Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535.

Location: Upshur County Courthouse Annex

If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564

<u>045</u> to enter the conference call.

Date of Meeting: February 15, 2024

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

Approval of Minutes:February 8, 2024

9:15 a.m. Laura Ward, representing Country Roads Transit, providing an annual report and request for

continued funding.

9:30 a.m. Jeremiah McCourt, Upshur County Parks and Recreation Director, providing an update

regarding the upcoming 2024 season.

Approval of advertisement for Lifeguards, Admission Workers, Concession Stand Workers and Assistant Managers for the 2024 season at the Buckhannon-Upshur Recreational Park Facility. The temporary positions will commence mid-May and continue through mid-September. Applications must be received on or before the close of business on Friday, April

5, 2024. * Page 5

Items for Discussion / Action / Approval:

1. Signature and approval of a sub-grant adjustment notice from the WV Division of Homeland Security and Emergency Management Division reflecting a grant adjustment approval to allow the Upshur County Commission to purchase license plate readers for the Upshur County Sheriff's Department utilizing excess grant funds from the FY 2022 Homeland Security Grant Program Award. * Page 6

- Consider entering into a contractual agreement with Upshur Monument Works to add two United States
 Military emblems, representing the United States Coast Guard and Space Force, to the existing monument
 that is located in front of the Courthouse. The cost of the task is \$125 and work will commence late Spring
 2024. *
- 3. Consider purchasing a walk-through and hand-held metal detector to replace the existing equipment in the Courthouse. Funds are being provided by a grant award from the West Virginia Court Security Fund supported by the West Virginia Division of Administrative Services Justice and Community Services Section. *

Under separate cover

4. Approval and signature to enter into a Memorandum of Understanding for Regional Crisis Response Organization Team by and between the following political subdivisions, Randolph County, Lewis County, Upshur County, City of Weston, City of Buckhannon, and the City of Elkins. The goal is to optimize the crisis response funds designated through the Emergency Medical Services Salary Enhancement Fund and distributed to counties for the sole purpose of providing care to emergency medical services personnel during a mental health crisis. *

5. Approval and signature of a Land Use Agreement for the FEMA property located on Norvell Drive - parcel number 7-3-42.1. This property will be utilized by Stanley G. White for the purpose of maintaining a garden.*

Pages 13-19

6. Discuss real and personal property located in Warren Tax District – Tax Map 8D – Parcel Number 12,13,14 owned by Shelby and William Phillips. Approval and signature of an updated Judgment. Consider sending correspondence to property owner regarding ongoing non-compliance and future possible ramifications. *

Pages 20-22

- 7. Consider advertising a Request for Proposals to seek in-house veterinarian services to be provided at the Lewis-Upshur Animal Control Facility. Proposals must be received by the Upshur County Commission no later than 4:00 p.m. on Wednesday, March 13, 2024. All Proposals will be opened, reviewed and evaluated by the Upshur County Commission at 9:30 a.m. on Thursday, March 14, 2024. *

 Page 23
- 8. Correspondence from Rickie Dunlap, Wildlife specialist with USDA Wildlife Services, requesting the approval of a Work Initiation Document for Wildlife Damage Management that will grant permission to access Upshur County Property located in Selbyville, WV for the purpose of a River Otter research project. USDA Wildlife Services and the West Virginia Division of Natural Resources are working on a project that involves capturing River Otters, implanting them with a tracking device and releasing them back at the original location where they were captured. *

 Pages 24-29
- Review and signature of a Certificate of Substantial Completion for the Upshur County Courthouse Annex HVAC
 Upgrade Project, dated September 20, 2023. *

 Pages 30-38
- 10. Review and signature of Change Order Number: 002 for the Upshur County Courthouse Annex HVAC Upgrade dimming switches installed in the Magistrate's Office and new GRD's installed in the amount of \$1,834.50. The Change Order will be deducted from the \$18,432.60 remaining Contingency Allowance, which will leave a balance of \$16,598.10 thereafter. *

 Pages 39-41
- 11. Review and signature of Change Order Number: 003 for the Upshur County Courthouse Annex HVAC Upgrade credit back to owner in the amount of \$16,598.10. The original Contract Sum was \$643,500 and the new Contract Sum including this Change Order will be \$626,901.90. *
- 12. Approval and signature of a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs Request No. 5 in the amount of five thousand two hundred eleven dollars and twenty-seven cents (\$5,211.27) for an Airport Improvement Program Project at the Upshur County Regional Airport. *

 Pages 43-45
- 13. Review and authorization of electronic submission of the WV Emergency Management Performance Grant (EMPG) Application for expenditures incurred during calendar year 2022. *
- 14. Consider request to appoint the Sheriff of Upshur County as the Administrator for the Estate of Kenneth Morgan, deceased. *
- 15. Consider request to appoint the Sheriff of Upshur County as the Administrator for the Estate of Judith Lynn Fitzgerald, deceased. *
- 16. Correspondence from Cheyenne Troxell, Director of the 26th Judicial Circuit Community Corrections Program, requesting approval to hire Suzanne Herron, as a full-time secretary, effective February 20, 2024. *

 Item may lead to Executive Session per WV Code §6-9A-4

 Under separate cover
- 17. 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

3 of 95

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. Training Seminar Schedule for County Officials 2024 provided by the Office of the State Auditor.

Page 46

- Correspondence from the Department of Homeland Security Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for January, 2024. The invoice reflects 2,059 inmate days X \$54.48 per diem rate totaling \$112,174.32. This amount does not include credits and additional debits made during this period.
- 3. Public Notice from the State of West Virginia Department of Environmental Protection Division of Water and Waste Management regarding the application for a Class 5 Underground Injection Control Permit for the Upshur County Youth Camp located at 76 Youth Camp Rd., Selbyville, WV 26236. The public comment period begins 2/21/2024 and ends 3/21/2024.

