

Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: April 18, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- April 11, 2019
- April 16, 2019 – Special Meeting

Items for Discussion / Action / Approval:

1. Approval and signature of Federal Aviation Administration Outlay Request Number 5 in the amount of sixty seven thousand seventy eight dollars (\$67,078) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.* Page 4
2. Correspondence from Nate Kennedy, Consulting Forester for Kennedy Forest Management Services, accepting the final reclamation of the Curry Park Timber Sale and requesting for seven thousand six hundred fifty one dollars and ninety cents (\$7,651.90) from the performance bond to be released to Northwest Hardwood, Inc.* Page 5
3. Approval and signature of three Memorandum of Agreement Temporary Road Right-of-Way's providing temporary access to lands in Banks Magisterial District for the purpose of hauling all forest and stone products associated with the Youth Camp timber sale/forest management practice to be conducted on property owned by the Upshur County Commission. The right of ways shall be in effect until December 3, 2022.* Page 6-17
4. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Correspondence from Jerry Arnold, City of Buckhannon Director of Public Works, informing the Commission of a proposed address change for the property currently addressed as 40 Chancery Street. The address currently being proposed for the property is 2 Chancery Street and the proposed change will be presented to City Council on April 18, 2019. Page 18
2. Memorandum from Stuart Stickel, CPA, CFE, Deputy State Auditor for the Office of the State Auditor, regarding audit requirements for Public Service Districts. Effective for fiscal years beginning in 2019, the Chief Inspector Division of the WV State Auditor's Office will be overseeing the audit process of all PSD's in the State of WV in accordance with statutory requirements and established procedures. Page 19-20

3. Memorandum from Stuart Stickel, CPA, CFE, Deputy State Auditor for the Office of the State Auditor, regarding new financial examination requirements for Volunteer Fire Departments / Corporations in the State of WV. Page 21
4. Informational material for Upshur County from the District 7 informative meeting that took place on April 10, 2019. Page 22-25
5. Upshur County Sheriff's Financial Statement for period ending March 2019 Page 26-27
6. Fire Board Financial Report— July 17, 2018 through April 16, 2019 Page 28-39
7. Public Notices:
- a. Newsletters and/or Event Notifications:
 - Depression and Bipolar Support Alliance -WV Peer Support Meetings on the 2nd and 4th Mondays of each month at 6:30 p.m. Page 40
 - Depression and Bipolar Support Alliance Bingo on the 2nd Tuesday of every month from 2 pm to 3 pm at 61 Marion Street Page 41
 - b. Agendas and/or Notice of Meetings:

• Upshur County Fire Board, Inc.	April 16, 2019	<u>Page 42</u>
• Upshur County Public Library	April 17, 2019	<u>Page 43</u>
• City Council of Buckhannon	April 18, 2019	<u>Page 44</u>
• Upshur County Farmland Protection Board	April 18, 2019	<u>Page 45</u>
• Upshur-Buckhannon Health Dept.	May 2, 2019	<u>Page 46</u>
 - c. Meeting Minutes:

• Buckhannon River Watershed Association	February 13, 2019	<u>Page 47-48</u>
• Adrian PSD	March 14, 2019	<u>Page 49</u>
 - d. Meetings:

• 05/07/19 5:30 p.m.	Elkins Road PSD
• 04/02/19 4:00 p.m.	Hodgesville PSD
• 04/04/19 7:00 p.m.	Banks District VFD
• 04/04/19 7:00 p.m.	Selbyville VFD
• 04/08/19 12:00 p.m.	Upshur County Family Resource Network
• 04/08/19 4:30 p.m.	Upshur County Solid Waste Authority
• 04/08/19 5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 05/06/19 6:00 p.m.	Lewis-Upshur Community Corrections Board-Upshur County
• 04/09/19 7:30 p.m.	Adrian VFD
• 05/02/19 6:00 p.m.	Buckhannon-Upshur Board of Health
• 04/16/19 7:00 a.m.	Upshur County Development Authority – Executive Board
• 04/10/19 12:00 p.m.	Upshur County Senior Center Board
• 04/11/19 3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 04/17/19 6:00 p.m.	Upshur County Citizens Corp – CERT
• 04/10/19 7:00 p.m.	Warren District VFD
• 04/11/19 10:00 a.m.	Adrian PSD
• 04/10/19 3:00 p.m.	Tennerton PSD

- 04/11/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 04/11/19 7:30 p.m. Buckhannon VFD
- 04/11/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/18/19 6:30 p.m. Upshur County Youth Camp Board
- 04/21/19 6:00 p.m. Washington District VFD
- 04/15/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/17/19 4:00 p.m. Upshur County Public Library Board
- 04/16/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council-TVCD
- 04/16/19 6:30 p.m. Upshur County Fire Board, Inc.
- 04/25/19 12:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/10/19 7:00 p.m. Ellamore VFD
- 04/17/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 04/18/19 2:00 p.m. Upshur County Farmland Protection Board
- 04/24/19 10:00 a.m. James W. Curry Advisory Board
- 04/29/19 6:00 p.m. Upshur County Fire Fighters Association
- 04/10/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 06/14/19 11:00 a.m. Region VI Local Elected Officials – Taylor County
- 04/22/19 12:00 p.m. Region VII Planning and Development Council
- 04/22/19 10:00 a.m. Mountain CAP of WV, Inc. a CDC

8. Appointments Needed or Upcoming:

- Tennerton Public Service District (unexpired term – July 31, 2019)

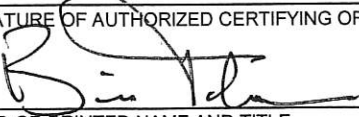
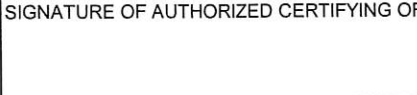
Tabled Items

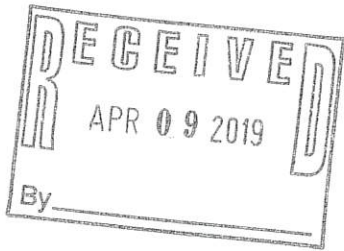
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Review floodplain fees for other West Virginia Counties and consider a revision to the Upshur County Floodplain Ordinance.*

Next Regular Meeting of the Upshur County Commission
April 25, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

4

REQUEST FOR ADVANCE OR REIMBURSEMENT		Approved by Office of Management and Budget, No. 80-RO181		PAGE 1 OF 1
		1. TYPE OF REQUEST <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-54-0039-032-2018		5. PARTIAL PAYMENT REQUEST NO. Request #5
6. EMPLOYER IDENTIFICATION NUMBER 30-0733276	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) March 15, 2019 TO: (MONTH / DAY / YEAR) April 11, 2019		
9. RECIPIENT ORGANIZATION Name: Buckhannon Upshur Airport Authority No. and Street: Post Office Box 1042 City, State and ZIP Code: Buckhannon, West Virginia 26201		10. PAYEE (Where check should be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:		
11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED				
PROGRAMS / FUNCTIONS / ACTIVITIES	(a) Budget	(b) Total to Date	(c) Previously Requested	Total This Period
a. Administrative expense	\$6,000.00	\$3,273.63	\$3,273.63	\$0.00
b. Preliminary Expense	\$0.00	\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way	\$0.00	\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees	\$36,762.00	\$27,814.13	\$25,119.13	\$2,695.00
e. Other Architectural engineering fees	\$0.00	\$0.00	\$0.00	\$0.00
f. Project Inspection fees	\$38,958.00	\$15,785.09	\$5,785.00	\$10,000.09
g. Land Development	\$0.00	\$0.00	\$0.00	\$0.00
h. Relocation expenses	\$0.00	\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses	\$0.00	\$0.00	\$0.00	\$0.00
j. Demolition and removal	\$0.00	\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs	\$632,045.00	\$219,110.78	\$157,275.00	\$61,835.78
l. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
m. Miscellaneous cost	\$0.00	\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)	\$713,765.00	\$265,983.63	\$191,452.76	\$74,530.87
o. Deductions for program income				
p. Net cumulative to date (line n. minus line o.)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal Share (line q. plus line r.)	\$642,388.00	\$239,385.27		
t. Federal payments previously requested		\$172,307.00		
u. Amount requested for reimbursement				\$67,078.00
v. Percentage of physical completion of project		37%		
12. CERTIFICATION				
I certify that to the best of my knowledge and belief the data above is correct and that all outlays are made in accordance with the grant condition or other agreement and that payment is due and has not been previously requested.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED
				4/11/19
		TYPED OR PRINTED NAME AND TITLE		TELEPHONE
		William M. Thomas President, Buckhannon Upshur Airport Authority		(304) 472-8418
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED
				
		TYPED OR PRINTED NAME AND TITLE		TELEPHONE
		Samuel R. Nolte President, Upshur County Commission		(304) 472-0535



Nate Kennedy
Kennedy Forest Management Services
36 Central Avenue
Buckhannon, WV 26201

April 9, 2019

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

SUBJECT: Curry Park – Millsite Run South TS

Dear Carrie;

After reviewing conditions on the ground, final reclamation of the Curry Park Timber Sale, also known as Millsite Run South '16 TS, has been accepted. During the course of logging there were a total of 10 trees which had to be cut for road and landing construction or were knocked over and taken out. These trees are being added into the timber sale as additional timber to be cut and paid for. These 10 trees had a total volume of 1,679 board feet Doyle Scale and a value of \$348.10. There was a Performance bond of \$8,000 for the timber sale. The value of the trees will be subtracted from the value of the Performance Bond and the Performance Bond released in the amount of \$7,651.90.

