | \$ -        | \$ 809.60    | \$ 809.60    |
| 073326 | 403   | SOFTWARE SYSTEMS, INC    |       | \$ -        | \$ 91.50     | \$ 91.50     |
| 073326 | 403   | SOFTWARE SYSTEMS, INC    |       | \$ -        | \$ 673.00    | \$ 673.00    |
| 073327 | 405   | SPECIALTY BUS SUPPLIES   | 52683 | \$ 1,283.77 | \$ -         | \$ 1,283.77  |

|        |         |                          |       |           |              |              |
|--------|---------|--------------------------|-------|-----------|--------------|--------------|
| 073328 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -      | \$ 12,431.03 | \$ 12,431.03 |
| 073328 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -      | \$ 14,286.79 | \$ 14,286.79 |
| 073329 | 717     | THOMASSEN AUTO GROUP     |       | \$ -      | \$ 464.24    | \$ 464.24    |
| 073330 | 425     | CAPITAL TRISTATE         |       | \$ -      | \$ 1,424.31  | \$ 1,424.31  |
| 073331 | PAYROLL | UNICARE EAP              |       | \$ -      | \$ 322.20    | \$ 322.20    |
| 073332 | 413     | LOCKE WYSONG             |       | \$ -      | \$ 19.04     | \$ 19.04     |
| 073333 | 405     | WV PROS.ATTYS ASSOC/WVPA |       | \$ -      | \$ 2,000.00  | \$ 2,000.00  |
| 073334 | PAYROLL | WVCORP                   |       | \$ -      | \$ 198.00    | \$ 198.00    |
| 073335 | 439     | XEROX CORPORATION        | 52329 | \$ 706.00 | \$ -         | \$ 706.00    |
| 073336 | 413     | JEAN L ROBERTS           |       | \$ -      | \$ 8.96      | \$ 8.96      |
| 073337 | 413     | JAMES EDDY               |       | \$ -      | \$ 17.92     | \$ 17.92     |
| 073338 | 413     | CHARLES HENRY            |       | \$ -      | \$ 4.48      | \$ 4.48      |
| 073339 | 413     | NORA DRISH               |       | \$ -      | \$ 25.20     | \$ 25.20     |
| 073340 | 413     | MARY R. RING             |       | \$ -      | \$ 23.52     | \$ 23.52     |
| 073341 | 413     | PAUL WILT                |       | \$ -      | \$ 17.92     | \$ 17.92     |
| 073342 | 413     | VIVIAN HENRY             |       | \$ -      | \$ 11.20     | \$ 11.20     |
| 073343 | 413     | GARY HENRY               |       | \$ -      | \$ 5.60      | \$ 5.60      |
| 073344 | 413     | CATHRYN JACKSON          |       | \$ -      | \$ 9.52      | \$ 9.52      |
| 073345 | 413     | ANITA FLESHMAN           |       | \$ -      | \$ 20.16     | \$ 20.16     |
| 073346 | 413     | ROBERT GRAF SR.          |       | \$ -      | \$ 23.52     | \$ 23.52     |
| 073347 | 413     | ELIZABETH COYLE          |       | \$ -      | \$ 22.40     | \$ 22.40     |
| 073348 | 413     | MELINDA MAYE             |       | \$ -      | \$ 17.92     | \$ 17.92     |
| 073349 | 413     | DEVON ENGLE              |       | \$ -      | \$ 16.24     | \$ 16.24     |
| 073350 | 413     | DEBORAH LONGO            |       | \$ -      | \$ 19.04     | \$ 19.04     |
| 073351 | 413     | JENNIFER COGLE           |       | \$ -      | \$ 14.00     | \$ 14.00     |
| 073352 | 413     | DEBORAH ROYALTY          |       | \$ -      | \$ 29.68     | \$ 29.68     |
| 073353 | 413     | ANGELA BREEDEN           |       | \$ -      | \$ 14.00     | \$ 14.00     |
| 073354 | 413     | PETER FRICKE             |       | \$ -      | \$ 27.44     | \$ 27.44     |
| 073355 | 413     | KIMBERLY HAMILTON        |       | \$ -      | \$ 16.80     | \$ 16.80     |
| 073356 | 413     | CATHERINE KERNS          |       | \$ -      | \$ 16.24     | \$ 16.24     |
| 073357 | 413     | TERESA FORSYTH           |       | \$ -      | \$ 8.96      | \$ 8.96      |
| 073358 | 413     | JANICA SPIES             |       | \$ -      | \$ 9.52      | \$ 9.52      |
| 073359 | 413     | SHARON HALL              |       | \$ -      | \$ 11.76     | \$ 11.76     |
| 073360 | 413     | LORETTA JONES            |       | \$ -      | \$ 19.60     | \$ 19.60     |
| 073361 | 413     | ARABIA ANDERSON          |       | \$ -      | \$ 19.60     | \$ 19.60     |
| 073362 | 413     | LORA MOFFETT             |       | \$ -      | \$ 17.92     | \$ 17.92     |
| 073363 | 413     | JOHN SHOEDEL             |       | \$ -      | \$ 50.00     | \$ 50.00     |
| 073364 | 413     | DANIELLE FRENCH          |       | \$ -      | \$ 50.00     | \$ 50.00     |
| 073365 | 413     | CATHERINE DINGES         |       | \$ -      | \$ 50.00     | \$ 50.00     |
| 073366 | 413     | RENEE SMITH              |       | \$ -      | \$ 50.00     | \$ 50.00     |

|       |  |  |             |               |  |               |
|-------|--|--|-------------|---------------|--|---------------|
| TOTAL |  |  |             |               |  | \$ 132,108.78 |
| TOTAL |  |  | \$ 1,989.77 | \$ 130,119.01 |  | \$ 132,108.78 |

**Motion by Ms. Noland to approve the Accounts Payable for November 13, 2014 in the amount of \$132,108.78. Motion seconded and unanimously approved.**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT       | NOAMT        | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------------|--------------|--------------|
| 073370 | PAYROLL | AMERICAN FAMILY LIFE ICU |       | \$ -        | \$ 4,352.80  | \$ 4,352.80  |
| 073371 | 412     | COMCAST                  |       | \$ -        | \$ 98.63     | \$ 98.63     |
| 073371 | 425     | COMCAST                  |       | \$ -        | \$ 610.24    | \$ 610.24    |
| 073372 | 424     | AT&T/IL                  |       | \$ -        | \$ 0.50      | \$ 0.50      |
| 073373 | 717     | AUTOZONE                 |       | \$ -        | \$ 662.14    | \$ 662.14    |
| 073374 | 425     | B-K OFFICE SUPPLY INC    |       | \$ -        | \$ 135.80    | \$ 135.80    |
| 073375 | 424     | BOLAND SERVICES          | 52629 | \$ 270.00   | \$ -         | \$ 270.00    |
| 073375 | 425     | BOLAND SERVICES          | 52367 | \$ 1,325.00 | \$ -         | \$ 1,325.00  |
| 073376 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -        | \$ 49.85     | \$ 49.85     |
| 073377 | PAYROLL | BUREAU F/CHILD SPRT ENF  |       | \$ -        | \$ 212.31    | \$ 212.31    |
| 073378 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 461.54    | \$ 461.54    |
| 073379 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 119.54    | \$ 119.54    |
| 073380 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 530.77    | \$ 530.77    |
| 073381 | PAYROLL | VA DEPT OF TAXATION      |       | \$ -        | \$ 192.55    | \$ 192.55    |
| 073382 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ -        | \$ 27.69     | \$ 27.69     |
| 073383 | 403     | COAST TO COAST COMPUTER  |       | \$ -        | \$ 908.54    | \$ 908.54    |
| 073384 | PAYROLL | COLONIAL LIFE            |       | \$ -        | \$ 516.18    | \$ 516.18    |
| 073385 | 405     | KIMBERLEY CROCKETT       |       | \$ -        | \$ 127.00    | \$ 127.00    |
| 073386 | PAYROLL | DIVERSIFIED COLLECTION   |       | \$ -        | \$ 154.83    | \$ 154.83    |
| 073387 | 405     | FEDEX                    |       | \$ -        | \$ 40.50     | \$ 40.50     |
| 073388 | 405     | STEPHEN V GROH           |       | \$ -        | \$ 127.00    | \$ 127.00    |
| 073389 | 405     | STEPHANIE GROVE          |       | \$ -        | \$ 127.00    | \$ 127.00    |
| 073390 | 717     | GUTTMAN OIL CO           |       | \$ -        | \$ 13,111.59 | \$ 13,111.59 |
| 073391 | 405     | CHARLES B HOWARD         |       | \$ -        | \$ 127.00    | \$ 127.00    |
| 073392 | 412     | MICHAEL HARMAN           |       | \$ -        | \$ 570.64    | \$ 570.64    |
| 073393 | PAYROLL | VOYA FINANCIAL           |       | \$ -        | \$ 3,040.00  | \$ 3,040.00  |
| 073394 | 425     | JEFF CO PUBLIC SER DEPT  |       | \$ -        | \$ 282.49    | \$ 282.49    |
| 073395 | 401     | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 51.78     | \$ 51.78     |
| 073395 | 402     | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 54.00     | \$ 54.00     |
| 073396 | 413     | THE JOURNAL              |       | \$ -        | \$ 31.48     | \$ 31.48     |
| 073397 | 425     | JEFFERSON UTILITIES INC  |       | \$ -        | \$ 559.76    | \$ 559.76    |
| 073398 | 712     | ROBERT E. JONES III      |       | \$ -        | \$ 1,000.00  | \$ 1,000.00  |

|        |         |                          |       |              |               |               |
|--------|---------|--------------------------|-------|--------------|---------------|---------------|
| 073399 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -         | \$ 5,820.00   | \$ 5,820.00   |
| 073400 | 405     | RALPH A LORENZETTI JR    |       | \$ -         | \$ 127.00     | \$ 127.00     |
| 073401 | 712     | LANGUAGE LINE SERVICES   |       | \$ -         | \$ 168.10     | \$ 168.10     |
| 073402 | 405     | LYNDSEY W. MATSCHAT      |       | \$ -         | \$ 127.00     | \$ 127.00     |
| 073403 | 712     | MOTOROLA INC             | 52253 | \$ 55,466.16 | \$ -          | \$ 55,466.16  |
| 073404 | PAYROLL | COMPTROLLER OF MARYLAND  |       | \$ -         | \$ 683.34     | \$ 683.34     |
| 073405 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -         | \$ 150.00     | \$ 150.00     |
| 073406 | 413     | MONACO TECHNOLOGY        |       | \$ -         | \$ 1,525.00   | \$ 1,525.00   |
| 073407 | 413     | NORVAC LOCK TECHNOLOGY   |       | \$ -         | \$ 200.00     | \$ 200.00     |
| 073408 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -         | \$ 749.00     | \$ 749.00     |
| 073409 | 424     | NEOPOST USA INC.         |       | \$ -         | \$ 538.74     | \$ 538.74     |
| 073409 | 424     | NEOPOST USA INC.         |       | \$ -         | \$ 79.98      | \$ 79.98      |
| 073410 | 402     | PIFER OFFICE SUPPLY, INC |       | \$ -         | \$ 96.76      | \$ 96.76      |
| 073411 | 405     | PAMELA PATTERSON         |       | \$ -         | \$ 534.05     | \$ 534.05     |
| 073412 | 401     | RICOH USA, INC./GA       |       | \$ -         | \$ 252.73     | \$ 252.73     |
| 073412 | 403     | RICOH USA, INC./GA       |       | \$ -         | \$ 287.58     | \$ 287.58     |
| 073412 | 404     | RICOH USA, INC./GA       |       | \$ -         | \$ 123.90     | \$ 123.90     |
| 073412 | 405     | RICOH USA, INC./GA       |       | \$ -         | \$ 423.90     | \$ 423.90     |
| 073412 | 406     | RICOH USA, INC./GA       |       | \$ -         | \$ 123.90     | \$ 123.90     |
| 073412 | 425     | RICOH USA, INC./GA       |       | \$ -         | \$ 48.10      | \$ 48.10      |
| 073412 | 433     | RICOH USA, INC./GA       |       | \$ -         | \$ 197.41     | \$ 197.41     |
| 073412 | 440     | RICOH USA, INC./GA       |       | \$ -         | \$ 197.41     | \$ 197.41     |
| 073412 | 700     | RICOH USA, INC./GA       |       | \$ -         | \$ 295.90     | \$ 295.90     |
| 073412 | 712     | RICOH USA, INC./GA       |       | \$ -         | \$ 267.08     | \$ 267.08     |
| 073413 | 717     | RICE TIRES CO            |       | \$ -         | \$ 413.12     | \$ 413.12     |
| 073413 | 717     | RICE TIRES CO            |       | \$ -         | \$ 546.84     | \$ 546.84     |
| 073414 | 403     | SOFTWARE SYSTEMS, INC    |       | \$ -         | \$ 393.08     | \$ 393.08     |
| 073414 | 424     | SOFTWARE SYSTEMS, INC    |       | \$ -         | \$ 481.92     | \$ 481.92     |
| 073415 | 704     | ST/WV REGIONAL JAIL &    |       | \$ -         | \$ 114,642.00 | \$ 114,642.00 |
| 073416 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 48,054.78  | \$ 48,054.78  |
| 073416 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 31.44      | \$ 31.44      |
| 073416 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 7.36       | \$ 7.36       |
| 073416 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 11,238.72  | \$ 11,238.72  |
| 073416 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 47,878.20  | \$ 47,878.20  |
| 073416 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 63.99      | \$ 63.99      |
| 073417 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 33,132.15  | \$ 33,132.15  |
| 073417 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -         | \$ 15.28      | \$ 15.28      |
| 073418 | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ -         | \$ 11,066.22  | \$ 11,066.22  |
| 073418 | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ -         | \$ 16,273.86  | \$ 16,273.86  |
| 073419 | 405     | BRANDON C.H. SIMS        |       | \$ -         | \$ 127.00     | \$ 127.00     |

|        |       |                         |  |      |              |              |
|--------|-------|-------------------------|--|------|--------------|--------------|
| 073420 | 425   | SHENANDOAH VALLEY WATER |  | \$ - | \$ 537.17    | \$ 537.17    |
| 073421 | GRANT | TPS TOWN POLICE SUPPLY  |  | \$ - | \$ 1,770.00  | \$ 1,770.00  |
| 073423 | 401   | UNITED BANKCARD CENTER  |  | \$ - | \$ 20.46     | \$ 20.46     |
| 073423 | 401   | UNITED BANKCARD CENTER  |  | \$ - | \$ 225.00    | \$ 225.00    |
| 073423 | 401   | UNITED BANKCARD CENTER  |  | \$ - | \$ 185.92    | \$ 185.92    |
| 073423 | 401   | UNITED BANKCARD CENTER  |  | \$ - | \$ 348.78    | \$ 348.78    |
| 073423 | 401   | UNITED BANKCARD CENTER  |  | \$ - | \$ 90.12     | \$ 90.12     |
| 073423 | 402   | UNITED BANKCARD CENTER  |  | \$ - | \$ 4,283.95  | \$ 4,283.95  |
| 073423 | 402   | UNITED BANKCARD CENTER  |  | \$ - | \$ 49.90     | \$ 49.90     |
| 073423 | 402   | UNITED BANKCARD CENTER  |  | \$ - | \$ 219.00    | \$ 219.00    |
| 073423 | 402   | UNITED BANKCARD CENTER  |  | \$ - | \$ 429.00    | \$ 429.00    |
| 073423 | 403   | UNITED BANKCARD CENTER  |  | \$ - | \$ 178.00    | \$ 178.00    |
| 073423 | 403   | UNITED BANKCARD CENTER  |  | \$ - | \$ 1,787.17  | \$ 1,787.17  |
| 073423 | 403   | UNITED BANKCARD CENTER  |  | \$ - | \$ 54.77     | \$ 54.77     |
| 073423 | 405   | UNITED BANKCARD CENTER  |  | \$ - | \$ 150.00    | \$ 150.00    |
| 073423 | 405   | UNITED BANKCARD CENTER  |  | \$ - | \$ 1,521.00  | \$ 1,521.00  |
| 073423 | 415   | UNITED BANKCARD CENTER  |  | \$ - | \$ 83.82     | \$ 83.82     |
| 073423 | 424   | UNITED BANKCARD CENTER  |  | \$ - | \$ 12,073.56 | \$ 12,073.56 |
| 073423 | 424   | UNITED BANKCARD CENTER  |  | \$ - | \$ 108.42    | \$ 108.42    |
| 073423 | 424   | UNITED BANKCARD CENTER  |  | \$ - | \$ 476.35    | \$ 476.35    |
| 073423 | 424   | UNITED BANKCARD CENTER  |  | \$ - | \$ 23.92     | \$ 23.92     |
| 073423 | 425   | UNITED BANKCARD CENTER  |  | \$ - | \$ 363.11    | \$ 363.11    |
| 073423 | 425   | UNITED BANKCARD CENTER  |  | \$ - | \$ 13.98     | \$ 13.98     |
| 073423 | 425   | UNITED BANKCARD CENTER  |  | \$ - | \$ 631.25    | \$ 631.25    |
| 073423 | 425   | UNITED BANKCARD CENTER  |  | \$ - | \$ 357.00    | \$ 357.00    |
| 073423 | 425   | UNITED BANKCARD CENTER  |  | \$ - | \$ 1,168.05  | \$ 1,168.05  |
| 073423 | 425   | UNITED BANKCARD CENTER  |  | \$ - | \$ 283.91    | \$ 283.91    |
| 073423 | 428   | UNITED BANKCARD CENTER  |  | \$ - | \$ 233.35    | \$ 233.35    |
| 073423 | 428   | UNITED BANKCARD CENTER  |  | \$ - | \$ 109.54    | \$ 109.54    |
| 073423 | 433   | UNITED BANKCARD CENTER  |  | \$ - | \$ 54.77     | \$ 54.77     |
| 073423 | 439   | UNITED BANKCARD CENTER  |  | \$ - | \$ 54.77     | \$ 54.77     |
| 073423 | 439   | UNITED BANKCARD CENTER  |  | \$ - | \$ 25.41     | \$ 25.41     |
| 073423 | 440   | UNITED BANKCARD CENTER  |  | \$ - | \$ 34.27     | \$ 34.27     |
| 073423 | 440   | UNITED BANKCARD CENTER  |  | \$ - | \$ 147.44    | \$ 147.44    |
| 073423 | 451   | UNITED BANKCARD CENTER  |  | \$ - | \$ 593.16    | \$ 593.16    |
| 073423 | 700   | UNITED BANKCARD CENTER  |  | \$ - | \$ 99.00     | \$ 99.00     |
| 073423 | 700   | UNITED BANKCARD CENTER  |  | \$ - | \$ 1,220.28  | \$ 1,220.28  |
| 073423 | 700   | UNITED BANKCARD CENTER  |  | \$ - | \$ 195.00    | \$ 195.00    |
| 073423 | 700   | UNITED BANKCARD CENTER  |  | \$ - | \$ 71.52     | \$ 71.52     |
| 073423 | 700   | UNITED BANKCARD CENTER  |  | \$ - | \$ 529.23    | \$ 529.23    |

|              |         |                         |       |                     |                      |                      |
|--------------|---------|-------------------------|-------|---------------------|----------------------|----------------------|
| 073423       | 700     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 337.50            | \$ 337.50            |
| 073423       | 700     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 95.98             | \$ 95.98             |
| 073423       | 700     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 114.48            | \$ 114.48            |
| 073423       | 711     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 53.98             | \$ 53.98             |
| 073423       | 711     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 14.88             | \$ 14.88             |
| 073423       | 711     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 110.00            | \$ 110.00            |
| 073423       | 711     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 186.70            | \$ 186.70            |
| 073423       | 712     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 43.95             | \$ 43.95             |
| 073423       | 712     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 119.90            | \$ 119.90            |
| 073423       | 712     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 56.68             | \$ 56.68             |
| 073423       | 712     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 11,266.72         | \$ 11,266.72         |
| 073423       | 712     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 200.00            | \$ 200.00            |
| 073423       | 712     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 110.00            | \$ 110.00            |
| 073423       | 712     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 50.00             | \$ 50.00             |
| 073423       | 716     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 9.99              | \$ 9.99              |
| 073423       | 716     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 125.00            | \$ 125.00            |
| 073423       | 900     | UNITED BANKCARD CENTER  |       | \$ -                | \$ 123.55            | \$ 123.55            |
| 073424       | 425     | VALLEY HARDWARE COMPANY |       | \$ -                | \$ 41.92             | \$ 41.92             |
| 073425       | 405     | THOMSON REUTER - WEST   | 52685 | \$ 2,425.64         | \$ -                 | \$ 2,425.64          |
| 073426       | PAYROLL | WV PUB EMP RETIRE SYS   |       | \$ -                | \$ 35.54             | \$ 35.54             |
| 073426       | PAYROLL | WV PUB EMP RETIRE SYS   |       | \$ -                | \$ 26,299.67         | \$ 26,299.67         |
| 073426       | PAYROLL | WV PUB EMP RETIRE SYS   |       | \$ -                | \$ 81,820.94         | \$ 81,820.94         |
| 073426       | PAYROLL | WV PUB EMP RETIRE SYS   |       | \$ -                | \$ 11.42             | \$ 11.42             |
| 073427       | PAYROLL | WV CPRB/LOAN DIVISION   |       | \$ -                | \$ 166.50            | \$ 166.50            |
| 073428       | 405     | NEIL ZAHRADNIK          |       | \$ -                | \$ 127.00            | \$ 127.00            |
|              |         |                         |       |                     |                      |                      |
| <b>TOTAL</b> |         |                         |       |                     |                      | <b>\$ 537,477.44</b> |
| <b>TOTAL</b> |         |                         |       | <b>\$ 59,486.80</b> | <b>\$ 477,990.64</b> | <b>\$ 537,477.44</b> |

**Motion by Ms. Noland to approve the Accounts Payable for November 20, 2014 in the amount of \$537,477.44. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Robert Denton, resident and member of the Jefferson County Water Advisory Committee – requested the Commission consider approving an expansion of the WAC work plan to include community outreach and a coordination taskforce to spread information to Jefferson County stakeholders.

**PRESENTATIONS**

1. Angie Banks, Assessor – requested the approval of the following Exonerations/Split Tickets:

| NAME         | DISTRICT      | TYPE              | TICKET # | AMOUNT   |
|--------------|---------------|-------------------|----------|----------|
| James Miller | Shepherdstown | Personal Property | 315820   | \$536.04 |

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME        | DISTRICT      | TYPE              | TICKET # | AMOUNT   |
|-------------|---------------|-------------------|----------|----------|
| Jane Snyder | Shepherdstown | Personal Property | 316308   | \$195.16 |

- **Motion by Mr. Manuel to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME         | DISTRICT      | TYPE        | TICKET # | AMOUNT     |
|--------------|---------------|-------------|----------|------------|
| Marlon Moran | Harpers Ferry | Real Estate | 10261    | \$1,902.12 |

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Nikki Painter, Elections Clerk – requested the certification of the results of the November 4, 2014 General Election.

- **Motion by Ms. Noland to certify the results of the constitutional amendment from the November 4, 2014 General Election. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to certify the results of the November 4, 2014 General Election for all offices. Motion seconded and unanimously approved.**

3. Good Shepherd Interfaith Volunteer Caregivers – requested the waiver of a \$100 Board of Zoning Appeals Review of Variance Fee.

- **Motion by Mr. Manuel to waive the \$100 Board of Zoning Appeals Review of Variance Fee for Good Shepherd Interfaith Volunteer Caregivers. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.

5. Roger Goodwin, Chief County Engineer - requested the approval to accept the proposal of Winchester Environmental Consultants, Inc. for asbestos inspection of the

property related to Property Safety Enforcement Agency Case 12-001 and to provide funding for the work.

- **Motion by Mr. Manuel to accept the proposal of Winchester Environmental Consultants, Inc. in the amount of \$400.00 for the asbestos inspection for Property Safety Enforcement Agency Case 12-001; and to provide funding for the work. Motion seconded and unanimously approved.**
  - **Motion by Ms. Widmyer to amend Mr. Manuel’s main motion to select local company Global Environmental & Remediation, LLC as the winning bidder for this project in the amount \$406.00. Motion seconded and unanimously approved.**
6. Pete Kelley, Jefferson County Emergency Services Agency Board President – requested a review of the JCESA Bylaws.
- **Motion by Ms. Noland to amend Article 3, Section B of the JCESA Bylaws to clarify “conflict of interest” to state “pecuniary interest.” Motion seconded and unanimously approved.**
  - **Motion by Ms. Widmyer to state that background documents and materials shall be made available with the agenda and posted to the JCESA website. Motion seconded and unanimously approved.**
  - **Motion by Ms. Widmyer to add the following statement under subsection ‘D – Meetings:’ “Votes cannot be taken by phone or e-mail outside of a regularly scheduled or emergency meeting.” Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to send the Jefferson County Emergency Services Agency Bylaws to legal counsel for their review. Motion seconded and unanimously approved.**

#### **UNFINISHED BUSINESS**

7. Reconsider the decision of May 29, 2014 to require appointees to sign Jefferson County Code of Ethics forms.
- **Motion by Ms. Widmyer to approve the language added to the “welcome letter” of the Open Meetings Act/Ethics Training Packet in place of the Code of Ethics cover letter. Motion seconded and unanimously approved.**

#### **NEW BUSINESS**

8. Ambulance Fee Revenue Sharing – it was the consensus of the Commission to further discuss the Ambulance Fee Ordinance during the next regularly scheduled meeting.
9. Set Priorities for Jefferson County Legislative Summit – the following were listed as Jefferson County Commission’s top legislative priorities for the new year and would be discussed during the Jefferson County Legislative Summit on Tuesday, December 2, 2014:
  - Development of a regional in-patient mental health facility to serve county residents in the Eastern Panhandle.
  - Consolidation of Fire and Emergency Medical Service fees.
  - Protection and preservation of the horse racing industry.
  - Legislation for infrastructure and consolidation of facilities for sustainable water and sewer.

### **COUNTY ADMINISTRATOR REPORTS**

- P-Card Rebate – Ms. Keyser stated the County received a rebate check from the local government P-Card program in the amount of \$3,888.00 due to increased use of the p-cards by multiple departments.
- Website Update – Ms. Keyser stated she has been working with Tom Reilly, IT Consultant and the Vision Internet vendors to possibly move up the “go live” date for the new County website. Ms. Keyser also stated she has been working with the department heads and elected officials to develop a “How Do I?” link on the webpage with some of the most commonly asked questions from the public to develop a quick reference guide for users of the website.
- Meet Your Commissioner – Ms. Keyser notified the Commission it was time to schedule another “Meet Your Commissioner” event for the public. It was the consensus of the Commission to schedule this meeting in mid-March once the budget had been discussed. The Commission also directed staff to contact the administrators of the Harpers Ferry Middle School to inquire about the possibility of using their facilities to host the meeting.
- Jefferson County Legislative Summit Update – Ms. Keyser reminded the Commission the Jefferson County Legislative Summit would take place on Tuesday, December 2, 2014 from 9:00 – 10:30 a.m. and Senator John Unger, Delegate Stephen Skinner, and Patti Hamilton, Director of the West Virginia Association of Counties would be in attendance.
- Ambulance Fee Update – Ms. Keyser stated \$638,193 in ambulance fee payments have been collected to date, with \$375,000 distributed to the Jefferson County Emergency Services Agency and \$263,193 in the Ambulance Fee bank account. Ms. Keyser also thanked staff for their continued assistance with the ambulance fee collection.

- Comprehensive Plan Scheduling – It was the consensus of the Commission to hold a Land Use Map Work Session on Wednesday, December 3, 2014 at 7:00 p.m. and a work session on the Draft 2014 Comprehensive Plan redlines on Thursday, December 11, 2014 at 9:30 a.m.

### **COUNTY COMMISSIONERS' REPORTS**

Jane Tabb

- Attended a Farmland Protection Board meeting.
- Attended an Emergency Services Agency meeting.

Dale Manuel

- Attended the Adult Drug Court presentation at the Courthouse.
- Attended an Emergency Services meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Water Advisory Committee meeting.

Patsy Noland

- Attended a Region 9 meeting.
- Attended a Council on Aging meeting,

Lyn Widmyer

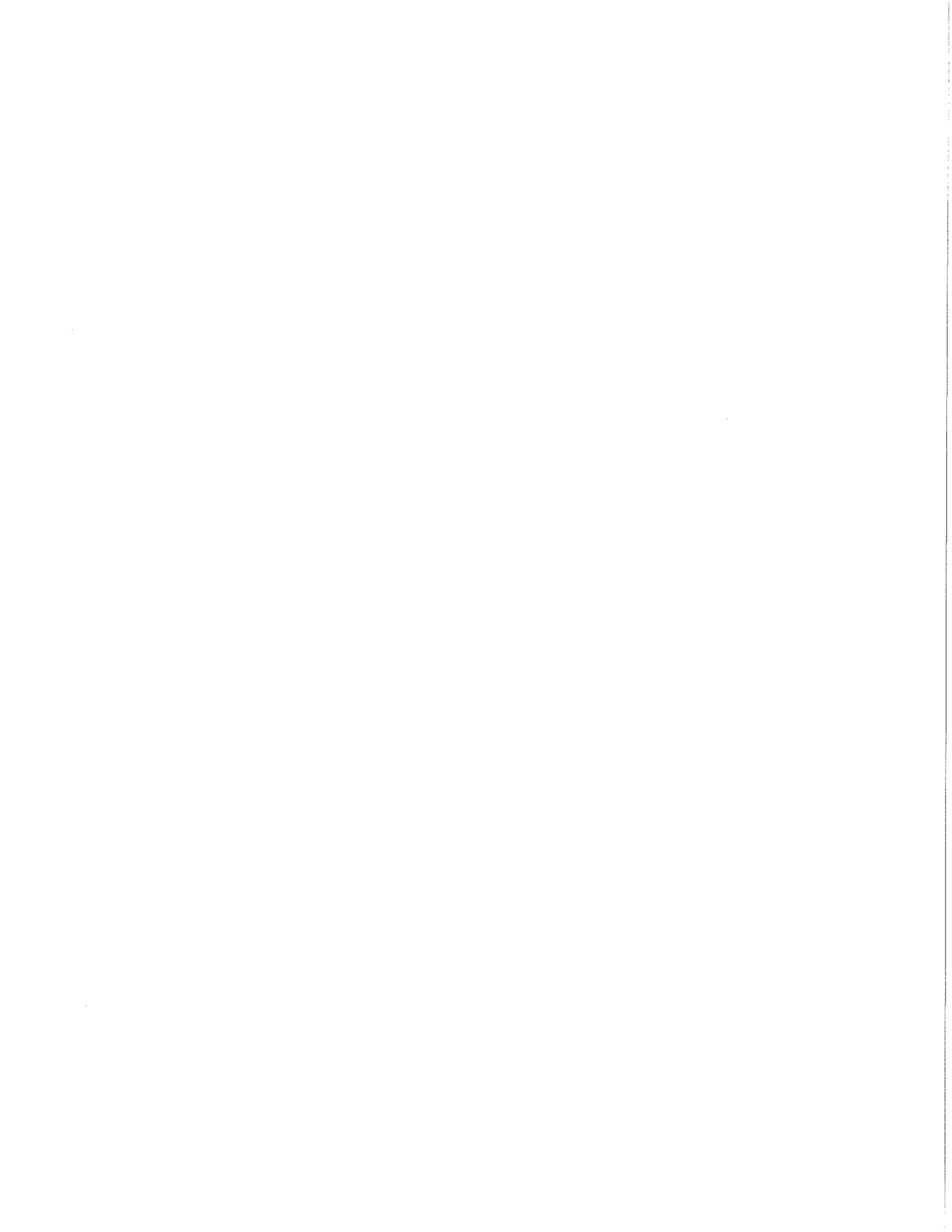
- Attended an Eastern Panhandle Trailblazers Group meeting.

10. The Commission meeting was adjourned at 12:10 p.m. on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

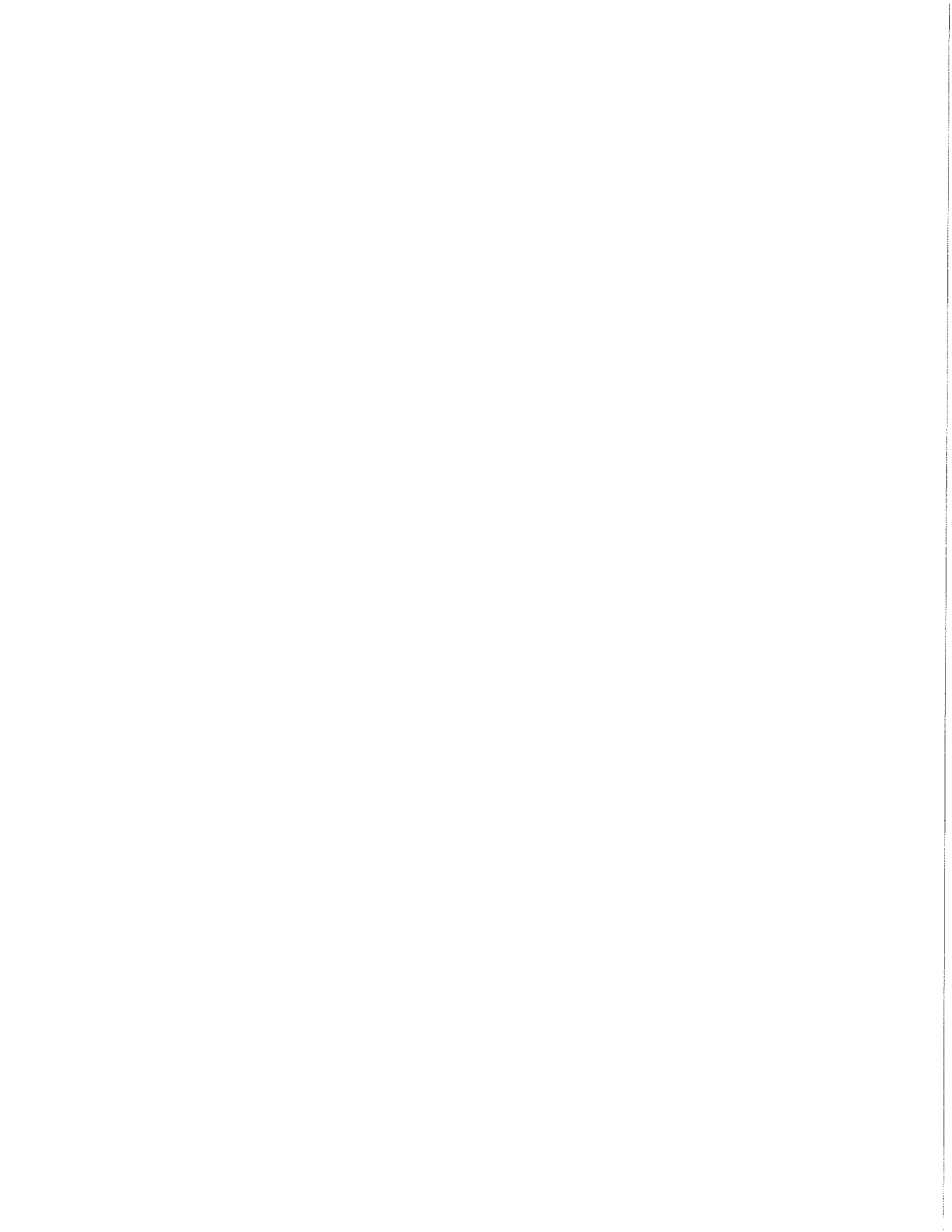
Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



**PURCHASE ORDERS TO BE APPROVED**

**December 4, 2014**

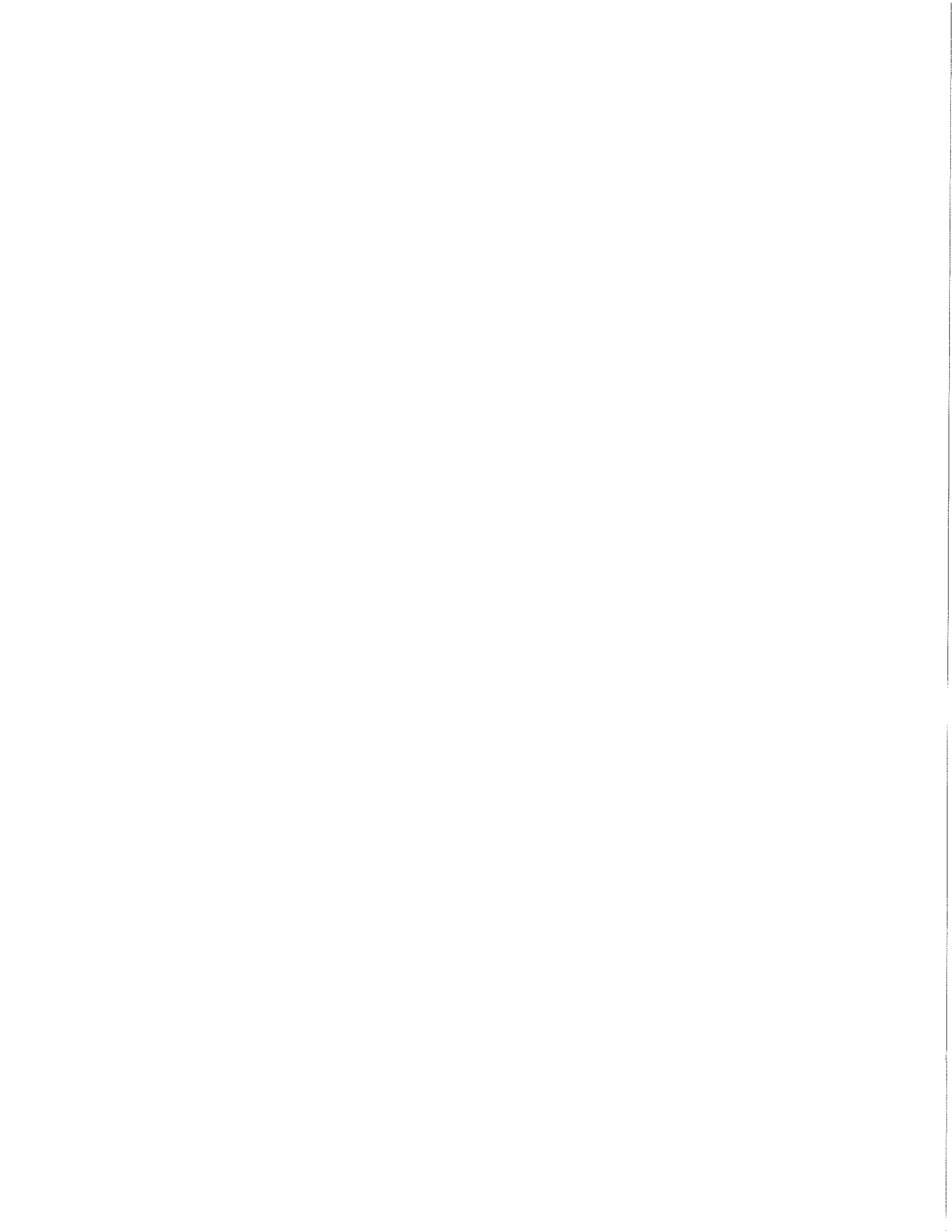
| DEPARTMENT         | PURCHASE ORDER | AMOUNT              | VENDOR | DESCRIPTION                                 |
|--------------------|----------------|---------------------|--------|---------------------------------------------|
| BARDANE FUND       | 52652          | \$ 11,404.00        | Alban  | Repairs to Generator at Public Service Ctr. |
| <b>GRAND TOTAL</b> |                | <b>\$ 11,404.00</b> |        |                                             |



Payroll Approval

Checks Dated: 11-20-14

| DESCRIPTION                 | Fund 001 CO.         | Fund 003 Dog     | Total                |
|-----------------------------|----------------------|------------------|----------------------|
| Gross Wages                 | \$ 397,713.34        | \$ 253.80        | \$ 397,967.14        |
| 6.2% Tax Payable OASDI      | \$ 24,027.39         | \$ 15.72         | \$ 24,043.11         |
| 1.45% Tax Payable HI        | \$ 5,619.36          | \$ 3.68          | \$ 5,623.04          |
| Fed Withholding             | \$ 47,878.20         | \$ 63.99         | \$ 47,942.19         |
| WV State Withholding        | \$ 17,548.59         | \$ 15.28         | \$ 17,563.87         |
| PERS Retirement Deduct      | \$ 13,714.18         | \$ 11.42         | \$ 13,725.60         |
| Hosp. Pre-Tax               | \$ 10,326.38         |                  | \$ 10,326.38         |
| Cancer/ICU Pre-Taxed        | \$ 1,272.09          |                  | \$ 1,272.09          |
| Cancer/ICU Not Pre-Taxed    | \$ 904.31            |                  | \$ 904.31            |
| Optional Life Not Pre-Taxed | \$ -                 |                  | \$ -                 |
| Christmas Club              | \$ 5,820.00          |                  | \$ 5,820.00          |
| Wage Attach #1              | \$ 1,339.39          |                  | \$ 1,339.39          |
| Wage Attach #2              | \$ 83.25             |                  | \$ 83.25             |
| Wage Attach #3              | \$ 212.31            |                  | \$ 212.31            |
| Wage Attach #4              | \$ 154.83            |                  | \$ 154.83            |
| DSRS Retirement Deduct 8.5% | \$ 5,864.59          |                  | \$ 5,864.59          |
| 457 - Nationwide            | \$ 749.00            |                  | \$ 749.00            |
| 457i - ING                  | \$ 3,040.00          |                  | \$ 3,040.00          |
| MD State Tax                | \$ 348.98            |                  | \$ 348.98            |
| D/VF                        | \$ 1,369.84          |                  | \$ 1,369.84          |
| VA. State Tax               | \$ 76.54             |                  | \$ 76.54             |
| COLONIAL(PLUS)              | \$ 258.09            |                  | \$ 258.09            |
| <b>Total Deductions</b>     | <b>\$ 140,607.32</b> | <b>\$ 110.09</b> | <b>\$ 140,717.41</b> |
|                             |                      |                  |                      |
| <b>Net Wages Total</b>      | <b>\$ 257,106.02</b> | <b>\$ 143.71</b> | <b>\$ 257,249.73</b> |
| Pay Dates                   | 20-Nov-2014          |                  |                      |



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Joy Lewis

Department or Organization: WV Governor's Office

Estimation of amount of time needed for appointment: less than 5 minutes

Date Requested – 1<sup>st</sup> Choice:

If a specific date is needed, please provide reason for specific date: December 4, 2014

Date Requested – 2<sup>nd</sup> Choice:

Subject (Wording to be placed on agenda):

Land and Water Conservation Fund Award to the Jefferson County Parks and Recreation Commission

Please provide the County Commission with a description of your request or presentation, including any background information: A grant has been awarded to the Jefferson County Parks and Rec for the installation of ADA-Compliant Playground equipment at the South Jefferson Park in Summit Point Project.

