

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, OCTOBER 15, 2015**  
**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**

- October 1, 2015 Regular Meeting Minutes

**APPROVAL OF PURCHASE ORDERS**

- October 15, 2015

**APPROVAL OF ACCOUNTS PAYABLE**

- October 8, 2015
- October 15, 2015

**APPROVAL OF MANUAL CHECKS**

- October 8, 2015
- October 15, 2015

**PAYROLL APPROVAL**

- October 8, 2015

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Ken Lowe & George Rutherford, Businessman and President, NAACP  
- Request support and endorse live year round thoroughbred racing and breeding - Discussion/Action

2. 10:00 a.m. Tabby Bennett, Orion Strategies/Coalition for Safe, Affordable Food  
- Request to Endorse Statement of Support for National Food Labeling Standards - Discussion/Action
3. 10:15 a.m. Daniel Bickerman, West Virginia American Water  
- Discussion on the benefits of a public-private partnership solution with WVAW in Jefferson County - Discussion/Action
4. 10:30 a.m. Lynn Fields, Probate Office  
- October Quarterly Review - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Board of Assessment Appeals Hearings  
- Diana and William Penrod  
- Richard and Mary Webber  
- Jason Kowalski
7. 11:45 a.m. Becky Burns, Office Manager, Engineering Department  
- Refund of building permit fees for Rick and Lisa Marnett - Discussion/Action
8. 12:00 p.m. Interview and Appointment to the Board of Zoning Appeals for the position of alternate - one unexpired term ending January 1, 2017 - Discussion/Action
9. 12:15 p.m. **Break for Lunch**

#### **NEW BUSINESS**

10. Assessor's Certificate of Compliance - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- Ambulance Fee Update
- Transfer of Ambulance Fees to the Jefferson County Emergency Services Agency - Discussion/Action
- Legal Update in Case No. 13-C-423 - Possible Executive Session
- Update on Americorps volunteer from Historic Landmarks Commission - Possible Executive Session
- Legislative Topics for November 5, 2015 Legislative Summit - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

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

11. 1:30 p.m. Public Hearing - Jefferson County Dog Tethering and Confinement Ordinance
12. **ADJOURN**

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Engineering Department Quarterly Update Report
- Jefferson County Homeland Security and Emergency Management Quarterly Report

**CORRESPONDENCE/INFORMATION**

Impact Fee Status Report for September 2015.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

WV Lottery Weekly Settlement for Charles Town - week ending September 19, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending September 26, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending October 3, 2015.

*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, October 1, 2015

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A meeting of the Jefferson County Commission was held on Thursday, October 01, 2015 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 Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 01, 2015 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Manuel to approve the September 17, 2015 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

#### APPROVAL OF PAYROLL

**Motion by Ms. Tabb to approve the September 24, 2015 Payroll in the amount of \$229,140.79. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT       | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|-------------|--------------|
| 075054 | PAYROLL | AMERICAN FAMILY LIFE ICU |       | \$ -  | \$ 3,997.18 | \$ 3,997.18  |
| 075055 | 412     | COMCAST                  |       | \$ -  | \$ 103.63   | \$ 103.63    |
| 075055 | 425     | COMCAST                  |       | \$ -  | \$ 615.19   | \$ 615.19    |
| 075056 | 424     | AT&T/IL                  |       | \$ -  | \$ 1.51     | \$ 1.51      |

|        |         |                          |       |              |              |              |
|--------|---------|--------------------------|-------|--------------|--------------|--------------|
| 075057 | 425     | BIEDLERS ELEC MOTOR REP  |       | \$ -         | \$ 25.58     | \$ 25.58     |
| 075058 | ALLOC   | BLUE RIDGE FIRE CO.      |       | \$ -         | \$ 50,000.00 | \$ 50,000.00 |
| 075059 | 406     | ANGELA L BANKS           |       | \$ -         | \$ 66.30     | \$ 66.30     |
| 075060 | 425     | B-K OFFICE SUPPLY INC    |       | \$ -         | \$ 1,857.92  | \$ 1,857.92  |
| 075061 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -         | \$ 49.85     | \$ 49.85     |
| 075062 | PAYROLL | BUREAU F/CHILD SPprt ENF |       | \$ -         | \$ 212.31    | \$ 212.31    |
| 075063 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 461.54    | \$ 461.54    |
| 075064 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 119.54    | \$ 119.54    |
| 075065 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 530.77    | \$ 530.77    |
| 075066 | 712     | FRONTIER WV, INC         |       | \$ -         | \$ 380.00    | \$ 380.00    |
| 075067 | PAYROLL | COLONIAL LIFE            |       | \$ -         | \$ 385.42    | \$ 385.42    |
| 075068 | PAYROLL | JESSICA EBERSOLE         |       | \$ -         | \$ 5.55      | \$ 5.55      |
| 075069 | 404     | FEDEX                    |       | \$ -         | \$ 44.75     | \$ 44.75     |
| 075069 | 405     | FEDEX                    |       | \$ -         | \$ 39.70     | \$ 39.70     |
| 075069 | 700     | FEDEX                    |       | \$ -         | \$ 73.95     | \$ 73.95     |
| 075070 | 425     | FIDELITY ENGINEERING     |       | \$ -         | \$ 5,931.12  | \$ 5,931.12  |
| 075071 | 402     | VIVIAN FIELDS            |       | \$ -         | \$ 45.43     | \$ 45.43     |
| 075072 | 402     | SALLY GRAN               |       | \$ -         | \$ 45.43     | \$ 45.43     |
| 075073 | 717     | GUTTMAN OIL CO           |       | \$ -         | \$ 10,450.77 | \$ 10,450.77 |
| 075074 | 425     | OX PAPERBOARD CO         |       | \$ -         | \$ 35.00     | \$ 35.00     |
| 075075 | 700     | HAGERSTOWN FORD/KING     | 48571 | \$ 78,000.00 | \$ -         | \$ 78,000.00 |
| 075076 | PAYROLL | VOYA FINANCIAL           |       | \$ -         | \$ 3,085.00  | \$ 3,085.00  |
| 075077 | 401     | INSIGHT A/V SERVICES     |       | \$ -         | \$ 205.13    | \$ 205.13    |
| 075078 | 402     | JEFFERSON PUBLISH CO INC |       | \$ -         | \$ 174.08    | \$ 174.08    |
| 075078 | 424     | JEFFERSON PUBLISH CO INC |       | \$ -         | \$ 82.80     | \$ 82.80     |
| 075079 | 712     | ROBERT E. JONES III      |       | \$ -         | \$ 1,000.00  | \$ 1,000.00  |
| 075080 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -         | \$ 5,540.00  | \$ 5,540.00  |
| 075081 | 712     | LANGUAGE LINE SERVICES   |       | \$ -         | \$ 451.81    | \$ 451.81    |
| 075082 | PAYROLL | LYNDSEY W. MATSCHAT      |       | \$ -         | \$ 27.41     | \$ 27.41     |
| 075083 | PAYROLL | MAZZITTI & SULLIVAN EAP  |       | \$ -         | \$ 936.00    | \$ 936.00    |
| 075084 | 412     | SHAY MCNEIL              |       | \$ -         | \$ 253.56    | \$ 253.56    |
| 075085 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -         | \$ 150.00    | \$ 150.00    |
| 075086 | 700     | ROBIN MAHONY             |       | \$ -         | \$ 6.66      | \$ 6.66      |
| 075087 | 424     | NEOPOST MIDATLANTIC      |       | \$ -         | \$ 224.60    | \$ 224.60    |
| 075088 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -         | \$ 749.00    | \$ 749.00    |
| 075089 | 425     | PRECISION POWER LLC      |       | \$ -         | \$ 2,935.80  | \$ 2,935.80  |
| 075090 | 425     | POTOMAC EDISON/OH        |       | \$ -         | \$ 18.86     | \$ 18.86     |
| 075091 | 405     | TRACY P. HERRON-RICE RPR |       | \$ -         | \$ 177.10    | \$ 177.10    |
| 075092 | 425     | RCS SECURITY             |       | \$ -         | \$ 618.00    | \$ 618.00    |
| 075092 | 425     | RCS SECURITY             |       | \$ -         | \$ 85.00     | \$ 85.00     |

|              |         |                          |  |                     |                      |                      |
|--------------|---------|--------------------------|--|---------------------|----------------------|----------------------|
| 075093       | 717     | RICE TIRES CO            |  | \$ -                | \$ 603.20            | \$ 603.20            |
| 075094       | 402     | SOFTWARE SYSTEMS, INC    |  | \$ -                | \$ 149.00            | \$ 149.00            |
| 075094       | 404     | SOFTWARE SYSTEMS, INC    |  | \$ -                | \$ 859.00            | \$ 859.00            |
| 075094       | 406     | SOFTWARE SYSTEMS, INC    |  | \$ -                | \$ 58.00             | \$ 58.00             |
| 075094       | 428     | SOFTWARE SYSTEMS, INC    |  | \$ -                | \$ 392.00            | \$ 392.00            |
| 075095       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 42,510.88         | \$ 42,510.88         |
| 075095       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 79.52             | \$ 79.52             |
| 075095       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 18.60             | \$ 18.60             |
| 075095       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 9,942.18          | \$ 9,942.18          |
| 075095       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 40,370.70         | \$ 40,370.70         |
| 075095       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 62.54             | \$ 62.54             |
| 075096       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 2,559.99          | \$ 2,559.99          |
| 075096       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 375.24            | \$ 375.24            |
| 075096       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 30,287.11         | \$ 30,287.11         |
| 075096       | PAYROLL | SHERIFF OF JEFFERSON CO  |  | \$ -                | \$ 31.37             | \$ 31.37             |
| 075097       | PAYROLL | WV DEPUTY SHRF RETIREMEN |  | \$ -                | \$ 14,196.45         | \$ 14,196.45         |
| 075097       | PAYROLL | WV DEPUTY SHRF RETIREMEN |  | \$ -                | \$ 10,055.77         | \$ 10,055.77         |
| 075098       | 405     | BRANDON C.H. SIMS        |  | \$ -                | \$ 548.52            | \$ 548.52            |
| 075099       | 425     | STAPLES                  |  | \$ -                | \$ 238.49            | \$ 238.49            |
| 075100       | 700     | JEFFERY SAGER            |  | \$ -                | \$ 6.97              | \$ 6.97              |
| 075101       | 405     | THOMSON REUTER - WEST    |  | \$ -                | \$ 2,215.99          | \$ 2,215.99          |
| 075102       | 712     | WV ENHANCED 911 COUNCIL  |  | \$ -                | \$ 265.68            | \$ 265.68            |
| 075103       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ -                | \$ 446.57            | \$ 446.57            |
| 075103       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ -                | \$ 30.74             | \$ 30.74             |
| 075103       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ -                | \$ 1,004.75          | \$ 1,004.75          |
| 075103       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ -                | \$ 92.23             | \$ 92.23             |
| 075103       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ -                | \$ 74,087.75         | \$ 74,087.75         |
| 075103       | PAYROLL | WV PUB EMP RETIRE SYS    |  | \$ -                | \$ 24,695.91         | \$ 24,695.91         |
| 075104       | 401     | WV STATE AUDITOR**       |  | \$ -                | \$ 17,300.00         | \$ 17,300.00         |
| 075105       | PAYROLL | WVCORP                   |  | \$ -                | \$ (2,939.00)        | \$ (2,939.00)        |
| 075106       | PAYROLL | WVCORP                   |  | \$ -                | \$ 39,608.50         | \$ 39,608.50         |
| 075107       | 717     | WHOLESALE TIRES, INC.    |  | \$ -                | \$ 10.58             | \$ 10.58             |
|              |         |                          |  |                     |                      |                      |
| <b>TOTAL</b> |         |                          |  |                     |                      | <b>\$ 480,364.48</b> |
| <b>TOTAL</b> |         |                          |  | <b>\$ 78,000.00</b> | <b>\$ 402,364.48</b> | <b>\$ 480,364.48</b> |

**Motion by Ms. Noland to approve the accounts payable for September 24, 2015 in the amount of \$480,364.48. Motion seconded and unanimously approved.**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT         | CHECK AMOUNT  |
|--------|---------|--------------------------|-------|-------|---------------|---------------|
| 075109 | PAYROLL | AMERICAN FAMILY LIFE ICU |       | \$ -  | \$ 3,955.42   | \$ 3,955.42   |
| 075110 | ALLOC   | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 1,512.12   | \$ 1,512.12   |
| 075111 | ALLOC   | BOLIVAR/HARPERS FERRY    |       | \$ -  | \$ 15,625.00  | \$ 15,625.00  |
| 075112 | 425     | B-K OFFICE SUPPLY INC    |       | \$ -  | \$ 247.21     | \$ 247.21     |
| 075113 | 401     | 201 N. GEORGE ST LLC     |       | \$ -  | \$ 9,638.92   | \$ 9,638.92   |
| 075114 | 425     | CITY OF CHARLES TOWN     |       | \$ -  | \$ 20.00      | \$ 20.00      |
| 075115 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -  | \$ 1,500.00   | \$ 1,500.00   |
| 075115 | ALLOC   | OLD CHARLES TOWN LIBRARY |       | \$ -  | \$ 15,625.00  | \$ 15,625.00  |
| 075116 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -  | \$ 6,162.57   | \$ 6,162.57   |
| 075117 | 425     | DIAMOND ELECTRIC         |       | \$ -  | \$ 1,130.25   | \$ 1,130.25   |
| 075118 | ALLOC   | EASTERN PANHANDLE TRANSI |       | \$ -  | \$ 2,568.75   | \$ 2,568.75   |
| 075119 | 425     | FIDELITY POWER SYSTEMS   |       | \$ -  | \$ 3,245.00   | \$ 3,245.00   |
| 075120 | PAYROLL | THE HARTFORD             |       | \$ -  | \$ 2,292.35   | \$ 2,292.35   |
| 075120 | PAYROLL | THE HARTFORD             |       | \$ -  | \$ 4,269.00   | \$ 4,269.00   |
| 075121 | 401     | RICOH USA, INC           |       | \$ -  | \$ 29.06      | \$ 29.06      |
| 075121 | 403     | RICOH USA, INC           |       | \$ -  | \$ 58.14      | \$ 58.14      |
| 075121 | 404     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 075121 | 405     | RICOH USA, INC           |       | \$ -  | \$ 87.21      | \$ 87.21      |
| 075121 | 406     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 075121 | 425     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 075121 | 433     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 075121 | 440     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 075121 | 700     | RICOH USA, INC           |       | \$ -  | \$ 58.14      | \$ 58.14      |
| 075121 | 712     | RICOH USA, INC           |       | \$ -  | \$ 29.07      | \$ 29.07      |
| 075122 | ALLOC   | JEFF CO DEVELOPMENT AUTH |       | \$ -  | \$ 29,500.00  | \$ 29,500.00  |
| 075123 | ALLOC   | JEFFERSON CO EMERGENCY   |       | \$ -  | \$ 361,890.50 | \$ 361,890.50 |
| 075124 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -  | \$ 2,239.07   | \$ 2,239.07   |
| 075125 | 425     | JEFFERSON COUNTY SOLID   |       | \$ -  | \$ 48.57      | \$ 48.57      |
| 075126 | 433     | LYLE SIGNS, INC.         |       | \$ -  | \$ 208.12     | \$ 208.12     |
| 075127 | 412     | JUDITH A MATLICK         |       | \$ -  | \$ 376.78     | \$ 376.78     |
| 075128 | GRANT   | MINGHINI'S               |       | \$ -  | \$ 64,110.19  | \$ 64,110.19  |
| 075129 | 424     | RICCI MCINTYRE           |       | \$ -  | \$ 59.95      | \$ 59.95      |
| 075130 | PAYROLL | HIGHMARK WV              |       | \$ -  | \$ 168,209.87 | \$ 168,209.87 |

|              |         |                          |  |      |                      |                      |
|--------------|---------|--------------------------|--|------|----------------------|----------------------|
| 075131       | 401     | MAXIM REPORTING LLC      |  | \$ - | \$ 225.00            | \$ 225.00            |
| 075132       | PAYROLL | NATIONAL VISION ADMIN.   |  | \$ - | \$ 1,810.20          | \$ 1,810.20          |
| 075133       | 433     | OFFICEMAX                |  | \$ - | \$ 122.22            | \$ 122.22            |
| 075134       | ALLOC   | JEFF CO PARKS &          |  | \$ - | \$ 34,051.85         | \$ 34,051.85         |
| 075134       | ALLOC   | JEFF CO PARKS &          |  | \$ - | \$ 62,277.75         | \$ 62,277.75         |
| 075135       | 404     | PIFER OFFICE SUPPLY, INC |  | \$ - | \$ 60.43             | \$ 60.43             |
| 075135       | 406     | PIFER OFFICE SUPPLY, INC |  | \$ - | \$ 7.82              | \$ 7.82              |
| 075135       | 413     | PIFER OFFICE SUPPLY, INC |  | \$ - | \$ 101.73            | \$ 101.73            |
| 075136       | ALLOC   | SHEPHERDSTOWN PUB LIBRAR |  | \$ - | \$ 15,625.00         | \$ 15,625.00         |
| 075137       | ALLOC   | SOUTH JEFFERSON PUBLIC   |  | \$ - | \$ 15,625.00         | \$ 15,625.00         |
| 075138       | 425     | SHERWIN-WILLIAMS         |  | \$ - | \$ 16.94             | \$ 16.94             |
| 075139       | 405     | CATHERINE A. SLAYDEN     |  | \$ - | \$ 66.00             | \$ 66.00             |
| 075140       | 401     | STAPLES - CONTRACT       |  | \$ - | \$ 29.36             | \$ 29.36             |
| 075141       | ALLOC   | JEFFERSON CO CONVENTION  |  | \$ - | \$ 37,803.05         | \$ 37,803.05         |
| 075142       | 405     | THOMSON REUTERS - WEST   |  | \$ - | \$ 467.50            | \$ 467.50            |
| 075143       | 405     | WV STATE BAR             |  | \$ - | \$ 500.00            | \$ 500.00            |
| 075144       | 412     | WVU                      |  | \$ - | \$ 3,700.00          | \$ 3,700.00          |
| 075145       | PAYROLL | WVCORP                   |  | \$ - | \$ 39,608.50         | \$ 39,608.50         |
| 075145       | PAYROLL | WVCORP                   |  | \$ - | \$ (2,939.00)        | \$ (2,939.00)        |
| 075146       | 428     | XEROX BUSINESS SRVCS LLC |  | \$ - | \$ 14,237.54         | \$ 14,237.54         |
|              |         |                          |  |      |                      |                      |
| <b>TOTAL</b> |         |                          |  |      |                      | <b>\$ 918,238.50</b> |
| <b>TOTAL</b> |         |                          |  |      | <b>\$ 918,238.50</b> |                      |

**Motion by Mr. Manuel to approve the accounts payable for October 1, 2015 in the amount of \$918,238.50. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Paul Rosa, resident – requested the Commission not enter into executive session for item #11 as the subject of the discussion is a public officer and not an employee of the county.

David Tabb, resident – provided Ms. Tabb condolences on the passing of her mother and updated the Commission on the issue of the display of flags outside of the County Commission meeting room.

**PRESENTATIONS**

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

| NAME                        | TYPE | DISTRICT | TICKET # | AMOUNT |
|-----------------------------|------|----------|----------|--------|
| ViaSat Communications, Inc. | PP   | CT       | 304710   | \$9.42 |

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

| NAME                        | TYPE | DISTRICT | TICKET # | AMOUNT   |
|-----------------------------|------|----------|----------|----------|
| ViaSat Communications, Inc. | PP   | Ranson   | 314440   | \$122.80 |

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

| NAME                   | TYPE | DISTRICT | TICKET # | AMOUNT   |
|------------------------|------|----------|----------|----------|
| Samuel and Sharon Oden | PP   | CT       | 303459   | \$169.60 |

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

| NAME         | TYPE | DISTRICT | TICKET # | AMOUNT   |
|--------------|------|----------|----------|----------|
| Wanda Hughes | PP   | CT       | 302351   | \$282.68 |

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

| NAME                       | TYPE | DISTRICT | TICKET # | AMOUNT   |
|----------------------------|------|----------|----------|----------|
| Ronald and Susan Alexander | PP   | HF       | 306697   | \$108.36 |

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

2. Jennifer Maghan, County Clerk – requested the approval to hire an assistant deputy clerk replacement in the County Clerk’s Office.
  - **Motion by Ms. Noland to approve the hire of Elaina Maze as an assistant deputy clerk in the County Clerk’s Office with a starting salary of \$29,690.00 Grade II, Step E. Motion seconded and unanimously approved.**
3. Nikki Painter, Chief Deputy of Elections – notified the Commission of two precinct changes for the December 12, 2015 Special Election. Ms. Painter stated Precinct 31, Covenant Baptist Church, and Precinct 35 A&B, Shepherdstown Fire Hall, were unavailable for the December Special Elections, so the precincts have been changed to St. James Lutheran Church and Crossroads Church.
4. Randy Funkhouser, President, Charles Town Horseman’s Benevolent Protective Agency - provided the Commission with an update on the HBPA Economic Impact Petition.
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. Martin Burke, President, Jefferson County Historic Landmarks Commission – requested exemption from 2015 taxes on 1.80 acres of property in the amount of \$1,140.66, property located within the proposed Antietam Battlefield boundary expansion to include Shepherdstown Battlefield.
  - **Motion by Mr. Manuel to request the Sheriff to remove the property from the Sheriff’s Delinquent Tax Sale and direct the Historic Landmarks Commission to request the Civil War Trust cover the taxes at time of closing. Motion seconded and unanimously approved.**
7. Annette Gavin, Jefferson County Convention and Visitor’s Bureau
  - a. Requested approval to allow Harpers Ferry Bookshop sales on CVB/JCC property in the event of a government shutdown.
    - **Motion by Mr. Manuel to allow the Harpers Ferry Bookshop to make sales on CVB/JCC property temporarily in the event of any future government shutdown. Motion seconded and passes on a vote of 3-2 with Mr. Bell and Mr. Pellish opposing.**
  - b. Requested the Commission authorize the Jefferson County Maintenance Department to assist in the renovation and expansion of the Jefferson County Convention and Visitor’s Bureau.