Sincerely;



Nate Kennedy – Consulting Forester

6

MEMORANDUM OF AGREEMENT TEMPORARY ROAD RIGHT-OF-WAY

Steven W. Woody, Connie D. Rice, Timothy A. Woody, Pamela G. Woody, Mark A. Woody, Kathy S. Woody, Delmas M. Woody, Donna K. Woody, Dale F. Woody Irrevocable Trust – Dale F. Woody Trustee, and Papaw & Gran LLC – Ellen J. Woody Member . 201 Vicksburg Road, Suite 101 , Buckhannon , West Virginia 26201 - GRANTORS do hereby grant and convey a temporary road right-of-way through their lands located on map parcel # 6S-9.1 , Banks District , Upshur County , WV to Upshur County Commission , 91 West Main Street , Buckhannon, WV 26201 - GRANTEE. The road right-of-way is also described as being on the waters of Right Fork of Buckhannon River .

The road right-of-way shall provide temporary access to lands owned by Upshur County Commission located on map parcel # 5S-51 , Banks Magisterial District , Upshur County , WV for the purposes of hauling all forest and stone products associated with a timber sale/forest management practices to be conducted on their land including the successful bidder of the timber sale, their employees, contractors, sub-contractors, and contractor employees. The right-of-way is also granted to the landowner and the designated landowner representative for the purposes of inspection and administration of provisions of the timber sale contract and conducting forest management work.

The road right-of-way shall be in effect until December 31, 2022 or the completion of all provisions of the Selbyville Youth Camp timber sale contract, whichever comes first. Any extensions of the right-of-way are at the discretion of the grantor and must be in writing.

The road right-of-way consists of ~1500' existing skid road. The right-of-way width shall be sufficient to allow for use and maintenance of an existing logging skid road .

The successful bidder (Purchaser) of the timber sale shall be required to keep and maintain liability insurance naming the Upshur County Commission and Upshur County Youth Camp as additional insured in an amount not less than \$1 million and Workers Compensation for the duration of the timber sale contract. Contractors and sub-contractors of the Purchaser are also included in the requirements of this provision.

The Purchaser (and their contractors) of the timber sale shall not obstruct or interfere with vehicle traffic on any of the roadways covered by this agreement.

The Purchaser (and their contractors) of the timber sale shall cease log haul during periods of weather which would cause rutting of the road or transport of mud from logging and/or hauling operations to be deposited on roads and lands of the grantor.

The Purchaser (and their contractors) of the timber sale shall reclaim the skid road to its original condition.

GRANTOR'S SIGNATURES

Date

Steven W. Woody

Date

Connie D. Rice

Date

Timothy A. Woody

Date

Pamela G. Woody

Date

Mark A. Woody

Date

Kathy S. Woody

Date

Delmas M. Woody

Date

Donna K. Woody

Date

Dale F. Woody Irrevocable Trust –
Dale F. Woody Trustee

Date

Papaw & Gran LLC –
Ellen J. Woody Member

GRANTEE'S SIGNATURE

Date

Upshur County Commission



Certificate of Acknowledgement

State of West Virginia

County of Upshur

The foregoing instrument was acknowledged before me on the ____ day of ____, 2019
by _____.

My commission expires: _____

Notary Public

State of West Virginia

County of Upshur

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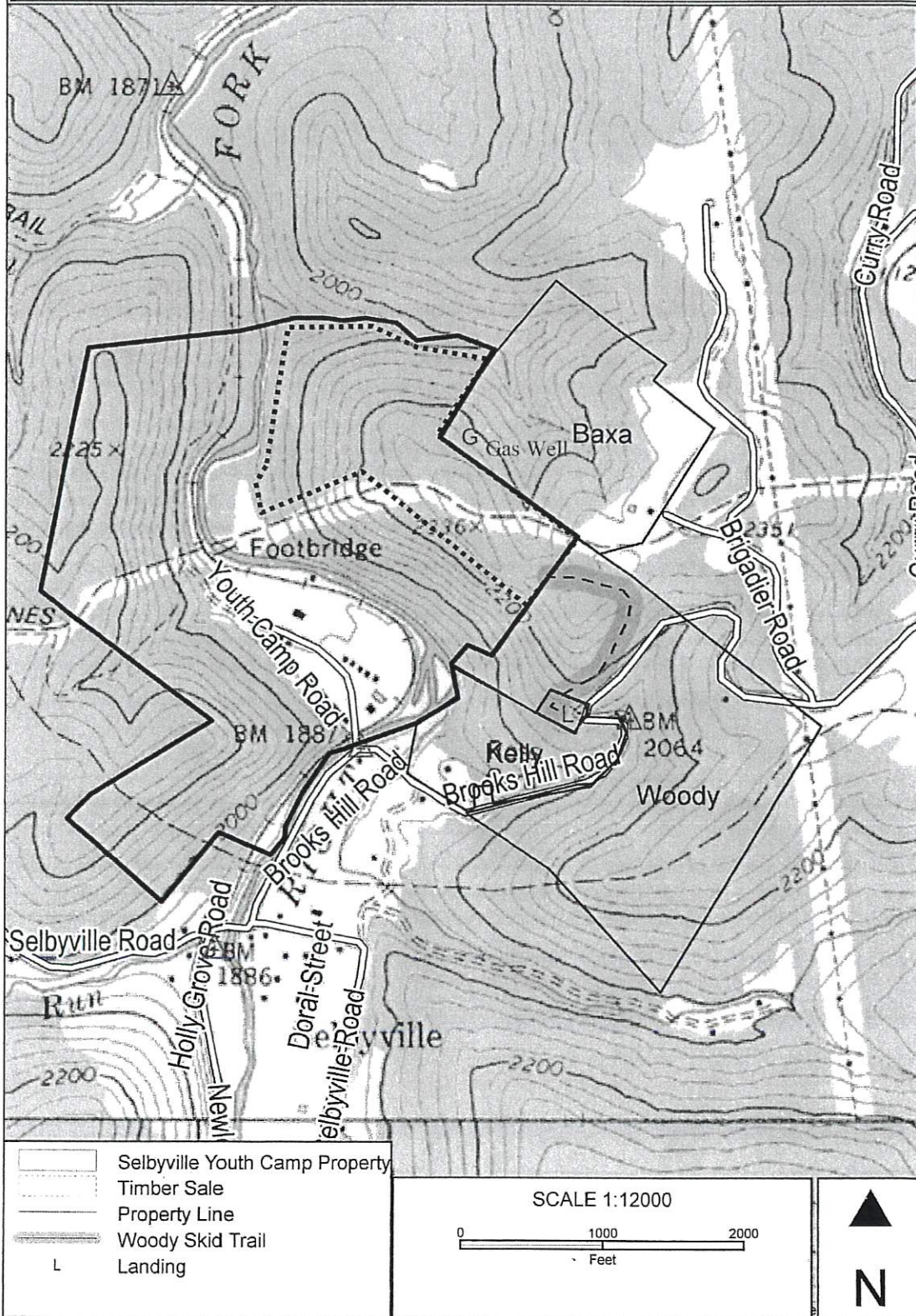
County of Upshur

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by _____.

My commission expires: _____

Notary Public

WOODY SKID TRAIL EASEMENT
LOCATED IN MAP PARCEL # 6S-9.1, BANKS DISTRICT, UPSHUR COUNTY, WV



MEMORANDUM OF AGREEMENT
TEMPORARY ROAD RIGHT-OF-WAY

Roger Kelly . 6784 East Lake Avenue , Lisbon , Ohio 44432 - GRANTOR does hereby grant and convey a temporary road right-of-way through their lands located on map parcel # 6S-84 , Banks District , Upshur County , WV to Upshur County Commission , 91 West Main Street , Buckhannon, WV 26201 - GRANTEE. The road right-of-way is also described as being on the waters of Right Fork of Buckhannon River .

The road right-of-way shall provide temporary access to lands owned by Upshur County Commission located on map parcel # 5S-51 , Banks Magisterial District , Upshur County , WV for the purposes of hauling all forest and stone products associated with a timber sale/forest management practices to be conducted on their land including the successful bidder of the timber sale, their employees, contractors, sub-contractors, and contractor employees. The right-of-way is also granted to the landowner and the designated landowner representative for the purposes of inspection and administration of provisions of the timber sale contract and conducting forest management work.

The road right-of-way shall be in effect until December 31, 2022 or the completion of all provisions of the Selbyville Youth Camp timber sale contract, whichever comes first. Any extensions of the right-of-way are at the discretion of the grantor and must be in writing.

The road right-of-way consists of ~300' existing road and landing. The right-of-way width shall be sufficient to allow for use and maintenance of an existing logging skid road and log landing .

The successful bidder (Purchaser) of the timber sale shall be required to keep and maintain liability insurance naming the Upshur County Commission and Upshur County Youth Camp Board as additional insured in an amount not less than \$1 million and Workers Compensation for the duration of the timber sale contract. Contractors and sub-contractors of the Purchaser are also included in the requirements of this provision.

The Purchaser (and their contractors) of the timber sale shall not obstruct or interfere with vehicle traffic on any of the roadways covered by this agreement.

The Purchaser (and their contractors) of the timber sale shall cease log haul during periods of weather which would cause rutting of the road or transport of mud from logging and/or hauling operations to be deposited on roads and lands of the grantor.

The Purchaser (and their contractors) of the timber sale shall reclaim the landing and skid road to their original condition.

Date

Signature of Grantor

Date

Signature of Grantee

Certificate of Acknowledgement

State of West Virginia

County of Upshur

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by _____.