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

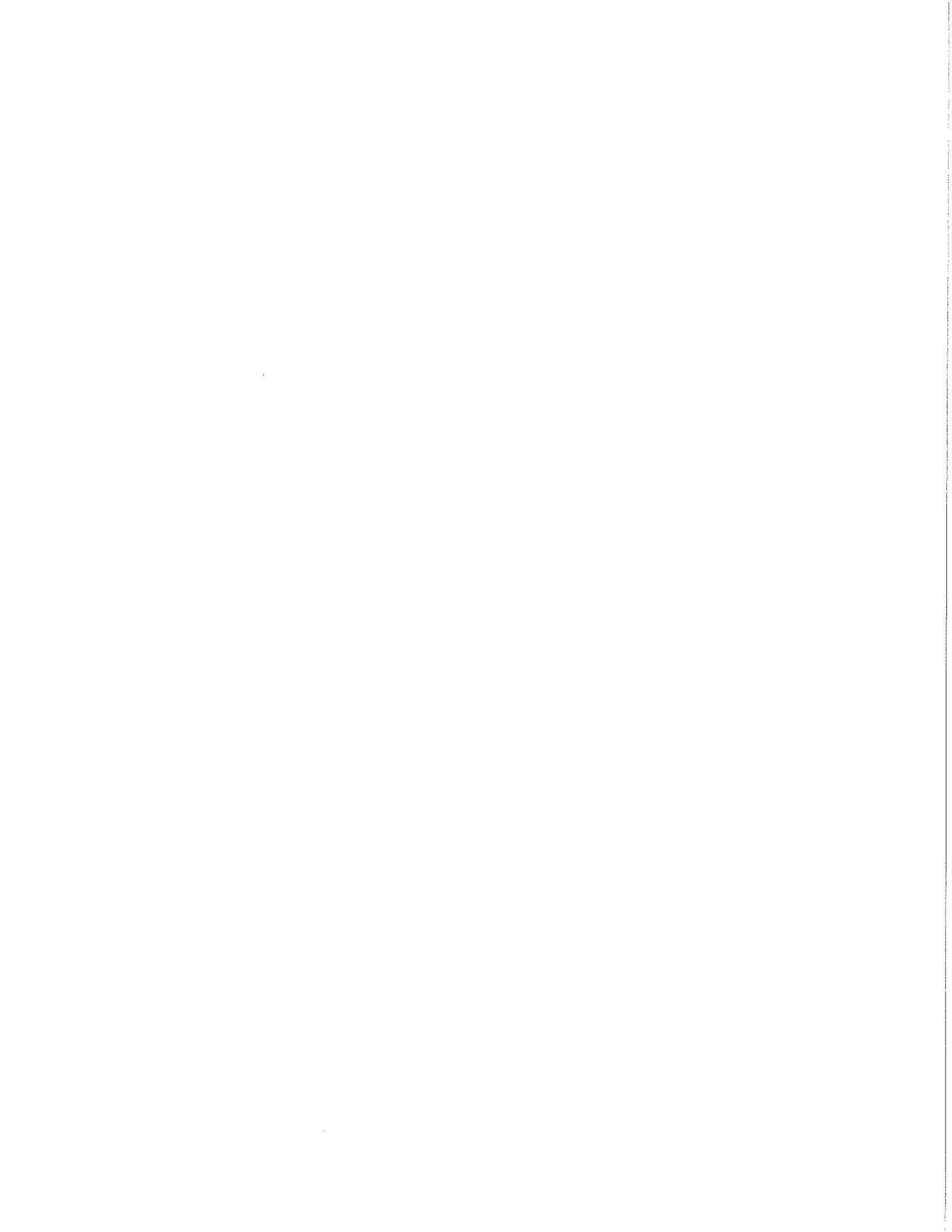
Contact information: Joy Lewis

Email address: joy.o.lewis@wv.gov

Phone Number: 304-279-2124

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: Peter H. Dougherty.

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: Next Available *December 4 2014*  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information: I am seeking favorable consideration in adding Jeanna Holler to the list of approved part time Bailiffs.

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 hire of Jeanna Holler to the position of part time Bailiffs

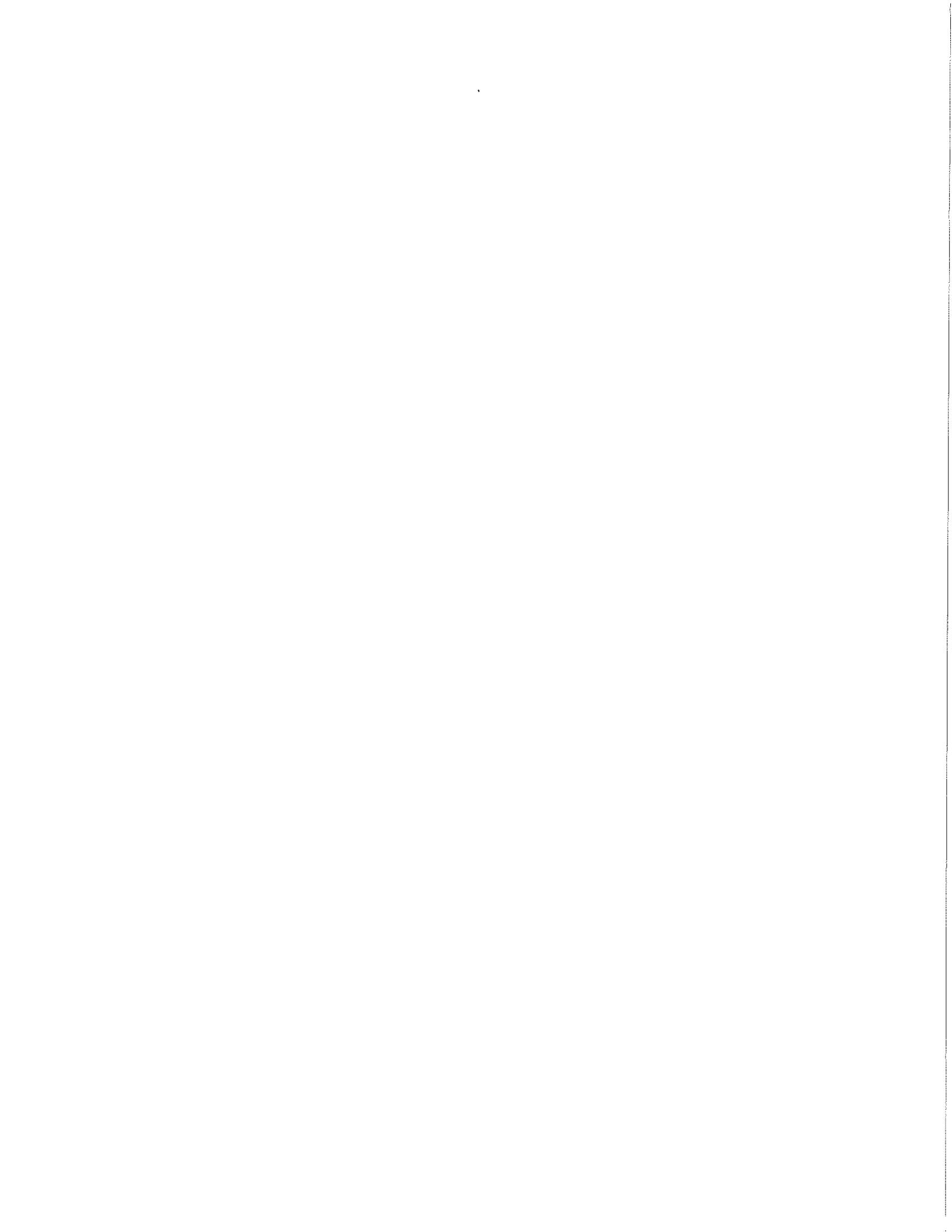
Attach supporting documents for request, or request may be denied.  
If not attached, explain:

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.](#)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarkss Commission**

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014**

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

Date Requested – 2<sup>nd</sup> Choice: December 18, 2014

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

Letter of support to JCHLC for change in WV Code definition of “certified historic structure”

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

Envision Jefferson 2035 encourages the JCHLC to find ways to support owners of designated historic structures in JC, such as tax credits for adaptive reuse and State and Federal tax credit programs. JCHLC proposes to introduce legislation in the 2015 WV legislative session to broaden the definition of “certified historic structure” which would recognize locally designated landmarks thus allowing owners access to WV residential tax credits for historic preservation. This change in the WV Tax Code would affect 51 homeowners of JC Historic Landmarks in Jefferson County.

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*):

Move to provide a letter of support for change in WV Tax Code definition of “certified historic structure”

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

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: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

## **Request for letter of support for change in WV Code definition of “certified historic structure”**

December 4, 2014

The Jefferson County Historic Landmarks Commission’s primary mission is to preserve historic structures in Jefferson County and to that end to assist, in any way possible, the current owners and stewards of structures listed on the National Register and Jefferson County designated landmarks. In that role the Commission provides technical assistance, advice, and education.

Envision Jefferson 2035 encourages the JCHLC to find additional ways to support owners of designated historic structures in Jefferson County, such as tax credits for adaptive reuse and State and Federal tax credit programs. JCHLC proposes to introduce legislation in the 2015 WV legislative session to broaden the definition of “certified historic structure” which would recognize locally designated landmarks thus allowing those owners access to WV residential tax credits for historic preservation. This change in the WV Tax Code would affect 51 homeowners of JC Historic Landmarks in Jefferson County alone.

The following is the proposed change to the WV Code which would provide incentives for owners of historic properties to maintain their properties. The proposed change in definition of “certified historic structure” would permit owners of locally designated historic structures to qualify for 20% state residential tax credits and WV development grants.

### **WV CODE SECTION**

#### **§11-21-8g. Credit for qualified rehabilitated residential building investment**

##### **Current Language**

(b)(1) "Certified historic structure" means any building located in this state that is determined to be listed individually in the national register of historic places or located in a registered historic district, during the review by the West Virginia division of culture and history.

##### **Proposed Language**

"Certified historic structure" means a structure that is located in the State and is:

1. Listed on the National Register of Historic Places;
2. Located in a historic district listed on the National Register of Historic Places;
3. A local historic district that the West Virginia Division of Culture and History determines is eligible for listing on the National Register of Historic Places; and certified by the Director as contributing to the significance of the district.
4. A locally designated structure and determined by the West Virginia Division of Culture and History to be eligible for listing on the National Register of Historic Places.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



**Name:** Barbara J. Miller, Director.

**Department or Organization:** Jefferson County Homeland Security and Emergency Management

**Estimation of amount of time needed for appointment:** 5 minutes

**Date Requested – 1<sup>st</sup> Choice:** December 4, 2014

*If a specific date is needed, please provide reason for specific date: Time sensitive grant proposal*

**Date Requested – 2<sup>nd</sup> Choice:** Click here to enter text.

**Subject (*Wording to be placed on agenda*):** Grant proposal for Panasonic Toughbook Laptop Computers for CAD

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

This is a grant proposal to purchase 2 Panasonic Toughbook Laptop Computers and installation hardware for the Jefferson County Homeland Security and Emergency Management vehicles. The grant proposal is to the WV Department of Military Affairs and Public Safety for a Department of Homeland Security (DHS) grant. The grant proposal is for \$9,200 and requires no matching funds.

**Is this a funding request?**  Grant Proposal

**If so, how much?** \$Grant proposal for \$9,200 from WVDMAPS for DHS grant.

**Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):** I move to approve the Grant Proposal for \$9,200, as presented.

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

**If not attached, explain:**

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

**Contact information:**

**Email address:** [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org). **Phone Number:** 304-728-3290

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.

# WEST VIRGINIA

## HOMELAND SECURITY GRANT PROGRAM

2013 Sub-grant Application



**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**REQUEST FOR PROPOSALS**

Should you have any grant related questions please contact:

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

Edward Holsclaw, II, Homeland Security Grant Specialist (304) 558-2930 [edward.a.holsclaw@wv.gov](mailto: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](mailto:david.k.hoge@wv.gov)

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

**GRANT APPLICATION  
SUBMISSION CHECKLIST**

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.
- An 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 have been completed by the applicant and signed and ORIGINAL returned.
- Appropriate goals and objectives from the State Homeland Security Strategy have been identified and included in the application.

## WEST VIRGINIA

Homeland Security State Administrative Agency  
(SAA)

HOMELAND SECURITY GRANT  
PROGRAM

GRANT APPLICATION  
INSTRUCTIONS

### 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 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  
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:** 304-728-3290/304-728-3320

5. **Grant Funds Requested:** \$ 9,200  
**Project Matching  
Funds (if any):** \$ \_\_\_\_\_

2. **Project Director:** Barbara J. Miller, Director  
**Address:** 28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430  
**Phone/Fax:** 304-728-3290/304-728-3320  
**Email:** \_\_\_\_\_

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

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

7. **Project Period:**  
**# of Months Needed To Complete Project** 5

4. **SAA Use Only**

8. **SAA Use Only**

Major Program: HSGPHS  
Program: HS\_LMIR  
Program Period: HS 2013

**9. Project Title and Brief Description:**

Panosonic Toughbooks Grant  
This funding will enable JCHSM to purchase 2 Panosonic Toughbooks for use in the JCHSEM vehicles for to fully utilize the County's new (Computer Aided Dispatch) CAD system for mobile data.

**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**  
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**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 Federal guidelines.**

**Planning**

Planning activities are central to homeland security initiatives and can be used to prioritize needs, build capabilities, update preparedness strategies, allocate resources, and deliver preparedness programs across disciplines. This may include activities such as conducting planning sessions, supporting assessment activities, and hiring contractors to write/revise emergency operations plans.

**Equipment**

Funds may be used for equipment acquisitions. Approved equipment must be on the Authorized Equipment Listing (AEL) <https://www.llis.dhs.gov/knowledgebase/authorizedequipmentlist>. 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 5-14 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. Allowable training topics include, but are not limited to: CBRNE and terrorism, catastrophic events, health preparedness, cyber security, agriculture/food safety, intelligence gathering and analysis, citizen and community preparedness, volunteer management, and other training needs identified in the State Homeland Security Strategy. Training should address a capability gap identified through the Threat and Hazard Identification and Risk Assessment (THIRA), an After Action Report/Improvement Plan, or contribute to building a capability that will be evaluated through an exercise. 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 <https://www.llis.dhs.gov/HSEEP>. All exercises must be NIMS compliant and should support the development, conduct, and evaluation of the jurisdiction's emergency operations plan or specific annexes, standard operating guidelines, and/or internal procedures and checklists. Exercises may involve the practice of equipment usage to develop proficiencies. Agencies conducting exercises must submit AARs/IPs to the State Administrative Agency upon completion of the assessment.

**Instructions  
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**  
**(SAA)**  
**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><b><u>Equipment: (Itemized List)</u></b><br/> Please see Authorized Equipment List (AEL)<br/> <a href="http://www.his.dhs.gov/knowledgebase/authorizedequipmentlist">www.his.dhs.gov/knowledgebase/authorizedequipmentlist</a></p> <p>Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network (<a href="http://www.sirn.wv.gov/Pages/default.aspx">http://www.sirn.wv.gov/Pages/default.aspx</a>). Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator.</p> <p><b><u>Requirement: Must list the AEL # beside each piece of equipment.</u></b></p> <p>AEL # 04HW-01-HHCD—For toughbooks<br/> AEL#04WH-01-INHW for mounting hardware and docking stations.</p> <p>2 Panasonic strap and corner guard BND</p> <p>2 Panasonic Protect Plus service agreement</p> <p>2 Panasonic Havis Heavy Duty 12 In Pole</p> <p>2 Panasonic Havis Heavy Duty Adapter F/Mount</p> <p>2 Panasonic Havis Bun Kit W/Dock Station</p> <p>2 Havis Keyboard Mount and Motion Dev.</p> <p>2 BTO Panasonic TP GI 15-3437U 128 GB/8 GB Toughbooks</p> <p>Freight</p> <p align="right"><b>Total</b></p> |                | <p align="right"><u>167.86</u></p> <p align="right"><u>441.64</u></p> <p align="right"><u>310.24</u></p> <p align="right"><u>126.68</u></p> <p align="right"><u>1337.46</u></p> <p align="right"><u>553.80</u></p> <p align="right"><u>6105.46</u></p> <p align="right"><u>156.86</u></p> <p align="right">9200.00</p> |                         |

\* 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 3-5**

| Budget Category                              | Matching Funds | Federal HSP Funds | Approved (SAA Use Only) |
|----------------------------------------------|----------------|-------------------|-------------------------|
| <hr/>                                        |                |                   |                         |
| <b>TOTAL MATCHING FUNDS (if Applicable):</b> |                |                   |                         |
| <b>TOTAL FEDERAL HSP FUNDS:</b>              |                | <b>\$9,200</b>    |                         |
| <b>TOTAL APPROVED PROJECT:</b>               |                |                   |                         |

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

|                                                                                                                              |                                            |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>WEST VIRGINIA</b><br>Homeland Security State Administrative Agency<br>(SAA)<br><br><b>HOMELAND SECURITY GRANT PROGRAM</b> | <b>BUDGET SUMMARY</b><br><br><b>PAGE 4</b> |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|

|                                                  |                                                                     |
|--------------------------------------------------|---------------------------------------------------------------------|
| <b>Applicant:</b><br>Jefferson County Commission | <b>Federal Employer Identification Number (FEIN):</b><br>55-6000333 |
|--------------------------------------------------|---------------------------------------------------------------------|

| Category            | HSP Funds (A) * | Matching Funds (B) ** | Total Funds (A + B) |
|---------------------|-----------------|-----------------------|---------------------|
| Planning            |                 |                       |                     |
| Equipment           | \$9,200         |                       | \$9,200             |
| Training            |                 |                       |                     |
| Exercises           |                 |                       |                     |
|                     |                 |                       |                     |
| <b>Total Budget</b> | <b>\$9,200</b>  |                       | <b>\$9,200</b>      |

| FUNDING STRATEGY                       |                |
|----------------------------------------|----------------|
| Funding Source(s)                      | Amount         |
| <b>Sub-Grant Funds:</b>                | \$9,200        |
| <b>Matching Funds (If Applicable):</b> | \$             |
| <b>Other Funding (If Applicable):</b>  | \$             |
| <b>Total:</b>                          | <b>\$9,200</b> |

\* 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.*

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
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**HOMELAND SECURITY GRANT**  
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**BUDGET NARRATIVE**

**PAGE 5**

Provide 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 budget category involved (i.e. Planning, Equipment, Training, and/or Exercises).

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

**PLANNING:**

**EQUIPMENT:**

This funding will allow Jefferson County Homeland Security and Emergency Management to purchase the necessary equipment for mobile data using the County's new CAD (Computer Aided Dispatching) system in their response vehicles.

**TRAINING:**

**EXERCISES:**

## WEST VIRGINIA

Homeland Security State Administrative Agency  
(SAA)

### HOMELAND SECURITY GRANT PROGRAM

## PROJECT DESCRIPTION INSTRUCTIONS

PAGE 6

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(s). Add pages as necessary.

### PROBLEM STATEMENT

- A. **Problem(s):** Identify the specific problem(s) to be addressed by the project. This should be articulated in terms of core capability gaps or additional abilities (plans, procedures, equipment or training/exercises) to achieve capability targets.
- B. **Justification:** Identify why the project is being proposed. This justification should be based on needs identified through the THIRA process, AARs, and other assessments.

### GOAL(S)

Develop a list of substantial and concrete goals this project will attempt to achieve. These goals may be both short and long range. Carefully communicate and relate these goal(s) back to the State Homeland Security Strategy. In other words, which State Homeland Security Strategy goals are being addressed with this project? A list of the State Homeland Security Strategy goals and objectives is provided. In the narrative please refer by number to the specific State Homeland Security Strategy goal(s)/objective(s) this project will address.

### OBJECTIVE(S)

Develop specific statements of desired achievement that reflect project emphasis. Objectives should be specific, measurable, achievable, realistic, and time bound. Objectives should describe improvement in at least one core capability (refer to <http://www.fema.gov/core-capabilities>)

### IMPLEMENTATION (Key Activities/Milestones)

Describe the major activities necessary to implement the project including a general operational schedule. This should incorporate specific activities to be conducted, services to be utilized, and procedures to be followed. In addition, include how achievement will be demonstrated through documentation completed by the end of the grant period (updated plans, reports, AARs, training records, inventories, etc). For complex projects, a milestone (ghant) chart is recommended which provides a clear time-line for each phase of this project. This tool can be used to capture the "What", "Where", "Who", "When" and "How" of the project which can be used for follow-up and assessment purposes. If multiple agencies are involved in the project the role(s) and responsibilities of each agency should be outlined.

### PROJECT ASSESSMENT / EVALUATION

Specify the indicators and measures to be used to assess the results of this project. This might include: new or revised plans, training records, conducting a drill or exercise to validate the capability improvement, completing an AAR/IP, inventory records, evaluations, or other assessments.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
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**HOMELAND SECURITY GRANT**  
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**PROJECT DESCRIPTION**

**PAGE 7**

**Problem Statement:**

Jefferson County Emergency Communications Center, 9-1-1, recently went live with a new Computer Aided Dispatch system. Jefferson County Homeland Security and Emergency Management does not have equipment in their vehicles to use for CAD/Mobile Data. We need 2 Panasonic Toughbook computers, docking stations and mounting hardware to provide us with this equipment.

**Goals:**

To purchase 2 Panasonic Toughbooks Laptop Computers and the needed hardware to install in the 2 JCHSEM vehicles.

AEL # 04HW-01-HHCD—For toughbooks

AEL#04WH-01-INHW for mounting hardware and docking stations.

2 Panasonic strap and corner guard BND

2 Panasonic Protect Plus service agreement

2 Panasonic Havis Heavy Duty 12 in Pole

2 Panasonic Havis Heavy Duty Adapter F/Mount

2 Panasonic Havis Bun Kit W/Dock Station

2 Havis Keyboard Mount and Motion Dev.

2 BTO Panasonic TP Gi 15-3437U 128 GB/8 GB Toughbooks

Freight

**Objectives:**

To be able to monitor the County's CAD/Mobile Data system in our JCHSEM vehicles.

**Implementation:**

Upon award, this equipment will be purchased and installed in the vehicles.

**Project Assessment/Evaluation:**

We will utilize and evaluate the equipment upon purchase and continuing into the future.

***\* Use additional pages as necessary. \****

**WEST VIRGINIA**  
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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  
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**  
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**HOMELAND SECURITY GRANT**  
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**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**  
**(SAA)**

**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. All invoices must be dated within the approved sub-grant 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: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline 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.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
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**HOMELAND SECURITY GRANT**  
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**SPECIAL CONDITIONS AND ASSURANCES**

**PAGE 11**

**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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**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 sub-grantee shall submit reports as deemed reasonably necessary by the SAA for 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.

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

**SPECIAL CONDITIONS AND ASSURANCES**  
**PAGE 13**

**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 5-14 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. [www.slm.wv.gov](http://www.slm.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**  
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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 if 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. 10<sup>th</sup> 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 § 6-9-1a 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.

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**  
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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 OF WEST VIRGINIA**

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

**CFDA Number:**  
97.067

**OASIS - GRTAWD Document ID:**

**State Subgrant Number:**

**Federal Grant Number:**

EMW-2013-SS-00009

**Sub-Grantee  
Name & Address:**

**FEIN:55-6000333**

**DUNS: 077414548**

**Sub-Grant Period:**

**From: 10/1/14**

**To: 2/28/15**

**Major Program: HSGPHS**

**Program: HS\_LMIR**

**Program Period: HS 2013**

Jefferson County Commission  
P.O. Box 250  
Charles Town, WV  
Zip Code: 25414-0250

**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: \$9,200**

**Sub-grantee Authorized Official:**

**WV Homeland Security Advisor:**

**Date:** \_\_\_\_\_

**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](mailto: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.

## Homeland Security Grant Eligibility Certification

**Recipient Agency/Organization:** Jefferson County Homeland Security & Emergency Management

Recipient Point of Contact: Barbara J. Miller

Email: [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) Phone: 304-728-3290

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization has met or exceeded the eligibility requirements prerequisite to applying for Homeland Security Grant funding.

Recipient Agency/Organization Authorized Official:

Barbara J. Miller  
Type or Print Name of Agency/Organization Authorized Official

Title: JCHSEM Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Of Agency/Organization Authorized Official

I have reviewed all the foregoing and certify to the best of my information and belief, the agency/organization has complied with the Homeland Security Grant Eligibility Criteria.

Date: \_\_\_\_\_

\_\_\_\_\_  
HS SAA Director

**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 cooperative 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 17.615 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.

(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;

(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:

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

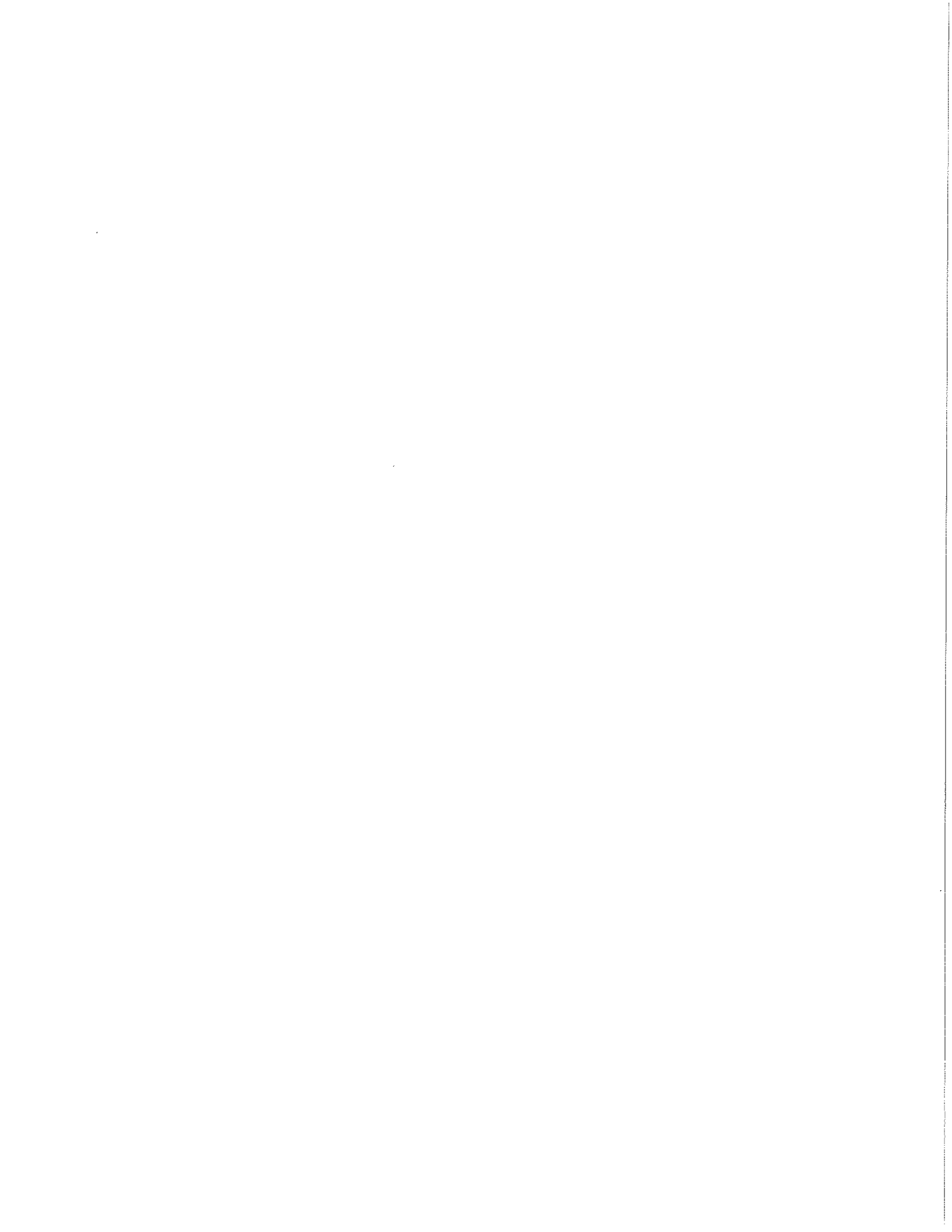
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

Signature of Authorized Official: \_\_\_\_\_

Date:



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



*Ronda Eddy*

Name: Jefferson Day Report Center, Inc.

Department or Organization: Community Corrections

Estimation of amount of time needed for appointment: 30 minutes.

Date Requested – 1<sup>st</sup> Choice: December 4, 2014

If a specific date is needed, please provide reason for specific date: Date Requested – 2<sup>nd</sup> Choice: Youth Advocate Executive Team will be available on this date. Requesting AM time slot on the agenda to facilitate YAP Officers schedule.

Subject (Wording to be placed on agenda): Announce award of DHHR JRI Treatment Supervision Funding, Introduce JDRC Behavioral Health Partner (Youth Advocate Program – Adult Services Division) Client Overview, and Adult Drug Court plans.

Please provide the County Commission with a description of your request or presentation, including any background information: No request – update and overview of program progress.

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): No motion necessary – informational presentation.

Attach supporting documents for request, or request may be denied.  
If not attached, explain: No

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

Contact information:  
Email address: [reddy@jeffersondrc.com](mailto:reddy@jeffersondrc.com) Phone Number: 304-728-3527

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Bill Polk

Department or Organization: **Maintenance Director**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014**

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

**Courthouse update with priorities and grant update**

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*):

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.

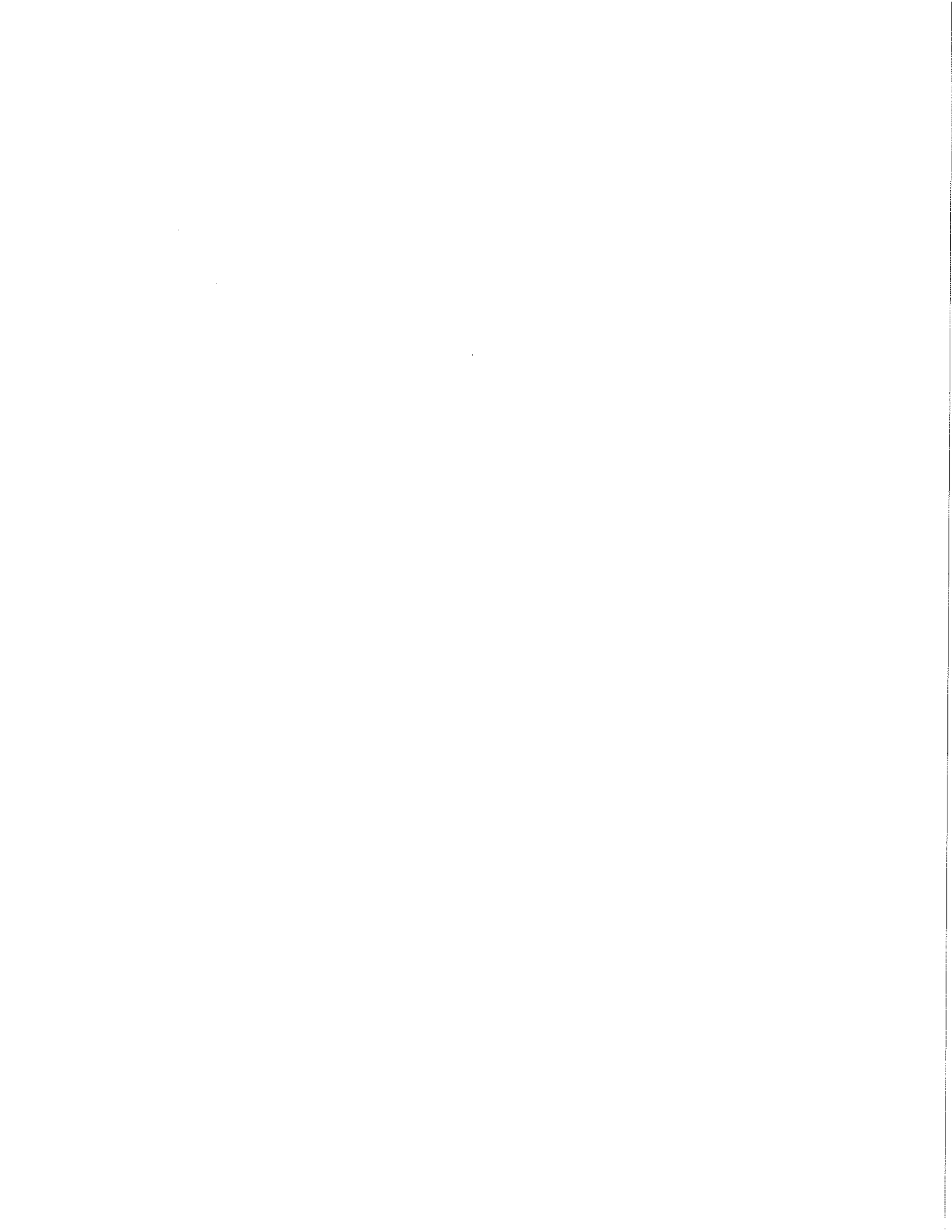
Telephone for conference call Y/N Click here to enter text.

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: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: December 4, 2014

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

- ↓ Approval/signature of Revised FY14 Audit Engagement Letter
- ↓ Budget Revision

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

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

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

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

- Motion to accept Revised FY14 Audit Engagement Letter
- Motion to accept State Budget Revision number 7 of General Fund

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.



# 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](http://www.wvsao.gov)

**REVISED** November 7, 2014

Mr. Walt Pelish, President  
Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

We are pleased to confirm our understanding of the services we are to provide the Jefferson County Commission for the fiscal year ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the Jefferson County Commission's basic financial statements as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Jefferson County Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Jefferson County Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis (if applicable).
2. GASB required supplementary pension information (if applicable).
3. Schedule of funding progress – OPEB (if applicable).

We have also been engaged to report on supplementary information other than RSI that accompanies the Jefferson County Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Rate covenant compliance (if applicable).
2. Combining statements and supplementary schedules (if applicable).

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Jefferson County Commission and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Jefferson County Commission's financial statements. Our reports will be addressed to the governing board of the Jefferson County Commission. We will make reference to Teed & Associates, PLLC's audit of the Jefferson County Development Authority and Perry & Associates, CPAs audit of the Jefferson County Farmland Protection Board in our report on your financial statements. Our audit will also include performing procedures, or requesting other auditors to perform procedures, on the financial information of the Jefferson County Historic Landmark Commission, Jefferson County Board of Health, Jefferson County Parks and Recreation Commission and Jefferson County EMS to enable us to express such an opinion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Jefferson County Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Management Responsibilities**

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we may assist with preparation of your financial statements and related notes. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported.

Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (a) management, (b) employees who have significant roles in internal control and, (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant

accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Jefferson County Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Jefferson County Commission. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the West Virginia State Auditor's Office and constitutes confidential information. However, subject to applicable laws or regulations, we may be requested to make certain audit documentation available to a federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the West Virginia State Auditor's Office personnel.

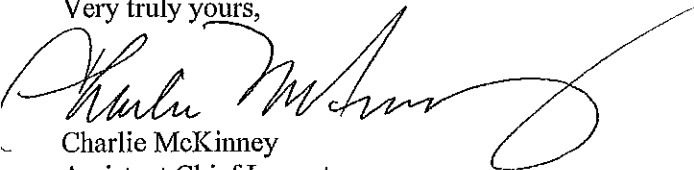
Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. *Government Auditing Standards* require we provide our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. A copy of our most recent external peer review report is available at our website (<http://www.wvsao.gov/ChiefInspector/AdvisoryMemos.aspx>) or can be obtained by contacting our office.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our auditor, Troy Kesner, has been assigned to conduct your audit and expect to begin the engagement on approximately September 22, 2014. To enable the auditor to work more efficiently, we would appreciate it if you would provide him with suitable office space that is quiet and has access to a telephone. Our fee for these services will be \$34,600 for the audit. Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new contract price before we incur the additional costs.

We appreciate the opportunity to be of service to the Jefferson County Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and provide it to the auditor. If the auditor is not available, please return it to us to the attention of Cathy Pierce.

Very truly yours,



Charlie McKinney  
Assistant Chief Inspector  
Chief Inspector's Division  
West Virginia State Auditor's Office

RESPONSE:

This letter correctly sets forth the understanding of the Jefferson County Commission.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

No.102

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER

2015

FY

1

FUND

7

REV. NO.

1 of 1

PG. OF NO.

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding

Budget Revision: Tim Stanton

Phone: 304-724-8425 ext 1008

Fax: 304-725-7916

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION                       | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|-------------------------------------------|----------------------------|------------|------------|----------------|
| 382            | Refunds/Reimbursements (External Sources) | 301,900                    | 8,400      |            | 310,300        |
|                | #N/A                                      |                            |            |            |                |
|                | #N/A                                      |                            |            |            |                |
|                | #N/A                                      |                            |            |            |                |
|                | #N/A                                      |                            |            |            |                |
|                | #N/A                                      |                            |            |            |                |

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

8,400

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

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION       | PREVIOUSLY APPROVED AMOUNT | (INCREASE) | (DECREASE) | REVISED AMOUNT |
|----------------|---------------------------|----------------------------|------------|------------|----------------|
| 700            | Sheriff-Law Enforcement   | 3,482,272                  | 7,344      |            | 3,489,616      |
| 716            | Dog Warden/Humane Society | 334,588                    | 1,056      |            | 335,644        |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |
|                | #N/A                      |                            |            |            |                |

NET INCREASE/(DECREASE) Expenditures

8,400

APPROVED BY THE STATE AUDITOR

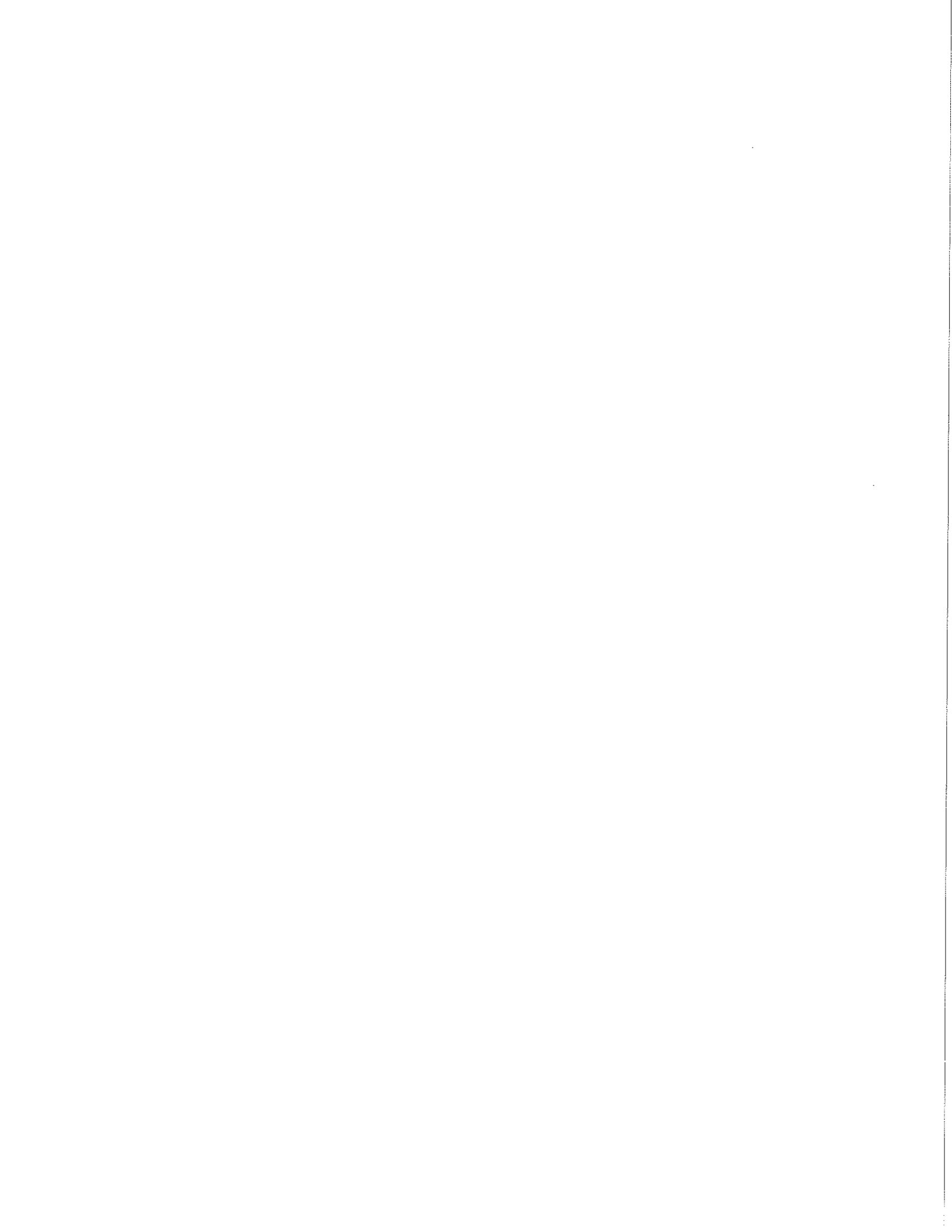
BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

*[Signature]*  
 AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Budget Enrty Sheet

|                           |                                  |          |                 |
|---------------------------|----------------------------------|----------|-----------------|
| 001-716-02-223-000-PS-000 | Dog Warden Professional Services | 1,056.00 | Increase budget |
| 001-700-01-108-001-PS-000 | Sheriff Overtime                 | 6,960.00 | Increase budget |
| 001-700-01-108-003-PS-000 | Wages Bailiffs                   | 384.00   | Increase budget |
| 001-382-MM-002            | Sheriff Reimbursements           | 8,400.00 | Increase budget |



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



as present  
on 11/20/14

Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: November 20, 2014  
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: December 4, 2014

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

↓ Review of Budget to Actual as of October 31, 2014

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

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

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

Attach supporting documents for request, or request may be denied.  
If not attached, explain: The month of October was not closed as of November 17<sup>th</sup> (the deadline to submit documentation). If the month is closed prior to the Commissioner meeting with adequate time for analysis and report preparation then the documentation will be handed out during the meeting. If the Commissioners are not comfortable with the above the agenda request can be delayed until December 4<sup>th</sup>.

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.