- **Motion by Ms. Noland to authorize the Jefferson County Maintenance Department to assist the Jefferson County CVB with their expansion and renovation project. Motion seconded and unanimously approved.**
8. The Commission recessed for lunch at 12:04 pm.  
The Commission reconvened at 1:30 pm.
9. Approval of the Renewal of the 2015 County Video Program – this is a free service provided by CGI Communications associated with NaCo, which will provide the County with professionally produced online videos to highlight everything the County offers to residents, visitors, and businesses. A mobile video app will be added to this renewal.
- **Motion by Mr. Manuel to approve the Agreement between CGI Communications and the County Commission and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
10. Coalition for Safe and Affordable Food – requested the Commission endorse a statement of support for National Food Labeling Standards.
- **Motion by Mr. Manuel to postpone this item without prejudice until further information has been provided. Motion seconded and unanimously approved.**
11. Personnel Issue: Chairman of the Board of Health.
- **Motion by Mr. Bell to enter into Executive Session to discuss a Personnel matter. Motion seconded.**
  - **Motion by Mr. Manuel to postpone Mr. Bell's motion and hold this item until 1:45 pm. Motion seconded and unanimously approved.**
  - **Motion by Mr. Bell to remove item #11 from the agenda and rescind the original motion to enter into Executive Session as he believes the State Auditor's training for County and Municipal Boards, Commissions, and Authorities on October 29<sup>th</sup> shall help to correct errors made by the Board of Health regarding minutes and opening meetings. Motion seconded and unanimously approved.**

#### COUNTY ADMINISTRATOR REPORTS

- Introduction and approval of employment for Michelle Pombo, Director of Financial Management

- **Motion by Ms. Tabb to approve the employment of Michelle Pombo, Director of Financial Management with a salary at Grade VIII, Step C. Motion seconded and unanimously approved.**
- Approval of the FY15 Financial Statements
- **Motion by Ms. Tabb to approve the FY15 Financial Statement and to release for publication. Motion seconded and unanimously approved.**
- Set topics for the Annual Legislative Summit to be held November 5, 2015 – The Commission discussed multiple topics they wish to address with the local legislature during the November 5, 2015 Jefferson County Legislative Summit, including prevailing wage, poor internet and cellular phone service within the county, the possibility of a State Inspector General’s Office, thoroughbred racing, the Homestead exemption, the “Brunch Bill,” legislation to protect rate payers from unfair rate increases for utility services, and possible legislation to require elected officials to adhere to County enacted personnel policies for the purposes of consistency and fairness across all County departments and elected offices.
- Continuation of All Good discussion – it was the consensus of the Commission to invite State Police Captain Widmeyer to provide his report on the All Good Music Festival once the Commission begins discussing the Mass Gathering Ordinance.
- Update in Case No. 13-C-432 and request for Director of Maintenance to determine whether 4’x6’ flags can be displayed outside of the County Commission meeting room.
- **Motion by Mr. Pellish to enter into Executive Session to discuss pending litigation in the case of 13-C-432. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to direct legal counsel to proceed with case 13-C-432 as discussed during Executive Session. Motion seconded and unanimously approved.**
12. Public Hearing – Receive public input on the proposed text amendment to the Zoning and Land Development Ordinance related to Cultural Facilities, File #ZTA 15-01. The amendment includes changing “Appendix C, Principal Permitted Uses Table,” to change Cultural Facilities from Not Permitted (NP) to Permitted (P) within the Residential Growth District. – Ms. Tabb called the public hearing to order at 1:32 pm and stated the purpose for the hearing was to receive comment regarding a zoning text amendment to allow cultural facilities in residential growth districts. Jennie Brockman, Director of Planning and Zoning, provided the Commission and audience with background

information regarding the amendment. Ms. Tabb opened the floor for public comment; however, no members of the public provided any comment regarding the amendment.

- **Motion by Ms. Tabb to approve the proposed text amendment to the Zoning and Land Development Ordinance related to Cultural Facilities, File #ZTA-15-01 to change “Appendix C, Principal Permitted Uses Table,” to change Cultural Facilities from Not Permitted (NP) to Permitted (P) within the Residential Growth District. Motion seconded and unanimously approved.**

## COUNTY COMMISSION REPORTS

Patsy Noland

- Attended a Council on Aging meeting.
- Attended court in Moorefield, WV in the case of 13-C-432 on the matter of the display of flags outside of the County Commission meeting room.

Dale Manuel

- Attended the Independent Fire Company Gun Bash.

Eric Bell

- Attended Juvenile Drug Court.
- Participated in a call with Joe Manchin’s office regarding the Shepherdstown Battlefield Project.
- Attended court in Moorefield, WV in the case of 13-C-432 on the matter of the display of flags outside of the County Commission meeting room.

Walt Pellish

- Attended court in Moorefield, WV in the case of 13-C-432 on the matter of the display of flags outside of the County Commission meeting room.
- Attended a Development Authority meeting.

13. The Commission meeting adjourned at 1:45 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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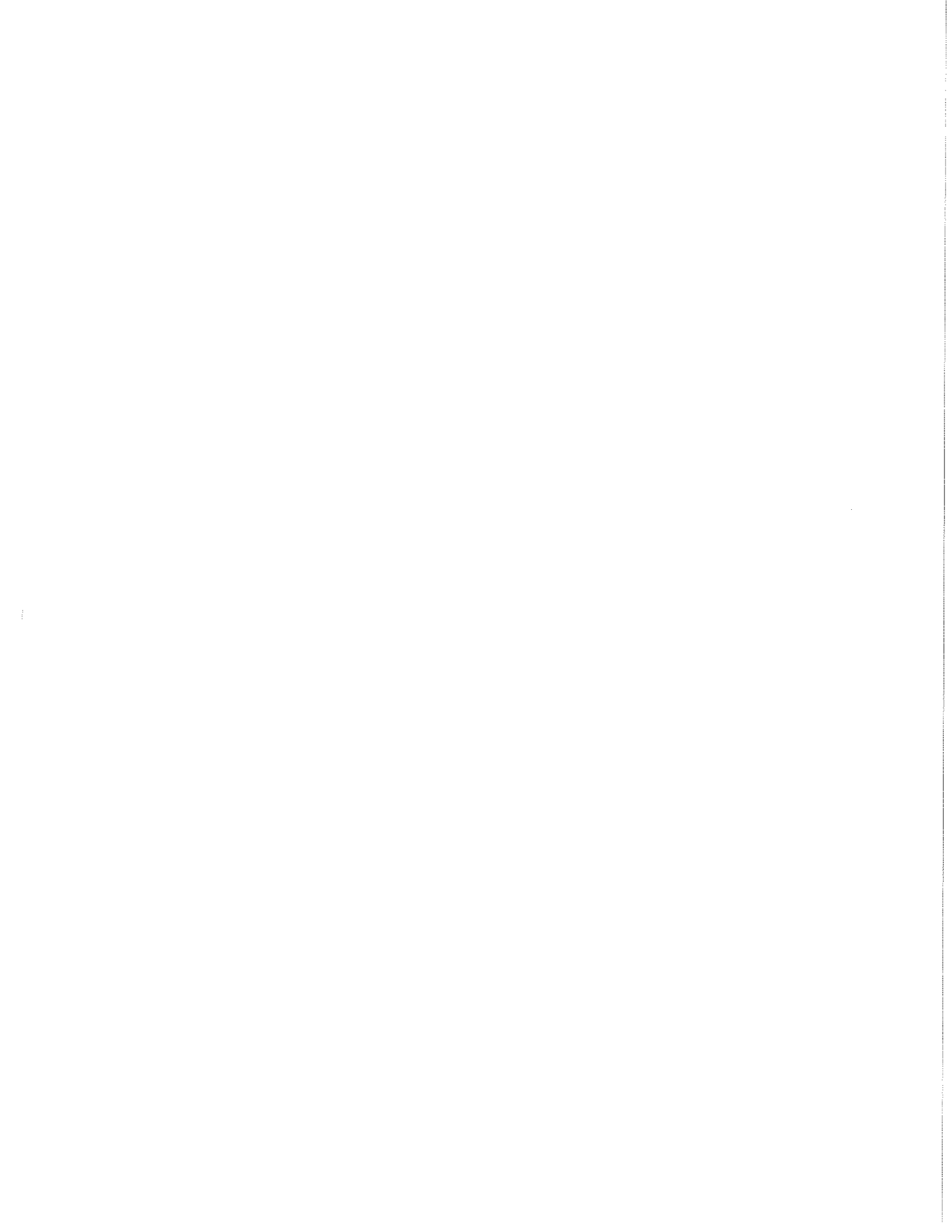
JANE M. TABB, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

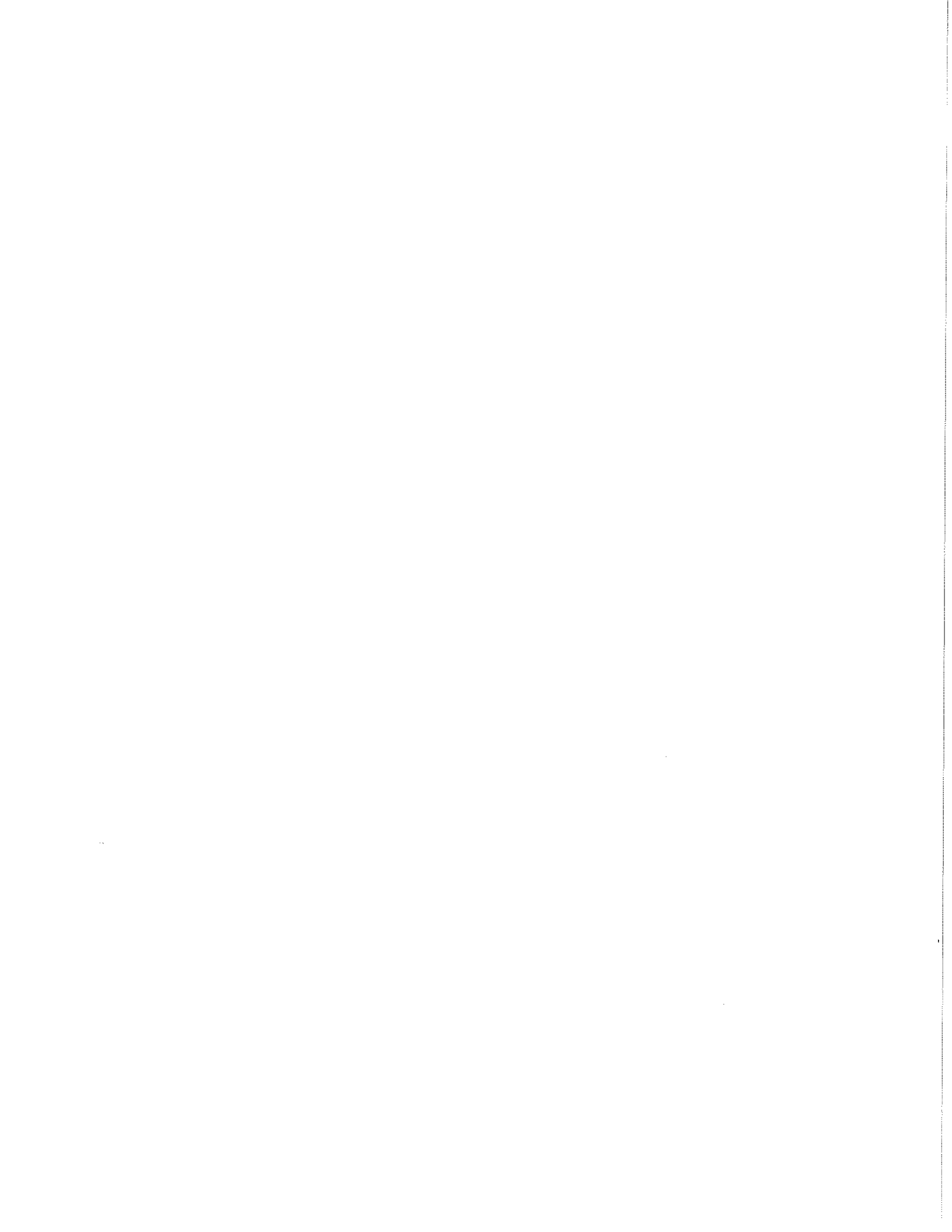
**PURCHASE ORDERS TO BE APPROVED**

**October 15, 2015**

| DEPARTMENT         | PURCHASE ORDER | AMOUNT              | VENDOR                | DESCRIPTION                                 |
|--------------------|----------------|---------------------|-----------------------|---------------------------------------------|
| COUNTY CLERK       | 52482          | \$ 16,800.00        | Compiled Technologies | Service/Support Contract for Indexing, etc. |
| <b>GRAND TOTAL</b> |                | <b>\$ 16,800.00</b> |                       |                                             |



| DESCRIPTION                 | Fund 001 CO.  | Fund 003 Dog | Total         |
|-----------------------------|---------------|--------------|---------------|
| Gross Wages                 | \$ 364,345.30 |              | \$ 364,345.30 |
| 6.2% Tax Payable OASDI      | \$ 21,738.92  |              | \$ 21,738.92  |
| 1.45% Tax Payable HI        | \$ 5,084.16   |              | \$ 5,084.16   |
| Fed Withholding             | \$ 41,634.14  |              | \$ 41,634.14  |
| WV State Withholding        | \$ 15,519.05  |              | \$ 15,519.05  |
| PERS Retirement Deduct      | \$ 13,089.98  |              | \$ 13,089.98  |
| Hosp. Pre-Tax               | \$ 11,147.50  |              | \$ 11,147.50  |
| Cancer/ICU Pre-Taxed        | \$ 1,105.32   |              | \$ 1,105.32   |
| Cancer/ICU Not Pre-Taxed    | \$ 832.07     |              | \$ 832.07     |
| Optional Life Not Pre-Taxed | \$ 2,134.50   |              | \$ 2,134.50   |
| Christmas Club              | \$ 5,570.00   |              | \$ 5,570.00   |
| Wage Attach #1              | \$ 1,311.70   |              | \$ 1,311.70   |
| Wage Attach #2              | \$ -          |              | \$ -          |
| Wage Attach #3              | \$ 212.31     |              | \$ 212.31     |
| Wage Attach #4              | \$ -          |              | \$ -          |
| DSRS Retirement Deduct 8.5% | \$ 5,032.58   |              | \$ 5,032.58   |
| 457 - Nationwide            | \$ 749.00     |              | \$ 749.00     |
| 457I - ING                  | \$ 3,085.00   |              | \$ 3,085.00   |
| MD State Tax                | \$ 560.36     |              | \$ 560.36     |
| D/VF                        | \$ 1,465.36   |              | \$ 1,465.36   |
| VA. State Tax               | \$ 20.64      |              | \$ 20.64      |
| COLONIAL(PLUS)              | \$ 192.71     |              | \$ 192.71     |
| Total Deductions            | \$ 130,485.30 | \$ -         | \$ 130,485.30 |
|                             |               |              |               |
| Net Wages Total             | \$ 233,860.00 | \$ -         | \$ 233,860.00 |
| Payroll Date                | 8-Oct-2015    |              |               |



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



Name: Ken Lowe & George Rutherford

Department or Organization: **Businessman and President, NAACP#1**

Estimation of amount of time needed for appointment: 15 to 20 minutes if questions are asked

Date Requested – 1<sup>st</sup> Choice: **October 15, 2015 . . . .scheduling conflicts other dates**  
*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*): **“Save our County”**

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

Is this a funding request? Y/N **NO**  
If so, how much? \$ n/a  
Provide exact financial impact/request: n/a

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
The Jefferson County Commission supports and endorses live year round thoroughbred racing and breeding to sustain the jobs, economic contribution, tourism, agricultural and tax base of this county.

Furthermore, the voters of Jefferson County voted by referendum to “allow” LVT’s (slots) and table games with the assurance from the WV Legislature that live racing and breeding would be supported, promoted and enhanced. We must continue with this important industry to “Save Our County!”

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: [klowe@clarionshepherdstown.com](mailto:klowe@clarionshepherdstown.com) Phone Number: **(304) 279-7000**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

## SAVE OUR COUNTY

What happens to "OUR COMMUNITY" when live thoroughbred racing is diminished and the agricultural base is eliminated? Approximately 57% of Jefferson County is considered farming ground. A great amount of those farms are involved in one way or another with thoroughbred racing, breeding, boarding, or raising crops (hay, straw, grain, etc.) for the horses. When the "green space" farms and families are basically forced out of business, what happens next? Do the 4H Clubs survive? How about the Future Farmers of America, the Farm Bureau, Jefferson County Fair, and Camp Frame? Can you imagine most of the land being developed and the issues that come with it? Could Jefferson County end up looking like Prince Georges County, MD...OMG!

According to WVU School of Business and Economics, approximately 2,000 people are employed because of live thoroughbred year-round racing and farms in the area. Think about it. In these economic times, 2,000 local citizens going unemployed and all the local small businesses that would be negatively affected, estimated at over \$100 million in economic activity annually. Since the days of the Washington Family, racing horses down Washington Street in Charles Town and breeding and raising crops to nurture these magnificent animals, to one of the older Race Tracks in America being located near Shepherdstown at NCTC, this community has continued to support and count on live year-round horse racing and breeding.

Charles Town, West Virginia, with a full-fledged CASINO and only a limited number of racing days, which may eventually lead to ZERO DAYS as the industry winds down and almost self-destructs...Charles Town may become just another Atlantic City, New Jersey. How horrible and when it's GONE, IT'S GONE FOREVER!! Slot machines and table games were approved by the Jefferson County Voters with the assurances that live racing would be promoted, enhanced, and continued if "we the people" voted for Casinos. Now somebody(s) wants to change the rules and alter the deal without our approval. Was it "bait and switch" or did some know all along this was the game plan? That issue remains to be solved. Review the Preambles to both pieces of legislation and you will understand the promises that were made to this community in order to secure our votes and support.

My remarks are not to be construed as representing any group, organization, or entity, past or present. As part of my disclosure, I have been licensed as a WV Owner for years, although I currently have no horses in training or racing within West Virginia. Throughout the years, I have served as a Commissioner of Tourism, member of Cable TV Advisory Council, member of WV Economic Development Council, Chairman, WV Infrastructure and Jobs Council, President and Board Member of CTHBPA, and employed as a mutual clerk and racing official at the Charles Town Races, plus a few other assignments. I'm believed to be Sixth Generation Jefferson Countian with generations to follow and I DON'T WANT OUR COUNTY DESTROYED! Whether you are pro-growth or no-growth, greenspace and open minded, younger or older, retired or employed, fixed income or just trying to survive...what is happening will affect the "quality of life" for all of us and time is running out. SAVE OUR COUNTY!

Ken Lowe, Jr.

[klowe@clarionshepherdstown.com](mailto:klowe@clarionshepherdstown.com)

# **NAACP Jefferson County**

**P.O. Box 411**

**Ranson, WV 25438**

Jefferson County NAACP strongly supports the Charles Town Horsemen Benevolent Protection Agency (CTHBPA)' resolution in relation to maintaining and adequately providing for year round live thoroughbred racing in Jefferson County.

The branch is gravely concerned about the action taken by the West Virginia legislature in 2014. In 2005, the Workers' Compensation Debt Reduction Fund was established. This action reduced the percentage of revenue going to horsemen's purses by \$11 million per year and applied it to the state's workers' compensation debt fund. Up to 2014 this bill reduced the local horsemen's purses by nearly \$60 million. A provision in the original bill stipulated that whenever the workers' compensation debt was paid in its entirety, the annual \$11 million appropriated would revert back to the purse fund. However, in the first special session of the 2014 legislature this provision was changed and deemed to expire, and language was inserted to subject roughly half of all previously allocated purse monies to appropriation. This action has had a devastating effect on the racing industry in Jefferson County.

Beside the horsemen, the branch is concerned about the economic loss and its impact in the community, such as: increased unemployment, increased homelessness, decreased real estate rental and sales, decreased tourism, increased taxes, decreased farmer income. In general, the entire community will be negatively impacted and will suffer.

As president of the NAACP, I have personally met with the hard working men and women that work in the stable area, the betting area, the parking area, also the owners, trainers, farmers, merchants and others. They are all seriously concerned as to what will happen to their livelihood if racing is reduced and/or closed.

The branch is requesting that the county and the local municipal governments request that our state legislators use whatever means necessary to repeal the action taken by the 2014 legislature and the funding returned to the horsemen's purses.