 Pages 48-75
- 4. Correspondence from Region VII Planning and Development Council explaining the WV Broadband Equity Access and Deployment (BEAD) Challenge Process for local governments should they disagree with the level of internet service reported on the FCC's National Broadband Map.

 Pages 76-78
- 5. Buckhannon Upshur County Airport Authority regular audit for the year ended June 30, 2023.

Under separate cover

- 6. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - None
 - b) Agendas and/or Notice of Meetings:

•	Hodgesville Public Service District	January 2, 2024	Pages 79-81
•	Elkins Road Public Service District	January 9, 2024	Page 82
•	Buckhannon Upshur Airport Authority	February 12, 2024	Page 83
•	Upshur County Family Resource Network	February 12, 2024	Page 84
•	26 th Judicial Circuit Community Corrections	February 13, 2024	Page 85
•	City Council of Buckhannon	February 15, 2024	Page 86
•	Upshur County Parks & Trails	February 20, 2024	Page 87

c) Meeting Minutes:

•	Upshur County Solid Waste Authority	January 8, 2024	Pages 88-89
•	Elkins Road Public Service District	January 9, 2024	Pages 90-92
•	Upshur County Safe Structures and Sites	January 11, 2024	Pages 93-94

^{*}Dates and times of monthly board meetings are viewable at:

<u>www.upshurcounty.org --</u> Upcoming events are listed on the main page.

- 7. Appointments Needed or Upcoming:
 - None

^{***}If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or chuqhes@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ***

8. Board of Review & Equalization Meeting Schedule

Page 95

*Meetings will be held at the Upshur County Administrative Annex unless otherwise noted

• 02/13/2024 1:00 p.m. – 3:00 p.m. Coal, Oil & Gas and Industrial Appointments

• 02/16/2024 9:00 a.m. – 11:00 a.m. Adjourn Sine Die

9. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex, unless otherwise noted, on the following dates. For a detailed list of meetings, please contact Tabatha Perry at tperry@upshurcounty.org.

- Thursday, March 7th beginning at 10:00 a.m. Commission Meeting Room, Courthouse Annex
- Friday, March 8th beginning at 8:15 a.m.
- Saturday, March 9th beginning at 9:00 a.m. and concluding no later than 12:00 p.m.
- Monday, March 11th beginning at 1:00 p.m.
- Tuesday, March 12th beginning at 9:00 a.m. (if needed)

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

None

Next Regular Meeting of the Upshur County Commission
February 29, 2024 --- 9:00 a.m.
Upshur County Courthouse Annex
The Commission Meeting on February 22, 2024 has been CANCELLED

Lifeguards, Admission Workers, Concession Stand Workers and Assistant Managers Buckhannon-Upshur Recreational Park

The Office of the Upshur County Commission is accepting applications for the following positions: lifeguards, admission workers, concession stand workers and assistant managers for the 2024 park season, beginning mid-May and continuing through mid-September. Individuals who worked at the park facility during the previous season(s) and have notified the Commission Office of their intent to return to work do not need to complete an application unless he or she is interested in an assistant manager position. Lifeguards must be certified with CPR and First Aid endorsements and concession stand workers must have a valid WV Food Handlers Card. Applicants with current certifications will be given preference. Reimbursements of required certifications will be made to employees that are available and complete the 2024 season. Interested individuals may obtain an application from the Office of the Upshur County Commission located at the Upshur County Administrative Annex located at 91 West Main Street, Suite 101, during the normal business hours of 8:00 a.m. until 4:00 p.m., Monday through Friday or online at http://www.upshurcounty.org/Application%202017.pdf. Completed applications must be returned to the Office of the Upshur County Commission on or before the close of business on Friday, April 5, 2024.

Office of the Upshur County Commission
Jeremiah H. McCourt, Parks & Recreation Director
91 West Main Street, Suite 101
Buckhannon, WV 26201

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, age or handicap. Upshur County has established a drug free and tobacco free work environment.

WV Division of Homeland Security and Emergency Management								
SUB-GRANT ADJUSTMENT NOTICE								
Sub-grantee:	7145				Page		of	1000
Upshur County Commission						Sub-Grant Number:		
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Buckilaliloli, W V 20201					Adjustment Number:		tim haw	70.00
						inent iv	umber:	
Authorized Official:	121				Date:			
Samuel R. Nolte					1/31/24	1		
Project Title:					Nature	of Adji	ustment:	
RRT Equipment					Purcha	se Char	nge	
		Section I -	Supplement A	wards				
Previous Grant Award Amoun	nt:							
Adjustment:								
Adjusted Award Amount:								
	Jan 1962	Sectio	n II – Changes			1072		
Change Authorized Official	From:			To:				
Change Project Director	From:			To:				
Change Fiscal Official	From:			То:				
Change Sub-Grant Period	From:			То:				
	Section	III – Additio	nal Information	and Cha	nges	7.00476		
This Grant Adjustment is to all	low Upsl	nur County Co	ommission/She	1		PR's (Æ	AEL 030E-01-	
Name and Title: Kevin Coo	k, Gran	t Specialist	Signature:	Ken	n lo	#		

ENGRAVING CONTRACT 2023

Upshur Monument Works

Office/Display 1245 Rt. 20 South Buckhannon WV 26201
Billing Address 4219 Hall Road Buckhannon WV 26201

(304)-472-5638 (304)-642-5647 (304)-460-7302 Office Hours M-F 9-3:30

upshurmonuments@hotmail.com

Print- This agreeme	nt made and entered into this date	
FRANK WHITE, Producer	and	
	ESS	
	State	
PHONE	CELL .	
E-MAIL		
court house plaza.	emblems on existing monumors. Ork is \$125.00 for the two re	
Municipal sales tax with	hin Buckhannon City limit	ts is now 7%
PRICE \$		
TAX	EXEMPT #	
TOTAL		npt; we need your number,
	And current copy	of certificate.
Sign - Purchaser:		
Producer:		

MEMORANDUM OF UNDERSTANDING FOR REGIONAL CRISIS RESPONSE ORGANIZATION TEAM

This Memorandum of Understanding("MOU") is made and entered into by and between the following political subdivisions, namely Randolph County, Lewis County, Upshur County, City of Weston, City of Buckhannon, and the City of Elkins, referred to as Parties.