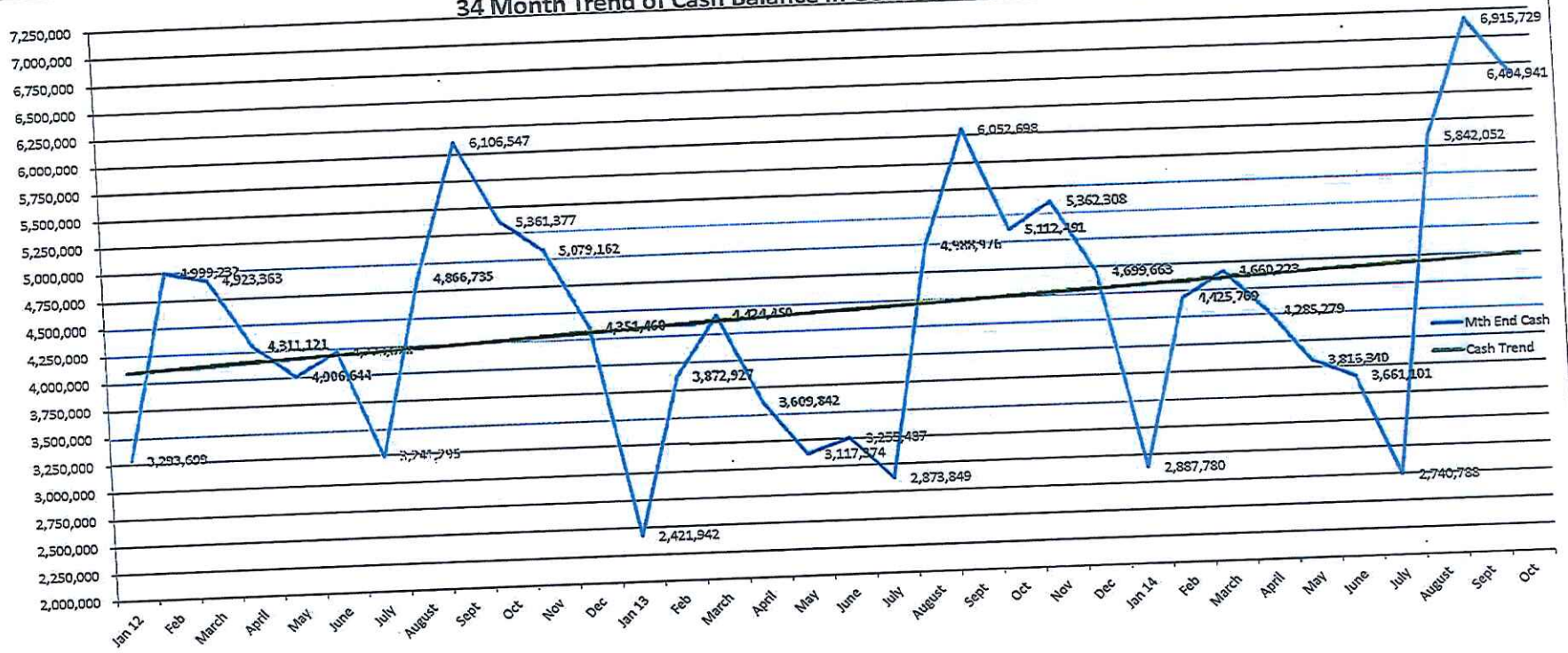
FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

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# **Review of Cash**

### 34 Month Trend of Cash Balance in General Fund



Listing of Cash Balances by Fund as of October 31, 2014

| Fund           | Discription                  | Balance              |
|----------------|------------------------------|----------------------|
| 001            | General Operating            | 6,404,940.50         |
| 002            | Coal Severance               | 79,203.85            |
| 003            | Dog & Kennel                 | 24,260.63            |
| 004            | General School               | -                    |
| 005            | Magistrate Court             | 1,196.95             |
| 006            | Worthless Check              | 26,038.96            |
| 008            | Home Confinement             | 2,291.70             |
| 009            | Federal Grants               | (262,876.67) (1)     |
| 010            | State Grant                  | -                    |
| 023            | Flood Mitigation             | 34,958.62            |
| 039            | Waste Coal                   | 8,323.93             |
| 056            | Assessor Valuation           | 446,605.90           |
| 057            | Farmland Protection          | 3.33                 |
| 059            | Concealed Weapons            | 33,535.14            |
| 063            | Voter Registration           | 10.01                |
| 074            | Drug Forfeiture              | 5,881.07             |
| 075            | Sub Division Bond Forfeiture | 172.22               |
| 077            | Teen Court                   | 1,269.75             |
| 244            | Bardane Public Health Center | 115,120.70           |
| 246            | Capital Outlay               | 4,359,788.19         |
| 247            | Parks Land Fund              | 11.95                |
| 249            | Impact Fees                  | 1,520,559.68         |
| 315            | State Police                 | 60.00                |
| 369            | Deputy Sheriff Retire        | 1.00                 |
| Cash all Funds |                              | <u>12,801,357.41</u> |

(1) Reimburseable Grant

**Budget to Actual by  
Department as of  
October 31, 2014**

**FY15 Revenue and Expenditure  
Compiled November 18, 2014  
Expenditures by Department**

|                               | FY15 budget       | FY14 actual<br>as of 10/31/13 | FY15 actual<br>as of 10/31/14 | Variance<br>(unfavorable) | % Rec'd/Exp  |
|-------------------------------|-------------------|-------------------------------|-------------------------------|---------------------------|--------------|
| <b>Revenue</b>                |                   |                               |                               |                           |              |
| Taxes                         | 12,059,566        | 6,287,894                     | 6,680,105                     | (5,379,461)               | 55.39        |
| Tax Penalties                 | 301,220           | 128,857                       | 133,837                       | (167,383)                 | 44.43        |
| Property Transfer             | 468,000           | 214,157                       | 221,205                       | (246,795)                 | 47.27        |
| Gas/oil                       | 30,000            | 5,294                         | 81,957                        | 51,957                    | 273.19       |
| Horse Racing                  | 14,219            | 5,475                         | 5,029                         | (9,190)                   | 35.37        |
| Wine Liquor                   | 25,433            | 6,037                         | 18,902                        | (6,531)                   | 74.32        |
| Hotel Occupancy               | 520,000           | 208,666                       | 248,555                       | (271,445)                 | 47.80        |
| Decal fees                    | 75                | 30                            | 16                            | (59)                      | 21.33        |
| Bldg Permits                  | 170,000           | 42,697                        | 59,393                        | (110,607)                 | 34.94        |
| Misc Permits                  | 150               | 94                            | 112                           | (38)                      | 74.67        |
| Grants                        | 80,000            | 135,941                       | -                             | (80,000)                  | -            |
| Payment in lieu of taxes      | 9,949             | 9,949                         | 11,676                        | 1,727                     | 117.36       |
| Sheriff Service Process       | 18,000            | 6,000                         | 7,000                         | (11,000)                  | 38.89        |
| Sheriff Earnings              | 28,000            | 7,601                         | 12,189                        | (15,811)                  | 43.53        |
| Clerk Earnings                | 206,500           | 71,668                        | 59,108                        | (147,392)                 | 28.62        |
| Circuit Clerk Earnings        | 65,183            | 21,871                        | 21,361                        | (43,822)                  | 32.77        |
| Prosecuting Earnings          | 1,129             | 310                           | 575                           | (554)                     | 50.93        |
| Accident reports              | 3,500             | 1,130                         | 1,230                         | (2,270)                   | 35.14        |
| Map Sales                     | 4,200             | 1,406                         | 611                           | (3,589)                   | 14.55        |
| Rent                          | 47,175            | 15,787                        | 15,400                        | (31,775)                  | 32.64        |
| Ambulance Fees                | 600,000           | -                             | 375,000                       | (225,000)                 | 62.50        |
| 911 Fees                      | 1,885,058         | 578,667                       | 481,634                       | (1,403,424)               | 25.55        |
| Franshise Agreements          | 402,796           | 102,803                       | 105,398                       | (297,398)                 | 26.17        |
| IRP fees                      | 10,140            | 3,725                         | 3,557                         | (6,583)                   | 35.08        |
| Jail fees                     | 85,650            | 85,651                        | 96,912                        | 11,262                    | 113.15       |
| Interest                      | 17,273            | 5,067                         | 7,911                         | (9,362)                   | 45.80        |
| Misc revenue                  | 50                | 130                           | 13                            | (37)                      | 26.00        |
| Sheriff Commission            | 12,000            | 11,738                        | 11,619                        | (381)                     | 96.83        |
| Table Games                   | 960,000           | 396,849                       | 308,232                       | (651,768)                 | 32.11        |
| Video Lottery                 | 3,408,293         | 1,501,240                     | 1,487,125                     | (1,921,168)               | 43.63        |
| Reimbursements                | 301,900           | 165,139                       | 132,264                       | (169,636)                 | 43.81        |
| Trans from other funds        | -                 | 1,764                         | -                             | -                         | #DIV/0!      |
| Concealed Weapons             | -                 | -                             | -                             | -                         | #DIV/0!      |
| General School Reimbursements | 264,000           | 86,845                        | 96,128                        | (167,872)                 | 36.41        |
| Trns Assessor Val fund        | 494,949           | -                             | -                             | (494,949)                 | -            |
| <b>Total Revenue</b>          | <b>22,494,408</b> | <b>10,110,482</b>             | <b>10,684,054</b>             | <b>(11,810,354)</b>       | <b>47.50</b> |
| <b>Expenditures</b>           |                   |                               |                               |                           |              |
| Commission                    | 1,696,273         | 764,362                       | 634,787                       | 1,061,486                 | 37.42        |
| County Clerk                  | 858,405           | 266,956                       | 236,938                       | 621,467                   | 27.60        |
| Circuit Clerk                 | 684,454           | 217,752                       | 196,664                       | 487,790                   | 28.73        |
| Treasurer                     | 617,390           | 220,780                       | 202,875                       | 414,515                   | 32.86        |
| Prosecuting Attny             | 1,810,398         | 622,764                       | 551,649                       | 1,258,749                 | 30.47        |
| Assessor                      | 550,090           | 221,022                       | 173,303                       | 376,787                   | 31.50        |
| Assessor AVF                  | 494,949           | 126,585                       | 144,422                       | 350,527                   | 29.18        |
| Statewide Computer            | 57,075            | 16,104                        | -                             | 57,075                    | -            |

**FY15 Revenue and Expenditure  
Compiled November 18, 2014  
Expenditures by Department**

|                           | FY15 budget       | FY14 actual<br>as of 10/31/13 | FY15 actual<br>as of 10/31/14 | Variance<br><br>(unfavorable) | % Rec'd/Exp  |
|---------------------------|-------------------|-------------------------------|-------------------------------|-------------------------------|--------------|
| Agricultural Agent        | 128,837           | 50,640                        | 39,453                        | 89,384                        | 30.62        |
| Elections                 | 362,740           | 55,982                        | 78,141                        | 284,599                       | 21.54        |
| Magistrate Court          | 1,000             | 302                           | 246                           | 754                           | 24.60        |
| Courthouse (Maintenance)  | 1,127,137         | 415,217                       | 346,324                       | 780,813                       | 30.73        |
| Other Buildings           | 649,750           | 181,558                       | 169,200                       | 480,550                       | 26.04        |
| Data Processing           | 333,996           | 92,725                        | 61,823                        | 272,173                       | 18.51        |
| Regional Dev Authority    | 19,795            | 19,794                        | 19,794                        | 1                             | 99.99        |
| Economic Development      | 454,310           | 175,716                       | 189,480                       | 264,830                       | 41.71        |
| GIS                       | 243,212           | 80,395                        | 72,477                        | 170,735                       | 29.80        |
| Planning                  | 398,865           | 160,767                       | 113,678                       | 285,187                       | 28.50        |
| Engineering               | 748,995           | 254,294                       | 229,925                       | 519,070                       | 30.70        |
| Zoning                    | 71,133            | 28,725                        | 22,107                        | 49,026                        | 31.08        |
| Transfer to other Funds   | -                 | 6,250                         | -                             | -                             | #DIV/0!      |
| Contingency               | 319,651           | -                             | -                             | 319,651                       | -            |
| Law Enforcement           | 3,482,272         | 1,202,366                     | 1,052,992                     | 2,429,280                     | 30.24        |
| Service of Process        | 18,000            | 1,672                         | 3,198                         | 14,802                        | 17.77        |
| Regional Jail             | 1,100,000         | 294,404                       | 455,333                       | 644,667                       | 41.39        |
| Emergency Services        | 269,887           | 77,370                        | 65,341                        | 204,546                       | 24.21        |
| Communication Center      | 2,011,821         | 662,187                       | 567,738                       | 1,444,083                     | 28.22        |
| Fire Depts                | 373,625           | -                             | 156,750                       | 216,875                       | 41.95        |
| JCESA                     | 1,297,562         | 1,118,227                     | 723,781                       | 573,781                       | 55.78        |
| Ambulance Fees Remittance | 600,000           | -                             | 375,000                       | 225,000                       | 62.50        |
| Animal Control            | 334,588           | 108,820                       | 95,584                        | 239,004                       | 28.57        |
| Central Garage            | 353,094           | 107,872                       | 95,362                        | 257,732                       | 27.01        |
| Parks and Recs            | 493,529           | 231,886                       | 202,955                       | 290,574                       | 41.12        |
| Arts and Humanities       | 10,400            | 8,327                         | 3,477                         | 6,923                         | 33.43        |
| Historical Commission     | 15,400            | 8,327                         | 5,148                         | 10,252                        | 33.43        |
| Visitors Center           | 260,000           | 104,081                       | 86,916                        | 173,084                       | 33.43        |
| Library                   | 234,000           | 130,000                       | 117,000                       | 117,000                       | 50.00        |
| Public Transportation     | 10,275            | 6,850                         | 5,138                         | 5,137                         | 50.00        |
| Waste Authority           | 1,500             | -                             | 1,500                         | -                             | 100.00       |
| Clerk Capital Equip       |                   | 18,632                        | -                             |                               |              |
| <b>Total Expenditures</b> | <b>22,494,408</b> | <b>8,059,711</b>              | <b>7,496,499</b>              | <b>14,997,909</b>             | <b>33.33</b> |
| Net                       | -                 | 2,050,771                     | 3,187,555                     |                               |              |

**Budget to Actual by Object  
Code as of  
October 31, 2014**

**FY15 Revenue and Expenditure**  
**Compiled November 18, 2014**  
**Expenditures by Object Code**

|                               | <b>FY15 budget</b> | <b>FY15 actual<br/>as of 10/31/14</b> | <b>Variance<br/><br/>(unfavorable)</b> | <b>% Rec'd/Exp</b> |
|-------------------------------|--------------------|---------------------------------------|----------------------------------------|--------------------|
| <b>Revenue</b>                |                    |                                       |                                        |                    |
| Taxes                         | 12,059,566         | 6,680,105                             | (5,379,461)                            | 55.39              |
| Tax Penalties                 | 301,220            | 133,837                               | (167,383)                              | 44.43              |
| Property Transfer             | 468,000            | 221,205                               | (246,795)                              | 47.27              |
| Gas/oil                       | 30,000             | 81,957                                | 51,957                                 | 273.19             |
| Horse Racing                  | 14,219             | 5,029                                 | (9,190)                                | 35.37              |
| Wine Liquor                   | 25,433             | 18,902                                | (6,531)                                | 74.32              |
| Hotel Occupancy               | 520,000            | 248,555                               | (271,445)                              | 47.80              |
| Decal fees                    | 75                 | 16                                    | (59)                                   | 21.33              |
| Bldg Permits                  | 170,000            | 59,393                                | (110,607)                              | 34.94              |
| Misc Permits                  | 150                | 112                                   | (38)                                   | 74.67              |
| Grants                        | 80,000             | -                                     | (80,000)                               | -                  |
| Payment In lieu of taxes      | 9,949              | 11,676                                | 1,727                                  | 117.36             |
| Sheriff Service Process       | 18,000             | 7,000                                 | (11,000)                               | 38.89              |
| Sheriff Earnings              | 28,000             | 12,189                                | (15,811)                               | 43.53              |
| Clerk Earnings                | 206,500            | 59,108                                | (147,392)                              | 28.62              |
| Circuit Clerk Earnings        | 65,183             | 21,361                                | (43,822)                               | 32.77              |
| Prosecuting Earnings          | 1,129              | 575                                   | (554)                                  | 50.93              |
| Accident reports              | 3,500              | 1,230                                 | (2,270)                                | 35.14              |
| Map Sales                     | 4,200              | 611                                   | (3,589)                                | 14.55              |
| Rent                          | 47,175             | 15,400                                | (31,775)                               | 32.64              |
| Ambulance Fee                 | 600,000            | 375,000                               | (225,000)                              | 62.50              |
| 911 Fees                      | 1,885,058          | 481,634                               | (1,403,424)                            | 25.55              |
| Franshise Agreements          | 402,796            | 105,398                               | (297,398)                              | 26.17              |
| IRP fees                      | 10,140             | 3,557                                 | (6,583)                                | 35.08              |
| Jail fees                     | 85,650             | 96,912                                | 11,262                                 | 113.15             |
| Interest                      | 17,273             | 7,911                                 | (9,362)                                | 45.80              |
| Misc revenue                  | 50                 | 13                                    | (37)                                   | 26.00              |
| Sheriff Commssion             | 12,000             | 11,619                                | (381)                                  | 96.83              |
| Table Games                   | 960,000            | 308,232                               | (651,768)                              | 32.11              |
| Video Lottery                 | 3,408,293          | 1,487,125                             | (1,921,168)                            | 43.63              |
| Reimbursements                | 301,900            | 132,264                               | (169,636)                              | 43.81              |
| Trans from other funds        | -                  | -                                     | -                                      | #DIV/0!            |
| Concealed Weapons             | -                  | -                                     | -                                      | #DIV/0!            |
| General School Reimbursements | 264,000            | 96,128                                | (167,872)                              | 36.41              |
| Trns Assessor Val fund        | 494,949            | -                                     | (494,949)                              | -                  |
| <b>Total Revenue</b>          | <b>22,494,408</b>  | <b>10,684,054</b>                     | <b>(11,810,354)</b>                    | <b>47.50</b>       |

FY15 Revenue and Expenditure  
 Compiled November 18, 2014  
 Expenditures by Object Code

|                                 | FY15 budget       | FY15 actual<br>as of 10/31/14 | Variance<br><br>(unfavorable) | % Rec'd/Exp  |
|---------------------------------|-------------------|-------------------------------|-------------------------------|--------------|
| <b>Expenditures</b>             |                   |                               |                               |              |
| Salaries                        | 9,819,972         | 2,943,634                     | 6,876,338                     | 29.98        |
| FICA                            | 751,184           | 246,894                       | 504,290                       | 32.87        |
| Health insurance                | 2,043,158         | 614,173                       | 1,428,985                     | 30.06        |
| Retirement                      | 1,288,435         | 431,974                       | 856,461                       | 33.53        |
| Telephone                       | 230,608           | 50,569                        | 180,039                       | 21.93        |
| Printing                        | 24,019            | 4,754                         | 19,265                        | 19.79        |
| Utilities                       | 291,700           | 64,138                        | 227,562                       | 21.99        |
| Travel                          | 56,969            | 8,317                         | 48,652                        | 14.60        |
| Bldg Repairs                    | 70,000            | 10,786                        | 59,214                        | 15.41        |
| Equip Repairs                   | 200,908           | 22,802                        | 178,106                       | 11.35        |
| Auto Repairs                    | 8,000             | 256                           | 7,744                         | 3.20         |
| Postage                         | 111,411           | 57,847                        | 53,564                        | 51.92        |
| Equipment Rent                  | 139,600           | 54,615                        | 84,985                        | 39.12        |
| Ads/Legal Publications          | 48,926            | 3,981                         | 44,945                        | 8.14         |
| Training                        | 54,955            | 3,142                         | 51,813                        | 5.72         |
| Dues                            | 83,375            | 30,927                        | 52,448                        | 37.09        |
| Professional Services           | 256,146           | 45,957                        | 210,189                       | 17.94        |
| Audit Costs                     | 35,000            | 34,600                        | 400                           | 98.86        |
| Bonds/Workers Comp              | 441,000           | 225,154                       | 215,846                       | 51.06        |
| Sheriff Court Costs             | 1,000             | -                             | 1,000                         | -            |
| Contracted Services             | 404,090           | 110,169                       | 293,921                       | 27.26        |
| Ambulance Fee Remittance        | 600,000           | 375,000                       | 225,000                       | 62.50        |
| Bank Charges                    | 500               | 15                            | 485                           | 3.00         |
| Retired Insurance Prem          | 81,103            | 27,896                        | 53,207                        | 34.40        |
| Materials/supplies              | 425,604           | 103,571                       | 322,033                       | 24.34        |
| Record Books                    | 8,450             | 2,462                         | 5,988                         | 29.14        |
| Vehilce Fuel                    | 229,750           | 68,331                        | 161,419                       | 29.74        |
| Jail Costs                      | 1,100,000         | 455,333                       | 644,667                       | 41.39        |
| Uniforms                        | 40,875            | 9,792                         | 31,083                        | 23.96        |
| State Computer                  | 57,875            | -                             | 57,875                        | -            |
| Computer Software               | 11,500            | 359                           | 11,141                        | 3.12         |
| Computer Hardware               | 70,500            | 9,508                         | 60,992                        | 13.49        |
| Tech Support                    | 121,250           | 11,995                        | 109,255                       | 9.89         |
| Tech Fees & Lic                 | 72,945            | 15,723                        | 57,222                        | 21.55        |
| Contributions to other entitles | 2,993,949         | 1,451,825                     | 1,542,124                     | 48.49        |
| Contingency                     | 319,651           | -                             | 319,651                       | -            |
| <b>Total Expenditures</b>       | <b>22,494,408</b> | <b>7,496,499</b>              | <b>14,997,909</b>             | <b>33.33</b> |
| <br>Net                         | <br>-             | <br>3,187,555                 |                               |              |

FY15 Budget Variances  
As of November 18, 2014

|                                   |                          | (unfavorable)    |                                      |
|-----------------------------------|--------------------------|------------------|--------------------------------------|
| 001-401-02-226-001-GG-000         | Workers Comp insurance   | 2,752            | Based on premium renewal             |
| 001-362-CS-000                    | Jail Fee Revenue         | 11,262           | Based on actual to budget            |
| 001-325-IG-000                    | Payment in Lieu of Taxes | 1,727            | Based on actual to budget            |
| 001-301-TT-006                    | Supplemental Taxes       | 38,000           | Based on actual to budget            |
| 001-301-TT-001                    | Ad Valorem taxes 1st yr  | 52,000           | Based on actual to budget            |
| 001-304-OT-000                    | Property Tax Transfers   | 100,000          | Based on actual to budget            |
| 001-306-OT-000                    | Gas/Oil Tax              | 51,957           | Based on actual to budget            |
| 001-346-CS-000                    | 911 Fees                 | (80,000)         | Delay in phone billing               |
| 001-370-OT-000                    | Table Games              | (35,000)         | Based on actual to budget            |
| 001-373-OT-000                    | Video Lottery            | (60,000)         | Based on actual to budget            |
| 001-424-02-218-000-GG-000         | Postage                  | (30,000)         | \$9,000 related to ambulance billing |
| 001-704-03-345-000-PS-000         | Jail Costs               | <u>(265,000)</u> | Trend does not support budget        |
| Projected Deficit                 |                          | (212,302)        |                                      |
| Contingency Reserve Available     |                          | <u>319,651</u>   |                                      |
| Possible Increase in Fund Balance |                          | 107,349          |                                      |

Finalized Variances

Video Lottery  
001-373-OT-000  
40 month Period July 2011 - Oct 2014

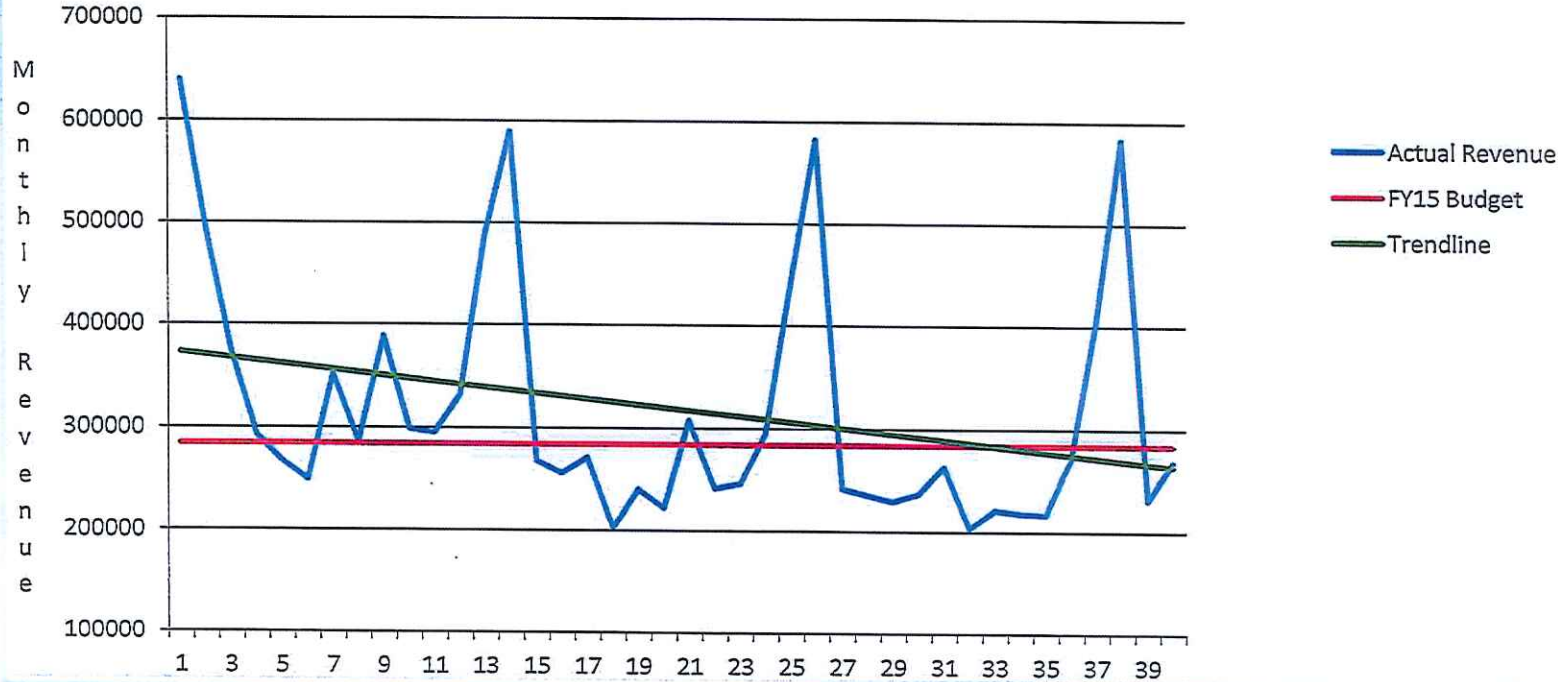
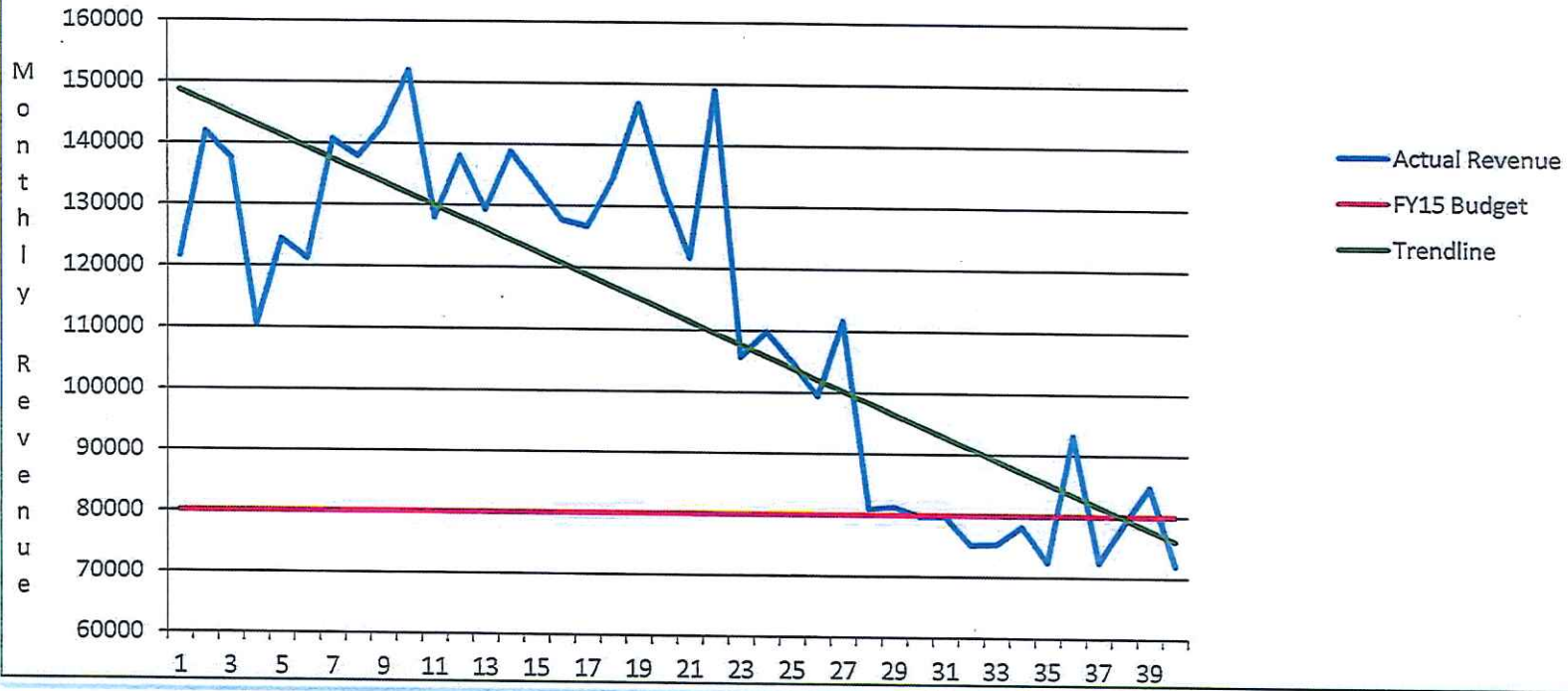


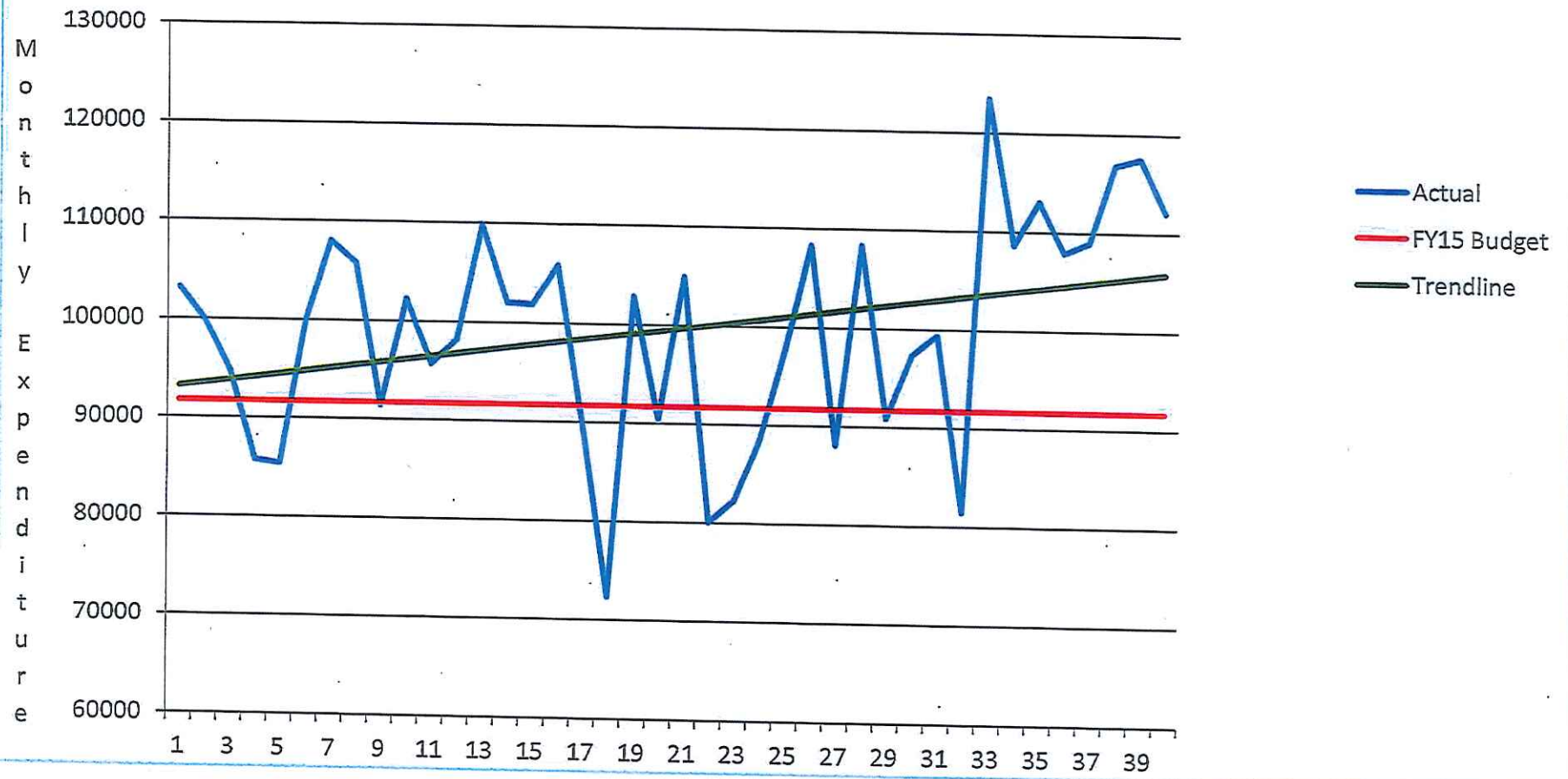
Table Games  
001-370-OT-000  
40 month Period July 2011 - Oct 2014



# Jail Costs

## 001-704-03-344-000-PS-000

### 40 month Period July 2011 - Oct 2014



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Dale Manuel, County Commission liaison to WAC

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: Dec. 4 , 2014

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

Date Requested – 2<sup>nd</sup> Choice:

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

Review attached Proposed WAC (Water Advisory Committee) Work Plan

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? \$

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: Attached

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/COMMENTS

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

## WAC Workplan Request

Good Morning Chairman Pellish and Commissioners,

My name is Robert Denton, P.E., I am member of the Jefferson County Watershed Advisory Committee [appointed \_\_\_\_; reappointed \_\_\_\_]. I have been asked by the Water Advisory Committee and Committee Liaison, Commissioner Manuel, to ask for your approval to enhance the Water Advisory Committee's current workplan. Our request responds to requests, following WAC's outreach to diverse stakeholders including watershed groups [Elks Run/Blue Ridge Watershed Coalition] and from elected officials [Del. Stephen Skinner/Dale Manuel] to expand the scope of our Water Advisory Committee's Commission approved work plan, to provide enhanced educational and outreach support to the County Commission's varied, and diverse stakeholder constituency, for the purpose of coordinating water related issues in Jefferson County. The enhanced workplan's purpose is to inform the Commission and its constituency, on matters related to water issues on local, state and federal levels.

Therefore, WAC requests to add an outreach and coordination task to its workplan, focused on centralizing and coordinating legislative and regulatory information to the County's diverse stakeholders and constituents. I emphasize that this is not a request by the Water Advisory Committee to advocate issues that are properly the role of the Commission, legislators and individual groups and constituencies. The Water Advisory Committee believes that with the use of the County's Commission's website and subscriber alerts, the Water Advisory Committee can push information to the Jefferson County's stakeholders so that the stakeholders can be better informed and involved in regulatory and legislative water issues, and provide feedback to the County Commission and our state delegation on how proposed rules and legislation would affect them.

Why so important? The Water Advisor Committee is again and again focused on the Eastern Panhandle's underlying karst geology, which differentiates Jefferson County and its approach to water quality and protection from other parts of the state. Jefferson County is not like Elks River that can rely on "flushing" to recover from an environmental event; the vast majority of Jefferson County denizens share water groundwater due to the karst, and it is imperative that we all work together on difficult issues: including individual homeowners, businesses, farmers, municipal water systems, etc. In Jefferson County and downstream, Your water is my water, my neighbor's water is my water. Protection and prevent is the key and the County is to be commended for its forward thinking stormwater and storage tank siting regulations.

Why Important Now??? For example: recent regulatory efforts have focused on the downside (or not) of fracking with regard to radioactivity. However, there is possibility of a greater risk of fracking wastewater in the possibility of acid sulfate

soils. [Expand Rob Denton] This and the implementation of Source Water Protection Plan legislation are important items to communicate.

How would this work? How would this expanded role work? One of the four activities WAC is currently tasked with:

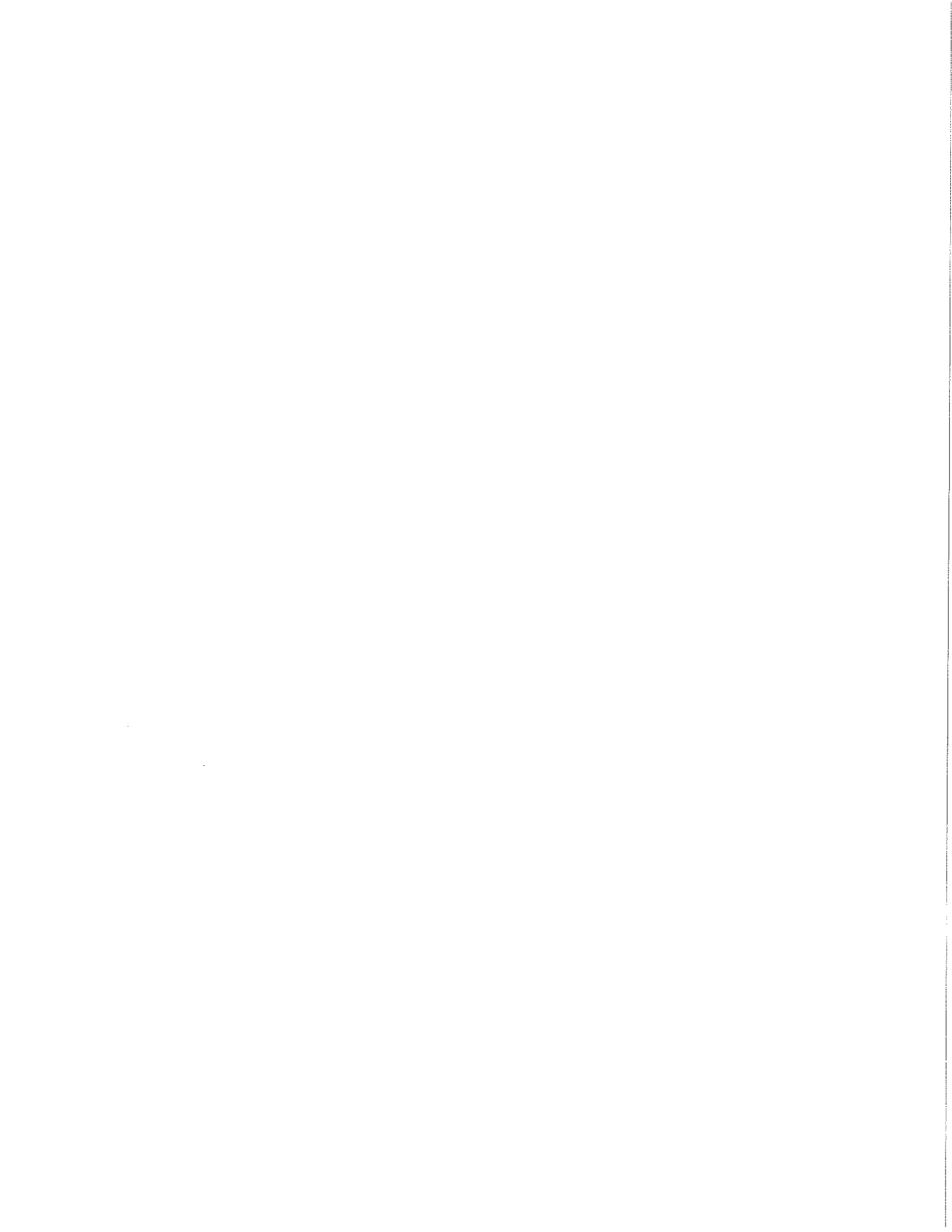
**Watershed Management and Protection**

*Educate county residents about the importance of watersheds and provide technical expertise assistance such as reviewing proposals and planning to Watershed Groups.*

With your guidance, WAC is asking to expand this bucket to include: “track and communicate federal, state and local legislation and regulatory matters that impact Jefferson County in order to inform, educate and increase public participation through the County’s website’s “push” technology, and through an annual public workshop such as a “Jefferson County Water 101: Jefferson County Guide to Water Quality & Protection” and to inform County residents of watershed groups, activities and resources available to your constituents.

Here is the work plan if you are asked - # 2 IS WHAT WE ARE DOING, #4 - WE ARE COMING IN FOR.

- Water Quality Monitoring of streams, seeps and springs – (none going at this time)
- Watershed Management and Protection –  
*Educate county residents about the importance of watersheds and provide technical expertise assistance such as reviewing proposals and planning to Watershed Groups.*
- **Monitor the Existing County Water-Related Studies - NONE Planned**  
Participate in the public meetings with the consultant and others on a draft Storm Water Ordinance review.
- **Provide the County Commission with recommendations for additional studies relating to water issues that could be pursued by WAC.**



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Lyn Widmyer

Department or Organization: **County Commission**

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

Date Requested – 1<sup>st</sup> Choice: **December 4**

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

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

Subject (*Wording to be placed on agenda*): Review and discuss new Jefferson County projects recently endorsed by Region 9 with particular attention to Jefferson County PSD Sewer Collection & Transport System (\$7 million) and Burr Industrial Park Shell Building (\$1 million)

Please provide the County Commission with a description of your request or presentation, including any background information: Please have knowledgeable staff available to discuss the Region 9 Council priorities for Jefferson County and how they will be financed.