Also, we request the public to support the continuance of year round thoroughbred racing in Jefferson County by signing the online resolution. ([www.petitionbuzz.com/petitions/support-thoroughbred-racing](http://www.petitionbuzz.com/petitions/support-thoroughbred-racing)).

The future of racing affects all of us in the county. We cannot afford to lose it.

George Rutherford  
President

**KENNETH F. LOWE, JR.**

233 Lowe Drive, Shepherdstown, West Virginia 25443  
Office: (304) 870-7001 / Cell: (304) 279-7000

**EXECUTIVE SUMMARY**

Ken Lowe initiated his career pursuits within the construction industry and through the entrepreneurial experience ventured into the insurance brokerage business. This field led him quite naturally into property management, real estate brokerage, office buildings, commercial, hotel, and restaurant development business. Operating as a small business, Ken promoted the State of West Virginia working closely with local, state, and federal politicians and bureaucrats to develop Liberty Business Park, home of the United States Coast Guard Operation Systems Center and location of several IRS National Computer Facilities which was soon followed by entrance into the hotel and conference center business. Ken continues to promote the State of West Virginia by brokerage, developing real estate and consulting with business entities and opportunities.

**EDUCATION**

- 1971 ~ B.S., Political Science, Shepherd University, Shepherdstown, WV
- 1972 ~ Jockey Club School for Racing Officials, Aqueduct, Long Island, NY
- 1980 ~ Real Estate Appraisal Certification, Frederick College, Frederick, MD

*Special Courses:* Estate and Financial Planning; Property Management and Development; Numerous real estate and hotel operation seminars.

**EXPERIENCE**

**Real Estate and Business Development**

*General Partner, Panhandle Ventures Investment Group* 1989 – Present  
As Managing General Partner of Panhandle Ventures, Ken has been involved in the review and bidding process with the General Services Administration regarding design, construction, and management of federal government installations. These high-tech facilities have paved the way for West Virginia's future and continue to write a page of history on the State's horizon of potential economic development.

*Managing Partner and Developer, Liberty Business Park* 1988 – Present  
From the very beginning as a cornfield, through its continued development stages, Ken was responsible for the daily "hands on approach" in the success of Liberty Business Park. These responsibilities included, but were not limited to, the design, planning, permitting, construction, maintenance, and marketing of the Park.

*Owner and Operator, Ken Lowe Management Company, Broker (WV)* 1974 – Present  
From inception to present, Ken originated and continues to operate on a daily basis, Ken Lowe Management Company. The management company deals primarily with commercial rentals and Consulting work relating to outside projects and as a realty company, which began with an initial concentration in residential sales, has redirected its mission towards commercial sales and development projects, including the development and operation of the "award winning" Clarion Hotel & Conference Center and Comfort Suites Hotels, Yellow Brick Bank Restaurant and Three Onions Restaurant, with an emphasis on "quality" projects that enhance the area, provide employment, and promote the image of a vibrant and prosperous state.

**Additional Business Ventures include:**

- 2007 - Purchase and assisting in management of Comfort Inn Hotel, Shepherdstown, WV
- 2006 - Investment participation in hotels and commercial properties with Invest West and Pacifica Hotels, located within states of California and Florida
- 2006 - Purchase of Rocky Marsh Farm, LLC, 304 acres in Jefferson and Berkeley Counties, West Virginia
- 2005 - Purchase, supervising, remodeling, design, construction, finishing and every day operation Yellow Brick Bank Restaurant and Three Onions Restaurant, Shepherdstown, WV
- 2005 - Developer/Partner, PGA Hilton Hotel, Port St Lucie, Florida
- 2004 - Developer/Owner, Colonial Hills, Planned Unit Development, Shepherdstown, WV
- 1997 - Developer/Owner, Quail Ridge, Single Family development, Martinsburg, WV
- 1996 - Present Developer/Owner of Eastern Management Development Center (OPM) and Clarion Hotel & Conference Center in Shepherdstown, West Virginia
- 1996 - Developer/Owner of Federal Square (GSA/Social Security Administration) offices in Petersburg, West Virginia
- 1994 – Present Developer/Owner of Comfort Suites Hotel of Martinsburg, West Virginia
- 1991 – Present Developer/Managing Partner, Liberty Business Park and US Coast Guard Operations Systems Center
- 1986 - Developer/ Owner Lowe Gardens HUD Elderly Housing Project
- 1985 – Present General Partner, Murall Limited Partnership, Land Development
- 1980 – 1989 Certified Real Estate Appraiser
- 1980 – 1982 Instructor, Real Estate, Shepherd University
- 1978 - Managing Partner, Shepherdstown Investors
- 1975 – 1978 Insurance Brokerage, Shepherdstown, WV; Frostburg, MD; Ken Lowe Associates

**Project Development / Brokerage / Consultant**

General Services Administration (*GSA*), HUD, Farmers Home Administration, West Virginia Housing Development Fund, Small Business Administration, United States Coast Guard, IRS, Choice International Hotels, Southern States Cooperatives, West Virginia Economic Development Authority, Jefferson County Development Authority, Hardees, Berkeley County Development Authority, Sheetz Convenience Stores, Glade Springs Resort, Potomac Edison/Allegheny Power Company, West Virginia Department of Highways, Social Security Administration, Martinsburg Regional Airport, ATF, ARC, Bank One, F&M Bank, U.S. Customs, One Valley Bank, Jefferson Security Bank, F.O. Day Company, West Virginia University (*Div. of Agriculture*), Washington Bullets/Wizards (*NBA*), Liberty Business Park, Centra Bank, Food Lion, Office of Personnel Management, PGA of America, Invest West and Pacifica Hotels, Hilton Hotels, etc.

**Racing Industry**

- 2004 – Present Owner and active management of thoroughbred racing stable and breeding operation
- 1973 – 1974 Thoroughbred Racing Official, Charles Town Turf Club, Charles Town, WV
- 1973 – 1974 State Patrol Judge, representing the WV Racing Commission
- 1966 – 1973 Pari-mutuels, Charles Town Turf Club, Charles Town, WV

**Construction**

1971 – 1973      Lowe Brothers Construction Company, Shepherdstown, WV

**PROFESSIONAL AFFILIATIONS**

|                          |                                                               |
|--------------------------|---------------------------------------------------------------|
| Member ~                 | Board of Directors, WV Regional Contracting Assistance Center |
| Chairman ~               | Small Business Administration State Advisory Council          |
| Member ~                 | WV Cable TV Board                                             |
| Elected Representative ~ | White House Conference for Small Business                     |
|                          | WV State Chamber of Commerce                                  |
| Member ~                 | National Advisory Council for Small Business                  |
| Member ~                 | Jefferson County Chamber Commerce                             |
| Member ~                 | Berkeley County Chamber Commerce                              |
| Board of Directors ~     | Shepherd University Foundation                                |
| Advisor ~                | Phi Sigma Epsilon National Fraternity                         |
| Vice President ~         | Shepherd University Alumni Association                        |
|                          | Shepherd University Golden Rams Club                          |
| Vice President ~         | Jefferson Civitan Club                                        |
| Board of Directors ~     | Jefferson County, Chapter of the American Red Cross           |
|                          | Shepherdstown Jaycees                                         |
|                          | Realtor of State of WV                                        |
| Member ~                 | Cress Creek Country Club, Shepherdstown, WV                   |
| Member ~                 | Wyndemere Country Club, Naples, FL                            |
| Member ~                 | Scarborough Society, Shepherd University                      |

**COMMUNITY INVOLVEMENT**

Vice President, Shepherdstown Elementary Parent Teachers Association  
President, Shepherdstown High School Alumni Association  
Executive Council, Shenandoah Area Boy Scouts  
Little League Baseball and Midget League Basketball Coach  
Member, Shepherdstown Presbyterian Church  
Jaycees and Civic Clubs  
Former Member, Shepherdstown Rotary  
Chairman, Rumsey Regatta Steering Committee and Co-Coordinator of Rumsey Regatta

### AWARDS and RECOGNITION

- 1983 ~ Outstanding Young Men of America
- 1984 ~ Recipient, Jefferson County Community Service Award
- 1995 ~ Who's Who in West Virginia Business State Journal
- 1996 ~ Outstanding Alumnus, Shepherd University
- 1997 ~ West Virginia Real Estate Entrepreneur of the Year
- 1999 ~ Year 2000 Edition of *Who's Who in American Business: A Guide to Leaders in the New Millennium*
- 2000 ~ Life Member National Registry of Who's Who

### COLLEGE HONORS

- Who's Who Among Students in American Universities and Colleges
- Ella May Turner Scholarship
- Claude Benedum Scholarship
- President of Sophomore, Junior and Senior Classes at Shepherd University
- President of Phi Sigma Epsilon Fraternity

### INTERESTS

History, Politics, Fishing, Boats, Thoroughbred Race Horses, and the game of Golf

### ACTIVITIES

- January 1993 Appointed by Governor Gaston Caperton to serve as Vice Chairman of the WV Cable Television Advisory Board
- May 1994 Appointed to the National Advisory Council of the Small Business Administration
- June 1994 Served as Community Coordinator in assisting the US Department of Justice and Senator John D. Rockefeller in the successful completion of the WV Summit on Violent Crime
- June 1995 Appointed by Governor Gaston Caperton to the WV Community and Economic Development Council
- August 1995 Appointed to serve on Shepherd University Foundation Board of Directors as a representative of Shepherd University Alumni Association
- September 1995 Chairman of Eastern WV Citizens Against Lawsuit Abuse (CALA)
- January 1996 Elected to serve on the Board of Directors of the WV Hospitality & Travel Association
- March 1996 Selected to participate in Senator John D. Rockefeller IV's Taiwan Industry & Trade Mission
- January 1997 Selected to participate in Senator John D. Rockefeller IV's Project Harvest 1997, WV Trade Mission
- June 1997 Participated in "VIP" inspection tour of Panama (WVANG)

ACTIVITIES (continued)

|                  |                                                                                                                                                                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 1997      | 1997 Real Estate Developer Entrepreneur of the Year; Ernst & Young LLP, Kauffman Foundation, USA Today and NASDAQ                                                                                                                                                                                          |
| December 1997    | Selected to participate in Congressmen Wise's & Rahall's WV Trade Mission to Germany                                                                                                                                                                                                                       |
| July 1998        | Appointed Commissioner by Governor Underwood to WV Tourism Commission                                                                                                                                                                                                                                      |
| May 1999         | Participated in an economic trade mission to the Republic of Czechoslovakia, in Cooperation with the Director of the Institution of Training, Trade, and Development from Shepherd University                                                                                                              |
| January 2000     | Hosted Mid-East Peace Talks between Israel and Syria at the Clarion Hotel & Conference Center, Shepherdstown, WV. Visiting dignitaries included President William Jefferson Clinton, Secretary of State Madeline Albright, Israeli Prime Minister Ehud Barak, and Syrian Foreign Minister Farouk Al-Sharan |
| June 2000 – 2003 | Reappointed by Governor Cecil Underwood to WV Community and Economic Development Council                                                                                                                                                                                                                   |
| July 2001 – 2003 | Reappointed by Governor Bob Wise as Commissioner to WV Tourism Commission                                                                                                                                                                                                                                  |
| March 2003       | Founding Member, Gateway New Economy Council, fostering high technology business growth in the eastern panhandle of WV to advance college-level business programs in concert with regional economic development                                                                                            |
| May 2004         | Participated in VIP Inspection Tour, Azores, Spain, Germany and Iceland (WVANG)                                                                                                                                                                                                                            |
| November 2006    | Elected Board of Directors, Charles Town Horsemen's Benevolent Protection Association (CTHBPA). Appointed Chairman, New Track Surface Committee and Member, Medication and Testing Committee                                                                                                               |
| December 2006    | Completion and dedication of PGA Hilton Hotel, PGFA Village, Port St. Lucie, Florida in cooperation with Pacifica Hotels, PGA, and Ken Lowe Management Company                                                                                                                                             |
| December 2006    | Appointed by Governor Joe Manchin, Chairman, WV Infrastructure and Jobs Development Council                                                                                                                                                                                                                |
| September 2007   | Appointed as a Director of the Shepherd University Foundation                                                                                                                                                                                                                                              |
| September 2007   | Appointed as member of the WV University Extension Service Visiting Committee                                                                                                                                                                                                                              |
| November 2009    | Elected President, Charles Town Horsemen's Benevolent Protection Association (CTHBPA)                                                                                                                                                                                                                      |
| January 2011     | Reappointed by Acting Governor Earl Ray Tomblin, Chairman, WV                                                                                                                                                                                                                                              |
| September 2013   | Infrastructure and Jobs Development Council                                                                                                                                                                                                                                                                |

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



Name: Tabby Bennett

Department or Organization: Orion Strategies/Coalition for Safe, Affordable Food

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **October 1, 2015**

*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*): **Request to Endorse Statement of Support for National Food Labeling Standards - 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 NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Good afternoon,

My name is Tabby Bennett and I work for a Public Relations Firm called Orion Strategies with offices located in Charleston and Buckhannon. We are working with the Coalition for Safe and Affordable Food on an issue regarding state-based food labeling laws, and I wanted to know if your commissioners would sign the letter of support attached in this email.

The issue is that individual states are trying to set food labeling rules – which would force food producers to have 50 different labeling (and distribution) systems instead of one national one – all of which will raise food costs drastically. West Virginia had this same legislation introduced in the latest session in Charleston (but it did not pass this time).

These changes are being brought on by legislators in some states wanting new state-level restrictions on GMOs - which are found in more than 70% of foods we eat (and often in the feed provided to cattle, chickens, etc.).

Having one national standard for food labeling that is set by the federal government, as opposed to a patchwork of standards created by various states, will ensure consistency and keep food costs down for everyone. Not only that, safety can also be ensured with one national standard, because all food labels and protocols will come from one transparent place instead of 50 different locations.

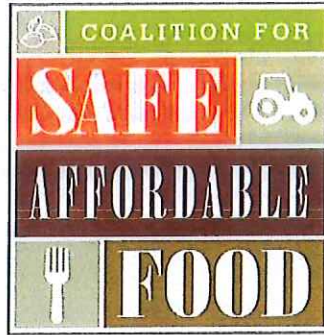
I have contacted you about this issue because we have already received a letter of support from one of your community members who runs an orchard, and because the Harrison County Commission, and the Upshur County Commission, have signed a letter of support. I thought this issue would concern you as a similar organization that already has community support, and that cares about the economic stability of your food producers, businesses, and families that will be affected by this issue.

If you sign the statement of support I sent, I ask that you please send a signed copy back to me either by email, fax, or mail. If you have any questions, please feel free to call me ANY time. Thank you for taking the time to consider this issue and my request.

If you have any questions you can call me at any of the phone numbers below, or you can visit: <http://coalitionforsafeaffordablefood.org>

Best Regards,  
**Tabby Bennett**  
Junior Account Executive

**Orion Strategies**  
O: (304) 473-7200 Ex. 14  
C: (304) 439-5279  
F: (866) 747-3738  
[tabby@orion-strategies.com](mailto:tabby@orion-strategies.com)



### Statement of Support

The Coalition for Safe Affordable Food is an alliance of American farmers, concerned parents, food producers and consumers who support a national, science-based labeling standard for all products containing genetically modified ingredients (GMOs). We believe that only federal standards overseen by the U.S. Food & Drug Administration (FDA) can provide the public with the accurate, consistent information they need. We advocate for federal legislation that will enact these standards nationwide, and that will specifically:

- **Eliminate confusion and provide consistency** by establishing the FDA as the nation's single authority over use and labeling of GMO products, removing the uncertainty and inconsistency of having multiple standards across the 50 states.
- **Advance food safety** by empowering the FDA to review new GMO traits before they enter the marketplace and to require labeling of GMO ingredients if they find a health, safety or nutritional issue present.
- **Inform consumers** by establishing FDA standards for companies that choose to voluntarily label their products as containing or not containing GMO ingredients, including a federal definition of the term "natural."

H.R. 1599 the *Safe and Accurate Food Labeling Act*, introduced by Representatives Mike Pompeo (R-KS) and G.K. Butterfield (D-NC) in the U.S. House of Representatives, would establish this much-needed federal standard under the FDA. The Coalition for Safe Affordable Food endorses this legislation and supports its passage.

GMOs are present in 70-80 percent of the food we eat in the United States, and benefit our communities by not only helping the environment but also keeping food costs affordable for families. Granting FDA authority over all GMO labeling will better protect these benefits.

If you or your organization would like to join the Coalition for Safe Affordable Food, please indicate your support by providing your signature below:

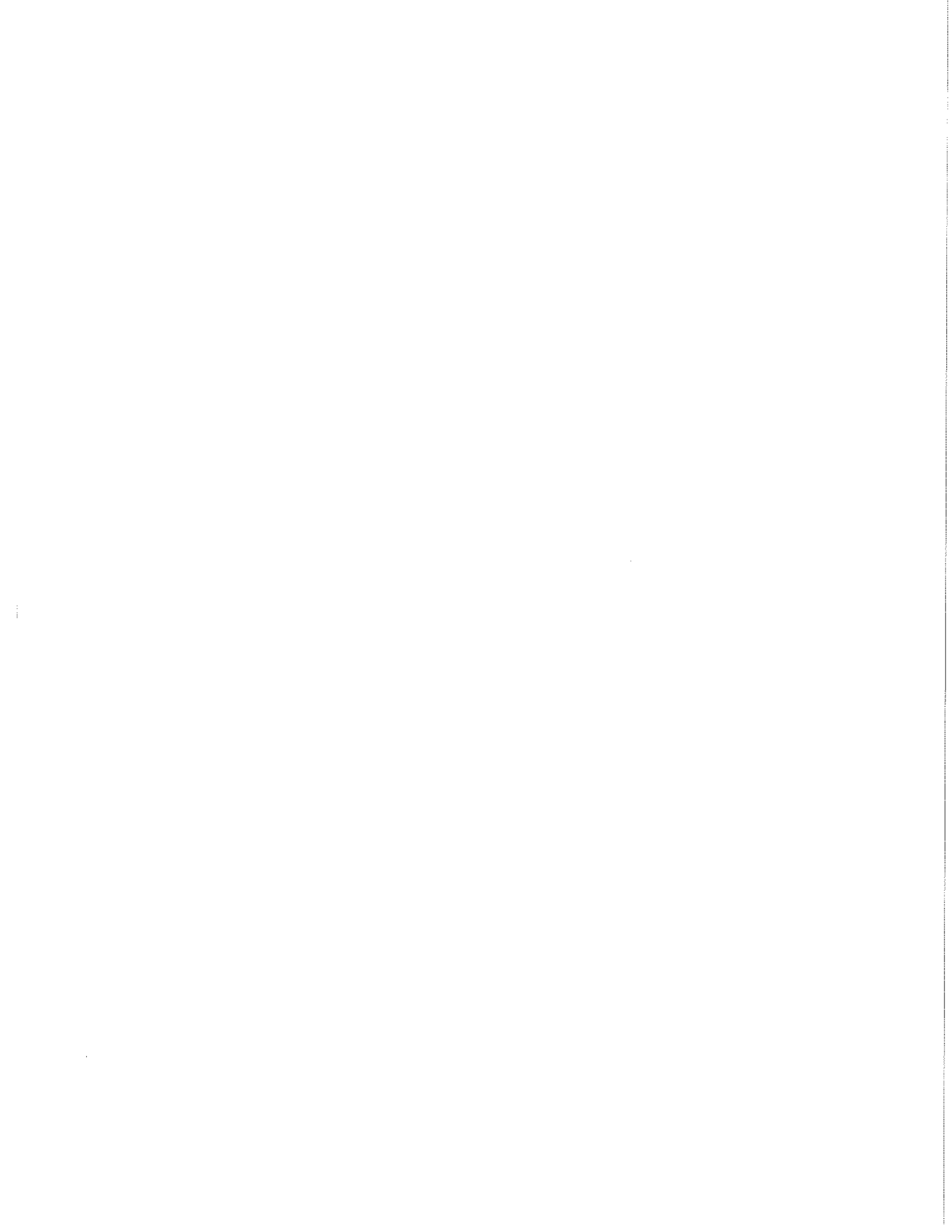
Organization (Please Print): \_\_\_\_\_

Contact (Please Print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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





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

Name: **Daniel Bickerton**

Department or Organization: **West Virginia American Water**  
Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 15, 2015**  
*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*): **Discussion of the benefits of a public-private partnership solution with WVAW in Jefferson County**

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.



October 2, 2015

Daniel P. Bickerton O 866-583-2247  
4002 Ohio River Road C 304-549-9122  
Huntington, WV 25702 F 304-529-1553  
Dan.Bickerton@amwater.com

The Honorable Jane M. Tabb, President  
The Honorable Patsy Noland, Vice President  
The Honorable Dale Manuel, Commissioner  
The Honorable Walt Pellish, Commissioner  
The Honorable Eric Bell, Commissioner  
Jefferson County Commission  
124 E. Washington Street  
P.O. Box 250  
Charles Town, WV 25414

Received

OCT 06 2015

Jefferson County Commission

Dear Commissioners,

I attended the Commission's Utility Work Session recently and had hoped to offer a potential solution for consideration. Unfortunately, the format of the session limited comments to only the formal invitees. Therefore, I respectfully offer a few comments for consideration by the Commission.