My commission expires: _____

Notary Public

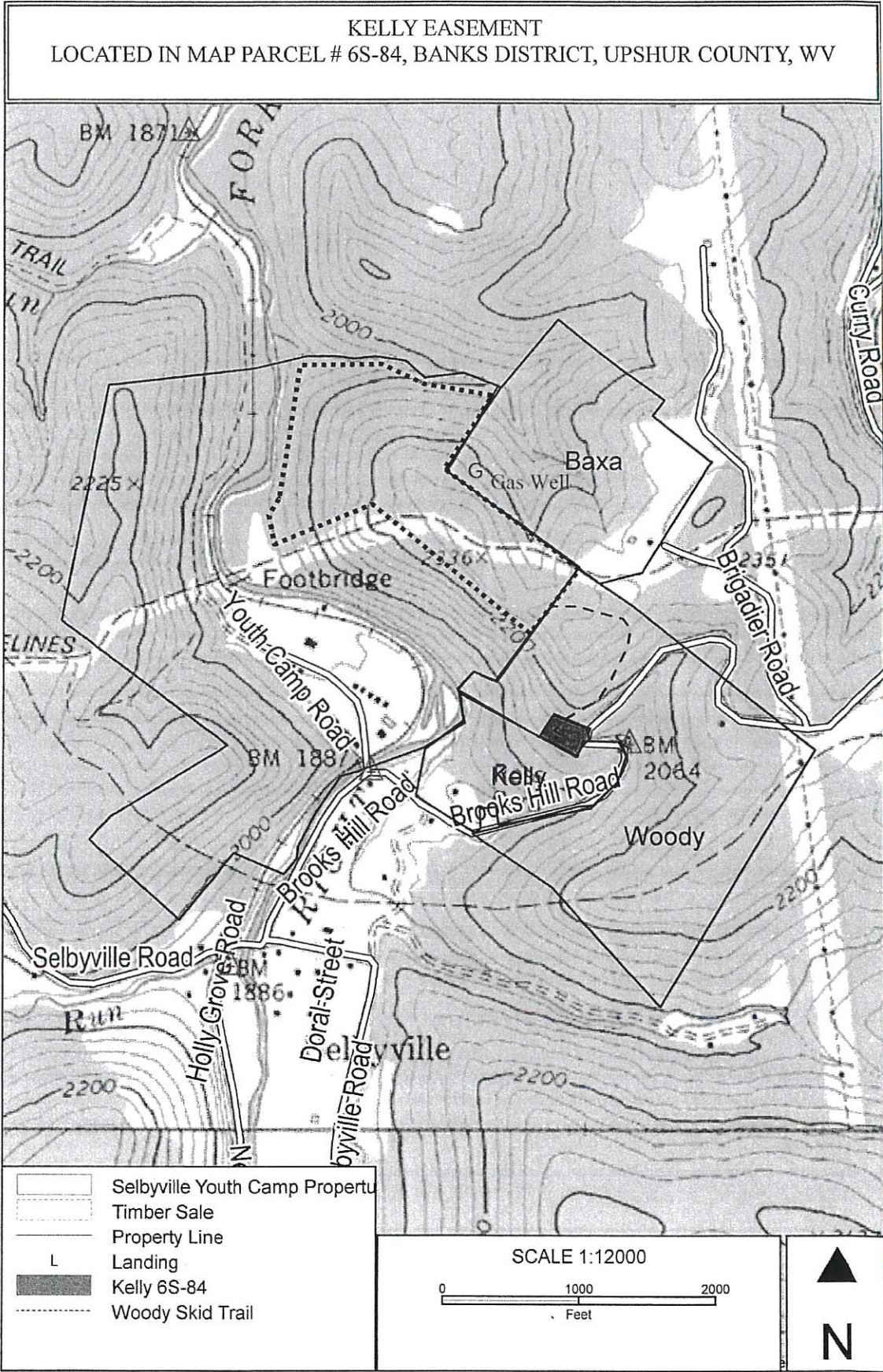
State of West Virginia

County of Upshur

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by _____.

My commission expires: _____

Notary Public



MEMORANDUM OF AGREEMENT
TEMPORARY ROAD RIGHT-OF-WAY

Scott Baxa . 87 Orr Street , Buckhannon , West Virginia 26201 - GRANTOR does hereby grant and convey a temporary road right-of-way through their lands located on map parcel # 5S-49 , Banks District , Upshur County , WV to Upshur County Commission , 91 West Main Street , Buckhannon, WV 26201 - GRANTEE. The road right-of-way is also described as being on the waters of Right Fork of Buckhannon River .

The road right-of-way shall provide temporary access to lands owned by Upshur County Commission located on map parcel # 5S-51 , Banks Magisterial District , Upshur County , WV for the purposes of hauling all forest and stone products associated with a timber sale/forest management practices to be conducted on their land including the successful bidder of the timber sale, their employees, contractors, sub-contractors, and contractor employees. The right-of-way is also granted to the landowner and the designated landowner representative for the purposes of inspection and administration of provisions of the timber sale contract and conducting forest management work.

The road right-of-way shall be in effect until December 31, 2022 or the completion of all provisions of the Selbyville Youth Camp timber sale contract, whichever comes first. Any extensions of the right-of-way are at the discretion of the grantor and must be in writing.

The road right-of-way consists of ~500' existing skid roads. The right-of-way width shall be sufficient to allow for use and maintenance of existing logging skid roads .

The successful bidder (Purchaser) of the timber sale shall be required to keep and maintain liability insurance naming the Upshur County Commission and Upshur County Youth Camp Board as additional insured in an amount not less than \$1 million and Workers Compensation for the duration of the timber sale contract. Contractors and sub-contractors of the Purchaser are also included in the requirements of this provision.

The Purchaser (and their contractors) of the timber sale shall not obstruct or interfere with vehicle traffic on any of the roadways covered by this agreement.

The Purchaser (and their contractors) of the timber sale shall cease log haul during periods of weather which would cause rutting of the road or transport of mud from logging and/or hauling operations to be deposited on roads and lands of the grantor.

The Purchaser (and their contractors) of the timber sale shall reclaim the skid road to its original condition.

Date

Signature of Grantor

Date

Signature of Grantee

Certificate of Acknowledgement

State of West Virginia

County of Upshur

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My commission expires: _____

Notary Public

State of West Virginia

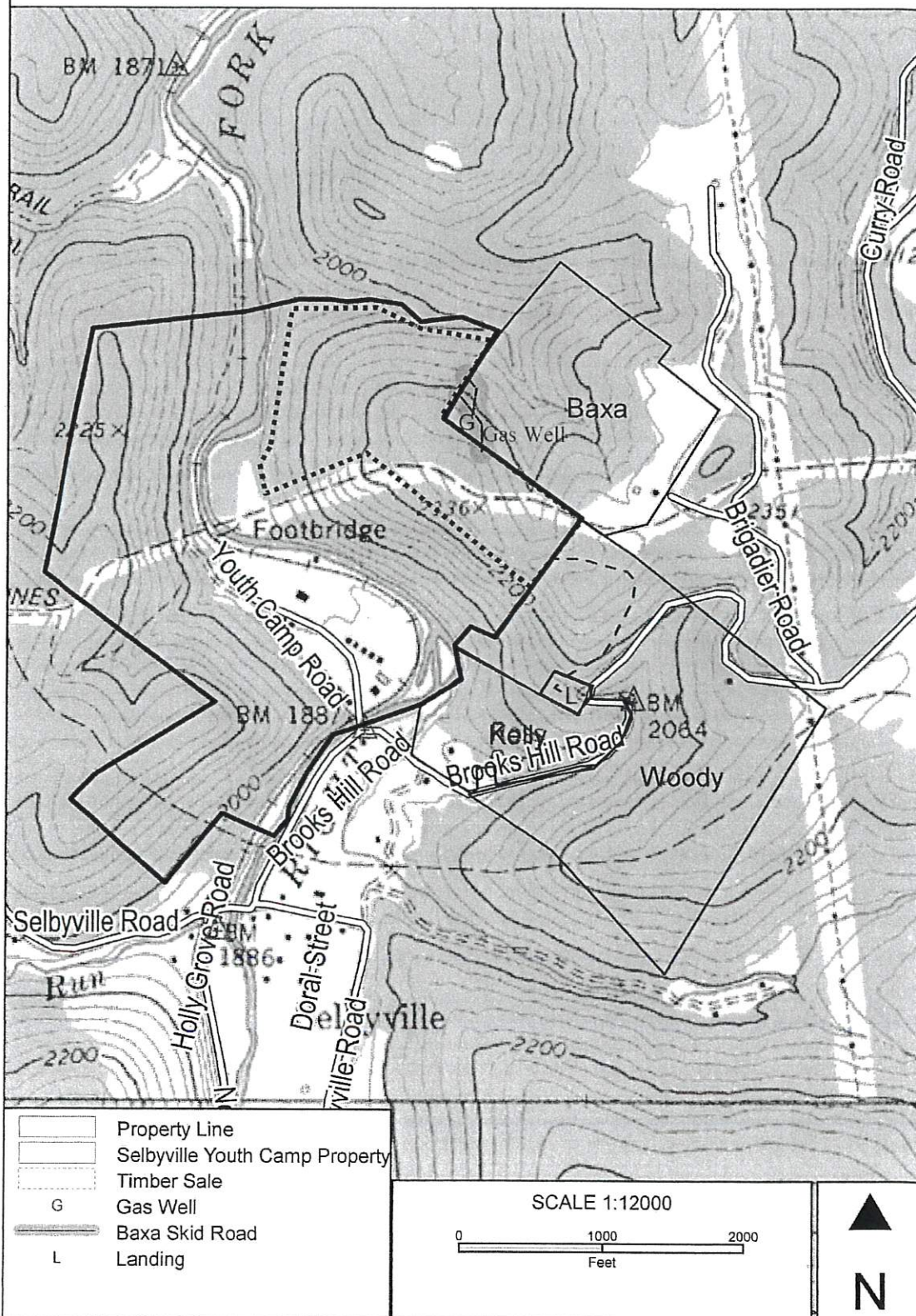
County of Upshur

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by _____.

