



Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: July 11, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• June 27, 2019
- 9:05 a.m. Laura B. Meadows, Executive Director of the Upshur County Convention and Visitors Bureau – Annual Report
- 10:00 a.m. Bid opening for the Upshur County Youth Camp Timber Sale
** Bid acceptance will follow Upshur County Youth Camp Board's review of timber sale bids.*
- 10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff's vehicle (1 sport utility vehicle)

Items for Discussion / Action / Approval:

1. Approval and signature of the Management Representation Letter for a Non-Single Audit for period ending June 30, 2018.* Page 5-8
2. Approval and signature of Prevention Resource Officer Agreement between the Upshur County Board of Education, the Upshur County Sheriff's Office and the Upshur County Commission. This agreement is for fiscal year 2019-2020 to have a Deputy Sheriff assigned as Prevention Resource Officer at the Buckhannon-Upshur Middle School.* Page 9-14
3. Approval and signature of Prevention Resource Officer Agreement between the Upshur County Board of Education, the Upshur County Sheriff's Office and the Upshur County Commission. This agreement is for fiscal year 2019-2020 to have a Deputy Sheriff assigned as Prevention Resource Officer at the Buckhannon-Upshur High School.* Page 15-16
4. Approval and signature of Addendum to Prevention Resource Officer Agreement for Fiscal Year 2019-2020 Canine Officer. This agreement will supplement the above referenced Prevention Resource Officer Agreement and allow for the PRO to be in possession of a male Labrador retriever/German shorthaired pointer fully trained in narcotics detection and obedience to be utilized at the Buckhannon-Upshur High School. Once executed, this agreement will be reviewed by the Board of Education for approval.* Page 17-19
5. Approval for Samuel R. Nolte, President, to execute any and all documents necessary for the Promissory Note and Business Loan Modification Agreement between the Upshur County Commission, Buckhannon Upshur Airport Authority and Community Bank. The outstanding principal balance as of June 26, 2019 was one hundred fifty seven thousand three hundred ninety four dollars and forty six cents (\$157,394.46). The maturity date will be extended from July 14, 2019 to July 14, 2020.* Page 20-22
6. Approval and signature of Specified Disease – Organ & Tissue Transplant Application, effective July 1, 2019.* Page 23-24

7. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$175 payable to Skateland for rink rental on August 6th. This is for the grand finale event for the "Universe of Stories" summer reading program.* Page 25
8. Correspondence from Beth Rogers, Upshur County Public Library Assistant Director, requesting use of the large pavilion on August 1, 2019, free of charge. The library will be utilizing the pavilion for a "wrap-up party" for the month long summer reading program.* Page 26
9. Correspondence from Kristi L. Wilkerson, Director of the Upshur Parish House and Crosslines, outlining the Emergency Food and Shelter Program (EFSP) and requesting for the Upshur County Commission to appoint a County employee to serve as a Board member for the local EFSP group.* Page 27
10. Correspondence from Dr. Sara Lewis-Stankus, Superintendent of Upshur County Schools, recommending the reappointment of Katie Loudin to serve on the Buckhannon-Upshur Parks and Recreation Advisory Board. Upon approval, Ms. Loudin's term will expire on June 30, 2021.* Page 28
11. Correspondence from Lowell Peterson requesting reappointment to the Upshur County Farmland Protection Board as a "county resident". Upon approval, Mr. Peterson's term will expire on June 30, 2023.* Page 29
12. Correspondence from Mary Hull expressing an interest to be appointed to the Buckhannon-Upshur Parks and Recreation Advisory Board, effective immediately. Upon approval, Ms. Hull's term will expire on June 30, 2021.* Page 30
13. Correspondence from Kathy McMurray, President of the UCDA, requesting the appointment of Bobby Gompers, Lori Meadows, Bob Skinner, Doyle Tenney and Aaron Harris to the UCDA Board. Upon approval, these terms will begin on July 1, 2019 and expire on June 30, 2022.* Page 31
14. Approval of Lewis - Upshur Animal Control Facility Volunteers, Sharon M. Vinson and Sandra C. Craig.* Under separate cover
15. Memorandum from Carrie L. Wallace, County Administrator, announcing the resignation of Michael Campbell, maintenance employee, effective July 5, 2019.* Page 32
Item may lead to Executive Session per WV Code §6-9A-4
16. Approval of advertisement for a full-time maintenance department position. Applications must be received by 4:30 p.m. on July 24, 2019. A Journeyman's Electrical License and HVAC License are preferred and the starting salary will be based upon experience.* Page 33
17. Approval of Application for Donated Leave* Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
18. Approval of revised 2019 Holiday Schedule and Administrative Closures list* Page 34
19. Approval of the James W. Curry Public Library and Park Budget for July 1, 2019 through June 30, 2020* Page 35-37
20. 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

For Your Information:

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

1. Proclamation made by Governor Jim Justice on July 3, 2019 permitting public employees of this State to generally cease business the entire workday of Friday, July 5, 2019, in acknowledgement of the Fourth of July holiday. The proclamation further reads that public employees of this State may be excused from their work duties the entirety of the day without charge against accrued annual leave. In accordance with subsection (c), section one, article two, chapter two of the WV Code, County Commissions may treat the days as if they were a legal holidays, and the Courts may do the same. Page 38-39
2. Correspondence from 26th Judicial Circuit Court Judge Jacob E. Reger to WV Supreme Court of Appeals Court Administrator Joseph Armstrong requesting the approval of an expenditure in the amount of eight thousand five hundred forty dollars (\$8,540) from the Upshur County Worthless Check Fund to cover the cost of bailiff services for the Upshur County Magistrate Court for fiscal year 2019. Page 40
3. Correspondence from Alex Shubert, Manager of the National Processing Center regarding the recent Public Protection Classification survey for Rock Cave Fire Department, effective October 1, 2019. ISO's Public Protection Classification Program plays an important role in the underwriting process at insurance companies. Page 41-42
4. Fiscal Year 2019 Land and Water Conservation Fund Notice: Invitation to Submit Applications by October 31, 2019 Page 43-44
5. Buckhannon Water Board Consumer Confidence Report 2019 – Covering Calendar Year 2018 Page 45-47
6. Upshur County Sheriff's Financial Statement for period ending May 2019 Page 48-49
7. Elkins Road PSD Annual Budget for July 1, 2019 through June 30, 2020 Page 50-53
8. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - Small Business Workshop – July 24th at the Event Center at Brushy Fork from 11 a.m. to 1:30 p.m. Page 54
 - b. Agendas and/or Notice of Meetings:

• James W. Library/Park Advisory Board	June 26, 2019	<u>Page 55-56</u>
• Elkins Road PSD	July 2, 2019	<u>Page 57</u>
• Upshur County Solid Waste Authority	July 8, 2019	<u>Page 58</u>
• Upshur County Fire Board, Inc.	July 9, 2019	<u>Page 59</u>
• Upshur County Safe Structures and Sites Enforcement Board	July 11, 2019	<u>Page 60</u>
• Buckhannon-Upshur Airport Authority	July 11, 2019	<u>Page 61</u>
 - c. Meeting Minutes:

• Upshur County Public Library Board	May 15, 2019	<u>Page 62</u>
• Elkins Road PSD	June 10, 2019	<u>Page 63-67</u>

d. Meetings:

- 07/02/19 5:30 p.m. Elkins Road PSD
- 07/02/19 4:00 p.m. Hodgesville PSD
- 07/04/19 7:00 p.m. Banks District VFD
- 07/04/19 7:00 p.m. Selbyville VFD
- 07/08/19 12:00 p.m. Upshur County Family Resource Network – CANCELLED
- 08/12/19 12:00 p.m. Upshur County Family Resource Network
- 07/08/19 4:30 p.m. Upshur County Solid Waste Authority
- 07/08/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 08/05/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
- 07/09/19 7:30 p.m. Adrian VFD
- 07/11/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 07/17/19 7:00 a.m. Upshur County Development Authority -- CANCELLED
- 07/10/19 12:00 p.m. Upshur County Senior Center Board
- 07/11/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 07/17/19 6:00 p.m. Upshur County Citizens Corp – CERT
- 07/10/19 7:00 p.m. Warren District VFD
- 07/11/19 10:00 a.m. Adrian PSD
- 07/10/19 3:00 p.m. Tennerton PSD
- 07/11/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 07/11/19 7:30 p.m. Buckhannon VFD
- 07/11/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 07/18/19 6:30 p.m. Upshur County Youth Camp Board
- 07/21/19 6:00 p.m. Washington District VFD
- 07/15/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 07/17/19 4:00 p.m. Upshur County Public Library Board
- 07/16/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 07/16/19 6:30 p.m. Upshur County Fire Board, Inc.
- 07/23/19 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 07/10/19 7:00 p.m. Ellamore VFD
- 07/17/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 08/15/19 2:00 p.m. Upshur County Farmland Protection Board
- 07/24/19 10:00 a.m. James W. Curry Advisory Board
- 07/29/19 6:00 p.m. Upshur County Fire Fighters Association
- 07/10/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 07/22/19 12:00 p.m. Region VII Planning and Development Council
- 09/13/19 11:00 a.m. Region VI Local Elected Officials

9. Appointments Needed or Upcoming:

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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

July 18, 2019 --- 9:00 a.m. -- Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on August 8, 2019 is CANCELLED ****

UPSHUR COUNTY COMMISSION
Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

Management Representation Letter – Non-Single Audit

July 11, 2019

West Virginia State Auditor's Office
Chief Inspector Division Building 1, Room W-420
Charleston, WV 25305

This representation letter is provided in connection with your audit of the financial statements of Upshur County Commission, which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, other than any exceptions that we may have become aware of as a result of findings that the auditor has provided to us, as of 6/28/2019, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 25, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 7) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- 8) We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters .
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the government or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 9) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- ~~10) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.~~
- ~~11) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:~~
 - ~~a. Management,~~
 - ~~b. Employees who have significant roles in internal control, or~~
 - ~~c. Others where the fraud could have a material effect on the financial statements.~~
- 12) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators or others.
- 13) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 14) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

Government – Specific

- 15) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 16) We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
- 17) We have a process to track the status of audit findings and recommendations.
- 18) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 19) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 20) The government has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 22) We have identified and disclosed to you any instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 23) We have identified and disclosed to you any instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you any instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) The government has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 27) The government has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 28) The financial statements include all component units .
- 29) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- 30) All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

- 31) Components of net position (net investments in capital assets; restricted; and unrestricted), and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 32) Provisions for uncollectible receivables have been properly identified and recorded.
- 33) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 34) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, .
- 35) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 36) Deposits are properly classified as to risk and are properly disclosed.
- 37) Capital assets are properly capitalized, reported, and, if applicable depreciated.
- 38) We have appropriately disclosed the government's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 39) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 40) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- ~~41) With respect to the supplementary information (SI), we acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the SI.~~
- 42) Group financial information is accurately reported.
- ~~43) Actuarial assumptions and methods used to measure pension and costs for financial accounting purposes are appropriate in the circumstances.~~
- ~~44) We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.~~

Signed: _____

Signed: _____

Title: _____

Title: _____

PREVENTION RESOURCE OFFICER AGREEMENT

Between:

- The Upshur County Board of Education,
- The Upshur County Sheriff's Office, and
- The Upshur County Commission

For Fiscal Year 2019-20 Prevention Resource Officer

This agreement made and entered into this 1st day of July 2019 by and between the Upshur County Board of Education (hereinafter referred to as "BOARD"), the Upshur County Commission, (hereinafter referred to as "COMMISSION", and the Upshur County Sheriff's Office, hereinafter referred to as "SHERIFF").

WITNESSETH

WHEREAS, the BOARD has established a Prevention Resource Officer Program (hereinafter referred to as "PRO Program"); and

WHEREAS, the COMMISSION and the SHERIFF agree for the BOARD to have a Deputy Sheriff serve as Prevention Resource Officer at Buckhannon Upshur Middle School and;

WHEREAS, the BOARD, the COMMISSION and the SHERIFF understand that the Program is established for the purpose of assistance in the prevention of juvenile delinquency through programs specifically developed to respond to those factors and conditions which give rise to delinquency; and

WHEREAS, the BOARD, the COMMISSION and the SHERIFF realize the PRO program is a great benefit to school administration, students and the community as a whole.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

SECTION 1. DUTIES AND RESPONSIBILITIES OF THE COMMISSION and SHERIFF

- 1.01 The COMMISSION and SHERIFF shall provide one Deputy Sheriff, assigned as a Prevention Resource Officer, (hereinafter referred to as "PRO") to the Buckhannon-Upshur Middle School operated by the BOARD.

