

Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: May 23, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 16, 2019

9:05 a.m. Review and announcement of James W. Curry scholarship recipients* Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4

9:15 a.m. Emiel Butcher "Butch", President of Micrologic Inc. – Review Lewis and Upshur County COPS
Camera Surveillance Project Change Orders* Page 4-7

Items for Discussion / Action / Approval:

1. Approval and signature of EBSO Employee Health Reimbursement Plan Amendment #4, effective July 1, 2019.* Page 8
2. Approval of "Request for Proposals" for the Upshur County Former Jail Facility Project funded by the WV Courthouse Facilities Improvement Authority. All sealed bids must be received no later than 4:00 p.m. Tuesday, June 25, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on June 27, 2019.* Page 9
3. Correspondence from Jerry R. Lewis, Upshur County Community Corrections Case Manager, announcing his resignation effective June 30, 2019.* Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
4. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Public Service Commission of West Virginia Corrective Order increasing the wireless enhanced 911 fee from \$3.34 to \$3.86 per month, per subscriber, effective July 1, 2019. Page 10-16
2. Correspondence from Ora L. Ash, Deputy State Auditor for the Office of the State Auditor Local Government Services, announcing this year's In-Service Training Seminar location and times. According to WV Code §7-7-2, each official and, at his or her option, one or more of his or her employees shall participate in the program established by the State Auditor. Page 17-18

4. Public Notices:

a. Newsletters and/or Event Notifications:

b. Agendas and/or Notice of Meetings:

- | | | |
|---|---------------|----------------|
| • Special Session of City Council of Buckhannon | May 23, 2019 | <u>Page 21</u> |
| • Elkins Road PSD | June 4, 2019 | <u>Page 22</u> |
| • Buckhannon-Upshur Parks and Recreation Advisory Board | June 10, 2019 | <u>Page 23</u> |

c. Meeting Minutes:

- | | | |
|---------------------------------------|----------------|-------------------|
| • Upshur County Solid Waste Authority | April 8, 2019 | <u>Page 24-28</u> |
| • Adrian PSD | April 11, 2019 | <u>Page 29-30</u> |

d. Meetings:

- 06/04/19 5:30 p.m. Elkins Road PSD
- 06/04/19 4:00 p.m. Hodgesville PSD
- 06/06/19 7:00 p.m. Banks District VFD
- 06/06/19 7:00 p.m. Selbyville VFD
- 06/10/19 12:00 p.m. Upshur County Family Resource Network
- 06/10/19 4:30 p.m. Upshur County Solid Waste Authority
- 06/10/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 07/08/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 06/11/19 7:30 p.m. Adrian VFD
- 06/11/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 06/19/19 7:00 a.m. Upshur County Development Authority – Executive Board
- 06/12/19 12:00 p.m. Upshur County Senior Center Board
- 06/13/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 06/19/19 6:00 p.m. Upshur County Citizens Corp – CERT
- 06/12/19 7:00 p.m. Warren District VFD
- 06/13/19 10:00 a.m. Adrian PSD
- 06/12/19 3:00 p.m. Tennerton PSD
- 06/13/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 06/13/19 7:30 p.m. Buckhannon VFD
- 06/13/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 06/20/19 6:30 p.m. Upshur County Youth Camp Board
- 06/16/19 6:00 p.m. Washington District VFD
- 06/17/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 06/19/19 4:00 p.m. Upshur County Public Library Board
- 06/18/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 05/21/19 6:30 p.m. Upshur County Fire Board, Inc.
- 05/28/19 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 06/12/19 7:00 p.m. Ellamore VFD
- 06/19/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 06/20/19 2:00 p.m. Upshur County Farmland Protection Board
- 06/27/19 10:00 a.m. James W. Curry Advisory Board
- 05/27/19 6:00 p.m. Upshur County Fire Fighters Association
- 06/12/19 6:00 p.m. Buckhannon River Watershed Association - WVWC

- 06/14/19 11:00 a.m. Region VI Local Elected Officials – Taylor County
- 06/24/19 10:00 a.m. Mountain CAP of WV, Inc., a CDC

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5. Appointments Needed or Upcoming:

- a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission
June 6, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on May 30, 2019 is CANCELLED****

May 13, 2019

UPSHUR COUNTY BREAKDOWN
COPS Camera Surveillance Project – Change Order

BUHS:

Micrologic (MLI) will install 0 – 2MP outdoor, 11 – 2MP indoor, 17 – 4MP outdoor, 31 – 4MP indoor, 14 – 360 fisheye cameras, a 28TB Server/NVR, Six – 50” display units with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary. 1 – New 2MP indoor camera will be installed in the elevator. 11 existing cameras will be connected to the system.

MATERIALS & LABOR: \$58,570.00

BUMS:

Micrologic (MLI) will install 0 – 2MP outdoor, 3 – 2MP indoor, 24 – 4MP outdoor, 37 – 4MP indoor, 4 – 360 fisheye cameras, a 24TB Server/NVR, Two 50” display units with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary. 1 – New 2MP indoor camera will be installed in the elevator.

MATERIALS & LABOR: \$46,577.00

BAES:

Micrologic (MLI) will install 0 – 2MP outdoor, 8 – 2MP indoor, 20 – 4MP outdoor, 7 – 4MP indoor, 12 – 360 fisheye cameras, a 20TB Server/NVR, Two 50” display units with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary. 1 – New 2MP indoor camera will be installed in the elevator.

MATERIALS & LABOR: \$40,749.00

UES:

Micrologic (MLI) will install 1 – 2MP outdoor, 3 – 2MP indoor, 11 – 4MP outdoor, 5 – 4MP indoor, 2 – 360 fisheye cameras, an 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$16,494.00

TES:

Micrologic (MLI) will install 1 – 2MP outdoor, 3 – 2MP indoor, 9 – 4MP outdoor, 3 – 4MP indoor, 2 – 360 fisheye cameras, a 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$14,759.00

RCES:

Micrologic (MLI) will install 0 – 2MP outdoor, 0 – 2MP indoor, 10 – 4MP outdoor, 3 – 4MP indoor, 4 – 360 fisheye cameras, an 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$16,733.00

HES:

Micrologic (MLI) will install 0 – 2MP outdoor, 6 – 2MP indoor, 8 – 4MP outdoor, 2 – 4MP indoor, 2 – 360 fisheye cameras, an 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$15,094.00

FCES:

Micrologic (MLI) will install 0 – 2MP outdoor, 1 – 2MP indoor, 12 – 4MP outdoor, 5 – 4MP indoor, 3 – 360 fisheye cameras, an 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$17,174.00

WDES:

Micrologic (MLI) will install 0 – 2MP outdoor, 1 – 2MP indoor, 8 – 4MP outdoor, 5 – 4MP indoor, 1 – 360 fisheye cameras, an 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$14,003.00

UC-BOE:

Micrologic (MLI) will install 0 – 2MP outdoor, 1 – 2MP indoor, 7 – 4MP outdoor, 6 – 4MP indoor cameras, an 8TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$13,296.00

UPSHUR COUNTY SCHOOLS TOTAL MATERIALS & LABOR: \$253,449.00

May 3, 2019

LEWIS COUNTY BREAKDOWN
COPS Camera Surveillance Project – Change Order

LCHS:

Micrologic (MLI) will install 11 – 2MP outdoor, 41 – 2MP indoor, 4 – 4MP outdoor, 3 – 4MP indoor cameras, a 20TB Server/NVR, Two 50" display units with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$48,535.00

RLBMS:

Micrologic (MLI) will install 8 – 2MP outdoor, 51 – 2MP indoor, 10 – 4MP outdoor, 4 – 4MP indoor, cameras, a 24TB Server/NVR, Two 50" display units with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$59,391.00

JLES:

Micrologic (MLI) will install 10 – 2MP outdoor, 20 – 2MP indoor, 5 – 4MP outdoor, 5 – 4MP indoor, cameras, a 16TB Server/NVR, One 50" display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary. A point-to-point backhaul will be installed to the cameras that view the playground.

MATERIALS & LABOR: \$22,355.00

LCES:

Micrologic (MLI) will install 1 – 2MP outdoor, 4 – 2MP indoor, 1 – 4MP outdoor, 0 – 4MP indoor cameras, a 16TB Server/NVR, One 50" display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary. 26 existing cameras will be connected to the system.

MATERIALS & LABOR: \$7,392.00

PCES:

Micrologic (MLI) will install 8 – 2MP outdoor, 18 – 2MP indoor, 9 – 4MP outdoor, 3 – 4MP indoor, 1 – 360 fisheye cameras, a 16TB Server/NVR, One 50" display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary. A point-to-point backhaul will be installed to the cameras that view the playground.

MATERIALS & LABOR: \$28,129.00

RES:

Micrologic (MLI) will install 9 – 2MP outdoor, 10 – 2MP indoor, 2 – 4MP outdoor, 0 – 4MP indoor cameras, a 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$14,916.00

LCBOE:

Micrologic (MLI) will install 8 – 2MP outdoor, 11 – 2MP indoor cameras, a 12TB Server/NVR, One 50” display unit with full motion mounts and all necessary patch panels. Fiber, POE switches with Gbix modules, UPS units and lockable wall cabinets will be installed where necessary.

MATERIALS & LABOR: \$15,850.00

LC Transportation Garage:

Micrologic (MLI) will install 4 – 2MP indoor cameras, and a POE switch. Video will be backhauled to the BOE for viewing.

MATERIALS & LABOR: \$1,800.00

LC Maintenance Department:

Micrologic (MLI) will install 1 – 2MP outdoor cameras. Camera will be connected to existing switch to backhaul video to the BOE for viewing.

MATERIALS & LABOR: \$836.00

LEWIS COUNTY SCHOOLS TOTAL MATERIALS & LABOR: \$199,204.00

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**Upshur County Commission - #781
Employee Health Reimbursement Plan**

Amendment #4

Effective July 1, 2019, the Upshur County Commission Employee Health Reimbursement Plan is hereby amended as follows:

Health Reimbursement Benefits, the section titled Benefits has been deleted and replaced with the following:

7.1 Benefits

The Plan will reimburse Participants for Medical Care Expenses up to the unused amount in the Participant's HRA Account, as set forth and adjusted under Section 7.3.

- a) *Employee Coverage.* After the Employee pays the first \$500 of the Deductible, the HRA Plan will pay 70% of the Deductible processed under the Medical Plan up to a maximum HRA benefit of \$4,655 per Period of Coverage. The Employee is responsible for paying 30% of the balance of such Deductible.
- b) *Family Coverage.* After the Employee pays the first \$1,000 (\$500 per person limit) of the Deductible, the HRA Plan will pay 70% of the Deductible up to a maximum HRA benefit of \$9,310 per Period of Coverage not to exceed the individual HRA benefit of \$4,990 for any one family member. The Employee is responsible for paying 30% of the balance of such Deductible not to exceed the individual limit for any one family member.

Date Signed

Plan Sponsor's Authorization Signature

Witness' Signature

Name & Title of Authorization Signatory

Invitation for Bids**Repair and Rebuild Chimneys and Dormers**

Publish: Wednesday, May 29th and June 5th

Project Location: Upshur County Former Jail Facility located directly behind the Courthouse at 12 South Locust Street, Buckhannon.

The Upshur County Commission is seeking bids for the furnishing of labor, materials and performance of all work set forth in the Request for Proposals. Bid proposals shall include materials, labor, equipment, insurance, taxes, bonds, fees and similar construction related expenses for (1) the complete repointing and repair of four dormers and two chimneys and (2) the complete take down and rebuild of two other chimneys. Work will need to adhere to the *Secretary of the Interior's Standards for Rehabilitation (Standards)* and guidance should be obtained from *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings*. A scope of work containing sizes and photographs of the chimneys and dormers will be provided during the pre-bid site visit and may also be obtained online at http://www.upshurcounty.org/government/commission_office/bid.php. Questions can be directed to Greg Harris, Facilities Director, at (304) 472-6717.

MANDATORY PRE-BID SITE VISIT: A mandatory pre-bid site visit at the former jail facility (12 South Locust Street) will be held on Thursday, June 13, 2019 at 2:30 p.m. Only those individuals/contractors whom visit the site for an initial inspection of the area will be permitted to submit a bid.

The complete proposal must be submitted in a sealed package marked "Upshur County Former Jail Facility Project" and received at the Upshur County Administrative Annex by 4:00 p.m. on Tuesday, June 25, 2019. In order to be considered, prospective firms must submit one (1) original proposal and one (1) additional copy in the required format to: Upshur County Commission, c/o Tabatha Perry, 91 W Main St, Suite 101, Buckhannon, WV 26201. Proposals received by this deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, June 27, 2019.

Bids shall be accompanied by a Bid Bond payable to the Upshur County Commission in an amount equal to ten percent (10%) of the total bid. Upon award of the contract, the bid bond will be returned and a surety bond must be obtained and filed with the Upshur County Commission.

All bidders are required to have a valid West Virginia Contractor's License per Section §21-11-11 of the W.Va. Code. Successful bidder will be required to furnish all documentation listed before work may commence

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process. This project is being made possible by generous support of the West Virginia Courthouse Facilities Improvement Authority.