My commission expires: _____

Notary Public

BAXA SKID TRAIL EASEMENT
LOCATED IN MAP PARCEL # 5S-49, BANKS DISTRICT, UPSHUR COUNTY, WV



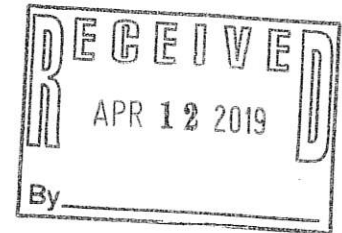
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City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

April 9, 2019



Samuel Nolte, President
Upshur Co. Commission
91 W. Main Street, Suite 101
Buckhannon, WV 26201

Re: Proposed Address Change

Dear Mr. Nolte,

The purpose of this letter is to inform you of a proposed address change for your property currently addressed as **40 Chancery Street (Maintenance Building)**. The City of Buckhannon Addressing Department wishes to change the addresses on Chancery Street in order to make all properties easier to identify for first responders and mailing purposes. The address currently being proposed for your property is **2 Chancery Street**.

The proposed address changes will be presented at the City Council meeting scheduled for April 18, 2019 at 7pm in the Council Chambers located at City Hall. If you have any questions or concerns regarding the proposed address changes you are welcome to attend the council meeting or can call our office at (304) 472-1651.

Sincerely,

Jerry Arnold
Director of Public Works



MEMORANDUM

TO: PUBLIC SERVICE DISTRICTS OF WEST VIRGINIA

**FROM: STUART STICKEL, CPA, CFE, DEPUTY STATE AUDITOR,
OFFICE OF THE STATE AUDITOR**

DATE: APRIL 11, 2019

RE: AUDIT REQUIREMENTS FOR PUBLIC SERVICE DISTRICTS

Pursuant to West Virginia State Code §6-9-7, the Chief Inspector Division of the West Virginia State Auditor's Office (CID) has the power and authority to perform a financial examination (including annual audits) of each local government office or **political subdivision** and all boards, commissions, authorities, agencies or other offices created under the authority thereof. West Virginia Code §16-13A-3 describes the legal identity of Public Service Districts as a "public corporation and **political subdivision** of the state". Based on the foregoing and effective for fiscal years beginning in 2019, the CID will be overseeing the audit process of all Public Service Districts (PSDs) in the State of West Virginia in accordance with statutory requirements and established procedures.

The Chief Inspector may appoint a designee to perform the annual audit function of this financial oversight responsibility. The execution of audit designation is accomplished through a bidding process between entities and CPA firms meeting the criteria for and included on the *List of CPA Firms Appointed to Conduct Audits and Reviews of Local Government Entities (CPA List)*, as provided for by the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments (manual)*.

The *manual* can be viewed on the CID's website at:
<https://www.wvsao.gov/ChiefInspector/Default>.

Early in the calendar year 2020, the PSDs will be notified by the CID whether they will need to procure an audit with a CPA firm on the *CPA List* or whether the engagement will be assigned to CID audit staff. All necessary procurement forms will be provided to the PSD, for CPA procurement from the approved *CPA List*. In most cases, CID will honor an entity's request to be issued a Request for Proposal (RFP) to procure audit services in accordance with the *manual* procedures.

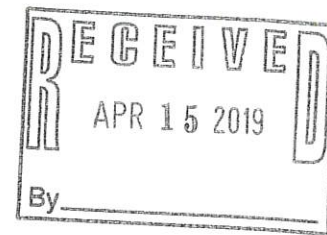
In order to facilitate the implementation process of audit oversight, the CID is requesting each PSD to complete and submit the enclosed questionnaire along with a copy of the most recently issued audit report. This information may be submitted via email at cpaaudits@wvsao.gov. Alternatively, you may mail it to the following address:

West Virginia State Auditor's Office
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305
ATTN: Michelle Hodge

Your cooperation is appreciated, and we believe that this process will enhance the timeliness of audits as well as foster a competitive bidding environment for CPA firms. It will also ensure that instances of potential fraud associated with local PSD's are properly investigated. Please contact (Katherine) Michelle Hodge, Audit Procurement Manager, CID, at (304) 558-2261 extension 2411 or at cpaaudits@wvsao.gov if you have any questions or concerns.

cc: County Commissions in the State of West Virginia

**cc: David Acord, II, Director
Waste and Wastewater Division, Public Service Commission of West Virginia**



State of West Virginia

John B. McCuskey

State Auditor and
Chief Inspector

Office of the State Auditor
Chief Inspector Division
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: ~~(304) 205-6033~~
www.wvsao.gov

TO: All Volunteer Fire Departments/ Corporations in the State of West Virginia

FROM: Stuart T. Stickel, CPA, CFE, Deputy State Auditor
Chief Inspector Division

DATE: April 5, 2019

RE: New Financial Examination Requirements

This is to notify you that House Bill 2958, which was passed on March 6, 2019, added a new section to West Virginia Code designated as West Virginia Code §8-15-7a. House Bill 2958 becomes effective 90 days from its passage.

West Virginia Code §8-15-7a grants the West Virginia State Auditor's Office authority to conduct a financial examination or audit of a Volunteer Fire Department (hereinafter referred to as VFD) at least once every five years. The Auditor's examination or audit shall include all income of the VFD, regardless of the sources of funds, the assets, liabilities, and all expenditures of the entity.

Therefore, we are requiring all VFDs to complete and submit the attached form no later than Friday, April 26, 2019, to assist our office in administering these required examinations. We are also requesting a copy of the VFDs latest audit report (if applicable). Please remit the completed form and audit (if applicable) via e-mail at cpaaudits@wvsao.gov or fax to (304)-558-6414. Alternatively, you may mail to the following address:

State of West Virginia
Office of the State Auditor
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Please contact (Katherine) Michelle Hodge, Audit Procurement Manager at (304) 558-2261 extension 2411 if you have any questions or concerns.

Upshur County

Route	Length	Project Name	Type	Amount
CO 9	2.18	Tallmansville Road	Paving	\$285,000.00
CO 11	2.92	Frenchton Road	Paving	\$305,000.00
CO 10	2.56	Handy Camp Road	Paving	\$322,000.00
CO 1	3.14	Hackers Creek Road	Paving	\$380,000.00
		Red Rock Road	Skip Paving	\$37,000.00
		Summer Allocation-Skip Paving	Skip Paving	\$169,500.00
	10.80			\$1,498,500.00

Route	Length	Project Name	Type	Amount
Various		Upshur County ADA	Curb Ramp Design/Build	\$490,200.00

Route	Length	Project Name	Type	Amount
		Upper Pecks Road	Tar and Chip	\$32,000.00
		Summer Allocation	Tar and Chip	\$72,000.00
	0.00			\$72,000.00

Route	Length	Project Name	Type	Amount
CO 30/19	0.07	Trout Rearing Pond Bridge	Bridge	\$220,000.00
CO 32	0.06	Alton Deck Girder	Bridge	\$1,200,000.00
	0.13			\$1,420,000.00

District Seven

Barbour County Braxton County
Gilmer County Lewis County
Upshur County Webster County

Total Road Miles in District: 3,794.44
(excluding Interstate/Expressway)

Paved Primaries (US & WV Routes): 423.54 miles

Paved Secondaries: 1,339.51 miles

Surface Treated: 390.55 miles

Stone Stabilized: 1,208.29 miles

Other (primitive, unimproved, etc.): 432.55 miles

Bridges (over 20') and Less Than 20' Drainage Structures throughout the District:

Bridges: 710 Less Than 20' Structures: 748

- Bridges may also include city and county owned bridges which fall under the Bridge Inspection Program. All Bridges are inspected but only State-owned bridges can be maintained by State Forces.
- Less Than 20' Drainage Structures are smaller than bridges (horizontal waterway is less than 20') but are greater than 60" in diameter. All structures in the program are State owned.

Fiscal Year 2018/2019 Annual Plan Budget

Whole District

\$25,031,039

Fiscal Year 2017/2018 Annual Plan Budget for Maintenance in Counties only:

\$20,083,151 Total for all six counties

- Labor Budget: \$10,341,707
- Equipment Budget: \$3,374,599
- Materials Budget: \$6,366,845

Additional "Pay as you go" Money—District 7

D1— \$1,000,000 PO Paving on secondary roads

4 projects completed in Fall of 2017

9.01 miles resurfaced

D2—\$1,550,000 PO Paving on secondary roads

8 projects completed in Spring 2017

11.36 miles resurfaced

D3—\$6,525,000 CT Paving /Slide repairs

13 Projects total

12 completed in Summer of 2018

39.15 miles resurfaced

1 slide repair awaiting utility relocation

D4—\$5,054,500 Bridge Replacements

6 Projects total

1 under construction

4 designed - waiting on RW or utilities

1 currently being designed

D5—\$3,000,000 Slide Repairs

11 Projects total

10 awarded to contractors

5 substantially completed

1 designed—waiting on utilities

D6—\$1,409,500 PO Paving on secondary roads

7 Projects issued in Fall of 2018

13.36 miles of resurfacing

3 completed

4 carried over until Spring of 2019

D7—\$1,409,500 PO Paving on secondary roads

6 Projects being issued Spring of 2019

10.94 miles of resurfacing

55 Additional Projects equating to a \$19,948,500 investment primarily on secondary road system in District 7 since July of 2017. Total of 83.82 miles of resurfacing, 12 slide repairs, and 6 bridge replacements.