RECITALS

WHEREAS, the Parties are members of the Regional Crisis Response Organization Team, which is dedicated to optimizing the crisis response funds designated through the Emergency Medical Services Salary Enhancement Fund and distributed to counties for the sole purpose of providing care to emergency medical services personnel during a mental health crisis by a trained designee; and

WHEREAS, Battalion 1 Consultants ("B1C") is a professional group that has partnered with First Responder Coaching (FRC) to deliver the required tools to develop a regional peer support group for all types of first responder agencies; and

WHEREAS, for B1C and FRC to complete this systematic process through phases, the Parties will need to cooperate and provide information to B1C and FRC to complete this work as requested.

NOW THEREFORE in consideration of the foregoing recital and mutual covenants contained herein, it is mutually agreed as follows:

- 1. The Parties agree to cooperate and provide information and documentation to B1C and FRC for their work and services in the completion of the objective.
- 2. Each Party shall designate a representative, affiliated with a first responder agency, who will be the contact person for B1C and FRC during the process of collecting the information and documentation.
- 3. Each Party shall designate an administrative representative responsible for duties such as acting as a document repository, maintaining a list of active peers, coaches, and future participants; and processing invoices for that party. This representative will be responsible for assuring funds are utilized as outlined in WV Code §16-4C-25, 64CSR116, and other applicable provisions of state and federal law.
- 4. B1C and FRC have provided a fee schedule with their proposal. The parties, more particularly the Counties involved, agree to utilize the crisis response funds designated to their respective county (\$18,181.81) and acknowledge that by signing this MOU, are not obligated to appropriate additional funding unless approved in writing. Appropriations by the respective municipalities will be considered once the crisis response funds have been fully expended.
- 5. Unexpended funds appropriated through the Emergency Medical Services Salary Enhancement Fund for crisis response services will be utilized for the continuation of the

- program. This includes continuing education, supplies, and other expenses relating to the crisis response objective identified by the parties.
- 6. The parties understand future funds will need to be committed to continuing the program. Should funding through the Emergency Medical Services Salary Enhancement Fund terminate, the funding mechanism will need to be reviewed by each party and then discussed as a group before incurring additional expenses.
- 7. Additional counties may be incorporated into this agreement with the execution of an Addendum that incorporates all terms outlined in the initial MOU.
- 8. The parties all agree to submit a County Questionnaire Form (Appendix A 64CSR116) before August 1 of each year, as required by 64CSR64-116-4.

IN WITNESS WHEREOF, this MOU is made and entered into by the Parties who have signed below as of the date indicated.

---End ---

Signature	
On behalf of the Randolph County Commission	
Print	-
Title	-
Designated First Responder Point of Contact:	
Name:	
Email: Phone:	
Designated Administrative Point of Contact:	
Name:Email:	
Phone:	
Signature On behalf of the City of Elkins	
Print	
1 11111	
PrintTitle	
Title Designated First Responder Point of Contact:	
Title Designated First Responder Point of Contact: Name:	
Title Designated First Responder Point of Contact: Name: Email:	
Title Designated First Responder Point of Contact:	
Title Designated First Responder Point of Contact: Name: Email: Phone:	
Title Designated First Responder Point of Contact: Name: Email: Phone: Designated Administrative Point of Contact:	
Title Designated First Responder Point of Contact: Name: Email:	

Signature	<u> </u>
On behalf of the Lewis County Commission	
Delina	
Print	
Title	
	_
Designated First Responder Point of Contact:	
Name:	
Eman:	
Phone:	
Designated Administrative Point of Contact:	
Name:	
Name: Email:	
Phone:	

Signature	
On behalf of the City of Weston	
Print	
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Title	
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Designated First Responder Point of Contact:	
Name:Email:	
Phone:	
Designated Administrative B to a CC	
Designated Administrative Point of Contact:	
Name:	
Email:Phone:	
1 HOHV.	

Signature	_
On behalf of the Upshur County Commission	
Print	_
Title	_ _
Designated First Responder Point of Contact:	
Name:	
Email:	
Phone:	
Designated Administrative Point of Contact:	
Name:	
Email:	
Phone:	
SignatureOn behalf of the City of Buckhannon	_
Print	_
Title	_
Designated First Responder Point of Contact:	
Name:	
Name:	
Email:	
Phone:	
Designated Administrative Point of Contact:	
Name:	
Email:	
Phone:	

Land Use Lease Agreement

Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201
(304) 472-0535
www.upshurcounty.org

The Upshur County Commission does hereby agree to lease property as outlined in this lease agreement to Stanley G. White for a fee of \$1.00 per year.

<u>Property Description</u>: Property located on parcel numbers <u>7-3-42.1</u> and <u>7-3-42.2</u> of the Upshur County Land Maps. Per the attached map, a portion of this property is located within the special identified flood hazard area (Zone A) and a portion outside of the special identified flood hazard area (Zone X).

<u>Authorized Property Usage(s)</u>: Lessee agrees to use the property for the sole purpose of planting and maintaining a garden. No livestock or farm animals are permitted on said property. No buildings or structures are permitted to be constructed on said properties. No parking of vehicles, boats, trailers, or other placement of personal property are permitted on said property.

Duration:

The lease agreement shall commence on February 15, 2024 and continue through December 31, 2024. This lease agreement will be reviewed at the termination date stated above with the option of renewal each year according to the desires of the Upshur County Commission. The Lessee shall communicate their desire of option to renew by written notice to the Upshur County Commission 90 days prior to the lease expiration date.