- 1.02 PRO shall abide by the Upshur County Board of Education policies and procedures, as they relate to School Prevention Resource Officers. The PRO shall consult and coordinate instructional activities through the principal. Activities conducted by the PRO, which are part of the regular instruction program of the school, shall be under the direction of the principal. The Upshur County Board of Education shall approve the content of educational programs and instructional materials used by the PRO.
- 1.03 The PRO will provide to student's instruction in various aspects of law enforcement, public safety and education as requested and supervised by the principal and teachers.
- 1.04 The SHERIFF shall be responsible for the control and direction of all aspects of employment of the Deputy Sheriff assigned to the PRO Program. The Deputy Sheriff shall adhere to the Policy and Procedures Manual of the Upshur County Sheriff's Office.
- 1.05 The SHERIFF shall ensure that the exercise of the law enforcement powers by the PRO is in compliance with the authority granted by law.
- 1.06 The SHERIFF shall be responsible for all non-salary expenses (excluding benefits billed to the Board of Education) related to the PRO position; to include Travel, Law Enforcement Training, Gasoline, Equipment, Uniforms, Office Space, Telephone, Supplies, Vehicle and Vehicle Maintenance.
- 1.07 The SHERIFF and the COMMISSION shall hold harmless the BOARD for any injuries suffered by the Prevention Resource Officer arising under their employment with the PRO program. The COMMISSION shall provide workers compensation insurance coverage for the Deputy Sheriff at all times.
- 1.08 The PRO shall not function as a school disciplinarian, or safety officer. It is not the responsibility of the PRO to intervene with the normal disciplinary actions of the school system or to be used as a witness to disciplinary procedures in the school. The PRO will, at all times, be expected to act within the scope of authority granted by law. The Pro will perform duties according to the following:
 - a) Perform law enforcement functions within the school setting.
 - b) Identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.
 - c) Foster a better understanding of the law enforcement function.
 - d) Develop a better appreciation of citizen's rights, obligations and responsibilities.
 - e) Provide information about crime prevention.
 - f) Provide assistance and support for crime victims identified within the school setting.
 - g) Promote positive relations between students and law enforcement officers.
 - h) Enhance knowledge of the fundamental concepts and structure of law.
 - i) Adhere to confidentiality requirements.

- (11)
- 1.09 The Deputy Sheriff may not be changed during the course of the agreement by the COMMISSION and the SHERIFF unless the substitute officer has received the required training or mutually agreed upon training in lieu thereof. The PRO shall be on duty at the school in adherence to the Board's approved school calendar during regular school hours when students are required to attend and when the required PRO training programs are conducted, unless a police emergency arises, law enforcement requirements prohibit such duty assignment, or when needed for training.
- 1.10 The PRO shall not be required to attend extracurricular activities, which are held beyond his/her regular workday, nor require the PRO to leave his/her jurisdiction, but the PRO shall have the option if they choose do so with the approval of the SHERIFF. The BOARD shall be responsible for any and all costs associated with the PRO attendance at these types of events.

SECTION 2. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 2.01 The principal at Buckhannon Upshur Middle School shall be the on-site contact person for the PRO. The Superintendent shall designate the Prevention Resource Officer Coordinator to serve as the BOARD liaison for the program.
- 2.02 Payments to the COMMISSION from the BOARD shall be made in quarterly installments upon submission of quarterly invoices by the COMMISSION and certification by the principal or his/her designee that the services were rendered. The quarterly payment shall be based on the annual salary expense including benefits for the time worked by the PRO on behalf of the BOARD during the quarter. The Board will be responsible for the full amount of benefits that are fixed as to their annual amount, including but not limited to, items such as health insurance, other post-employment benefit liability charges, health care reimbursement account charges; benefits that vary with the rate of pay such as FICA and Workers Compensation will be prorated between the BOARD's share and the SHERIFF's share of the calculated cost. Overtime will be the responsibility of the Board only when it relates to activities of the officer in the performance of duties defined under the PRO agreement. All other overtime is the responsibility of the SHERIFF and the COMMISSION. The BOARD's approved school calendar, including legal school holidays, will be the basis for calculating the amount of reimbursement due to the COMMISSION. On days when school is closed or curtailed due to inclement weather or other conditions, the school principal and the SHERIFF will mutually agree as to the work assignment for the PRO and the resultant portion of the officer's time to be billed to the BOARD. In addition to the days included in the above referenced school calendar, the officer's time related to his required PRO training will also be billed to the Board. As mutually agreed to by the school principal and the SHERIFF, the PRO may need to work in the school for up to three days after the end of the school calendar to complete record keeping and other needed tasks. The quarterly payment shall be offset by any applicable grant funding available for the PRO program. Payment shall be made within thirty (30) days of receipt of the invoice.

SECTION 3. TERM OF AGREEMENT

- 3.01 This agreement shall be made for a twelve (12) month term beginning the 1st day of July 2019, through the 30th day of June 2020.
- 3.02 This agreement shall continue in effect until the duration of the term as described in paragraph 3.01 or until terminated by either of the parties in accordance with the term listed in Section 4.01 below.

SECTION 4. TERMINATION

- 4.01 Either party may terminate this agreement by serving written notice upon the other party at least thirty (30) days in advance of such termination. In the event that the BOARD terminates this agreement and/or does not renew an agreement for the PRO position for an upcoming fiscal year, the BOARD shall be responsible for any and all costs associated with the closing of the PRO officer position. Such cost shall include, but not limited to, any unemployment compensation due to a reduction in force in the law enforcement area of the COMMISSION and SHERIFF as a result of the closing of the PRO position or program as outlined in Section 6.02.

SECTION 5. INVALID PROVISION

- 5.01 Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties.

SECTION 6. INDEMNIFICATION

- 6.01 The BOARD agrees to indemnify and save harmless the COMMISSION and the SHERIFF for any liability whatsoever arising out of the negligent acts of the Board's employees or agents in directing the PRO in the performance of their instructional programs. The COMMISSION agrees to indemnify and save harmless the BOARD of any liability whatsoever arising to employment as defined by county ordinances and state statutes. Nothing in this Agreement shall be construed to affect in any way the BOARD or the COMMISSION'S rights, privileges, and immunities.
- 6.02 The BOARD agrees to indemnify the COMMISSION and the SHERIFF for any costs associated with the elimination of this position should the BOARD no longer wish to employ a PRO at the end of the term of this agreement or renewal as outlined in Section 4.01 above. The BOARD understands that the SHERIFF and the

COMMISSION have created a new position in the Sheriff's Office at the BOARD's request and for their benefit; therefore, any costs associated with the termination of this position at the end of this contract or renewal, including but not limited to unemployment compensation expenses, shall be reimbursed to the COMMISSION by the BOARD. Furthermore, should the COMMISSION and/or the SHERIFF be prohibited by law from eliminating this position from the Sheriff's Office, the BOARD agrees to indemnify the COMMISSION and the SHERIFF for the continuing costs associated with salary and benefits of the position until such time as the position can be lawfully eliminated.

SECTION 7. ASSIGNMENT

7.01 Neither party to the Agreement shall, directly or indirectly, assign or purport to assign this Agreement, or any of its rights or obligations, in whole or in part, to any third party without the prior written consent of the other party.

SECTION 8. NO WAIVER

8.01 The failure of either party to enforce at any time any of the provisions, rights, or elections shall in no way effect the validity of this Agreement. The failure to exercise, by either party, any of its rights herein contained, shall not preclude or prejudice it from exercising the same or any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

SECTION 9. COMPLETE AGREEMENT

9.01 This Agreement is the complete Agreement of the parties; may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof.

SECTION 10. CHOICE OF LAW

10.01 This Agreement shall be governed by and construed and interpreted according to the laws of the State of West Virginia. It shall be binding upon and inure to the benefit of the successors of the BOARD, the COMMISSION and the SHERIFF,

SECTION 11. NOTICES

11.01 All notices or other communications required or permitted by this Agreement shall be in writing and deemed effectively delivered upon mailing by certified mail, return receipt requested, or delivered personally to the following persons and addresses unless otherwise specified herein:

Sara Lewis Stankus, Superintendent 7-3-19

Upshur County Board of Education (Signature and Title of Board Officer)

Date

Upshur County Commission (Signature and Title of Commission Officer)

Date

Daryl R. Rouse Sheriff

Upshur County Sheriff (Signature and Title of Sheriff)

7/5/2019

Date

PREVENTION RESOURCE OFFICER AGREEMENT

Between:

- The Upshur County Board of Education,
- The Upshur County Sheriff's Office, and
- The Upshur County Commission

For Fiscal Year 2019-2020 Prevention Resource Officer

This agreement made and entered into this 1st day of July 2019 by and between the Upshur County Board of Education (hereinafter referred to as "BOARD"), the Upshur County Commission, (hereinafter referred to as "COMMISSION", and the Upshur County Sheriff's Office, hereinafter referred to as "SHERIFF").

WITNESSETH

WHEREAS, the BOARD has established a Prevention Resource Officer Program (hereinafter referred to as "PRO Program"); and

WHEREAS, the COMMISSION and the SHERIFF agree for the BOARD to have a Deputy Sheriff serve as Prevention Resource Officer at Buckhannon Upshur High School and;

WHEREAS, the BOARD, the COMMISSION and the SHERIFF understand that the Program is established for the purpose of assistance in the prevention of juvenile delinquency through programs specifically developed to respond to those factors and conditions which give rise to delinquency; and

WHEREAS, the BOARD, the COMMISSION and the SHERIFF realize the PRO program is a great benefit to school administration, students and the community as a whole.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

SECTION 1. DUTIES AND RESPONSIBILITIES OF THE COMMISSION and SHERIFF

- 1.01 The COMMISSION and SHERIFF shall provide one Deputy Sheriff, assigned as a Prevention Resource Officer, (hereinafter referred to as "PRO") to the Buckhannon-Upshur High School operated by the BOARD.

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Jana Lewis Stankus, Superintendent 7-3-19
Upshur County Board of Education (Signature and Title of Board Officer) Date

Upshur County Commission (Signature and Title of Commission Officer) Date

Daniel S. Allen Sheriff 7/5/2019
Upshur County Sheriff (Signature and Title of Sheriff) Date

ADDENDUM TO PREVENTION RESOURCE OFFICER AGREEMENT

Between:

- The Upshur County Board of Education,
- The Upshur County Sheriff's Department; and,
- The Upshur County Commission

For Fiscal Year 2019-2020 Canine Officer

This agreement made and entered into this 11th day of July, 2019 by and between the Upshur County Board of Education (hereinafter referred to as "**Board**"), the Upshur County Commission, (hereinafter referred to as "**Commission**"), and the Upshur County Sheriff's Department, (hereinafter referred to as "**Sheriff**") supplements the attached Prevention Resource Officer Agreement ("**PRO Agreement**").

The parties acknowledge that the **PRO Agreement** governs their respective conduct. Therefore, the **PRO Agreement** is incorporated into this Addendum as if set forth verbatim herein.

WITNESSETH

WHEREAS, the **Board**, the **Commission** and the **Sheriff** agree for the Prevention Resource Officer (hereinafter referred to as "**PRO**") to be in possession of a Male Labrador Retriever/German Shorthaired Pointer fully trained in narcotics detection and obedience to be utilized at the Buckhannon-Upshur High School; and

WHEREAS, the **Board**, the **Commission** and the **Sheriff** understand that the purpose of having a canine accompany the **PRO** will be to assist in the prevention of juvenile delinquency and to detect and respond to conditions which give rise to delinquency; and,

WHEREAS, the **Board**, the **Commission** and the **Sheriff** realize the addition of a canine is a great benefit to school administration, students and the community as a whole; and

WHEREAS, nothing contained within this Addendum alters the duties set forth within the **PRO Agreement**; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

SECTION 1: DUTIES AND RESPONSIBILITIES OF THE COMMISSION and SHERIFF

1.01 The **Commission** and the **Sheriff** shall assign one canine to the Buckhannon-Upshur High School operated by the Board with the understanding that this canine may assist the PRO as needed in other schools operated by the Board.

1.02 The PRO will be responsible for the canine while on the **Board** property at all times and shall not leave the canine unattended at any given time.

1.03 It is understood and agreed that all inspections of lockers, desks, or other objects or personal property on school grounds involving the use of the canine shall be conducted in accordance with the policies and procedures established by the **Board**.

1.04 The **Sheriff** shall ensure that the exercise of the law enforcement powers by the PRO and canine are in compliance with the authority granted by law.