(10)

**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON**

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in the City of Charleston on the 17th day of May 2019.

GENERAL ORDER NO. 187.50

In the matter of wireless enhanced 911 fees.

COMMISSION CORRECTIVE ORDER

This Order rescinds the May 14, 2019 Order in this matter to correct an error.

As corrected, the Public Service Commission increases the wireless enhanced 911 fee from \$3.34 to \$3.86 per month, per subscriber, to become effective July 1, 2019.

BACKGROUND

County Commissions derive revenues to operate enhanced emergency telephone systems from two different sources, the first being that County Commissions are authorized by statute to impose a fee (Enhanced 911 Fee) on consumers of local exchange service as well as voice over internet protocol (VoIP) service within their respective counties. W.Va. Code §7-1-3cc. This fee is placed on the bills of the telephone providers and the monies received by the providers are distributed directly to the County Commissions. Other than establishing rules, as directed by the Legislature, for the payment and collection of VoIP fees, the Commission has no role in establishment, administration, or collection of these fees. Rules and Regulations Governing Emergency Telephone Service, 150 C.S.R. 25, (Emergency Telephone Rules).

The second source of 911 revenues for County Commissions comes from the wireless enhanced 911 fee (Wireless E-911 Fee). This fee was established by statute at a minimum of \$3 per month for each valid retail commercial mobile radio service subscription. W.Va. Code §24-6-6b(b).

The Wireless E-911 Fee is paid by customers to the service providers who, in turn, remit the fees to the Commission. The Commission retains none of the fees and distributes the monies received according to instructions contained in statute. Specifically,

- One million dollars is placed in a fund, each year, to subsidize the construction of wireless towers.

- (11)
- Ten cents of the amount collected per subscriber is distributed to the West Virginia State Police to be used for equipment upgrades for improving and integrating their communications efforts with those of the enhanced 911 systems.
 - Five percent of the fees are deposited in a special fund established by the Division of Homeland Security and Emergency Management to be used solely for the construction, maintenance and upgrade of the West Virginia Interoperable Radio Project.
 - The remainder of the money is distributed to the counties according to the formula set forth in W.Va. Code §24-6-6b(b) and (d).

W.Va. Code §24-6-6b(c) provides that

Beginning in the year [1997], and every two years thereafter, the Public Service Commission shall conduct an audit of the wireless enhanced 911 fee and shall recalculate the fee so that it is the weighted average rounded to the nearest penny, as of the first day of March of the respecification year, of all the enhanced 911 fees imposed by the counties which have adopted an enhanced 911 ordinance.

If the weighted average of the Enhanced 911 Fees exceeds the statutory minimum \$3 per month Wireless E-911 Fee, the Commission must increase the Wireless E-911 Fee to the weighted average of the Enhanced 911 Fees but not by more than twenty-five percent of the Wireless E-911 Fee at the beginning of the respecification year.

Commission Staff calculated the weighted average of Enhanced 911 Fees imposed by the County Commissions during the respecification years (which are the odd years). The weighted average of the Enhanced 911 Fees has been below the Wireless E-911 Fee in each of those years until 2017. The annual data received by Staff shows that the total number of landline subscribers has trended downward over time. Recent weighted average calculations of the Enhanced 911 Fees in odd years resulted in fees of \$2.38 (2011), \$2.30 (2013), \$2.63 (2015) and \$3.34 (2017). The 2019 data submitted to Staff from the providers of landline service and VoIP service show the number of subscribers per county and the Enhanced 911 Fee imposed by each County Commission. Staff calculated a weighted average Enhanced 911 Fee of \$3.86 as of March 1, 2019. See, 2019 Staff Audit of Wireless Enhanced 911 Fees, Attachment A, May 3, 2019.

On May 14, 2019, the Commission issued an Order in this case. Inadvertently, the Commission used a prior draft of the 2019 Staff Audit of Wireless Enhanced 911 Fees memorandum, dated May 2, 2019, instead of the updated memorandum dated May 3, 2019. The prior draft did not have fully updated fee information for Marion County.

DISCUSSION

The May 14, 2019 Commission Order inadvertently used the incorrect draft of the 2019 Staff Audit of Wireless Enhanced 911 Fees memorandum. To correct that error, the May 14, 2019 Commission Order will be rescinded by this Order.

Emergency Telephone Rule 11.1 provides that if it is necessary for the Commission to recalculate the Wireless E-911 Fee, the new rate takes effect July 1 of the respecification year.

W.Va. Code §24-6-6b(c) directs the Commission to recalculate the fee if the weighted average of the Enhanced 911 Fee exceeds the \$3 statutory minimum Wireless E-911 Fee.

Accordingly, effective July 1, 2019, under the provisions of W.Va. Code §24-6-6b(c), the Commission is required to establish a Wireless E-911 Fee of \$3.86 per month.

FINDINGS OF FACT

1. The Enhanced 911 Fees imposed by the County Commissions are authorized by W.Va. Code §7-1-3cc.
2. Staff calculates the weighted average of Enhanced 911 Fees during the respecification years (which are the odd years). The weighted average cost of the Enhanced 911 Fees was below the Wireless E-911 Fee in each of those years until 2017.
3. The annual data received by Staff shows that the total number of landline subscribers has trended downward over time.
4. The landline and VoIP service data showing the number of subscribers per county and Enhanced 911 Fees result in a weighted average Enhanced 911 Fee of \$3.86 as of March 1, 2019. 2019 Staff Audit of Wireless Enhanced 911 Fees, Attachment A, May 3, 2019.

CONCLUSIONS OF LAW

1. The May 14, 2019 Commission Order contains incorrect information and should be rescinded.

2. W.Va. Code §24-6-6b(c) provides that,

Beginning in the year [1997], and every two years thereafter, the Public Service Commission shall conduct an audit of the wireless enhanced 911 fee and shall recalculate the fee so that it is the weighted average rounded to the nearest penny, as of the first day of March of the respecification year, of all the enhanced 911 fees imposed by the counties which have adopted an enhanced 911 ordinance.

3. If the weighted average of the Enhanced 911 Fees exceeds the statutory minimum \$3 per month Wireless E-911 Fee, then the Commission must increase the Wireless E-911 Fee to the weighted average of the Enhanced 911 Fees but not by more than twenty-five percent of the Wireless E-911 Fee at the beginning of the respecification year.

4. If it is necessary for the Commission to respecify the Wireless E-911 Fee, that fee takes effect July 1 of the respecification year. Emergency Telephone Rule 11.1.