OVERVIEW OF PROGRAMS FROM THE DISTRICT PERSPECTIVE

In October each year, the District Design Department receives a memorandum from the State Highway Engineer's Office describing the Scope of Work, Funding Levels for A10 (*Federal Aid Other Paving*) and A13 (*State and Local Service Paving*) Programs, along with bid timelines, requirements for programming projects, etc. A20 (*Tar and Chip*), B20 (*State Force Skip Paving*), B30 (*District Forces Slide Repair*), and B31 (*Contract Slide Repair*) program funds are confirmed with the District by the Regional Programming Coordinator prior to the District sending any programming information through for projects.

Any additional funding for Interstate/APD projects also comes out as memorandums from the State Highway Engineer's Office, as well as any funding for special projects that may not be covered under a specific program.

PROGRAM DESCRIPTIONS:

- A10 - Fed Aid Other (80/20)** - 80% Federal Participating Funding for paving used for Federal Aid eligible routes other than Interstates, APD's and Expressways. These projects require full PS&E (Plans, Standards, & Estimates) submittals for contractor bidding.
- A13 - State Local Service Paving** - Paving either via Contract Bidding or Purchase Order Contract. Generally used only on State Local Service Routes, but may be used for Fed Aid eligible routes with full PS&E submittal to contract.
- A20 - Tar and Chip (Surface Treatment)** - District wide Tar and Chip Program by District/County Forces.
- B20 - State Skip Paving** - District wide skip paving, either via Purchase Order Contract or by District Forces.
- B30 - District Forces Slide Repair** - Programmed for slide repairs via Purchase Order Contract repair or by District Forces.
- B31 - Contract Slide Repair** - Programmed for slide repairs via Contract PS&E, but may also be used for Purchase Order Contract repairs.
- C23 - Bridge Renovations** - varies yearly; District-wide bridge renovation program.
- C26 - Small Bridge Replacement** - funding to replace bridges between 20' and 200' long.
- C28 - Spot Painting of Bridges** - funding for spot painting bridge substructures.

TYPICAL FUNDING FOR EACH PROGRAM DISTRICT-WIDE:

PAVING:

A10 Fed Aid (est.)	\$3,440,000.00
A13 Spring SLS	\$900,000.00
A13 Summer SLS	\$2,700,000.00
A20	\$ 587,000.00
B20	<u>\$1,180,000.00</u>
	\$8,807,500.00

SLIDES:

B30	\$ 400,000.00
B31	<u>\$1,400,000.00</u>
	\$1,800,000.00

BRIDGES:

C23 (varies yearly)	\$ 225,000.00
C26 (varies yearly)	\$1,250,000.00
C28	<u>\$ 70,000.00</u>
	\$1,545,000.00

WVDOH District 7

Contract Cost Data Sheet

March 28, 2019

Resurfacing

Two-lane, 1" overlay/preservation:	\$114,500.00* per mile
16' wide county route, 2" overlays w/ Wearing IV:	\$154,710.00* per mile
Two-lane, 1.5" urban overlay w/ paved shoulders:	\$174,142.86* per mile
18' wide county route, 3" overlay w/Base and Wearing:	\$244,500.00* per mile
Two-lane, 1.5" urban mill/fill:	\$477,000.00* per mile

*Prices include all ancillary work to complete project; such as, traffic control, tack coat, patch/level and scratch courses, ditching, shoulder reconstruction, permanent roadway markings, etc.

Bridge

Superstructure/deck rehabilitation:	\$250.00** per square foot of deck
Complete replacement (Bridges < 100 ft):	\$450.00** per square foot of deck
Deck surface overlay:	\$50.00** per square foot of deck

**Prices include all ancillary work to complete project; such as, traffic control, demolition of existing structure, detour installation and maintenance, approach roadways, roadway markings, etc.

Major drainage

16" - 63" pipe relining (concrete):	\$560.00† per linear foot
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†Includes costs of ancillary work: traffic control, erosion and environmental controls, etc.

Note: Values determined from average bid costs from District 7 projects from 2017 and 2018. Values are averages from projects throughout the District. Values vary based on location and time of letting.



Upshur County Sheriff's Financial Statement

For Period Ending: March 2019

26

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 822,510.44	\$ 902,344.75	\$ (669,134.27)	\$ 1,055,720.92
FUND - 002 COAL SEVERANCE TAX FUND	\$ 8,828.10	\$ 0.24	\$ (2,300.00)	\$ 6,528.34
FUND - 003 DOG AND KENNEL FUND	\$ 29,035.98	\$ 2,216.42	\$ (4,537.24)	\$ 26,715.16
FUND - 004 GENERAL SCHOOL FUND	\$ 8,456.69	\$ 3,732.35	\$ -	\$ 12,189.04
FUND - 005 MAGISTRATE COURT FUND	\$ 8,225.16	\$ 1,189.50	\$ (21.00)	\$ 9,393.66
FUND - 006 WORTHLESS CHECK FUND	\$ 141,239.56	\$ 501.21	\$ -	\$ 141,740.77
FUND - 007 E-911 FUND	\$ 327,938.24	\$ 186,235.63	\$ (271,731.25)	\$ 242,442.62
FUND - 008 HOME CONFINEMENT FUND	\$ 30,803.41	\$ 8,337.80	\$ (2,999.13)	\$ 36,142.08
FUND - 013 CURRY PARK FUND	\$ 37,237.26	\$ 4.39	\$ (309.96)	\$ 36,931.69
FUND - 015 CURRY LIBRARY FUND	\$ 47,626.09	\$ 64.31	\$ (21,908.11)	\$ 25,782.29
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 12,400.20	\$ 6,720.12	\$ (12,360.20)	\$ 6,760.12
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 40,455.87	\$ 13,270.76	\$ (21,547.99)	\$ 32,178.64
FUND - 039 COAL REALLOCATION FUND	\$ 157,701.48	\$ 1.34	\$ -	\$ 157,702.82
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 860,676.23	\$ 80,932.51	\$ (23,190.76)	\$ 918,417.98
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 228,618.74	\$ 25,421.47	\$ (45,803.44)	\$ 208,236.77
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 696,779.01	\$ 1,610.04	\$ -	\$ 698,389.05
FUND - 059 CONCEALED WEAPONS FUND	\$ 24,248.10	\$ 1,802.72	\$ (325.00)	\$ 25,725.82
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,250.14	\$ 0.04	\$ -	\$ 5,250.18
FUND - 071 JURY FUND	\$ 15,086.54	\$ -	\$ (46.54)	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRGMT INVESTIGATION FUND	\$ 2,485.25	\$ 0.02	\$ -	\$ 2,485.27
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 16,036.96	\$ -	\$ (7,607.09)	\$ 8,429.87
FUND - 079 SPAYING & NEUTERING FUND	\$ 50,282.61	\$ 900.00	\$ (150.00)	\$ 51,032.61
FUND - 080 COMM. CORR. FUND	\$ 157,014.94	\$ 37,492.35	\$ (91,066.24)	\$ 103,441.05
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ 41,352.40	\$ (41,352.40)	\$ -
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	\$ -	\$ 46,985.00	\$ (46,985.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 1,270.00	\$ (1,270.00)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 125.00	\$ (125.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 139.13	\$ (139.13)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 600.00	\$ (600.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 8,382.12	\$ (8,382.12)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 450.00	\$ (450.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 317,666.14	\$ 8,524.08	\$ (15,912.87)	\$ 310,277.35
FUND - 365 DELQ & NONENT LAND	\$ 73,486.08	\$ 10.00	\$ -	\$ 73,496.08
FUND - 366 BOARD OF HEALTH FUND	\$ 337,436.10	\$ 17,490.51	\$ (25,046.91)	\$ 329,879.70
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 657.50	\$ 496.00	\$ (657.50)	\$ 496.00
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 650,910.52	\$ (650,910.52)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 329,791.52	\$ (329,791.52)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 60,611.09	\$ (60,611.09)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 7,273.28	\$ (7,273.28)	\$ -
FINAL TOTALS	\$ 4,462,948.92	\$ 2,447,188.62	\$ (2,364,545.56)	\$ 4,545,591.98
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 5,689,742.80	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (3,713,117.48)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 2,567,216.66			
NET BANK BALANCE	<u>\$ 4,543,841.98</u>			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	<u>\$ -</u>			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	<u>\$ 4,545,591.98</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