1.05 The **Sheriff** and the **Commission** shall hold harmless the **Board** for any injuries suffered by the canine arising while performing services on the **Board** property.

SECTION 2: DUTIES AND RESPONSIBILITIES OF THE COMMISSION and BOARD

2.01 Veterinary examinations, food and all other expenses will be split evenly (50/50) between the **Commission** and **Board**.

2.02 In addition to the above expenses, seven hours of overtime per pay period is required for animal handling at an annual cost of \$6,323.83 to be split evenly (50/50) by the **Commission** and **Board**. Therefore, the **Board** will pay \$3,161.91 in overtime pay for animal handling and the **Commission** will pay \$3,161.92 in overtime pay for animal handling. This pay is in recognition of additional responsibilities off the job associated with transportation, feeding, grooming, care, and training of the assigned canine. This sum includes overtime wages, FICA/FedMed and Retirement for the PRO.

2.03 Payments to the **Commission** from the **Board** shall be made in quarterly installments upon submission of quarterly invoices by the **Commission** and certification by the principal or his/her designee that the services were rendered. Payment shall be made within thirty (30) days of receipt of the invoice.

2.04 Should the PRO's employment with the **Commission** or **Board** cease, the canine will receive a new handler and receive additional training at that time, with the cost of said training to be split evenly (50/50) by the **Commission** and the **Board**.

WITNESSETH this 11th day of July, 2019:

Upshur County Commission

By Samuel R. Nolte its Commission President

Upshur County Board of Education

By Dr. Sara Lewis-Stankus its Superintendent

Upshur County Sheriff's Department

By David H. Coffman its Sheriff



Loan No. 30024596

**PROMISSORY NOTE AND BUSINESS LOAN
MODIFICATION AGREEMENT**

MADE AND ENTERED INTO this _____ day of _____, 2019 by and between,

Upshur County Commission
Buckhannon Upshur Airport Authority
PO Box 1042
Buckhannon, WV 26201
(hereinafter referred to as "Borrower")

A

N

D

Community Bank, successor by merger with Progressive Bank, N.A.
875 National Road
Wheeling, WV 26003
(hereinafter referred to as "Lender")

WHEREAS, Lender is a present holder of a certain Promissory Note (hereinafter "Note") to secure a revolving line of credit in the original maximum sum of Three Hundred Thousand and 00/100 Dollars (\$300,000.00), said Note having been given by the Borrower to the Lender dated July 14, 2003;

WHEREAS, on July 29, 2013 the Borrower had requested and the Lender agreed to modify the maturity date of the aforesaid Note from July 14, 2013 to July 14, 2018; and,

WHEREAS, on September 20, 2018 the Borrower had requested and the Lender agreed to modify the maturity date of the aforesaid Note from July 14, 2018 to November 14, 2018; and,

WHEREAS, on November 1, 2018 the Borrower had requested and the Lender agreed to modify the maturity date of the aforesaid Note from November 14, 2018 to July 14, 2019, to remove the maximum credit and revolving terms of the Note to convert the loan facility to a term debt, and to modify the repayment terms from monthly installments of interest only with all remaining principal and accrued interest due at maturity to monthly installments of principal and interest with all remaining principal and accrued interest due at maturity; and,

WHEREAS, NOW THIS AGREEMENT WITNESSETH, that in consideration of the mutual promises and covenants contained herein, the parties do hereby agree as follows:

1. The outstanding principal balance as of June 26, 2019 is One Hundred Fifty Seven Three Hundred Ninety Four and 46/100 Dollars (\$157,394.46).
2. The maturity date will be extended from July 14, 2019 to July 14, 2020.
3. Borrower will continue to make monthly payments of principal and interest on the 14th of each month, in the amount of \$1,506.00. The final payment, of all accrued principal and interest not yet paid, will be due on July 14, 2020.
4. At maturity Borrower will have the option to renew the remaining balance of the term debt for an additional twelve (12) months or to pay the balance of the loan, including all accrued interest, in full. Lender grants that, if selected, the aforementioned renewal option will be available annually to the Borrower for a maximum of twenty-four (24) months.
5. Borrower is obligated only to pay such Installment Payments under each Note as may lawfully be made from funds budgeted and appropriated for that purpose. Should Borrower fail to budget, appropriate or otherwise make available funds to pay Installments Payments under any Note following the then current Original Term or Renewal Term, such Note shall be deemed terminated at the end of the then current Original Term or Renewal Term. Borrower agrees to deliver notice to Lender of such termination at least 30 days prior to the end of the then current



Original Term or Renewal Term, but failure to give such notice shall not extend the term beyond such Original Term or Renewal Term.

6. All the terms, conditions and provisions contained in said Note not inconsistent herewith shall remain in full force and effect.
7. This agreement shall extend to and bind the respective heirs, executors, administrators, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals this day and year first above written.

BORROWER:

Upshur County Commission

By: _____

Buckhannon-Upshur Airport Authority

By: _____

LENDER:

By: _____
Connie R. Tenney, Vice President, Market Manager, Branch Manager

By: _____
Ralph Burchianti, Executive Vice President Loan Administration, Chief Credit Officer

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HCC LIFE INSURANCE COMPANY

225 TownPark Drive, Suite 350
Kennesaw, Georgia 30144
1-800 447-0460

Specified Disease – Organ & Tissue Transplant Application

Administrative Office:

HCC Life Insurance Company
3600 Woodview Trace, Suite 180
Indianapolis, Indiana 46268
(888) 449-2377

Policy Applicant: Upshur County Commission		Telephone: 304-472-0535	Tax ID: 55-6000406
Street Address: 38 West Main Street			
City: Buckhannon	State: WV	Zip Code: 26201	
Name(s) of Affiliates to be Included: N/A		Locations: N/A	
The Applicant is: <input checked="" type="checkbox"/> Single Employer <input type="checkbox"/> Trust <input type="checkbox"/> Other			
Does the Applicant currently have major medical coverage in force? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicants that do not have major medical coverage in force, or that only have medical coverage provided through a limited benefit plan (such as a critical illness or "mini-med" plan) are not eligible for this Policy.			
Agent of Record (Name of Entity): LeftLane Inc.			
Covered Transplants:			
<input checked="" type="checkbox"/> Heart	<input checked="" type="checkbox"/> Heart/Lung	<input checked="" type="checkbox"/> Autologous Bone Marrow-Peripheral Stem Cell Including High Dose Chemo	
<input checked="" type="checkbox"/> Lung/Double Lung	<input checked="" type="checkbox"/> Kidney/Pancreas	<input checked="" type="checkbox"/> Allogeneic Bone Marrow-Peripheral Stem Cell - Cord Blood Including High Dose Chemo (related)	
<input checked="" type="checkbox"/> Kidney (living/deceased donor)	<input checked="" type="checkbox"/> Kidney/Liver	<input checked="" type="checkbox"/> Allogeneic Bone Marrow-Peripheral Stem Cell - Cord Blood Including High Dose Chemo (non-related)	
<input checked="" type="checkbox"/> Pancreas	<input checked="" type="checkbox"/> Liver/Intestine		
<input checked="" type="checkbox"/> Liver (living/deceased donor)	<input checked="" type="checkbox"/> Pancreas/Intestine		
<input checked="" type="checkbox"/> Intestine	<input checked="" type="checkbox"/> Liver/Pancreas/Intestine		
Benefit Period Start Date: <input checked="" type="checkbox"/> Date of Evaluation <input type="checkbox"/> 10 Days Before Transplant			
Benefit Period End Date: <input checked="" type="checkbox"/> 365 Days After Transplant			
Lifetime Limit: <input checked="" type="checkbox"/> \$1,000,000 <input type="checkbox"/> \$2,000,000 <input type="checkbox"/> Unlimited			
Non-Participating Provider Reimbursement: <input checked="" type="checkbox"/> 80%			
Rates: Single: \$8.10 Family: \$20.08			
Name of Medical Plan Administrator: EBSO, Inc.		Name of PPO Network: First Health	
Requested Policy Effective Date (subject to acceptance): 07/01/2019		Medical Plan Utilizes Reference Based Pricing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Eligible Persons to be Covered Under the Policy:			
<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Member	<input type="checkbox"/> Subscriber	
<input checked="" type="checkbox"/> Spouse	<input checked="" type="checkbox"/> Dependents	<input checked="" type="checkbox"/> COBRA Continuee	
<input checked="" type="checkbox"/> Retiree	<input type="checkbox"/> Other (Specify)		

Within the 24 Months prior to the proposed effective date, have any individuals to be covered under the Policy (including but not limited to employees, members, and/or dependents):

1. Been advised by an attending physician that a transplant evaluation or transplant may be needed (regardless of the timeframe to transplant evaluation or transplant, and regardless of the individual's decision to move forward or not move forward with a transplant consultation or transplant evaluation);
2. Had a transplant consultation and/or transplant evaluation (regardless of the outcome);
3. Been scheduled to have a transplant consultation and/or transplant evaluation (regardless of when the transplant consultation and/or transplant evaluation was to be done and regardless of the outcome);
4. Received, or has been listed to receive, an organ or tissue transplant; and/or
5. Received dialysis treatments or been diagnosed with Chronic Kidney Disease or End Stage Renal Disease (ESRD)?

☐ Yes ☐ No ☒ N/A - Renewal Group

If "Yes," please provide a current list of all such individuals who meet any the above criteria, including: diagnosis, transplant type, dates of evaluation or acceptance by transplant facility (if applicable), and transplant facility where listed (if applicable).

FRAUD WARNING

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR, CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT ACT, WHICH IS A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

The Applicant hereby applies for insurance coverage for organ and/or tissue transplant resulting from a Specified Disease, and:

1. Represents that the answers included in this Application have been reviewed and are true and complete to the best of the Applicant's knowledge and belief;
2. Understands and agrees that insurance applied for shall not become effective until the Application is approved by the Company; and
3. Agrees that if the insurance applied for is approved by the Company, the Applicant will pay all premium due after the effective date of insurance, including any premium which may accumulate between the effective date of the insurance and the date the Policy is issued.

This Application, as it may be amended, will become part of the Policy, if issued.

Applicant's Signature: _____
Individual authorized to sign as Applicant

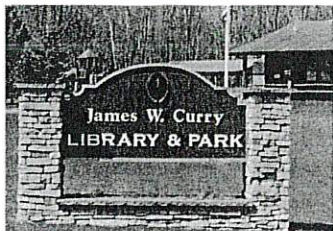
Date: _____

Printed Name: _____
Title: _____

Licensed Agent's Signature: Cindy Sheffield

Date: June 30, 2019

Printed Name: Cindy Sheffield



James W. Curry Public Library



1721 Brooks Hill Road
French Creek, WV 26218
Phone: 304-924-6724

Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

7/8/2019

Dear County Commissioners:

I respectfully request approval of the expenditure of \$175.00 (one hundred seventy five dollars and no cents) payable to Skateland, 240 S. Kanawha Street, Buckhannon, WV 26201 for rink rental on Tuesday, August 6th, 2019 from 7:00 – 9:00 pm. This is the grand finale event for our "Universe of Stories" Summer Reading Program for all participants who have completed their reading logs, up to 50 skaters (rink stipulation).

It pleases me to tell you, this was so well received the past three years our storytime families requested we have this again this year. Thank you for your consideration.

Sincerely,

Judith L. Williams

Director, James W. Curry Public Library



1150 Route 20 South Rd.
Buckhannon, WV 26201



July 3, 2019

Upshur County Commission
91 West Main St.
Suite 101
Buckhannon, WV 26201

Dear Commissioners,

I would like to request that you waive the \$50 rental fee for the Upshur County Recreational Park pavilion for the Upshur County Public Library's summer reading wrap-up party on August 1, 2019. This event marks the end of our month long summer reading program, which encourages children, teens, and adults in our community to increase their reading, engage in lifelong learning, and explore the world through books. Summer reading is particularly important for students in K-12 to help reduce the summer slide of important literacy skills, and rewarding students for being part of our program with this party helps to boost participation. The event is open to all those who take part in our reading program, from young children who are part of the early literacy program through senior citizens enrolled in the adult program as a thank you for participating. We hope that this event, and the entirety of our summer reading initiatives, will encourage reading and library use throughout our community.

Thank you for your consideration.