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*): **Region 9 council members have already endorsed these new projects.**

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.](#)

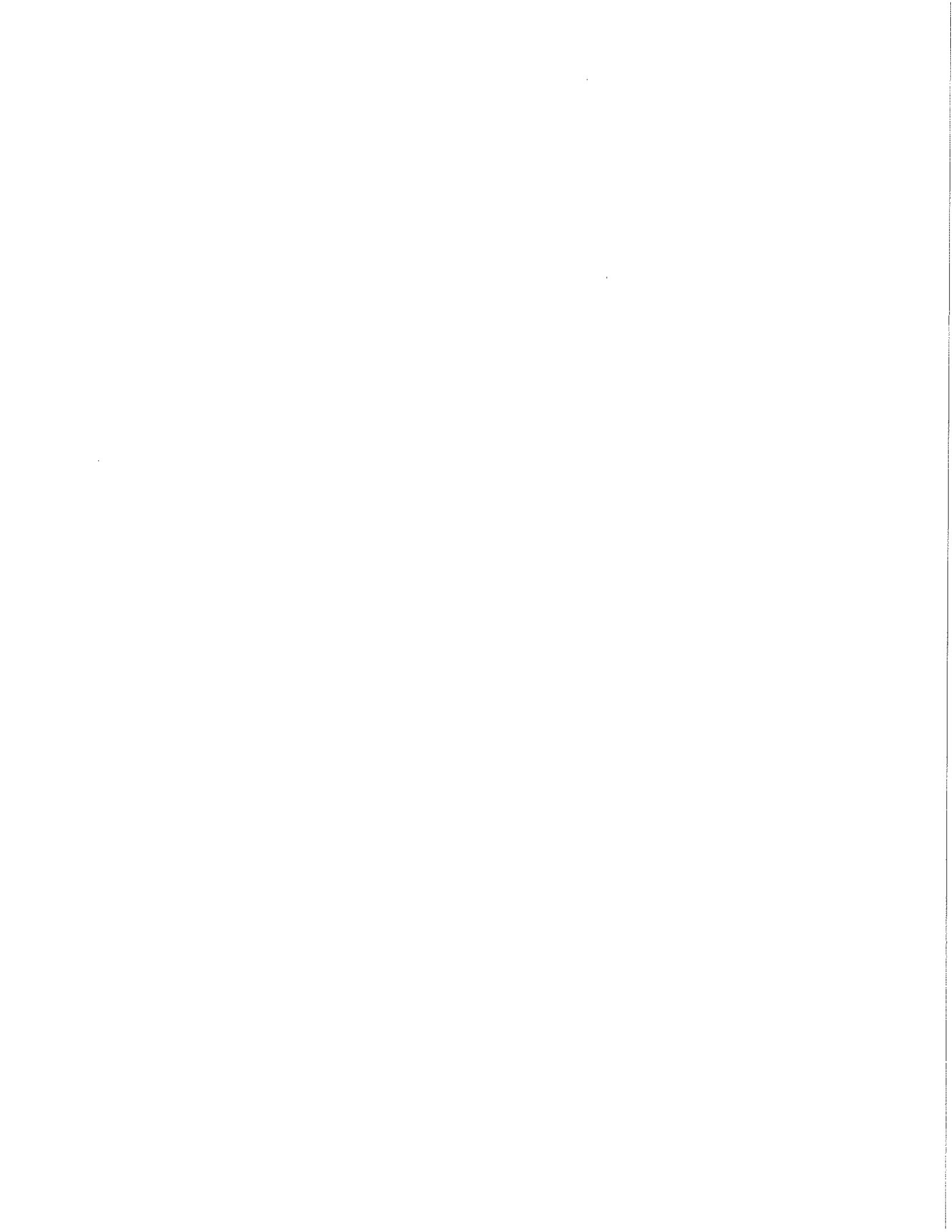
Telephone for conference call Y/N [Click here to enter text.](#)

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.](#)



| RANK                                    | SCORE | PROJECT NAME                                                                                     | APPLICANT                                      | COUNTY | POTENTIAL FUNDING SOURCE(S) | PROJECT IMPACT    | TIME FRAME | GOALS | DEVELOPMENT STAGE                                                                                                                    | COST                | STATUS | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CONTACT                                                                                      |
|-----------------------------------------|-------|--------------------------------------------------------------------------------------------------|------------------------------------------------|--------|-----------------------------|-------------------|------------|-------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>MANDATED UNFUNDED INFRASTRUCTURE</b> |       |                                                                                                  |                                                |        |                             |                   |            |       |                                                                                                                                      |                     |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                              |
| 1                                       | 60    | Wastewater Treatment Plant Facility Plan                                                         | City of Martinsburg                            | B      | IJDC                        | EN,CD             | L          | 1,5   | Planning/Preliminary Engineering/Architecture/Final Engineering/Cost Estimates Complete<br><b>Construction Underway</b>              | \$51,000,000        | UPDATE | 9/3/2009 - Facility plan will outline the capital improvements required to meet our current WVDEP NPDES permit to remove nutrients to meet the Chesapeake Bay requirements. Final estimate to be determined when facility plan is completed within the next 6 months. City of Martinsburg has committed funds for facility plan only.<br>7/22/2010 - Estimated cost increased. In need of funding.<br>8/17/2011 - Facility plan complete; outlines capital improvements required to meet current WVDEP NPDES permit. Application for funding to be submitted by 12/31/2011.<br>8/13/2012 - Facility plan completed and submitted to IJDC and WVDEP 2012; Design loan recommended for \$1.9M by IJDC/WDA, July 2012; Project financing recommended by IJDC/WVDEP for project cost, May 2012; Engineering design commenced May 2012; Construction start estimated July 2013; Project substantial completion December 31, 2015.<br>8/6/2013 - Project financing SRF Loan - \$35M; Senate Bill 245 Grant - \$16M; Engineering design commenced May 2012; Bid opening July 2013; Construction start estimated November 2013; Project substantial completion December 31, 2015.<br>10/1/2014 - Project under construction; SB 245 Grant amount - \$23.7M; DEP loan to be reduced to equal project funding needed                                                                                                              | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                          |
| 1                                       | 60    | WWTP Nutrient Removal Upgrades/Improvements                                                      | Berkeley County Public Service Sewer District  | B      | IJDC                        | EN,CD             | L          | 1,5   | Planning/ Preliminary Engineering/ Architecture Completed<br>Final Engineering/Cost Estimates Complete/ <b>Construction Underway</b> | \$48,000,000        | UPDATE | 9/24/2009 - O/H. Baker Heights, Inwood, N. Berkeley, Woods, Forest Heights WWTP. Project involves the construction and installation of needed improvements and equipment to meet new NPDES permit requirements, the Chesapeake Bay Executive Order, and the treatment facilities. Improvements and upgrades will be required to at least six (6) District facilities, which have capacity to treat greater than 50,000 gallons per day.<br>8/2/2010 - Cost estimate at \$45,000,000 In need of funding.<br>8/2/2011 - Testing a pilot project for economical reasons. 40% funding granted by State Senate Bill 245, however may be June 2012 before funding is realized. Submitting documents and plans for the project; looking for other grants and loans.<br>8/23/2012 - Completed a facility plan for our four major plants that need be upgraded. Selected an engineering firm to complete the design work and have submitted our funding application to the WV IJDC. Design plans will be submitted to WVDEP for review and comment by the end of December 2012 and we expect a determination on funding (including SB 245 grant amount) by December 2012 or January 2013.<br>8/14/2013 - The funding for the WWTP upgrades is somewhat secured by SB 245 grant funds and SRF/WDA loan money. We plan to bid Q1 2014 and construction would start in Q2 2014.<br>10/23/2014 - Construction complete December 2015 | Curtis Keller, General Manager<br>304-263-8566<br>cbkeller@bcpsd.com                         |
| 1                                       | 60    | Charles Town Wastewater Main Plant and Tusawilla Effluent Line, Phase I                          | Charles Town Utility Board                     | J      | SRF                         | EN, CD            | L          | 1,5   | Planning/Preliminary Engineering/Architecture/Final Engineering/Cost Estimates Complete<br><b>Construction Underway</b>              | \$5,457,921         | UPDATE | 8/13/2012 - Wastewater Treatment Plant Upgrades to meet Chesapeake Bay requirements.<br>8/14/2013 - Estimated construction date Aug 2013, completion by Aug 2014<br>9/30/2014 - Funded SRF/SB 245 Grant; Construction began July 2014; completion by December 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Jane Arnett, Utilities Manager<br>304-725-2316 x13<br>jarnett@charlestownutilities.us        |
| 1                                       | 60    | Charles Town Wastewater Main Plant, Willow Springs Pump Over and Patrick Henry Upgrades, Phase I | Charles Town Utility Board                     | J      | SRF                         | EN, CD            | L          | 1,5   | Planning/Preliminary Engineering/Architecture/Final Engineering/Cost Estimates Complete                                              | \$1,795,300         | UPDATE | 9/30/2014 - Wastewater Treatment Plant Upgrades to meet Chesapeake Bay requirements. Referred by IJDC to DEP for SRF funding; estimated construction 2015-2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Jane Arnett, Utilities Manager<br>304-725-2316 x13<br>jarnett@charlestownutilities.us        |
| 1                                       | 60    | Charles Town Wastewater Main Plant, Phase II                                                     | Charles Town Utility Board                     | J      | SRF                         | EN,CD             | L          | 1,5   | Planning/Preliminary Engineering/Architecture/Final Engineering/Cost Estimates Complete                                              | \$13,298,000        | UPDATE | 8/13/2012 - Wastewater Treatment Plant Upgrades to meet Chesapeake Bay requirements.<br>8/14/2013 - July 2013 bid opening, start of construction Feb 2014, should be completed by Dec 2015<br>9/30/2014 - Pending funding; Estimated start of construction 2018; completion by 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Jane Arnett, Utilities Manager<br>304-725-2316 x13<br>jarnett@charlestownutilities.us        |
| <b>BRIDGES/ROAD INFRASTRUCTURE</b>      |       |                                                                                                  |                                                |        |                             |                   |            |       |                                                                                                                                      |                     |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                              |
| 1                                       | 58    | I-81 Industrial Park / Corning Way                                                               | Berkeley County Economic Development Authority | B      | DOH                         | BR,ED,TR,E,CD     | S          | 1,2   | Planning/ Preliminary Engineering/ Architecture Complete/ Environmental Assessment Completed / Cost Estimates Completed              | \$3.7 - \$5 Million | UPDATE | 9/7/2011 - Warehousing, distribution and manufacturing centered commercial business park requiring on-site environmental remediation and off-site road infrastructure improvements prior to development.<br>8/7/2012 - Potential economic development opportunities have led the HEPMPO in discussion with the WVDOH to proceed with construction.<br>8/15/2013 - Public meeting was held on April 10, 2013 at Valley View Elementary School and DOH is entering final design stage for the project<br>10/17/2014 - Entering right-of-way acquisition phase. Most preliminary design complete. Construction estimated to begin in 12-24 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Stephen Christian, Executive Director<br>304-267-4144<br>schristian@developmentauthority.com |
| 2                                       | 57    | Tabler Station - Development Drive Extension                                                     | Berkeley County Development Authority          | B      | EDA, DOH, private           | BR,ED,TR,E,CD     | L          | 1,2,3 | Planning/ Preliminary Engineering Completed                                                                                          | \$5m to \$7m        | UPDATE | 11/5/2013 - Extend Development Drive from it's current cul-de-sac northward, all the way through the expanded section of the park and onto US Route 11. Will also need to run all utilities along that same path. Water, Sewer, Power, Fiber.<br>10/17/2014 - Project initiation dependent on development of new industrial projects TBD. On hold.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Stephen Christian, Executive Director<br>304-267-4144<br>schristian@developmentauthority.com |
| 3                                       | 53    | US 522 and Fairview Drive Connector Road                                                         | Morgan County Commission                       | M      | TIGER, WVDOH, Private       | BR,ED,TR,E,CD     | S          | 1,2   | Planning/ Preliminary Engineering Completed                                                                                          | \$9,000,000         | UPDATE | 8/24/2011 - New Connector road to connect the new hospital complex to 522. This is a high priority for the County. The new hospital is expected to open April 2012. Currently emergency vehicles and patients will need to travel along narrow roads through residential communities to access the new hospital complex. Valley Health has basic engineering and design work complete. The Hospital would have to donate half the ROW, hope to have remaining ROW donated from US Sileca also<br>8/1/2012 - Morgan County and the Town of Bath submitted preliminary TIGER grant application for \$11 million for Streetscape Improvements and the Connector Road. Application was denied. The County is still seeking funding for this project.<br>8/28/2013 - The county is still seeking funding for this project<br>10/20/2014 - Still seeking funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Brad Close, Commissioner<br>304-258-8540<br>brad@closecpa.com                                |
| 4                                       | 46    | Fairfax Street Resurfacing                                                                       | Town of Bath                                   | M      | DOH                         | CD, TR            | S          | 1,2   | Design Complete/Partially Funded                                                                                                     | \$600,000 - \$1.1M  | NEW    | 10/20/2014 - DOH authorized town 600K-1.1M to resurface Fairfax Street with historic pavers. Waiting for final amount.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net                                  |
| 4                                       | 46    | Tabler Station Business Park/Infrastructure Improvements                                         | Berkeley County Economic Development Authority | B      | DOT, EDA                    | CD,TR,ED,E        | L          | 1,2,3 | Planning/Final Engineering/ Architecture Complete/ Environmental Assessment Completed / Cost Estimates Completed                     | \$7,200,000         | UPDATE | 8/26/2009 - Roads - \$4,700,000 completion of Technology Dr. and extension of Development Dr., unified storm water management and rail spur - \$7,200,000.<br>8/9/2010 - Received funds to complete Technology Dr. Additional funding needed for project.<br>8/17/2011 - Only Technology Drive has been funded; it will be built before the end of 2011. Construction contracts have been awarded and is currently under construction.<br>8/7/2012 - Technology Drive is complete. Storm water management and rail spur are on hold.<br>8/15/2013 - No updates to report<br>10/17/2014 - Project initiation dependent on development of new industrial projects TBD. On hold.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Stephen Christian, Executive Director<br>304-267-4144<br>schristian@developmentauthority.com |
| 5                                       | 45    | West End Traffic Safety Improvement (RT.51 and Summit Point Road RT.13 Intersection)             | City of Charles Town                           | J      | MPO Constrained Funding     | TR                | L          | 1,2   | Planning/ Preliminary Engineering/ Architecture                                                                                      | \$2,100,000         | UPDATE | 10/6/2008 - This project is still in the "idea" phase. We applied for a congressional appropriation through Congresswoman Capito's Office for engineering money, but did not receive the funding.<br>8/27/2009 - The Y-angled intersection of Route 51 and Summit Point Road has been studied by an engineering firm, which has determined that without improvements the intersection will have a Level of Service of D by 2015. The engineering study identified three different design alternatives to be further evaluated as part of the Project Plans, Specifications, and Engineering phase. City of Charles Town has provided \$420,000 from the 5-year Capital Improvements Plan; \$1,680,000 funds needed.<br>7/15/2010 - In need of funding.<br>8/17/2011 - Still in need of funding.<br>8/24/2012 - No funding to date<br>8/12/2014 - The City is in the process of negotiating the acquisition of the necessary ROW for the project. The funding application is scheduled to be submitted later this year.                                                                                                                                                                                                                                                                                                                                                                                                  | Dave Mills, City Manager<br>304- 725-2311<br>dave@charlestownwv.us                           |
| 6                                       | 44    | East Burke Street Parking Lot                                                                    | City of Martinsburg                            | B      | Local                       | BR, CD, T, TR, ED | S          | 1,2   | Planning/Design Complete                                                                                                             |                     | NEW    | 10/1/2014 - Stormwater management, resurfacing, beautification improvements 2015 Spring bid/construction; City-325K                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                          |
| 6                                       | 44    | Ranson-Charles Town Green Corridor Revitalization                                                | City of Ranson                                 | J      | WVDOH                       | CD, TR            | S          | 1,2   | Funded/Under construction                                                                                                            | \$23,000,000        | UPDATE | 8/30/2010 - Cities of Ranson and Charles Town intend to seek funding to plan and engineer a Green Corridor Revitalization that will link Fairfax Blvd-George St to a new regional Commuter Center.<br>8/29/2011 - \$980,000 awarded by US DOT Tiger II and HUD Challenge Planning grant. Currently underway<br>6/20/2012 - \$5,000,000 awarded by US DOT Tiger IV for construction - total project cost of \$23,000,000 is being sourced from local match, State DOH, and local utilities. Project will probably be broken into phases to meet funding availability.<br>8/19/2013 - NEPA completed in Summer 2013; Fairfax Blvd Project receives authorization for federal funds Aug 2013; construction bidding anticipated to begin in early Oct 2013<br>10/15/2014 - Under construction. Estimated completion September 2015.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Sarah Kleckner, Planning Director<br>304-724-3864<br>skleckner@cityofransonwv.net            |
| 7                                       | 43    | Paving of Roads                                                                                  | Town of Bath                                   | M      | DOT                         | CD, ED, T,TR      | S          | 2,3,5 | Planning/Final Engineering/ Architecture Complete/ Environmental Assessment Completed / Cost Estimates Completed                     | \$60,000            | UPDATE | 8/28/2009 - The Town's roads are in need of complete paving. This would enhance the sidewalks and the community. Town will provide \$14,000 from the street fee; need \$40,000.<br>8/29/2010 - In need of funding.<br>8/25/2011 - Some paving has occurred still in need of additional funding<br>8/1/2012 - Spent \$25,000 on some paving. Mercer Street wall is deteriorating and lifting the pavement, needs repaired before road can be repaved. Still in need of funding.<br>8/14/2013 - Still in need of funding for Mercer Street wall<br>10/20/2014 - \$40,000 spent on wall support and curbs. Another \$15-\$20K work yet to be done to stabilize wall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net                                  |

| RANK                                       | SCORE | PROJECT NAME                                                  | APPLICANT                                      | COUNTY | POTENTIAL FUNDING SOURCE(S) | PROJECT IMPACT | TIME FRAME | GOALS | DEVELOPMENT STAGE                                                                                                | COST          | STATUS | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CONTACT                                                                                                                                |
|--------------------------------------------|-------|---------------------------------------------------------------|------------------------------------------------|--------|-----------------------------|----------------|------------|-------|------------------------------------------------------------------------------------------------------------------|---------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 8                                          | 41    | CSX North Queen Street Underpass Bridge                       | City of Martinsburg                            | B      | Local, CSX                  | TR             | L          | 1,2   | Planning/Cost Estimate Complete                                                                                  | \$400,000     | NEW    | 10/1/2014 - Gateway enhancements, repairs to water and sewer; Applied for \$10K CSX grant/City- \$475K                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                                                                    |
| 8                                          | 41    | Old Town Gateway Corridor Revitalization-Mildred St           | City of Ranson                                 | J      | WV DOT                      | CD, TR         | L          | 1,2   | Planning                                                                                                         | \$1,500,000   | UPDATE | 8/30/2010 - City of Ranson is seeking funds to design and engineer improvements to Mildred Street corridor from Curry Lane to Leetown Road.<br>8/29/2011 - Grant Application for WV DOT-DOH Transportation Enhancement project for bike path was denied. Additionally, Ranson was informed that improvements to intersection of Mildred Street and Old Leetown Road exceeded scope of Transportation Enhancement projects because of potential need to acquire additional right-of-way. Proposal was conveyed to HEPMPO as a potential future project.<br>8/22/2012 - Project remains a transportation and civic enhancement priority as conveyed in the City's 2012 Comprehensive Plan - no funding is available and no grants are pending<br>8/19/2013 - No updates to report<br>10/15/2014 - No updates to report                                                                                                                                                                                                                                                              | Sarah Kleckner, Planning Director<br>304-724-3864<br>skleckner@cityofransonwv.net                                                      |
| 9                                          | 33    | Across from The Commons(Rt.45)-Service Road                   | Berkeley County Economic Development Authority | B      | DOT                         | CD, EN, TR     | L          | 1,2   | Planning                                                                                                         | \$17,300,000  | UPDATE | 8/26/2009 - The Commons shopping area is in need of a service road. The traffic flow in this area has outgrown the current pattern. To accommodate additional development and growth a service road would be beneficial.<br>8/9/2010 - In need of funding.<br>8/17/2011 - No movement at all on this project. Developers of the adjacent land have not yet moved forward with plans to construct the new Mall.<br>8/7/2012 - Need a second entrance/exit to alleviate traffic congestion at peak times<br>8/15/2013 - No updates to report<br>10/17/2014 - Developer in process of searching for tenants for retail plaza. Service road runs between King Street and Apple Harvest Drive.                                                                                                                                                                                                                                                                                                                                                                                         | Stephen Christian, Executive Director<br>304-267-4144<br>schristian@developmentauthority.com                                           |
| <b>E/R/SEWER/STORMWATER INFRASTRUCTURE</b> |       |                                                               |                                                |        |                             |                |            |       |                                                                                                                  |               |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                        |
| 1                                          | 58    | Berkeley Springs Water Works Phase III Water Line Replacement | Town of Bath                                   | M      | IJDC                        | BR, CD, ED     | L          | 1,2   | Planning/Preliminary Engineering/Final Design/Cost Estimates Completed/Funded                                    | \$2,600,000   | UPDATE | 11/1/2013 - Line upgrades and expansion<br>10/20/2014 - Funded. Green Street waterline replacement from Fairfax to Independence. Estimated construction date to begin December 2014.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net                                                                            |
| 2                                          | 57    | Inwood Land Drainage & Water Quality Project                  | Berkeley County Public Service Sewer District  | B      | IJDC, Public                | EN, CD, FM     | L          | 1,2   | Planning/Final Engineering/Architecture Complete/Environmental Assessment Completed / Cost Estimates Completed   | \$32,000,000  | UPDATE | 9/10/2009 - Made request from Senator Byrd's office for project to be taken on by Army Corp of Engineers. Received letter from Senator Byrd's office indicating ACE will schedule a site visit in Oct - Nov. 2009 Phase I cost estimates at 7 million, total project 32 million.<br>8/2/2010 - Phase I - The Green Infrastructure Project (GIP) is a storm water reuse project. The project will alleviate some of the flooding issues in Inwood.<br>8/19/2010 - Met with Army Corp of Engineer. No assistance from Corp since the issue is due to storm water management. Still in planning.<br>8/2/2011 - Plans finalized for Phase IC; estimated cost \$8,759,317. Looking for funding (possibly Brownfield?); would like to purchase other property which may already have usable resources for water handling.<br>8/23/2012 - No updates to report<br>8/14/2013 - No updates to report<br>10/20/14 - No updates                                                                                                                                                              | Curtis Keller, General Manager<br>304-263-8566<br>cbkeller@bcpsds.com                                                                  |
| 3                                          | 51    | Jefferson County PSD Sewer Collection & Transport System      | Jefferson County Public Service District       | J      | IJDC, RUS                   | EN, CD         | L          | 1     | Planning/Preliminary Engineering                                                                                 | \$6.9M - 8.1M | NEW    | 10/10/2014 - Collection system capacity issue. Joining with Ranson to use transport and collection system. Possible connector to old standard plant. Resubmitting for IJDC funding 11/10/14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Susanne Lawton, General Manager<br>304-725-4647<br>gm@jcpds.com                                                                        |
| 4                                          | 47    | Berkeley Station 24" and 30" Water Main                       | Berkeley County Public Service Water District  | B      | IJDC                        | EN, CD         | S          | 1,2   | Permitted; Engineering Design Complete                                                                           | \$1,853,000   | UPDATE | 9/21/2009 - Williamsport Pike and Berkeley Station Road 2.5 miles of 16", 24" and 30" D.I. Water Main. This will increase the ability to deliver water in areas of Berkeley County north of the City of Martinsburg.<br>7/21/2010 - Local Funds committed \$227,100. Permit Process complete.<br>8/9/2011 - In need of funding; now a short term project.<br>8/10/2012 - No change in status; local funds now committed \$357,600<br>7/26/2013 - Project was only partially completed & the cost of project has changed to \$1,853,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Christine Thiel, Executive Director<br>304-267-4600<br>cthiet@berkeleywater.org                                                        |
| 5                                          | 46    | King Street and Church Street Stormwater Project - Phase I    | City of Martinsburg                            | B      | CDBG, State, Local,DOH      | ED, CD, EN     | S          | 1,5   | Planning/Design/Cost estimate complete                                                                           | \$994,280     | NEW    | 10/1/2014 - Stormwater management, repaving from Church Street to Maple Street & Stephen Street; WVDO will provide up to \$150,000; Chesapeake Bay Green Streets grant request denied. City- \$400K                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                                                                    |
| 5                                          | 46    | Paw Paw Municipal Water Works Improvements Project            | Town of Paw Paw                                | M      | SCBG                        | BR, ED, CD     | L          | 1,2   | Planning/Preliminary Engineering/Cost Estimate                                                                   | \$15,000,000  | UPDATE | 11/5/2013 - Upgrades to existing system and replace lines. Preliminary engineering underway, completed 2/2014<br>10/24/2014 - Submitted SCBG May 2014; grant awards early 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Alton Wolfe Jr, Mayor<br>or<br>Jennifer O'Brien, Region 9<br>304-263-1743<br>jobrien@region9wv.com                                     |
| 6                                          | 45    | Shepherdstown Water Plant                                     | Shepherdstown                                  | J      | IJDC                        | BR, CD, ED     | L          | 1,2   | Planning/Preliminary Engineering                                                                                 | \$6,000,000   | NEW    | 10/20/2014 - Water plant upgrades and improvements. 90% design complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Jim Auxer, Mayor<br>304-876-2312<br>jimauxer@yahoo.com                                                                                 |
| 6                                          | 45    | 522 Business Park, Water and Sewer Systems Improvements       | Morgan County Economic Development Authority   | M      | WVDO Grants/IJDC Loan       | EN, ED, BR     | S          | 1,2   | Planning/Engineering Complete                                                                                    | \$300,000     | UPDATE | 9/1/2011 - Provide water tank to improve fire service and water reliability to 522 business park. Improve sewer treatment.<br>8/1/2012 - Project could be funded through IJDC forgivable loan<br>8/15/2013 - Project could be SCBG application but needs preliminary engineering & income survey work<br>10/20/2014 - Estimated completion end of October 2014, pending loan closing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Terri Burhans, Executive Director<br>304-258-8546<br>tburhans@morgancountypeda.com                                                     |
| 7                                          | 43    | Grubb Corner Water Tank                                       | Berkeley County Public Service Water District  | B      | IJDC                        | EN, CD         | L          | 1,2   | Final Engineering/Architecture Complete, Environment Assessment Complete                                         | \$2,900,000   | UPDATE | 9/21/2009 - Construction of 2,000,000 gallon elevated water storage tank on Kelly Island Road will increase amount of water available for fire service. Local funds committed of \$140,400.<br>7/21/2010 - Final Engineering/Architecture Complete and environmental assessments complete. Cost adjusted.<br>8/4/2011 - No change in status.<br>8/10/2012 - Project on hold<br>7/26/2013 - Project is still a valid future project. Local funds committed to \$140,800.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Christine Thiel, Executive Director<br>304-267-4600<br>cthiet@berkeleywater.org                                                        |
| 7                                          | 43    | Berkeley Springs Water Works Phase IV                         | Town of Bath                                   | M      | IJDC, RUS                   | BR, CD, ED     | L          | 1,2   | Planning/Preliminary Engineering                                                                                 | UNKNOWN       | NEW    | 10/20/2014 - Waterline replacement, further improvements of phased project; develop second water source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net                                                                            |
| 7                                          | 43    | Blue Ridge Mountain Water Project                             | Jefferson County Public Service District       | J      | RUS                         | EN, CD         | L          | 1,2   | Planning Preliminary Engineering                                                                                 | \$7,000,000   | UPDATE | 9/9/2009 - Jefferson Utilities is a private Water Utility. Jefferson County PSD is joining with them so they have access to public funding for replacement of the existing inadequate water distribution systems serving the communities of Keyes Ferry Acres, Harpers Ferry Campsites, Millville and Westridge Hills. Final Engineering to be finished in 60 Days. Local funds not determined.<br>8/13/2010 - Project on hold. It has not been determined if or when project will move forward. Waiting for Jefferson County Commission to complete their well studies on the mountain.<br>8/6/2011 - Project still on hold. Court case pending.<br>8/10/2012 - Project on hold due to court case<br>8/2/2013 - There are no immediate plans to move forward with this project<br>10/10/2014 - Project is pending. Jefferson Utilities to be acquisitioned by Jefferson County PSD at a cost of \$14.9M. Blue Ridge Mountain Water distribution system to be upgraded at cost of \$6-7M to serve communities of Keyes Ferry Acres, Harpers Ferry Campsites, and Westridge Hills. | Susanne Lawton, General Manager<br>304-725-4647<br>gm@jcpds.com                                                                        |
| 7                                          | 43    | Harpers Ferry Water Works Improvement Project                 | Corporation of Harpers Ferry                   | J      | USDA RUS Loan, IJDC         | EN, CD         | L          | 1,2   | Planning/Preliminary Engineering/Cost Estimate                                                                   | \$6,250,000   | UPDATE | 8/27/2009 - Replacement of water lines, renovation and improvements to the water plant and two existing storage tanks. Environmental Assessments complete.<br>8/19/2010 - In need of funding<br>8/11/2011 - Still in need of funding.<br>8/13/2012 - Still in need of funding<br>7/25/2013 - Town will be seeking to secure a USDA Rural Utilities RUS Loan. Entering into contract negotiations with engineering firm to update preliminary engineering and begin application process.<br>10/24/2014 - Submitted application to IJDC for funding recommendation; on 10/28/14 agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mayor Greg Vaughn<br>304-535-2206<br>hfmayor@frontier.com<br>or<br>Jennifer O'Brien, Region 9<br>304-263-1743<br>jobrien@region9wv.com |
| 8                                          | 40    | Beltline Corridor                                             | City of Ranson                                 | J      | CBIG,TEP                    | EN, CD         | ST         | 1,2   | Planning                                                                                                         | UNKNOWN       | NEW    | 10/15/2014 - Stormwater management and streetscape connecting Fairfax Street and Powhatan Foundry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Andy Blake, City Manager<br>304-725-1010<br>ablake@cityofransonwv.net                                                                  |
| 8                                          | 40    | Charles Town Water Improvements Projects                      | Charles Town Utility Board                     | J      | Private Financing           | EN, CD         | L          | 1,2   | Planning/Preliminary Engineering/Architecture/Final Engineering/Cost Estimates Complete/Environmental Assessment | \$6,185,000   | UPDATE | 8/13/2012 - Water improvements project<br>8/14/2013 - Project is funded by private bond and currently underway<br>9/30/2014 - 7 proposed water improvement projects encompassed in project: water treatment plant, keyes ferry water line loop, Jefferson avenue water line replacement, tusawilla storage tank decommissioning, system wide water scada, 6th ave water storage tank painting, 6th ave water storage tank mixing system. Will phase project based on priority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Jane Arnett, Utilities Manager<br>304-725-2316 x13<br>jarnett@charlestownutilities.us                                                  |
| 9                                          | 38    | Washington Street Drainage Improvements(Harpers Ferry)        | Corporation of Harpers Ferry                   | J      | USDA, DEP                   | EN             | L          | 1,2   | Planning/Final Engineering/Architecture Complete                                                                 | \$281,000     | UPDATE | 9/1/2011 - Construct Stormwater drainage system on Washington Street from McDowell to Church Streets. Project is taken from the results of the design work completed last year in the Harpers Ferry - Bolivar Stormwater Management Study.<br>8/7/2012 - Still seeking funding sources for implementation of the Harpers Ferry - Bolivar Stormwater Management Study<br>8/2/2013 - Still seeking funding sources<br>10/24/2014 - Project to be reworked; new design plan needed. Harpers Ferry Middle School installed underground holding tanks. DOH replacing pipeline on Old Furnace Road. Still seeking funding sources.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Mayor Greg Vaughn<br>304-535-2206<br>hfmayor@frontier.com                                                                              |

| RANK                       | SCORE | PROJECT NAME                                                            | APPLICANT                                                     | COUNTY | POTENTIAL FUNDING SOURCE(S)                                  | PROJECT IMPACT | TIME FRAME | GOALS | DEVELOPMENT STAGE                                                                                                | COST                      | STATUS | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CONTACT                                                                                                               |
|----------------------------|-------|-------------------------------------------------------------------------|---------------------------------------------------------------|--------|--------------------------------------------------------------|----------------|------------|-------|------------------------------------------------------------------------------------------------------------------|---------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 9                          | 38    | Washington Street Drainage Improvements(Bolivar)                        | Corporation of Bolivar                                        | J      | USDA, DEP                                                    | EN             | L          | 1,2   | Planning/Final Engineering/ Architecture Complete                                                                | UNKNOWN                   | UPDATE | 8/24/2011 - Construct Stormwater drainage system on Washington Street from Fisher Alley to Union Street. Project is taken from the results of the design work completed last year in the Harpers Ferry - Bolivar Stormwater Management Study.<br>8/7/2012 - Still seeking funding sources for implementation of the Harpers Ferry - Bolivar Stormwater Management Study<br>7/31/2013 - Still seeking funding sources<br>10/16/2014 - Project to be reworked; new design plan needed. Harpers Ferry Middle School installed underground holding tanks. DOH replacing pipeline on Old Furnace Road. Still seeking funding sources. New estimate cost will be much less than original \$141,365 estimate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Robert J. Hardy, Mayor<br>304-535-2476<br>bolivarh@frontiernet.net                                                    |
| 10                         | 37    | Glen Haven & Cavaland Water System Improvements                         | Jefferson County Public Service District                      | J      | DWTRF / IJDC                                                 | EN,CD          | S          | 1,2   | Planning/Final Engineering/ Architecture Complete/ Environmental Assessment Completed / Cost Estimates Completed | \$2,147,700               | UPDATE | 8/24/2011 - Bakerton Rd. between Harpers Ferry & Shepherdstown. Replace water distribution system, well components and source.<br>8/10/2012 - The project now included both the water systems in Cavaland and Glen Haven. We are moving forward with design in hopes of submission by mid September, 2012. Replaces water systems in both developments and now includes about 145 customers.<br>7/25/2013 - Engineering nearing completion. Working with DWTRF and IJDC to secure loans/grants. Awaiting SHPO approval. Construction will take 9 months once approval is received. Have preliminary funding commitments and preparing to submit to DEP & PSC<br>10/10/2014 - Estimated completion December 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Susanne Lawton, General Manager<br>304-725-4647<br>gm@jcpsd.com                                                       |
| 11                         | 36    | Alternative Water Source                                                | Morgan County Economic Development Authority                  | M      | IJDC                                                         | EN,CD          | L          | 1,2   | Planning/Preliminary Engineering                                                                                 | \$40,000                  | UPDATE | 8/28/2009 - Morgan County is in need of an alternative water source system developed to expand services. A planning study has been completed.<br>8/3/2010 - Follow-up on study needed.<br>8/5/2011 - In need of funding.<br>8/1/2012 - More engineering required and funding is still needed<br>8/14/2013 - More engineering required and funding is still needed<br>10/20/2014 - No updates to report. Waiting to see if SWAP identifies need/source.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Terri Burhans, Executive Director<br>304-258-8546<br>tburhans@morgancountyva.com                                      |
| 12                         | 34    | Route 522 Corridor Sewer Extension                                      | Warm Springs PSD/Morgan County Economic Development Authority | M      | LA,SCBG                                                      | EN,CD          | L          | 1,2   | Planning                                                                                                         | \$1,500,000               | UPDATE | 9/10/2009 - Area needs to be re-evaluated to determine the best means of serving the remaining corridor and other potential development. Sewer collection system upgrades may be necessary to service a proposed 200 unit housing development plus existing residential, commercial & industrial properties. Two package sewer plants could potentially be taken out of service.<br>8/3/2010 - Still in planning.<br>8/25/2011 - In need of funding for feasibility study<br>8/1/2012 - Funding for income survey and preliminary engineering is needed for possible SCBG and Chesapeake Bay grant funding<br>8/14/2013 - In need of \$30,000 for funding of feasibility study, income survey, and preliminary engineering<br>10/20/2014 - Project on hold. Still in need of funding and still viable project.                                                                                                                                                                                                                                                                                                                                                                                                             | Stacy Dugan, County Commission<br>304-258-8546 or 304-258-8540 x1302<br>sdugan@morgancountyva.gov                     |
| <b>IC/SAFETY BUILDINGS</b> |       |                                                                         |                                                               |        |                                                              |                |            |       |                                                                                                                  |                           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                       |
| 1                          | 45    | The Pines Opportunity Center Renovations                                | Morgan County Commission                                      | M      | Private                                                      | BR,CD,ED       | S          | 1,2,3 | Planning/Design/Cost Estimate Complete                                                                           | \$2,500,000 - \$3,700,000 | UPDATE | 9/6/2011 - The County owns the old medical facility which will be vacated in early 2012. The County will need to redevelop the property for economic development opportunity. Discussed possible sale/ lease or property management. Feasibility and engineering study for possible multi-tenant uses.<br>Yearly utility costs and maintenance<br>8/1/2012 - Two physicians have leased part of building for private practice. Blue Ridge Community and Technical College will host continuing education classes on second floor. Seeking additional funding for renovations, systems evaluation and energy efficiencies.<br>8/14/2013 - Seeking additional funding for renovations, systems evaluation and energy efficiencies.<br>10/20/2014 - Building approved for renovation by Commission. Matt Grove completed design/engineer studies.                                                                                                                                                                                                                                                                                                                                                                             | Brad Close, Commissioner<br>304-258-8540<br>bradc@closecpa.com                                                        |
| 2                          | 42    | Renovation of Charles Washington Hall Multi-Modal Transportation Center | City of Charles Town                                          | J      | EDI, CIP, USDA                                               | TR,T, E        | L          | 1,2,4 | Planning/Engineering Complete/Cost Estimates Complete/Architecture Complete                                      | \$3,600,000               | UPDATE | 10/6/2008 - Completed stabilization with Save America's Treasures grant. Working on use analysis and funding opportunities.<br>8/27/2009 - City of Charles Town, in cooperation with PanTran, is planning to rehabilitate and reuse the historic Hall as a designated, indoor transit stop for PanTran's existing Orange Line fixed-route services. This project will house the City's Visitor Center and the second floor used for public meeting space. City of Charles Town has provided \$680,000 from the 5-year Capital Improvements Plan, \$2,720,000 needed. Create 8 full-time staff positions.<br>7/15/2010 - Still in planning and need funding.<br>8/17/2011 - Rec'd grant for design only; still planning.<br>08/24/2012 - Design and construction specs are scheduled to be completed by the end of 2012.<br>08/12/2013 - Design has been completed with increased estimated construction costs. Funding is being pursued through USDA. Project construction could be bid by the Summer of 2014.<br>9/30/2014 - USDA funding awarded \$2.9M, Charles Town funding \$600K; October 2014 bid, 18 month estimated construction period                                                                           | Dave Mills, City Manager<br>304- 725-2311<br>dave@charlestownwv.us                                                    |
| 3                          | 34    | Community Service Center                                                | Morgan County Commission                                      | M      | SCBG, USDA                                                   | CD, EN         | S          | 1,2,3 | Planning/Design/Cost estimate complete                                                                           | \$1,000,000               | UPDATE | 10/2/2008 - This building houses several community related resources including the Red Cross, Senior Center, Boys & Girls Club and the Health Dept. While the renovations are necessary and require attention, other Morgan County projects are of a more immediate need, bumping this one to the middle of the list.<br>8/28/2009 - Improvements are being made to the structure on the interior and exterior.<br>8/16/2010 - Continue to improve the structure. Funding has been received.<br>8/19/2011 - Funding for Green Street Renovations received from TEP. Red Cross no longer in Community Service Building. Health Department needs \$60,000 for generator, building also needs sprinkler system<br>8/1/2012 - Still need funding for sprinkler system and the Health Department still needs a generator to ensure vaccine and medicine quality in case of power outages.<br>8/22/2013 - Still need funding for sprinkler system. Generator has been obtained for Health Dept.<br>10/20/2014 - Received notice to proceed for drainage improvements, exterior, new sidewalks, repair of steps. Out to bid October 29, 2014. Searching for community development grants to aid nonprofits in repair of interior. | Jodi McClintock, Morgan County Administrator<br>304-867-3131<br>jmcclintock@morgancountywv.gov                        |
| 4                          | 32    | Eastern Panhandle Mental Health and Drug Treatment Facility             | Jefferson County Commission                                   | J      |                                                              | BR,CD,E,ED     | L          | 1,2,3 | Planning                                                                                                         | UNKNOWN                   | UPDATE | 11/5/2013 - Identify funding for a facility in the Eastern Panhandle to address mental health and drug addiction<br>10/10/2014 - Still exploring possibilities for funding and location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Patsy Noland<br>Jefferson County Commission<br>304-728-3284<br>patsynol@gmail.com                                     |
| 4                          | 32    | Berkeley County Health Department Building                              | Berkeley County Council                                       | B      | General County Funds, Revenue Bonds, Health Department Funds | CD,ED          | L          | 1     | Planning                                                                                                         | \$1,000,000               | UPDATE | 11/5/2013 - Adaptive reuse of former CVS Building to house Berkeley County Health Dept. (520 South Raleigh Street)<br>9/29/2014 - Acquisition of building located at 122 Waverly Court to house Berkeley County Health Dept.; estimated cost \$725K; \$250K in renovations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Alan Davis, County Administrator<br>Phone: 304-267-5102<br>Email: adavis@berkeleywv.org                               |
| 5                          | 30    | Barnhart Supermarket Renovation                                         | Berkeley County Council                                       | B      | General Funds                                                | CD, ED         | S          | 1     | Planning                                                                                                         | \$3,600,000               | NEW    | 9/29/2014 - Renovations to Barnhart Supermarket to convert to EMS Complex for South Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Alan Davis, County Administrator<br>Phone: 304-267-5102<br>Email: adavis@berkeleywv.org                               |
| 6                          | 29    | 802 Emmett Rousch Drive                                                 | Berkeley County Council                                       | B      | General funds                                                | CD, ED         | S          | 1     | Planning                                                                                                         | \$3,000,000               | NEW    | 9/29/2014 - Former Sheriff Department. Renovations needed. Conversion of building to house Department of Homeland Security.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Alan Davis, County Administrator<br>Phone: 304-267-5102<br>Email: adavis@berkeleywv.org                               |
| 7                          | 28    | West Side I-81 Police & Fire/EMS Multipurpose Building                  | City of Martinsburg                                           | B      | ARRA                                                         | CD             | L          | 1     | Planning On Hold                                                                                                 | \$5,000,000               | UPDATE | 9/3/2009 - Construction of a new Police & Fire/EMS facility. Stimulus Fire Construction Grant submitted summer 2009 in the amount of 5M. City of Martinsburg has provided \$480,000 for design only.<br>7/22/2010 - Cost adjusted.<br>10/1/2014 - Project is hold pending funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                                                   |
| 7                          | 28    | City Hall/Police Headquarters/ Judicial Complex Project                 | City of Martinsburg                                           | B      | General Funds                                                | CD             | L          | 1     | Planning On Hold                                                                                                 | \$8,000,000               | UPDATE | 9/3/2009 - Construct new Police Headquarters/Judicial Complex and renovate existing City Hall. City of Martinsburg has provided \$375,000 for design of complex.<br>7/22/2010 - Local funds provided \$1.5M.<br>10/1/2014 - Project is hold pending funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                                                   |
| 8                          | 23    | 800 Emmett Rousch Drive                                                 | Berkeley County Council                                       | B      | General Funds                                                | CD, ED         | S          | 1     | Planning                                                                                                         | Unknown                   | NEW    | 9/29/2014 - Former health department. Looking for tenants. Needs new roof and cosmetic repairs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Alan Davis, County Administrator<br>Phone: 304-267-5102<br>Email: adavis@berkeleywv.org                               |
| 8                          | 23    | Library Project                                                         | Shepherdstown                                                 | J      | Brownfields,Private                                          | CD             | L          | 3     | Planning/ Architecture Complete                                                                                  | UNKNOWN                   | UPDATE | 8/17/2010 - Applying for grant to clean-up the Brownfields area for a new library.<br>8/22/2011 - \$200,000 Grant received for clean-up; looking for funding to build.<br>7/15/2012 - Clean up of the site to begin late August early September 2012 and be completed by the end of the year.<br>8/14/2013 - Clean up began May 2013, expected completion date by Sept 2013<br>10/24/2014 - Clean up complete; project 48% funded. WVDEP reviewing risk assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Jim Auxer, Mayor<br>304-876-2312<br>jimauxer@yahoo.com<br>or<br>Hali Taylor, Director<br>Shepherdstown Public Library |
| 9                          | 22    | Ranson Civic Center                                                     | City of Ranson                                                | J      |                                                              | CD             | S          | 1,3,4 | Planning                                                                                                         | UNKNOWN                   | NEW    | 10/15/2014 - Improve heating and air. Make building energy efficient. For use as Red Cross shelter/emergency shelter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Andy Blake, City Manager<br>304-725-1010<br>ablake@cityofransonwv.net                                                 |
| 9                          | 22    | Crawford Building                                                       | Berkeley County Council                                       | B      | Brownfields, Revenue Bonds, General                          | CD             | L          | 1     | Planning                                                                                                         | UNKNOWN                   | UPDATE | 9/10/2009 - Assessments needed for clean-up and renovations.<br>9/29/2014 - Needs assessment of interior and exterior for renovations; new roof. Possible use to house expansion of Circuit Court and Drug Court which must be in place by 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Alan Davis, County Administrator<br>Phone: 304-267-5102<br>Email: adavis@berkeleywv.org                               |
| <b>RAIL / STREETSCAPE</b>  |       |                                                                         |                                                               |        |                                                              |                |            |       |                                                                                                                  |                           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                       |