5. The statute requires the Commission to recalculate the Wireless E-911 Fee if the weighted average of the Enhanced 911 Fee exceeds the statutory minimum \$3 per month Wireless E-911 Fee. W.Va. Code §24-6-6b(c).

6. Because the weighted average of the Enhanced 911 Fee exceeds the statutory minimum \$3 per month Wireless E-911 Fee, the Commission must establish a Wireless E-911 Fee of \$3.86, in lieu of \$3, per subscriber, per month, effective July 1, 2019.

ORDER

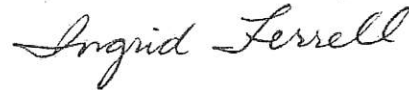
IT IS THEREFORE ORDERED that the May 14, 2019 Commission Order in this General Order series is rescinded.

IT IS FURTHER ORDERED that the Wireless E-911 Fee is \$3.86 per month, per subscriber, to become effective July 1, 2019.

IT IS FURTHER ORDERED that on entry of this Order, this case shall be removed from the Commission docket of open cases.

IT IS FURTHER ORDERED that the Executive Secretary of the Commission serve a copy of this Order by electronic service on each County Commission and each provider of commercial mobile radio service that has filed an e-service agreement, by United States First Class Mail on each County Commission and each provider of commercial mobile radio service that has not filed an e-service agreement, and on Staff by hand delivery.

A True Copy, Teste,



Ingrid Ferrell
Executive Secretary

JJW/sc
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2019 Staff Audit of Wireless Enhanced 911 Fees

TO: Michael Albert, Chairman
Brooks McCabe, Commissioner
Renee Larrick, Commissioner
Jessica Lane, General Counsel

FROM: Terri Blake, Cable and Telecommunications Supervisor
Utilities Division JB

DATE: May 3, 2019

RE: General Order 187.50

W. Va. Code §24-6-6b(c) states: Beginning in the year 1997, and every two years thereafter, the Public Service Commission shall conduct an audit of the wireless enhanced 911 fee and shall recalculate the fee so that it is the weighted average rounded to the nearest penny, as of March 1 of the respecification year, of all of the enhanced 911 fees imposed by the counties which have adopted an enhanced 911 ordinance: Provided, That the wireless enhanced 911 fee may never be increased by more than twenty-five percent of its value at the beginning of the respecification year.

By Statute, 2019 is an audit year for purposes of recalculating the wireless enhanced 911 fee. Counties are allowed, by statute, to impose an enhanced 911 fee upon consumers of local exchange service as well as voice over internet protocol service within their respective counties. The calculation is performed by finding the weighted average of all reported wireline subscribers and the respective County imposed fees as of March 1, 2019.

This year's official audit produced a weighted average for the landline rates of \$3.86, which is an increase over the \$3.34 rate calculated and ordered by the Commission in 2017. This increase is below the cap of twenty-five percent. The increase from the 2017 calculation is a result of both increases in the E911 fees approved by County Commissions and the continuing decline in the number of landlines. This calculation is based on the wireline count and County imposed landline E911 fees as of March 1, 2019. The calculation is shown on Attachment A.

TB:tb

2019 CALCULATION OF WIRELINE E911 FEE STATE_WIDE WEIGHTED AVERAGE

COUNTY	NUMBER OF LAND LINES	WIRELINE E911 FEE	MONTHLY FEES
BARBOUR	4,191	\$ 3.00	\$ 12,573.00
BERKELEY	28,289	\$ 5.00	\$ 141,445.00
BOONE (bus)	1,418	\$ 6.00	\$ 8,508.00
BOONE (res)	6,942	\$ 4.00	\$ 27,768.00
BRAXTON	4,620	\$ 2.10	\$ 9,702.00
BROOKE	6,203	\$ 6.05	\$ 37,528.15
CABELL (bus)	9,113	\$ 9.50	\$ 86,573.50
CABELL (res)	14,551	\$ 7.00	\$ 101,857.00
CALHOUN	2,788	\$ 2.45	\$ 6,830.60
CLAY	2,941	\$ 2.00	\$ 5,882.00
DODDRIDGE	2,615	\$ 2.45	\$ 6,406.75
FAYETTE	12,219	\$ 4.50	\$ 54,985.50
GILMER	2,460	\$ 1.75	\$ 4,305.00
GRANT	3,924	\$ 3.75	\$ 14,715.00
GREENBRIER	12,449	\$ 2.00	\$ 24,898.00
HAMPSHIRE	7,096	\$ 2.00	\$ 14,192.00
HANCOCK	10,860	\$ 4.05	\$ 43,983.00
HARDY	6,517	\$ 3.75	\$ 24,438.75
HARRISON	21,615	\$ 3.50	\$ 75,652.50
JACKSON	8,247	\$ 2.00	\$ 16,494.00
JEFFERSON	15,849	\$ 5.00	\$ 79,245.00
KANAWHA (bus)	27,974	\$ 8.96	\$ 250,647.04
KANAWHA (res)	37,061	\$ 5.60	\$ 207,541.60
LEWIS	6,068	\$ 1.85	\$ 11,225.80
LINCOLN	5,297	\$ 3.50	\$ 18,539.50
LOGAN	13,446	\$ 3.00	\$ 40,338.00
MARION	17,345	\$ 3.34	\$ 57,932.30
MARSHALL	11,519	\$ 1.20	\$ 13,822.80
MASON	7,621	\$ 2.00	\$ 15,242.00
MCDOWELL	7,608	\$ 2.90	\$ 22,063.20
MERCER	17,994	\$ 3.00	\$ 53,982.00
MINERAL	5,982	\$ 5.00	\$ 29,910.00
MINGO	10,362	\$ 2.00	\$ 20,724.00
MONONGALIA	28,728	\$ 3.00	\$ 86,184.00
MONROE	4,045	\$ 4.65	\$ 18,809.25
MORGAN	5,681	\$ 2.50	\$ 14,202.50
NICHOLAS	7,450	\$ 3.50	\$ 26,075.00
OHIO	19,014	\$ 1.97	\$ 37,457.58
PENDLETON	3,800	\$ 2.50	\$ 9,500.00
PLEASANTS	2,893	\$ 2.00	\$ 5,786.00
POCAHONTAS	7,313	\$ 1.25	\$ 9,141.25
PRESTON	7,799	\$ 3.00	\$ 23,397.00
PUTNAM	14,657	\$ 1.50	\$ 21,985.50
RALEIGH	24,634	\$ 5.00	\$ 123,170.00
RANDOLPH	9,239	\$ 2.50	\$ 23,097.50
RITCHIE	4,187	\$ 2.00	\$ 8,374.00
ROANE	4,863	\$ 3.25	\$ 15,804.75
SUMMERS	3,358	\$ 3.85	\$ 12,928.30
TAYLOR	4,261	\$ 1.50	\$ 6,391.50
TUCKER	3,123	\$ 1.50	\$ 4,684.50
TYLER	2,925	\$ 2.85	\$ 8,336.25
UPSHUR (bus)	2,092	\$ 6.50	\$ 13,598.00
UPSHUR (res)	5,321	\$ 4.50	\$ 23,944.50
WAYNE	9,204	\$ 4.00	\$ 36,816.00
WEBSTER	3,000	\$ 2.60	\$ 7,800.00
WETZEL	6,569	\$ 2.95	\$ 19,378.55
WIRT	1,921	\$ 2.00	\$ 3,842.00
WOOD	25,519	\$ 3.25	\$ 82,936.75
WYOMING	7,511	\$ 3.65	\$ 27,415.15
TOTAL	572,291		\$ 2,211,006.82
WIRELINE E911 FEE WEIGHTED AVERAGE			\$ 3.86