Very respectfully,

Beth Rogers
Assistant Director
Upshur County Public Library

Upshur Parish House and Crosslines

68 College Avenue
Buckhannon, WV 26201
304-472-0743

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July 8, 2019

Carrie Wallace
Upshur County Administrator
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Ms. Wallace,

As the new Director of the Upshur Parish House, I have recently learned about the Emergency Food and Shelter Program (EFSP). This program provides funds for food, housing and other similar needs for the residents of Upshur County, and the funds are typically from the federal government. The Parish House acts as the fiscal agent for EFSP in Upshur County and is responsible for filing all necessary paperwork.

Laura Queen retired as an employee of Upshur County a couple of years ago, but has remained the chair of the local EFSP Board. She has indicated that she will step away from being a member of the Board, however her understanding is that a County employee must be a member of the Board.

In the past, the Board and/or funds distributed have involved local organizations such as the Salvation Army, Women's Aid in Crisis, American Red Cross, Catholic Charities, United Way, Parish House/Crosslines, Opportunity House, etc.

We have recently been informed of funds that will be coming to Upshur County and will need to have a Board meeting to determine the distribution of those funds. If possible, we would like to introduce our new Board member from Upshur County at this upcoming meeting. Our next meeting will be the week of July 15 and we will inform you of the specific date and time as soon as it is confirmed. My understanding is that meetings occur infrequently (roughly once per year).

Given this information, would the Upshur County Commission wish to appoint an individual to be a Board Member for our local EFSP group? If additional information is needed, please feel free to contact me at your convenience.

Thank you for your help and time!

Sincerely,

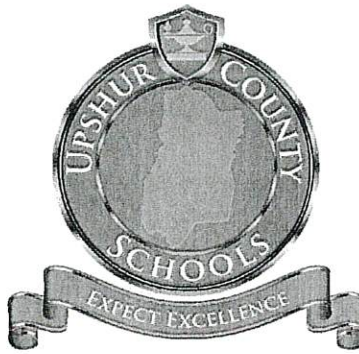


Kristi L. Wilkerson
Director
304-552-7909 cell
KRLWilkerson@gmail.com

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Administration

Dr. Sara Lewis-Stankus
Superintendent
Dr. Debra Harrison
Assistant Superintendent



Board of Education

Dr. Tammy Samples, President
Katie Loudin, Vice-President
Dr. Greenbrier Almond
Alan Suder
Kristi Wilkerson

July 2, 2019

Ms. Carrie Wallace
Upshur County Administrator
Upshur County Court House
38 West Main Street
Buckhannon, WV 26201

Dear Ms. Wallace:

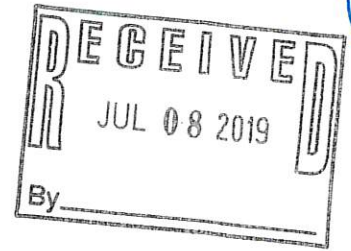
The Upshur County Board of Education, at its statutory meeting on July 1, 2019, reappointed Ms. Katie Loudin to serve on the Upshur County Parks and Recreation Commission Advisory Board for a two-year term ending June 30, 2021.

Thank you for the opportunity to partner with the community in providing recreational needs for our students.

Sincerely,

Dr. Sara Lewis-Stankus
Superintendent

SLS/alh



Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201

RE: Appointment to the Farmland Protection Board

Commissioners,

This letter serves as my official request for reappointment to the Upshur County Farmland Protection Board as a "county resident". My term expired on June 30, 2019 and I would appreciate the opportunity to continue to serve on this board. This reappointment would be for a four year term to expire on June 30, 2023.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Lowell Peterson



To: Upshur County Commission

From: Mary Hull

Date July 1. 2019

Dear Commissioners,

Please accept this letter as a statement of my interest in being appointed to the seat for the Parks and Recreation Board. I look forward to the opportunity to work with this organization.

Please be in touch with any questions,

Sincerely,

Mary Hull

To: Sam Nolte, President
Upshur County Commission

From: Kathy McMurray, President
Upshur County Development Authority

Date: June 26, 2019


Re: UCDA Board Appointments

The Upshur County Development Authority, with approval from the Upshur County Commission, would like to appoint the following to fill positions that expire June 30, 2019 on the UCDA Board.

Terms will begin July 1, 2019 and end June 30, 2022.

- Bobby Gompers
- Lori Meadows
- Bob Skinner
- Doyle Tenney
- Aaron Harris

INTEROFFICE MEMORANDUM

TO: Upshur County Commission
FROM: Carrie L. Wallace, County Administrator 
SUBJECT: Maintenance Department Resignation
DATE: June 27, 2019
CC: Debra Hull, County Bookkeeper
Greg Harris, Facilities Director

Commissioners,

Greg Harris received a verbal resignation from Michael Campbell, Maintenance employee, on Monday, June 24, 2019 effective Friday, July 5, 2019. Manpower Inc. in Bridgeport will be contacted to fill the vacancy temporarily until a replacement can be hired.

Thank you.

REQUEST FOR APPLICANTSFULL TIME POSITION – UPSHUR COUNTY MAINTENANCE DEPARTMENT

The Upshur County Commission is seeking qualified applicants to join the Maintenance Department. The Department performs maintenance and new construction on all county owned facilities and properties. Join our team and enjoy your family on the evenings and weekends with excellent benefits and at least 14 paid holidays per year!

Qualifications: A Journeyman's Electrical License, HVAC License and experience in commercial construction is preferred. Successful applicants must represent themselves and the County in a professional manner and have good communication skills. Duties include, but are not limited to: electrical installation and servicing, HVAC installation and servicing, concrete repair, block work, plumbing, drywall and carpet installation, painting, roof replacement, heavy equipment operation, grounds keeping, snow removal, equipment repair, etc.

- * This position involves strenuous physical activity
- * A background check will be conducted
- * Must possess a valid driver's license and good driving record
- * Working hours are 7:30 am – 3:30 pm Monday through Friday (Spring-Fall) and 6:00 am – 2:00 pm as needed during inclement Winter weather
- * Starting salary based on experience
- * Excellent County benefits
- * Overtime, travel, weekends and evenings are rarely required.
- * Opportunity for advancement

Applications may be picked up at:

Upshur County Administrative Annex

91 W. Main St., Suite 101

Buckhannon, WV 26201

Application and resumes must be received by 4:30 pm on Wednesday, July 24, 2019. Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, gender identity, sexual orientation, disability, age or handicap. Upshur County has established a drug free and tobacco free work environment.

Please see www.upshurcounty.org for a PDF application and job description.

2019 Calendar Year Legal Holidays

January 1, 2019	Tuesday	New Year's Day
January 21, 2019	Monday	Martin Luther King Day
February 18, 2019	Monday	President's Day
May 27, 2019	Monday	Memorial Day
June 20, 2019	Thursday	West Virginia Day
July 4, 2019	Thursday	Independence Day
September 2, 2019	Monday	Labor Day
October 14, 2019	Monday	Columbus Day
November 11, 2019	Monday	Veterans' Day Observance
November 28, 2019	Thursday	Thanksgiving Day
November 29, 2019	Friday	Lincoln's Day
December 24, 2019	Tuesday	Christmas Eve – ½ Day
December 25, 2019	Wednesday	Christmas Day
December 31, 2019	Tuesday	New Year's Eve – ½ Day
January 1, 2020	Wednesday	New Year's Day

.....

The Upshur County Courthouse's hours of operation are Monday-Friday 8:00 a.m. to 4:30 p.m. with the following exceptions:

May 17, 2019	Friday	8:00 a.m. to 12:00 p.m.
December 13, 2019	Friday	8:00 a.m. to 12:00 p.m.

*In addition the Courthouse and Annex buildings will be closed on other holidays as declared by the Governor resulting in closed courts, as permitted by subsection (c), section one, article two, chapter two of the Code of West Virginia.

July 1, 2019 - June 30, 2020 James W. Curry Public Library and Park Budget

OPERATING INCOME	Library	Park
Carryover	\$48,964.88	\$30,627.32
Trust Disbursements	\$42,000.00	\$42,000.00
Timber Sale/Interest	\$0.00	\$0.00
Oil & Gas Royalties	\$300.00	\$0.00
Interest on Investments	\$25.00	\$25.00
Campsite Rentals	\$0.00	\$2,000.00
Contributions	\$40.00	\$0.00
Miscellaneous Revenue	\$400.00	\$750.00
Grants	\$1,000.00	\$0.00
Fundraising	\$1,000.00	\$0.00
PROJECTED REVENUE SUB-TOTALS	\$93,729.88	\$75,402.32

PROJECTED REVENUE TOTAL **\$169,132.20**

OPERATING EXPENSES - LIBRARY

03-01 Wages		\$61,000.00
621100 Telephone		\$2,195.00
621300 Utilities		\$2,805.00
Adrian PSD	\$443.00	
Mon Power	\$2,123.00	
621500 Maintenance and repair		\$1,000.00
623000 Contract services		\$13,350.00
Valley Business	\$1,400.00	
Frontier Ethernet Internet Access	\$5,579.00	
WVNet	\$480.00	
Upshur County Public Library	\$5,000.00	
Atrium/Book Systems	\$495.00	
World Vision Storehouse	\$100.00	
634100 Library supplies		\$6,600.00
Postage	\$200.00	
Programming	\$1,750.00	
Skateland/Summer Reading Party	\$175.00	
Community Events (SFVD, Comm. Bldg.)	\$0.00	
Children's Programming	\$2,500.00	
Family Storytime		
Summer Reading		
Hayride		
Community Trick or Treat		
Christmas		
Money Smart		
Outreach	\$0.00	
Children's Festival, Open House	\$0.00	
Adult Programming	\$0.00	
Makerspaces/STEAM/Tech	\$0.00	
Promotional materials/marketing	\$0.00	
General (cleaning, book covering, etc.)	\$1,000.00	
Office supply	\$500.00	
Subscriptions		\$271.00
MALiA	\$150.00	
Motion Picture License	\$0.00	
Record Delta	\$121.00	
Miscellaneous Periodicals	\$0.00	
634101 Books, videos, audiobooks	\$6,850.00	\$6,850.00
Technology upgrades/replacements	\$600.00	\$600.00
Library Travel/Training	\$200.00	\$200.00
OPERATING EXPENSES TOTAL w/o Contingencies - LIBRARY		\$94,871.00
Contingencies		\$16,175.60
OPERATING EXPENSES TOTAL - LIBRARY		\$111,046.60

OPERATING EXPENSES - PARK

03-01 Wages		\$28,500.00
21300 Electric Campground/Large Pavilion	\$1,000.00	\$1,000.00
21301 Park Electric Carnival Drop	\$65.00	\$65.00
21302 Park Electric Small Pavilion	\$400.00	\$400.00
21303 Park Electric Curry House	\$65.00	\$65.00
21304 Park Garbage Pick-up	\$1,650.00	\$1,650.00
21500 Park Curry House Maintenance		\$0.00
21501 Park Pavilion Maintenance & Supply		\$700.00
Boundry signs	\$250.00	
Replace grills	\$300.00	
Paint/Stain	\$150.00	
21502 Park Campground Maintenance & Supply		\$2,300.00
Cleaning supplies	\$300.00	
Electrical upgrades(Library lights)	\$1,200.00	
Tools and Materials	\$300.00	
Special projects (Library)	\$500.00	
21600 Park Machinery Repair		\$750.00
Service: Oil, filters	\$200.00	
Parts: Blades, belts, pulleys	\$250.00	
Repairs: Decks, rollers, tires	\$300.00	
22300 Park Professional Services		\$1,460.00
Ware Septic Service	\$700.00	
Dr. Pepper	\$760.00	
JF Allens*	\$0.00	
23000 Park Contracted Services		\$6,730.00
Adrian PSD	\$842.00	
Mountain State Pest Guard	\$1,008.00	
JT Martin Fire	\$180.00	
Chester Runyon (Bush hogging)	\$700.00	
James W. Curry Scholarship	\$4,000.00	
64600 Park Gasoline		\$1,250.00
RATING EXPENSES TOTAL -EXCLUDING CONTINGENCIES		\$41,910.00
Contingencies		\$16,175.60
OPERATING EXPENSES TOTAL -PARK		\$58,085.60

OPERATING EXPENSES GRAND TOTOAL

\$169,132.20

6/26/19

Director's Signature

Date

Carrie N. Wallace

Board Member's Signature

6/26/19

Date

[Signature]

Board Member's Signature

06/26/19

Date

Michael G. [Signature]

Board Member's Signature

JUNE 26-19

Date

Robert Lake

Board Member's Signature

6/26/19

Date

Ken B. Lake

Board Member's Signature

6-26-19

Date

Kevin Simmons

Board Member's Signature

6-26-19

Date

Patricia P. Tolliver

Board Member's Signature

6-26-19

Date

_____ Approved by UCC Without Revision OR _____ Approved by UCC With Revisions

Commissioner's Signature

Date

Commissioner's Signature

Date

Commissioner's Signature

Date

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STATE OF WEST VIRGINIA

EXECUTIVE DEPARTMENT

At Charleston

A PROCLAMATION

By the Governor

WHEREAS, section one, article two, chapter two of the Code of West Virginia, and section 143-1-14 of the West Virginia Code of State Regulations vests the Governor with the authority to proclaim and treat additional days as official holidays or days of special observance, or days for the general cessation of business; and

WHEREAS, in recognition of the hard work accomplished by the public employees of this State throughout the year, and in acknowledgement of the Fourth of July holiday, it is fitting and proper that the public employees of this State be permitted to generally cease business on Friday, the fifth day of July, Two Thousand Nineteen, to spend an extended and enjoyable holiday weekend with their loved ones.