4/15/2019



Upshur County Sheriff's Financial Statement

For Period Ending: March 2019

Bank Balance Listing

27

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 143,390.82	\$ (5,468.15)	\$ 807,977.77	\$ 945,900.44
	COAL SEVERANCE-MMA	\$ 4,528.34	\$ -	\$ -	\$ 4,528.34
	E-911 -MMA	\$ 231,102.94	\$ -	\$ -	\$ 231,102.94
	CURRY PARK-MMA	\$ 34,399.80	\$ -	\$ -	\$ 34,399.80
	CURRY LIBRARY-MMA	\$ 21,909.75	\$ -	\$ -	\$ 21,909.75
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 179,527.31	\$ -	\$ 24,897.67	\$ 204,424.98
	CONCEALED WEAPONS	\$ 25,865.82	\$ (325.00)	\$ 185.00	\$ 25,725.82
	GENERAL TAX ACCOUNT-MMA	\$ 1,363,235.20	\$ (1,538,078.26)	\$ 174,843.06	\$ -
	BOARD OF HEALTH-MMA	\$ 288,593.93	\$ -	\$ 1,285.77	\$ 289,879.70
	UPSHUR CO. FIRE FEE-IBCK	\$ 13,392.70	\$ (6,740.35)	\$ 107.77	\$ 6,760.12
	UP CO COAL REALLOCAT-IBCK	\$ 157,702.82	\$ -	\$ -	\$ 157,702.82
	EMPLOYEE BENEFITS-IBCK	\$ 926,087.98	\$ (7,670.00)	\$ -	\$ 918,417.98
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.27	\$ -	\$ -	\$ 2,485.27
	COMMUNITY CORR. FUND-IBCK	\$ 178,884.39	\$ (75,443.34)	\$ -	\$ 103,441.05
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 105.00	\$ (105.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 161,674.18	\$ (117,416.91)	\$ 1,160.25	\$ 45,417.52
	TAX CLEARING ACCOUNT	\$ 69,244.54	\$ (81,705.12)	\$ 12,460.58	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,559.53	\$ (1,509.53)	\$ -	\$ 20,050.00
	GENERAL COUNTY-CKNG	\$ 96,243.64	\$ (33,614.76)	\$ 24.08	\$ 62,652.96
	COAL SEVERANCE-CKNG	\$ 2,300.00	\$ (300.00)	\$ -	\$ 2,000.00
	DOG & KENNEL-CKNG	\$ 26,965.16	\$ (250.00)	\$ -	\$ 26,715.16
	GEN. CO. MISC-CKNG	\$ 21,582.70	\$ -	\$ -	\$ 21,582.70
	WORTHLESS CHECK FUND-CKNG	\$ 141,740.77	\$ -	\$ -	\$ 141,740.77
	E-911 -CNKG	\$ 203,710.66	\$ (192,370.98)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 37,409.04	\$ (1,266.96)	\$ -	\$ 36,142.08
	CURRY PARK-CKNG	\$ 2,531.89	\$ -	\$ -	\$ 2,531.89
	CURRY LIBRARY-CKNG	\$ 23,895.78	\$ (20,023.24)	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 47,785.79	\$ (43,974.00)	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,250.18	\$ -	\$ -	\$ 5,250.18
	JURY-CKNG	\$ 15,589.12	\$ (549.12)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 51,182.61	\$ (150.00)	\$ -	\$ 51,032.61
	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	\$ 17,524.30	\$ (23,401.50)	\$ 5,877.20	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 600.00	\$ (615.00)	\$ 15.00	\$ -
	STATE POLICE FUND-CKNG	\$ 387.75	\$ (600.00)	\$ 217.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 817.74	\$ (1,538,896.00)	\$ 1,538,078.26	\$ -
	TAX LEIN FUND-CKNG	\$ 321,364.56	\$ (11,087.21)	\$ -	\$ 310,277.35
	DELQ & NON-ENTERED LAND	\$ 73,496.08	\$ -	\$ -	\$ 73,496.08
	BOARD OF HEALTH-CKNG	\$ 23,899.96	\$ (3,949.96)	\$ -	\$ 19,950.00
	WVDSRF-CKNG	\$ 409.00	\$ -	\$ 87.00	\$ 496.00
	BANK TOTAL	\$ 4,943,138.15	\$ (3,705,510.39)	\$ 2,567,216.66	\$ 3,804,844.42
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 698,389.05	\$ -	\$ -	\$ 698,389.05
	EE HEALTH CARE REIMB FUND	\$ 32,178.64	\$ -	\$ -	\$ 32,178.64
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 16,036.96	\$ (7,607.09)	\$ -	\$ 8,429.87
	BANK TOTAL	\$ 746,604.65	\$ (7,607.09)	\$ -	\$ 738,997.56
SUMMARY:					
	TOTAL ALL BANKS	\$ 5,689,742.80	\$ (3,713,117.48)	\$ 2,567,216.66	\$ 4,543,841.98
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 4,545,591.98

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
COUNTY SUMMARY

PAGE: 1

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	25105.00	.00	25105.00	240980.00	.00	.00	.00	.00	240980.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	25105.00	.00	25105.00	240980.00	.00	.00	.00	.00	240980.00
PERCENTAGE OF UNPAID & PAID CHARGES			009%	091%					
PRIOR YEAR REAL	147365.00	.00	.00	4470.00	.00	.00	.00	.00	17160.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

Fire Board Financial Report 2018 - 2019

CARRYOVER BALANCE: \$87,229.94

<u>Item / Date</u>	<u>Amount</u>	<u>Financial Institution / Payee</u>	<u>Description / Source</u>
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DEPOSITS

Sheriff of Upshur County	\$695.00		First Community Bank	Fire Fee Collections through 6/30/2017
Sheriff of Upshur County	\$30,465.03		First Community Bank	Fire Fee Collections through 7/31/2017
Sheriff of Upshur County	\$141,038.15		First Community Bank	Fire Fee Collections through 8/31/2017
Sheriff of Upshur County	\$36,626.39		First Community Bank	Fire Fee Collections through 9/30/2017
Sheriff of Upshur County	\$14,440.41		First Community Bank	Fire Fee Collections through 10/31/2017
Sheriff of Upshur County	\$7,280.16		First Community Bank	Fire Fee Collections through 11/30/2017
Sheriff of Upshur County	\$6,310.14		First Community Bank	Fire Fee Collections through 12/31/2017
Sheriff of Upshur County	\$6,885.10		First Community Bank	Fire Fee Collections through 01/31/2018
Sheriff of Upshur County	\$5,415.10		First Community Bank	Fire Fee Collections through 02/28/2018
Sheriff of Upshur County	\$6,660.12		First Community Bank	Fire Fee Collections through 03/31/2018
Sheriff of Upshur County			First Community Bank	Fire Fee Collections through 04/30/2018
Sheriff of Upshur County			First Community Bank	Fire Fee Collections through 05/31/2018
Sheriff of Upshur County			First Community Bank	Fire Fee Collections through 06/30/2018

Total Deposits: \$255,815.60

Plus Carryover: \$87,229.99

Total: \$343,045.59

EXPENDITURES

<u>DATE</u>	<u>Amount</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>
July 17, 2018	\$5,925.98	874	Upshur County Commission	Reimbursement Payroll
July 17, 2018	\$212.83	875	Upshur County Commission	Reimbursement P-card (supplies)
July 17, 2018	\$269.00	876	Software Systems	Invoice # 31714
July 17, 2018	\$23.21	877	Sheriff of Upshur County	FY 18 Postage To Tax Office (forwarded mail)
July 17, 2018	\$4,460.09	878	Ralston Press	FY 18 Fire Fee Statements Postage only
July 17, 2018	\$10.81	879	Upshur County Commission	Postage reimbursement April to June

August 21, 2018	\$399.00	880	Software Systems	Invoice # 31841
August 21, 2018	\$4,178.33	881	Ralston Press	Invoice # 84757 2018 printing invoices
August 21, 2018	\$141.75	882	Hart Office Solutions	Invoice # 167320
September 18, 2018	\$216.00	883	Software Systems	Invoice # 31920
September 18, 2018	\$201.96	884	Upshur County Commission	Reimbursement P-card (supplies)
October 16, 2018	\$216.00	885	Software Systems	Invoice # 32014
October 16, 2018	\$20,000.00	886	Adrian VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	887	Banks District VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	888	Buckhannon VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	889	Ellamore VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	890	Selbyville VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	891	Warren District VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	892	Washington District VFD	DISBURSEMENT
November 15, 2018	\$216.00	893	Software Systems	Invoice # 32110
November 15, 2018	\$8,621.17	894	Upshur County Commission	Reimbursement Payroll
November 15, 2018	\$1,033.32	895	Upshur County Commission	Reimbursement Postage
November 15, 2018	\$53.63	896	Mountaineer Newspapers	Legal Advertisement-Financial Statement
November 15, 2018	\$715.00	897	BUCKHANNON VFD	Reimbursement-Posicheck Calibration
December 18, 2018	\$216.00	898	Software Systems	Invoice # 32200
December 18, 2018	\$141.75	899	Ferrari & Associates (2018 Audit)	Invoice # 0001050
December 18, 2018	\$202.00	900	State Auditors Office (2018 Audit)	Invoice # 18024
December 18, 2018	\$2,520.00	901	Hart Office Solutions	Invoice # 173854
January 15, 2019	\$216.00	902	Software Systems	Invoice # 32297
February 18, 2019	\$216.00	903	Software Systems	Invoice # 32386
February 18, 2019	\$7,659.60	904	Upshur County Commission	Reimbursement Payroll
February 18, 2019	\$448.00	905	Upshur County Commission	Legal Services (Civil Suits)
February 18, 2019	\$582.03	906	Upshur County Commission	Reimbursement Postage
February 18, 2019	\$148.84	907	Hart Office Solutions	Invoice # 179700
March 19, 2019	\$216.00	908	Software Systems	Invoice # 32482
March 19, 2019	\$735.90	909	Upshur County Commission	Reimbursement---P-Card(Supplies)
April 16,2019	\$216.00	910	Software Systems	Invoice # 32575
April 16,2019	\$5,788.30	911	Upshur County Commission	Reimbursement Payroll
April 16,2019	\$305.10	912	Upshur County Commission	Reimbursement Postage
April 16,2019	\$12,000.00	913	Adrian VFD	DISBURSEMENT 2

April 16,2019	\$12,000.00	914	Banks District VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	915	Buckhannon VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	916	Ellamore VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	917	Selbyville VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	918	Warren District VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	919	Washington District VFD	DISBURSEMENT 2