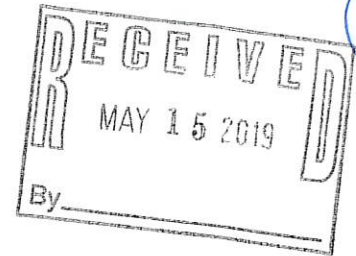


State of West Virginia

John B. McCuskey

State Auditor

Office of the State Auditor
Local Government Services
153 West Main Street, Suite C
Clarksburg, West Virginia 26301



Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 627-2417
www.wvsao.gov

May 13, 2019

TO: WEST VIRGINIA COUNTY COMMISSIONS

RE: TRAINING SEMINAR FOR COUNTY COMMISSIONERS AND STAFF

Under the provisions of W. Va. Code §7-7-2, the State Auditor is authorized and directed to establish in-service training programs for circuit clerks, county clerks, county commissioners, sheriffs and their employees. According to the code each official and, at his or her option, one or more of his or her employees shall participate in the program established by the State Auditor.

In addition, the County Commission is authorized and directed to expend funds for reimbursing officials while in attendance at meetings called by the State Auditor.

This year's In-Service Training Seminar for County Commissioners and their staff is set for Monday, August 26. Once again it will be held at the Days Inn in Flatwoods.

We will be starting to work on the agenda in the near future. We would very much appreciate your input on the topics that you would like covered at this year's conference.

If you have questions, suggestions, or comments regarding the seminar, please feel free to contact me at 1-304-627-2415 extension #5114 or via email at ora.ash@wvsao.gov.

Sincerely,

Ora L. Ash
Deputy State Auditor
Local Government Services



John B. McCuskey
State Auditor

State Auditor's Annual In-Service Training for County Commissioners and Assistants

August 25-26, 2019

Days Hotel and Conference Center, Sutton, West Virginia

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Pursuant to W. Va. Code §7-7-2, the West Virginia State Auditor is pleased to extend an invitation to County Commissioners and Assistants for annual in-service training at the Days Hotel and Conference Center in Sutton/Flatwoods, West Virginia on August 25-26, 2019.

WHO SHOULD ATTEND? All West Virginia County Commissioners and Assistants

How do I register?

The preferred method for registration is **online** via our website. Take advantage of convenient and secure registration at: <https://www.wvsao.gov> Locate the "**Meetings**" button and use the **drop-down menu** to choose the correct training.

Registration Fee: \$100.00 **Deadline:** August 15, 2019

Questions? Contact Emily Parsons at 304-627-2415, or email: Emily.Parsons@wvsao.gov

Agenda: As soon as the training agenda is available, it will be posted on our website.

Sunday, August 25: Registration begins at **3:00 p.m.** in the conference center lobby.
Welcome Dinner begins at 6:00 p.m.

Monday, August 26: Registration begins at **7:30 a.m.** A full day of training begins at **8:30 a.m.**
Refreshments and Lunch provided

If you plan to bring a guest to banquet functions only, please contact **Emily Parsons** to obtain a **guest registration form** at 304-627-2415. Fax: 304-627-2417

Registration Policy: Once you register, we are financially responsible for your expenses even if you do not attend. We understand emergencies might happen. A written notice is required, by fax (304-627-2417) or email, no later than **August 15, 2019**. Fees are non-refundable and non-transferrable after that date.

While on site, please wear your I.D. badge to all sessions, breaks, and meals. The badge identifies you as a registered attendee of this training. There will be other groups at the Days Hotel during our stay. We must be able to identify you as one of our attendees. Please do not invite any non-registered, non-credentialed individuals to attend sessions or meals.

Days Hotel Reservation Information

Location: Days Hotel, 350 Days Drive, Sutton, West Virginia
Room Rate: \$91.00 (Breakfast provided, Free Parking)
Telephone: 866-700-7284
Room Deadline: August 15, 2019
Check In: 3:00 p.m.

You are responsible for making your hotel reservations by calling **866-700-7284**. Be sure to request the \$91.00 rate for the **Auditor's Office Room Block** and mention you are tax exempt! After **August 15, 2019**, all rooms will be subject to availability at their prevailing room rate.