I have attended Jefferson County Commission meetings periodically over the past 15 years and throughout this period there have been some consistent themes; 1.) inconsistent operational objectives among Jefferson County water and sewer utilities; 2.) a lack of cooperative long-term water and sewer planning and timely construction to support the needs of the citizens of the County; 3.) reasonable water and sewer rates for all Jefferson County residents; and, 4.) a fair and reasonable utility approach to accommodate new entrants into Jefferson County.

I believe there is a solution to these issues that can be implemented in a relatively short period of time. That solution is a public-private partnership with West Virginia American Water ("WVAW"). WVAW is the largest water/sewer utility operating in West Virginia under the purview of the Public Service Commission with over 170,000 customers and has been involved with public-private partnership endeavors in West Virginia for over 35 years. WVAW brings to the table economies of scale, a source of capital and experience as a quality regional utility service provider while Jefferson County can provide access to grant funds and other low interest financing, political leadership, project priority ranking and project planning focus.

The Company has been involved with the development, design, construction and operation of regional water projects serving thousands of customers in Boone, Cabell, Fayette, Lewis, Kanawha, Mercer, Putnam and Summers Counties. WVAW has worked cooperatively with county commissions, cities, towns, regional development offices, state legislators,

regulators and others to deliver regional solutions to meet water supply needs in West Virginia. This public-private partnership approach can work effectively in Jefferson County for both water and sewer.

I would welcome the opportunity to speak to the Commissioners in greater detail at an upcoming meeting about the benefits of a public-private partnership solution with WVAW in Jefferson County.

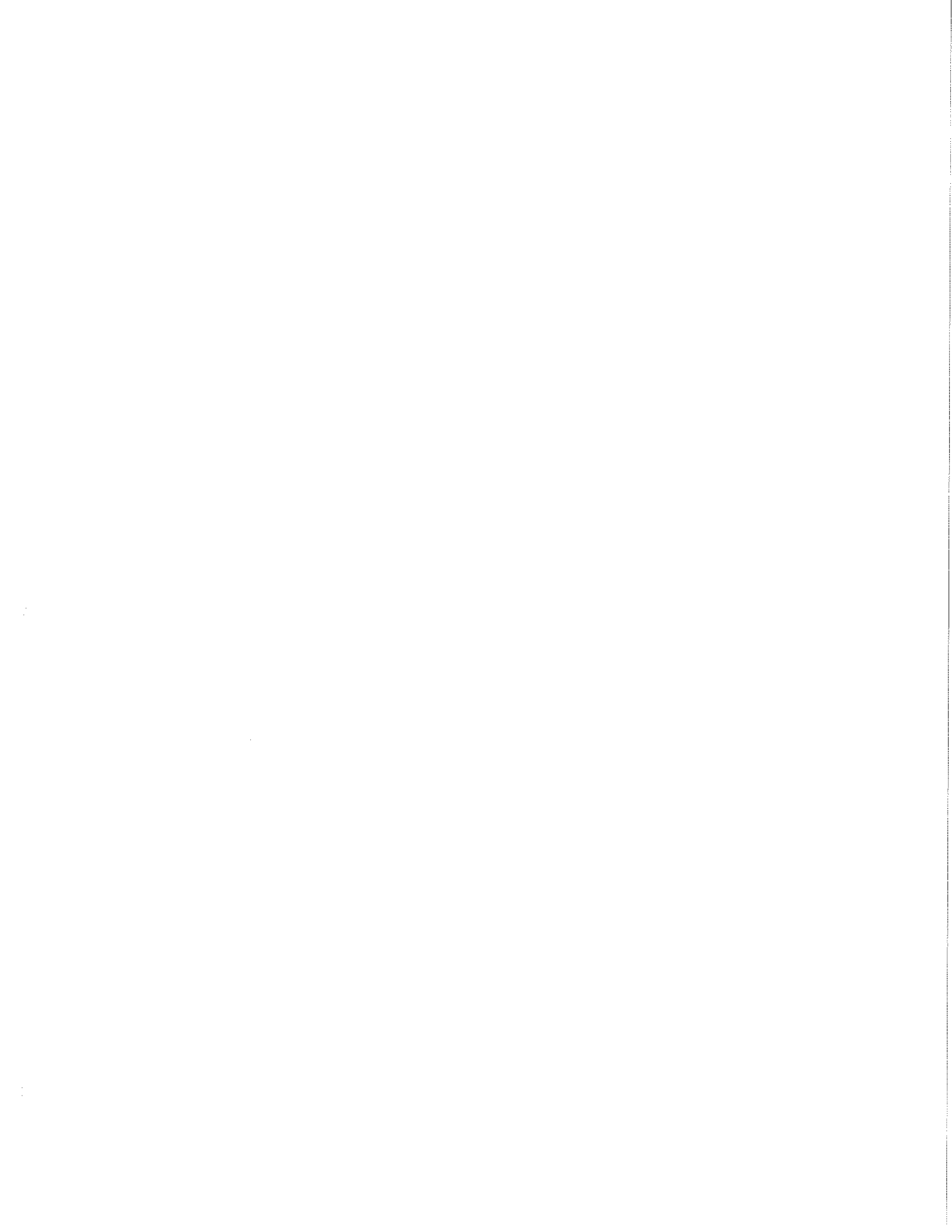
Thank you for your consideration and I look forward to hearing from you very soon.

Sincerely,



Daniel P. Bickerton

cc: Jefferson County Public Service District Board  
John W. Reisenweber, Exec. Director, Jefferson County Development Authority  
Jeffrey L. McIntyre, President, WVAW



AGENDA REQUEST FORM

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

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

**ESTIMATION OF TIME NEEDED FOR APPT.:** 10 to 15 minutes

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** October 15<sup>th</sup>, 2015

**IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:**

**SUBJECT:** October Quarterly Review

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

Quarterly review to approve and close estates since last term in July.

**RECOMMENDED MOTION:** All presented estates have met the necessary requirements for closure, and it is our recommendation that they be approved and closed by the county commission.

**ARE DOCUMENTS ATTACHED:** To follow

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210



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



Name: Angie Banks

Department or Organization: Jefferson County Assessor

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 15, 2015**

*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*): **Board of Assessment Appeals**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**§11-3-24b. Board of Assessment Appeals.**

(a) The county commission shall meet as a board of assessment appeals no sooner than October 1 of the tax year, unless that day is a Saturday, Sunday or legal holiday in this state, in which event the board shall begin meeting on the next day that is not a Saturday, Sunday or legal holiday.

(b) The board shall set a date and time for hearing each protest filed on or before February 20 of the tax year, as provided in section twenty-three-a of this article, and for which the taxpayer elected to have the matter heard by the board of assessment appeals: *Provided*, That the commission may, before, on or after October 1, begin developing a hearing schedule for hearings to commence on or after October 1. The board may in its discretion grant one or more continuances of the hearing date. The board shall grant a continuance when the continuance is agreed to by the assessor and the taxpayer. When the hearing involves industrial property or natural resources property appraised by the Tax Commissioner, the board shall grant continuances of hearing dates and otherwise work with the Tax Commissioner to develop a hearing schedule that recognizes the limitations of state resources and the fact that the Tax Commissioner is responsible for appraising industrial properties and natural resource properties in all fifty-five counties.

(c) Upon the timely request of any party, the board may, before, on or after October 1, develop a discovery schedule for the exchange of information between the taxpayer and the assessor and, in matters involving industrial property or natural resources property, the Tax Commissioner. Any objections to discovery may be made to the board which shall rule on such objections. Any willful failure to provide the information requested through the discovery process and required by the board may be grounds for dismissal of the appeal by the board: *Provided*, That the board shall provide written justification for dismissal to all parties, and: *Provided further*, That any dismissal may be appealed to the circuit court as provided in section twenty-five of this article.

(d) The board may assign the appeal to a hearing examiner for the taking of evidence if the hearing examiner is mutually agreed to by the parties to the appeal. The hearing examiner shall have the same authority as the board to schedule hearings and schedule and compel discovery: *Provided*, That, in the case of a willful failure to provide information, an appeal may be dismissed only by the board as provided in subsection (c) of this section. Hearings before a hearing examiner shall be recorded electronically. Upon the conclusion of discovery and hearings on an appeal, the hearing examiner shall make a written report of findings of fact and conclusions of law and provide the same to the board and all parties to the appeal. The board shall issue its order consistent with the report of the hearing examiner without the taking of additional evidence. The cost and expenses of the hearing examiner shall be paid by the board.

(e) The board may approve an agreement signed by the taxpayer or taxpayer's representative and the assessor, and by a representative of the Tax Commissioner when the property is industrial property or natural resource property, that resolves a valuation matter that arose while the land and personal property books were before the board of equalization and review.

(f) The board shall issue its order within a reasonable time after the record for the hearing is closed and all required briefs have been submitted.

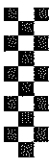
(g) Any party to the hearing may appeal the order of the board in the manner provided in section twenty-five of this article for appealing an order of the board of equalization and review.

(h) In the event the board reduces an assessed value in an order that becomes final, the county clerk shall certify copies of the order to the Auditor, sheriff and assessor, and to the Tax Commissioner if the property is industrial property or natural resources property. The taxpayer shall be entitled to a credit voucher to be applied against future taxes as provided in this article. When endorsed by the taxpayer, the voucher shall be sufficient to entitle the sheriff to a credit for so much of his or her settlement which he or she is required to make.

(i) The board of assessment appeals shall meet as often as necessary until the work of the board is completed: *Provided*, That the board shall adjourn sine die not later than October 31 of the tax year unless the board, by majority vote, agrees to extend the term if necessary to afford the parties due process and to complete its work, after which it shall adjourn sine die.

*Note: WV Code updated with legislation passed through the 2013 1st Special Session*

*The WV Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.*



February 20, 2015

Clerk of the County Commission  
P O Box 250  
Charles Town, WV 25414-0250

Dear Clerk:

We are writing to appeal the increase of our tax assessment for 2015 for the second year. This is extremely excessive and will cause us financial problems since we are elderly and pretty much living on a fixed income. We wish to have our protest heard by the Commission either as the board of review and equalization or as a board of review whichever one has an opening.

Respectfully submitted,

Diana and William Penrod

*Diana L Penrod*

*William Penrod*

*Cell 304-582-0190*

*Forward to Sandy's attention*

*on 2-20-15 to 304-725-7916*

Richard and Mary Webber

474 Magaha Street

Ranson, WV 25428

I would like to appeal the 10% Tax Increase for our home due to the value of the home and knowing the surround area has new homes that have a higher value should not have anything to do with a 1986 home Value. We have not made any great increase values or improvements to the home in 15 years.

Most of the New Home Owner in the area comes from the Big City and Make higher wages and with my family we work locate and don't make the wages or have had a increase in wages to cover any large increases in tax or anything.

I have reviewed the Real estate market in my area and have seen homes for \$ 146,000 to \$350,000 and my home does not meet any of these values, so I would like you to take the time to review my appeal and consider a much less Tax increase.

Sincerely:

Richard and Mary Webber

NOTICE OF INCREASE IN ASSESSMENT

ANGELA L BANKS  
104 EAST WASHINGTON ST  
CHARLES TOWN WV 25414  
304-728-3224

PROPERTY OWNER

WEBBER RICHARD A & MARY D

DATE: 1/7/2015

474 MAGAHA ST  
RANSON WV 25438

PARCEL ID: 02 6000300160000  
LEGAL DESC: LT #12 MEGWILLEY VILLAGE-NORTH

DEAR PROPERTY OWNER:

IN ACCORDANCE WITH CHAPTER 11, ARTICLE 3, SECTION 2A OF THE WEST VIRGINIA CODE, I AM HEREWITH NOTIFYING YOU THAT YOUR CURRENT PROPERTY ASSESSMENT FOR THE FORTHCOMING YEAR IS \$124,800.

THE ASSESSED PROPERTY VALUE HAS INCREASED BY AT LEAST 10% AND \$1,000, BUT THE LEVEL OF POTENTIAL TAX CHANGE IS NOT KNOWN UNTIL LEVYING BODIES SET THEIR TAX RATES.

THIS ASSESSED VALUE REPRESENTS 60% OF THE APPRAISED MARKET VALUE AS REQUIRED BY WEST VIRGINIA CODE CHAPTER 11 ARTICLE IC.

PERSONS CLAIMING HOMESTEAD EXEMPTION BENEFITS SHOULD DEDUCT THE EXEMPT AMOUNTS (\$20,000) FROM THE VALUE SHOWN.

IF YOU DISAGREE WITH THIS APPRAISAL, YOU MAY APPEAL BY FILING A WRITTEN PETITION FOR AN INFORMAL REVIEW WITH YOUR COUNTY ASSESSOR WITHIN EIGHT (8) BUSINESS DAYS OF RECEIVING THIS NOTICE.

JEFFERSON COUNTY ASSESSOR  
ADDRESS 104 EAST WASHINGTON ST  
CHARLES TOWN WV 25414

YOU MAY ALSO APPEAL BY FILING A WRITTEN PROTEST WITH THE CLERK OF YOUR COUNTY COMMISSION NO LATER THAN FEBRUARY 20, 2015, INDICATING WHETHER YOU WISH YOUR PROTEST TO BE HEARD BY THE COMMISSION SITTING AS A BOARD OF EQUALIZATION AND REVIEW IN FEBRUARY, OR AS A BOARD OF ASSESSMENT APPEALS IN OCTOBER. IF THE BOARD OF EQUALIZATION AND REVIEW HAS ADJOURNED SINE DIE BEFORE FEBRUARY 20, YOUR APPEAL WILL BE HEARD BY THE COUNTY COMMISSION SITTING AS A BOARD OF ASSESSMENT APPEALS IN OCTOBER 2015.

COUNTY COMMISSION  
ADDRESS P O BOX 250  
CHARLES TOWN WV 25414

PHONE 304-728-3284

IF YOU FAIL TO TIMELY EXERCISE YOUR RIGHT TO APPEAL, YOU WILL LOSE THE RIGHT TO APPEAL THIS YEAR'S TAX ASSESSMENT.

February 16, 2015

**From: Jason Kowalski**

19 Moore Court, Charles Town, WV 25414  
304-724-9002

**To: Clerk of the Jefferson County Commission**

P O Box 250, Charles Town, WV 25414

**Re: Notice of Increase in Assessment**

**Parcel ID: 03 5A004000000000**

**Legal Desc.: LT #40 CRAIGHILL ESTATES**

Dear Clerk:

I have recently received a "Notice of Increase in Assessment" regarding my property. I have researched selling prices for similar homes in the area and believe the assessment to be very high.

I would like to appeal the assessment, as described in the notice. I wish my protest to be heard by the board of assessment appeals in October.

In preparation for this appeal, I need to understand what rules govern assessment and appeal. What is the best source for this information?

Thank you for your time and attention in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Kowalski". The signature is written in a cursive style with a large initial "J".

Jason Kowalski

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



Name: Becky Burns, Office Manager

Department or Organization: Engineering Department

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: 10/15/15

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

Date Requested – 2<sup>nd</sup> Choice: 10/29/15

Subject (*Wording to be placed on agenda*): Refund of building permit fees for Rick and Lisa Marnett.

Please provide the County Commission with a description of your request or presentation, including any background information:  
Rick and Lisa Marnett applied for a building permit for a deck and have asked that their building permit fees be refunded in the amount of \$68.96

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*): Full refund of building permit fees for Rick and Lisa Marnett in the amount of \$68.96.

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

If not attached, explain: Lisa Marnett Email Refund Request

Staff Memo Supporting Fee Reimbursement

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: Becky Burns

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-725-2998

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**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: STEPHANIE GROVE, COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER *Rebecca*  
DEPARTMENT OF ENGINEERING

DATE: OCTOBER 8, 2015

SUBJECT: RICK AND LISA MARNETT PERMIT FEE REFUND REQUEST

The Commission has authorized permit fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office. Rick and Lisa Marnett applied for a building permit for a deck and paid a permit fee of \$68.96. The fee was computed as follows: a base fee of \$60.00, plus \$9.96 square footage fee, for a total permit fee of \$68.96.

Mr. and Mrs. Marnett applied for the building permit for the deck on September 25, 2015 and provided all the information required of them to acquire a permit for the deck. This office reviewed the application and accepted it for further processing for compliance with building code and land use ordinances. Ms. Marnett submitted an email request on September 29, 2015 asking that the building permit application be withdrawn and the permit fees returned. The check for the fees paid was deposited on September 28, 2015. The staff does not have the ability to refund fees. Since nothing beyond the initial acceptance of the permit application for further processing occurred staff recommends refunding the fees in the amount of \$68.96.

If you have any questions please give me a call.

## Engineering

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**From:** Lisa Marnet <lisamm.cside@pmpbiz.com>  
**Sent:** Tuesday, September 29, 2015 9:31 AM  
**To:** engineering@jeffersoncountywv.org  
**Subject:** Withdraw Building Permit-211 Barrel Horse Drive

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Burns,

Good Morning! I am writing to withdraw my building permit. I had paid by check and understand it has been deposited. What do I need to do in order to refund that check please?

Lisa Marnet  
211 Barrel Horse Drive  
Charles Town, WV 25414  
304-433-0554

Regards

Lisa Marnet  
DRC Coordinator  
Countryside Proprietary  
703-430-0715 ext:3012  
[lisamm.cside@pmpbiz.com](mailto:lisamm.cside@pmpbiz.com)  
"MANAGEMENT" is our middle name



Please click the following link to complete our Customer Satisfaction Survey: [Survey](#)

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



Name: Jessica Carroll

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **October 15, 2015**

*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*): Appointment of an alternate for the Board of Zoning Appeals – one unexpired term ending January 1, 2017

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable

## ROBERT "CRAIG" FOSTER

30 Colonel Miles Court • Harpers Ferry, WV 25425 • Phone: 202-680-0525 • E-mail: rcfoster@hotmail.com

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### PERFORMANCE SUMMARY:

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With over 18 years of experience in marketing, marketing communications and corporate communications, my skills in presenting information in a clear and concise manner are exceptional. I have the ability to develop present information through the written word and graphical depictions to address all audiences. Balancing priorities to complete projects on time and under budget is an ability that I pride myself on. I am comfortable in discussions with peers, consultants, all levels of management and clients. As a student of integrated marketing campaigns, I truly believe that no action should be a standalone event. One tactic should build upon another in an effort to reach a predefined result.

### NOTABLE ACHIEVEMENTS

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- Lead internal and external teams to develop content for marketing activities while also worked with outside vendors when needed - all in the goal of completing projects on budget and on time.
- Worked with international marketing teams as well as local representatives in the development and rebranding of companies whether it was from a merger/acquisition to simply a change in identity.
- Redirected the use of outsourced services to cut expenses but also negotiated rates for sources that needed to remain.
- Managed multiple tradeshow and corporate events from inception to review, including international shows and collaborating with multiple teammates and internal divisions.