NOW, THEREFORE, I, JIM JUSTICE, pursuant to the foregoing and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that Friday, the fifth day of July, Two Thousand Nineteen shall be treated as if it were an official holiday, and the public employees of this State may be excused from their work duties on that day without charge against accrued annual leave; and do further

PROCLAIM that this **ORDER** shall not affect private businesses, local governments, and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called upon to safeguard the health,

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safety, and welfare of West Virginia's citizenry and compensated in accordance with the legislative rules established by the West Virginia Division of Personnel; however, in accordance with subsection (c), section one, article two, chapter two of the Code of West Virginia, county commissions may treat Friday, the fifth day of July, Two Thousand Nineteen, as if it were a legal holiday, and the courts may do the same.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



By the Governor

DONE at the Capitol in the City of Charleston, State of West Virginia, this third day of July, in the year of our Lord, Two Thousand Nineteen, and in the One Hundred Fifty-Seventh year of the State.

A handwritten signature in blue ink, appearing to read "James E. Justice".

GOVERNOR

A handwritten signature in blue ink, appearing to read "Mpc Warner".

SECRETARY OF STATE



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TWENTY-SIXTH JUDICIAL CIRCUIT

JACOB E. REGER
CHIEF JUDGE

UPSHUR COUNTY
UPSHUR COUNTY COURTHOUSE
POST OFFICE BOX 57
40 WEST MAIN STREET
BUCKHANNON, WEST VIRGINIA 26201
(304) 472-5556
FAX (304) 472-2892

July 2, 2019

LEWIS COUNTY
LEWIS COUNTY COURTHOUSE
117 COURT AVENUE
WESTON, WEST VIRGINIA 26452
304-269-9155
FAX 304-269-2520

Joseph Armstrong
Court Administrator
WV Supreme Court of Appeals
E-400 State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

RE: Approval for Magistrate Court Bailiff Services FY 19 Invoice

Dear Mr. Armstrong:

I have been informed by Carrie Wallace, County Administrator for the Upshur County Commission, that there are insufficient funds in the Upshur County Magistrate Court Fund to cover the expenses for Bailiff services in the Upshur County Magistrate Court for the fiscal year 2019. Therefore, in accordance with Chapter 61, Article 3, Section 39h(c)(1), I am requesting you approve the expenditure of \$8,540.00 from the Upshur County Worthless Check Fund to cover the costs of the bailiff services for the Upshur County Magistrate Court for fiscal year 2019.

I appreciate your consideration to this request and if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jacob E. Reger, Judge
26th Judicial Circuit

JER:jh

Cc: Carrie Wallace, Adm.



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1000 Bishops Gate Blvd. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

June 24, 2019

Mr. Sam Nolte, County Executive
Rock Cave FD
91 West Main St., Suite 101
Buckhannon, West Virginia, 26201

RE: Rock Cave Fd, Upshur County, West Virginia
Public Protection Classification: 06/6X
Effective Date: October 01, 2019

Dear Mr. Sam Nolte,

We wish to thank you and Chief John Roby for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mrs. Lindsey Woody, Manager, Adrian PSD
Mr. Steve Linger, Director, Upshur County 911
Chief John Roby, Chief, Banks District Fire Department

MEMORANDUM

TO: All City and County Chief Elected Officials
Regional Planning and Development Directors
West Virginia Parks and Recreation Officers
West Virginia Division of State Parks
Area Grassroots, Public Health and Business Organizations
Other Interested Parties

FROM: Jennifer L. Ferrell, Director
WVDO Community Advancement and Development Division

DATE: June 5, 2019

SUBJECT: Fiscal 2019 Land and Water Conservation Fund (LWCF) Notice:
Invitation to Submit Applications by October 31, 2019

Activities Invited/Recommendations:

- In-town park projects to promote or improve walking and other things to do or see to stimulate further development interest or support of a place's unique culture or local business. Examples include permanent 'parks and arts' projects, gateway development projects, interpretive tourism projects.
- Rejuvenate or reenergize existing park and recreation facilities to sustain or broaden a variety of public outdoor recreational needs. Projects designed to promote physical activity for ages '8 to 80' considered a priority.

Park projects addressing the State's Comprehensive Outdoor Recreation Plan (SCORP) priorities for capital repairs or replacement of physically or functionally obsolescent facilities or areas, barring projects judged to be the result of neglect or inadequate maintenance will still be considered, but would be enhanced if made part of the community core improvements described above.

Funding:

A total of approximately \$1.7 million is available for distribution for this funding cycle; award decisions are made by the National Park Service based upon applications submitted to the WVDO. This is a 50-50 matching share program, and local matching shares or overmatches for construction and budgets for ongoing maintenance are checked at the time of application. A total of approximately twelve project grants are anticipated for roughly equal

distribution by Congressional District according to the spread estimate noted below, based on prior year award demands; this spread is intended to prevent small projects from having to compete with larger projects, and to incentivize applications from smaller communities:

- One award for \$500,000 or less (\$1 million total project cost);
- Three awards, each \$200,000 or less (each, \$400,000 total project cost);
- Four awards, each \$100,000 or less (each, \$200,000 total project cost);
- Four awards, each \$50,000 or less (each, \$100,000 total project cost)

To allow for minor deviations from the grant limits noted above, the WVDO CAD Director reserves the right to adjust award recommendations by ten percent within any remaining unobligated fund balance during a funding cycle. Units of government may submit more than one application at different funding levels to improve their competitive position or phase part of a comprehensive park development plan, however each project must be functionally complete and not dependent on subsequent funding to become operational. No community will be recommended for more than one grant award.

Sources and Help: Deadline, October 31; call John McGarrity, 304-558-2234 first to determine project eligibility and submission recommendations. Website for West Virginia Planning and Development Council application assistance noted below.

- (federal ESF forms):
<https://www.nps.gov/subjects/lwcf/lwcf-forms.htm> [use only 2020 ESF].
- (state LWCF forms):
wvcad.org/assets/files/resources/Land%20and%20Water%20Conservation%20Fund/2008%20LWCF%20Application.pdf [do not use 2008 ESF]
- (state CDBG general information):
wvcad.org/infrastructure/community-development-block-grant
- www.wvregionalcouncils.org

Evaluations:

Besides the general recommendations mentioned already, the State's Open Project Selection Process (OPSP) evaluates project according to a number of criteria including the following: originality with respect to concept and use of other resources, the applicant's park history including any deferred maintenance, any parkland conversion issues, any lack of progress with prior or current construction, any competition of the project proposal with the private sector, the project sponsor's handicapped access compliance, the number and size of prior grant awards, and the merits of the project's design as it relates to its completeness, quality and readiness to be bid. Major application errors and omissions include: lack of detailed budgets, lack of documented match, lack of SHPO or other environmental clearance, lack of UASFLA-qualified appraisals on any project land acquisitions, land acquisition without development, and/or missing narratives from ESF or state application sections dealing with a project's description, impact or collaborations.

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BUCKHANNON WATER BOARD

Consumer Confidence Report – 2019

Covering Calendar Year – 2018

This brochure is a snapshot of the quality of the water that we provided last year. Included are the details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards. We are committed to providing you with information because informed customers are our best allies. If you would like to observe the decision-making process that affect drinking water quality, please call KELLY ARNOLD at 304-472-1651 Ext: 1000.

Your water comes from :

Source Name	Source Water Type
INTAKE-BUCKHANNON RIVER	Surface Water

Buyer Name	Seller Name
There are no additional purchases to display.	

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) included rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in sources water before we treat it include:
Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, livestock operations and wildlife.
Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
Pesticides and herbicides, which may come from a variety of sources such as storm water run-off, agriculture, and residential users.
Radioactive contaminants, which can be naturally occurring or the result of mining activity.
Organic contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also come from gas stations, urban storm water run-off, and septic systems.

In order to ensure that tap water is safe to drink, EPA prescribes regulation which limits the amount of certain contaminants in water provided by public water systems. We treat our water according to EPA's regulations. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Our water system is required to test a minimum of 9 samples per month in accordance with the Total Coliform Rule for microbiological contaminants.

Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public.

Water Quality Data

The following tables list all of the drinking water contaminants which were detected during the 2018 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1- December 31, 2018. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old. The bottom line is that the water that is provided to you is safe.

Terms & Abbreviations

Maximum Contaminant Level Goal (MCLG): the "Goal" is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL): the "Maximum Allowed" MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Secondary Maximum Contaminant Level (SMCL): recommended level for a contaminant that is not regulated and has no MCL.

Action Level (AL): the concentration of a contaminant that, if exceeded, triggers treatment or other requirements.

Treatment Technique (TT): a required process intended to reduce levels of a contaminant in drinking water.

Maximum Residual Disinfectant Level (MRDL): the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Non-Detects (ND): lab analysis indicates that the contaminant is not present.

Parts per Million (ppm) or milligrams per liter (mg/l)

Parts per Billion (ppb) or micrograms per liter (µg/l)

Picocuries per Liter (pCi/L): a measure of the radioactivity in water.

Millirems per Year (mrem/yr): measure of radiation absorbed by the body.

Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly and yearly.

Nephelometric Turbidity Unit (NTU): a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.

Running Annual Average (RAA): an average of sample results obtained over the most current 12 months and used to determine compliance with MCLs.

Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

Testing Results for: BUCKHANNON WATER BOARD

Microbiological	Result	MCL	MCLG	Typical Source
No Detected Results were Found in the Calendar Year of 2018				

Regulated Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
ANTIMONY, TOTAL	4/5/2018	1.2	1.2	ppb	6	6	Discharge from petroleum refineries; fire retardants; ceramics; electronics; solder
BARIUM	4/5/2018	0.027	0.027	ppm	2	2	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
FLUORIDE	4/5/2018	0.66	0.66	ppm	4	4	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
NICKEL	4/5/2018	0.0016	0.0016	MG/L	0.1	0.1	
NITRATE	4/5/2018	0.68	0.68	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Disinfection Byproducts	Monitoring Period	Highest RAA	Range (low/high)	Unit	MCL	MCLG	Typical Source
TOTAL HALOACETIC ACIDS (HAA5)	2018	27	10.2 - 29	ppb	60	0	By-product of drinking water disinfection
TTHM	2018	46	15.4 - 50.7	ppb	80	0	By-product of drinking water chlorination

Lead and Copper	Monitoring Period	90 th Percentile	Range (low/high)	Unit	AL	Sites Over AL	Typical Source
COPPER, FREE	2014 - 2016	0.082	0.0041 - 0.099	ppm	1.3	0	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Your water system is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Total Organic Carbon Lowest Month for Removal	Number of Samples	Actual Removal Ratio	Required Removal Ratio	Lowest Monthly Removal Ratio
1/1/2018 - 3/31/2018			1 RATIO	1.00

Radiological Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
No Detected Results were Found in the Calendar Year of 2018							

Secondary Contaminants-Non Health Based Contaminants-No Federal Maximum Contaminant Level (MCL) Established.	Collection Date	Highest Value	Range (low/high)	Unit	SMCL
CARBON, TOTAL	9/12/2018	1.05	0.35 - 1.05	ppm	10000
SODIUM	4/5/2018	10.9	10.9	MG/L	1000

Unregulated Contaminants (UCMR 4)*	Monitoring Period	Highest Value	Range (low/high)	Unit	MCL
Haloacetic Acids (HAA5s)	2018	36	9.2-36	ppb	N/A
Haloacetic Acids (HAA6Br)	2018	5.7	2.5-5.7	ppb	N/A
Haloacetic Acids (HAA9s)	2018	40	11.7-40	ppb	N/A
Manganese	2018	280	1.7-280	ppb	N/A

*The UCMR program provides the EPA and other interested parties with nationally representative data on the occurrences of particular contaminants in drinking water and who it may affect. Results of these tests are used to determine future regulations.