Total Expenditures: \$270,505.60
CARRYOVER BALANCE: \$72,539.99

Carryover balance includes \$30,000 Emergency Fund

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT: BANKS

PAGE: 1

|-----UNPAID - CHARGES-----| |-----YEAR - TO - DATE - TAXES - PAID-----|

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4020.00	.00	4020.00	34555.00	.00	.00	.00	.00	34555.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4020.00	.00	4020.00	34555.00	.00	.00	.00	.00	34555.00
PERCENTAGE OF UNPAID & PAID CHARGES			010%	090%					
PRIOR YEAR REAL	20140.00	.00	.00	365.00	.00	.00	.00	.00	1890.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT: BUCKHANNON

PAGE: 2

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	5240.00	.00	5240.00	60845.00	.00	.00	.00	.00	60845.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	5240.00	.00	5240.00	60845.00	.00	.00	.00	.00	60845.00
PERCENTAGE OF UNPAID & PAID CHARGES			007%	093%					
PRIOR YEAR REAL	33405.00	.00	.00	985.00	.00	.00	.00	.00	3095.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT:

PAGE: 3

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

35

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT: MEADE

PAGE: 4

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4150.00	.00	4150.00	31265.00	.00	.00	.00	.00	31265.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4150.00	.00	4150.00	31265.00	.00	.00	.00	.00	31265.00
PERCENTAGE OF UNPAID & PAID CHARGES			011%	089%					
PRIOR YEAR REAL	27120.00	.00	.00	695.00	.00	.00	.00	.00	3725.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

36

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT: UNION

PAGE: 5

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4685.00	.00	4685.00	52915.00	.00	.00	.00	.00	52915.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4685.00	.00	4685.00	52915.00	.00	.00	.00	.00	52915.00
PERCENTAGE OF UNPAID & PAID CHARGES			008%	092%					
PRIOR YEAR REAL	31165.00	.00	.00	1040.00	.00	.00	.00	.00	4055.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

37

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT: WARREN

PAGE: 6

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	2950.00	.00	2950.00	23560.00	.00	.00	.00	.00	23560.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	2950.00	.00	2950.00	23560.00	.00	.00	.00	.00	23560.00
PERCENTAGE OF UNPAID & PAID CHARGES			011%	089%					
PRIOR YEAR REAL	14940.00	.00	.00	755.00	.00	.00	.00	.00	2290.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

38

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT: WASHINGTON

PAGE: 7

|-----UNPAID - CHARGES-----| |-----YEAR - TO - DATE - TAXES - PAID-----|

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4060.00	.00	4060.00	37840.00	.00	.00	.00	.00	37840.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	4060.00	.00	4060.00	37840.00	.00	.00	.00	.00	37840.00
PERCENTAGE OF UNPAID & PAID CHARGES			009%	091%					
PRIOR YEAR REAL	20595.00	.00	.00	630.00	.00	.00	.00	.00	2105.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

39

DATE: 4/16/19

CUMULATIVE POSITION REPORT
7/01/2018 - 4/16/2019
DISTRICT: UPSHUR COUNTY DIST 8

PAGE: 8

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DBSA-WV

PEER SUPPORT MEETINGS

When: 2nd and 4th Mondays of each Month

Where: 61 Marion Street

Time: 6:30 pm

For more information contact:

Emily Moore, email: emmypaige16@gmail.com

phone: 304-516-4500

or

Erica Rusmisell, email: erusmise86@gmail.com

phone: 304-997-2316

BINGO

2ND Tuesday of each Month

Time: 2 pm to 3 pm

DBSA-WV Office

Time: Monday thru Friday 11:00 a.m. – 2:00 p.m.

Location: 61 Marion Street Buckhannon, WV

Telephone: 304-609-2662

Depression and Bipolar Support Alliance WV is a non-profit organization for person living with mood disorders and their support person. Meetings are free and confidential.

FOR MORE INFORMATION, CONTACT
WWW.DIANATHOMPSON222@HOTMAIL.COM
304-609-2662

Depression Bipolar Support Alliance
Presents

41



with Peers

Where: DBSA-WV State Office
61 Marion Street, Buckhannon, WV 26201

When: 2nd Tuesday every Month
2pm-3pm

Must call to register ... Limited seating
Telephone: 304-609-2662

Free
*Fun,
Snacks and
Prizes*



Notice of 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, April 16, 2019

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---March 19, 2019

Public Questions/Comment Period

2nd 2018 Disbursement of Checks to VFDs (\$12, 000.00 each)

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

- Cumulative report
- Financial Statements to Commission

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 3/29/2019---\$150,774.02
- Disbursement from Chief Tax Deputy for March---TBD prior to the meeting

Payment of Bills/Invoices

- Software Systems---Invoice #32575---Maintenance Charge March---\$216.00
- Upshur County Commission---Reimbursement---Payroll---January, February, and March 2019---\$5,788.30

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---May 21, 2019---Adjournment

42

UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting Agenda
Wednesday, April 17th, 2018, 4:00 p.m.

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
 - a. Ramp Dinner updates
 - b. Parking lot updates
- VI. New Business
 - a. FY 2020 Preliminary Budget
- VII. Setting date of next Board meeting
- VIII. Adjournment

44

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, April 18, 2019

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings

B. Recognized Guests

- B.1 Robie Messenger- Pop's Furniture, LLC
- B.2 Gary Evans- Presentation PALS Program- Patient Airlift Services
- B.3 Recognition April BEST Award Winner

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Building Code Enforcement Officer-Vincent Smith
- C.3 Public Works Director- Jerry Arnold
- C.4 Finance Director- Amberle Jenkins
- C.5 Police Chief-Matthew Gregory
- C.6 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Notice Rescheduled Meeting Notice for City Council & Sanitary Board May 14, 2019 due to WVSF
- D.2 Notice Rescheduled Meeting Notice for City Council & Sanitary Board June 18, 2019 due to Holiday
- D.3 Notice Rescheduled Meeting Notice for City Council & Waste Board July 2, 2019 due to Holiday
- D.4 Proclamation-Child Abuse Prevention & Awareness Month & Children's Memorial Flag Day
- D.5 Report of Cat & Dog Activity -Upshur County Commission-March 2019
- D.6 BPD & CityPR- Passing of H. Matthew Hymes. II
- D.7 WV Chamber of Commerce- Buckhannon Fact Sheet
- D.8 Thank You Letter from City of Elkins RE: Use of Fire Truck
- D.9 Letter from Resident RE: Walk Trail Restroom Facilities
- D.10 Thank You to City Crew- Cemetery Mowing & Maintenance

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 04/04/19 & Special meeting Lay the Levy 04/16/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Ordinance No. 436 State Building Code Adoption 2ND/Final Reading
- F.2 Discussion City to Approach the WVDOH RE: Reduction of Speed Limit along Corridor H(from Hampton Inn To Kesling Mill Road Exit)
- F.3 Approval Auction List for Sale of Miscellaneous Surplus City Equipment & Vehicles
- F.4 Approval Financing for Replacement Computer Server
- F.5 Approval of Address Changes on Chancery Street
- F.6 Approval of Municipal Traffic School Instructor
- F.7 Approval of Insurance Committee
- F.8 Approval UCCVB City Representative Re-Appointment of Mary Albaugh

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Colin Reger

H. Mayor's Comments and Announcements

I. Executive Session -Webb Grubb, Service to Youth Champion & Friendly Way Day Awards

J. Adjournment

Next City Council Meeting Date Thursday, May 2, 2019

Posted 04/15/19

45



Notice of Monthly Meeting Upshur County Farmland Protection Board

Location: West Virginia Farm Bureau Office
1 Red Rock Road, Buckhannon, WV

Date: April 18, 2019

Time: 2:00 p.m.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: February 21, 2019

BUSINESS ITEMS – Discussion/Update/Action

- IRS – late payment penalty (\$4,804.80) – Update
- IRS – request to remove 501(c)3 (\$400) – Update
- Application cycle – August
- Hicks monitoring

FINANCIAL MATTERS – Discussion/Update/Action

- FY19 Financial Spreadsheet
- Checking Account - Bank Statement Balance --- \$ _____
- CD Balance --- \$ _____
- WVMM Balance --- \$ _____
- Transfer Tax Deposit/Credits --- \$ _____
- Payment of Bills / Invoices ---
 - Saddleback Services

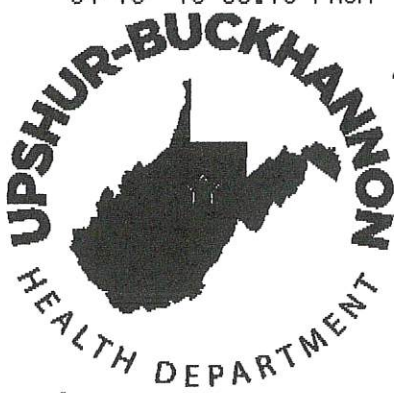
OTHER BUSINESS

DATE OF NEXT MEETING

ADJOURNMENT

Our Health Department is for EVERYONE!