### EXPERIENCE:

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#### Marketing Manager, 2013 - Present Maccafferri Inc., Williamsport, MD

- Manage the day-to-day marketing activities, requiring timely responses to vendors, employees and clients
- Create reports to monitor, review and report on all marketing activity and results
- Produce new and edit existing documentation, case studies, articles and web content
- Craft advertisements (text and artwork) for magazines, web based, sponsorships and internal communications
- Manage the trade show program, engineering classes, sponsorship activities and other client interaction
- Interact regularly with the International Marketing Team (UK) and the Corporate office (Italy)
- The North American Representative of the International Website Steering Committee
- Tools used: *Constant Contact, Hootsuite, NQ Content CMS, Company CRM, Adobe Suite and Microsoft Office*

#### Marketing Manager, 2013 - 2013 Modus eDiscovery, Washington, DC

- Developed all marketing materials (press releases, sales sheets and presentations) for internal and external use
- Provided support to the Sales Manager for all proposals and training materials
- Launched and managed the company social media presence (LinkedIn, Facebook, Google+ and Twitter)
- Interacted with multiple vendors (supporting companies, advertisers, consultants and teammates)
- Proofread, edited, created templates and reviewed all external materials and provided graphics design
- Oversaw the email management system, purchasing of mailing lists and database management
- Tools used: *Constant Contact, WordPress, Hootsuite, Adobe Suite, Salesforce and Microsoft Office*

#### Marketing Manager, 2012 - 2013 Institute for Building Technology and Safety (IBTS), Ashburn, VA

- Designed and implemented a brand-unifying policy that eliminated conflicting messaging
- Produced integrated marketing campaigns from conception to delivery
- Maintained or created marketing materials (web content, datasheets, case histories and articles)
- Created the company social media presence (Facebook, Twitter and LinkedIn)
- Managed the webinar development process from planning, promotion, recording and reporting
- Assisted in developing proposal responses, editing, and proposal graphics
- Tools used: *Microsoft Dynamics, Zoho, Company CMS, Adobe Suite, TweetDeck, Microsoft Office*

#### Senior Marketing Campaign Manager, 2010 - 2012 ICF International, Fairfax, VA

- Developed integrated marketing campaigns to promote the activities of multiple departments and business units
- Lead the marketing efforts for Homeland Security, Veterans Health, Defense and Cyber Security initiatives
- Held training and planning sessions with all field offices domestic and international in support of their efforts
- Participated with the internal clients in their public activities including trade shows, conferences, planning sessions

## ROBERT "CRAIG" FOSTER

30 Colonel Miles Court • Harpers Ferry, WV 25425 • Phone: 202-680-0525 • E-mail: rcfoster@hotmail.com

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- Managed, measured, tracked and reported on the effectiveness of the campaigns
- Tools used: *Marketo, Silverpop, Salesforce, Company CMS and Adobe Suite and Microsoft Office*

### Marketing Communications Specialist, 2007 - 2010

#### L-3 Communications-GS&ES, Reston, VA

- Managed the marketing of all activities for the organization including event participation, promotional items, advertisements and sponsorships as well as internal activities and team building programs
- Led teams to complete projects on budget and on time using internal and external resources
- Coordinated advertisement development, sponsorship opportunities and marketing collateral
- Tools used: *Company CMS, Adobe Suite and Microsoft Office*

### Communications Representative, 2006 - 2007

#### Technica Corporation, Dulles, VA

- Participated in the development of the company intranet and responsible for the majority of the content
- Crafted, developed and wrote newsletter articles, press releases and other communications
- Participated in the development of multiple proposals and task order submittals
- Tools used: *Company CMS, Adobe Suite and Microsoft Office*

### Manager, Marketing Communications, 2006 - 2006

#### Manugistics, Inc. (now JDA Software), Rockville, MD

- Established strategic partnerships with seven national magazines for advertisement plans and article publishing
- Managed the production of webinars for four project areas and maintained the internet-based library, including collateral, webinars and whitepapers.
- Identified methods of generating cost savings and minimizing unnecessary expenditures
- Tools used: *Company CMS, Adobe Suite and Microsoft Office*

### Manager, Marketing Communications, 1998 - 2006

#### BAE Systems, Reston, VA

- Managed the rebranding of the company following a merger with another major defense contractor
- Supervised the involvement trade shows both domestically and internationally
- Acted as the lead graphic artist for proposals and internal/external communications
- Tools used: *Company CMS, CorelDraw and Microsoft Office*

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### EDUCATION:

University of Phoenix - Rockville, MD:

MBA, Business Administration & Marketing; BS, Business Management & Marketing; AA, General Studies

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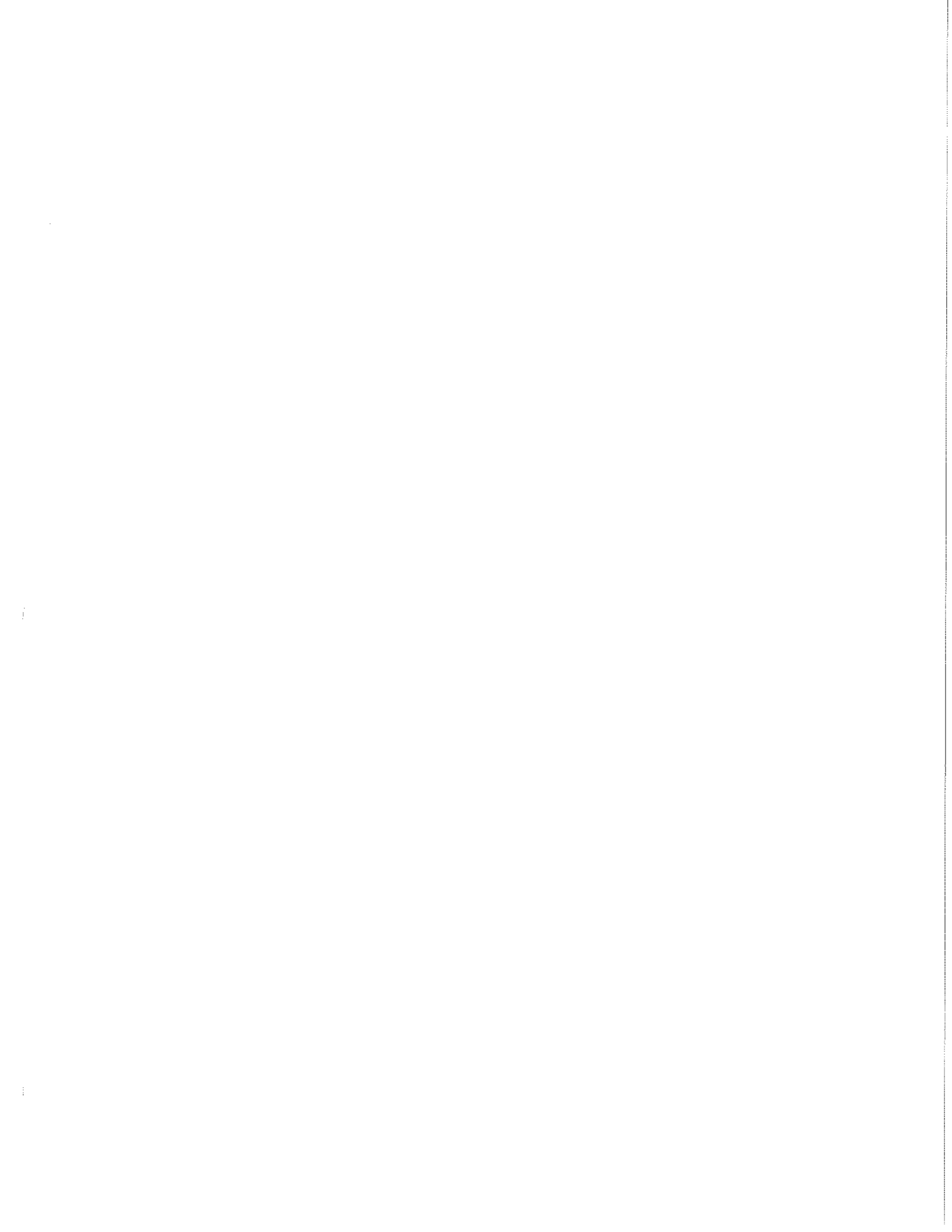
### SKILLS:

- |                                 |                                      |                              |
|---------------------------------|--------------------------------------|------------------------------|
| • Project Management            | • Tradeshow/Event Management         | • Adobe Creative Suite       |
| • Strategic Planning            | • Internal/External Customer Service | • Microsoft Office Suite     |
| • Budget Creation & Management  | • Social Media Management            | • Email Programs             |
| • Team Leadership/Collaboration | • Brand Consistency                  | • CRM Programs               |
| • Analysis & Metrics Reporting  | • Competitive Analysis & Research    | • Content Management Systems |

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### ADDITIONAL INFORMATION:

Previously held a TS/SCI with CI Polygraph (Currently Inactive)





**West Virginia Department of Agriculture**  
1900 Kanawha Blvd. E., Charleston, WV 25305  
304-558-3550

**Received**

**SEP 25 2015**

**Walt Helmick**  
Commissioner

**Jefferson County Commission**

## ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela Banks, has completed the Farm Census of 2015 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in blue ink that reads "Walt Helmick".

**Commissioner of Agriculture**



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



Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **October 15, 2015**

*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*): **Transfer of Ambulance Fees and Ambulance Fee Update**

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 transfer of Ambulance Fee funds to the Jefferson County Emergency Services Agency**

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.



**NOTICE OF PUBLIC HEARING  
COUNTY COMMISSION OF JEFFERSON COUNTY**

**JEFFERSON COUNTY DOG TETHERING AND CONFINEMENT ORDINANCE**

The County Commission of Jefferson County will hold a public hearing on Thursday, **October 15, 2015 at 1:30 p.m.** in County Commission meeting room located at the Old Charles Town Library Meeting Room on the ground floor of the Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this public hearing is to gather public input on the Jefferson County Dog Tethering and Confinement Ordinance.

Review of the documents are available at the following website:

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

Anyone wishing to provide comment may do so at this meeting or by email at [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

The public is invited to attend.

**By Order of the County  
Commission of Jefferson County  
Jane M. Tabb, President**

# JEFFERSON COUNTY DOG TETHERING AND CONFINEMENT ORDINANCE

**Purpose:** To provide for proper restraint, shelter, protection and care for dogs who are tethered or confined in Jefferson County, West Virginia.

## **I. Definitions**

- a. "Adequate food" means access to and the provision of food that is of sufficient quantity to maintain each animal in good health; and is accessible to each animal.
- b. "Adequate space" means:
  1. When a dog is confined, the standards for "adequate space" are:
    - i. Small dogs (defined as 35 lbs and under) must have 100 square feet of permanent outdoor enclosure, *provided* that two small dogs may be confined within the same 100 square foot outdoor enclosure.
    - ii. Medium dogs (defined as 35-60 lbs) must have 100 square feet of permanent outdoor enclosure per dog.
    - iii. Large dogs (defined as 60-100 lbs) must have 150 square feet of permanent outdoor enclosure per dog.
    - iv. Extra-large dogs (defined as 100 lbs or greater) must have 250 square feet of permanent outdoor enclosure per dog.
    - v. More than one dog may be confined in the same enclosure provided the above space standards are met.
  2. When a dog is tethered, "adequate space" means a tether that i) is appropriate to the age and size of the animal; ii) is attached to the animal by a properly applied collar, halter, or harness configured so as to reasonably protect the animal from injury; and iii) is at least four (4) times the body length of the dog measured from the dog's nose to the base of its tail. *Provided*, that this definition does not apply when the animal is being walked by its owner or caretaker on a leash or is attached by a tether to a lead line. *Provided*, that when freedom of movement would endanger the animal, temporarily and appropriately restricting movement of the animal according to professionally accepted standards for the species is considered provision of adequate space.

- c. "Adequate shelter" means provision of and access to shelter that is suitable for the age, condition, size, and type of each animal. The shelter for a dog pursuant to this section shall have a roof, enclosed sides, a doorway, and a solid floor. No interior surfaces shall be metal, except for the roof. The shelter shall have an entryway that the dog can easily enter and be sufficient in size for a dog to stand, turn around, lie down, and exit in a natural manner. The shelter shall provide reasonably adequate protection from weather conditions.
- d. "Adequate water" means provision of and access to potable water that is provided in a suitable manner, in sufficient volume, and at suitable intervals, to maintain normal hydration for the age, species, condition, size and type of each animal.
- e. "Collar" means a well-fitted device, appropriate to the age and size of the animal, encircling and attached to the animal's neck in such a way as to minimize trauma or injury to the animal. A collar for tethering must be at least as large as the dog's neck plus one inch. Choke collars shall not be used in tethering.
- f. "Confine" for the purpose of this ordinance means to place or keep a dog within a permanent outdoor enclosure.
- g. A "Permanent Outdoor Enclosure" shall be defined as any enclosure used for the purpose of dog confinement for more than sixteen hours, cumulatively, in any twenty-four hour period. Such enclosure shall be constructed of chain link or a similar type of material with all four sides enclosed. The enclosure shall be of sufficient height to prevent the dog from escaping the enclosure.
- h. "Tether" means a rope, chain, cable, or the like, by which an animal is fastened, chained, tied or restrained to any stationary or inanimate object by means of a rope, chain, strap or other physical restraint so as to limit its range of movement.
- i. "Tethering" means the act of restraining a dog through the use of a tether.
- j. The definition of "tether," "tethered," or "tethering" shall not include using a leash to walk a dog, or when a leash or lead line is used in the physical presence of an owner or other caretaker for training purposes.

## **II. Care Requirements**

- a. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate food while the dog is tethered or confined.
- b. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate water while the dog is tethered or confined.
- c. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate space while the dog is tethered or confined.
- d. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate shelter while the dog is tethered or confined.
- e. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide adequate care and medical treatment for injuries, parasites and disease, sufficient to maintain the dog in good health while the dog is tethered or confined.
- f. Any outdoor area where a dog is tethered or confined as defined herein must be kept reasonably free of excretions
- g. *Provided*, that these requirements do not apply when the animal is being walked by its owner or other caretaker on a leash or is attached to a tether to a lead line in the presence of a caretaker for purposes of exercise or training.

### **III. Permanent Outdoor Enclosure Requirements**

- a. It shall be unlawful to restrain a dog outside for more than sixteen (16) hours in any twenty-four hour period unless the dog is confined in a permanent outdoor enclosure as defined herein.
- b. Adequate shelter, including protection from the weather and elements, shall be provided at all times in any permanent outdoor enclosure.
- c. Shade, either natural or manmade, shall be available at all times to a dog that is confined.
- c. Bedding, shall be provided in sufficient quantity for insulation to allow reasonable retention of the dog's body heat. Bedding shall be kept reasonably clean and dry.

- d. All areas of confinement shall be maintained as to provide a safe and healthy environment for the dog and shall be reasonably free of hazards.
- e. Any dog confined within a permanent outdoor enclosure must have adequate space for exercise.

#### **IV. Tethering Requirements**

- a. It shall be unlawful for any person to tether, fasten, chain, tie, restrain or cause a dog to be fastened, chained, tied or restrained to any stationary or inanimate object by means of a rope, chain, strap or other physical restraint for the purpose of tethering, for more than sixteen (16) hours, cumulatively, in any twenty-four hour period.
- b. If a dog is tethered pursuant to this section, the dog must be tethered by a properly fitted non-choke collar or a body harness to a tether that is at least four (4) times the body length of the dog, measured from the dog's nose to the base of its tail and which is free from entanglement and does not weigh more than 1/8<sup>th</sup> of the body weight of the animal. The tether shall have swivels on at least one end and so mounted and situated to minimize the risk of entanglement. It is recommended that the tether be a minimum of 12 feet in length.
- c. Shade, either natural or manmade, shall be available at all times to a dog that is tethered.
- d. If a dog is tethered for more than two hours, the dog must be provided with adequate shelter, space, food, and water as defined in Section I of this Ordinance.

#### **V. Penalties**

- a. It is declared unlawful for an owner or caretaker of a dog to violate any of the provisions of this Ordinance.
- b. Any person who violates any provision of this Ordinance, shall be guilty of a misdemeanor, shall be issued a citation for violation of the Ordinance, and upon conviction thereof shall be fined for each violation not more than \$100 (one hundred dollars) and shall be subject to prosecution on the aforesaid misdemeanor charge in the appropriate court, pursuant to W.Va. Code 19-20-6(c) and related statutes.
- c. *Warning Period:* Any person found by Animal Control officers to be confining or tethering an animal in violation of this Ordinance may be issued a warning citation and be allowed up to fifteen (15) days to provide

means of tethering or confinement that conform to the requirements of this ordinance. *Provided* the warning period is void immediately if the owner or caretaker, at any time during the warning period, fails to comply with W.Va. Code 61-8-19. *Provided* the Animal Control officer may, but is not required to, issue a second warning to a person who has received a prior warning, but may instead issue a citation under the terms of this ordinance.

- b. Any person who is issued a warning citation and does not conform the keeping of their dogs to the requirements of this Ordinance within the time period provided in the warning citation may be issued a citation immediately and is thereupon subject to fines and penalties stipulated in this Ordinance.

**VII. Severability**

If any portion of this ordinance shall be found by a Court of competent jurisdiction to be invalid, the remainder of this Ordinance shall remain in full force and effect.

**VII. Authority:**

WV Code Chapter 7-10-1, et. seq.; Chapter 19-20-1, et. seq.; Chapter 19-20A-1, et. seq.; Chapter 61-8-19, and related statutes.

Enacted and ordained by lawful majority vote at a duly called meeting this \_\_\_\_\_ day of \_\_\_\_\_, 2015, effective immediately.

**JEFFERSON COUNTY COMMISSION**  
**BY:**

\_\_\_\_\_  
Jane Tabb, President

Attest:

\_\_\_\_\_  
Clerk

## MEMORANDUM

### Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission  
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM  
Chief County Engineer

DATE: October 5, 2015

SUBJECT: **Engineering Department Quarterly Update Report  
October 5, 2015**

1. Projects Undertaken/Underway (in alphabetical order):

A. Bonding:

- i) Chapel View Subdivision (03-11) – In 2014, the Chief County Engineer presented a request to the County Commission asking them to issue an order – under authority of WV State Code - that any remaining lots owned by the developer cannot be sold. This Order was issued and recorded in the County Clerk's office on September 18, 2014. Subsequently, the developer deeded over the common areas and road rights-of-way to the HOA.

**The subdivision HOA now has full control of the HOA and has ownership of the common areas and road rights-of-way, which now puts them in a position to be able to sign a contract to complete the subdivision site improvements.**

**Now that the HOA is in a position to move forward with completing the site improvements, the County Commission approved on September 19, 2015, an order to rescind the previous order noted above. A draft of that order is under review by staff.**

**Engineering staff visited the subdivision in September and met with a geotechnical consultant about possible sink holes in the bottom of the stormwater management pond. The consultant will provide a proposal for performing an underground investigation (i.e., ground penetrating radar,**

resistivity testing, etc.) to determine the extent of the sink holes and develop a mitigation plan.

**Bond funds in the amount of \$225,638.00 are being held in a bank escrow account.**

- ii) Demory Farm Subdivision (04-17) – Still waiting for several site improvements to be satisfactorily completed so that the construction bond in the amount of \$163,407.00 can be released.

**United Bank completed the subdivision site improvements and the escrowed bond funds were released back to the bank.**

- iii) Summit View Estates Subdivision (03-21) – At the June 5<sup>th</sup> Jefferson County commission meeting, the County Commission approved allowing staff to work with United Bank, Inc., to complete the remaining site work at the Summit View Estates Subdivision (JCPC File No. 03-21) in exchange for the Jefferson County Commission returning the construction bond/surety funds being held in an escrow account, in the amount of \$250,000, to United Bank, Inc.; and that all work shall be fully completed to the satisfaction of the Chief County Engineer before the funds are returned.

**United Bank completed the subdivision site improvements and the escrowed bond funds were released back to the bank.**

- iv) Rose Hill Subdivision (02-09) – Engineering staff identified areas of the existing subdivision road that need repaired and made a cost estimate of finishing the remaining site work. Staff met with the Mr. Larry Smith, Rose Hill Subdivision HOA president on July 1, 2014, to discuss the estimate and the next steps in moving forward with completing the work.

**The Chief County Engineer was prepared to submit a request to the County Commission at the August 7, 2014 meeting asking for authorization to move forward with bidding approximately \$55,000 worth of site work. However, the Rose Hill HOA asked that we not move forward with the request until further notice from them. This project is still on hold at the request of the HOA.**

- v) Morgan's Grove Park (S98-10) – Stormwater management is complete and the bond released.

- vi) Nuannit Vasuvat Minor Subdivision (08-01) – Engineering staff is working on a scope of work in order to obtain bids for completing the site improvements. Bond funds in the amount of \$10,001.00 are being held in a bank escrow account.
- vii) Smith Mountain Estates Subdivision (02-06) - Engineering staff is working on a scope of work in order to obtain bids for completing the site improvements. Bond funds in the amount of \$38,120.00 are being held in a bank escrow account.
- viii) Pleasant Hills Subdivision (05-28) - Engineering staff is working on a scope of work in order to obtain bids for completing the site improvements. Bond funds in the amount of \$12,768.00 are being held in a bank escrow account.
- ix) Clearfield Subdivision (00-32) - Engineering staff is working on a scope of work in order to obtain bids for completing the site improvements. Bond funds in the amount of \$11,492.00 are being held in a bank escrow account.

**Engineering staff met with subdivision property owners to seek cooperation on recording a necessary stormwater management easement; and then an engineering consultant about performing the work to complete the required plat of easement.**

**B. Property Safety Ordinance:**

- i) Case 12-002 (Williams) – the property owner was served with the Petition/Complaint via certified mail service in August, 2013. The property owner failed to bring the property into compliance or request a hearing before the county commission. Staff brought the case before the County Commission on October 17<sup>th</sup>, 2013 seeking an order that the property owner bring the property into compliance. The County Commission issued the order and County Clerk served the order on the property owner via certified return mail receipt. The Property Safety Enforcement Agency will inspect the property on January 15, 2014. The deadline has passed and the order was sent to the Prosecuting Attorney on March 4<sup>th</sup>, requesting that he seek an order in circuit court granting the county commission the right to take action to bring the property into compliance. Petition submitted to the circuit court and waiting for the judge to issue the order. The County Commission authorized staff to proceed with advertising for bids to perform the ordered work.

The Circuit Court issued the order. Staff obtained three quotes for completing the mitigation work. The low bid is \$5,222 from Remac America, Inc. Notice-of-Award was issued and the contractor signed the contract and is in the process of providing the certificates of liability and worker's compensation insurance and posting the performance bond. A Notice-to-Proceed will be issued once all the insurance and bonding is in order.

- ii) Case 14-002 (Bitner) – The property owner ignored the order issued by the County Commission ordering that the property be brought into compliance with the Property Safety Ordinance. The Chief County Engineer submitted a request to the County Prosecutor asking him to obtain a Circuit Court order giving the County Commission the authority to perform the work necessary to mitigate the violation.
- iii) Case 15-001 (Graham) – Engineering staff is in the process of finding the address of the property owner who now appears to reside in Lakeland, Florida, for the purpose of serving her with the Notice of Violation.

C. Impact Fees:

- i) The Impact Fees Program Specialist continues to work on putting together an office manual that outlines all the processes and information needed to administer the impact fees program. The manual will be used as a guide and to cross train other employees in the department. The operations manual is approximately 95% complete and I am in the process of reviewing the latest version.
- ii) The Impact Fees Program Specialist will start preparing the 2015 Impact Fees Annual Report in December, for presentation to the County Commission in January – February of 2016.
- iii) The Impact Fees Program Specialist is preparing to send out the forms and directions for each impact fee entity to begin putting together their FY 2017 Capital Improvement Plans, which are due by December 11, 2015.

The Impact Fees 2017 Capital Improvement Plan will be presented to the County Commission in February - March of 2016, for review and approval.