Upshur County Sheriff's Financial Statement

For Period Ending: April 2019

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FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,055,720.92	\$ 680,429.87	\$ (553,782.46)	\$ 1,182,368.33
FUND - 002 COAL SEVERANCE TAX FUND	\$ 6,528.34	\$ 10,734.17	\$ (5,000.00)	\$ 12,262.51
FUND - 003 DOG AND KENNEL FUND	\$ 26,715.16	\$ 19,021.90	\$ (5,982.55)	\$ 39,754.51
FUND - 004 GENERAL SCHOOL FUND	\$ 12,189.04	\$ 9,089.98	\$ -	\$ 21,279.02
FUND - 005 MAGISTRATE COURT FUND	\$ 9,393.66	\$ 1,963.00	\$ (21.00)	\$ 11,335.66
FUND - 006 WORTHLESS CHECK FUND	\$ 141,740.77	\$ 617.53	\$ -	\$ 142,358.30
FUND - 007 E-911 FUND	\$ 242,442.62	\$ 37,531.66	\$ (6,497.14)	\$ 273,477.14
FUND - 008 HOME CONFINEMENT FUND	\$ 36,142.08	\$ 7,914.20	\$ (1,469.24)	\$ 42,587.04
FUND - 013 CURRY PARK FUND	\$ 36,931.69	\$ 2,412.92	\$ (8,035.57)	\$ 31,309.04
FUND - 015 CURRY LIBRARY FUND	\$ 25,782.29	\$ 2,199.72	\$ (2,268.13)	\$ 25,713.88
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 6,760.12	\$ 3,175.29	\$ (6,685.12)	\$ 3,250.29
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 32,178.64	\$ 21,547.99	\$ (10,020.23)	\$ 43,706.40
FUND - 039 COAL REALLOCATION FUND	\$ 157,702.82	\$ 43.36	\$ -	\$ 157,746.18
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 918,417.98	\$ 224.22	\$ (21,547.99)	\$ 897,094.21
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 208,236.77	\$ 13,439.12	\$ (5,904.10)	\$ 215,771.79
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 698,389.05	\$ -	\$ -	\$ 698,389.05
FUND - 059 CONCEALED WEAPONS FUND	\$ 25,725.82	\$ 2,603.30	\$ (1,642.95)	\$ 26,686.17
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,250.18	\$ 0.13	\$ -	\$ 5,250.31
FUND - 071 JURY FUND	\$ 15,040.00	\$ 187.25	\$ (187.25)	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,485.27	\$ 0.06	\$ -	\$ 2,485.33
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 8,429.87	\$ 9,455.54	\$ -	\$ 17,885.41
FUND - 079 SPAYING & NEUTERING FUND	\$ 51,032.61	\$ 200.00	\$ (1,790.00)	\$ 49,442.61
FUND - 080 COMM. CORR. FUND	\$ 103,441.05	\$ 25,692.40	\$ (4,486.23)	\$ 124,647.22
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 49,409.00	\$ (49,409.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 2,077.75	\$ (2,077.75)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 225.00	\$ (225.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 305.39	\$ (305.39)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 500.00	\$ (500.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 4,336.63	\$ (4,336.63)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 650.00	\$ (650.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 310,277.35	\$ 28,535.34	\$ (201,935.95)	\$ 136,876.74
FUND - 365 DELQ & NONENT LAND	\$ 73,496.08	\$ -	\$ -	\$ 73,496.08
FUND - 366 BOARD OF HEALTH FUND	\$ 329,879.70	\$ 70,708.06	\$ (37,802.16)	\$ 362,785.60
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 496.00	\$ 528.00	\$ (496.00)	\$ 528.00
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 733,121.11	\$ (733,121.11)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 371,414.93	\$ (371,414.93)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 38,238.60	\$ (38,238.60)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 4,588.68	\$ (4,588.68)	\$ -
FINAL TOTALS	\$ 4,545,591.98	\$ 2,153,122.10	\$ (2,080,421.16)	\$ 4,618,292.92
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 5,925,973.19	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (3,868,869.77)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 2,559,439.50			
NET BANK BALANCE	\$ 4,616,542.92			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 4,618,292.92			

I, David H. Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

David H. Coffman
Sheriff & Treasurer, Upshur County

5/17/2019



Upshur County Sheriff's Financial Statement

For Period Ending: April 2019

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 549,889.49	\$ (6,514.84)	\$ 537,055.01	\$ 1,080,429.66
	COAL SEVERANCE-MMA	\$ 11,262.51	\$ -	\$ -	\$ 11,262.51
	E-911 -MMA	\$ 262,137.46	\$ -	\$ -	\$ 262,137.46
	CURRY PARK-MMA	\$ 28,777.15	\$ -	\$ -	\$ 28,777.15
	CURRY LIBRARY-MMA	\$ 21,841.34	\$ -	\$ -	\$ 21,841.34
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 199,045.80	\$ -	\$ 12,914.20	\$ 211,960.00
	CONCEALED WEAPONS	\$ 27,244.17	\$ (883.00)	\$ 325.00	\$ 26,686.17
	GENERAL TAX ACCOUNT-MMA	\$ 1,424,202.64	\$ (1,694,034.68)	\$ 269,832.04	\$ -
	BOARD OF HEALTH-MMA	\$ 318,288.77	\$ -	\$ 4,496.83	\$ 322,785.60
	UPSHUR CO. FIRE FEE-IBCK	\$ 4,247.77	\$ (1,290.25)	\$ 292.77	\$ 3,250.29
	UP CO COAL REALLOCAT-IBCK	\$ 157,746.18	\$ -	\$ -	\$ 157,746.18
	EMPLOYEE BENEFITS-IBCK	\$ 897,094.21	\$ -	\$ -	\$ 897,094.21
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.33	\$ -	\$ -	\$ 2,485.33
	COMMUNITY CORR. FUND-IBCK	\$ 125,081.17	\$ (433.95)	\$ -	\$ 124,647.22
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 105.00	\$ (105.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 197,512.69	\$ (153,255.42)	\$ 1,160.25	\$ 45,417.52
	TAX CLEARING ACCOUNT	\$ 135,191.17	\$ (168,300.36)	\$ 33,109.19	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,366.95	\$ (1,366.95)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 88,507.77	\$ (33,760.70)	\$ 24.08	\$ 54,771.15
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 39,754.51	\$ -	\$ -	\$ 39,754.51
	GEN. CO. MISC-CKNG	\$ 32,614.68	\$ -	\$ -	\$ 32,614.68
	WORTHLESS CHECK FUND-CKNG	\$ 142,358.30	\$ -	\$ -	\$ 142,358.30
	E-911 -CKNG	\$ 11,689.68	\$ (350.00)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 44,056.28	\$ (1,469.24)	\$ -	\$ 42,587.04
	CURRY PARK-CKNG	\$ 10,283.79	\$ (7,751.90)	\$ -	\$ 2,531.89
	CURRY LIBRARY-CKNG	\$ 3,903.86	\$ (31.32)	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 3,861.79	\$ (50.00)	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,250.31	\$ -	\$ -	\$ 5,250.31
	JURY-CKNG	\$ 15,358.85	\$ (318.85)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 49,592.61	\$ (150.00)	\$ -	\$ 49,442.61
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 21,188.30	\$ (27,190.50)	\$ 6,002.20	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 765.00	\$ (815.00)	\$ 50.00	\$ -
	STATE POLICE FUND-CKNG	\$ 437.75	\$ (500.00)	\$ 67.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 882.49	\$ (1,694,917.17)	\$ 1,694,034.68	\$ -
	TAX LEIN FUND-CKNG	\$ 198,058.73	\$ (61,181.99)	\$ -	\$ 136,876.74
	DELQ & NON-ENTERED LAND	\$ 73,496.08	\$ -	\$ -	\$ 73,496.08
	BOARD OF HEALTH-CKNG	\$ 34,198.65	\$ (14,198.65)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 452.00	\$ -	\$ 76.00	\$ 528.00
	BANK TOTAL	\$ 5,165,992.33	\$ (3,868,869.77)	\$ 2,559,439.50	\$ 3,856,562.06
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 698,389.05	\$ -	\$ -	\$ 698,389.05
	EE HEALTH CARE REIMB FUND	\$ 43,706.40	\$ -	\$ -	\$ 43,706.40
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 17,885.41	\$ -	\$ -	\$ 17,885.41
	BANK TOTAL	\$ 759,980.86	\$ -	\$ -	\$ 759,980.86
SUMMARY:					
	TOTAL ALL BANKS	\$ 5,925,973.19	\$ (3,868,869.77)	\$ 2,559,439.50	\$ 4,616,542.92
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 4,618,292.92