| RANK  | SCORE | PROJECT NAME                                                                        | APPLICANT                                        | COUNTY   | POTENTIAL FUNDING SOURCE(S) | PROJECT IMPACT   | TIME FRAME | GOALS   | DEVELOPMENT STAGE                                                                                                | COST         | STATUS | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CONTACT                                                                                                                                          |
|-------|-------|-------------------------------------------------------------------------------------|--------------------------------------------------|----------|-----------------------------|------------------|------------|---------|------------------------------------------------------------------------------------------------------------------|--------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | 44    | North End Development                                                               | Town of Bath                                     | M        | SCBG                        | BR, CD, ED, T    | L          | 1,2,4   | Planning                                                                                                         | UNKNOWN      | NEW    | 10/20/2014 - Revitalization, brownfields from Independence Street to Mercer Street. Need depot hub. Town to submit application to HUD to be designated revitalization strategy area to use SCBG funds for streetscape.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net                                                                                      |
| 2     | 38    | Streetscape, Potomac Street Project                                                 | Corporation of Harpers Ferry                     | J        | WVDOT/FLAP/Gov. Grants      | EN,CD            | L          | 1,2,4   | Planning/Engineering Complete/Cost Estimates Complete/Funded                                                     | \$1,700,000  | UPDATE | 8/7/2012 - \$1.3 Million received through Senator Byrd, \$55,000 Governors Participation Grant. Streetscape design is 95% complete.<br>7/25/2013 - 100% Design sent to WV DOH for approval 2/2013, awaiting approval. Sent to SHPO July 2013, awaiting approval. Four easements are needed.<br>Construction to begin summer 2014<br>10/24/2014 - Easements acquired. Awaiting DOH approval of plans. February 2015to bid. \$500,000 FLAP grant awarded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Mayor Greg Vaughn<br>304-535-2206<br>hfmayor@frontier.com                                                                                        |
| 3     | 29    | Town of Bath Green Infrastructure Comprehensive Study                               | Town of Bath                                     | M        | CBIG,TEP                    | CD, EN           | L          | 1,4,5   | Planning                                                                                                         | UNKNOWN      | NEW    | 10/20/2014 - Town received funding to hire consultant to develop a comprehensive study to recommend and incorporate green infrastructure into capital improvement projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net                                                                                      |
| 4     | 27    | George Street Corridor                                                              | City of Ranson                                   | J        | TEP, private                | CD,BR,ED         | S          | 1,3     | Planning                                                                                                         | UNKNOWN      | NEW    | 10/15/2014 - Streetscape between APUS and foundry site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Andy Blake, City Manager<br>304-725-1010<br>ablake@cityofransonwv.net                                                                            |
| 5     | 26    | Martinsburg Train Station Corridor                                                  | City of Martinsburg                              | B        | TAP                         | BR,CD,ED,T,TR    | S          | 1,2,4   | Planning/Cost estimate completed                                                                                 | \$656,150    | UPDATE | 8/13/2012 - Streetscape on E. Martin Street from Spring Street to the Caperton Train Station, new sidewalks, pavers and lighting. Additional funding for the "for the kids, by George" kids museum.<br>8/6/2013 - Grant submitted to State - Streetscape on E. Martin Street from Spring Street to the Caperton Train Station, new sidewalks, pavers and lighting. Museum is complete and open to public.<br>10/1/2014 - Resubmitting grant to State - Streetscape on E. Martin Street from Spring Street to the Caperton Train Station, new sidewalks, pavers and lighting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                                                                              |
| 6     | 24    | Washington Street Sidewalk Repairs                                                  | Corporation of Harpers Ferry                     | J        | WVDOH                       | BR,CD,EN         | L          | 1       | Planning                                                                                                         | \$180,000    | UPDATE | 8/13/2012 - Remove existing deteriorated concrete sidewalk and replace with concrete and pattern brick sidewalk with ramps and curbs to connect with existing brick sidewalks at both ends of the project, approximately 1090 linear feet.<br>8/14/2013 - In need of funding<br>10/3/2014 - In need of funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Mayor Greg Vaughn<br>304-535-2206<br>hfmayor@frontier.com                                                                                        |
| 7     | 23    | Gateway & Wayfinding Signage System                                                 | City of Martinsburg                              | B        | Local                       | TR               | S          | 4       | Final Engineering/ Architecture Completed                                                                        | \$400,000    | UPDATE | 9/3/2009 - Installation of Gateway & Wayfinding Signs. City of Martinsburg providing \$400,000 funding.<br>7/22/2010 - A "Preserve America Grant" has been submitted for 50% funding; awaiting decision.<br>10/1/2014 - Project approved to proceed by Council; Bid Spring 2015; construction 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                                                                              |
| 8     | 22    | Armory Wall, Potomac Street                                                         | Corporation of Harpers Ferry                     | J        | Private, NPS                | EN               | L          | 4       | Planning Complete                                                                                                | \$450,000    | UPDATE | 8/1/2011 - Potomac Street - Construct a 500' Armory Wall along the south edge of what was the Old Armory Compound from Shenandoah St. to entrance of Train Depot parking lot.<br>8/13/2012 - Still in need of funding<br>7/25/2013 - Potomac Streetscape project needs completed first. Wall is part of a phased streetscape plan<br>10/24/2014 - Project on hold until Potomac Streetscape is completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mayor Greg Vaughn<br>304-535-2206<br>hfmayor@frontier.com                                                                                        |
| 8     | 22    | Streetscape-Phase II & Phase III                                                    | Town of Bath                                     | M        | TEP                         | TR,ED, T         | S          | 1,2,4,5 | Planning, Design Complete                                                                                        | \$75,000     | UPDATE | 8/28/2009 - Mercer St. from Fairfax St. to Union St; Courthouse Area Fairfax & Washington Streets; Fairfax St. to Wilkes St.; Continuation of Wilkes St. Imp. New construction of curbs, sidewalks, handicap facilities, lighting improvements. Street furniture and landscaping. Improve safety. \$300,000 TEP, \$240, 000 State and \$60,000 provided locally; \$450,000 still needed.<br>8/19/2010 - Portions of Courthouse area, Wilkes St. completed. Begin design phase & complete Mercer St. Phase III will begin design on cross streets Congress, Independence & Union.<br>8/25/2011 - Received some funding still in need of additional funding. Congress, Independence and Union Streets under construction.<br>8/1/2012 - Phase II complete. Funding from WVDOT TEP program did not include funds for street lighting. Streetlights are still needed on Mercer Street between Fairfax and Union Streets to complete Phase III.<br>8/30/2013 - Still in need of funding for street lighting<br>10/20/2014 - Phase III - Washington Street and 2 blocks of Fairfax Street fully funded. In need of cash matches. Phase IV being considered (380k needed for cross streets and to continue down Washington Street)                             | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net                                                                                      |
| 9     | 20    | North Berkeley Community Park/ North Berkeley Rail Trail Project                    | Morgan County Commission/Town of Bath            | M        | LA, NP                      | CD               | L          | 1,4.    | Planning/Design Complete                                                                                         | \$350,000    | UPDATE | 8/28/2009 - The community has begun developing a park at the north end of Town. A walking path around the property and pre school playground equipment has been installed. Several trees have been planted. The project plan is to add benches, fitness stations, and playground/obstacle course equipment. It is a perfect location to acquire adjacent property for a rail trail. Local funds and donations have been provided.<br>8/16/2010 - The park is in use. More fitness stations and trail connection will be added as funding becomes available.<br>8/19/2011 - Need more playground and fitness equipment. Rail trail has some ROW, working on negotiating remaining ROW.<br>8/1/2012 - The lot needed for ROW for the Rail Trail is owned by CSX and the land is contaminated. Land will need to be cleaned up before it can be utilized. Playground and fitness equipment has and will continue to be donated from the community.<br>8/14/2013 - Governor's grant awarded in JAN 2013 \$80,000. Currently in the negotiation process with a landscape architecture company for the North Berkeley Rail Trail. At this time, not including use of the CSX lot in plans.<br>10/20/2014 - DOH reviewing engineer's plans. Awaiting comments. | Stacy Dugan, County Commission<br>304-258-8546<br>sdugan@morgancountywv.gov<br>OR<br>Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvds.net |
| 10    | 18    | Road Signs                                                                          | Morgan County Commission                         | M        | EDA, WVEDA, LA              | TR               | S          | 5       | Planning                                                                                                         | \$50,000     | UPDATE | 10/6/2008 - Still needed for public safety and locating.<br>8/28/2009 - All areas of the County need to have the streets signed. This could be combined with community service.<br>8/16/2010 - In need of funding.<br>8/5/2011 - Still need funding. Lack of signs is causing confusion for Emergency Vehicles<br>8/1/2012 - County will work with Emergency services to determine priority areas where signs are needed and determine a course of action.<br>8/14/2013 - In need of funding<br>10/20/2014 - No updates to report. In need of funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Stacy Dugan, County Commission<br>304-258-8546 or 304-258-8540 x1302<br>sdugan@morgancountywv.gov                                                |
| 11    | 17    | Bolivar Beautification Project                                                      | Corporation of Bolivar                           | J        | WVDEP,WVDOH,LA              | BR,CD,EN         | S          | 1,4     | Planning                                                                                                         | \$150,000    | UPDATE | 8/13/2012 - Create an engineering plan in order to install and replace sidewalks on Washington Street, from Polk to Union Street, and plant trees, shrubs and flowers along the sidewalks<br>7/31/2013 - No updates to report<br>10/16/2014 - No updates to report; looking for funding. Possible TE grants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Robert J. Hardy, Mayor<br>304-535-2476<br>bolivarh@frontiernet.net                                                                               |
| 12    | 16    | CSX Line Deactivation                                                               | City of Ranson                                   | J        |                             | TR               | S          | 1       | Planning                                                                                                         | UNKNOWN      | NEW    | 10/15/2014 - WV Rail Authority to assist in the deactivation of 13 CSX crossings that pass through the west side of Ranson to the Charles Town border. Crossings impede traffic flow and pose safety threat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Andy Blake, City Manager<br>304-725-1010<br>ablake@cityofransonwv.net                                                                            |
| 13    | 15    | Edwin Miller Boulevard - Walking paths between businesses West of Route 9 and I- 81 | Berkeley County Economic Development Authority   | B        | DOT,CMAQ                    | CD, EN, TR       | L          | 5       | Planning/Preliminary Engineering/ Architecture Completed                                                         | \$582,000    | UPDATE | 8/26/2009 - Edwin Miller Boulevard has many businesses on both sides of a busy four-lane road. The businesses are very much in favor of walking paths to interconnect them and crosswalks at the traffic lights. This would have a gateway effect entering the city.<br>8/9/2010 - Received \$15,000 from EP Transportation Authority for the EMB Pathway study.<br>8/17/2011 - Initial study completed; found matching funds for more conclusive study. Phase I = \$405,000; Phase II - \$177,000<br>8/7/2012 - March 2012 Pedestrian Connectivity plan was completed with \$7000 MPO and matching grant, studying the greater North Martinsburg area. CMAQ funding was applied for construction of the pedestrian path.<br>9/1/2013 - No updates to report<br>10/17/2014 - Project pending. In need of matching funds.                                                                                                                                                                                                                                                                                                                                                                                                                                | Stephen Christian, Executive Director<br>304-267-4144<br>schristian@developmentauthority.com                                                     |
| 14    | 14    | Bolivar Sidewalk Repair                                                             | Corporation of Bolivar                           | J        | Gov Grants, TEP             | CD               | ST         | 1,4     | Planning                                                                                                         | UNKNOWN      | NEW    | 10/16/2014 - Looking for funding sources. Repair needed to multiple lengths of sidewalk throughout town.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Robert J. Hardy, Mayor<br>304-535-2476<br>bolivarh@frontiernet.net                                                                               |
| OTHER |       |                                                                                     |                                                  |          |                             |                  |            |         |                                                                                                                  |              |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                  |
| 1     | 54    | Cacapon State Park Renovations                                                      | Morgan County Commission / Development Authority | M        | Senate Bill 362             | BR,E,ED          | L          | 1,2,4   | Planning/Final Engineering/ Architecture Complete/ Environmental Assessment Completed / Cost Estimates Completed | \$25 Million | UPDATE | 8/31/2011 - State Park is in need of complete overhaul. Renovations to lodge, golf course as well as sewer. This project is a top priority and would add additional jobs and tourists. This would replace the loss of Coolfont<br>8/1/2012 - Senate Bill 362 passed January 2012 securing funds through the State's Lottery Fund. Upgrades to Cacapon State Park includes upgrades to lodge, restaurant, golf course, swimming pool, spa, and other infrastructure as well as the addition of 79 new lodge rooms.<br>8/14/2013-The bonds to finance the project would go on sale in July or August and contractor bids are due June 27. Construction should start between fall and the end of 2013. The project is expected to take 2 1/2 years to complete.<br>10/20/2014 - Awaiting funding to come through.                                                                                                                                                                                                                                                                                                                                                                                                                                          | Stacy Dugan, County Commission<br>304-258-8546 or 304-258-8540 x1302<br>sdugan@morgancountywv.gov                                                |
| 2     | 50    | Broadband Implementation Plan                                                       | Regional                                         | Regional |                             | BR, CD, E, ED, T | L          | 1,2,3   | Planning                                                                                                         | UNKNOWN      | NEW    | 10/10/2014 - Project pending. Region-wide issues with cell service/routers; unable to attract businesses. Hold meeting with service providers. Locate funding for regional broadband coordinator position to help facilitate construction of improved service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Jennifer O'Brien, Assistant Director, Region 9<br>304-263-1743<br>jobrien@region9wv.com                                                          |
| 3     | 45    | Emergency Communications Strategy                                                   | Morgan County Commission                         | M        | WTAAF, OHSEM, COPS, county  | ED, CD           | S          | 1       | Planning/Cost Estimates/Final Engineering Complete                                                               | \$1,800,000  | NEW    | 10/20/2014 - Improve emergency communications with the development of communications towers and radio. Application to WTAAF for siren equipment in Purslane Tower, 350K. Purslane Tower (communications tower), estimated cost 576K. Radios, estimated cost 350K. BS Tower, contract with Motorola, estimated cost 310K.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Bob Ford, Commissioner<br>304-867-3134<br>bford@morgancountywv.com                                                                               |

| RANK | SCORE | PROJECT NAME                                                     | APPLICANT                                       | COUNTY | POTENTIAL FUNDING SOURCE(S) | PROJECT IMPACT           | TIME FRAME | GOALS   | DEVELOPMENT STAGE                       | COST         | STATUS | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CONTACT                                                                                                |
|------|-------|------------------------------------------------------------------|-------------------------------------------------|--------|-----------------------------|--------------------------|------------|---------|-----------------------------------------|--------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 3    | 45    | Internet Access/Public Safety Enhancements - Cell towers         | Morgan County Economic Development Authority    | M      | ARC, EDA, Homeland Security | ED,CD                    | S          | 1,2,3   | Planning Ongoing                        | \$16,000,000 | UPDATE | 10/6/2008 - Still a major need all over the county; web site is adequate.<br>8/28/2009 - Two towers have funding- need 8 total to cover county \$1.5 Million.<br>8/16/2010 - In need of fiber connected broadband service. The two towers funded are in construction phase and two more in the funding process.<br>8/19/2011 - One tower complete. Second tower being constructed. Approximately two more towers will need to be constructed to ensure western side of Morgan County has adequate coverage.<br>8/1/2012 - Second tower is complete. An environmental assessment is completed for a third tower and is partially funded. A location is yet to be determined for a fourth tower. Still seeking carriers for the towers.<br>8/14/2013 - Still seeking carriers for the towers<br>10/20/2014 - No updates to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Terri Burhans, Executive Director<br>304-258-8546<br>tburhans@morgancountyeda.com                      |
| 4    | 42    | Northport Multimodal                                             | City of Ranson                                  | J      | EPTA, TIGER, local          | BR, CD, E, ED, TR        | L          | 1,2,3,4 | Planning                                | \$3,000,000  | NEW    | 10/15/2014 - Relocate Duffields MARC/CSX stop to Jefferson Orchards. Plans vested. Create PanTran stop. \$162K MPO Feasibility Study underway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Andy Blake, City Manager<br>304-725-1010<br>ablake@cityofransomwv.net                                  |
| 4    | 42    | Powhatan Place Brownfield Eco Development Initiative             | City of Ranson                                  | J      | BEDI, HUD                   | ED, BR, CD               | S          | 1,4,5   | Planning/Cost Estimated                 | \$3,000,000  | UPDATE | 8/30/2010 - City of Ranson plans to convert the 19 acre downtown brownfield, Old Town, on the corner of Mildred St and Beltine Ave into a mixed-use development.<br>8/29/2011 - City is in the process of forming a development authority to help oversee this project.<br>8/20/2012 - City received \$4,500,000 HUD Brownfield Economic Development Initiative for this \$18,000 project and is contract negotiations with the selected developer.<br>8/19/2013 - City is in contract negotiations with the selected developer<br>10/15/2014 - Property being evaluated for asbestos. Estimated completion 1st quarter of 2015.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sarah Kleckner, Planning Director<br>304-724-3864<br>skleckner@cityofransonwv.net                      |
| 5    | 41    | Greenway Cemetery "Pushing Up Daisies" Project                   | Town of Bath                                    | M      | NFWF CEM                    | EN,T,FM                  | S          | 4,5     | Planning/Preliminary Engineering/Funded | \$50,000     | UPDATE | 11/5/2013 - Reduce erosion and runoff by utilizing BMP's Funded through NFWF (awarded 10/30/2013). Planning process to begin winter of 2013<br>10/20/2014 - Gordon Engineering hired. In final design phase - 50K design study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvdsi.net                                           |
| 6    | 40    | West end Projects                                                | City of Charles Town                            | J      |                             | BR, CD, E, ED, EN, T, TR | L          | 1,3,4   | Planning                                | UNKNOWN      | NEW    | 9/30/2014 - To host roundtable discussion. Encompassing several projects including, renovation of police department, purchase of Happy Retreat land, Augustine Avenue revitalization, construction of baseball stadium, renovation of art district, etc. To be phased according to priority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Dave Mills, City Manager<br>304-725-2311<br>dave@charlestownwv.us                                      |
| 7    | 39    | Natural Gas Project                                              | Jefferson County Development Authority          | J      | LA,Private,EDA              | BR,CD,E,ED               | S          | 1,2,3   | Planning                                | \$80,000     | UPDATE | 11/5/2013 - To fund a feasibility study to develop a natural gas pipeline to Jefferson County. Local funds provided \$15,000.00<br>10/10/2014 - Thrasher selected as consultant through bid process. Awaiting additional regional data. Route/pricing of pipeline still being evaluated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | John Reisenweber, Executive Director<br>304-728-3255<br>john@jcda.net                                  |
| 8    | 35    | Eastern WV Regional Airport Authority Economic Development Study | Berkeley County Development Authority           | B      | EDA/ARC                     | ED                       | S          | 1,2,3   | Planning/Cost estimate complete         | \$60,000     | NEW    | 10/29/2014 - Seeks to conduct economic development study to determine ways to market airport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Stephen Christian, Executive Director<br>304-267-4144<br>schristian@developmentauthority.com           |
| 9    | 33    | Historic Market House Renovation & Adaptive Reuse                | City of Martinsburg                             | B      | SCBG                        | CD,ED                    | S          | 1       | Occupied                                | \$1,500,000  | UPDATE | 9/16/2008 - New Business, Habanero Mexican Grill is now occupying space.<br>9/3/2009 - More renovations will allow space to be leased to retail or business sectors.<br>10/1/2014 - Continue looking for lease option; in need of funding sources; in need of exterior and interior renovations/HVAC/electrical/roofing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Mark Baldwin, City Manager<br>304-264-2149<br>markbaldwin17@aol.com                                    |
| 10   | 31    | Powhatan Place Re-Use Planning & Demolition Phase                | City of Ranson                                  | J      | EDA, Trans, USDA, INF       | ED, BR, CD               | S          | 1,2,4   | Planning/Cost Estimated                 | \$400,000    | UPDATE | 10/6/2008 - Established the Ranson Downtown Economic Revitalization Committee to develop strategies on how to promote and retain downtown business.<br>8/27/2009 - Project still in planning phase and will tie into Commerce Corridor.<br>8/30/2010 - Seeking funding for re-use plan and demolition phase.<br>8/29/2011 - City received \$200,000 EPA Cleanup grant for asbestos removal, and has applied for \$4.5 million HUD BEDI to demolish buildings and improve infrastructure. The HUD BEDI was applied for in July and we should know if it will be awarded this Fall.<br>8/27/2012 - City is able to accomplish this project's goal through the HUD Brownfield Economic Development Initiative and the EPA Area-wide Program. Both of these grants are awarded and the planning phase for this project is nearing completion.<br>08/19/2013 - Powhatan Place currently has a draft MOU for redevelopment of the property. A contract is scheduled to be approved/disapproved in September 2013. If approved, HUD BEDI/Section 108 funds and private sector funds would demolish and redevelop the property. If the development agreement is not approved or developer backs out, city general fund revenues will be utilized to demolish the current structures<br>10/15/2014 - Project underway. More asbestos found. Looking for developer. | Sarah Kleckner, Planning Director<br>304-724-3864<br>skleckner@cityofransonwv.net                      |
| 10   | 31    | Berkeley Springs Train Station                                   | Town of Bath                                    | M      | WV DOT TEP                  | CD, T                    | L          | 1,4     | Planning/Cost Estimated/Design Underway | \$1,020,000  | UPDATE | 8/28/2009 - Train station is a historical building to the town and is in need of repairs. To study the structure, repairs on part of the roof will be completed first. The station needs to have a building and hazmat assessment completed. Town will provide \$1,000 from General Funds, need \$12,000 from SHIPO and needed in match.<br>8/19/2010 - Construction began on roof in July 2010. Received EECBG for funding of HVAC system and insulation. 8/24/2011 - filled out grant application last year. Should hear results first of September. There is a protective underlayment currently protecting building, however it will not last long without permanent roof.<br>8/1/2012 - Town of Bath was awarded \$304,000 TEP grant for rehabilitation of the building. Town is working with DOH to finalize donation of CSX lot before Notice of Proceed will be granted to commence. Town has been granted Notice for to proceed with Acquisition of land. HVAC system was installed 4/2011.<br>8/2/2013 - July 2013 CSX lot transfer went through. Lot is deeded to the town. Bid for Architect/Engineering firm going out August 2013.<br>10/20/2014 - Exterior envelope funded 600K. Final plans underway. Estimated completion of exterior/grounds 2015. Interior unfunded; in need of 360K                                                   | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvdsi.net<br>or<br>Ryan Rebant, rrebant@hotmail.com |
| 11   | 28    | Soccer Field/Recreation Area Development                         | Morgan County Commission                        | M      | LWCF, Brownfields           | CD                       | L          | 1,3,5   | Planning/Assessment completed           | UNKNOWN      | UPDATE | 10/6/2008 - Still in need for funding of the recreation area south along 522, 26 acres to be developed.<br>8/28/2009 - A plan was submitted for the layout of the area.<br>8/16/2010 - In planning and in need of funds.<br>8/19/2011 - Soccer field needs cleanup possible brownfields grant /still in need of funds<br>8/1/2012 - Assessment has been completed. Received \$5,000 Brownfields FOCUS Grant. Will apply for a EPA Clean Up Grant Fall 2012.<br>8/22/2013 - EPA grant was awarded to the Morgan County Board of Education. (the TIGER grant funding awards are supposed to be announced sometime in September)<br>10/20/2014 - Environmental assessment out for public comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Jodi McClintock, Morgan County Administrator<br>304-867-3131<br>jmcclintock@morgancountywv.gov         |
| 12   | 27    | Burr Industrial Park Shell Building                              | Jefferson County Economic Development Authority | J      | WVEDA, Bond Financing       | BR, E, CD                | ST         | 1, 2    | Planning                                | \$1,000,000  | NEW    | 10/10/2014 - Locate funding, 80,000 sq. ft. shell building to be constructed at Burr Industrial Park, able to be subdivided to suit businesses needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | John Reisenweber, Executive Director<br>304-728-3255<br>john@jcda.net                                  |
| 13   | 26    | Ranson Police Dept./GIS Crime Tracking/reporting Initiative      | City of Ranson                                  | J      | DOJ                         | ED, BR, CD               | S          | 1       | Planning/Cost Estimated                 | \$435,000    | UPDATE | 8/30/2010 - Ranson Police Department seeks funding to acquire GIS mapping capabilities that will enable the PD to track and report crimes.<br>8/29/2011 - The proposed Congressional Earmark did not pass. The City is continuing to work with the Dept. of Justice to obtain funding in other ways.<br>8/27/12 - With Congressional Earmarks still not available, funding for this project is still in question. The City has taken steps to provide limited GIS capabilities to the Police Department through its Community Development land management software and in house GIS capabilities. As these activities are not considered permanent solutions to crime tracking, funding sources are still being sought.<br>08/19/2013 - Ranson Police Department is looking to be part of a County-wide Computer Aided Dispatch System (CAD) and Record Management System (RMS). The County is in the process of selecting vendors. Currently, this project would be funded through general city revenue funds, unless funding becomes available through the Department of Justice.<br>10/15/2014 - CAD system complete.                                                                                                                                                                                                                                  | Sarah Kleckner, Planning Director<br>304-724-3864<br>skleckner@cityofransonwv.net                      |
| 14   | 22    | Berkeley Springs Recycle                                         | Town of Bath                                    | M      | Private                     | EN,CD                    | S          | 5       | Planning                                | \$25,000     | UPDATE | 8/28/2009 - This project the Town would like to start up expense for a recycling system. Town can utilize the Morgan County Recycling Center 3 miles south on Route 522. The town would like to supply residences and businesses with the equipment required to recycle.<br>8/19/2010 - In need of funding.<br>8/25/2011 - In need of funding.<br>8/1/2012 - The Town would still like to pursue recycling for it's citizens that are unable to travel to the Morgan County Recycling Center. Funding for staff to pick up recycling for the Town and transport to the Center is still needed.<br>8/30/2013 - No updates to report<br>10/20/2014 - No updates to report. In need of funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Susan Webster, Mayor<br>304-258-1102<br>townofbath@wvdsi.net                                           |

**CONSOLIDATED PROJECT LIST ACRONYM KEY**

| PROJECT IMPACTS |                              | CEDS GOALS |                                                                                            |
|-----------------|------------------------------|------------|--------------------------------------------------------------------------------------------|
| <b>BR</b>       | Business Retention/Expansion | <b>1</b>   | Improve & Expand Infrastructure to Facilitate Economic Growth                              |
| <b>CD</b>       | Community Development        |            |                                                                                            |
| <b>E</b>        | Employment                   | <b>2</b>   | Support Economic & Workforce Development to Enable the Region to Compete in Global Economy |
| <b>ED</b>       | Economic Development         |            |                                                                                            |
| <b>EN</b>       | Environmental Protection     | <b>3</b>   | Leverage Educational, Public, & Private Partnerships to Create Regional Presence           |
| <b>T</b>        | Tourism/Travel               |            |                                                                                            |
| <b>FM</b>       | Flood Mitigation             | <b>4</b>   | Enhance Tourism & Recreational Opportunities                                               |
| <b>TR</b>       | Transportation Improvement   | <b>5</b>   | Preserve Natural Resources & Functions                                                     |

| COUNTY   |           |
|----------|-----------|
| <b>B</b> | Berkeley  |
| <b>J</b> | Jefferson |
| <b>M</b> | Morgan    |

| FUNDING SOURCES |                                            |
|-----------------|--------------------------------------------|
| <b>ACE</b>      | Army Corp of Engineers                     |
| <b>ARRA</b>     | American Recovery & Reinvestment Act       |
| <b>BEDI</b>     | Brownfield Economic Development Initiative |
| <b>CDBG</b>     | Community Development Block Grant          |
| <b>CWSRF</b>    | Clean Water State Revolving Fund           |
| <b>DEP</b>      | WV Department of Environment Protection    |
| <b>DHHS</b>     | Department of Health & Human Services      |
| <b>DOJ</b>      | Department of Justice                      |
| <b>DOT</b>      | Department of Transportation               |
| <b>DWTRF</b>    | Drinking Water Treatment Research Fund     |
| <b>EDA</b>      | Economic Development Administration        |
| <b>EPA</b>      | Environmental Protection Agency            |
| <b>HUD</b>      | Housing & Urban Development                |
| <b>IJDC</b>     | WV Infrastructure Council                  |
| <b>LA</b>       | Local Public Allocation/Appropriation      |
| <b>NP</b>       | Non-Profit Corporation Contribution        |
| <b>SCBG</b>     | Small Cities Block Grant                   |
| <b>USDA</b>     | U. S. Department of Agriculture            |
| <b>WVDOT</b>    | WV Department of Transportation            |
| <b>WVEDA</b>    | WV Economic Development Authority          |

| PROJECT TYPE |                                       |
|--------------|---------------------------------------|
| <b>1</b>     | Mandated/Unfunded Infrastructure      |
| <b>2</b>     | Bridges/Road Infrastructure           |
| <b>3</b>     | Water/Sewer/Stormwater Infrastructure |
| <b>4</b>     | Public Safety/Buildings               |
| <b>5</b>     | Rail Trail/Streetscapes               |
| <b>6</b>     | Other                                 |

AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Jane Tabb**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **Dec. 4, 2014**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Letter of Support for PSD Sewer Project**

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? \$

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

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

Letter of Support & supporting documentation will be supplied after the Dec. 1 PSD meeting.

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/COMMENTS

Jim Ellars  
Executive Director  
WV Infrastructure and Jobs Development Council  
1009 Bullitt St.  
Charleston, WV 25301

RE: Jefferson County PSD,  
IJDC Project Number 2014S-1538

Dear Mr. Ellars:

The Jefferson County Commission writes to note to the West Virginia Infrastructure and Jobs Development Council ("IJDC") its support for the amended application for funding from the Jefferson County Public Service District ("District") for its sewer project.

The amended application includes many cost savings and efficiencies over the original application. These efficiencies came about due to the collaborative efforts of IJDC members, the District, the Cities of Ranson and Charles Town, and the Jefferson County Economic Development Authority. The amended project will enable the District to replace transmission facilities which are operating at design limits and are at the end of expected useful lives. Many pump stations will be taken out of service and replaced with gravity lines. The amended project will provide transmission capacity for potential job expansions at Jefferson County industrial and business parks and provide the District's existing customers with reliable wastewater transmission service going forward. Every effort has been made to reduce costs and reduce negative impacts on current ratepayers.

The amended project is in harmony with the Jefferson County Commission's long term draft comprehensive plan for the County.

We ask the IJDC to find an appropriate funding package for this badly needed project.

Very Truly Yours,

Walt Pelish, President

cc: Susanne Lawton  
Andy Blake  
David Mills  
John Reisenweber

**JEFFERSON COUNTY PUBLIC SERVICE DISTRICT  
SEWER COLLECTION SYSTEM MODIFICATIONS AND IMPROVEMENTS  
PROJECT DESCRIPTION**

November 5, 2014

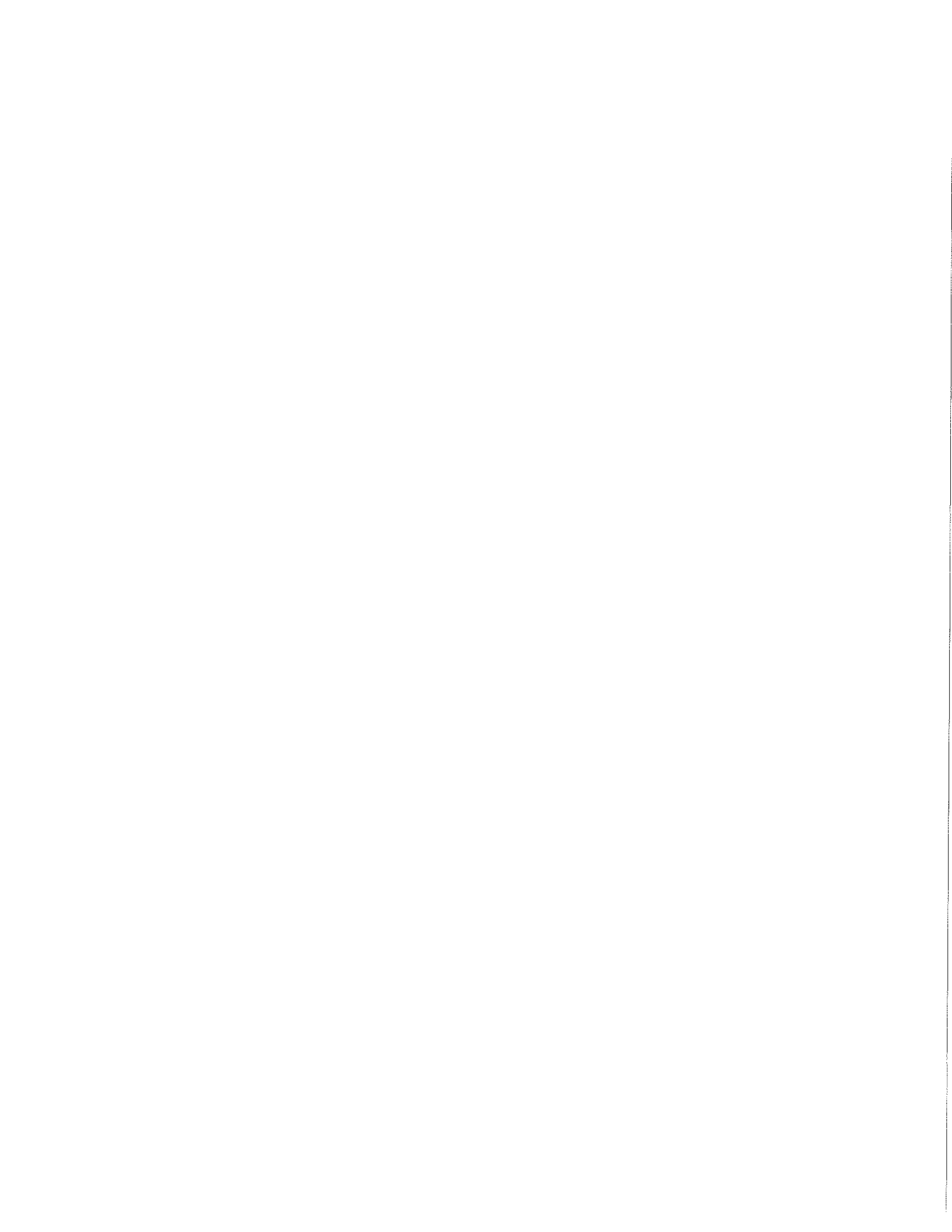
**SUBJECT: JCPSD – Rt 9 & Flowing Springs Basins Interceptor, Breckenridge E PS & Modifications to Ranson FSPS Project**

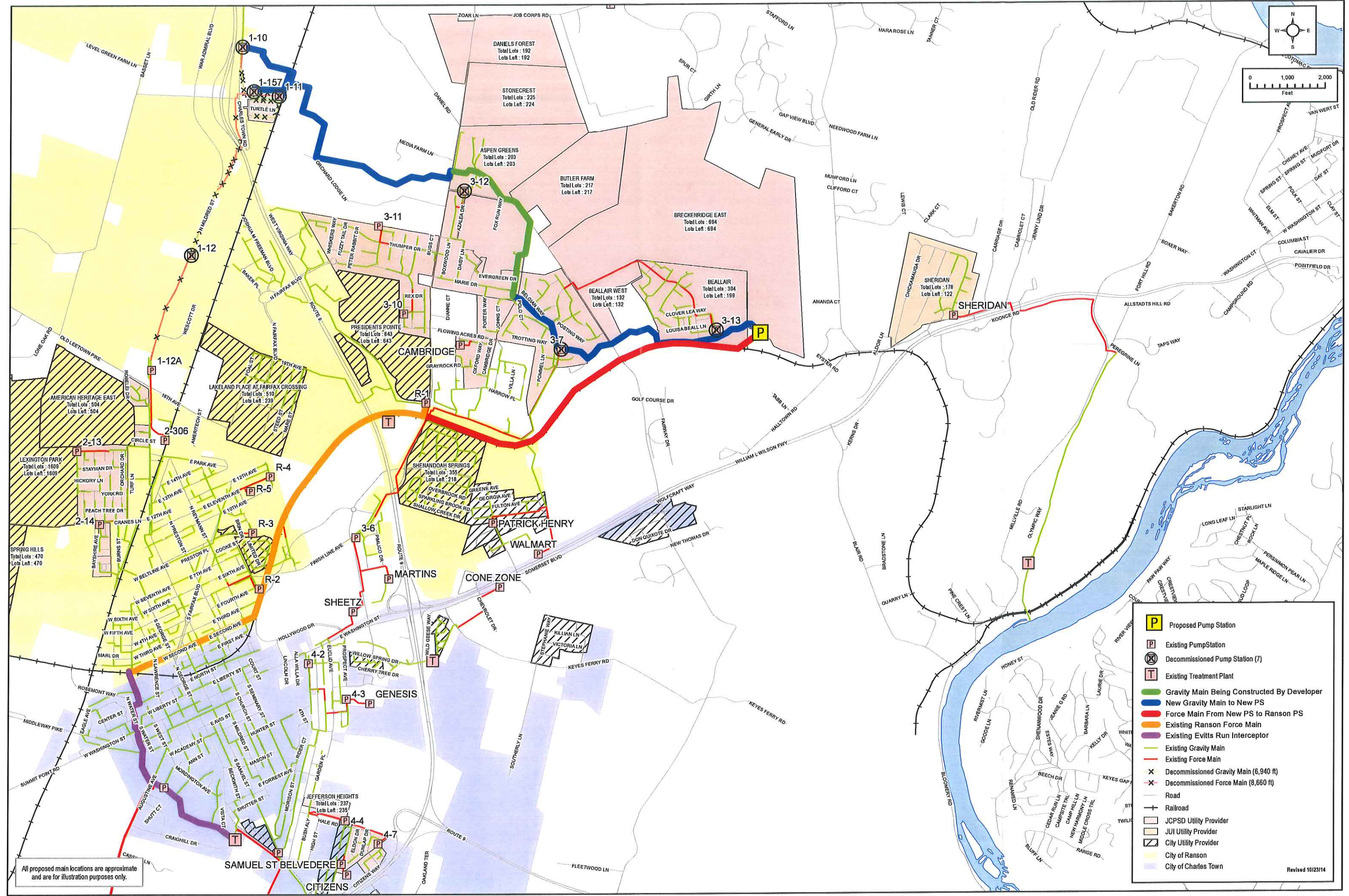
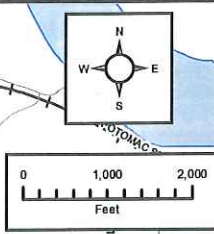
The Jefferson County Public Service District (District) has been working with the City of Ranson, Charles Town and the Jefferson County Economic Development Authority (EDA) to build consensus related to the above subject Sewer Project. The District and EDA plan to update the County Commission on the Sewer Project at an upcoming meeting.

The Project will consist of the following and is estimated to cost approximately \$7m:

1. Approximately 10,500' of 15-inch interceptor to receive flows from the Northern Route 9 Basin
2. Utilization of a 15-inch interceptor being installed by the Developer of Aspen Green to provide gravity flow to the Flowing Springs Basin (District is paying for the upsizing of this inceptor - \$43,216)
3. Approximately 6,000' of 24-inch interceptor to transport flows from Northern Route 9 through a portion of the Flowing Springs Basin
4. The Breckenridge East (proposed) Pump Station (PS) to replace the Breckenridge PS (due to backups and approaching the end of its useful life, constructed in 1981)
5. Approximately 6,000' of 12-inch forcemain to connect into the existing Breckenridge PS forcemain
6. Utilization of the District's 8-inch forcemain from the Breckenridge PS to the Ranson Flowing Springs PS
7. Construction of Modifications to the Ranson FSPS
8. Utilization of Ranson's 12-inch forcemain from the Ranson FSPS to the Charles Town Evitt's Run Interceptor
9. The above described project will eliminate the District's PS #1-157, Jetts Farm or 1-10, Woodlawn or 1-11, Lloyd's Flats or 1-12, and Bealair or 3-13 and provide for upgrades to Race Track PS or 3-6, Wendy's or 4-2, and the Ranson FSPS
10. See attached aerial and topographic maps of the project attached

The above described project represents Ranson, Charles Town, EDA and the District working together and sharing infrastructure to develop a Project that costs approximately half of the original Project presented to the West Virginia Infrastructure and Jobs Development Council (IJDC) in June, 2014 by the District.





All proposed main locations are approximate and are for illustration purposes only.

- P Proposed Pump Station
- P Existing Pump Station
- X Decommissioned Pump Station (7)
- T Existing Treatment Plant
- Gravity Main Being Constructed By Developer
- New Gravity Main to New PS
- Force Main From New PS to Ranson PS
- Existing Ranson Force Main
- Existing Evitts Run Interceptor
- Existing Gravity Main
- Existing Force Main
- X Decommissioned Gravity Main (6,940 ft)
- X Decommissioned Force Main (8,660 ft)
- Road
- Railroad
- JCPSD Utility Provider
- JUI Utility Provider
- City Utility Provider
- City of Ranson
- City of Charles Town

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Debbie Keyser

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: Oct. 30, 2014

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

Date Requested – 2<sup>nd</sup> Choice:

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

Discussion by the Jefferson County Commission on a proposed FOIA Policy for the County.

Please provide the County Commission with a description of your request or presentation, including any background information:  
I move to approve the FOIA Policy with the approved changes discussed today.

Is this a funding request?    Y/N   No.  
If so, how much?                \$

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: Attached

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/COMMENTS

|  |
|--|
|  |
|--|

| <i>Jefferson County Policies &amp; Procedures</i> |               |           |  |
|---------------------------------------------------|---------------|-----------|--|
| Policy Name:                                      | FOIA Requests | Approved: |  |
| Policy Number:                                    |               | Author:   |  |
| Associated:                                       |               |           |  |

**\*\*\* DRAFT \*\*\***

The West Virginia FOIA (Freedom of Information Act – WV Code 29B-1-1) requires public bodies to provide records in response to requests, unless those records are exempt from disclosure in accordance with the Act.

No particular form is required to submit a FOIA request, although one is attached to this policy and posted on our website for our citizens’ convenience and to assist us in supplying the appropriate requested information. To ensure we understand exactly what information is being requested, the request should always be in writing, and as such, you are authorized to request for information to be submitted to you in writing from the citizen.

In the event the FOIA request is for documentation which is readily available on our Jefferson County website, the citizen should be directed to the website and the location on the website where the information can be obtained. Nothing else further needs to be done.