D. Tolling of Bonding Amendment (One-time Partial Release of Lots):

A public hearing on an amendment to the tolling of bonding section of the bonding policy was held on August 9<sup>th</sup>. The amendment was up for consideration of adoption on the County Commission's October 18<sup>th</sup> meeting agenda. Additional questions were raised by the County Commission and the amendment was sent back to staff and the developer to address additional concerns. Revisions to the amendment were made and were submitted to the County Commission in January, 2013 for their review and consideration for adoption. Before taking any action on the proposed amendments, the County Commission directed the Chief County Engineer to prepare a PowerPoint presentation giving an overview of the bonding policy and tolling of bonding so they can better understand it.

E. Land Development & Building Permits -- Fee Schedule Update

The County Commission in December, 2013, directed staff to revisit the fee schedules for the Planning, Zoning & Engineering Departments with the purpose of updating the fee schedules in order to raise additional revenue.

**The County Commission approved an updated fee schedule for the Engineering Department, with fees effective on August 1, 2015. All fee schedules and building permit application forms were revised to reflect the new fee schedule. Hard copies of the updated building permit applications are made available in our office and are also available on the county's web page.**

2. Projects/Training Completed:

- **Attended the West Virginia Floodplain Manager's Association's (WVFMA) 2015 Annual Flood Plain Manager's conference for training and education on FEMA regulations and stormwater utilities.**
- **Attended the Eastern Panhandle GIS Users Group annual meeting for training on geographic information systems and its various uses.**
- **Attended WVDOH District 5, quarterly engineering/planning meeting on September 23, 2015, for a roundtable discussion and update on road improvement projects and proposed land development projects in Morgan, Berkeley and Jefferson Counties.**
- **Completed the American Society of Civil Engineers (ASCE) "Regulatory and Warning Signs – Providing Answers to Common Citizen Requests" training course.**

3. Projects Proposed:

- A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

None at this time.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

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Jefferson County Homeland Security and Emergency Management  
Quarterly Report to the Jefferson County Commission  
1<sup>st</sup> Quarter of FY-2016 - July-September, 2015

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**Projects Completed:**

Closed out the following grants:

Pass through grant for Jefferson County Schools-\$45,400

Generator Grant for Mason Building-\$60,000

Jefferson County LEPC/SERC Grant \$2,000

Jefferson County LEPC Hazardous Materials Emergency Planning Grant \$5,000

Monitored the All Good Music Festival and Camp Out response, conducted the After Action Review and developed the After Action Plan.

Coordinated with the Town of Harpers Ferry after the multiple-structure fire in July. Attended planning meetings with the town and stakeholders that we were invited to in July and August.

Director and Deputy Director met with Charlene Gilliam of First Energy for our annual meeting about their services, online tools, and ways to report outages and restoration information after disasters.

Administrative Assistant/PIO/Volunteer Coordinator gave presentations to the Jefferson County Council on Aging and AARP about Senior preparedness

Quarterly Partnership Meeting was held at The Anvil in July 22.

Meetings held: Public Awareness, Training, and Education Committee; Jefferson County LEPC; Steering Committee; Counter Terrorism Committee, Special Meeting of the Counter Terrorism Committee with guest, Glenn Borrelli, U.S. Department of Justice with a focus on Law Enforcement.

Sponsored a National Weather Service Flood Storm Spotters Class at Independent Fire Company on September 9.

Staff participated in the WV Homeland Security Region 3 Functional Exercise in Hampshire County with EPA on July 20.

Staff participated in the Jefferson County Local Emergency Planning Committee Table Top Exercise on July 23.

Staff participated in a WV Homeland Security Region 3 Communications Drill on August 1.

Staff participated in the Clandestine Chaos Full Scale Exercise on Saturday, September 19, 2015.

Worked with the Jefferson County Local Emergency Planning Committee and their contractor to complete the update of the Propane Risk Assessment.

Worked with the LEPC and many stakeholder agencies to update the T.H.I.R.A. Threat Hazard Identification and Risk Assessment. All sections were submitted to the West Virginia Department of Military Affairs and Public Safety.

Updated our portion of the website after the web pages were migrated.

The Disaster Ready Kids Program had final totals of 259 children/23 adults throughout the summer months.

All staff and volunteers participated in the Jefferson County Fair Booth, distributing disaster preparedness information and talking to residents about disaster risk and preparedness issues.

Deputy Director participated in the National Weather Service's Hydrology Partners Meeting at the National Weather Service in Sterling for their forecast area on September 29.

Director was invited by the Natural Hazards Mitigation Association Resilient Neighbor's Network to present and participate in their national workshop in Tulsa, OK in September. NHMA paid the expenses for this trip.

The Director attended the State Interoperable Radio Network (SIRN) Workshop at Camp Dawson in September.

### **Projects Working on Now:**

Coordinating with West Virginia Department of Military Affairs and Public Safety to bring the Homeland Security Exercise and Evaluation (HSEEP) Training to Jefferson County on October 7 & 8 at the Maintenance Department Meeting Room.

Planning for the Mass Fatalities Conference (with JC Department of Health/LEPC) that will be held in March, 2016 at The Clarion in Shepherdstown. This was originally scheduled for October, 2015.

Staff from JCHSEM and the Engineering Department are working to finalize all documentation for the annual report for the Community Rating System of the National Flood Insurance program, to include the annual meeting of the All-Hazards Risk Assessment and Mitigation Planning Committee to review progress on the goals and projects listed in the Risk Assessment document. This meeting will be held on October 5 in the Maintenance Department Meeting Room. The activities done through this program saves residents who have flood insurance within the unincorporated areas of Jefferson County 10% off of their flood insurance premiums.

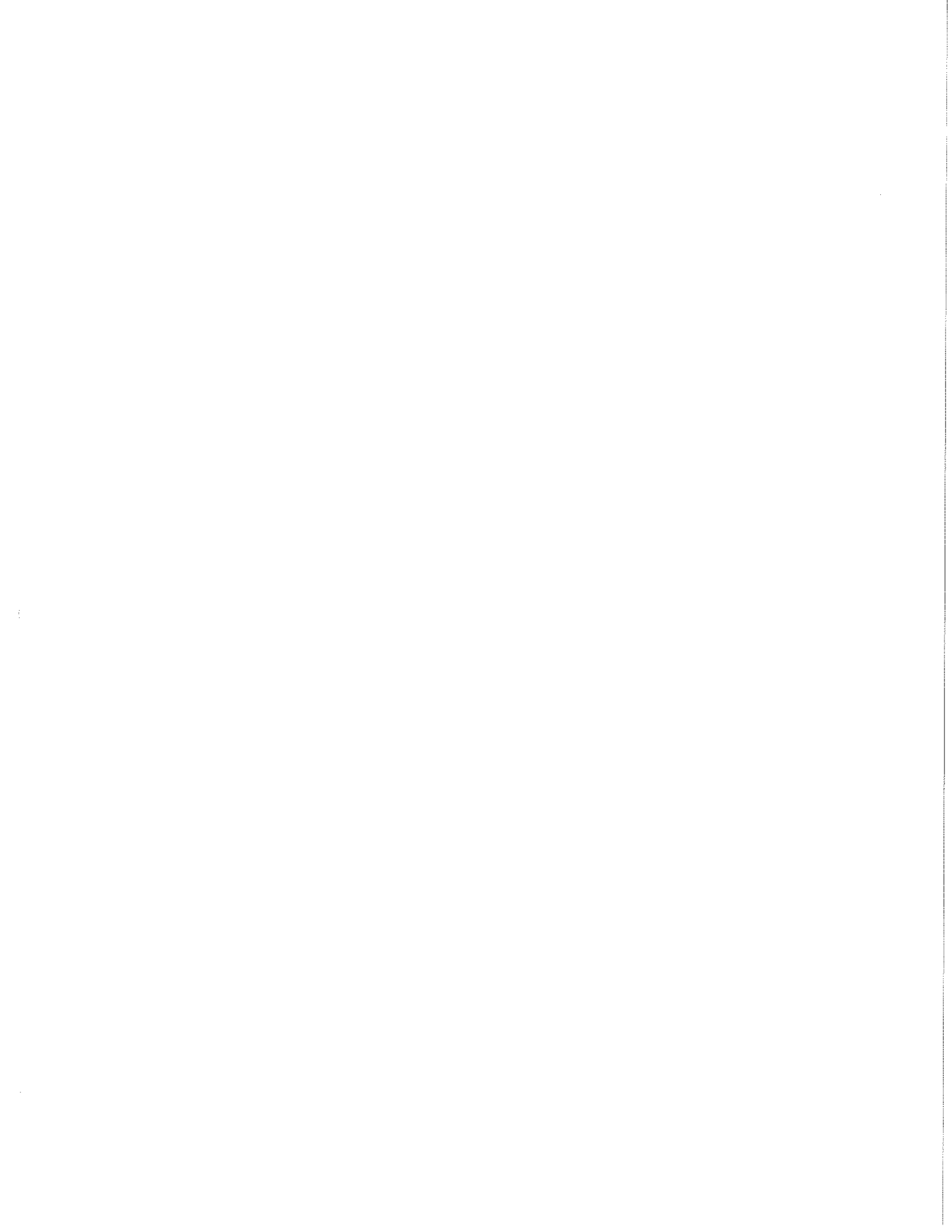
We are working with the National Weather Service to set up a Winter Storm Storm Spotter Class.

We have been invited to set up a Preparedness Booth at the annual Open House during Fire Safety Week at Citizens Fire Department on Saturday, October 10 from 1:00-4:00.

### **Things the County Commission Should be Aware of:**

The next Quarterly Partnership Meeting will be held on October 27 at Noon at Skippers Dips and Deli in Charles Town. All Commissioners are encouraged to attend.

Jefferson County Chamber of Commerce will hold their annual banquet to honor Emergency Responders at Hollywood Casino on October 20, beginning at 6 p.m. Contact the Chamber of Commerce Office for more details, to register and to purchase tickets.



# Impact Fee Status Report

## September 2015

### Office of Impact Fees

#### Summary

Date Range: Tuesday 1 through Wednesday 30 September 2015

Report Date: 1 October 2015

Process Number Range: 1500260 - 1500272

Total Applications: 13

Total Non-Exempt: 12

*Of which:*

Commercial: 1

Residential: 11

*Of which:*

County: 6

Municipal: 6

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for September 2015. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

|                        | Exempt | Commercial | Residential | Total              |
|------------------------|--------|------------|-------------|--------------------|
| 1 – 30 September 2015  | 1      | 1          | 12          | 13                 |
| Fees collected         |        | \$1.00     | \$66,315.00 | <b>\$66,316.00</b> |
| <i>Of which</i>        |        |            |             |                    |
| School Impact Fee      |        |            | \$60,363.00 | <b>\$60,363.00</b> |
| Law Enforcement Fee    |        | \$1.00     | \$805.00    | <b>\$806.00</b>    |
| Parks & Recreation Fee |        |            | \$4,638.00  | <b>\$4,638.00</b>  |
| EMS Fee                |        | \$0.00     | \$509.00    | <b>\$509.00</b>    |

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

| Description                                                              | Amount             |
|--------------------------------------------------------------------------|--------------------|
| Opening Statement Balance (1 September 2015)                             | \$63,740.77        |
| September Deposits (1 – 30 September 2015)                               | \$66,316.00        |
| School August Transactions (withdraws via transfer on 8 Sept. 2015)      | (\$57,870.54)      |
| Law August Transactions (withdraws via transfer on 8 Sept. 2015)         | (\$1,127.25)       |
| Parks & Rec August Transactions (withdraws via transfer on 8 Sept. 2015) | (\$4,271.73)       |
| EMS August Transactions (withdraws via transfer on 8 Sept. 2015)         | (\$471.25)         |
| Interest Earned (30 September 2015)                                      | \$16.01            |
| <b>Ending Statement Balance (30 September 2015)</b>                      | <b>\$66,332.01</b> |
| <i>Outstanding Credits (deposits through 1 October 2015)</i>             | <i>\$0.00</i>      |

**Table 3. Financial Data – School Impact Fee Account (3107582)**

| Description                                                     | Amount                |
|-----------------------------------------------------------------|-----------------------|
| Opening Balance (1 September 2015)                              | \$1,578,517.45        |
| August Transactions (deposits via transfer on 8 September 2015) | \$57,870.54           |
| Interest Earned (30 September 2015)                             | \$666.94              |
| <b>Ending Balance (30 September 2015)</b>                       | <b>\$1,637,054.93</b> |

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

| Description                                                     | Amount             |
|-----------------------------------------------------------------|--------------------|
| Opening Balance (1 September 2015)                              | \$57,474.09        |
| August Transactions (deposits via transfer on 8 September 2015) | \$1,127.25         |
| Interest Earned (30 September 2015)                             | \$23.98            |
| <b>Ending Balance (30 September 2015)</b>                       | <b>\$58,625.32</b> |

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

| Description                                                     | Amount            |
|-----------------------------------------------------------------|-------------------|
| Opening Balance (1 September 2015)                              | \$276,530.17      |
| August Transactions (deposits via transfer on 8 September 2015) | \$4,271.73        |
| Requisition 15R0115 - Hite Park Phase I (2 September 2015)      | (\$59,664.65)     |
| Requisition 15R0116 - Hite Park Phase I (22 September 2015)     | (\$157,036.55)    |
| Requisition 15R0117 - Hite Park Phase I (29 September 2015)     | (\$55,000.00)     |
| Interest Earned (30 September 2015)                             | \$70.42           |
| <b>Ending Balance (30 September 2015)</b>                       | <b>\$9,171.12</b> |

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

| Description                                                     | Amount              |
|-----------------------------------------------------------------|---------------------|
| Opening Balance (1 September 2015)                              | \$165,562.37        |
| August Transactions (deposits via transfer on 8 September 2015) | \$471.25            |
| Interest Earned (30 September 2015)                             | \$68.18             |
| <b>Ending Balance (30 September 2015)</b>                       | <b>\$166,101.80</b> |

**Table 7. Total Impact Fees as of 1 October 2015 /1**

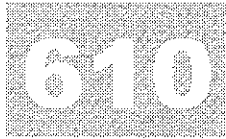
| Description                           | Amount                |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$66,332.01           |
| School Impact Fee Account             | \$1,637,054.93        |
| Law Enforcement Fee Account           | \$58,625.32           |
| Parks & Recreation Impact Fee Account | \$9,171.12            |
| EMS Impact Fee Account                | \$166,101.80          |
| <b>Total Impact Fees</b>              | <b>\$1,937,285.18</b> |

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending September 2015 Fee Transfers /1**

| Account                               | 30 Sept. 2015<br>Account Totals | Pending Impact<br>Fee Transfers | Account Totals        |
|---------------------------------------|---------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account             | \$1,637,054.93                  | \$60,377.57                     | \$1,697,432.50        |
| Law Enforcement Fee Account           | \$58,625.32                     | \$806.16                        | \$59,431.48           |
| Parks & Recreation Impact Fee Account | \$9,171.12                      | \$4,639.12                      | \$13,810.24           |
| EMS Impact Fee Account                | \$166,101.80                    | \$509.16                        | \$166,610.96          |
| <b>Total Impact Fees</b>              | <b>\$1,870,953.17</b>           | <b>\$66,332.01</b>              | <b>\$1,937,285.18</b> |

/1 This table represents each of the impact fee category account totals as of 30 September 2015 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in September 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in October 2015. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



## Form 100 Transaction Summary

### Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Saturday 1 through Monday 30 September 2015*

| Process Number                 | Date       | Last Name    | First Name      | Tax District     | Deed Book | Deed Page | Tax Map | Parcel  | Impact Fee Collected  | Date       | Exemption Reason   |
|--------------------------------|------------|--------------|-----------------|------------------|-----------|-----------|---------|---------|-----------------------|------------|--------------------|
| <b>Exempt Applications</b>     |            |              |                 |                  |           |           |         |         |                       |            |                    |
| 1500269                        | 09/28/2015 | Jackson, Jr. | Willard         | 04 Harpers Ferry | 1133      | 262       | 13E     | 82-83   | \$0.00                | 09/28/2015 | Form 200           |
| <b>Category Count: 1</b>       |            |              |                 |                  |           |           |         |         | <b>Category Total</b> |            | <b>\$0.00</b>      |
| <b>Non-Exempt Applications</b> |            |              |                 |                  |           |           |         |         |                       |            |                    |
| 1500260                        | 09/10/2015 | K Hovnanian  |                 | 03 Charles Town  | 1095      | 342       | 11B     | 370     | \$6,186.00            | 09/10/2015 | N/A                |
| 1500261                        | 09/11/2015 | Dan Ryan     |                 | 04 Harpers Ferry | 1129      | 544       | 9D      | 23      | \$6,347.00            | 09/11/2015 | N/A                |
| 1500262                        | 09/11/2015 | Dan Ryan     |                 | 04 Harpers Ferry | 1129      | 544       | 9D      | 28      | \$6,347.00            | 09/11/2015 | N/A                |
| 1500263                        | 09/14/2015 | Charles      | Ryan Homes      | 08 Ranson Corp   | 982       | 137       | 8D      | 11F     | \$6,186.00            | 09/14/2015 | N/A                |
| 1500264                        | 09/14/2015 | Charles      | Ryan Homes      | 08 Ranson Corp   | 982       | 137       | 8D      | 12F     | \$6,186.00            | 09/14/2015 | N/A                |
| 1500265                        | 09/14/2015 | Charles      | Ryan Homes      | 08 Ranson Corp   | 982       | 137       | 8D      | 18G     | \$6,186.00            | 09/14/2015 | N/A                |
| 1500266                        | 09/21/2015 | McGee Civil  |                 | 02 Charles Town  | 1160      | 68        | 1       | 1.40    | \$1.00                | 09/21/2015 | N/A                |
| 1500267                        | 09/22/2015 | Isenhart     | David and       | 02 Charles Town  | 1162      | 241       | 2       | 5.19    | \$6,347.00            | 09/22/2015 | N/A                |
| 1500268                        | 09/25/2015 | Freely       | Ralph and Susan | 02 Charles Town  | 586       | 734       | 16      | 120     | \$6,347.00            | 09/25/2015 | N/A                |
| 1500270                        | 09/29/2015 | Bollman      | Ruth            | 06 Kabletown     | 1160      | 710       | 6F      | 125-126 | \$6,347.00            | 09/29/2015 | N/A                |
| 1500271                        | 09/30/2015 | Fritts       | Larry           | 08 Ranson Corp   | 867       | 33        | 7       | 66      | \$3,650.00            | 09/30/2015 | Form 260           |
| 1500272                        | 09/30/2015 | Fritts       | Larry           | 08 Ranson Corp   | 867       | 33        | 7       | 66      | \$6,186.00            | 09/30/2015 | N/A                |
| <b>Category Count: 12</b>      |            |              |                 |                  |           |           |         |         | <b>Category Total</b> |            | <b>\$66,316.00</b> |
| <b>TOTAL APPLICATIONS: 13</b>  |            |              |                 |                  |           |           |         |         | <b>Grand Total</b>    |            | <b>\$66,316.00</b> |

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
[mmason@jeffersoncountywv.org](mailto:mmason@jeffersoncountywv.org)

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Thursday, 1 October 2015  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500260** through **1500272**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$60,363.00**.
- Interest earned by the Office of Impact Fees General Account in September 2015 amounts to **\$16.01**, of which **\$14.57** is attributed to fees collected for Schools.

**As per the attached invoice, the total amount of this transfer is \$60,377.57.**

**Check # 1012**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

Number: 15037

Date: 10/1/2015

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of September 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).

\$60,363.00

Interest earned by the Office of Impact Fees General Account September 2015.

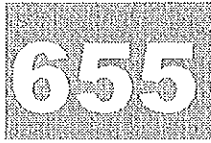
\$14.57

Impact Fee Process Numbers 1500260 through 1500272, inclusive. Within this range, there were 11 non-exempt impact fee payments.

**Total: \$60,377.57**

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1012



**Account Withdraws**  
**Office of Impact Fees - Jefferson County Government**

Account 3111776

Schools

Check Number 1012

Trace 20151001:48368.8

Date 10/1/2015

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$60,363.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in September 2015.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount             |
|---------------------------------------|----------------|-----------|------------|--------------------|
| 9/11/2015                             | 1500260        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/14/2015                             | 1500261        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/14/2015                             | 1500262        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/15/2015                             | 1500263        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/15/2015                             | 1500264        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/15/2015                             | 1500265        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/22/2015                             | 1500266        | 2003-3    | 11/24/2005 | \$0.00             |
| 9/23/2015                             | 1500267        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/28/2015                             | 1500268        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/30/2015                             | 1500270        | 2003-3    | 11/24/2005 | \$5,700.00         |
| 9/30/2015                             | 1500271        | 2003-3    | 11/24/2005 | \$3,363.00         |
| 9/30/2015                             | 1500272        | 2003-3    | 11/24/2005 | \$5,700.00         |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$60,363.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$60,363.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$60,363.00</b> |

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Thursday, 1 October 2015  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500260** through **1500272**, inclusive. Within this range there were 6 non-exempt impact fee payments. This amounts to **\$806.00**.
- Interest earned by the Office of Impact Fees General Account in September 2015 amounts to **\$16.01**, of which **\$0.16** is attributed to fees collected for Law Enforcement.