During the 2018 calendar year, we had the below noted violation(s) of drinking water regulations.

Compliance Period	Analyte	Comments
No Violations Occurred in the Calendar Year of 2018		

There are no additional required health effects notices.

There are no additional required health effects violation notices.



Upshur County Sheriff's Financial Statement

For Period Ending: May 2019

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FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,182,368.33	\$ 197,643.77	\$ (706,509.15)	\$ 673,502.95
FUND - 002 COAL SEVERANCE TAX FUND	\$ 12,262.51	\$ 0.69	\$ (8,000.00)	\$ 4,263.20
FUND - 003 DOG AND KENNEL FUND	\$ 39,754.51	\$ 1,123.00	\$ (2,840.29)	\$ 38,037.22
FUND - 004 GENERAL SCHOOL FUND	\$ 21,279.02	\$ 3,865.00	\$ -	\$ 25,144.02
FUND - 005 MAGISTRATE COURT FUND	\$ 11,335.66	\$ 1,547.50	\$ (237.04)	\$ 12,646.12
FUND - 006 WORTHLESS CHECK FUND	\$ 142,358.30	\$ 343.17	\$ -	\$ 142,701.47
FUND - 007 E-911 FUND	\$ 273,477.14	\$ 188,856.70	\$ (11,355.50)	\$ 450,978.34
FUND - 008 HOME CONFINEMENT FUND	\$ 42,587.04	\$ 6,482.61	\$ (1,836.45)	\$ 47,233.20
FUND - 013 CURRY PARK FUND	\$ 31,309.04	\$ 27,542.38	\$ (457.38)	\$ 58,394.04
FUND - 015 CURRY LIBRARY FUND	\$ 25,713.88	\$ 27,567.97	\$ (3,075.82)	\$ 50,206.03
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 3,250.29	\$ 1,310.12	\$ (3,150.29)	\$ 1,410.12
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 43,706.40	\$ 10,020.23	\$ (18,062.84)	\$ 35,663.79
FUND - 039 COAL REALLOCATION FUND	\$ 157,746.18	\$ 20.09	\$ -	\$ 157,766.27
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 897,094.21	\$ 226.45	\$ (23,260.23)	\$ 874,060.43
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 215,771.79	\$ 3,965.66	\$ (3,296.94)	\$ 216,440.51
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 698,389.05	\$ -	\$ -	\$ 698,389.05
FUND - 059 CONCEALED WEAPONS FUND	\$ 26,686.17	\$ 1,503.49	\$ (1,430.00)	\$ 26,759.66
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,250.31	\$ 0.14	\$ -	\$ 5,250.45
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ -	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,485.33	\$ 0.07	\$ -	\$ 2,485.40
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 17,885.41	\$ 8,000.00	\$ -	\$ 25,885.41
FUND - 079 SPAYING & NEUTERING FUND	\$ 49,442.61	\$ 700.00	\$ (1,875.00)	\$ 48,267.61
FUND - 080 COMM. CORR. FUND	\$ 124,647.22	\$ 18,238.90	\$ (14,861.11)	\$ 128,025.01
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	\$ -	\$ 51,794.50	\$ (51,794.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 613.50	\$ (613.50)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 225.00	\$ (225.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 266.77	\$ (266.77)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 1,290.00	\$ (1,290.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 1,050.71	\$ (1,050.71)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 375.00	\$ (375.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 136,876.74	\$ 6,134.79	\$ (3,446.41)	\$ 139,565.12
FUND - 365 DELQ & NONENT LAND	\$ 73,496.08	\$ -	\$ -	\$ 73,496.08
FUND - 366 BOARD OF HEALTH FUND	\$ 362,785.60	\$ 19,811.66	\$ (27,520.37)	\$ 355,076.89
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 528.00	\$ 422.00	\$ (528.00)	\$ 422.00
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 82,413.38	\$ (82,413.38)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 41,328.10	\$ (41,328.10)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 10,086.61	\$ (10,086.61)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 1,210.35	\$ (1,210.35)	\$ -
FINAL TOTALS	\$ 4,618,292.92	\$ 715,980.31	\$ (1,022,396.74)	\$ 4,311,876.49
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 4,508,694.15	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (716,935.97)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 518,368.31			
NET BANK BALANCE	<u>\$ 4,310,126.49</u>			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	<u>\$ -</u>			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	<u>\$ 4,311,876.49</u>			

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

6/24/2019



Upshur County Sheriff's Financial Statement

For Period Ending: May 2019

Bank Balance Listing

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BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 515,208.08	\$ (6,514.84)	\$ 69,663.76	\$ 578,357.00
	COAL SEVERANCE-MMA	\$ 3,263.20	\$ -	\$ -	\$ 3,263.20
	E-911 -MMA	\$ 273,358.62	\$ -	\$ 166,280.04	\$ 439,638.66
	CURRY PARK-MMA	\$ 55,862.15	\$ -	\$ -	\$ 55,862.15
	CURRY LIBRARY-MMA	\$ 46,333.49	\$ -	\$ -	\$ 46,333.49
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 209,386.51	\$ -	\$ 3,242.21	\$ 212,628.72
	CONCEALED WEAPONS	\$ 27,944.66	\$ (1,430.00)	\$ 245.00	\$ 26,759.66
	GENERAL TAX ACCOUNT-MMA	\$ 147,939.38	\$ (204,410.21)	\$ 56,470.83	\$ -
	BOARD OF HEALTH-MMA	\$ 314,622.51	\$ -	\$ 454.38	\$ 315,076.89
	UPSHUR CO. FIRE FEE-IBCK	\$ 2,737.60	\$ (1,327.48)	\$ -	\$ 1,410.12
	UP CO COAL REALLOCAT-IBCK	\$ 157,766.27	\$ -	\$ -	\$ 157,766.27
	EMPLOYEE BENEFITS-IBCK	\$ 874,060.43	\$ -	\$ -	\$ 874,060.43
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.40	\$ -	\$ -	\$ 2,485.40
	COMMUNITY CORR. FUND-IBCK	\$ 127,252.81	\$ (183.00)	\$ 955.20	\$ 128,025.01
	PARKS/REC CLEARING ACCT	\$ 579.00	\$ (579.00)	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 15.00	\$ (15.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 223,735.22	\$ (180,030.43)	\$ 1,160.25	\$ 44,865.04
	TAX CLEARING ACCOUNT	\$ 33,769.53	\$ (40,215.43)	\$ 6,445.90	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,362.95	\$ (1,362.95)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 60,424.66	\$ (11,917.83)	\$ 24.08	\$ 48,530.91
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 37,652.22	\$ -	\$ 385.00	\$ 38,037.22
	GEN. CO. MISC-CKNG	\$ 38,006.18	\$ (216.04)	\$ -	\$ 37,790.14
	WORTHLESS CHECK FUND-CKNG	\$ 142,701.47	\$ -	\$ -	\$ 142,701.47
	E-911 -CKNG	\$ 11,689.68	\$ (350.00)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 47,233.20	\$ -	\$ -	\$ 47,233.20
	CURRY PARK-CKNG	\$ 2,531.89	\$ -	\$ -	\$ 2,531.89
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 4,736.79	\$ (925.00)	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,250.45	\$ -	\$ -	\$ 5,250.45
	JURY-CKNG	\$ 15,358.85	\$ (318.85)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 47,717.61	\$ (150.00)	\$ 700.00	\$ 48,267.61
	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	\$ 44,278.30	\$ (51,794.50)	\$ 7,516.20	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 510.00	\$ (540.00)	\$ 30.00	\$ -
	STATE POLICE FUND-CKNG	\$ 1,077.75	\$ (1,290.00)	\$ 217.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 1,622.46	\$ (206,032.67)	\$ 204,410.21	\$ -
	TAX LEIN FUND-CKNG	\$ 142,511.86	\$ (2,946.74)	\$ -	\$ 139,565.12
	DELQ & NON-ENTERED LAND	\$ 73,496.08	\$ -	\$ -	\$ 73,496.08
	BOARD OF HEALTH-CKNG	\$ 24,386.00	\$ (4,386.00)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 254.00	\$ -	\$ 168.00	\$ 422.00
	BANK TOTAL	\$ 3,748,755.90	\$ (716,935.97)	\$ 518,368.31	\$ 3,550,188.24
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 698,389.05	\$ -	\$ -	\$ 698,389.05
	EE HEALTH CARE REIMB FUND	\$ 35,663.79	\$ -	\$ -	\$ 35,663.79
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 25,885.41	\$ -	\$ -	\$ 25,885.41
	BANK TOTAL	\$ 759,938.25	\$ -	\$ -	\$ 759,938.25
SUMMARY:					
	TOTAL ALL BANKS	\$ 4,508,694.15	\$ (716,935.97)	\$ 518,368.31	\$ 4,310,126.49
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 4,311,876.49

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ELKINS ROAD P.S.D.													
ANNUAL BUDGET													
JULY 1, 2019 - JUNE 30, 2020													
	PROPOSED 2019 - 2020		LAST YEAR 2018 - 2019		2 YEARS AGO 2017 - 2018		3 YEARS AGO 2016 - 2017		4 YEARS AGO 2015 - 2016		5 YEARS AGO 2014 - 2015		
INCOME/REVENUES	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	YEARLY	
INTEREST INCOME	\$ 2.00	\$ 24.00	\$ 2.50	\$ 30.00	\$ 5.00	\$ 60.00	\$ 5.00	\$ 60.00	\$ 5.00	\$ 60.00	\$ 5.00	\$ 60.00	
SALE OF WATER - RESIDENT	\$ 44,880.00	\$ 538,680.00	\$ 43,623.00	\$ 523,476.00	\$ 43,000.00	\$ 516,000.00	\$ 42,000.00	\$ 504,000.00	\$ 42,000.00	\$ 504,000.00	\$ 38,000.00	\$ 456,000.00	
SALE OF WATER - COMMERCIAL	\$ 2,000.00	\$ 24,000.00	\$ 2,000.00	\$ 24,000.00	\$ 2,000.00	\$ 24,000.00	\$ 2,000.00	\$ 24,000.00	\$ 2,000.00	\$ 24,000.00	\$ 1,950.00	\$ 23,400.00	
LATE CHARGES - RESIDENT	\$ 1,000.00	\$ 12,000.00	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	
LATE CHARGES - COMM	\$ 25.00	\$ 300.00	\$ 16.67	\$ 200.00	\$ 14.00	\$ 168.00	\$ 14.00	\$ 168.00	\$ 14.00	\$ 168.00	\$ 14.00	\$ 168.00	
ONS & OFFS FEE	\$ 200.00	\$ 2,400.00	\$ 125.00	\$ 1,500.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 95.00	\$ 1,140.00	
MISC. INCOME - TAPS	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	
MISC INCOME	\$ -	\$ -	\$ -	\$ -	\$ 5.00	\$ 60.00	\$ 5.00	\$ 60.00	\$ 5.00	\$ 60.00	\$ 5.00	\$ 60.00	
TOTAL	\$ 48,367.00	\$ 580,404.00	\$ 46,367.17	\$ 562,406.00	\$ 46,249.00	\$ 554,988.00	\$ 45,249.00	\$ 542,988.00	\$ 45,249.00	\$ 542,988.00	\$ 41,194.00	\$ 494,328.00	
CAREY A WAGNER	Carey Wagner		LARRY J HEATER		Sonny Matthews		Sonny Matthews						
DATE	6/10/19												

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JUL-05-2019 10:53 AM ELKINSROADPSD