Our internal process:

- Immediately upon receipt, ALL requests for County information must be submitted to the County Administrator and Legal Counsel. This applies to all employees, Commissioners and Elected Officials.
- Each department is responsible for providing the necessary information regarding the citizen’s specific request to the Legal Department.
- The Legal Department will prepare an appropriate response with required documentation as provided by our internal resources and submit a response to the citizen. Legal is to provide a copy of their response to the County Administrator, the Commissioner(s), Elected Official or the department which has produced the documentation so it is clear what answer was provided. Legal will be responsible for maintaining records of all FOIA requests and responses.
- Under no circumstances should any response for a citizen FOIA request be provided without the review and approval of the Prosecuting Attorney or Assistant Prosecuting Attorneys.**
- A response must occur within 5 days of the receipt of the request as required by State Code.

For searches where the information requires ten minutes or less to gather and prepare, the citizen is required to pay \$1.00 per page whether it’s written copies or electronic copies.

For searches exceeding fifteen minutes, the County is authorized to charge \$12.00 per hour for its employees’ time to search for and/or compile requested records, with a minimum charge of \$12.00 for

the first hour and then prorated for each quarter hour thereafter. If IT personnel are required to complete searches or compile data exceeding fifteen minutes, the County is authorized to charge \$21.00 per hour, with a minimum charge of \$21.00 for the first hour and then prorated for each quarter hour thereafter.

In the event the request is so voluminous that special IT accessories are required such as a flash drive or a CD, the cost of the purchase of the storage device will also be included.

The citizen will be notified if the charge is anticipated to reach or exceed \$50.00, along with a listing of the associated costs. The citizen has the right to change or withdraw their request based on the associated fees, however, they should complete a new form with their revised request or the internal respondent should clearly document the conversation with the citizen and the new request and anticipated fees.

Whether it's paper or electronic, the appropriate fees are to be submitted to the County prior to ANY information being delivered. Checks should be made payable to the Sheriff of Jefferson County. Both checks and cash are to be sent to the Tax Office with a note identifying the citizen and the amount charged.

There are special requests for law enforcement and the Emergency 911 Center which involves the release of data/audio recordings which are a normal function of their business requirements (usually for court/legal purposes), which will be exempt from this policy. They should each follow their standard protocols, guidelines and policies. However, should law enforcement or the Emergency 911 Center receive a request outside their normal legal scope, such as personnel or budget information, the FOIA request shall follow these guidelines.

## FOIA Request Form

Date Submitted: \_\_\_\_\_ Your Name: \_\_\_\_\_

Phone should there be questions: \_\_\_\_\_

Request Submitted via:  Email  Website  US Mail  Fax  In-Person

Records Requested: (Provide as much detail as possible. Use additional sheets as necessary.)

Where/how do you want the information provided to you:

US Mail Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Inspect Records: \_\_\_\_\_

You will be notified in advance if the cost meets or exceeds \$50.00. Please retain a copy of this request for your files. You will need to pay for the cost in advance. Please see our policy to understand our cost structure for your request. Please bring your check or cash to the County Commission office when notified of the amount due. Checks should be made payable to the Sheriff of Jefferson County. Questions regarding your request should be addressed to the County Administrator at: [dkeyser@jeffersoncountywv.org](mailto:dkeyser@jeffersoncountywv.org)

Internal Use Only:

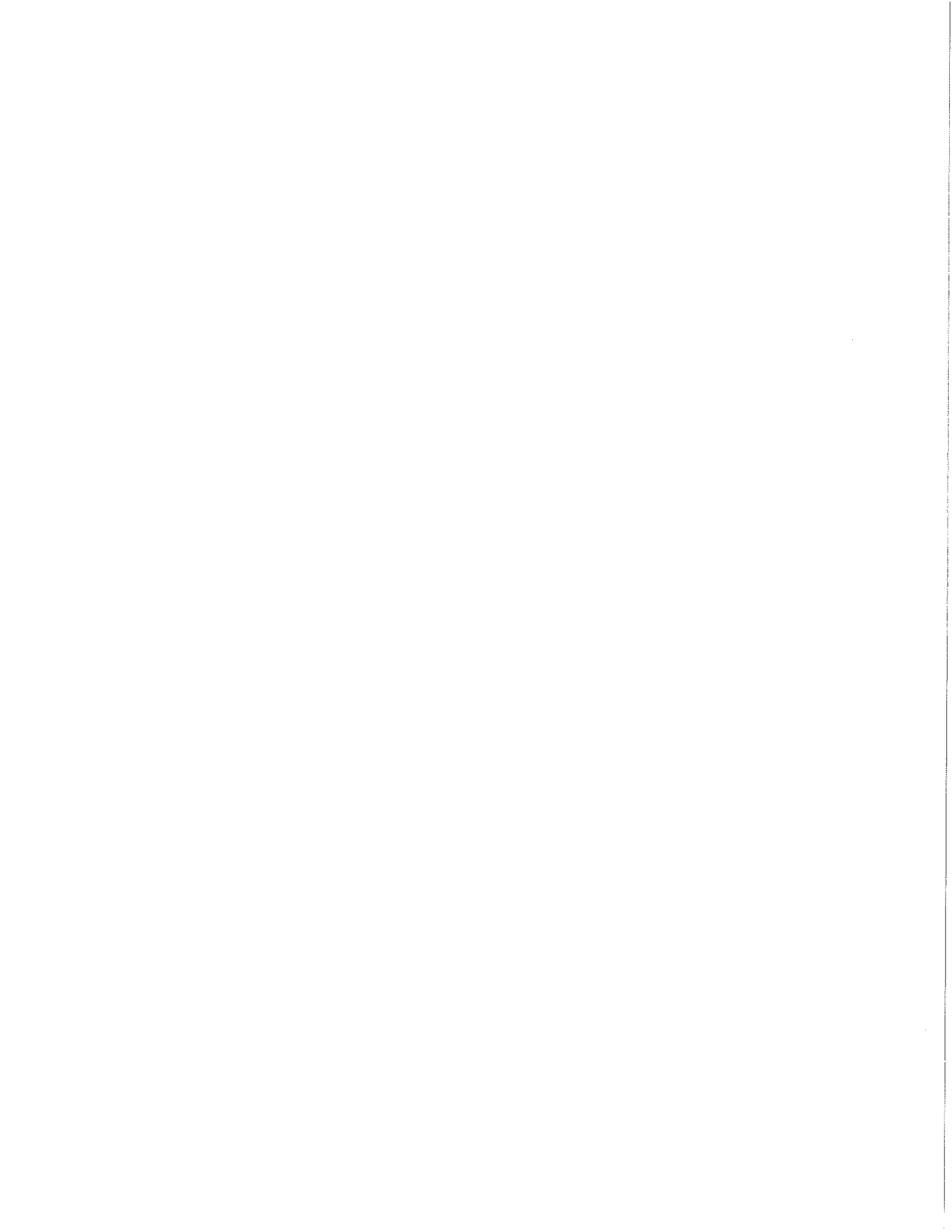
Date Request Received: \_\_\_\_\_ Date Provided to Citizen: \_\_\_\_\_

Internal Respondent: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_

Calculation of individual costs: \_\_\_\_\_

**FOIA Survey**

| County       | First 2 pages | Each Page thereafter | Do you send info electronically?                                                           | Other Comments                                                                                                                                               |
|--------------|---------------|----------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kanawha Co.  | \$1.50        | \$1.00               | No; Paper only                                                                             |                                                                                                                                                              |
| Ohio Co.     | \$1.50        | \$1.00               | Generally paper only; but will send via email if they have an account and pay the same fee | Attorneys w/accts can print Co. documents in the attorney's office, but still req'd to pay fee; Same cost if they visit court house and they print them off  |
| Morgan Co.   | \$1.50        | \$1.00               | Yes, but very rarely. Stil require same fee if sent electronically.                        | All documents are scanned so they could send electronically but print out for public.                                                                        |
| Berkeley Co. | \$0.00        | \$0.00               | Attempting to reduce/eliminate costs to citizens for small requests                        | \$25 for compiling a CD. Large data billed at \$75/hr in 1/4 hour increments. Charge for flash drives/etc. Sometimes put on website for citizen to download. |
| Mon Co.      | \$1.50        | \$1.00               | No. Paper only; Electronic - no guarantee they rec'd it                                    | Sometimes if it's a small request they won't charge at all. Acct. req'd through Co. Clerk Office; No charge for Military Discharge papers ED214;             |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Debbie Keyser, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014**

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

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

**Comprehensive Plan Review – 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 Click here to enter text.

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

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

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014**

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Set date and time for the first regular meeting of 2015 - Discussion/Action**

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

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

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

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

**Motion to approve January 8, 2015 at 9:30 a.m. for the first regular meeting of 2015**

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.

| Sunday                | Monday        | Tuesday | Wednesday | Thursday     | Friday | Saturday |
|-----------------------|---------------|---------|-----------|--------------|--------|----------|
| <h1>January 2015</h1> |               |         |           |              |        |          |
|                       |               |         |           | 1<br>HOLIDAY | 2      | 3        |
| 4                     | 5             | 6       | 7         | 8            | 9      | 10       |
| 11                    | 12            | 13      | 14        | 15           | 16     | 17       |
| 18                    | 19<br>HOLIDAY | 20      | 21        | 22           | 23     | 24       |
| 25                    | 26            | 27      | 28        | 29           | 30     | 31       |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014**

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Approval of 2015 Holiday Schedule**

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

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

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

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

**Motion to approve the 2015 Holiday Schedule**

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

## JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2015

|                          |                                    |
|--------------------------|------------------------------------|
| New Year's Day           | Thursday, January 1, 2015          |
| Martin Luther King's Day | Monday, January 19, 2015           |
| President's Day          | Monday, February 16, 2015          |
| Memorial Day             | Monday, May 25, 2015               |
| West Virginia Day        | Friday, June 19, 2015              |
| Independence Day         | Friday, July 3, 2015               |
| Labor Day                | Monday, September 7, 2015          |
| Columbus Day             | Monday October 12, 2015            |
| Veteran's Day            | Wednesday, November 11, 2015       |
| Thanksgiving Day         | Thursday, November 26, 2015        |
| Day after Thanksgiving   | Friday, November 27, 2015          |
| Christmas Eve            | ½ Day, Thursday, December 24, 2015 |
| Christmas Day            | Friday, December 25, 2015          |
| New Years Eve            | ½ Day, Thursday, December 31, 2015 |

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

Date: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT, JEFFERSON COUNTY COMMISSION



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014**

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Approval of the Grant Contract for the 12<sup>th</sup> Cycle of the West Virginia Courthouse Facilities Improvement Authority – Discussion/Action**

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

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

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

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

**Motion to approve the grant contract and check off list for the WV Courthouse Facilities Improvement Authority and to authorize the President of the Commission to affix his/her signature the appropriate documents**

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.

**West Virginia  
Courthouse Facilities  
Improvement Authority  
Funding Award**

**Notification Date**  
November 2014

**Application Number:**  
12cyc Jefferson19

**GRANT ID NUMBER**  
CFIA.ROOF 2015

**State Fund Number**  
8685

**Grant Cycle**  
012

**Program Name**  
WV Courthouse Facilities  
Improvement Authority

**F.E.I.N:** 55-6000-333

**Recipient Name and Address:**

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

**Funding Period**

From: January 1, 2015  
To: December 31, 2015

**Project Name**  
Roofing – Misc. Repairs

**Funding Program ID:** CFIF

**Project Number:** 19-0112-012015

**Project Description**

Roofing – repair cornices, soffits, gutters and downspouts

**Change Orders:**

**Number:**                      **Date:**                      **Purpose:**

**COPY OF ORIGINAL AGREEMENT IS ON FILE IN THE OFFICE OF THE COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY AND IS AVAILABLE FOR INSPECTION.**

**Maximum Amount Approved:**

\$ 100,000

**Authorized Signature:** Melissa K Smith                      **Date** 11/14/14

**Melissa K. Smith**  
**Executive Director**  
**WV Courthouse Facilities Improvement Authority**

**Payment Advice:** Reimbursement contingent upon project completion and submission of all required documentation. All project funds secured from sources other than CFIA are the responsibility of the County Commission.

**WV Courthouse Facilities Improvement Authority (CFIA)  
12<sup>th</sup> Cycle Funding Recipient Check-Off List**

By initialing below, I, \_\_\_\_\_ of the \_\_\_\_\_ Commission acknowledge that the Commission is expected to file the following reports, adhere to the following timelines, adhere to all requirements that are outlined within the contract and/or the special conditions and assurances, and submit information by the listed due dates as prescribed by the 12<sup>th</sup> Cycle CFIA funding contract. Furthermore, by initialing below, I commit to ensuring that these requirements are fulfilled.

**Initials**

**Requirement Description**

\_\_\_\_\_ The contract term will be from January 1, 2015 to December 31, 2015. The approved project will be completed by the contract end date, or the Commission will apply for an extension of the project before the end date in accordance with the guidelines of the Funding Assistance Contract Agreement.

\_\_\_\_\_ A Project Completion Report is due when the project is complete. The following information must be included: A statement of completion, photographs (CD or email), cost comparisons, quality of workmanship and materials used summary, description of benefits to employees/public/courthouse, evaluation of the timeliness of contractors/material delivery, description of problems encountered, a statement indicating that all contract provisions were followed and an overview of the experience and relevant recommendations to CFIA.

\_\_\_\_\_ A Project Completion Report must be submitted before final reimbursement will be processed by the CFIA.

\_\_\_\_\_ All requirements outlined within the contract and/or the special conditions and assurances section of the original grant, including but not limited to prevailing wage, SHPO review, bidding requirements, and ADA compliance, will be followed during the completion of the grant project. CFIA projects are NOT emergency projects. A minimum of three bids must be considered prior to awarding a contract.

\_\_\_\_\_ Quarterly Progress Reports must be received by the 20<sup>th</sup> day of the month following the end of each quarter and also with each reimbursement request, or CFIA may, in its' discretion, withhold, suspend, or cancel any payment(s) and/or suspend or cancel this agreement.

\_\_\_\_\_ No more than 5% of the grant total may be used to reimburse for architectural and/or engineering design fees. This program is geared toward the "bricks and mortar" of projects. The CFIA does encourage the use of architects and/or engineers, though.

Signatures:

\_\_\_\_\_  
Commission President

\_\_\_\_\_  
Date

\_\_\_\_\_  
CFIA Executive Director

\_\_\_\_\_  
Date

**FUNDING ASSISTANCE CONTRACT AGREEMENT**

**BETWEEN THE**

**WEST VIRGINIA COURTHOUSE FACILITIES  
IMPROVEMENT AUTHORITY**

**AND**

**[Jefferson County Commission]**

**[CFIA.ROOF 2015: 12cyc Jefferson19]  
Grant ID Number: Application Number**

This **AGREEMENT** is entered into this \_\_\_ day of \_\_\_\_\_, 2014 by the Executive Director of the West Virginia Courthouse Facilities Improvement Authority ("CFIA"), for and on behalf of the State of West Virginia, and the President of the [Jefferson] County Commission (the "Recipient" and together with CFIA, the "Parties").

**WHEREAS**, CFIA is the administrator of a special revenue account created in the Treasury of the State of West Virginia (the "State") known as the Courthouse Facilities Improvement Fund (the "Fund");

**WHEREAS**, the Recipient has made application to CFIA for project funding assistance to be provided from the Fund;

**WHEREAS**, CFIA has determined that the application meets Legislative goals set forth in W. Va. Code § 29-26, *et. seq.*; and

**WHEREAS**, pursuant to W. Va. Code § 29-26-4 and legislative rule § 203-1-3 - 4, CFIA and the Recipient wish to memorialize a legally binding Agreement.

**NOW, THEREFORE**, the Parties mutually agree as follows:

1. The Recipient agrees to comply with all applicable federal and state laws, rules, regulations and policies promulgated thereunder.
2. CFIA agrees to assist the Recipient in performing such tasks and functions as set forth in the application, which is attached hereto as Exhibit A and made part hereof.
3. The Recipient shall do, perform and carry out in a satisfactory and proper manner as determined by CFIA all duties, tasks and functions necessary to implement Exhibit A.

4. The Recipient will commence its duties under this Agreement on or about January 1, 2015 and shall continue such duties until completed or no later than December, 31, 2015. The terms of this Agreement may only be extended or modified by the mutual written agreement of the Parties. Extensions will only be granted with documentation of delay.
5. In consideration of the improvements to be made by the Recipient, the sum of up to [\$100,000] (the "Funding Assistance Amount") shall be obligated by CFIA. Said amount shall be deemed to be the maximum compensation to be received unless the Parties enter into a written amendment to this Agreement. The Recipient shall match the Funding Assistance Amount at 20% (or more) of the total project budget as outlined in Exhibit A.
6. It is the understanding of the Parties that CFIA by joining in the Agreement does not pledge, or promise to pledge, the credit of the State, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State.
7. To be eligible for any and all payments of the funding assistance amount, the Recipient shall submit a Request for Reimbursement to CFIA. Upon receipt of said request, CFIA shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five of this Agreement and said compensation will be extended only as outlined in Exhibit A, unless written approval of modification is signed by the Parties. Recipient shall submit a fiscal report detailing expenditures to CFIA as set forth in Exhibit A. Final requests will be withheld until a Project Completion Report is received. The report should include the following items: a statement of completion; photographs(electronic and on CD preferred); cost comparisons; quality of workmanship; quality of materials used; employee/courthouse visitor benefits; timeliness of contractors/materials; problem areas; a statement declaring that all contract requirements were abided by throughout the course of the grant project; and county applicant's project overview/recommendations.
8. Recipient hereby represents that it possesses the legal authority to enter into this Agreement and has attached hereto and made a part hereof as Exhibit B a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Recipient's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Recipient is a state agency, the completed application signed by the agency head is sufficient.
9. Recipient agrees to abide by the conditions, terms, assurances and certifications which are a part of Exhibit A and such other special terms and conditions as CFIA has set forth in Exhibit C incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If the Recipient fails to fulfill in a necessary and proper manner any obligations under

this Agreement for any reason, CFIA may withhold payments to the Recipient, or cancel or suspend this Agreement and Attachments upon written notice. These obligations include submission of all required progress reports as described in the Attachments by the 20<sup>th</sup> day of the month following the end of each quarter and with each reimbursement request. If CFIA withholds, suspends or cancels any payment or this Agreement, as provided herein, CFIA shall provide to the Recipient written notice detailing the reasons for such withholding, suspension or cancellation. If the recipient does not submit one (1) or more progress reports, the project will be considered for defunding at the next meeting of the CFIA Board of Directors.

11. CFIA and Recipient may from time to time require changes to the information provided in Exhibit A. Recipient agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to occur, shall be mutually agreed upon by the Parties in writing.
12. If for any reason funds received by CFIA are suspended or terminated in whole or in part, funding for this Agreement shall cease.
13. Recipient shall submit to CFIA a final report within the period prescribed by grant conditions upon the termination of the Agreement. The final report shall reflect actual costs incurred during the terms of the Agreement.
14. Funding assistance may be made dependent upon the Recipient's ability to demonstrate that total project funds have been secured from alternate funding sources where necessary.
15. Recipient is advised that the West Virginia Division of Culture and History State Historic Preservation Office ("WVSHPO") reviews all undertakings permitted, funded, licensed or otherwise assisted, in whole or in part, by the State related to historic preservation for the purposes of furthering all duties outlined by West Virginia Code §29-1-8. This provision requires the WVSHPO to review any potential effect state-funded activities may have on resources eligible for or listed in the National Register of Historic Places. As a recipient of funding from the CFIA, you are obligated to consult with the WVSHPO regarding your proposed project. You must contact the WVSHPO to begin the review process of your project. Include all relevant project information, including, but not limited to, photographs and schematics, where possible, of all relevant proposed work funded by the CFIA. All materials and documentation must be provided to Susan M. Pierce, Deputy State Historic Preservation Officer, Division of Culture and History, 1900 Kanawha Boulevard, E., Charleston, WV, 25305. If you require additional clarification, please contact the WVSHPO at (304) 558-0240. For more information regarding the review process, please refer to 82 CSR § 2-1, *et seq.* (Title 82 Code of State Rules, Series 2: Division of Culture and History, Standard and Procedures for Administering State Historic Preservation Programs).

16. The Parties agree that notice shall be given by personal service or mailed by certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
- A. Courthouse Facilities Improvement Authority  
2003 Quarrier Street  
Charleston, WV 25311
  - B. **Recipient Mailing Address**  
[Jefferson County Commission]  
[P.O. Box 250]  
[Charles Town, WV 25414]
17. The Recipient shall hold and save CFIA and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages sustained by any persons or property resulting in whole or part from the negligent performance or omission of any employee, agent or representative of the Recipient.
18. Neither this Agreement nor any provision hereof may be amended, modified, waived, discharged or terminated orally, except by an instrument in writing signed by the parties hereto. The provisions of this Agreement shall be binding upon the successors and assigns of each of the Parties. The captions in this Agreement are for the convenience of reference only and shall not define or limit the provisions hereof.
19. This Agreement shall be governed by and construed in accordance with the laws of the State.
20. The Parties hereby agree that in the event one or more portions of this Agreement shall be declared to be invalid by appropriate authority, the remaining provisions of this Agreement shall continue in full force and effect.
21. This Agreement may be executed in any number of counterparts by the Parties, and all such counterparts taken together shall constitute a single instrument.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties attach their signatures representing that each is acting with full authority.

\_\_\_\_\_  
Date  
Commission President  
Signature

\_\_\_\_\_  
Date  
Melissa K. Smith  
Executive Director  
Courthouse Facilities Improvement Authority

AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jane Sabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: NOV. 20, 2014 Dec 4 2014

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject (Wording to be placed on agenda):

Ambulance fee revenue sharing

Please provide the County Commission with a description of your request or presentation, including any background information: Legal counsel - revenue sharing & use of ambulance fees.

Staff assistance may be needed to implement revenue sharing

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

Discussion/Action

Are documents attachments? Yes  No

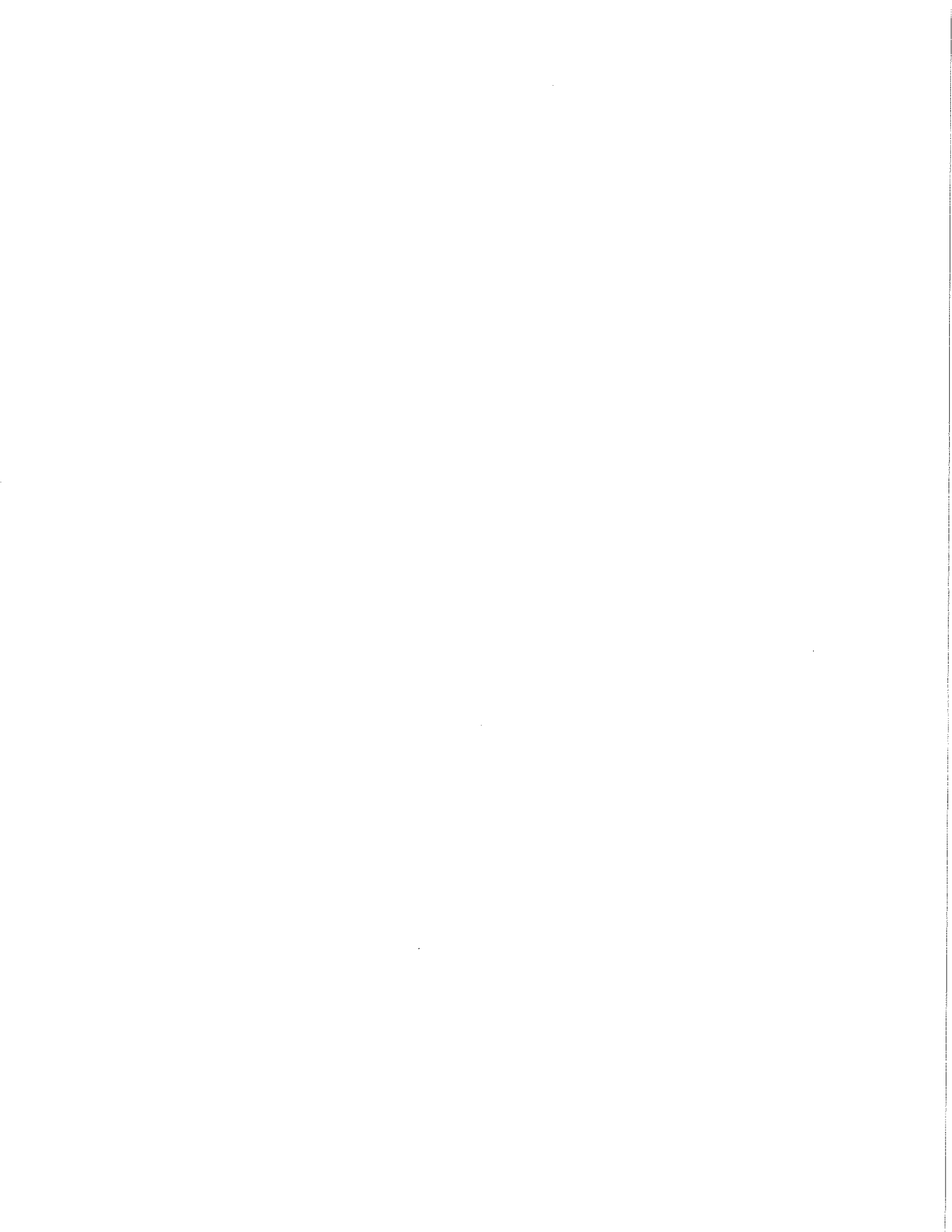
If not, explain:

Is a projector needed? Yes  No

Contact information:

Email address: Vinemont@frontier.net.net

Phone number: 304-725-4325





**AGENDA REQUEST FORM**  
**[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)**

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014**

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

Date Requested – 2<sup>nd</sup> 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:

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

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

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

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

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

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

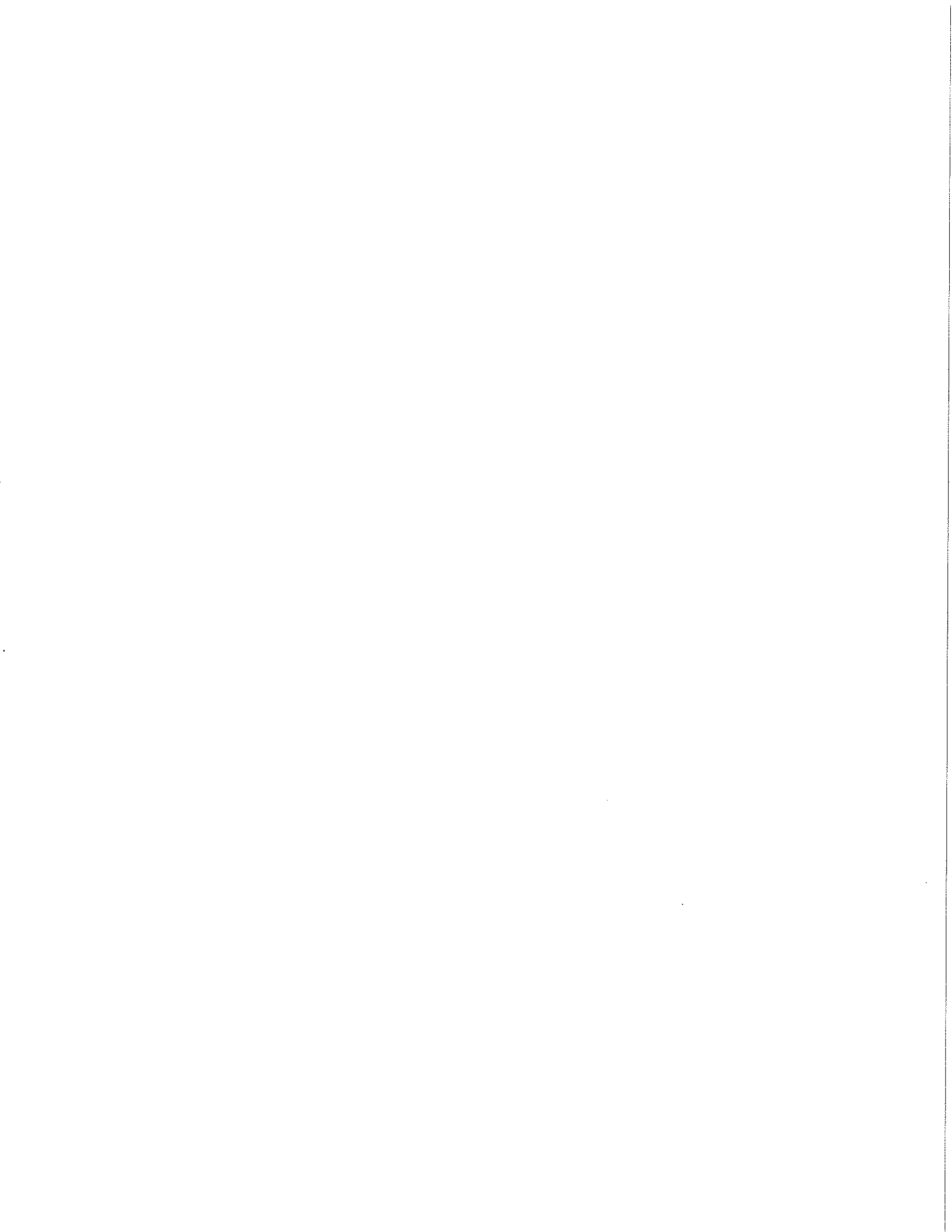
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: December 4, 2014

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Complete Bond Release Kubic Enterprises, LLC – VMT Station Facility

Please provide the County Commission with a description of your request or presentation, including any background information:  
Complete release of construction bond security for Kubic Enterprises, LLC – VMT Station Facility (File #S14-01) – Letter of Credit #329 with the Bank of Charles Town, Charles Town, WV.

Is this a funding request? Y/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*): I authorize a complete release of the remaining \$99,415.00 from the construction bond amount for Kubic Enterprises, LLC – VMT Station Facility (File #S14-01).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.



## JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
*Walt Pellish*

December 4, 2014

VICE PRESIDENT  
*Jane Tabb*

Mr. Aaron J. Howell, Vice President  
Bank of Charles Town

COMMISSIONER  
*Dale Manuel*

P. O. Box 906  
Charles Town, West Virginia 25414

COMMISSIONER  
*Patsy Noland*

RE: Irrevocable Letter of Credit #329 dated September 4, 2014 Construction Bond  
Surety for Kubic Enterprises, LLC – VMT Station Facility - File #S14-01.

COMMISSIONER  
*Lyn Widmyer*

Dear Mr. Howell:

The Jefferson County Commission authorizes a complete release of the remaining \$99,415.00 from the construction bond amount for Kubic Enterprises, LLC – VMT Station Facility (File #S14-01). This project is located at 255 Edmond Road – Lot 29 Burr Industrial Park. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$99,415.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Walter Pellish, President  
Jefferson County Commission

WP:rfb

cc: Mr. Peter F. Kubic, Managing Member  
Kubic Enterprises, LLC  
241 Edmond Road  
Kearneysville, WV 25430  
Department of Engineering

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 11 / 14 / 2014

J.C.P.C. File No. 514 - 01

Consultant/Engineer/Firm Name: GORDON & ASSOC

Mailing Address: 301 N. MILDRED ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERHART Phone: 304 + 725- 8456

Project/Subdivision Name: VMT STATION SITE PLAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

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

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS COMPLETE

RECOMMEND RELEASE OF BOND

**Approved for:**  
BOND RELEASE  
By: JG & KA \_\_\_\_\_ 11/10/14  
**County Engineer Date**

Original Bond Amt. \$ 84,415 + 15% Cont. \$ 15,000 = Total Original Bond Amt. \$ 99,415

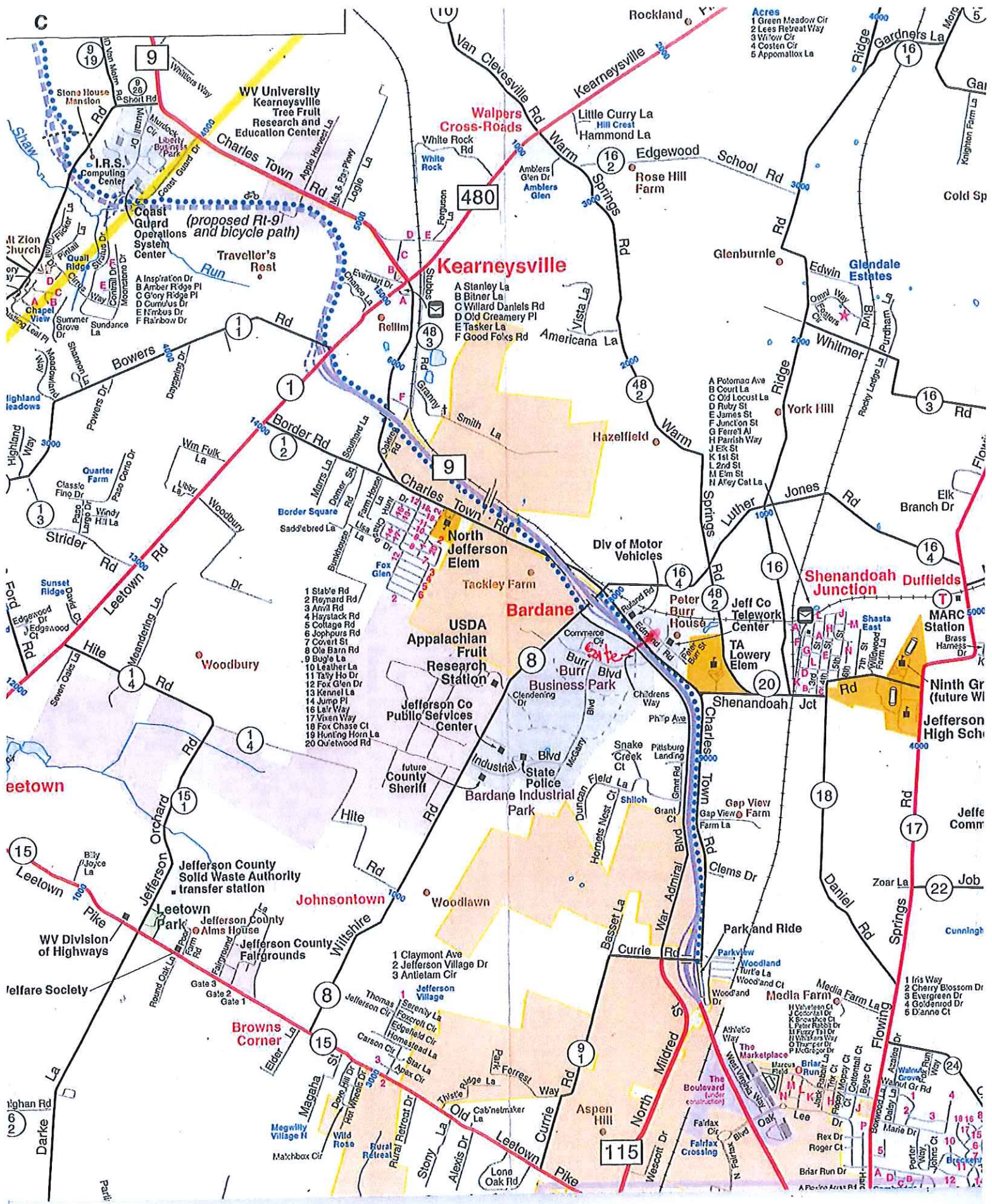
Total Current Bond Amount \$ 99,415.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KENT \_\_\_\_\_ Title: L.D.I.

Signature: [Signature] \_\_\_\_\_ Date: 11 / 18 / 2014



**Acres**  
1 Green Meadow Cir  
2 Lees Retreat Way  
3 Willow Cr  
4 Costen Cr  
5 Appomattox La

**480**

**Kearneysville**

**9**

**North Jefferson Elem**

**Bardane**

**USDA Appalachian Fruit Research Station**

**Jefferson Co Public Services Center**

**Jefferson County Sheriff**

**Johnsonstown**

**Browns Corner**

**115**

**Shenandoah Junction**

**MARC Station**

**Ninth Gr (future WI)**

**Jefferson High Sch**

**Jeffe Comm**

**Job**

**Cunningh**

**Media Farm La**

**Media Farm La**

**Media Farm La**

**Media Farm La**

**Media Farm La**

**Media Farm La**

- 1 Stable Rd
- 2 Reynard Rd
- 3 Ann Rd
- 4 Haystack Rd
- 5 Collage Rd
- 6 Josphurs Rd
- 7 Covart St
- 8 Ole Barn Rd
- 9 Bug's La
- 10 Leather La
- 11 Taly Ho Dr
- 12 Fox Glen Dr
- 13 Kennel La
- 14 Jump Pl
- 16 Lair Way
- 17 Vixen Way
- 18 Fox Chase Ct
- 19 Hunting Horn La
- 20 Outwood Rd

- 1 Iris Way
- 2 Cherry Blossom Dr
- 3 Evergreen Dr
- 4 Goldenrod Dr
- 5 D'Anne Ct

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: December 4, 2014

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

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Bond Release for United Bank, Inc. - Summit View Estates (File #03-21)

Please provide the County Commission with a description of your request or presentation, including any background information:  
Partial release of Escrow Account with the Bank of Charles Town, Charles Town, WV construction bond security for United Bank, Inc. – Summit View Estates Subdivision (File #03-21).

Is this a funding request? Y/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*): I authorize a partial release from the Escrow Account with the Bank of Charles Town in the amount of \$245,000.00 construction bond amount for United Bank, Inc. – Summit View Estates Subdivision (File #03-21).

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

Construction Bond Release Letter

Bond Release Request Report

Site Map

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

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PRESIDENT  
*Walt Pellish*

December 4, 2014

VICE PRESIDENT  
*Jane Tabb*

Mr. Arch A. Moore, III  
Executive Vice President

COMMISSIONER  
*Dale Manuel*

Bank of Charles Town  
P. O. Box 906  
Charles Town, West Virginia 25414

COMMISSIONER  
*Patsy Noland*

COMMISSIONER  
*Lyn Widmyer*

RE: Escrow Account #33009747 dated November 13, 2014 Construction Bond Surety  
for United Bank, Inc. – Summit View Estates Subdivision (Files #03-21).

Dear Mr. Moore:

The Jefferson County Commission authorizes a partial release of \$245,000.00 construction bond amount for United Bank, Inc. – Summit View Estates Subdivision (Files #03-21). This project is located on the west side of Route 11-Shirley Road approximately 1 mile north of its intersection with Route 13-Summit Point Road. Work remaining includes but is not limited to the following:

1. Silt fence around stormwater management infiltration trench
2. Miscellaneous site construction

In summary, you are hereby authorized to reduce the amount of the above referenced Escrow Account, originally issued in the amount of \$250,000.00 to \$5,000.00. Please contact the Engineering Department at (304)-728-3257 if you have any questions.

Sincerely,

Walter Pellish, President  
Jefferson County Commission

WP:rfb

cc: Mr. Christopher Colbert, Vice President  
United Bank  
7867 Martinsburg Pike  
Shepherdstown, WV 25443  
Department of Engineering

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 10 / 01 / 2014

J.C.P.C. File No. 03 - 21

Consultant/Engineer/Firm Name: ALLEGHENY SURVEYS, INC

Mailing Address: 401 SOUTH FAIRFAX BLVD. SUITE 3

City: RANSOW State: WV Zip: 25438

Contact Person: LISA McCAULEY, Phone: 304-724-5008

Project/Subdivision Name: SUMMIT VIEW ESTATES

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release reduction is Approved as <sup>REVISED</sup> Submitted.  The bond release/reduction request is Denied.

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: CONSTRUCTION APPEARS COMPLETE, AND IN CONFORMANCE

WITH THE APPLIED PRELIMINARY PLAT. SILT FENCE AROUND

THE SUM INFILTRATION DEVICES MUST REMAIN UNTILL MAY OR

JUNE OF 2015. THEREFORE WE RECOMMEND HOWE \$5000.

**Approved for:**  
 BOND REDUCTION  
[Signature]  
 County Engineer      Date 10/07/14

Original Bond Amt. \$ 537,849 + 15% Cont. \$ 80,677 = Total Original Bond Amt. \$ 618,526

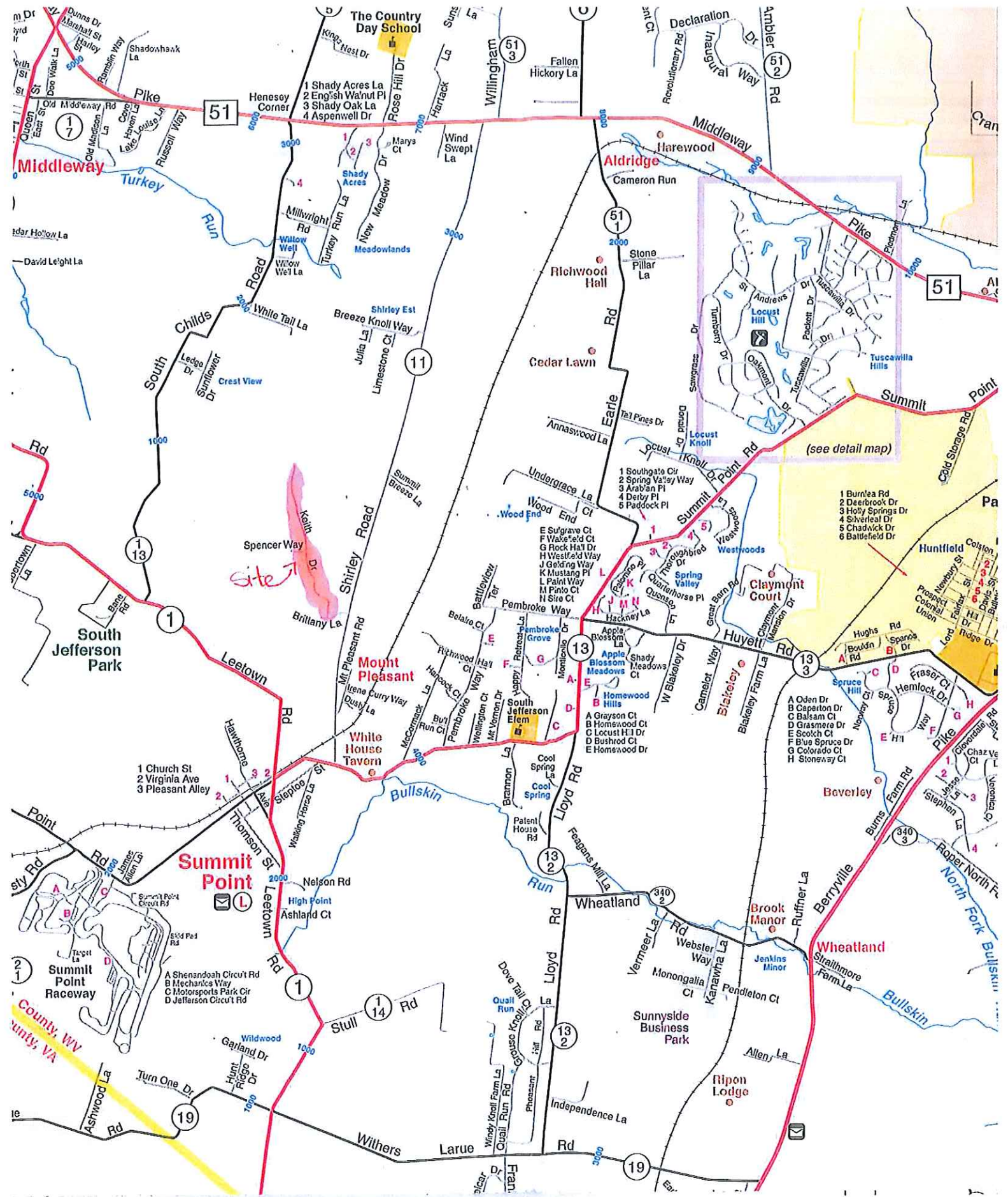
Total Current Bond Amount \$ 250,000.00

Cost of Work Remaining \$ 4,348.00 + Contingency Amount \$ 652.00

= Approved for Revised Bond Amount \$ 5,000.00

Reviewed By: JOSEPH W. KENT <sup>JK</sup> Title: L.D.I.