**As per the attached invoice, the total amount of this transfer is \$806.16.**

Check # 1013

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 15038

**Date:** 10/1/2015

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of September 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$806.00

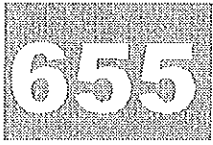
Interest earned by the Office of Impact Fees General Account September 2015. \$0.16

Impact Fee Process Numbers 1500260 through 1500272, inclusive. Within this range, there were 6 non-exempt impact fee payments.

**Total:** \$806.16

**Notes/Comments** Transfer of funds into Law Enforcement Impact Fee Account (3120120).

**Check Number:** 1013



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1013

Trace 20151001:48445.51

Date 10/1/2015 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$806.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in September 2015.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount          |
|---------------------------------------|----------------|-----------|------------|-----------------|
| 9/11/2015                             | 1500260        | 2005-1    | 3/22/2005  | \$0.00          |
| 9/14/2015                             | 1500261        | 2005-1    | 3/22/2005  | \$161.00        |
| 9/14/2015                             | 1500262        | 2005-1    | 3/22/2005  | \$161.00        |
| 9/15/2015                             | 1500263        | 2005-1    | 3/22/2005  | \$0.00          |
| 9/15/2015                             | 1500264        | 2005-1    | 3/22/2005  | \$0.00          |
| 9/15/2015                             | 1500265        | 2005-1    | 3/22/2005  | \$0.00          |
| 9/22/2015                             | 1500266        | 2005-1    | 3/22/2005  | \$1.00          |
| 9/23/2015                             | 1500267        | 2005-1    | 3/22/2005  | \$161.00        |
| 9/28/2015                             | 1500268        | 2005-1    | 3/22/2005  | \$161.00        |
| 9/30/2015                             | 1500270        | 2005-1    | 3/22/2005  | \$161.00        |
| 9/30/2015                             | 1500271        | 2005-1    | 3/22/2005  | \$0.00          |
| 9/30/2015                             | 1500272        | 2005-1    | 3/22/2005  | \$0.00          |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$806.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$806.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$806.00</b> |

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
[mmason@jeffersoncountywv.org](mailto:mmason@jeffersoncountywv.org)

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Thursday, 1 October 2015  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500260** through **1500272**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$4,638.00**.
- Interest earned by the Office of Impact Fees General Account in September 2015 amounts to **\$16.01**, of which **\$1.12** is attributed to fees collected for Parks & Recreation.

**As per the attached invoice, the total amount of this transfer is \$4,639.12.**

**Check # 1014**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 15039

**Date:** 10/1/2015

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of September 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$4,638.00

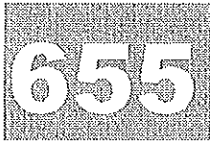
Interest earned by the Office of Impact Fees General Account September 2015. \$1.12

Impact Fee Process Numbers 1500260 through 1500272, inclusive. Within this range, there were 11 non-exempt impact fee payments.

**Total: \$4,639.12**

**Notes/Comments** Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

**Check Number:** 1014



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1014

Trace 20151001:48481.48

Date 10/1/2015

Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$4,638.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

**Notes:** Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in September 2015.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount            |
|---------------------------------------|----------------|-----------|------------|-------------------|
| 9/11/2015                             | 1500260        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/14/2015                             | 1500261        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/14/2015                             | 1500262        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/15/2015                             | 1500263        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/15/2015                             | 1500264        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/15/2015                             | 1500265        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/22/2015                             | 1500266        | 2005-2    | 5/12/2005  | \$0.00            |
| 9/23/2015                             | 1500267        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/28/2015                             | 1500268        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/30/2015                             | 1500270        | 2005-2    | 5/12/2005  | \$438.00          |
| 9/30/2015                             | 1500271        | 2005-2    | 5/12/2005  | \$258.00          |
| 9/30/2015                             | 1500272        | 2005-2    | 5/12/2005  | \$438.00          |
| <b>Total amount for this withdraw</b> |                |           |            | <b>\$4,638.00</b> |
| <b>Total amount for this account</b>  |                |           |            | <b>\$4,638.00</b> |
| <b>Total amount all accounts</b>      |                |           |            | <b>\$4,638.00</b> |

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

COPY

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Thursday, 1 October 2015  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500260** through **1500272**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$509.00**.
- Interest earned by the Office of Impact Fees General Account in September 2015 amounts to **\$16.01**, of which **\$0.16** is attributed to fees collected for EMS.

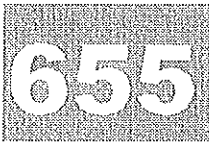
**As per the attached invoice, the total amount of this transfer is \$509.16.**

**Check # 1015**

**Jefferson County Commission**P.O. Box 250  
Charles Town, WV 25414**Invoice****Number:** 15040**Date:** 10/1/2015**Bill To:**Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414**Pay To:**Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414**P.O. Number****Vendor Number**

| <b>Description</b>                                                                                                                                                                                       | <b>Amount</b>   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Impact Fee payments collected for month of September 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). | \$509.00        |
| Interest earned by the Office of Impact Fees General Account September 2015.                                                                                                                             | \$0.16          |
| Impact Fee Process Numbers 1500260 through 1500272, inclusive. Within this range, there were 11 non-exempt impact fee payments.                                                                          |                 |
| <b>Total:</b>                                                                                                                                                                                            | <b>\$509.16</b> |

**Notes/Comments** Transfer of funds into EMS Impact Fee Account (3122816).**Check Number:** 1015



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1015

Trace 20151001:48520.42

Date 10/1/2015 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$509.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

**Notes:** Transfer of Impact Fees From General Account for EMS Impact Fees Collected in September 2015.

| Deposit Date                          | Process Number | Ordinance | Enact Date | Amount   |
|---------------------------------------|----------------|-----------|------------|----------|
| 9/11/2015                             | 1500260        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/14/2015                             | 1500261        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/14/2015                             | 1500262        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/15/2015                             | 1500263        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/15/2015                             | 1500264        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/15/2015                             | 1500265        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/22/2015                             | 1500266        | 2005-3    | 5/12/2005  | \$0.00   |
| 9/23/2015                             | 1500267        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/28/2015                             | 1500268        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/30/2015                             | 1500270        | 2005-3    | 5/12/2005  | \$48.00  |
| 9/30/2015                             | 1500271        | 2005-3    | 5/12/2005  | \$29.00  |
| 9/30/2015                             | 1500272        | 2005-3    | 5/12/2005  | \$48.00  |
| <b>Total amount for this withdraw</b> |                |           |            | \$509.00 |
| <b>Total amount for this account</b>  |                |           |            | \$509.00 |
| <b>Total amount all accounts</b>      |                |           |            | \$509.00 |

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

| <b>Week Ending Date</b>                          | <b>FY16<br/>September 19, 2015</b> |
|--------------------------------------------------|------------------------------------|
| <b>To be Deposited on:</b>                       | September 25, 2015                 |
| Amount Played                                    | 55,650,462.93                      |
| Amount Won                                       | 49,742,347.19                      |
| Amount Promo                                     | 256,552.00                         |
| MWAP Contribution                                | <u>2,287.27</u>                    |
| <b>Adjusted Gross Terminal Revenue</b>           | <b><u>5,649,276.47</u></b>         |
| Administrative Costs @ 4%                        | 225,971.05                         |
| Excess Lottery Fund @ 4%                         | <u>0.00</u>                        |
| <b>Net Terminal Revenue</b>                      | <b><u>5,423,305.42</u></b>         |
| Surcharge @ 10%                                  | 0.00                               |
| State Share Excess @ 58% & 10% of 42%            | 0.00                               |
| Track Share of Capital Reinvestment @ 90% of 42% | <u>0.00</u>                        |
| <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>5,423,305.42</u></b>         |
| Racetrack @ 46.50% / 42%                         | 2,521,837.02                       |
| Lottery Fund @ 30% / 0%                          | 1,626,991.59                       |
| Excess Lottery Fund @ 0% / 41%                   | 0.00                               |
| Excess Lottery Fund @ 12.85% / 9.55%             | 696,894.77                         |
| Race Track Purses @ 90% of 7% / 4%               | 341,668.24                         |
| Employee Pension Fund @ 1% / .5%                 | 54,233.06                          |
| Greyhound Development @ 90% of .75%              | 36,607.31                          |
| Thoroughbred Development @ 90% of .75%           | 36,607.31                          |
| County/Municipality @ 2%                         | <u>108,466.12</u>                  |
|                                                  | <b><u>5,423,305.42</u></b>         |

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2016

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% |
|----------------------------|------------------------------|---------------------------|----------------------|---------------------|---------------------------|---------------------------|---------------------|-----------------------------|
| 4 days ending:<br>07/04/15 | \$ 89,446.56                 | \$ 89,446.56              | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| Week ending:               |                              |                           |                      |                     |                           |                           |                     |                             |
| 07/11/15                   | \$ 119,132.88                | \$ 119,132.88             | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| 07/18/15                   | \$ 112,706.24                | \$ 112,706.24             | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| 07/25/15                   | \$ 109,356.88                | \$ 109,356.88             | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| 08/01/15                   | \$ 119,089.60                | \$ 119,089.60             | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| 08/08/15                   | \$ 115,689.52                | \$ 115,689.52             | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| 08/15/15                   | \$ 108,726.48                | \$ 108,726.48             | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| 08/22/15                   | \$ 108,922.12                | \$ 108,922.12             | \$ -                 | \$ -                | \$ -                      | \$ -                      | \$ -                | \$ -                        |
| 08/29/15                   | \$ 117,576.80                | \$ 73,285.10              | \$ 44,291.70         | \$ 3,512.33         | \$ 17,672.39              | \$ 961.13                 | \$ 14,917.44        | \$ 7,228.41                 |
| 09/05/15                   | \$ 111,781.52                | \$ 55,890.76              | \$ 55,890.76         | \$ 4,432.14         | \$ 22,300.41              | \$ 1,212.83               | \$ 18,824.01        | \$ 9,121.37                 |
| 09/12/15                   | \$ 126,546.60                | \$ 63,273.30              | \$ 63,273.30         | \$ 5,017.57         | \$ 25,246.05              | \$ 1,373.03               | \$ 21,310.45        | \$ 10,326.20                |
| 09/19/15                   | \$ 108,466.12                | \$ 54,233.06              | \$ 54,233.06         | \$ 4,300.68         | \$ 21,638.99              | \$ 1,176.86               | \$ 18,265.69        | \$ 8,850.84                 |
| <b>Subtotal</b>            | <b>\$ 1,347,441.12</b>       | <b>\$ 1,129,752.30</b>    | <b>\$ 217,688.82</b> | <b>\$ 17,262.72</b> | <b>\$ 86,857.84</b>       | <b>\$ 4,723.85</b>        | <b>\$ 73,317.59</b> | <b>\$ 35,528.82</b>         |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**VIDEO LOTTERY REPORT**

| FY 2012    |            | FY 2013    |            | FY 2014    |            | FY 2015    |            | FY 2016   |            |
|------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date      | Amount     |
| 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 | 7/4/2015  | 89,446.56  |
| 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015 | 119,132.68 |
| 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015 | 112,706.24 |
| 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015 | 109,356.88 |
| 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015  | 119,089.60 |
| 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015  | 115,689.52 |
| 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015 | 108,726.48 |
| 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015 | 108,922.12 |
| 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015 | 73,285.10  |
| 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015  | 55,890.76  |
| 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015 | 63,273.30  |
| 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015 | 54,233.06  |
| 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  |           |            |
| 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  |           |            |
| 10/8/2011  | 70,866.90  | 10/13/2012 | 60,710.18  | 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  |           |            |
| 10/15/2011 | 75,262.66  | 10/20/2012 | 62,333.08  | 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  |           |            |
| 10/22/2011 | 68,757.72  | 10/27/2012 | 58,073.54  | 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  |           |            |
| 10/29/2011 | 60,507.98  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  |           |            |
| 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  |           |            |
| 11/12/2011 | 67,627.10  | 11/17/2012 | 57,432.36  | 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  |           |            |
| 11/19/2011 | 60,690.60  | 11/24/2012 | 65,888.86  | 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  |           |            |
| 11/26/2011 | 74,140.54  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  |           |            |
| 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  |           |            |
| 12/10/2011 | 51,395.44  | 12/15/2012 | 47,022.38  | 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  |           |            |
| 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  |           |            |
| 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  |           |            |
| 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  |           |            |
| 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  |           |            |
| 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  |           |            |
| 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  |           |            |
| 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  |           |            |
| 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  |           |            |
| 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  |           |            |
| 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  |           |            |
| 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  |           |            |
| 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  |           |            |
| 3/10/2012  | 76,808.62  | 3/16/2013  | 62,366.36  | 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  |           |            |
| 3/17/2012  | 76,883.92  | 3/23/2013  | 59,841.02  | 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  |           |            |
| 3/24/2012  | 72,108.36  | 3/30/2013  | 57,567.98  | 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  |           |            |
| 3/31/2012  | 74,244.22  | 4/6/2013   | 63,108.84  | 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  |           |            |
| 4/7/2012   | 75,382.98  | 4/13/2013  | 56,849.30  | 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  |           |            |
| 4/14/2012  | 71,065.34  | 4/20/2013  | 55,432.12  | 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  |           |            |
| 4/21/2012  | 68,055.08  | 4/27/2013  | 58,612.74  | 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  |           |            |

|           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 | 5/3/2014  | 54,757.72 | 5/2/2015  | 54,079.66 |
| 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 | 5/10/2014 | 51,011.76 | 5/9/2015  | 50,062.82 |
| 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 | 5/17/2014 | 51,148.34 | 5/16/2015 | 48,308.08 |
| 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 | 5/24/2014 | 53,082.60 | 5/23/2015 | 47,705.92 |
| 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 | 5/31/2014 | 62,642.98 | 5/30/2015 | 58,258.10 |
| 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 | 6/7/2014  | 49,517.18 | 6/6/2015  | 53,927.82 |
| 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 | 6/14/2014 | 50,266.50 | 6/13/2015 | 50,110.84 |
| 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 | 6/21/2014 | 48,768.14 | 6/20/2015 | 47,109.22 |
| 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 | 6/28/2014 | 49,250.32 | 6/27/2015 | 55,325.14 |
| 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 | 6/30/2014 | 12,010.70 | 6/30/2015 | 16,018.68 |

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**4,124,906.80**

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**1,129,752.30**

**Table Game Revenue**

| <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>       | <u>Date</u>            | <u>Amount</u>     |
|------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|-------------------|
| July/August, 2010      | 154,185.68          | July, 2011             | 141,718.01          | July, 2012             | 138,663.64          | July, 2013             | 99,274.36         |
| September, 2010        | 94,247.84           | August, 2011           | 137,473.92          | August, 2012           | 133,245.83          | August, 2013           | 111,427.75        |
| October, 2010          | 105,903.60          | September, 2011        | 110,375.25          | September, 2012        | 127,532.40          | September, 2013        | 80,857.74         |
| November, 2010         | 108,717.67          | October, 2011          | 124,273.94          | October, 2012          | 126,482.02          | October, 2013          | 81,066.09         |
| December, 2010         | 118,721.11          | November, 2011         | 121,118.87          | November, 2012         | 134,443.93          | November, 2013         | 79,853.94         |
| January, 2011          | 106,189.21          | December, 2011         | 140,509.93          | December, 2012         | 146,677.92          | December, 2013         | 79,617.31         |
| February, 2011         | 105,776.45          | January, 2012          | 137,812.68          | January, 2013          | 132,650.35          | 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> |

| <u>Date</u>            | <u>Amount</u>     | <u>Date</u>            | <u>Amount</u>     |
|------------------------|-------------------|------------------------|-------------------|
| July, 2014             | 78,639.07         | July, 2015             | 75,674.79         |
| August, 2014           | 84,726.51         | August, 2015           | 70,064.73         |
| September, 2014        | 71,967.51         |                        |                   |
| October, 2014          | 66,257.02         |                        |                   |
| November, 2014         | 71,046.66         |                        |                   |
| December, 2014         | 76,797.24         |                        |                   |
| January, 2015          | 73,346.66         |                        |                   |
| February, 2015         | 66,262.78         |                        |                   |
| March, 2015            | 73,747.70         |                        |                   |
| April, 2015            | 76,343.68         |                        |                   |
| May, 2015              | 78,424.23         |                        |                   |
| June, 2015             | 81,569.83         |                        |                   |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>145,739.52</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          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <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>2,697,386.67</b> |

| <u>Date</u>  | <u>Amount</u> |
|--------------|---------------|
| July, 2015   | 227,024.37    |
| August, 2015 | 210,194.19    |

|                        |                   |
|------------------------|-------------------|
| <b>Total 2015-2016</b> | <b>437,218.56</b> |
|------------------------|-------------------|

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

| <b>Week Ending Date</b>                                 | <b>FY16<br/>September 26, 2015</b> |
|---------------------------------------------------------|------------------------------------|
| <b>To be Deposited on:</b>                              | October 2, 2015                    |
| <b>Amount Played</b>                                    | 58,814,491.15                      |
| <b>Amount Won</b>                                       | 53,082,502.04                      |
| <b>Amount Promo</b>                                     | 267,453.00                         |
| <b>MWAP Contribution</b>                                | <u>2,077.46</u>                    |
| <b>Adjusted Gross Terminal Revenue</b>                  | <u>5,462,458.65</u>                |
| <b>Administrative Costs @ 4%</b>                        | 218,498.35                         |
| <b>Excess Lottery Fund @ 4%</b>                         | <u>0.00</u>                        |
| <b>Net Terminal Revenue</b>                             | <u>5,243,960.30</u>                |
| <b>Surcharge @ 10%</b>                                  | 0.00                               |
| <b>State Share Excess @ 58% &amp; 10% of 42%</b>        | 0.00                               |
| <b>Track Share of Capital Reinvestment @ 90% of 42%</b> | <u>0.00</u>                        |
| <i>Track Share of Capital Reinvestment @ 98%</i>        | <i>0.00</i>                        |
| <i>Track Share of Capital Reinvestment @ 4%</i>         | <i>0.00</i>                        |
| <b>Adjusted Net Terminal Revenue</b>                    | <u>5,243,960.30</u>                |
| <b>Racetrack @ 46.50% / 42%</b>                         | 2,438,441.54                       |
| <b>Lottery Fund @ 30% / 0%</b>                          | 1,573,188.11                       |
| <b>Excess Lottery Fund @ 0% / 41%</b>                   | 0.00                               |
| <b>Excess Lottery Fund @ 12.85% / 9.55%</b>             | 673,848.89                         |
| <b>Race Track Purses @ 90% of 7% / 4%</b>               | 330,369.50                         |
| <b>Employee Pension Fund @ 1% / .5%</b>                 | 52,439.60                          |
| <b>Greyhound Development @ 90% of .75%</b>              | 35,396.73                          |
| <b>Thoroughbred Development @ 90% of .75%</b>           | 35,396.73                          |
| <b>County/Municipality @ 2%</b>                         | <u>104,879.20</u>                  |
|                                                         | <u>5,243,960.30</u>                |