<u>Rights and Responsibilities</u>: The Upshur County Commission and or its authorized agents have the right to enter the property anytime during said lease term for inspection and or removal of items not authorized by this agreement. The Upshur County Commission and or its agents may revoke this agreement at anytime said terms and conditions have been violated.

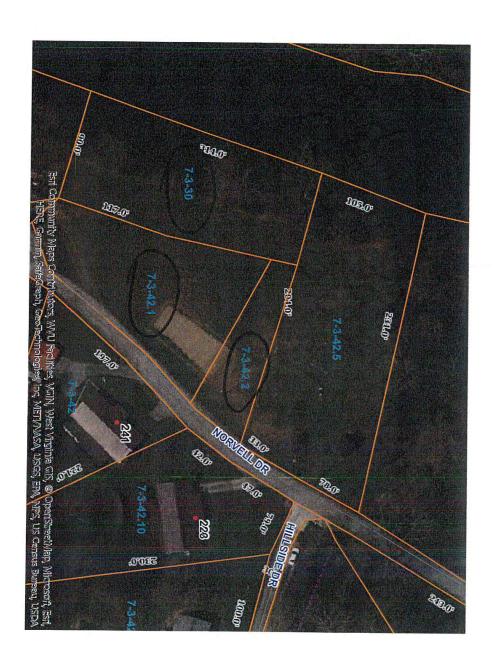
Lessee Rights and Responsibilities: The Lessee has a right to maintain a garden on the above listed properties. The tenant will provide water for the garden from a source off-site. The lessee shall be responsible for the maintenance of the appearance of said property including, but not limited to, mowing and weed eating. The Lessee shall follow all environmental regulations in the production of said garden spot. The Lessee shall keep the properties free and clear of trash and items not associated with the normal production of a garden. If desired, a woven wire garden fence may be constructed on said properties; however, the fence must be one (1) foot off the ground. Every effort shall be made to place the garden and fencing outside the flood hazard area. If the proposed site is located within any portion of Zone A, all posts shall be placed at a minimum of 18", the suggested frost line, and at a minimum the four corner posts shall be set in concrete. If a fence is constructed, a floodplain permit application shall be completed prior to starting the project. Upon termination, the Lessee shall return the site to a neat and orderly condition with the ground graded, seeded and returned to a mowable condition.

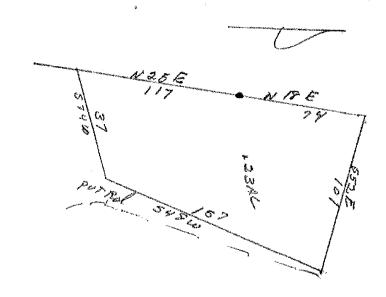
<u>Rules and Regulations</u>: No alcoholic beverages, drugs or illegal activities shall be permitted on the premises at any time. The Tenant shall act lawfully and operate at all times in accordance with applicable federal, state and local laws.

Liability for damage to property or person: The Lessee assumes all risk of damage to or loss of it's equipment howsoever caused and does release the Upshur County Commission and or its authorized agents from all claims and demands with respect thereto including to or loss of equipment arising from the act, default or omission of the Upshur County Commission and or its agents whatsoever. The Lessee shall hold the Upshur County Commission and or its authorized agents harmless from any and all claims, demands, actions, losses, causes of actions, proceedings, suits, damages, expenses or liability of any kind, including reasonable legal fees and expenses of litigation, brought on by any person, whether in respect of damage (including death) to person or property, arising from any occurrence occasioned, whether in whole or part whether directly or indirectly, by an act or omission or negligence of the lessee, it's agents, servants, employees, subcontractors, customers, invitees or licensees.

			-
	Date:	/	/
Upshur County Commissioner			
	Date:	/	/
Upshur County Commissioner			
	Date:	/	/
Upshur County Commissioner			
	Date:	/	/
Teggee			

By signing below, parties agree to adhere to the terms and conditions of this Lease Agreement.