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***Special Session of City Council of Buckhannon
7:00 p.m. in Council Chambers
Meeting Agenda for Thursday, May 23, 2019***

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
 - A.3 Mayor's Greeting**
- B. Recognized Guest**
- C. Strategic Issues for Discussion and/or Vote**
 - C.1 Employee Health Insurance Matters**
 - C.2 Litigation Settlement Authorization**
 - C.3 Buckhannon River Greenway Support Resolution - \$150,000 Grant**
- D. Adjournment**

POSTED 05/20/19

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**THE ELKINS ROAD PUBLIC SERVICE
DISTRICT WILL HOLD ITS REGULAR
MONTHLY MEETING ON TUESDAY,
JUNE 4, 2019 @ 5:30 P.M.**

**ANYONE WISHING TO ADDRESS THE BOARD SHOULD REQUEST TO BE PUT ON THE AGENDA BY FRIDAY, MAY 31, 2019
FOR ADDITIONAL INFORMATION, PLEASE CALL 304-472-3008 MONDAY THRU FRIDAY 9-1.**

Notice of Meeting

Buckhannon-Upshur Parks and Recreation Advisory Board

Location: Upshur County Pavilion
Date: June 10, 2019
Time: 5:30 PM

Agenda

1. Call meeting to order.
2. Approve May 13, 2019 minutes
3. Public comment
4. Discuss Community Float Progress
5. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
6. Adjournment

Next Meeting: 5:30 PM, July 8, 2019 at the pavilion.

(24)

Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
April 8, 2019

Note: This is the first meeting after the 2/11/19 meeting. The 3/11/19 meeting did not have a quorum.

Chair Joyce Harris-Thacker called the regularly scheduled meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on April 8, 2019.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, G. Paul Richter, James S. "Jay" Hollen, III, Jacqueline (Jackie) McDaniels and Director Burl Smith. A quorum was present. There were two guests, Jeff Wamsley, Supervisor of the City of Buckhannon Waste Collection Department and J.P. Phillips, Manager of Mountain State Waste.

Minutes of the February 11, 2019 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jay and second by Mary. Motion carried. The minutes were signed by the Chair and Director.

The Financial Report for February and March were presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering February, 2019 and March, 2019 were presented. The ending balances for the accounts are as follows:

	<u>February</u>	<u>March</u>
• REAP Account	\$ 100.00	\$ 100.00
• SWMB Account	\$ 702.95	\$ 4,620.13
• Money Mkt Account	\$ 19,541.36	\$ 19,542.69
• Operating Account	\$ 14,128.20	\$ 14,359.71

A motion to accept by Mary and seconded by Jay. Motion carried.

Director's Report:

Burl Smith presented two written copies of the Director's Report for the Periods from February 12, 2019 to March 11, 2019 and from March 12, 2019 to April 8, 2019, copies of which are attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests:

Jeff Wamsley gave an update of the activities of April Make It Shine. He said the first free day at the Transfer Station had 59 customers with 11.89 tons.

J.P. Phillips said he just stopped by say that Mountain State Waste would also be participating in the free day for their customers at Banks District Fire Department.

**Old Business:**

- **April Make-It-Shine 2019 –Billboards, etc.:** Jeff noted that the days for residential customers to cleanup their property and dispose of materials at the Transfer Station free of charge would be April 6th for corporation residents and April 13th for county residents with both corporation and county residents on April 27th. There would be no activities on Easter weekend. Also, the Celebration of Recycling at Crossroads Recycling will be held on Friday and Saturday, April 12th and 13th. Burl noted that all the billboard signs were in place.
- **EDDM Brochure Discussion**—Burl gave an update on the progress on the brochure. Since the February meeting, the brochure was designed, printed, assembled, and delivered to the 7 post offices for distribution. Mailing to all 12,300 postal recipients in Upshur County has been completed.

New Business:

- **FY 2020 SWMB Grant Application** -- Burl presented the application that he had prepared which is due April 30th. Items included in the application include 4th grade tours of the Recycling Center, office supplies, EDDM mailing, insurance, April Make It Shine billboards and conference attendance totaling \$9300.00. A motion to accept the application and authorize the chair to sign all documents associated with the application was made by Paul. Second by Jay. Joyce then signed the application and the accompanying resolution by the UCSWA Board of the official approval of the application.
- **WV DEP FY 2020 Grant Application, 3 types** -- Burl presented copies on the notice of the three grants. One was for recycling of Covered Electronic Devices (CED). Since the City of Buckhannon already offers this service to Upshur Countians free of charge, this grant is not applicable. Another grant is the REAP Litter Control Grant Program. The UCSWA does not have personnel to administer this type of grant. The third grant is the 2020 REAP Recycling Grant which the UCSWA has participated in regularly. This grant is due July 1, 2019 and Burl will have some proposals for the May meeting.
- **FY 2020 Budget Discussion** --- Burl presented a draft budget for review and comment. More detailed discussion is to take place at the May meeting and the final budget is to be considered at the June meeting.
- **BUMS Poster Contest Judging**--- Jackie presented the posters of 21 students. The winning poster was by 8th grader Malia Bowers.
- **Rachel's Challenge Event at BU High School, May 16th** --- Burl noted that he will have an UCSWA table at that event.

**Board Member Items:**

Jackie noted that she is working with the applicants for sponsorship attendance to the WV DEP Junior Conservation Camp in June.

With no further business, the meeting adjourned at 5:50 PM.

Respectfully Submitted,

Burl J. Smith, Director
April 8, 2019

Joyce Harris-Thacker, Chair

(Original Signature Copy to be maintained in the UCSWA Office)

The Two Director's Reports are attached on Pages 4 and 5 of 5.



UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT---Burl Smith

Period from February 12, 2019 to March 11, 2019

Activities include:

- Prepared and distributed by email the minutes of the 2/11/19 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received email of Direct Deposit to Operating Account of SWMB Assessment check (\$1562.86) on 2/21/19. I made a copy of the notice and put in file.
- Received email of Direct Deposit to Operating Account of FY 2019 SWMB Grant check, 2nd drawdown (\$6585.00) on 3/11/19. I made a copy of the notice and put in file. Prepared check to transfer this money to SWMB account.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for February, 2019. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the regularly scheduled 3/11/19 meeting. Posted Agenda on the office window and emailed to UCSWA Board, Upshur County Commission, press, etc. Also, posted the meeting notice on the WV Secretary of State's office meeting notice website.
- Pickup of litter at Crossroads Recycling Center was done once this month.
- WV CoRP --Insurance renewal: Mailed renewal package addressed at February meeting.
- Received notice of approval of the Semiannual Report of the FY 2019 SWMB Grant. They required a signed invoice from the chair. I got Joyce's signature and returned. We then received the \$6585.00 by direct deposit to the Operating account.
- Billboard signs, April Make It Shine: Worked with Lamar Signs on the proposed billboard sign using last year's artwork from the April Make It Shine BUMS student contest. Approved their artwork proposal.
- Received Notice of availability of three FY 2020 WV DEP REAP Grants. Put copies in agenda package for discussion by Board.
- Worked of FY 2020 SWMB Grant Application. Will review at March meeting and have ready for approval by UCSWA Board at April meeting. Application is due on 4/30/19.

Thanks---Burl



UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT---Burl Smith

Period from March 12, 2019 to April 8, 2019

Activities include:

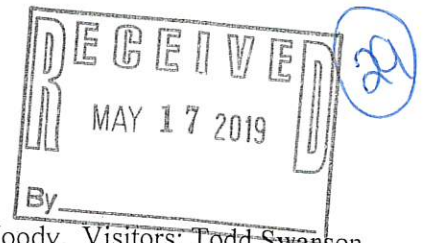
- Prepared and distributed by email the minutes of the 2/11/19 meeting on 2/12/19. Meeting of 3/11/19 was cancelled due to a quorum not being available. I took checks to Jay and Paul for signature.
- Checked upshurswa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received email of Direct Deposit to Operating Account of SWMB Assessment check (\$1582.30) on 3/22/19. I made a copy of the notice and put in file.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for March, 2019. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the regularly scheduled 4/8/19 meeting. Posted Agenda on the office window and emailed to UCSWA Board, Upshur County Commission, press, etc. Also, posted the meeting notice on the WV Secretary of State's office meeting notice website.
- Pickup of litter at Crossroads Recycling Center was done once this month.
- Billboard signs, April Make It Shine: Verified that the two signs are in place.
- EDDM: Had Ralston Press prepare the 12,800 pieces (12,300 for mailing and 500 for other distribution); did online mailing paperwork with the USPS; picked up pieces on 3/25 and assembled the mailing to the mail routes; delivered for mailing on 3/28 & 29.
- Received notification of SB 147 and its unintended consequences; notified SWA Board members and requested the Governor veto the bill; under guidance from the WV Municipal League, AWVSWA and other SWA's, Governor Justice vetoed the bill. It will be an item addressed again next legislative session.
- Received Notice of availability of three FY 2020 WV DEP REAP Grants. Put copies in agenda package for discussion by Board.
- Worked on FY 2020 SWMB Grant Application. Will review at April meeting and have ready for approval by UCSWA Board at April meeting. Application is due on 4/30/19.
- Scheduled Recycling presentation to Mt Cap at Tennerton for 4/23 at 9:30 AM
- Scheduled Recycling Center Tour for two Headstart classes on 4/23 at 10:15 and 11:00

Thanks---Burl

Adrian Public Service District

April 11, 2019

Monthly Board Meeting



Present from Adrian PSD were: Paul Spencer, Eric Brunn, Kelly Arnold, and Lindsey Woody. Visitors: Todd Swanson from Steptoe & Johnson, Emil Butcher from Micrologic and Rob Hinton from Upshur Co. Development Authority.

All motions are unanimous unless otherwise noted.

The meeting was called to order at 10:00 am by Chairman Spencer.

With Todd Swanson we closed on the MVB Loan.

- Kelly made a motion and Paul second to approve changes made in the Rules of Procedure.
- Paul made a motion and Kelly second approving the bond.
- The Supplemental Resolution was approved with a motion by Kelly and second by Paul.
- The First Draw Resolution was approved with a motion by Paul and second by Kelly.
- The Sweep Resolution with MBC was approved with a motion by Paul and second by Kelly.

Minutes of the Mar. 14, 2019 meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented – Motion to pay was made by Paul, second by Kelly.

Old Business

- Phase VIII/Pickens – The PSD received the donated amounts from the Randolph Co. Board of Education and Randolph Co. Commission.
 - Norma reached out to property owners to inquire about purchasing proposed booster station site. They were not interested; Lindsey is going to email Trey to see where to go from there.
 - Mon Power upgraded the Beechtown pump station, now allowing it to meet the power requirements of Phase VIII.
- All necessary paperwork was signed with Todd and approved for the closing of the MVB loan, money should be available April 30th.
- Mr. Butcher and Mr. Hinton discussed constructing a broad band tower at the proposed location at the Rock Cave Tank Site, which is to be outside of the tank site fencing. They mainly were here to receive our permission to proceed. The PSD agrees to allow Micrologic and The Development Authority to construct the tower contingent upon that no violations or discrepancies will occur with health dept., PSC, our attorney, and the electric supply to them. Rob will be in contact with our attorney to propose a lease agreement that we can agree on. Lindsey will contact health dept. on the matter.

New Business

- Lindsey will be attending “Sustainable Utility Management Workshop” on April 17th and Norma will be attending class in Scott Depot from April 22-25th to take her WD license Exam. A motion by Paul was made to approve the classes and was second by Kelly.

Items for Discussion/Action/Approval

- The 2019-2020 USDA budget was approved with a motion made by Paul and Second by Kelly, signed by Kelly and Paul.
- FCC Radio licensing was discussed and will be updated.
- Employees’ pay was looked over for reevaluation. Tabled till next meeting.

Maintenance – Eric

- Replaced impeller stack at Beechtown on pump number two.
- Replaced shaft bearing seal on pump number one at Hinkleville.
- Talked to Trey, Midatlantic, and manufacturer of tideflex valves. Overall conclusion is we are not going to put the tide flex valves back in service.
- Repaired hydrant on Alexander Rd.-new seat installed.

The meeting adjourned at 12:30 pm. Next regular meeting will be May 9, 2019 at 10:00 am.

Board of Directors



Paul Spencer

Paul Spencer, Chairman

Don B. Killingsworth

Don B. Killingsworth, Vice Chairman

Kelly Arnold

Kelly Arnold, Sec., Treas.