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2016

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% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 4 days ending:<br>07/04/15 | \$ 89,446.56                 | \$ 89,446.56              | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:               |                              |                           |                      |                  |                           |                           |                  |                             |
| 07/11/15                   | \$ 119,132.68                | \$ 119,132.68             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/18/15                   | \$ 112,706.24                | \$ 112,706.24             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/25/15                   | \$ 109,356.88                | \$ 109,356.88             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/01/15                   | \$ 119,089.60                | \$ 119,089.60             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/08/15                   | \$ 115,689.52                | \$ 115,689.52             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/15/15                   | \$ 108,726.48                | \$ 108,726.48             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/22/15                   | \$ 108,922.12                | \$ 108,922.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/29/15                   | \$ 117,576.80                | \$ 73,285.10              | \$ 44,291.70         | \$ 3,512.33      | \$ 17,672.39              | \$ 961.13                 | \$ 14,917.44     | \$ 7,228.41                 |
| 09/05/15                   | \$ 111,781.52                | \$ 55,890.76              | \$ 55,890.76         | \$ 4,432.14      | \$ 22,300.41              | \$ 1,212.83               | \$ 18,824.01     | \$ 9,121.37                 |
| 09/12/15                   | \$ 126,546.60                | \$ 63,273.30              | \$ 63,273.30         | \$ 5,017.57      | \$ 25,246.05              | \$ 1,373.03               | \$ 21,310.45     | \$ 10,326.20                |
| 09/19/15                   | \$ 108,466.12                | \$ 54,233.06              | \$ 54,233.06         | \$ 4,300.68      | \$ 21,638.99              | \$ 1,176.86               | \$ 18,265.69     | \$ 8,850.84                 |
| 09/26/15                   | \$ 104,879.20                | \$ 52,439.60              | \$ 52,439.60         | \$ 4,158.46      | \$ 20,923.40              | \$ 1,137.94               | \$ 17,661.66     | \$ 8,558.14                 |
| Subtotal                   | \$ 1,452,320.32              | \$ 1,182,191.90           | \$ 270,128.42        | \$ 21,421.18     | \$ 107,781.24             | \$ 5,861.79               | \$ 90,979.25     | \$ 44,084.96                |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**VIDEO LOTTERY REPORT**

| FY 2012    |            | FY 2013    |            | FY 2014    |            | FY 2015    |            | FY 2016   |            |
|------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date      | Amount     |
| 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 | 7/4/2015  | 89,446.56  |
| 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015 | 119,132.68 |
| 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015 | 112,706.24 |
| 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015 | 109,356.88 |
| 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015  | 119,089.60 |
| 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015  | 115,689.52 |
| 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015 | 108,726.48 |
| 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015 | 108,922.12 |
| 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015 | 73,285.10  |
| 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015  | 55,890.76  |
| 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015 | 63,273.30  |
| 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015 | 54,233.06  |
| 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  | 9/26/2015 | 52,439.60  |
| 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  |           |            |
| 10/8/2011  | 70,866.90  | 10/13/2012 | 60,710.18  | 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  |           |            |
| 10/15/2011 | 75,262.66  | 10/20/2012 | 62,333.08  | 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  |           |            |
| 10/22/2011 | 68,757.72  | 10/27/2012 | 58,073.54  | 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  |           |            |
| 10/29/2011 | 60,507.98  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  |           |            |
| 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  |           |            |
| 11/12/2011 | 67,627.10  | 11/17/2012 | 57,432.36  | 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  |           |            |
| 11/19/2011 | 60,690.60  | 11/24/2012 | 65,888.86  | 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  |           |            |
| 11/26/2011 | 74,140.54  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  |           |            |
| 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  |           |            |
| 12/10/2011 | 51,395.44  | 12/15/2012 | 47,022.38  | 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  |           |            |
| 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  |           |            |
| 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  |           |            |
| 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  |           |            |
| 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  |           |            |
| 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  |           |            |
| 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  |           |            |
| 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  |           |            |
| 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  |           |            |
| 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  |           |            |
| 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  |           |            |
| 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  |           |            |
| 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  |           |            |
| 3/10/2012  | 76,808.62  | 3/16/2013  | 62,366.36  | 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  |           |            |
| 3/17/2012  | 76,883.92  | 3/23/2013  | 59,841.02  | 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  |           |            |
| 3/24/2012  | 72,108.36  | 3/30/2013  | 57,567.98  | 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  |           |            |
| 3/31/2012  | 74,244.22  | 4/6/2013   | 63,108.84  | 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  |           |            |
| 4/7/2012   | 75,382.98  | 4/13/2013  | 56,849.30  | 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  |           |            |
| 4/14/2012  | 71,065.34  | 4/20/2013  | 55,432.12  | 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  |           |            |
| 4/21/2012  | 68,055.08  | 4/27/2013  | 58,612.74  | 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  |           |            |

|           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 | 5/3/2014  | 54,757.72 | 5/2/2015  | 54,079.66 |
| 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 | 5/10/2014 | 51,011.76 | 5/9/2015  | 50,062.82 |
| 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 | 5/17/2014 | 51,148.34 | 5/16/2015 | 48,308.08 |
| 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 | 5/24/2014 | 53,082.60 | 5/23/2015 | 47,705.92 |
| 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 | 5/31/2014 | 62,642.98 | 5/30/2015 | 58,258.10 |
| 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 | 6/7/2014  | 49,517.18 | 6/6/2015  | 53,927.82 |
| 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 | 6/14/2014 | 50,266.50 | 6/13/2015 | 50,110.84 |
| 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 | 6/21/2014 | 48,768.14 | 6/20/2015 | 47,109.22 |
| 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 | 6/28/2014 | 49,250.32 | 6/27/2015 | 55,325.14 |
| 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 | 6/30/2014 | 12,010.70 | 6/30/2015 | 16,018.68 |

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**4,124,906.80**

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**1,182,191.90**

## 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            | Date                   | Amount            |
|------------------------|-------------------|------------------------|-------------------|
| July, 2014             | 78,639.07         | July, 2015             | 75,674.79         |
| August, 2014           | 84,726.51         | August, 2015           | 70,064.73         |
| September, 2014        | 71,967.51         |                        |                   |
| October, 2014          | 66,257.02         |                        |                   |
| November, 2014         | 71,046.66         |                        |                   |
| December, 2014         | 76,797.24         |                        |                   |
| January, 2015          | 73,346.66         |                        |                   |
| February, 2015         | 66,262.78         |                        |                   |
| March, 2015            | 73,747.70         |                        |                   |
| April, 2015            | 76,343.68         |                        |                   |
| May, 2015              | 78,424.23         |                        |                   |
| June, 2015             | 81,569.83         |                        |                   |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>145,739.52</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          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <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>2,697,386.67</b> |

| <u>Date</u>  | <u>Amount</u> |
|--------------|---------------|
| July, 2015   | 227,024.37    |
| August, 2015 | 210,194.19    |

|                        |                   |
|------------------------|-------------------|
| <b>Total 2015-2016</b> | <b>437,218.56</b> |
|------------------------|-------------------|

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

| <b>Week Ending Date</b>                                 | <b>FY16<br/>October 3, 2015</b> |
|---------------------------------------------------------|---------------------------------|
| <b>To be Deposited on:</b>                              | October 9, 2015                 |
| <b>Amount Played</b>                                    | 57,548,792.65                   |
| <b>Amount Won</b>                                       | 51,739,804.75                   |
| <b>Amount Promo</b>                                     | 275,276.00                      |
| <b>MWAP Contribution</b>                                | <u>1,947.65</u>                 |
| <b>Adjusted Gross Terminal Revenue</b>                  | <u>5,531,764.25</u>             |
| <b>Administrative Costs @ 4%</b>                        | 221,270.58                      |
| <b>Excess Lottery Fund @ 4%</b>                         | <u>0.00</u>                     |
| <b>Net Terminal Revenue</b>                             | <u>5,310,493.67</u>             |
| <b>Surcharge @ 10%</b>                                  | 0.00                            |
| <b>State Share Excess @ 58% &amp; 10% of 42%</b>        | 0.00                            |
| <b>Track Share of Capital Reinvestment @ 90% of 42%</b> | <u>0.00</u>                     |
| <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>                    | <u>5,310,493.67</u>             |
| <b>Racetrack @ 46.50% / 42%</b>                         | 2,469,379.56                    |
| <b>Lottery Fund @ 30% / 0%</b>                          | 1,593,148.08                    |
| <b>Excess Lottery Fund @ 0% / 41%</b>                   | 0.00                            |
| <b>Excess Lottery Fund @ 12.85% / 9.55%</b>             | 682,398.45                      |
| <b>Race Track Purses @ 90% of 7% / 4%</b>               | 334,561.10                      |
| <b>Employee Pension Fund @ 1% / .5%</b>                 | 53,104.94                       |
| <b>Greyhound Development @ 90% of .75%</b>              | 35,845.83                       |
| <b>Thoroughbred Development @ 90% of .75%</b>           | 35,845.83                       |
| <b>County/Municipality @ 2%</b>                         | <u>106,209.88</u>               |
|                                                         | <u>5,310,493.67</u>             |

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2016

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% |
|----------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 4 days ending:<br>07/04/15 | \$ 89,446.56                 | \$ 89,446.56              | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week ending:               |                              |                           |                      |                  |                           |                           |                  |                             |
| 07/11/15                   | \$ 119,132.68                | \$ 119,132.68             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/18/15                   | \$ 112,706.24                | \$ 112,706.24             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/25/15                   | \$ 109,356.88                | \$ 109,356.88             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/01/15                   | \$ 119,089.60                | \$ 119,089.60             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/08/15                   | \$ 115,689.52                | \$ 115,689.52             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/15/15                   | \$ 108,726.48                | \$ 108,726.48             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/22/15                   | \$ 108,922.12                | \$ 108,922.12             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/29/15                   | \$ 117,576.80                | \$ 73,285.10              | \$ 44,291.70         | \$ 3,512.33      | \$ 17,672.39              | \$ 961.13                 | \$ 14,917.44     | \$ 7,228.41                 |
| 09/05/15                   | \$ 111,781.52                | \$ 55,890.76              | \$ 55,890.76         | \$ 4,432.14      | \$ 22,300.41              | \$ 1,212.83               | \$ 18,824.01     | \$ 9,121.37                 |
| 09/12/15                   | \$ 126,546.60                | \$ 63,273.30              | \$ 63,273.30         | \$ 5,017.57      | \$ 25,246.05              | \$ 1,373.03               | \$ 21,310.45     | \$ 10,326.20                |
| 09/19/15                   | \$ 108,466.12                | \$ 54,233.06              | \$ 54,233.06         | \$ 4,300.68      | \$ 21,638.99              | \$ 1,176.86               | \$ 18,265.69     | \$ 8,850.84                 |
| 09/26/15                   | \$ 104,879.20                | \$ 52,439.60              | \$ 52,439.60         | \$ 4,158.46      | \$ 20,923.40              | \$ 1,137.94               | \$ 17,661.66     | \$ 8,558.14                 |
| 10/03/15                   | \$ 106,209.88                | \$ 53,104.94              | \$ 53,104.94         | \$ 4,211.22      | \$ 21,188.87              | \$ 1,152.38               | \$ 17,885.74     | \$ 8,666.73                 |
| Subtotal                   | \$ 1,558,530.20              | \$ 1,235,296.84           | \$ 323,233.36        | \$ 25,632.40     | \$ 128,970.11             | \$ 7,014.17               | \$ 108,864.99    | \$ 52,751.69                |

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**VIDEO LOTTERY REPORT**

| FY 2012    |            | FY 2013    |            | FY 2014    |            | FY 2015    |            | FY 2016   |            |
|------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|
| Date       | Amount     | Date       | Amount     | Date       | Amount     | Date       | Amount     | Date      | Amount     |
| 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 | 7/4/2015  | 89,446.56  |
| 7/9/2011   | 171,717.28 | 7/14/2012  | 129,458.04 | 7/13/2013  | 128,060.40 | 7/12/2014  | 111,792.16 | 7/11/2015 | 119,132.68 |
| 7/16/2011  | 143,019.52 | 7/21/2012  | 130,037.00 | 7/20/2013  | 115,128.84 | 7/19/2014  | 116,320.32 | 7/18/2015 | 112,706.24 |
| 7/23/2011  | 146,508.00 | 7/28/2012  | 137,164.44 | 7/27/2013  | 123,049.56 | 7/26/2014  | 112,502.48 | 7/25/2015 | 109,356.88 |
| 7/30/2011  | 144,510.28 | 8/4/2012   | 132,931.16 | 8/3/2013   | 116,180.80 | 8/2/2014   | 117,145.12 | 8/1/2015  | 119,089.60 |
| 8/6/2011   | 151,495.28 | 8/11/2012  | 134,212.88 | 8/10/2013  | 120,078.64 | 8/9/2014   | 114,374.60 | 8/8/2015  | 115,689.52 |
| 8/13/2011  | 117,350.38 | 8/18/2012  | 110,241.90 | 8/17/2013  | 124,888.56 | 8/16/2014  | 114,105.32 | 8/15/2015 | 108,726.48 |
| 8/20/2011  | 71,614.12  | 8/25/2012  | 66,209.90  | 8/24/2013  | 89,882.12  | 8/23/2014  | 116,097.04 | 8/22/2015 | 108,922.12 |
| 8/27/2011  | 63,432.14  | 9/1/2012   | 67,133.42  | 8/31/2013  | 58,913.18  | 8/30/2014  | 60,280.02  | 8/29/2015 | 73,285.10  |
| 9/3/2011   | 80,837.76  | 9/8/2012   | 74,029.40  | 9/7/2013   | 67,758.74  | 9/6/2014   | 61,420.28  | 9/5/2015  | 55,890.76  |
| 9/10/2011  | 84,845.80  | 9/15/2012  | 61,838.04  | 9/14/2013  | 53,374.22  | 9/13/2014  | 51,364.96  | 9/12/2015 | 63,273.30  |
| 9/17/2011  | 66,748.62  | 9/22/2012  | 56,996.90  | 9/21/2013  | 54,277.94  | 9/20/2014  | 50,664.54  | 9/19/2015 | 54,233.06  |
| 9/24/2011  | 68,929.80  | 9/29/2012  | 61,611.40  | 9/28/2013  | 54,881.50  | 9/27/2014  | 50,127.22  | 9/26/2015 | 52,439.60  |
| 10/1/2011  | 68,871.64  | 10/6/2012  | 62,715.20  | 10/5/2013  | 55,950.74  | 10/4/2014  | 53,531.28  | 10/3/2015 | 53,104.94  |
| 10/8/2011  | 70,866.90  | 10/13/2012 | 60,710.18  | 10/12/2013 | 55,837.92  | 10/11/2014 | 51,127.00  |           |            |
| 10/15/2011 | 75,262.66  | 10/20/2012 | 62,333.08  | 10/19/2013 | 61,327.20  | 10/18/2014 | 56,414.64  |           |            |
| 10/22/2011 | 68,757.72  | 10/27/2012 | 58,073.54  | 10/26/2013 | 52,854.06  | 10/25/2014 | 49,890.20  |           |            |
| 10/29/2011 | 60,507.98  | 11/3/2012  | 56,545.30  | 11/2/2013  | 57,543.54  | 11/1/2014  | 52,242.34  |           |            |
| 11/5/2011  | 70,673.88  | 11/10/2012 | 56,110.96  | 11/9/2013  | 54,666.76  | 11/8/2014  | 52,819.26  |           |            |
| 11/12/2011 | 67,627.10  | 11/17/2012 | 57,432.36  | 11/16/2013 | 56,495.96  | 11/15/2014 | 51,810.32  |           |            |
| 11/19/2011 | 60,690.60  | 11/24/2012 | 65,888.86  | 11/23/2013 | 48,628.62  | 11/22/2014 | 46,228.62  |           |            |
| 11/26/2011 | 74,140.54  | 12/1/2012  | 50,243.34  | 11/30/2013 | 59,645.66  | 11/29/2014 | 55,593.44  |           |            |
| 12/3/2011  | 59,429.94  | 12/8/2012  | 50,770.96  | 12/7/2013  | 47,306.24  | 12/6/2014  | 46,792.50  |           |            |
| 12/10/2011 | 51,395.44  | 12/15/2012 | 47,022.38  | 12/14/2013 | 29,229.02  | 12/13/2014 | 40,904.98  |           |            |
| 12/17/2011 | 55,981.32  | 12/22/2012 | 46,838.96  | 12/21/2013 | 44,581.02  | 12/20/2014 | 41,600.84  |           |            |
| 12/24/2011 | 54,248.62  | 12/29/2012 | 59,697.22  | 12/28/2013 | 62,117.14  | 12/27/2014 | 58,114.68  |           |            |
| 12/31/2011 | 94,661.00  | 1/5/2013   | 71,673.52  | 1/4/2014   | 62,963.88  | 1/3/2015   | 68,277.28  |           |            |
| 1/7/2012   | 74,863.40  | 1/12/2013  | 50,416.30  | 1/11/2014  | 37,935.94  | 1/10/2015  | 37,099.34  |           |            |
| 1/14/2012  | 58,901.92  | 1/19/2013  | 51,211.88  | 1/18/2014  | 49,418.64  | 1/17/2015  | 43,217.36  |           |            |
| 1/21/2012  | 61,819.92  | 1/26/2013  | 46,966.26  | 1/25/2014  | 42,720.80  | 1/24/2015  | 41,212.80  |           |            |
| 1/28/2012  | 62,898.78  | 2/2/2013   | 52,067.92  | 2/1/2014   | 47,681.60  | 1/31/2015  | 42,783.32  |           |            |
| 2/4/2012   | 72,154.66  | 2/9/2013   | 52,222.20  | 2/8/2014   | 45,434.52  | 2/7/2015   | 47,859.18  |           |            |
| 2/11/2012  | 66,429.04  | 2/16/2013  | 64,243.52  | 2/15/2014  | 41,076.08  | 2/14/2015  | 48,131.08  |           |            |
| 2/18/2012  | 77,455.88  | 2/23/2013  | 64,115.70  | 2/22/2014  | 61,523.98  | 2/21/2015  | 37,610.66  |           |            |
| 2/25/2012  | 77,611.78  | 3/2/2013   | 62,602.74  | 3/1/2014   | 57,744.78  | 2/28/2015  | 56,982.14  |           |            |
| 3/3/2012   | 75,963.86  | 3/9/2013   | 59,213.26  | 3/8/2014   | 50,439.94  | 3/7/2015   | 43,750.42  |           |            |
| 3/10/2012  | 76,808.62  | 3/16/2013  | 62,366.36  | 3/15/2014  | 54,414.66  | 3/14/2015  | 55,096.66  |           |            |
| 3/17/2012  | 76,883.92  | 3/23/2013  | 59,841.02  | 3/22/2014  | 50,734.62  | 3/21/2015  | 53,081.08  |           |            |
| 3/24/2012  | 72,108.36  | 3/30/2013  | 57,567.98  | 3/29/2014  | 51,174.60  | 3/28/2015  | 50,548.88  |           |            |
| 3/31/2012  | 74,244.22  | 4/6/2013   | 63,108.84  | 4/5/2014   | 55,229.90  | 4/4/2015   | 51,713.78  |           |            |
| 4/7/2012   | 75,382.98  | 4/13/2013  | 56,849.30  | 4/12/2014  | 48,653.18  | 4/11/2015  | 51,024.54  |           |            |
| 4/14/2012  | 71,065.34  | 4/20/2013  | 55,432.12  | 4/19/2014  | 54,469.22  | 4/18/2015  | 49,338.10  |           |            |
| 4/21/2012  | 68,055.08  | 4/27/2013  | 58,612.74  | 4/26/2014  | 51,637.18  | 4/25/2015  | 49,656.62  |           |            |

|           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 4/28/2012 | 72,880.66 | 5/4/2013  | 61,102.92 | 5/3/2014  | 54,757.72 | 5/2/2015  | 54,079.66 |
| 5/5/2012  | 71,582.30 | 5/11/2013 | 57,428.70 | 5/10/2014 | 51,011.76 | 5/9/2015  | 50,062.82 |
| 5/12/2012 | 63,357.92 | 5/18/2013 | 61,172.80 | 5/17/2014 | 51,148.34 | 5/16/2015 | 48,308.08 |
| 5/19/2012 | 78,984.36 | 5/25/2013 | 57,131.24 | 5/24/2014 | 53,082.60 | 5/23/2015 | 47,705.92 |
| 5/26/2012 | 67,396.24 | 6/1/2013  | 65,920.66 | 5/31/2014 | 62,642.98 | 5/30/2015 | 58,258.10 |
| 6/2/2012  | 76,959.44 | 6/8/2013  | 55,233.74 | 6/7/2014  | 49,517.18 | 6/6/2015  | 53,927.82 |
| 6/9/2012  | 63,584.86 | 6/15/2013 | 54,067.52 | 6/14/2014 | 50,266.50 | 6/13/2015 | 50,110.84 |
| 6/16/2012 | 59,436.12 | 6/22/2013 | 54,690.28 | 6/21/2014 | 48,768.14 | 6/20/2015 | 47,109.22 |
| 6/23/2012 | 55,921.30 | 6/29/2013 | 55,991.38 | 6/28/2014 | 49,250.32 | 6/27/2015 | 55,325.14 |
| 6/30/2012 | 58,207.40 | 6/30/2013 | 11,509.54 | 6/30/2014 | 12,010.70 | 6/30/2015 | 16,018.68 |

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**4,124,906.80**

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**3,580,645.18**

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**3,261,565.02**

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**3,148,372.80**

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**1,235,296.84**

## 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            | Date                   | Amount            |
|------------------------|-------------------|------------------------|-------------------|
| July, 2014             | 78,639.07         | July, 2015             | 75,674.79         |
| August, 2014           | 84,726.51         | August, 2015           | 70,064.73         |
| September, 2014        | 71,967.51         |                        |                   |
| October, 2014          | 66,257.02         |                        |                   |
| November, 2014         | 71,046.66         |                        |                   |
| December, 2014         | 76,797.24         |                        |                   |
| January, 2015          | 73,346.66         |                        |                   |
| February, 2015         | 66,262.78         |                        |                   |
| March, 2015            | 73,747.70         |                        |                   |
| April, 2015            | 76,343.68         |                        |                   |
| May, 2015              | 78,424.23         |                        |                   |
| June, 2015             | 81,569.83         |                        |                   |
| <b>Total 2014-2015</b> | <b>899,128.89</b> | <b>Total 2015-2016</b> | <b>145,739.52</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          | November, 2014         | 213,139.98          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          | December, 2013         | 238,851.93          | December, 2014         | 230,391.72          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          | January, 2014          | 225,281.43          | January, 2015          | 220,039.98          |
| February, 2012         | 428,310.03          | February, 2013         | 381,857.07          | February, 2014         | 225,512.70          | February, 2015         | 198,788.34          |
| March, 2012            | 455,536.38          | March, 2013            | 447,100.86          | March, 2014            | 234,604.53          | March, 2015            | 221,243.10          |
| April, 2012            | 383,586.78          | April, 2013            | 316,635.69          | April, 2014            | 217,142.18          | April, 2015            | 229,031.04          |
| May, 2012              | 413,715.39          | May, 2013              | 329,242.14          | May, 2014              | 279,575.67          | May, 2015              | 235,272.69          |
| June, 2012             | 387,706.12          | June, 2013             | 314,410.11          | June, 2014             | 217,052.10          | June, 2015             | 244,709.49          |
| <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>2,697,386.67</b> |

| <u>Date</u>  | <u>Amount</u> |
|--------------|---------------|
| July, 2015   | 227,024.37    |
| August, 2015 | 210,194.19    |

|                        |                   |
|------------------------|-------------------|
| <b>Total 2015-2016</b> | <b>437,218.56</b> |
|------------------------|-------------------|