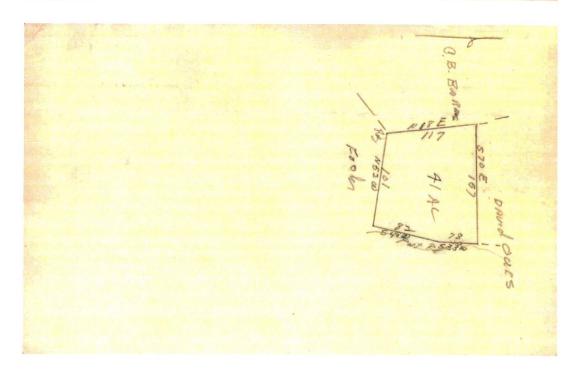




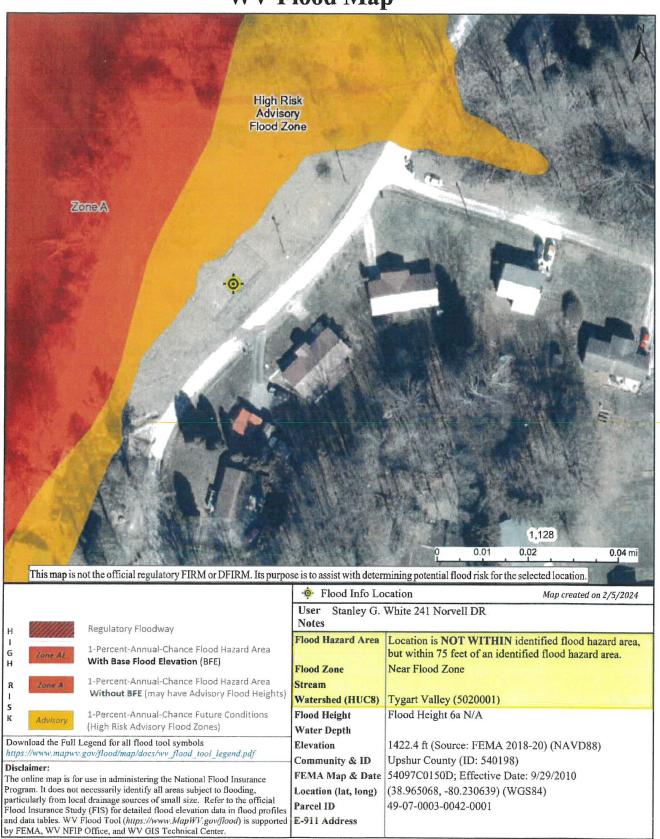
Annotations

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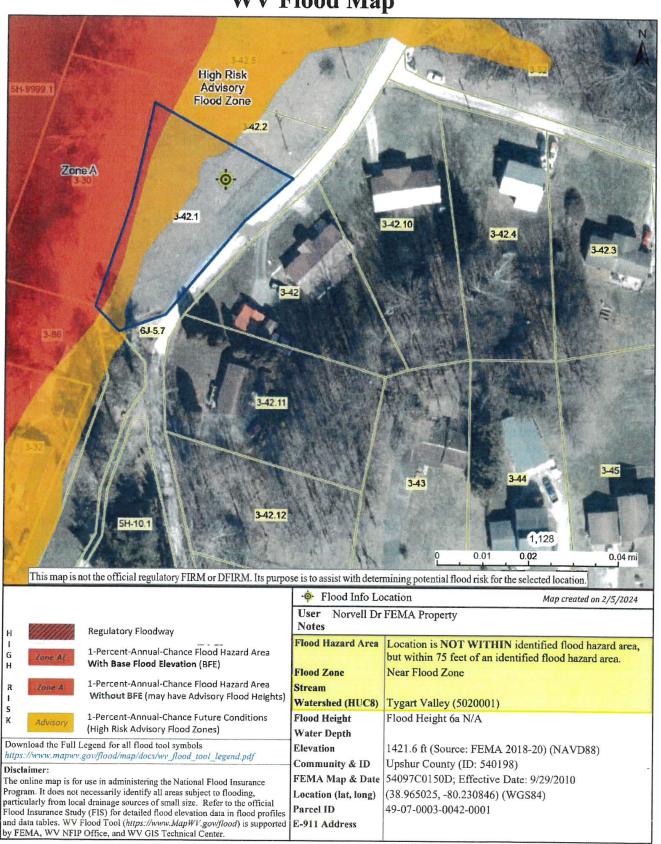
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WV Flood Map



WV Flood Map



UPSHUR COUNTY COMMISSION

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

Equal Opportunity Employer (EOE)

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

TDD Numbers Business: 472-9550 Emergency: 911

JUDGMENT

<u>Case Number: 010920-01 (Gardner/Phillips)</u> <u>Property in Warren Tax District – Tax Map 8D – Parcel Number 12,13,14</u> <u>Deed Book 576 Page 686</u>

Previously Deed Book 347 Page 279

Accrual of Fine (\$50 per day per owner) Per the Order Setting Forth Findings of Fact and Conclusions of Law entered on December 3, 2020; January 7, 2021; February 11, 2021; March 19, 2021 and April 29, 2021 by the Upshur County Commission

Richadeen Gardner (Previous Property Owner) – Paid in full as of May 13, 2021 828 Wentz Ford Road Buckhannon, WV 26201

Shelby Phillips (Owner) – Real Property Owner as of April 16, 2021 786 Wentz Ford Road Buckhannon, WV 26201

\$50 per day fine begins 4/17/2021.

- 1. Fines incurred from 4/17/2021-4/30/2021 (14 days) = \$700
- 2. Fines incurred from 5/01/2021-5/31/2021 (31 days) = \$1550
- 3. Payment applied 5/13/2021 = \$350
- 4. Fines incurred from 6/1/2021-6/30/2021 (30 days) = \$1500
- 5. Fines incurred from 7/1/2021-7/31/2021 (31 days) = \$1550
- 6. Fines incurred from 8/1/2021-8/31/2021 (31 days) = \$1550
- 7. Fines incurred from 9/1/2021-9/30/2021 (30 days) = \$1500
- 8. Fines incurred from 10/1/2021-10/31/2021 (31 days) = \$1550
- 9. Fines incurred from 11/1/2021-11/30/2021 (30 days) = \$1500
- 10. Fines incurred from 12/1/2021-12/31/2021 (31 days) = \$1550
- 11. Fines incurred from 1/1/2022-1/31/2022 (31 days) = \$1550
- 12. Fines incurred from 2/1/2022-2/28/2022 (28 days) = \$1400
- 13. Fines incurred from 3/1/2022-3/31/2022 (31 days) = \$1550
- 14. Fines incurred from 4/1/2022-4/30/2022 (30 days) = \$1500 15. Fines incurred from 5/1/2022-5/31/2022 (31 days) = \$1550
- 16. Fines incurred from 6/1/2022-6/30/2022 (30 days) = \$1500
- 17. Fines incurred from 7/1/2022-7/31/2022 (31 days) = \$1550
- 18. Fines incurred from 8/1/2022-8/31/2022 (31 days) = \$1550
- 19. Fines incurred from 9/1/2022-9/30/2022 (30 days) = \$1500
- 20. Fines incurred from 10/1/2022-10/31/2022 (31 days) = \$1550
- 21. Fines incurred from 11/1/2022-11/30/2022 (30 days) = \$1500