40



**Board of Health Meeting Agenda
Thursday, May 02, 2019
6:00pm**

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B.1. Laura Jones, Milan Puskar Health Right
 - B.2. Theresa Poling, DNP, FNP-BC
- C. Consent Agenda
 - C.1 Approval of March 07, 2019 Minutes
- D. Financial Report – Melinda Law
- E. Departmental Reports
 - E.1 Environmental - Chris Garrett, RS
 - E.2 Nurse Director – Sue McKisic, RN
 - E.3 Medical Director – Dr. Joseph Reed
 - E.4 Threat Preparedness Report – Patty Thrasher
 - E.5 Administrators Report – Sue McKisic, RN
- F. Harm Reduction Program – Sue McKisic, RN
- G. Correspondence & Information
- H. Strategic Issues for Discussion and / or vote
 - H.1 Adoption of UBHD Employee Handbook
 - H.2 Window Replacement
- I. Board Member Comments and Announcements
 - I.1 Larry Carpenter
 - I.2 Teresa Kee
 - I.3 Amy Queen
 - I.4 Kessa Thorpe
- J. Board Chairman Comments and Announcements
- K. Executive Session (Personnel)
- L. Adjournment

POSTED: 04/18/2019



47

B.R.W.A. Board of Directors Meeting Minutes
Wednesday, February 13, 2019, 1800 hrs.
Third Floor Christopher Hall of Science
West Virginia Wesleyan College

The Buckhannon River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannon River Watershed and promoting our West Virginia river heritage through public awareness.

Meeting Time/Date – Wednesday, February 13, 2019 1800 hrs.

Present: Donnie Tenney, Kim Bjorgo-Thorne, G. Paul Richter, April Keating, Kevin Campbell, Callie Sams, Terri Jo Bennett, Martin Christ, D. W. 'Woody' Martin

Start time: 1810 hrs. Quorum present (at least ≥4)? Yes

Guests:

- January 3, 2019 Board minutes review – Kim moved, seconded by April to approve as presented, motion passed.

Reports:

- BRWA Administrator's Report: Paul reported on Swamp # 2 as noted below; the final report for Herods Run has been submitted to OSM
- Treasurer's Report: Jim forwarded a copy of the Treasurer's Report (attached)
- Membership Report: Paul reported 35 members including 8 organizations.
- Facebook & Web site Report: Kevin will share the quote from Mike Ruffing to upgrade the website, estimated ~\$3,000.

Old Business:

Road signs – Paul noted that there are 4, 2'x4' watershed signs (3 good) and (#?) 2'x2', available for placement on agreeable property owners at locations entering the watershed

Outreach brochures – Not everyone was able to review the draft in Publisher so April will send it out in Adobe format for review.

Bull Run sampling results were discussed and additional sampling scheduled for March 8. A survey of residents was tentatively discussed, with a mailing first followed by site visits and interviews.

Swamp Run #2 – semi-annual report to OSM; the engineering is being finalized and changing the limestone bed to limestone and compost is being evaluated. Timing will depend on wetlands permitting (USACE and USFWS)

HACH (Marsh McBirney) flow measurement instrument – Kevin noted an estimate of \$5305 and a different type (Grayline?) for ~\$3575.

YSI & additional/back-up probes –

With concurrence with Melissa & Ben, a request to use the excess Herods Run WRI funds towards purchasing the instruments, should be submitted to Tim Craddock,

Stream Partners grant – extension request

- Report compilation
 - Individual volunteers, # of hours/volunteer
 - Value = # of hours x \$15/
 - Photos
 - Expenses (mileage, etc.)
- The horizon
 - How do we want to develop the group?
 - What do we need to get there?
 - Do we need a strategic plan? Paul will share from file

- How can WCD be most useful to BRWA?

48

Maple Syrup Festival, March 16 & 17 – volunteers/schedule

Kim & David – set-up and a.m. shift	Kevin & April a.m. shift
Donnie – p.m. shift	Jim – p.m shift and tear-down

Herods Run – WVU-WRI, Ben Pursglove sampling is scheduled for February 15

New Business:

- Sampling dates – Bull Run scheduled for March 8, meet 0930 hrs. at the bottom of Adrian Hill
- Annual meeting – still need to schedule in April and invite a speaker, etc.

Next BRWA Board of Directors Meeting: Wednesday, April 10, 2019, 1800 hrs.,
West Virginia Wesleyan College

TREASURER'S REPORT BUCKHANNON RIVER WATERSHED ASSOCIATION, INC.

	REGULAR CHECKING	2018 SP GRANT	2019 SP GRANT
01/03/19 CHECKING ACCOUNT BALANCE	\$ 5,332.40	\$935.47	
<u>INCOME:</u>			
01/05/19 STREAM PARTNER GRANT			\$3,400.00
01/05/19 DUES AND DONATIONS	\$ 10.00		
02/11/19 WVU RESEARCH CORPORATION	\$ 45.69		
02/11/19 WVU RESEARCH CORPORATION	\$13,894.20		
TOTAL INCOME.....	\$13,949.89		
<u>DISBURSEMENTS:</u>			
01/05/19 PICKENS IMPROVEMENT SOCIETY			\$ 60.00
01/07/19 G. PAUL RICHTER—SYRINGE FILTERS		\$ 55.99	
02/11/19 G. PAUL RICHTER—MILEAGE	\$ 45.69		
02/11/19 SKELLY & LOY—SWAMP RUN	\$13,735.00		
02/11/19 G. PAUL RICHTER—WCAP ADMIN.	\$ 159.20		
02/11/19 KIM BJORG THORNE—GODADDY RENEWAL		\$ 21.38	
TOTAL DISBURSEMENTS	\$13,939.89	\$ 77.37	\$ 60.00
CHECKING ACCOUNT BALANCES 02/13/19	\$ 8,605.03	\$858.10	\$3,340.00
CHECKING AND CASH ON HAND	\$ 8,615.03		
CERTIFICATE OF DEPOSIT	\$ 3,223.57		

TREASURER'S REPORT BUCKHANNON RIVER WATERSHED ASSOCIATION, INC. 2018 STREAM PARTNER REPORT

ACCOUNT BALANCE 01/16/18	\$5,000.00
ACCOUNT BALANCE 01/03/19	\$ 935.47

<u>EXPENDITURES:</u>	
01/07/19 G.P. RICHTER—SYRINGE FILTERS	\$ 55.99
02/11/19 KIM BJORG THORNE—GODADDY RENEWAL	\$ 21.38
TOTAL EXPENDITURES.....	\$ 77.37

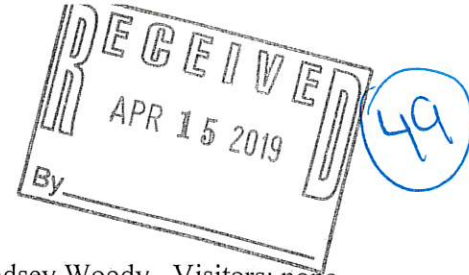
ACCOUNT BALANCE 02/13/19	\$ 858.10
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TREASURER'S REPORT BUCKHANNON RIVER WATERSHED ASSOCIATION, INC. OSM ACCOUNT

2019 STREAM PARTNER GRANT	CHECKING ACCOUNT BALANCE 01/03/19	\$ 11.00
ACCOUNT BALANCE 01/05/19	\$3,400.00	
<u>DISBURSEMENTS:</u>		
01/07/19 PICKENS HISTORICAL SOCIETY	\$ 60.00	
TOTAL DISBURSEMENTS.....	\$ 60.00	
ACCOUNT BALANCE 02/13/19	\$3,340.00	
<u>INCOME:</u>		
	TOTAL INCOME.....	\$ 0.00
<u>DISBURSEMENTS:</u>		
	TOTAL DISBURSEMENTS.....	\$ 0.00
	CHECKING ACCOUNT BALANCE 02/13/19	\$ 11.00

Adrian Public Service District
March 14, 2019

Monthly Board Meeting



Present from Adrian PSD were: Paul Spencer, Don Killingsworth, Eric Brunn, and Lindsey Woody. Visitors: none.

All motions are unanimous unless otherwise noted.

The meeting was called to order at 10:05 am by Chairman Spencer.

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

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

Old Business

- Rock Cave & French Creek Tanks – We need to speak with our engineer, Trey, and send him a detailed description of the issues we experienced with the tide flex valves to see if they are still under warranty from Phase VII.
- Phase VIII/Pickens – The PSD is implementing the Approved Step 1 Tariff Rates beginning in the March billing cycle
- Mon Power - The Beechtown and Hinkleville pump stations have work orders made for upgrades and improvements so that they will be able to sufficiently supply enough power once phase VIII is completed.

New Business

- A Micrologic representative will be attending the April board meeting to discuss the tower they proposed to set at the Rock Cave tank site. Lindsey will be reviewing the Micrologic proposal that was discussed in August 2018 board meeting with Mr. Butcher.
- Katy Mallory from Steptoe & Johnson will be attending the April board meeting for the closing of the loan with MVB to cover the preliminary engineering costs.

Items for Discussion/Action/Approval

- The employee handbook with new leave and sick day policies were approved, with a motion made by Don and second by Paul.
- The employee organizational chart was looked over and a motion by Don was made to approve the cart and was second by Paul.
- Lindsey and Eric are going to check with some other PSDs and what their pay scales are so that we can reevaluate our current pay scales for our employees.

Maintenance – Eric

- Found 11+ leaks in the system and fixed them all, allowing our daily water usage to go down about 100,000gallons per day.
- Installed 2 new services on Waterloo Rd. and Czar.
- Replaced a 4' valve on Calico Rd.

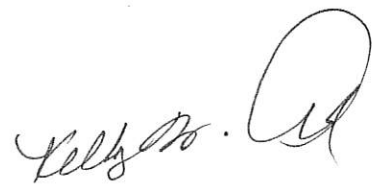
The meeting adjourned at 12:00 pm. Next regular meeting will be April 4, 2019 at 10:00 am.

Board of Directors



Paul Spencer, Chairman

Don B. Killingsworth, Vice Chairman



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