Signature: [Signature] Date: 10 / 07 / 2014



Site 7

- 1 Shady Acres La
- 2 English Walnut Pl
- 3 Shady Oak La
- 4 Aspenwell Dr

- 1 Southgate Ct
- 2 Spring Valley Way
- 3 Arabon Pl
- 4 Derby Pl
- 5 Paddock Pl

- 1 Burnlea Rd
- 2 Deerbrook Dr
- 3 Holly Springs Dr
- 4 Silverleaf Dr
- 5 Chadwick Dr
- 6 Balfield Dr

- A Oden Dr
- B Caperton Dr
- C Balsam Ct
- D Grasmere Dr
- E Scotch Ct
- F Blue Spruce Dr
- G Colorado Ct
- H Stonewall Ct

- 1 Church St
- 2 Virginia Ave
- 3 Pleasant Alley

- A Shenandoah Circuit Rd
- B Mechanics Way
- C Motorsports Park Cir
- D Jefferson Circuit Rd

County, WV  
County, VA

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin  
Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes  
Date Requested – 1<sup>st</sup> Choice: December 4, 2014  
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.  
Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Two (2) Bond Releases for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26)

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

1. Complete release of Cash in Escrow Agreement with the Bank of Charles Town, Charles Town, WV construction bond security for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26).
2. Partial release of Irrevocable Letter of Credit #68099142 with Bank of America, N.A., Scranton, PA construction bond security for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26).

Is this a funding request? Y/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*):

1. I authorize a complete release of the remaining funds in the Cash in Escrow Agreement with the Bank of Charles Town for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26).
2. I authorize a partial release from Irrevocable Letter of Credit #68099142 with Bank of America in the amount of \$279,102.51 construction bond amount for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26).

Attach supporting documents for request, or request may be denied:  
Construction Bond Release Letter  
Bond Release Request Report  
Site Map

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

Contact information:  
Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.



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Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

December 4, 2014

**PRESIDENT**

*Walt Pellish*

Mr. John Wyzeik

**VICE PRESIDENT**

*Jane Tabb*

Bank of America, N.A.

One Fleet Way

PA6-580-02-30

**COMMISSIONER**

*Dale Mannel*

Scranton, Pennsylvania 18507-1999

**COMMISSIONER**

*Patsy Noland*

RE: Irrevocable Letter of Credit #68099142 dated September 20, 2013 Construction Bond Surety for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26).

**COMMISSIONER**

*Lyn Widmyer*

Dear Mr. Wyzeik:

The Jefferson County Commission authorizes a partial release of \$279,102.51 from the construction bond amount for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26). This project is located on the north side of Route 340/13-Shipley School Road and U.S. Route 340 at 0.10 miles east of Shepherdstown Pike-Route 230. Work remaining includes but is not limited to the following:

1. Paving
2. Completion of sewer system
3. Miscellaneous site construction
4. Final stabilization

In summary, you are hereby authorized to reduce the amount of the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$1,026,366.51 to \$747,264.00. Please contact the Engineering Department at (304)-728-3257 if you have any questions.

Sincerely,

Walter Pellish, President  
Jefferson County Commission

WP:rfb

cc: DR Acquisitions, LLC  
64 Thomas Drive  
Suite 110  
Frederick, MD 21702  
Department of Engineering

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*



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December 4, 2014

**PRESIDENT**

*Walt Pellish*

Mr. Arch A. Moore, III

**VICE PRESIDENT**

*Jane Tabb*

Executive Vice President

Bank of Charles Town

**COMMISSIONER**

*Dale Mannel*

P. O. Box 906

Charles Town, West Virginia 25414

**COMMISSIONER**

*Patsy Noland*

RE: Escrow Agreement dated October 2, 2013 Construction Bond Surety for

DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2

(Files #00-33 & #05-26).

**COMMISSIONER**

*Lyn Widmyer*

Dear Mr. Moore:

The Jefferson County Commission authorizes a complete release of the remaining balance of the construction bond agreement for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26). This project is located on the north side of Route 340/13-Shipley School Road and U.S. Route 340 at 0.10 miles east of Shepherdstown Pike-Route 230. Work remaining includes but is not limited to the following:

1. Earthwork
2. Paving
3. Completion of sewer system
4. Storm drains
5. Miscellaneous site construction

In summary, you are hereby authorized to fully release the remaining balance in the above referenced Escrow Agreement, originally issued in the amount of \$972,616.00. The funds remaining to complete the project are being held with Bank of America in Letter of Credit #68099142. Please contact the Engineering Department at (304)-728-3257 if you have any questions.

Sincerely,

Walter Pellish, President  
Jefferson County Commission

WP:rfb

cc: DR Acquisitions, LLC  
64 Thomas Drive  
Suite 110  
Frederick, MD 21702  
Department of Engineering

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Stusher McDonald*

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 10 / 02 / 2014 J.C.P.C. File No. 00 - 33

Consultant/Engineer/Firm Name: DAN RYAN BUILDERS

Mailing Address: 10212 GOVERNOR LANE BLVD.

City: WILLIAMSPORT State: MD Zip: 21795

Contact Person: MATTHEW POWELL Phone: 240 + 420 - 6040

Project/Subdivision Name: SHERIDAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release (reduction) is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: RECOMMEND BOND REDUCTION

**Approved for:**  
BOND REDUCTION  
By: [Signature] Date: 10/03/2014  
**County Engineer**

Original Bond Amt. \$ 1,738,245<sup>06</sup> 15% Cont. \$ 260,736<sup>82</sup> Total Original Bond Amt. \$ 1,998,982<sup>51</sup>

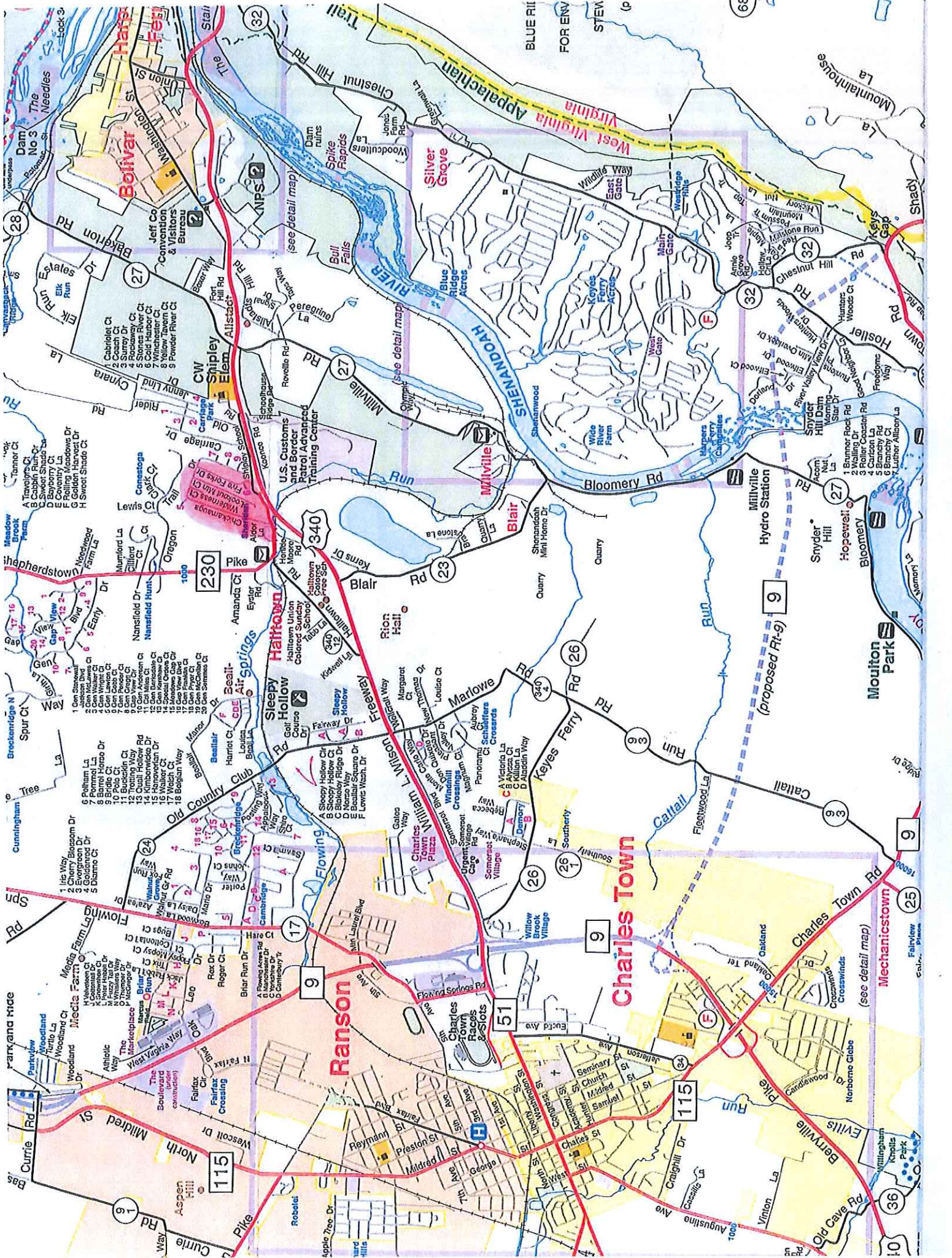
Total Current Bond Amount \$ 1,444,590<sup>51</sup>

Cost of Work Remaining \$ 649,795<sup>51</sup> + Contingency Amount \$ 97,469.00

= Approved for Revised Bond Amount \$ 747,264.00

Reviewed By: JOSEPH W. KENT Title: L.D.I.

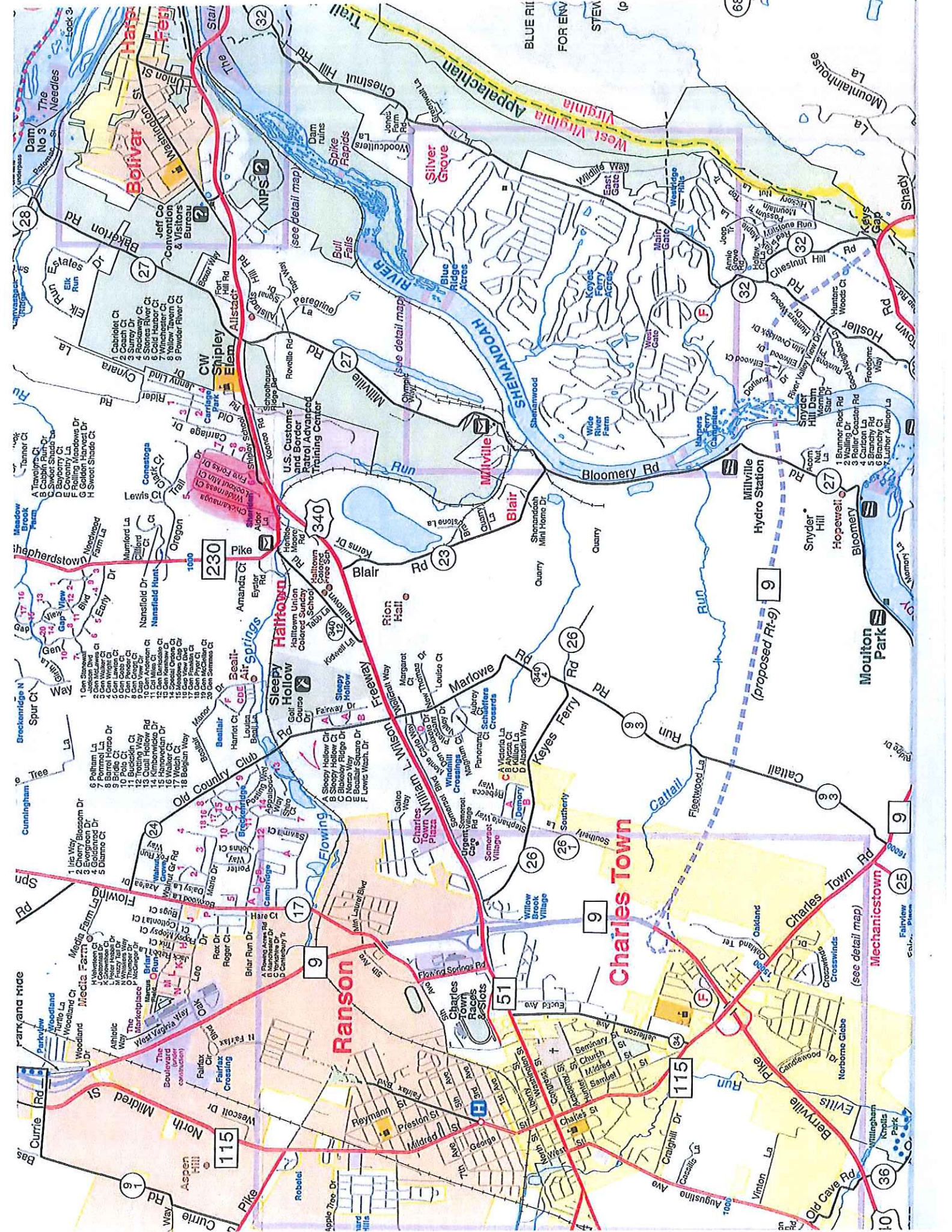
Signature: [Signature] Date: 10 / 03 / 2014



**Ranson**

**Charles Town**

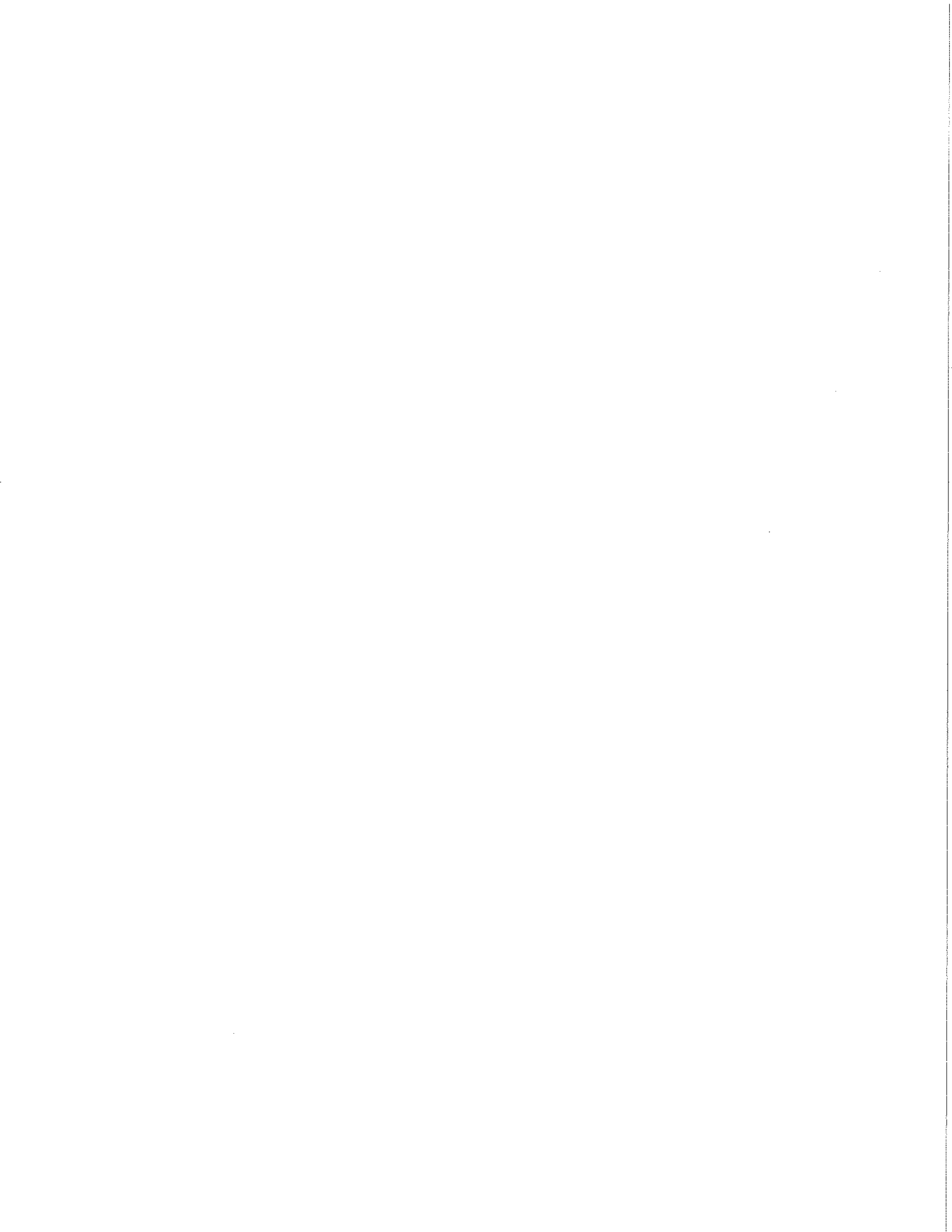
**Mechanicstown**



**Ranson**

**Charles Town**

**Mechanicstown**



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: December 4, 2014

Date Requested – 2<sup>nd</sup> Choice: December 18, 2014

Subject (*Wording to be placed on agenda*): Proposed Update to the Engineering Department's Permit Fee Schedule and the Planning & Zoning Department's Fee Schedule.

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

During the 2015 FY budget presentations the County Commission requested that staff present to the County Commission updated permit fee schedules for their consideration. Attached are the proposed fee schedules along with a history of permit fees. The fee schedules reflect approximately a 10% increase in permit fees. There has not been an increase in permit fees since 2001.

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*):

The following are options for County Commission action on this matter:

1. Move to adopt the permit fee schedules as presented; or
2. Move to adopt the permit fee schedules with revisions as discussed; or
3. Move to keep the current permit fee schedules.

Note: The Engineering Department's proposed fee schedules and the Planning and Zoning Department's proposed fee schedules are presented together under this agenda item request; however, it is our intent that the County Commission may take separate action on each department's proposed fee schedules.

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

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/COMMENTS

|  |
|--|
|  |
|--|

## Engineering Department

### Proposed Building Permit Fee Schedules

December 4, 2014

#### History

Updated permit fees were established at the time the Building Code was adopted in 2001, and some fees were then increased again around year 2003. There have been no permit fee increases since then.

In 2010, the Chief County Engineer and the Director of Planning & Zoning proposed updated fee schedules to the County Commission; however, the County Commission did not adopt the proposed fee schedules or any increase in permit fees.

In 2014, the County Commission directed that an increase in permit fees be proposed and presented to them again for consideration.

#### Types of Fees

For purposes of this discussion, the fees that we have in place are "building permit fees" and "land development fees."

##### 1. Building Permit Fees

Building permit fees apply to the structures only, which are built throughout the county. They are imposed under the Jefferson County Building Code Enforcement Ordinance. The fee covers the processing of building permit applications, review and approval of the construction plans, scheduling and performing inspections, maintaining records and issuing Certificates of Use & Occupancy. Examples of typical structures include: single-family dwellings, townhouses, apartment buildings, mobile/manufactured homes, churches, restaurants, grocery stores, hotels, self-storage facilities, convenience stores, office buildings, and additions and remodeling projects, etc.

Under the Building Code Enforcement Ordinance we deal with two categories of projects:

- A. **International Residential Code (IRC)** – construction related to residential dwellings; and
- B. **International Building Code (IBC)** – construction related to commercial & industrial type projects.

Therefore, we have a fee schedule for residential type (IRC) projects and another fee schedule for commercial/industrial type (IBC) projects.

## 2. Land Development Fees

Land development fees apply to subdivision plats and/or site plans that are processed and approved by the Jefferson County Planning Commission under the subdivision regulations. The land development fee covers all the steps that staff is involved in from pre-proposal conferences to plan review, public hearings, recording of plats, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications, etc.

Under land development there are two types of projects:

### **A. Residential and Commercial Subdivisions.**

Examples of residential subdivisions are:

- Locust Hill Subdivision
- Sheridan Estates Subdivision
- Windmill Crossing Townhomes
- Gap View Subdivision
- Cambridge Mobile Home Park

Examples of commercial subdivisions are:

- Bardane Industrial Park
- Burr Business Park
- Sunnyside Business Park
- Jefferson Crossing II

Residential and Commercial Subdivisions have a land development fee that is charged for all the steps that staff is involved in from pre-proposal conferences to plan review, public hearings, recording of plats, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications. This fee is in addition to the

building permit fee for the structures that are built on each individual lot.

**B. Site Plans**

Examples of site plan projects are:

- IHOP Restaurant (Jefferson Crossing II)
- Valley Health Medical Transport (Burr Business Park)
- U.S. Coast Guard Office Bldg. (Bardane Industrial Park)
- Fellowship Bible Church (outlying parcel)
- Charles Town Races

However, for site plans there is no land development fee in place. The building permit fee that is charged for the structure has historically been considered to also cover the cost of processing the site plan.

The review and processing of the site plan is entirely separate from that required for the building permit. The Site Plan requires the same amount of processing as a residential or commercial subdivision, which requires staff to be involved from the pre-proposal conferences to plan review, public hearings, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications.

Proposed Fee Schedules

The current fee schedule format is a unit based (e.g., cost/sq.-ft. of floor area), or in some cases a combination of value based (e.g., fee based on market value of project) plus unit based fee schedule.

With the proposed fee schedule we move to a total unit based fee schedule format. The fee is basically a set minimum base amount plus an additional fee per sq.-ft. of floor area.

Pro's

- Applicant can't manipulate market values to decrease the permit fee; and
- Unit values (sq.-ft of floor area) are easier for staff to verify off the plans versus having no data to verify market value, which means that with a market value system the staff would have to rely on the honor system; and
- As the size of project increases, which results in more staff time, the permit fee increases; and vice-versa.

Con's

- No automatic inflationary adjustment (which automatically occurs with a value based fee schedule) to the permit fees. With a unit based fee schedule we will need to periodically increase the fees due to inflation.

With the proposed fee schedule, we also added fee categories/items that are missing so the fee schedule matches up with the way we do business and to reflect the types of projects we encounter. This should make it less confusing for the permit applicants since it will be easier for them to determine which fee applies to their project.

For determining the proposed fee amounts the base fee cost amount was increased 10% and the unit fee cost amount was increased 10%. The 10% increase is less than the 31% increase that would occur if adjusted at an annual inflationary rate of 2.5% over the past 11 years. However, the 10% amount lets us look at the amount of additional revenue generated for each additional 10% increment of fee increases.

Permit fees collected by the Engineering Department over the past 5 calendar years is as follows:

| <b>Engineering Dept. Permit Fee Revenue</b> |                       |                              |
|---------------------------------------------|-----------------------|------------------------------|
| <b>Year</b>                                 | <b>No. of Permits</b> | <b>Permit Fees Collected</b> |
| 2009                                        | 685                   | \$140,711                    |
| 2010                                        | 711                   | \$165,717                    |
| 2011                                        | 683                   | \$151,574                    |
| 2012                                        | 642                   | \$133,038                    |
| 2013                                        | 631                   | \$156,080                    |

It is estimated that for every 10% increase in fees an additional \$15,000 in permit fee revenue will be generated by the by the Engineering Department at the current permit rate. The proposed fee schedules for the Engineering Department are as follows:

Jefferson County, West Virginia  
Engineering Department

Miscellaneous Fees

**PROPOSED  
MISCELLANEOUS FEES  
SCHEDULE  
Final Draft  
As of December 4, 2014**

Date: 12/4/2014

| No. | Item                                                                 | Current Fee  | Proposed Fee |
|-----|----------------------------------------------------------------------|--------------|--------------|
| 1   | Minor Redline Revisions - Preliminary Plats & Site Plans             | \$150        | \$175        |
| 2   | Major Redline Revisions - Preliminary Plats & Site Plans             | \$150        | \$250        |
| 3   | Land Development Site Work - Inspection                              | \$50         | \$55         |
| 3   | Land Development Site Work - Reinspection (due to failed inspection) | \$50         | \$55         |
| 4   | Final Plat - Minor Amendment Review                                  | \$0          | \$75         |
| 5   | Construction Bond - Time Extension Request                           | \$300        | \$300        |
| 6   | Construction Bond - Surety Renewal                                   | \$0          | \$300        |
| 7   | Construction Bond - Tolling of Bonding Request                       | \$0          | \$300        |
| 8   | Floodplain Ordinance - Floodplain Delineations                       | \$10         | \$10         |
| 9   | Floodplain Ordinance - 100 Yr. Flood Elevation Determination         | \$0          | \$25         |
| 10  | Floodplain Ordinance - Review of LOMA or LOMR requests               | \$0          | \$25         |
| 11  | Small format Document Copies - (letter, legal & 11"x17")             | \$1/page     | \$1/page     |
| 12  | Large format Document Copies (plan sheets, maps, etc.)               | \$7.50/sheet | \$7.50/sheet |
| 13  |                                                                      |              |              |
| 14  |                                                                      |              |              |
| 15  |                                                                      |              |              |
| 16  |                                                                      |              |              |
| 17  |                                                                      |              |              |
| 18  |                                                                      |              |              |

Jefferson County, West Virginia  
 Engineering Department  
 Office of Building Permits & Inspections

**PROPOSED IRC BUILDING PERMIT FEE SCHEDULE  
 FINAL DRAFT  
 (As of December 4, 2014)**

**IRC - Residential Building Permit Fee Schedule**

Date: 12/4/2014

| Residential Permit Type                                                                                          | Current Fee                                                       |                                                  |                                     |                          | Residential Permit Type                                                                                          | Proposed Fee                                                      |                                                  |                                     |                                         |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|-------------------------------------|-----------------------------------------|
|                                                                                                                  | Base Fee                                                          | Fee per Sq.-Ft. of Finished Area                 | Fee per Sq.-Ft. of Un-finished Area | Fee per Porch Deck/Stoop |                                                                                                                  | Base Fee                                                          | Fee per Sq.-Ft. of Finished Area                 | Fee per Sq.-Ft. of Un-finished Area | Fee per Porch Deck/Stoop at Entry Doors |
| Single-Family Dwelling                                                                                           | \$25.00                                                           | \$0.18                                           | \$0.10                              | \$25/each                | Single-Family Dwelling                                                                                           | \$50.00                                                           | \$0.18                                           | \$0.10                              | \$30/each                               |
| Mobile/Manufactured Home                                                                                         | \$25.00                                                           | \$0.18                                           | \$0.10                              | \$25/each                | Mobile/Manufactured Home                                                                                         | \$50.00                                                           | \$0.18                                           | \$0.10                              | \$30/each                               |
| Townhouse & Duplex (less than 4 story)                                                                           | \$25 per unit                                                     | \$0.20                                           | \$0.10                              | \$25/each                | Townhouse & Duplex (less than 4 story)                                                                           | \$50 per unit                                                     | \$0.20                                           | \$0.10                              | \$30/each                               |
| Residential Dwelling Addition                                                                                    | \$50.00                                                           | \$0.18                                           | \$0.00                              | \$25/each                | Residential Dwelling Addition                                                                                    | \$55.00                                                           | \$0.18                                           | \$0.00                              | \$30/each                               |
| Residential Interior Room/Basement Renovation                                                                    | \$50 + \$50 per required inspection                               |                                                  |                                     |                          | Residential Interior Room/Basement Renovation                                                                    | \$75 + \$50 per required inspection                               |                                                  |                                     |                                         |
| Chimney/Fireplace (added to existing dwelling)                                                                   | \$100 per chimney                                                 |                                                  |                                     |                          | Chimney/Fireplace (added to existing dwelling)                                                                   | \$110 per chimney                                                 |                                                  |                                     |                                         |
| Sheds/Garage/Structure ancillary to Residence                                                                    | \$50.00                                                           | \$0.18                                           | \$0.08                              |                          | Sheds/Garage/Structure ancillary to Residence                                                                    | \$60.00                                                           | \$0.18                                           | \$0.08                              |                                         |
| Decks                                                                                                            | \$50.00                                                           | plus \$0.08/sq.-ft. of deck area                 |                                     |                          | Decks                                                                                                            | \$60.00                                                           | plus \$0.08/sq.-ft. of deck area                 |                                     |                                         |
| Swimming Pool                                                                                                    | \$50.00                                                           | plus \$0.08/sq.-ft. of pool area and patio area. |                                     |                          | Swimming Pool                                                                                                    | \$60.00                                                           | plus \$0.08/sq.-ft. of pool area and patio area. |                                     |                                         |
| Replacement Windows                                                                                              | \$100.00                                                          |                                                  |                                     |                          | Replacement Windows                                                                                              | \$110.00                                                          |                                                  |                                     |                                         |
| Electrial Wiring Only<br>(Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.) | \$100.00                                                          |                                                  |                                     |                          | Electrial Wiring Only<br>(Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.) | \$110.00                                                          |                                                  |                                     |                                         |
| Demolition - Residential Dwelling                                                                                | \$100.00                                                          | \$0.00                                           | \$0.00                              |                          | Demolition - Residential Dwelling                                                                                | \$110.00                                                          | \$0.00                                           | \$0.00                              |                                         |
| Retaining Wall (4' or more from footer to top wall)                                                              | \$50 plus \$0.08/lineal foot of wall                              |                                                  |                                     |                          | Retaining Wall (4' or more from footer to top wall)                                                              | \$60 plus \$0.08/lineal foot of wall                              |                                                  |                                     |                                         |
| Fence (6' or more in height above ground surface)                                                                | \$50 plus \$0.08/lineal foot of fence                             |                                                  |                                     |                          | Fence (6' or more in height above ground surface)                                                                | \$60 plus \$0.08/lineal foot of fence                             |                                                  |                                     |                                         |
| Agricultural Building                                                                                            | \$50.00                                                           | \$0.00                                           | \$0.00                              |                          | Agricultural Building                                                                                            | \$55.00                                                           | \$0.00                                           | \$0.00                              |                                         |
| Re-inspection Fee                                                                                                | \$50/each re-inspection, paid prior to re-inspection              |                                                  |                                     |                          | Re-inspection Fee                                                                                                | \$50/each re-inspection, paid prior to re-inspection              |                                                  |                                     |                                         |
| Plan change after permit issued                                                                                  | \$50 plus \$50 for each additional inspection due to plan change. |                                                  |                                     |                          | Plan change after permit issued                                                                                  | \$50 plus \$50 for each additional inspection due to plan change. |                                                  |                                     |                                         |
| Permit Application Denied & Resubmitted within 90 days for review; \$75 re-application fee                       |                                                                   |                                                  |                                     |                          | Permit Application Denied & Resubmitted within 90 days for review; \$75 re-application fee                       |                                                                   |                                                  |                                     |                                         |
| Beginning Construction Without a Permit                                                                          | 1st time = \$50                                                   | 2nd time = \$150                                 | 3rd time = \$300                    |                          | Beginning Construction Without a Permit                                                                          | 1st time = \$50                                                   | 2nd time = \$150                                 | 3rd time = \$300                    |                                         |

Jefferson County, West Virginia  
Engineering Department  
Office of Building Permits & Inspections

**PROPOSED IBC BUILDING PERMIT FEE SCHEDULE  
FINAL DRAFT  
(As of December 4, 2014)**

**IBC - Commercial/Industrial Building Permit Fee Schedule**

Date: 12/4/2014

| Commercial Permit Type                                                                                        | Current Fee                                                       |                                                |                                     | Commercial Permit Type                                                                                           | Proposed Fee                                                                 |                                                |                                           |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------|
|                                                                                                               | Base Fee                                                          | Fee per Sq.-Ft. of Finished Area               | Fee per Sq.-Ft. of Un-finished Area |                                                                                                                  | Base Fee                                                                     | Fee per Sq.-Ft. of Finished Floor Area         | Fee per Sq.-Ft. of Un-finished Floor Area |
| Commercial/Industrial/Multi-Family Buildings (value less than \$50,000)                                       | \$250.00                                                          | \$0.18                                         | \$0.18                              | Commercial/Industrial/Multi-Family Buildings (Less than 1,000 sq.-ft. floor area)                                | \$275.00                                                                     | \$0.18                                         | \$0.18                                    |
| Commercial/Industrial/Multi-Family Buildings (value greater than \$50,000)                                    | \$500.00                                                          | \$0.18                                         | \$0.18                              | Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area)                 | \$550.00                                                                     | \$0.18                                         | \$0.18                                    |
| Commercial Interior Room Renovation                                                                           | \$1,000 plus \$50 per required inspection                         |                                                |                                     | Commercial Interior Room Renovation                                                                              | \$1,000 plus \$50 per required inspection                                    |                                                |                                           |
| Church Building                                                                                               | \$500.00                                                          | \$0.18                                         | \$0.18                              | Church Building                                                                                                  | \$550.00                                                                     | \$0.18                                         | \$0.18                                    |
| Church Addition, Pavilions & Ancillary Structures (value less than \$25,000)                                  | \$50 plus \$50 per required inspection                            |                                                |                                     | Church Addition, Pavilions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)                | \$75 + \$50 per required inspection                                          |                                                |                                           |
| Church Addition, Pavilions & Ancillary Structures (value greater than \$25,000)                               | \$250.00                                                          | \$0.18                                         | \$0.18                              | Church Addition, Pavilions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print) | \$275                                                                        | \$0.18                                         | \$0.18                                    |
| Institutional (hospital, school, fire hall, etc.)                                                             | \$250.00                                                          | \$0.18                                         | \$0.18                              | Institutional (hospital, school, fire hall, etc.)                                                                | \$275                                                                        | \$0.18                                         | \$0.18                                    |
| Commercial Swimming Pool                                                                                      | \$250.00                                                          | Plus \$0.18/sq.-ft. of pool & patio area       |                                     | Commercial/Institutional Swimming Pool                                                                           | \$275 per pool + \$0.18/sq.-ft. of pool & patio; \$250 per Whirlpool/Hot Tub |                                                |                                           |
| Demolition Permit                                                                                             | \$200.00                                                          | \$0.00                                         | \$0.00                              | Demolition Permit                                                                                                | \$225.00                                                                     | \$0.00                                         | \$0.00                                    |
| Existing Cell Tower or Electric Substation & Equipment                                                        | \$250.00                                                          | \$0.00                                         | \$0.00                              | Existing Cell Tower or Electric Substation & Equipment                                                           | \$275.00                                                                     | \$0.00                                         | \$0.00                                    |
| New Cell Tower or Electric Substation & Equipment                                                             | \$1,000.00                                                        | \$0.00                                         | \$0.00                              | New Cell Tower or Electric Substation & Equipment                                                                | \$1,100.00                                                                   | \$0.00                                         | \$0.00                                    |
| Temporary Construction Trailers                                                                               | \$50.00                                                           | \$0.00                                         | \$0.00                              | Temporary Construction Trailers                                                                                  | \$60.00                                                                      | \$0.00                                         | \$0.00                                    |
| Sign Permit: Value < or = to \$2,500                                                                          | \$50.00                                                           | N/A                                            | N/A                                 | Sign Permit: Value < or = to \$2,500                                                                             | \$60.00                                                                      | N/A                                            | N/A                                       |
| Sign Permit: Value > \$2,500                                                                                  | \$250.00                                                          | N/A                                            | N/A                                 | Sign Permit: Value > \$2,500                                                                                     | \$275.00                                                                     | N/A                                            | N/A                                       |
| Retaining Wall (4' or more from footer to top wall)                                                           | \$50 plus \$0.08/lineal foot of wall                              |                                                |                                     | Retaining Wall (4' or more from footer to top wall)                                                              | \$60 plus \$0.08/lineal foot of wall                                         |                                                |                                           |
| Fence (6' or more in height above ground surface)                                                             | \$50 plus \$0.08/lineal foot of fence                             |                                                |                                     | Fence (6' or more in height above ground surface)                                                                | \$60 plus \$0.08/lineal foot of fence                                        |                                                |                                           |
| Replacement Windows                                                                                           | \$100.00                                                          |                                                |                                     | Replacement Windows                                                                                              | \$110.00                                                                     |                                                |                                           |
| Electrial Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.) | \$100.00                                                          |                                                |                                     | Electrial Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)    | \$110.00                                                                     |                                                |                                           |
| Site Plan with no Structures (parking lot, walkway, etc.)                                                     | \$250.00                                                          | plus \$1.00 for every \$1,000 value > \$50,000 |                                     | Site Plan with no Structures (parking lot, walkway, etc.)                                                        | \$275.00                                                                     | plus \$1.00 for every \$1,000 value > \$50,000 |                                           |
| Re-inspection Fee                                                                                             | \$50/each re-inspection, paid prior to re-inspection              |                                                |                                     | Re-inspection Fee                                                                                                | \$50/each re-inspection, paid prior to re-inspection                         |                                                |                                           |
| Plan change after permit application reviewed                                                                 | \$50 plus \$50 for each additional inspection due to plan change. |                                                |                                     | Plan change after permit application reviewed                                                                    | \$50 plus \$50 for each additional inspection due to plan change.            |                                                |                                           |
| Permit Application Denied & Resubmitted within 90 days for review; \$75 re-application fee.                   |                                                                   |                                                |                                     | Permit Application Denied & Resubmitted within 90 days for review; \$100 re-application fee.                     |                                                                              |                                                |                                           |
| Beginning Construction Without a Permit                                                                       | 1st time = \$50                                                   | 2nd time = \$150                               | 3rd time = \$300                    | Beginning Construction Without a Permit                                                                          | (1st time = \$50, 2nd time \$150, 3rd time \$300) + permit fee               |                                                |                                           |

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Planning & Zoning**  
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**MEMO**

**TO:** County Commission Members  
**FROM:** Jennifer M. Brockman, AICP, Director, Planning and Zoning Department  
**DATE:** November 20, 2014  
**RE:** Potential Planning and Zoning Land Development Fee Increases

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**Overview**

In response to budget and revenue concerns expressed by the County Commission early in 2014, Planning and Zoning staff have reviewed older proposed fee increases as options for the County Commission to reconsider. Attached is a proposed updated 2001 Land Development Fee Schedule reflecting a 10% increase in land development and subdivision fees, breaking fees down to follow the current Subdivision Regulation processes, and adding fees for site plans. A similar update was proposed to the County Commission by the Planning Commission in early 2011. A separate proposal related to Building Permit and Engineering fees is being presented by the Department of Engineering.

Potential revisions to the fees were discussed extensively between 2009 and 2011, but no increase occurred at that time, and fee increases have not been considered recently. Staff respectfully requests that, at a minimum, the revised fee structure be approved and fees be added for the major and minor site plan for which no fees are currently charged.

**History of Fee Revisions Considered**

The current Land Development and Subdivision Fee Schedule was approved by the County Commission in 2001. After the adoption of the November 2008 Subdivision Regulations, the Planning Commission and Planning, Zoning, and Engineering staff initiated a review of the 2001 Land Development Fees to determine if they accurately reflected the costs associated with development review activities. The effort to develop actual cost recovery fees was thoroughly vetted and received considerable input. In October 2010, the County Commission reviewed the last version of the cost recovery fees forwarded to them by the Planning Commission and determined that cost recovery would result in fees that were too high and were not realistic for the current economy. The County Commission sent the fees back to the Planning Commission to reconsider the proposal. Later that month, the Planning Commission directed staff to utilize the new format developed during the cost recovery analysis that reflects the newer Subdivision Regulation processes and modify the current land development fees to reflect a 20% increase above current levels.

In January 2011, staff presented the Land Development Fee proposal in the format requested by the Planning Commission generally reflecting a 20% increase in fees. Development review categories for which no fee currently exists were noted. In some cases, staff recommended a fee and in some cases these were left at zero for the Commission's consideration. Additional details to the breakdown were also presented. At that time the Planning Commission made a motion to have staff rework the current proposed fees to indicate no more than a 10% increase in current fees. When this 10% increase was presented to the County Commission in February 2011, the Commission voted to postpone

consideration of these fee increases for a minimum of two years. The time is ripe for this reconsideration and the attached tables reflect the 10% increase proposed in 2011 with some minor modifications. Please note that this follows the format previously requested that more closely parallels the most recent versions of the Zoning and Land Development Ordinance and the Subdivision and Land Development Regulations. Fees for items that currently have no fees, such as site plans, are listed in blue for the Commission's information.