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P. 03/05

ELKINS ROAD P.S.D. ANNUAL BUDGET JULY 1, 2019 - JUNE 30, 2020													
	PROPOSED 2019 - 2020		LAST YEAR 2018 - 2019		2 YEARS AGO 2017 - 2018		3 YEARS AGO 2016 - 2017		4 YEARS AGO 2015 - 2016		5 YEARS AGO 2014 - 2015		
EXPENSES	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	
WATER PURCHASED - RESALE	\$ 9,700.00	\$ 116,400.00	\$ 9,700.00	\$ 116,400.00	\$ 8,500.00	\$ 102,000.00	\$ 8,500.00	\$ 102,000.00	\$ 8,500.00	\$ 102,000.00	\$ 7,600.00	\$ 91,200.00	
UTILITIES - PLANTS/SYST.	\$ 2,200.00	\$ 20,400.00	\$ 1,900.00	\$ 22,800.00	\$ 1,800.00	\$ 21,600.00	\$ 1,800.00	\$ 21,600.00	\$ 1,800.00	\$ 21,600.00	\$ 1,700.00	\$ 20,400.00	
UTILITIES - OFFICE	\$ 380.00	\$ 4,320.00	\$ 320.00	\$ 3,840.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	
TELEPHONE	\$ 325.00	\$ 3,900.00	\$ 350.00	\$ 4,200.00	\$ 290.00	\$ 3,480.00	\$ 290.00	\$ 3,480.00	\$ 290.00	\$ 3,480.00	\$ 275.00	\$ 3,300.00	
CONTRACT LABOR	\$ 1,500.00	\$ 18,000.00	\$ 3,400.00	\$ 40,800.00	\$ 3,200.00	\$ 38,400.00	\$ 2,900.00	\$ 34,800.00	\$ 300.00	\$ 3,600.00	\$ 350.00	\$ 4,200.00	
MATERIALS & SUPPLIES	\$ 2,000.00	\$ 24,000.00	\$ 3,000.00	\$ 36,000.00	\$ 2,700.00	\$ 32,400.00	\$ 2,500.00	\$ 30,000.00	\$ 2,500.00	\$ 30,000.00	\$ 2,600.00	\$ 31,200.00	
REPAIRS & MAINTENANCE	\$ 8,000.00	\$ 72,000.00	\$ 5,000.00	\$ 60,000.00	\$ 3,500.00	\$ 42,000.00	\$ 3,700.00	\$ 44,400.00	\$ 3,700.00	\$ 44,400.00	\$ 3,500.00	\$ 42,000.00	
RENTAL EXP.	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
METER READING & LABOR	\$ 1,320.00	\$ 15,840.00	\$ 1,320.00	\$ 15,840.00	\$ 1,300.00	\$ 15,600.00	\$ 1,400.00	\$ 16,800.00	\$ 1,400.00	\$ 16,800.00	\$ 1,400.00	\$ 16,800.00	
METER TESTING - CITY	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	
METER LABOR - CITY	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 200.00	\$ 2,400.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
ACCOUNTING SVC	\$ 380.00	\$ 3,960.00	\$ 200.00	\$ 2,400.00	\$ 250.00	\$ 3,000.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 425.00	\$ 5,100.00	
AUDITING	\$ 333.00	\$ 3,996.00	\$ 333.00	\$ 3,996.00	\$ 335.00	\$ 4,020.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 375.00	\$ 4,500.00	
ENGINEERING	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 150.00	\$ 1,800.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
AUTO EXPENSE	\$ 200.00	\$ 2,400.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 200.00	\$ 2,400.00	
AUTO FUEL	\$ 400.00	\$ 4,800.00	\$ 410.00	\$ 4,920.00	\$ 500.00	\$ 6,000.00	\$ 550.00	\$ 6,600.00	\$ 550.00	\$ 6,600.00	\$ 500.00	\$ 6,000.00	
DEPRECIATION	\$ 24,000.00	\$ 288,000.00	\$ 22,000.00	\$ 264,000.00	\$ 20,500.00	\$ 246,000.00	\$ 21,500.00	\$ 258,000.00	\$ 21,500.00	\$ 258,000.00	\$ 22,000.00	\$ 264,000.00	
LEGAL	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 125.00	\$ 1,500.00	
INTERNET SVC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
INSURANCE MEDICAL	\$ 400.00	\$ 4,800.00	\$ 375.00	\$ 4,500.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00	
INSURANCE & BONDS	\$ 900.00	\$ 10,800.00	\$ 760.00	\$ 9,120.00	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	\$ 800.00	\$ 9,600.00	
INTEREST EXP. - MORT.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
INTEREST EXP. - OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OFFICE SUPPLIES & EXP	\$ 1,600.00	\$ 12,000.00	\$ 800.00	\$ 9,600.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	
OFFICERS/BO MEMBERS	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	
WAGES - OFC.	\$ 5,000.00	\$ 60,000.00	\$ 4,500.00	\$ 54,000.00	\$ 3,500.00	\$ 42,000.00	\$ 3,900.00	\$ 46,800.00	\$ 3,900.00	\$ 46,800.00	\$ 3,700.00	\$ 44,400.00	
WAGES - MAINTENANCE	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,900.00	\$ 46,800.00	\$ 3,900.00	\$ 46,800.00	\$ 3,900.00	\$ 46,800.00	
PHONE MONITOR	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 450.00	\$ 5,400.00	
REPAIRS & MAINT. - OFC.	\$ 100.00	\$ 1,200.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	
EMPLOYEE RETIREMENT	\$ 850.00	\$ 10,200.00	\$ 833.33	\$ 10,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,300.00	\$ 15,600.00	\$ 1,300.00	\$ 15,600.00	\$ 1,300.00	\$ 15,600.00	
ONS & OFFS LABOR	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 300.00	\$ 3,600.00	
SPECIAL ACCTING-GRIFFITH	\$ -	\$ -	\$ 150.00	\$ 1,800.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	
TOTAL PAGE 1	\$ 61,085.00	\$ 733,056.00	\$ 60,051.33	\$ 720,516.00	\$ 56,000.00	\$ 672,000.00	\$ 58,115.00	\$ 697,380.00	\$ 55,515.00	\$ 666,180.00	\$ 54,725.00	\$ 656,700.00	

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ELKINS ROAD P.S.D.												
ANNUAL BUDGET												
JULY 1, 2019 - JUNE 30, 2020												
EXPENSES CONT	PROPOSED		LAST YEAR		2 YEARS AGO		3 YEARS AGO		4 YEARS AGO		5 YEARS AGO	
	2019 - 2020		2018 - 2019		2017 - 2018		2016 - 2017		2015 - 2016		2014 - 2015	
	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL
PSC ASSESSMENT	\$ 166.67	\$ 2,000.04	\$ 166.67	\$ 2,000.00	\$ 200.00	\$ 2,400.00	\$ 170.00	\$ 2,040.00	\$ 170.00	\$ 2,040.00	\$ 160.00	\$ 1,920.00
DUES & MEMBERSHIPS	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 40.00	\$ 480.00
LICENSE	\$ -	\$ -	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00	\$ 20.00	\$ 240.00
PENALTIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TAXES - PAYROLL	\$ 860.00	\$ 10,320.00	\$ 833.33	\$ 10,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00
PERMITS	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 40.00	\$ 480.00	\$ 40.00	\$ 480.00	\$ 40.00	\$ 480.00
TELEMETRY	\$ -	\$ -	\$ 400.00	\$ 4,800.00	\$ 600.00	\$ 7,200.00	\$ 600.00	\$ 7,200.00	\$ 600.00	\$ 7,200.00	\$ 400.00	\$ 4,800.00
MISC - GENERAL	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
TESTING WATER	\$ 200.00	\$ 2,400.00	\$ 240.00	\$ 2,880.00	\$ 220.00	\$ 2,640.00	\$ 220.00	\$ 2,640.00	\$ 220.00	\$ 2,640.00	\$ 200.00	\$ 2,400.00
TRAVEL	\$ 900.00	\$ 10,800.00	\$ 950.00	\$ 11,400.00	\$ 650.00	\$ 7,800.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00
TRAVEL - ROOM	\$ 100.00	\$ 1,200.00	\$ 166.67	\$ 2,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 150.00	\$ 1,800.00
TRAVEL - MEALS	\$ 35.00	\$ 420.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 30.00	\$ 360.00	\$ 30.00	\$ 360.00	\$ 30.00	\$ 360.00
CELL PHONE	\$ 75.00	\$ 900.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 85.00	\$ 1,020.00
OFFICE CLEANING	\$ 120.00	\$ 1,440.00	\$ 116.67	\$ 1,400.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
INS - VEHICLE	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 85.00	\$ 1,020.00
POSTAGE	\$ 500.00	\$ 6,000.00	\$ 600.00	\$ 7,200.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	\$ 600.00	\$ 7,200.00
HANDHELD/BILLING SUPPORT	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	\$ 600.00	\$ 7,200.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00	\$ 325.00	\$ 3,900.00
BILLING/ONLINE	\$ 600.00	\$ 7,200.00	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00						
OUTSIDE INSPECTION SERV.	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00
PHASE III	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 700.00	\$ 8,400.00
REPAIRS/REPLACEMENT	\$ 500.00	\$ 6,000.00	\$ 800.00	\$ 9,600.00	\$ 700.00	\$ 8,400.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 1,000.00	\$ 12,000.00
TOTAL PG 2	\$ 5,436.67	\$ 65,240.04	\$ 6,813.34	\$ 81,760.00	\$ 6,680.00	\$ 79,980.00	\$ 4,900.00	\$ 58,800.00	\$ 4,900.00	\$ 58,800.00	\$ 5,435.00	\$ 65,220.00
TOTAL PGS 1 & 2	\$ 96,524.67	\$ 788,296.04	\$ 66,884.67	\$ 802,375.00	\$ 62,880.00	\$ 751,980.00	\$ 63,015.00	\$ 756,160.00	\$ 60,415.00	\$ 724,980.00	\$ 60,160.00	\$ 721,920.00

ELKINS ROAD P.S.D.
LONG TERM LIABILITIES FOR EACH MONTH
JULY 1, 2019 - JUNE 30, 2020

PROPOSED
2019 - 2020

PAYMENTS MADE MONTHLY - BUT NOT CONSIDERED AN EXPENSE

LONG TERM LIABILITIES	MONTHLY	YEARLY		
LOAN # 2-IJDC/MB 1998 BOND	\$ 4,369.89	\$ 52,438.88		
LOAN # 3-RUS 2004 BOND	\$ 2,295.00	\$ 27,540.00		
LOAN # 4-IJDC/MB 2004 BOND	\$ 3,290.00	\$ 39,480.00		
TRUCK LOAN-FORD MOTOR	\$ 583.00	\$ 6,996.00		
ERPSD-R&4	\$ 700.00	\$ 8,400.00		
98 R & R (2.5%)	\$ 900.00	\$ 10,800.00		
79 BOND	\$ 100.00	\$ 1,200.00		
(A & t IS FOR Audit, Training and PSC Annual Report)	\$ 565.00	\$ 6,780.00		
TOTAL LIABILITIES	\$ 12,802.89	\$ 153,834.88		

NOTE: 1979 BOND PAID IN FULL OCTOBER 2017
Loan # 1

BUDGET 2019 - 2020 060419

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SMALL BUSINESS WORKSHOP

CUSTOMER RELATIONS

"Give 'em the Pickle"

*Presented By Donna Schramm, Business Coach
WV Northern Community College Center*

July 24, 2019

11:00 - 1:30

**Event Center at Brushy Fork
Lunch Provided**

Register Early to Waive \$10 Fee

REGISTRATION REQUIRED • SPACE LIMITED
INFO@UPSHURDA.COM • 304.472.1757 x1



**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

June 26 at 10:00 am

At James W. Curry Public Library

Call to Order

Roll Call

Public Comment Period

Approval of April 24, 2019, May 22, 2019 minutes

Staff Report

Park

Library

Timber

Review/Report

Old Business:

Consideration of Bike Trails on Curry Property

FY 20 Budget

Government Window – online payment platform

New Business:

Meeting Frequency

**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

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Fundraising Committee at 11:30 am

- Community Quilt
 - Ticket Sales
- Glow Stick Party
- Brooks Hill Fair – Bake Sale
- Grant Opportunities



ELKINS ROAD PUBLIC SERVICE DISTRICT

Agenda

Meeting	<i>Regular Monthly Meeting</i>	Start Time	<i>5:30 PM</i>
Date	<i>Tuesday, July 2, 2019</i>	Place	<i>P.S.D. Office 4536 Old Elkins Rd, Buckhannon</i>

Meeting Called to Order by Chairperson	5:30 PM
Pledge of Allegiance	
Roll Call Introduce Board of Directors	
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews	
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Sharon Burr;	
System Operator-David Wamsley	
Recognize Current Customers	
Approval of Minutes - June 10, 2019 Regular Monthly Meeting	Vote
Treasurer Report/Payment of Bills for July/bal of June Invoices	Vote

ITEMS FOR DISCUSSION

WVRWA Conference - Snowshoe 2019	Vote
Registrations/Attendance	

Phase III Extension Project Update	Vote
Invoice payment approval	
Update on Project	
Pre-Const Sign Ups	
Easements/Right of Ways	
Gas Line Relocation by Greylock	

Maintenance Report

Personnel

Employee Reviews

Date & Time of August 2019 Meeting - Tuesday, August 6, 2019 @ 5:30 pm

Adjournment	Vote
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Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺)

AGENDA
UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, July 8, 2019

Time: 4:30 PM

Place: UCSWA Office, 380 Mudlick Rd, Suite 102, Buckhannon, WV 26201

1. Call to Order
2. Determine Quorum
3. ELECTION OF OFFICERS---FY 2020
4. Minutes of June 10, 2019 Meeting
5. Monthly Financial Report, June —Treasurer
6. Director's Report – Burl Smith
7. Recognition of Guests

Old Business:

1. _____

New Business:

1. City of Buckhannon Recycling Program/Marketing Issues--
2. WV SWMB - Request for Bylaws and Handbook
3. FY 2019 SWMB Grant Final Report --
4. WV State Auditor -- Small Government Monitoring Program, in Lieu of Audit
SWA has contract for FY 2019 Audit
5. Financial Report for FY 2019 (7/1/18-6/30/19) –
6. _____

Board Member Comments:

Meeting Adjournment:

NEXT MEETING: August 12, 2019 – (Regular Schedule)

Notice of Special Meeting

for

Upshur County Fire Board, Incorporated

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street

Date: Tuesday, July 9, 2019

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---June 18, 2019

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures

- Cumulative report
- 2019 Fire Fee Statements

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 6/30/2019---TBD
- Disbursement from Chief Tax Deputy for June---TBD.