- 22. Fines incurred from 12/1/2022-12/31/2022 (31 days) = \$1550
- 23. Fines incurred from 1/1/2023-1/31/2023 (31 days) = \$1550
- 24. Fines incurred from 2/1/2023-2/28/2023 (28 days) = \$1400
- 25. Fines incurred from 3/1/2023-3/31/2023 (31 days) = \$1550
- 26. Fines incurred from 4/1/2023-4/30/2023 (30 days) = \$1500
- 27. Fines incurred from 5/1/2023-5/31/2023 (31 days) = \$1550
- 28. Fines incurred from 6/1/2023-6/30/2023 (30 days) = \$1500
- 29. Fines incurred from 7/1/2023-7/31/2023 (31 days) = \$1550
- 30. Fines incurred from 8/1/2023-8/31/2023 (31 days) = \$1550
- 31. Fines incurred from 9/1/2023-9/30/2023 (30 days) = \$1500
- 32. Fines incurred from 10/1/2023-10/31/2023 (31 days) = \$1550
- 33. Fines incurred from 11/1/2023-11/30/2023 (30 days) = \$1500
- 34. Fines incurred from 12/1/2023-12/31/2023 (31 days) = \$1550
- 35. Fines incurred from 1/1/2024-1/31/2024 (31 days) = \$1550

Fines will continue to incur at \$50 per day until the property is deemed to be in compliance by the Upshur County Commission

Subtotal: \$50,650.00 as of January 31, 2024

William Phillips (Tenant)—Personal Property Owner 786 Wentz Ford Road Buckhannon, WV 26201

Fine begins January 8, 2021

- 1. Fines incurred from 1/8/2021 2/11/2021 (35 days) = \$1,750
- 2. Fines incurred from 2/12/2021 3/18/2021 (35 days) = \$1,750
- 3. Fines incurred from 3/19/2021 4/16/2021 (29 days) = \$1,450
- 4. Fines incurred from 4/17/2021-04/30/2021 (14 days) = \$700
- 5. Fines incurred from 5/01/2021-5/31/2021 (31 days) = \$1550
- 6. Fines incurred from 6/1/2021-6/30/2021 (30 days) = \$1500
- 7. Fines incurred from 7/1/2021-7/31/2021 (31 days) = \$1550
- 8. Fines incurred from 8/1/2021-8/31/2021 (31 days) = \$1550
- 9. Fines incurred from 9/1/2021-9/30/2021 (30 days) = \$1500
- 10. Fines incurred from 10/1/2021-10/31/2021 (31 days) = \$1550
- 11. Fines incurred from 11/1/2021-11/30/2021 (30 days) = \$1500
- 12. Fines incurred from 12/1/2021-12/31/2021 (31 days) = \$1550
- 13. Fines incurred from 1/1/2022-1/31/2022 (31 days) = \$1550
- 14. Fines incurred from 2/1/2022-2/28/2022 (28 days) = \$1400
- 15. Fines incurred from 3/1/2022-3/31/2022 (31 days) = \$1550
- 16. Fines incurred from 4/1/2022-4/30/2022 (30 days) = \$1500
- 17. Fines incurred from 5/1/2022-5/31/2022 (31 days) = \$1550
- 18. Fines incurred from 6/1/2022-6/30/2022 (30 days) = \$1500
- 19. Fines incurred from 7/1/2022-7/31/2022 (31days) = \$1550
- 20. Fines incurred from 8/1/2022-8/31/2022 (31 days) = \$1550
- 21. Fines incurred from 9/1/2022-9/30/2022 (30 days) = \$1500
- 22. Fines incurred from 10/1/2022-10/31/2022 (31 days) = \$1550
- 23. Fines incurred from 11/1/2022-11/30/2022 (30 days) = \$1500
- 24. Fines incurred from 12/1/2022-12/31/2022 (31 days) = \$1550
- 25. Fines incurred from 1/1/2023-1/31/2023 (31 days) = \$1550
- 26. Fines incurred from 2/1/2023-2/28/2023 (28 days) = \$1400
- 27. Fines incurred from 3/1/2023-3/31/2023 (31 days) = \$1550
- 28. Fines incurred from 4/1/2023-4/30/2023 (30 days) = \$1500 29. Fines incurred from 5/1/2023-5/31/2023 (31 days) = \$1550

- 30. Fines incurred from 6/1/2023-6/30/2023 (30 days) = \$1500
- 31. Fines incurred from 7/1/2023-7/31/2023 (31 days) = \$1550
- 32. Fines incurred from 8/1/2023-8/31/2023 (31 days) = \$1550
- 33. Fines incurred from 9/1/2023-9/30/2023 (30 days) = \$1500
- 34. Fines incurred from 10/1/2023-10/31/2023 (31 days) = \$1550
- 35. Fines incurred from 11/1/2023-11/30/2023 (30 days) = \$1500
- 36. Fines incurred from 12/1/2023-12/31/2023 (31 days) = \$1550

37. Fines incurred from 1/1/2024-1/31/2024 (31 days) = \$1550

Fines will continue to incur at \$50 per day until the property is deemed to be in compliance by the Upshur County Commission.

Subtotal: \$56,050.00 as of January 31, 2024.

Total judgment against property located at 786 Wentz Ford Road - Warren Tax District – Tax Map 8D – Parcel Number 12,13,14 as of 1/31/2024 is \$106,700 and continues to accrue daily fine of \$50 per day, per property owner, until the property owner contacts the office of the Upshur County Commission to notify the Commission the property has been brought into compliance and after a successful investigation of the property is completed or the Commission finds it to be in compliance with the Upshur County Safe Sites and Structures Ordinance.