**Planning & Zoning Departments'**  
**Proposed Land Development Fee Schedule**  
 October 2014

| Minor Residential Subdivision | CURRENT FEE | PROPOSED FEE |
|-------------------------------|-------------|--------------|
| ≤ 5 Lots                      | Final Plat  | Final Plat   |
| Base Fee Per Plat             | \$200       | \$220        |
| Plus Per Lot Fee              | \$200       | \$220        |

| Merger Deed<br>(Lot Line Adjustment) | CURRENT FEE | PROPOSED FEE |
|--------------------------------------|-------------|--------------|
| Base Fee Per Plat                    | \$100       | \$110        |
| Plus Per Lot Fee                     | \$100       | \$110        |

| Minor Non-Residential Subdivision                                                                 | CURRENT FEE | PROPOSED FEE |
|---------------------------------------------------------------------------------------------------|-------------|--------------|
| ≤ 5 Lots; 4 + Residue Lot maximum;<br>and only in existing approved<br>Commercial/Industrial Park | Final Plat  | Final Plat   |
| Base Fee Per Plat                                                                                 | \$300       | \$330        |
| Plus Per Lot Fee                                                                                  | \$500       | \$550        |

| Major Residential Subdivision | CURRENT FEES                  |                         | PROPOSED FEES               |                               |                         |
|-------------------------------|-------------------------------|-------------------------|-----------------------------|-------------------------------|-------------------------|
|                               | Preliminary Plat (each phase) | Final Plat (each phase) | Concept Plan                | Preliminary Plat (each phase) | Final Plat (each phase) |
| > 5 Lots                      |                               |                         |                             |                               |                         |
| Base Fee Per Plat             | \$150                         | \$150                   | <i>1-50 Lots<br/>\$275</i>  | \$180                         | \$150                   |
| Plus Per Lot Fee              | \$250                         | \$150                   | <i>50+ Lots<br/>\$1,100</i> | \$275                         | \$165                   |

| Major Non-Residential Subdivision | CURRENT FEES                  |                         | PROPOSED FEES               |                               |                         |
|-----------------------------------|-------------------------------|-------------------------|-----------------------------|-------------------------------|-------------------------|
|                                   | Preliminary Plat (each phase) | Final Plat (each phase) | Concept Plan                | Preliminary Plat (each phase) | Final Plat (each phase) |
| > 5 Lots                          |                               |                         |                             |                               |                         |
| Base Fee Per Plat                 | \$150                         | \$150                   | <i>1-50 Lots<br/>\$275</i>  | \$180                         | \$150                   |
| Plus Per Lot Fee                  | \$250                         | \$250                   | <i>50+ Lots<br/>\$1,100</i> | \$275                         | \$275                   |

**Planning & Zoning Departments'**  
**Proposed Land Development Fee Schedule**  
 October 2014

| Mobile Home Park Site Plan<br>(No subdivision of lots) | CURRENT FEE | PROPOSED FEES |                                                                          |
|--------------------------------------------------------|-------------|---------------|--------------------------------------------------------------------------|
|                                                        |             | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-inspection Fees Apply) |
| Base Fee Per Park                                      | \$250       | <b>\$135</b>  | \$135                                                                    |
| Plus Per Gross Project Acre                            | \$100       |               | \$110                                                                    |
| Per Mobile Home Pad                                    | \$200       |               | \$220                                                                    |
| Per Principal Building                                 | \$100       |               | \$110                                                                    |

| Campground Site Plan        | CURRENT FEE | PROPOSED FEES |                                                                          |
|-----------------------------|-------------|---------------|--------------------------------------------------------------------------|
|                             |             | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-inspection Fees Apply) |
| Base Fee Per Project        | \$250       | <b>\$135</b>  | \$135                                                                    |
| Plus Per Gross Project Acre | \$100       |               | \$110                                                                    |
| Per Campsite                | \$50        |               | \$55                                                                     |
| Per Principal Building      | \$100       |               | \$110                                                                    |

| Townhome, Condominium,<br>Apartment & Motel/Hotel Site Plan<br>(no subdivision of lots) | CURRENT FEE | PROPOSED FEES |                                                                          |
|-----------------------------------------------------------------------------------------|-------------|---------------|--------------------------------------------------------------------------|
|                                                                                         |             | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-inspection Fees Apply) |
| Base Fee Per Plat                                                                       | \$250       | <b>\$135</b>  | \$135                                                                    |
| Plus Per Gross Project Acre                                                             | \$100       |               | \$110                                                                    |
| Per Principal Building                                                                  | \$200       |               | \$220                                                                    |
| Per Unit                                                                                | \$100       |               | \$110                                                                    |

| Self-Storage Units Site Plan<br>& Minor or Major Process | PROPOSED FEES |                                                                          |
|----------------------------------------------------------|---------------|--------------------------------------------------------------------------|
|                                                          | Concept Plan  | Site Plan, Bonding & Milestone Inspections<br>(Re-inspection Fees Apply) |
| Base Fee Per Plan                                        | <b>\$135</b>  | <b>\$1000</b>                                                            |

**Planning & Zoning Departments'**  
**Proposed Land Development Fee Schedule**  
 October 2014

| <b>Cell Tower Site Plan</b> | <b>PROPOSED FEES</b> |                                                                       |
|-----------------------------|----------------------|-----------------------------------------------------------------------|
|                             | Concept Plan         | Site Plan, Bonding & Milestone Inspections (Re-inspection Fees Apply) |
| Base Fee Per Plan           | <b>\$135</b>         | <b>\$1000</b>                                                         |

| <b>Minor/Limited Site Plan</b> | <b>PROPOSED FEE</b>                                                   |  |
|--------------------------------|-----------------------------------------------------------------------|--|
|                                | Site Plan, Bonding & Milestone Inspections (Re-inspection Fees Apply) |  |
| Base Fee Per Plan              | <b>\$1200</b>                                                         |  |

| <b>Minor/Full Site Plan</b>                                                                                                              | <b>PROPOSED FEE</b>                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--|
| Sites < 5,000 sq. ft. on undeveloped site <i>or</i> < than 10% of existing buildings <i>or</i> 10,000 sq. ft. or less; whichever is less | Site Plan, Bonding & Milestone Inspections (Re-inspection Fees Apply) |  |
| Base Fee Per Plan                                                                                                                        | <b>\$2400</b>                                                         |  |
| Plus fee for area > 5,000 sq. ft. of impervious area plus disturbed area.                                                                | \$0.02 per sq. ft. of impervious + disturbed area over 5,000 sq. ft.  |  |

| <b>Major/Full Site Plan</b>                                                                                                              | <b>PROPOSED FEES</b> |                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------|
| Sites > 5,000 sq. ft. on undeveloped site <i>or</i> > than 10% of existing buildings <i>or</i> 10,000 sq. ft. or less; whichever is less | Concept Plan         | Site Plan, Bonding & Milestone Inspections (Re-inspection Fees Apply) |
| Base Fee Per Plan                                                                                                                        |                      | <b>\$3600</b>                                                         |
| Plus fee for area > 5,000 sq. ft. of impervious area plus disturbed area.                                                                | <b>\$600</b>         | \$0.04 per sq. ft. of impervious + disturbed area over 5,000 sq. ft.  |

**Planning & Zoning Departments'**  
**Proposed Land Development Fee Schedule**  
 October 2014

| Redline Revision                                                                 | CURRENT FEES     |           | PROPOSED FEES    |           |
|----------------------------------------------------------------------------------|------------------|-----------|------------------|-----------|
|                                                                                  | Preliminary Plat | Site Plan | Preliminary Plat | Site Plan |
| Minor Revision Base Fee Per Plan (up to 3 different revisions on one submission) | \$150            | \$150     | \$165            | \$165     |
| Major Revision Base Fee Per Plan (up to 3 different revisions on one submission) | -                | -         | \$250            | \$250     |

| <u>ZONING ITEMS</u>                                                                   | <u>CURRENT FEES</u>      | <u>PROPOSED FEES</u>                                                                                                              |
|---------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Zoning Ordinance Text Amendment Application                                           | -                        | <b>\$1100</b>                                                                                                                     |
| Zoning Ordinance Map Amendment Application (Rezoning)                                 | \$1000 + \$50 per acre   | \$1100 + \$55 per acre                                                                                                            |
| Conditional Use Permit (CUP) Application without LESA                                 | \$250 + \$50 per acre    | \$275 + \$55 per acre                                                                                                             |
| Conditional Use Permit (CUP) Application with LESA                                    | \$250 + \$50 per acre    | \$275 + \$55 per acre<br>50% returned if the project fails LESA<br>0% returned if the project fails LESA & loses an appeal to BZA |
| Modification of existing CUP requiring Board/Commission Approval                      | \$250 + \$25 per acre    | \$275 + \$25 per acre                                                                                                             |
| Appeal of CUP once issued by Board/Commission                                         | \$250 per appeal filed   | \$275 per appeal filed                                                                                                            |
| Zoning Variance Application                                                           | \$100 per section varied | \$110 per section varied                                                                                                          |
| Multiple Use Variances                                                                | \$200                    | \$220                                                                                                                             |
| Zoning Variance Application (construction/use has commenced prior to BZA approval)    | \$150                    | \$165                                                                                                                             |
| Administrative Appeal Application (each issue appealed constitutes a separate appeal) | \$100/per item           | \$110/per item                                                                                                                    |
| Zoning Map Interpretation                                                             | <b>No charge</b>         | <b>No Charge</b>                                                                                                                  |
| Zoning Text Interpretation                                                            | <b>No charge</b>         | <b>No Charge</b>                                                                                                                  |
| Zoning Certificate<br><i>*No fee if only a tenant change in conforming structure</i>  | <b>No charge</b>         | <b>\$25</b>                                                                                                                       |

**Planning & Zoning Departments'**  
**Proposed Land Development Fee Schedule**  
 October 2014

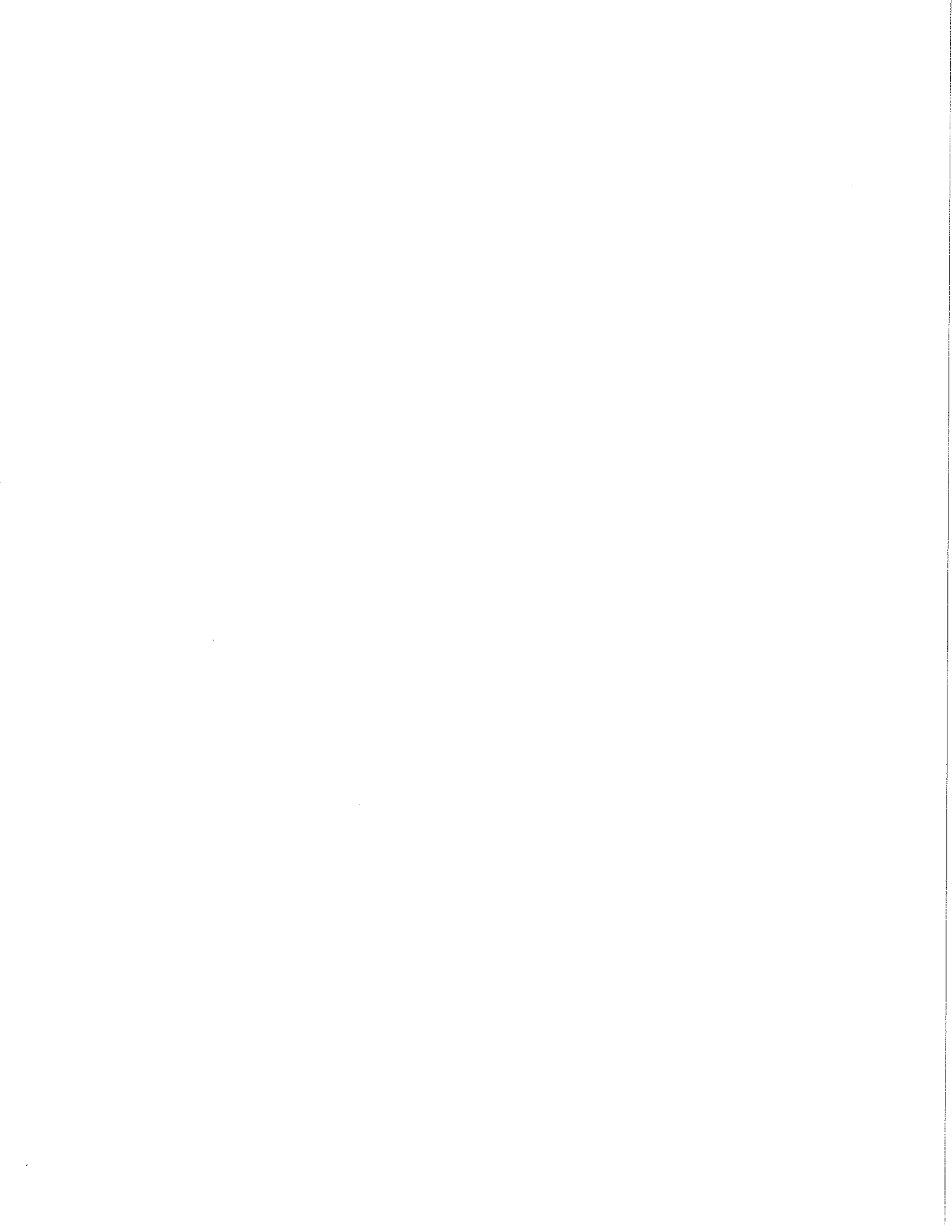
| <u>SUBDIVISION ITEMS</u>                | <u>CURRENT FEES</u> | <u>PROPOSED FEES</u> |
|-----------------------------------------|---------------------|----------------------|
| Pre-Proposal Conferences                | No charge           | No Charge            |
| Lot Line Adjustment/Merger              | \$100               | \$110                |
| Subdivision Regulations Waiver Request  | \$100               | \$110                |
| Minor Final Plat or Site Plan Amendment | \$150               | \$165                |
| Clerical/Scrivener Error                | No charge           | \$50                 |

| <u>MISCELLANEOUS ITEMS</u>                                                                                                              | <u>CURRENT FEES</u> | <u>PROPOSED FEES</u>   |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|
| Aerial Photograph                                                                                                                       | \$15                | \$16                   |
| 2014 Comprehensive Plan (text only, no maps)                                                                                            | -                   | <b>\$20</b>            |
| 2014 Comprehensive Plan (text & 11 x 17 maps)                                                                                           | -                   | <b>\$40</b>            |
| 2004 and Older Comprehensive Plan                                                                                                       | \$12                | \$13                   |
| Zoning Map (small – 11 x 17)                                                                                                            | \$5                 | \$5                    |
| Zoning Map (medium – 24 x 36)                                                                                                           | -                   | <b>\$10</b>            |
| Zoning Map (large – 36 x 54)                                                                                                            | \$20                | \$22                   |
| CD (copy of meetings, electronic copy of files, etc.)                                                                                   | \$10                | \$10                   |
| Zoning Ordinance                                                                                                                        | \$25                | \$28                   |
| Subdivision Regulations                                                                                                                 | \$25                | \$28                   |
| Copies (letter, legal & 11"x17")                                                                                                        | \$1/page            | \$1/page*              |
| Copies (plan sheets, maps, etc.)                                                                                                        | \$7.50/sheet        | \$7.50/sheet*          |
| Digital copies, electronically conveyed                                                                                                 | -                   | <b>\$10/sheet/page</b> |
| *Note: The charge for copies is subject to change and shall be the prevailing rate as set by the County Commission of Jefferson County. |                     |                        |
|                                                                                                                                         |                     |                        |

*Note: The fee amounts shown in bold, italicized blue font are services for which there is no current established fee.*

**Note: These fees do not include any Engineering/Building Permit fees.**

**Note: All projects vested in process prior to the adoption of this fee schedule will utilize the fee schedule last amended in January 2001.**



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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

Department or Organization: **Engineering Department**

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

Date Requested – 1<sup>st</sup> Choice: **November 6, 2014**

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

Date Requested – 2<sup>nd</sup> Choice: **November 20, 2014**

Subject (*Wording to be placed on agenda*): **Thorn Hill Subdivision (JCPC File No. 02-17) – Request for time extension on Tolling of Bonding Agreement expiration.**

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

The Jefferson County Commission entered into an “Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions” (also known as a tolling of bonding agreement) on February 3, 2011 with the developer of the Thorn Hill Subdivision. The bonding/surety provider and financier of the project is United Bank.

The purpose of the tolling of bonding agreement is to provide relief to the developer and the project financier/bonding/surety provider from having to move forward with a subdivision project during difficult economic times, especially due to a downturn in the market conditions for residential lots and new homes. Tolling of the bond only applies to projects where no work has started and no lots have been sold; the project at this point is only a platted subdivision of record in the County Clerk’s office. Under the tolling agreement the project may not move forward with the sale of lots and construction of the site improvements until the full construction bond amount is reposted at the current rates.

The intent is that the project only be required to move forward when economic conditions support the ability to sell the lots, this in turn finances the cost of building the required site improvements. Otherwise, forcing a project to proceed with construction of the site improvements when it is not economically viable may result in a default on the bonding agreement by the developer; as a result, the county may be forced to take the bond and the county then becomes responsible for finishing the project.

When the tolling of bonding provision was created it was decided by the bonding policy committee to have a “sunset” provision (see section 6(c) of the tolling agreement) that sets a maximum 4 year time limit for tolling so that projects cannot be tolled indefinitely. The expectation was that economic conditions would turn around in that period of time. However, the developer and representatives of United Bank have indicated that they do not believe it is a good time to move forward with reposting the bond and beginning construction of the site improvements under the current economic conditions.

The Thorn Hill Subdivision tolling of bonding agreement is due to expire on February 3, 2015. At that time, the developer will be required to post the full construction bond in an estimated amount of approximately \$4-6 million;

otherwise, a default on the agreement may result in a recording of the merger deed and the subdivision reverting back to its original single parcel. The platted Thorn Hill Subdivision will then cease to exist.

Section 9 of the tolling agreement provides a provision for amendment of the agreement by the declarant and the County Commission. Engineering is not opposed to granting the time extension.

**This issue was tabled at the September 18<sup>th</sup> County Commission meeting. Before further consideration of the request the Commission wanted Stephanie Grove, Assistant Prosecuting Attorney, to research whether or not the County Commission has the authority to place conditions on the approved subdivision plat if they are inclined to grant the time extension request. The County Commission discussed possibly requiring that the approved stormwater management system be redesigned to meet the current Jefferson County Stormwater Management Ordinance requirements as a condition of granting a time extension.**

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*):

**Options:**

1.     **Move to deny the request to extend the tolling of bonding agreement expiration date for the Thorn Hill Subdivision (JCPC File No. 02-17); or**
2.     **Move to approve the request to extend the tolling of bonding agreement without conditions and to extend the expiration date by \_\_\_\_ years for the Thorn Hill Subdivision (JCPC File No. 02-17) and that a new/amended agreement be executed and recorded in the office of the County Clerk; or**
3.     **Move to approve the request to extend the tolling of bonding agreement with the condition that the stormwater management system be redesigned to meet the requirements of the current Jefferson County Stormwater Management Ordinance and that all redesign and resulting plat changes be reviewed and processed administratively by staff; and to extend the expiration date by \_\_\_\_ years for the Thorn Hill Subdivision (JCPC File No. 02-17) and that a new/amended agreement be executed and recorded in the office of the County Clerk.**

***Note:** under option no. 3, the developer will have to engage an engineer to redesign the stormwater management and drainage system, provide a Stormwater management report and make the necessary amendments (change the construction drawings to reflect the new design) to the approved plats and then submit them to staff for review and processing; all this will have to be done before the developer can repost the bond and bring the subdivision out of tolling. A longer length of time is justified under option no. 3 versus option no. 2 due to the amount of work, review and processing that is required. I recommend a minimum of 2 years on option no. 2 and 3 years on option no. 3.*

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

If not attached, explain: **See attached tolling of bonding agreement (Deed Book 1091, page 459)**

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

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

JOE MANCHIN III  
WEST VIRGINIA

SUITE 306  
HART BUILDING  
WASHINGTON, DC 20510  
(202) 224-3954

## United States Senate

WASHINGTON, DC 20510-4804

ENERGY AND NATURAL  
RESOURCES COMMITTEE  
ARMED SERVICES COMMITTEE  
SPECIAL COMMITTEE ON AGING  
BANKING, HOUSING, AND  
URBAN AFFAIRS COMMITTEE

November 18, 2014

Ms. Sandy Slusher McDonald  
Deputy County Administrator  
Jefferson County Commission  
124 East Washington Street  
Charles Town, West Virginia 25414-1072

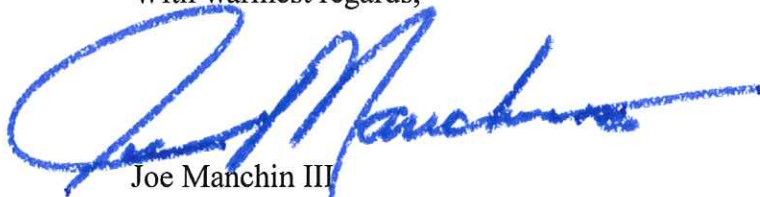
Dear Ms. McDonald:

My staff and I truly appreciate you taking the time out of your busy schedule to join us at our recent open house for my new Senate office in beautiful Martinsburg.

Serving as West Virginia's United States Senator is a tremendous honor, and I thoroughly enjoyed being able to visit with you at the open house. My new office is located in a more accessible location and has a friendly atmosphere that welcomes fellow West Virginians, whether they are expressing their ideas and concerns or simply visiting. Being able to communicate on a more personal level makes quite a bit of difference and I am proud to say that here in West Virginia, we work best when we work together.

Again, thank you for attending my open house and I look forward to continuing my dialogue with you and bringing West Virginia's commonsense ideas to Washington. If I can be of any further assistance, please feel free to visit any of my offices in Charleston, Morgantown, or Martinsburg.

With warmest regards,



Joe Manchin III  
United States Senator

JM/sac

Rec'd  
11-24-14

**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](mailto:engineering@jeffersoncountywv.org)

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MEMORANDUM

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

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER *RLG/rfb*  
ENGINEERING DEPARTMENT

DATE: NOVEMBER 24, 2014

SUBJECT: MISSION TABERNACLE CHURCH – CHURCH ADDITION - FILE #S13-06

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

Mission Tabernacle Church – Church Addition -File #S13-06, which is secured by Cash-in-Escrow with the Bank of Charles Town, Charles Town, West Virginia in the amount of \$14,037.00.

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

RLG:rfb

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 18, 2014, or as soon thereafter as the Commission may decide:

**Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2015.**

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

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

**SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:**

**November 26, December 3, and December 10**

**THANKS - JEFFERSON COUNTY COMMISSION**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 18, 2014, or as soon thereafter as the Commission may decide:

**Harpers Ferry - Bolivar Public Library Board: one five-year term ending December 31, 2019.**

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

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

**SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:**

**November 26, December 3, and December 10**

**THANKS - JEFFERSON COUNTY COMMISSION**

NOTICE OF WORK SESSION  
COUNTY COMMISSION OF JEFFERSON COUNTY

The County Commission of Jefferson County will hold a work session on Thursday, December 11, 2014 at 9:30 a.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this work session is to review the Planning Commission's Redlined Version of the Draft 2014 Comprehensive Plan, entitled Envision Jefferson 2035, recommended to the County Commission on October 14, 2014.

Though the public is welcome and encouraged to attend this work session, no public comments will be accepted during this session.

You can view the October 14, 2014 Draft Envision Jefferson 2035 Comprehensive Plan at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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

**NOTICE**  
**JEFFERSON COUNTY COMMISSION**  
**MEETING TIME CHANGE**

The regular meeting of the Jefferson County Commission scheduled on Thursday, December 18, 2014, has been changed and will start at **10:30 a.m.**

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

# NOTICE



All Jefferson County Commission offices will be closed at 12:00 pm on Wednesday, December 24th and all day on Thursday, December 25th, 2014 in observance of the Christmas Holiday.

Offices will also be closed at 12:00 pm on Wednesday, December 31st, 2014 and all day on Thursday, January 1st, 2015 in observance of the New Years Holiday.

# **NOTICE JEFFERSON COUNTY COMMISSION MEETING CANCELLATIONS**

The regular meeting scheduled on Thursday, January 1<sup>st</sup>, 2015 has been cancelled. The Commission will resume its regular session on Thursday, January 8<sup>th</sup>, 2015, at 9:30 a.m.

Anyone wishing to place an item on the January 8<sup>th</sup>, 2015 Agenda must have all necessary documents emailed, delivered or mailed to the County Commission office on or before noon, Wednesday, December 31<sup>st</sup>, 2014.

## Jessica Carroll

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**From:** Phil Viens [mountainous@comcast.net]  
**Sent:** Monday, November 24, 2014 3:01 PM  
**To:** webmaster@jeffersoncountywv.org; cschott@jeffersoncountywv.org;  
sandy@jeffersoncountywv.org; chernandez@jeffersoncountywv.org  
**Subject:** Ambulance Fee

## Your submission:

---

**Your Name:** Phil Viens

**Your Email Address:** [mountainous@comcast.net](mailto:mountainous@comcast.net)

**Subject:** Ambulance Fee

**Message:** Dear Neighbors,

I will be sending you my \$50.00 fee shortly.

Since moving here from Denver in 09, it's been tough trying to figure out how local government works. It's been trial and error for example, learning how to pay property tax on my car, got stopped by the local constabulary for not having an emissions sticker so learned I had to have one and now, learning that due process puts the onus on me to have either a link to your site or subscribe to local newspapers for notices of new taxes.

I had less confusion in Denver than in our small community.

I'm happy to support what we need from time to time and further, appreciate the opportunity to be an involved and engaged citizen of our town but this just seems so difficult. If I miss an email or an article in our local Gotham news I could be taxed ad infinitum.

It makes me a bit afraid to live in our community when you speak of budget cuts to such services as these as the next expense of course is police and if I have to buy my own protection or pay a surtax I might as well try to find a buyer for my house and move, provided I can find a buyer.

I'm being a bit tongue in cheek here but I trust you appreciate my views.

Kind regards,

Phil



October 28, 2014

Kimberly Bose, Secretary  
Federal Energy Regulatory Commission  
888 First Street, N.E.  
Washington, DC 20426

RE: Millville Hydroelectric Project (FERC # P-2343)

Dear Secretary Bose,

The Blue Ridge Watershed Coalition was founded to protect water resources in the Blue Ridge Mountains of West Virginia, including the Shenandoah River and its tributaries. As a part of our work we organize regular riverbank trash cleanups in the area around the Millville dam. We also conduct monthly water quality sampling both up and downstream of the dam and we have planted over 100 trees along the riverbank just above Millville.

We have been impressed by the increased commitment to maintaining public areas around the dam since the First Energy consolidation of Allegheny Power a few years ago. Prior to that consolidation, these sites were not as regularly monitored or cared for, and we are concerned that the new owners maintain First Energy's commitment.

The public recreation areas above and below the dam are heavily used in the summer. On holiday weekends these spaces provide recreational enjoyment of the Shenandoah River for hundreds of families that have few other opportunities for this sort of access. As regular monitors of the area, it is our belief that the Recreational Use Study conducted by Kleinschmidt Group for PE Hydro Generation has significantly undercounted the number of recreational users, and that this may lead to a lack of future maintenance.

Specifically, we would like assurances that

- PE Hydro Generation will regularly maintain the gravel parking areas. During heavy spring rains runoff from the adjacent quarry and the newly constructed WV Route 9 highway often wash these out so that they are not useable at all.

- Bagged trash is removed immediately following long holiday weekends. The Blue Ridge Watershed Coalition has worked with the recreational users over the past few years to encourage them to bag all trash before they leave – but we need an assurance that the bags will be removed before geese and other wildlife tear them open.
- A contact phone number or email address can be provided so that Blue Ridge Watershed Coalition can notify FE Hydro Generation of problems before they become larger than they should.

We are very interested in partnering with PE Hydro Generation to address these and other issues. We value the commitment that PE Hydro Generation and their parent companies have demonstrated to clean energy generation, and we want to help make certain that this project is successful.

Sincerely,

John Maxey, Vice Chair  
Blue Ridge Watershed Coalition

CC: Jefferson County Commission



October 2014 Tree planting – Moulton Park



2013 Tree planting  
Blue Ridge Elementary School

2012 Shenandoah River  
Cleanup – Millville Dam



Banners placed on the island across from the Millville Dam recreation area



Mountain Community Center Rain Garden project



Rec'd  
11/7/14



600 Hays Avenue  
Staunton, VA 24401

November 6, 2014

Jefferson County Administrator  
Jefferson County  
124 East Washington Street  
Charlestown, WV 25414

Dear County Administrator :

Having completed our digital network enhancement to an all-digital system, on or shortly after December 10, 2014, we will begin encrypting our Limited Basic service in your area. Encryption has a number of consumer benefits including the reduced need for home service calls and the enhanced security of our network by reducing service theft that impacts our customers' service experience.

When Limited Basic service is encrypted, all XFINITY Video customers will need equipment supplied by Comcast connected to each television in order to continue receiving services.

- A customer that has a set-top box, digital adapter, or a retail CableCARD™ device connected to each TV will be unaffected by this change.
- A customer that is currently receiving Comcast's Limited Basic service on any TV **without** equipment supplied by Comcast will lose the ability to view any channels on that TV. These customers will be entitled to receive equipment at no additional charge or service fee for a limited period of time. The number and type of devices the customer is entitled to receive, and for how long, will vary depending on the customer's situation.

Enclosed please find a sample of the customer notice that the FCC requires be sent to customers regarding encryption and the availability of devices at no additional charge or service fee. This notice has been included with the customer's bill. You'll note that we have established a special toll free number and website so that our customers can learn more about the equipment offer and eligibility.

In addition, the encryption of our Limited Basic service will impact those accounts receiving courtesy services pursuant to our Franchise Agreement. Courtesy accounts are entitled to receive up to three (3) digital adapters or CableCARDs at no additional monthly charge, including those they may have previously received as part of our digital network enhancement to an all-digital system. A sample of the courtesy notice to be received by these accounts is enclosed.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 540-974-5123.

Sincerely,

Paul Comes  
Director, Government & Regulatory Affairs

Enclosure

**If you receive XFINITY TV service on any TVs in your home without Comcast equipment, please review this information.**

**On Tuesday December 10, 2014 Comcast will start encrypting Limited Basic service on your cable system.**

If you have a set-top box, digital adapter (DTA) or retail CableCARD™ device connected to each of your TVs, you will be unaffected by this change. However, if you are currently receiving Comcast's Limited Basic service on any TV without equipment supplied by Comcast, you will lose the ability to view any channels on that TV.

If you are affected, you should contact Comcast at 1-855-860-8989 to arrange for the equipment you need to continue receiving your services. In such case, you are entitled to receive equipment at no additional charge or service fee for a limited period of time. The number and type of devices you are entitled to receive, and for how long, will vary depending on your situation:

- If you are a Limited Basic customer and receive the service on your TV without Comcast-supplied equipment, you are entitled to up to two devices for two years (five years if you also receive Medicaid).
- If you subscribe to a higher level of service and receive Limited Basic service on a secondary TV without Comcast-supplied equipment, you are entitled to one device for one year.

**You can learn more about this equipment offer and eligibility at [comcast.com/digitaladapterinfo](http://comcast.com/digitaladapterinfo) or by calling 1-855-860-8989. To qualify for any equipment at no additional charge or service fee, you must request your equipment between November 10, 2014 and April 10, 2015 and satisfy all other eligibility requirements.**

To order equipment, or for more information, call 1-855-860-8989 or visit [comcast.com/digitaladapterinfo](http://comcast.com/digitaladapterinfo).

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

|                                                         |                            |
|---------------------------------------------------------|----------------------------|
| <b>Week Ending Date</b>                                 | <b>November 15, 2014</b>   |
| <b>To be Deposited on:</b>                              | <b>November 21, 2014</b>   |
| <b>Amount Played</b>                                    | <b>56,054,830.32</b>       |
| <b>Amount Won</b>                                       | <b>50,357,674.02</b>       |
| <b>Amount Promo</b>                                     | <b>297,038.00</b>          |
| <b>MWAP Contribution</b>                                | <b><u>3,209.28</u></b>     |
| <b>Adjusted Gross Terminal Revenue</b>                  | <b><u>5,396,909.02</u></b> |
| <b>Administrative Costs @ 4%</b>                        | <b>215,876.36</b>          |
| <b>Excess Lottery Fund @ 4%</b>                         | <b><u>0.00</u></b>         |
| <b>Net Terminal Revenue</b>                             | <b><u>5,181,032.66</u></b> |
| <b>Surcharge @ 10%</b>                                  | <b>0.00</b>                |
| <b>State Share Excess @ 58% &amp; 10% of 42%</b>        | <b>0.00</b>                |
| <b>Track Share of Capital Reinvestment @ 90% of 42%</b> | <b><u>0.00</u></b>         |
| <i>Track Share of Capital Reinvestment @ 96%</i>        | <i>0.00</i>                |
| <i>Track Share of Capital Reinvestment @ 4%</i>         | <i>0.00</i>                |
| <b>Adjusted Net Terminal Revenue</b>                    | <b><u>5,181,032.66</u></b> |
| <b>Racetrack @ 46.50% / 42%</b>                         | <b>2,409,180.19</b>        |
| <b>Lottery Fund @ 30% / 0%</b>                          | <b>1,554,309.81</b>        |
| <b>Excess Lottery Fund @ 0% / 41%</b>                   | <b>0.00</b>                |
| <b>Excess Lottery Fund @ 12.85% / 9.55%</b>             | <b>665,762.70</b>          |
| <b>Race Track Purses @ 90% of 7% / 4%</b>               | <b>326,405.06</b>          |
| <b>Employee Pension Fund @ 1% / .5%</b>                 | <b>51,810.32</b>           |
| <b>Greyhound Development @ 90% of .75%</b>              | <b>34,971.97</b>           |
| <b>Thoroughbred Development @ 90% of .75%</b>           | <b>34,971.97</b>           |
| <b>County/Municipality @ 2%</b>                         | <b><u>103,620.64</u></b>   |
|                                                         | <b><u>5,181,032.66</u></b> |

WEST VIRGINIA LOTTERY

First Benchmark  
Charles Town  
County / City Split  
Fiscal Year 2015

Charles Town  
1999 Net Terminal Revenue \$ 45,603,174  
Benchmark Goal @ 2% \$ 912,063.48

| DATE                       | 2% OF<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>7.93% | CHARLES<br>TOWN<br>39.90% | HARPERS<br>FERRY<br>2.17% | RANSON<br>33.68% | SHEPHERDS<br>TOWN<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 5 days ending:<br>07/05/14 | \$ 106,819.12                | \$ 106,819.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:               |                              |                           |                      |                  |                           |                           |                  |                             |
| 07/12/14                   | \$ 111,792.16                | \$ 111,792.16             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/19/14                   | \$ 116,320.32                | \$ 116,320.32             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/26/14                   | \$ 112,502.48                | \$ 112,502.48             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/02/14                   | \$ 117,145.12                | \$ 117,145.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/09/14                   | \$ 114,374.60                | \$ 114,374.60             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/16/14                   | \$ 114,105.32                | \$ 114,105.32             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/23/14                   | \$ 116,097.04                | \$ 116,097.04             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/30/14                   | \$ 117,652.72                | \$ 60,280.02              | \$ 57,372.70         | \$ 4,549.65      | \$ 22,891.71              | \$ 1,244.99               | \$ 19,323.13     | \$ 9,363.22                 |
| 09/06/14                   | \$ 122,840.56                | \$ 61,420.28              | \$ 61,420.28         | \$ 4,870.63      | \$ 24,506.69              | \$ 1,332.82               | \$ 20,686.35     | \$ 10,023.79                |
| 09/13/14                   | \$ 102,729.92                | \$ 51,364.96              | \$ 51,364.96         | \$ 4,073.24      | \$ 20,494.82              | \$ 1,114.62               | \$ 17,299.72     | \$ 8,382.76                 |
| 09/20/14                   | \$ 101,329.08                | \$ 50,664.54              | \$ 50,664.54         | \$ 4,017.70      | \$ 20,215.15              | \$ 1,099.42               | \$ 17,063.82     | \$ 8,268.45                 |
| 09/27/14                   | \$ 100,254.44                | \$ 50,127.22              | \$ 50,127.22         | \$ 3,975.09      | \$ 20,000.76              | \$ 1,087.76               | \$ 16,882.85     | \$ 8,180.76                 |
| 10/04/14                   | \$ 107,062.56                | \$ 53,531.28              | \$ 53,531.28         | \$ 4,245.03      | \$ 21,358.98              | \$ 1,161.63               | \$ 18,029.34     | \$ 8,736.30                 |
| 10/11/14                   | \$ 102,254.00                | \$ 51,127.00              | \$ 51,127.00         | \$ 4,054.37      | \$ 20,399.67              | \$ 1,109.46               | \$ 17,219.57     | \$ 8,343.93                 |
| 10/18/14                   | \$ 112,829.28                | \$ 56,414.64              | \$ 56,414.64         | \$ 4,473.68      | \$ 22,509.44              | \$ 1,224.20               | \$ 19,000.45     | \$ 9,206.87                 |
| 10/25/14                   | \$ 99,780.40                 | \$ 49,890.20              | \$ 49,890.20         | \$ 3,956.29      | \$ 19,906.19              | \$ 1,082.62               | \$ 16,803.02     | \$ 8,142.08                 |
| 11/01/14                   | \$ 104,484.68                | \$ 52,242.34              | \$ 52,242.34         | \$ 4,142.82      | \$ 20,844.69              | \$ 1,133.66               | \$ 17,595.22     | \$ 8,525.95                 |
| 11/08/14                   | \$ 105,638.52                | \$ 52,819.26              | \$ 52,819.26         | \$ 4,188.57      | \$ 21,074.88              | \$ 1,146.18               | \$ 17,789.53     | \$ 8,620.10                 |
| 11/15/14                   | \$ 103,620.64                | \$ 51,810.32              | \$ 51,810.32         | \$ 4,108.56      | \$ 20,672.32              | \$ 1,124.28               | \$ 17,449.72     | \$ 8,455.44                 |
| Subtotal                   | \$ 2,189,632.96              | \$ 1,550,848.22           | \$ 638,784.74        | \$ 50,655.63     | \$ 254,875.10             | \$ 13,861.64              | \$ 215,142.72    | \$ 104,249.65               |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**VIDEO LOTTERY REPORT**

| FY 2011    |            | FY 2012    |            | FY 2013    |            | FY 2014    |            | FY 2015    |            |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     |
| 7/3/2010   | 115,402.58 | 7/1-2/2011 | 69,824.12  | 7/7/2012   | 161,637.92 | 7/6/2013   | 123,196.88 | 7/5/2014   | 106,819.12 |
| 7/10/2010  | 205,731.64 | 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 |
| 7/17/2010  | 161,386.76 | 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 |
| 7/24/2010  | 160,368.28 | 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 |
| 7/31/2010  | 157,802.08 | 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 |
| 8/7/2010   | 136,494.98 | 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 |
| 8/14/2010  | 78,376.68  | 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 |
| 8/21/2010  | 76,199.02  | 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 |
| 8/28/2010  | 72,460.03  | 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  |
| 9/4/2010   | 76,362.84  | 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  |
| 9/11/2010  | 82,969.36  | 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  |
| 9/18/2010  | 67,638.78  | 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  |
| 9/25/2010  | 70,435.06  | 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  |
| 10/2/2010  | 71,013.86  | 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  |
| 10/9/2010  | 69,311.50  | 10/8/2011  | 70,866.90  | 10/13/2012 | 60,710.18  | 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  |
| 10/16/2010 | 75,234.62  | 10/15/2011 | 75,262.66  | 10/20/2012 | 62,333.08  | 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  |
| 10/23/2010 | 70,290.80  | 10/22/2011 | 68,757.72  | 10/27/2012 | 58,073.54  | 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  |
| 10/30/2010 | 65,615.04  | 10/29/2011 | 60,507.98  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  |
| 11/6/2010  | 61,337.62  | 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  |
| 11/13/2010 | 64,595.28  | 11/12/2011 | 67,627.10  | 11/17/2012 | 57,432.36  | 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  |
| 11/20/2010 | 56,010.08  | 11/19/2011 | 60,690.60  | 11/24/2012 | 65,888.86  | 11/23/2013 | 48,628.62  |            |            |
| 11/27/2010 | 71,170.90  | 11/26/2011 | 74,140.54  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  |            |            |
| 12/4/2010  | 53,215.08  | 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 47,306.24  |            |            |
| 12/11/2010 | 46,944.00  | 12/10/2011 | 51,395.44  | 12/15/2012 | 47,022.38  | 12/14/2013 | 29,229.02  |            |            |
| 12/18/2010 | 42,076.76  | 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  |            |            |
| 12/25/2010 | 50,450.28  | 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  |            |            |
| 1/1/2011   | 85,152.12  | 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  |            |            |
| 1/8/2011   | 54,301.30  | 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  |            |            |
| 1/15/2011  | 54,005.90  | 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  |            |            |
| 1/22/2011  | 60,924.74  | 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  |            |            |
| 1/29/2011  | 48,036.94  | 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  |            |            |
| 2/5/2011   | 60,777.44  | 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  |            |            |
| 2/12/2011  | 67,471.84  | 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  |            |            |
| 2/19/2011  | 72,018.54  | 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  |            |            |
| 2/26/2011  | 75,544.02  | 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  |            |            |
| 3/5/2011   | 74,535.34  | 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  |            |            |
| 3/12/2011  | 66,979.48  | 3/10/2012  | 76,808.62  | 3/16/2013  | 62,366.36  | 3/15/2014  | 54,414.66  |            |            |
| 3/19/2011  | 73,113.26  | 3/17/2012  | 76,883.92  | 3/23/2013  | 59,841.02  | 3/22/2014  | 50,734.62  |            |            |
| 3/26/2011  | 68,490.80  | 3/24/2012  | 72,108.36  | 3/30/2013  | 57,567.98  | 3/29/2014  | 51,174.60  |            |            |
| 4/2/2011   | 70,846.58  | 3/31/2012  | 74,244.22  | 4/6/2013   | 63,108.84  | 4/5/2014   | 55,229.90  |            |            |
| 4/9/2011   | 67,076.78  | 4/7/2012   | 75,382.98  | 4/13/2013  | 56,849.30  | 4/12/2014  | 48,653.18  |            |            |
| 4/16/2011  | 64,698.56  | 4/14/2012  | 71,065.34  | 4/20/2013  | 55,432.12  | 4/19/2014  | 54,469.22  |            |            |
| 4/23/2011  | 67,674.14  | 4/21/2012  | 68,055.08  | 4/27/2013  | 58,612.74  | 4/26/2014  | 51,637.18  |            |            |

|           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 4/30/2011 | 66,807.50 | 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 | 5/3/2014  | 54,757.72 |
| 5/7/2011  | 66,379.74 | 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 | 5/10/2014 | 51,011.76 |
| 5/14/2011 | 66,699.76 | 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 | 5/17/2014 | 51,148.34 |
| 5/21/2011 | 63,210.44 | 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 | 5/24/2014 | 53,082.60 |
| 5/28/2011 | 64,724.06 | 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 | 5/31/2014 | 62,642.98 |
| 6/4/2011  | 74,952.34 | 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 | 6/7/2014  | 49,517.18 |
| 6/11/2011 | 62,203.12 | 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 | 6/14/2014 | 50,266.50 |
| 6/18/2011 | 61,200.76 | 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 | 6/21/2014 | 48,768.14 |
| 6/25/2011 | 65,470.44 | 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 | 6/28/2014 | 49,250.32 |
| 6/30/2011 | 34,351.16 | 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 | 6/30/2014 | 12,010.70 |

|               |                     |                     |                     |                     |                     |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTALS</b> | <b>4,016,541.01</b> | <b>4,124,906.80</b> | <b>3,580,645.18</b> | <b>3,261,565.02</b> | <b>1,550,848.22</b> |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|

## 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          | February, 2014         | 75,170.90         |
| April, 2011            | 130,654.61          | March, 2012            | 151,845.46          | March, 2013            | 149,033.62          | March, 2014            | 78,201.51         |
| May, 2011              | 130,492.02          | April, 2012            | 127,862.26          | April, 2013            | 105,545.23          | April, 2014            | 72,380.72         |
| June, 2011             | 121,576.41          | May, 2012              | 137,905.13          | May, 2013              | 109,747.38          | May, 2014              | 93,191.89         |
|                        |                     | June, 2012             | 129,235.38          | June, 2013             | 104,803.37          | June, 2014             | 72,350.70         |
| <b>Total 2010-2011</b> | <b>1,297,391.70</b> | <b>Total 2011-2012</b> | <b>1,602,900.84</b> | <b>Total 2012-2013</b> | <b>1,530,462.31</b> | <b>Total 2013-2014</b> | <b>998,486.72</b> |

| Date            | Amount    |
|-----------------|-----------|
| July, 2014      | 78,639.07 |
| August, 2014    | 84,726.51 |
| September, 2014 | 71,967.51 |
| October, 2014   | 66,257.02 |

|                        |                   |
|------------------------|-------------------|
| <b>Total 2014-2015</b> | <b>301,590.11</b> |
|------------------------|-------------------|

**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>       | <u>Date</u>            | <u>Amount</u>     |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          | July, 2013             | 297,823.08          | July, 2014             | 235,917.21        |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          | August, 2013           | 334,283.25          | August, 2014           | 254,179.53        |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          | September, 2013        | 242,573.22          | September, 2014        | 215,902.53        |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          | October, 2013          | 243,198.27          | October, 2014          | 198,771.06        |
| 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          | February, 2014         | 225,512.70          |                        |                   |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          |                        |                   |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          |                        |                   |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          |                        |                   |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          |                        |                   |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2012-2013</b> | <b>4,608,334.13</b> | <b>Total 2013-2014</b> | <b>2,995,460.18</b> | <b>Total 2014-2015</b> | <b>904,770.33</b> |