Payment of Bills/Invoices

- Software Systems---Invoice---Maintenance Charge June---\$216.00
- Upshur County Commission---Reimbursement---Payroll-2nd Quarter---\$6,910.14

Review/Approval of WV CoRP 2019-2020 Revised Insurance Proposal

Election of Officers

Determine meeting day and time

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---August 20, 2019---Adjournment

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD



Meeting Agenda
Upshur County Administrative Annex
Thursday, July 11, 2019
4:00 p.m.

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
 - June 13, 2019
- V. Report and/or action on Pending Cases
 - 020917-01 (Wojnovich) – Correspondence sent to new property owner, discuss status of case
 - 061418-03 (Best) – Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18 month period to see if the new owner brings the property into compliance – Sold during tax sale during November 2018. Discuss during May 2020 meeting.
 - 041119-01 (Knight) – No action, deadline set for August 7, 2019
 - 041119-02 (Perrine) – Review photographs of property
 - 061319-01 (Riffle) – Review photographs of property
 - 061319-02 (Knically) – Review photographs of property
- VI. Consider requests to establish new cases
 - One new complaint
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, August 8, 2019 at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

Buckhannon-Upshur Airport Authority Agenda

Buckhannon-Upshur Airport Authority-W22 Terminal Building

Thursday, July 11, 2019 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Bill Thomas, President
 - Treasurer's Report – Phil Loftis, Treasurer
 - Approval to pay USI insurance invoice #2872085 for the second annual installment of the airport liability policy ; \$4,786.18
 - Approval to adjust fuel inventory to reflect manual count as of 6/30/2019. The Jet-A adjustment is -629.24 gallons. The 100LL adjustment is -687.67 gallons.
 - Secretary's Report – Rich Clemens, Secretary
 - FOIA - SmartProcure
 - 17th Annual WV Aviation Conference – August 4-6 Glade Springs
 - Engineering Reports – Chapman/Technical
 - Terminal Building-
 - Change Order No. 3
 - FAA Outlay Request No. 8
 - WVAC Outlay Request No. 7
 - Veritas Pay Request No. 8
 - 2019 FAA reimbursement grant
 - Operations – Jamie Wilt, Jennifer Powers
 - Fuel Prices/Inventory
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - New hangar space requests/applications/updates
- G. New Business:
 - Promissory Note and Business Loan Modification Agreement (see attached draft)
- H. Board Member Comments and Announcements
- I. Adjournment

Upshur County Public Library Board of Trustees Meeting
May 15, 2019

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The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, May 15 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, and Mike Kuba. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager and Ann Slaughter, Friends of the Library representative.

The minutes of the April 17 meeting were approved.

The financial reports were approved on a motion made by Michelle and seconded by Mike.

Director's Report –see written report

Additions:

***Paul reported that he felt the Board of Education members were supportive of the library. Members of the BOE asked if the library had thought about running a levy. Tammy Samples asked Mr. Carver to try to find a way to meet the additional request to the library of \$15,000.00.

The board then looked at two preliminary budgets. Items to take into consideration:

1. Both budgets have the wifi upgrade included. This would be an approximate \$8000.00 output upfront, which puts both budgets further into the deficit.
2. Eighty five percent of this would be reimbursed in the next fiscal which would leave approximately \$1200.00 coming out of unbudgeted funds.
3. Last year's budget was passed with a deficit of \$10,317.00. The vacancy of the assistant director's position for 3 ½ months cleared the \$10,317.00 deficit. The ramp dinner profit would cover the \$8000.00 upfront costs so our income versus expenses would be about equal.
4. Budget 1 has expenses and income pretty much the same as last year. If you remove the \$8000.00, the budget would be in a deficit of \$2,087.00, much better than last year's budget deficit of \$10,317.00.
5. Budget 2 has a wage increase of .25 per hour for all employees (except one new hire), \$900.00 increase for materials and \$300.00 increase in programming. If you remove the \$8000.00 from budget 2, it leaves a budget deficit of \$7,283.00.
6. Both budgets have revenues budgeted conservatively while expenses are on target.

The board decided to see if the Board of Education increases their contribution before passing a budget. They also asked Connie to prepare a budget based on .35 per hour increase for personnel.

Michelle requested the committee working on the personnel handbook meet at 3:00 before the next meeting. The committee includes Michelle, Mike, Paul, Beth, and Connie.

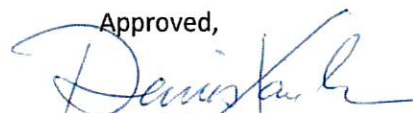
Ann reported the Friends made \$1450.00 on their raffle baskets and silent auction. They will be having a bake/book sale May 31 and June 1. Any donation of baked goods would be appreciated. The Friends will be buying six tablets to use as gifts for the Summer Reading Program as well as some Walmart/Amazon cards.

The next meeting will be June 19 at 4:00 p.m.

Meeting adjourned.

Respectfully submitted,


Connie Cutright
Business Manager

Approved,

Dennis Xander
Board President



Elkins Road Public Service District
Board of Directors' Regular Meeting
June 10, 2019

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, June 10, 2019.

Chair, Carey Wagner, called the meeting to order at 5:30 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Sharon Burr, System Operator-David Wamsley

Unless otherwise stated all motions passed by vote 3-0.

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of May 7, 2019 Regular Monthly Meeting were presented for approval. Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve the financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried

PSD TRUCK POLICY

Carolyn Douglas and Carey Wagner worked on a PSD Truck Policy and presented it to the Board for review and approval. Sonny Matthews made a motion to adopt the new PSD Truck Policy. Larry Heater seconded. Motion carried

BUDGET FOR FY 2019 - 2020

The new Budget for fiscal year 2019-2020 was presented for review and approval. Sonny Matthews made a motion to approve the new budget for 2019-2020. Larry Heater seconded. Motion carried

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Elkins Road Public Service District
Board of Directors' Regular Meeting
June 10, 2019

PHASE III EXTENSION PROJECT

No invoices were presented by Region VII for payment.

Carolyn Douglas brought the Board up to date on the latest conference call having to do with Phase III Extension. We have obtained 80% of right of ways/easements. Todd Swanson forwarded the final staff memo from Public Service Commission recommending approval of the project and financing. In addition, PSC Staff recommends increased rates and charges to generate the additional revenue required for the new debt service. Carey Wagner stated that she had met with both land owners for the booster site locations and would further update as the negotiations continued.

MAINTENANCE

Dave Wamsley, System Operator, discussed the May Maintenance Report which he had prepared for the meeting. Several taps were installed in May as well as several leaks repaired. Water loss was down this month as the City of Buckhannon bill was considerably less, however, this will continue to be a priority for the system operator and contract maintenance.

PERSONNEL

Billing Clerk, Sharon Burr, tendered her resignation as she is retiring on July 5, 2019. The PSD will start the process of advertising for the position.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:40 p.m.

The next regular monthly meeting will be held on Tuesday, July 2, 2019 at 5:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda

Sign In Sheet

Copy of Financial Report

Copy of New Budget FY 2019-2020

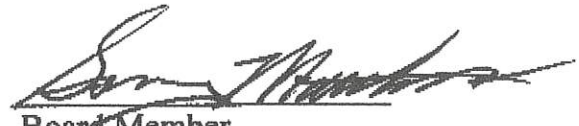


Elkins Road Public Service District
Board of Directors' Regular Meeting
June 10, 2019

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews

Note: Recorded Meeting

For the period from June 1 to June 30, 2019						
Page 2						
Date	Check #	Payee	Pay Today	Deposit	6/11/2019	6/18/2019 6/25/2019
6/10/2019	15212	Carey Wagner	\$125.00			
6/10/2019	15213	WV DOH	\$25.50			
6/10/2019	15214	David or Lori Harris	\$600.00			
6/5/2019		WV Municipal Bond Comm. EFT	\$3,290.00			
6/5/2019		WV Municipal Bond Comm. EFT	\$4,369.89			
6/10/2019	15215	US Postmaster/Billing				
		Payroll				\$2,800.00
		Sharon K Burr				
		Carolyn S Douglas				
		David M Wamsley				
		Total	\$24,372.26	\$10,600.00	\$0.00	\$7,533.00 \$15,279.98 \$0.00
Grand total for month:						
\$47,185.24						
Note: MonPower Auto Deducts average per month is approximately: \$2,000.00						
R & R Account # 4712	\$	1,000.00	\$2,793.50	Approval of Payment A/P Clerk _____ Bd Memb 1 _____ Bd Memb 2 _____ Bd Memb 3 _____ Date _____		
A & T Account # 4712.2	\$	565.00	\$0.00			
79 Bond R & R # 4704	\$	100.00	\$2,786.78			
98 Bond R & R # 4720	\$	773.00	\$15,791.69			
Note: Bonds have been paid and splitting Atlas' into two checks.						

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JUL-05-2019 10:39 AM ELKINSROADPSD 3044722028 P. 08/08

ELKINS ROAD PSD 2 - CHECK REGISTER						
For the period from June 1 to June 30, 2019						
Date	Check #	Payee	Pay Today	Deposit	6/11/2019	6/18/2019
6/10/2019	1032	Elkins Road PSD #131		\$10,000.00		
		Depost from Tap Acct		\$600.00		
10/14/2019	1033	Elkins Road PSD #131				
6/10/2019		WV Consolidated Public Retire. EFT	\$996.89			
6/10/2019		Chase - 941 Deposit EFT	\$1,633.90			
6/10/2019		WV State Tax Dept. EFT	\$308.00			
6/10/2019	15191	Adrian PSD	\$374.30			
6/10/2019	15192	Atlas Group LLC	\$4,611.50			\$4,611.50
6/10/2019	15193	City of Buckhannon	\$30.91			
		City of Buckhannon				\$10,688.48
6/10/2019	15194	C I Thornburg Co	\$1,369.71			
6/10/2019	15195	Core & Main	\$917.00			
6/10/2019	15196	Clarksburg Water Board	\$69.00			
		ERPSD-4712 (R&R)			\$1,000.00	
		ERPSD-4704 (R&R)			\$100.00	
		ERPSD-4720 (R&R 98 BOND)			\$773.00	
		ERPSD-4712.2 (A&T)			\$585.00	
6/10/2019	15197	Ford Motor Credit	\$582.16			
6/10/2019	15198	Frontier	\$248.49			
6/10/2019	15199	Larry J. Heater	\$125.00			
6/10/2019	15200	HREA	\$217.38			
6/10/2019	15201	Sonny Matthews	\$125.00			
6/10/2019	15202	Monpower	\$386.43			
6/10/2019	15203	Mountain State Pest Guard	\$28.75			
6/10/2019	15204	Quill	\$106.46			
6/10/2019	15205	Rockie Nottingham, Sr	\$1,334.00			
6/10/2019	15206	Randall Osburn	\$1,000.00			
6/10/2019	15207	Randall Osburn	\$549.84			
		Rite Way Plumbing & Heating				
		Rural Development			\$2,295.00	
6/10/2019	15208	Triple L Mart	\$409.31			
6/10/2019	15209	USA Bluebook	\$141.64			
6/10/2019	15210	US Cellular	\$66.20			
6/10/2019	15211	Valley Business Systems	\$330.00			