	Samuel R. Nolte President, Upshur County	Commission
	ate of WV ounty of Upshur	
Nolte.	The foregoing Judgment was acknowledged before me this day olte.	of, 2024 by Samuel R.
	My commission expires:	
	Notary Public	

REQUEST FOR PROPOSALS VETERINARIAN SERVICES

The Upshur and Lewis County Commissions are seeking proposals to provide in-house veterinarian services at the Lewis-Upshur Animal Control Facility located at 318 Mud Lick Road, Buckhannon. To begin the process, the Commission is requesting itemized quotes from qualified veterinarians to provide spay/neuter services to facility housed animals. The Commission's objective is to spay and neuter all animals prior to them leaving the facility with the adopter. Future services may also include spay/neuter clinics open to the public. Professional services may include, but are not limited to, assistance in developing a surgical release, preparation of all necessary permit/licensure applications needed for the operation of a surgical suite, and to provide spay/neuter services to animals on a weekly basis (preferably Friday). Services will commence in April 2024.

The sealed proposal must be submitted in a package marked "Surgical Suite Veterinarian Services," must include all applicable charges per service, and be received by 4:00 p.m. on Wednesday March 13, 2024 by the Upshur County Commission. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled closing time. In order to be considered, prospects must submit one (1) original proposal and four (4) additional copies in the required format to:

Upshur County Commission Upshur Co. Administrative Annex 91 W Main Street, Suite 101 Buckhannon, WV 26201

Proposals received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:30 a.m. on Thursday, March 14, 2024.

Questions can be directed to Tabatha R. Perry by calling (304) 472-0535 x.2, or e-mailing tperry@upshurcounty.org.

The Upshur County Commission reserves the right to award contracts to more than one qualified offeror(s), for the project based upon certain criteria, including but not limited to, submitted bid price, references and/or any other factor determined to be in the best interest to the implementation of the contract. The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

Publish: 2/21/2024 and 2/28/2024

Ms. Perry

I spoke with Sam Nolte today about accessing the County Commission Property at Selbyville and he advised to work through you to obtain permission to be on the property. We are working with the WVDNR to capture River otters to use in a research project. The goal is to capture River Otters, implant them with a tracking device and release them back at the original location they were captured. Once the River Otters are released the WVDNR will track them and use the information collected to manage River Otters throughout the state of West Virginia. I have attached two documents that would need to be signed before we could conduct work on the property, I was my understanding that these will need to be presented at the next commission meeting before being signed, the attached documents can be edited if needed.

Feel free to contact me at any time if you have any questions or need further information.

Thanks

Rickie Dunlap Wildlife specialist USDA-Wildlife Services 730 Yokum ST Elkins WV 26241 304-642-3288 This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this Information collection is 0579-0335. The time required to complete this information collection is estimated to average 6 minutes per response, Including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved 0579-0335 EXP: 09/2022

UNITED STATES DEPARTMENT OF AGRICULTURE

WORK INITIATION DOCUMENT FOR

	ANIMAL AN		ALTH INSPECT E SERVICES	TION SERVIC	Έ				MANAGEMENT
_	1. WORK INITIA	TION DOCUMENT	NUMBER			2. STATUS			
		•					X NEW	[RENEWAL
ž	3A. TYPE OF W	ORK INITIATION D	OCUMENT (mark a	il that apply)				3B. ASSIGN TO	THESE SPECIAL GROUPS
SECTION	PRIVATE PROPERTY NON-PRIVATE PROPERTY T					TEMPORARY/	CIVII	(1)	
SE	Z tott time Little] TEMP OR TON	JIVIL .	(2)	
	ADJACI	ENT LANDOWNER	AMENO	DMENT TO AN E	XISTING	WORK INITIATIO	N DOCUMEN	т (3)	
	4. COOPERATO	R NAME (last, first, M	m		_			(4)	
		Upshur County	,						
		R MAILING ADDRE				 -	 -		<u> </u>
2	91 W. Main St. Ste 101 Buckhannon WV 26201								
ē	6. COMMON NAI			V // 0				TOR TELEPHONE	NUMBER
SECTION 2	OWNER OR R	ty 4-H Camp /	Upshur County NAME (if different fro	Youth Camp	_		(304) 472		N C TC CO C
٠,			ounty Commiss				(304) 472		IVE TELEPHONE NUMBER
			ADDRESS (if differ		r)		1 (001) 412		
		LAND CLASS INFO			12. ADJ		13. TARGET	ED SPECIES	` ` `
	COUNTY	PROPERTY	LAND CLASS	ACRES		RTY WID NO.'s			
_	A. Upshur		County	107	Α.		A. Otters,	River	F,
š	В.		ļ		В.		В.	<u> </u>	G.
SECTION 3	C.				C.		C.		Н.
8	D.	_			D.		D.		i,
	E.				E,	. -	Ε,		J.
	STATE WV		TOTAL ACRES	107		_		re are additional targeted species	
	15. In considerati	on of the benefits to	o be derived from t	he proper manage	ement of	damage caused	by those spec	eles listed in Item 1:	3 (and Item 14 if applicable) I the
_	undersigned Coo	perator or Coopera	tor's representative	e, do hereby give	my cons	ent and concurre	nce to the An	imal and Plant Hea	lith Inspection Service (APHIS) (to this Work Initiation Document, the
SECTION 4	following methods	and devices (COM	PONENTS):		, icaseu,	or otherwise con	itiolied by me,	and identified by	unis work initiation Document, the
Ĕ	A. Catch po	Catch pole B. Firearms			8	c. Handcau		c. Handcaugh	nt / gathered
S	D. Traps, Ca	age		E. Traps, C	ulvert	_		thold	
	X 16. There an	additional compor	nents (complete and a	Ittach WS Form 12 A	\ddendum)	m)			-
	17. I, the Coopera	itor or Cooperator's	representative, ha	ve been informed	of the m	ethods and the n	nanner In whic	h the control mater	lals and devices listed in Section 4
9	lwill be used, and	of the possible haz	zards associated w	ith their use. I ur	derstand	that APHIS (to in	clude its offic	ers empiovees an	d agents) will exercise reasonable, if applicable); guard against the
SECTION 5	mishandling of co	ntrol devices and n	naterials; and exer	cise due caution	and prop	er judgment in all	wildlife dama	ge management or	perations. understand that APHIS
ᄗ	records or record	information prompt	lly upon the proper	ty owner's or coo	perator's	request. Lunders	tand that APH	IIS WS may collect	PHIS WS will provide copies of the Global Positioning System (GPS)
S	coordinates at the lease is current a	i project site as par nd will remain so w	t of component or : while APHIS WS co	activity tracking o	r as wildi al activitie	ife disease monites on the property	oring or resea /. and will noti	rch data. As a Less fv WS if the lease	see, the Cooperator agrees that the
	lease is current and will remain so while APHIS WS conducts operational activities on the property, and will notify WS if the lease expires or is canceled. The Lesse agrees to notify the landowner about any methods or devices (components) in use by APHIS WS on the property.						<u> </u>		
	18. In consideration of these understandings and of the benefits to be derived, I, the Cooperator or Cooperator's representative, agree to take reasonable precautions to prevent Injury to livestock and other domestic animals; assume responsibility for injury to my property under my control when said injury is not the result of negligence of								
							such lands of the possible hazards		
associated with wildlife damage management measures in use thereon; and to give adequate warning of these possible hazards to persons I authorize I such lands. Further, in recognition of the benefits to be derived from the use of specified methods and devices authorized by this Work Initiation Doc						s Work Initiation Document Lithe			
cooperator or cooperator's representative, agree not to concurrently use or allow to be used upon lands covered by this Work Initiation Document any toxic materi might reasonably be expected to take a species listed above in Section 3, Item 13 (and Item 14, if applicable), unless such use of said toxicant is agreed to by AP							n Document any toyic material that		
	writing.		a species listed at	3010 III 0008011 3	-	(and item 14, ii a	opiicabie), unic	sas such use of sale	toxicant is agreed to by APMIS In
19. : Cc	SPECIAL CONSID	ERATIONS	around summer o	amn schedule	as to not	interfere with th	asa rasaniati	one unlere eroule	usly approved by the
org	ganization for edu	cational purposes	s, etc.	amp somedule i	25 10 1101	ilikellele with th	ese leselvau	ons unless previo	usiy appioved by the
20A	LANDOWNER, L	ESSEE, OR ADMIN	ISTRATOR NAME	AND TITLE		20B. SIGNATURE			20C, DATE
Sa	imuel R. Nolte	Commission F	President						02/15/2024
21A	APHIS REPRESE	NTATIVE NAME				21B. SIGNATURE			
	ckie Dunlap	ATTO DAY NAME				. ID. SIGNATURE	•		21C. DATE
	<u> </u>								02/12/2024
	. APHIS REPRESE 04) 636-1785	NTATIVE TELEPH	IONE NUMBER			730 Yokum			
•	FORM 12A					1 JU TUKUIII	JI. EINIR	9 VV 20241	
	· • · · · · · · · · · · · · · · · · · ·								

PRIVACY ACT NOTICE

5 U.S.C. 552a(e)(3) requires that each agency that maintains a system of records provide each individual from whom the agency solicits information with the following information.

AUTHORITY FOR REQUESTING INFORMATION

7 U.S.C. 8351 to 8353, and 16 U.S.C. 667, authorizes officers, agents, and employees of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) to conduct a program of wildlife services and to enter into agreements with States, local jurisdictions, individuals, and public and private agencies, organizations, and institutions for the purpose of conducting such services.

NATURE OF YOUR DISCLOSURE OF INFORMATION

Disclosure of information solicited by USDA, APHIS, Wildlife Services is voluntary.

PRINCIPLE PURPOSE FOR WHICH THE INFORMATION IS SOLICITED

Information is solicited from you for the purpose of executing and implementing agreements for control of wildlife damage.

ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION

- (1) To cooperative Federal, State, Tribal, and local government officials, employees, or contractors and other parties as necessary to carry out the program; and other parties engaged to assist in administering the program. Such contractors and other parties will be bound by the nondisclosure provisions of the Privacy Act. This routine use assists the agency in carrying out the program, and thus is compatible with the purpose for which the records are created and maintained:
- (2) To the appropriate agency, whether Federal, State, local, Tribal, or foreign, charged with responsibility of investigating or prosecuting a violation of law or of enforcing, implementing, or complying with a statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and either arising by general statute or particular program statute, or by rule, regulation, or court order issued pursuant thereto;
- (3) To the Department of Justice when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, in litigation, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the Information contained in the records that is compatible with the purpose for which the records were collected;
- (4) For use in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when the agency, or any component thereof, or any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that use of such records is relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
- (5) To appropriate agencies, entities, and persons when the agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; the agency has determined that as a result of the suspected or confirmed compromise, there is a risk of harm to economic or properly interests, a risk of identity theft or fraud, or a risk of harm to the security of integrity of this system or other systems or programs (whether maintained by the agency or another agency or entity) that rely upon the compromised information; and the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the agency's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm:
- (6) To USDA contractors, partner agency employee or contractors, or private industry employed to identify patterns, trends, or anomalies indicative of fraud, waste, or abuse;
- (7) To land management agencies, such as the Bureau of Land Management and the U.S. Fish and Wildlife Service, relating to wildlife damage on grazing allotments;
- (8) To consumer reporting agencies in accordance with 31 U.S.C. 3711(e);
- (9) To Federal, State, Tribal, and local regulatory agencies and their employees and contractors who collaborate with Wildlife Services in implementation of, or agencies that regulate, wildlife management projects or programs, or who have an interest in, or regulate, animal or public health, or national security;
- (10) To Federal or State Government-level representatives of the U.S. Environmental Protection Agency, in compliance with the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) mandate in 7 U.S.C. 136(f, and I thru I), of the location on a cooperator's property where certain regulated pesticide devices are deployed or regulated pesticides are applied; and
- (11) To the National Archives and Records Administration (NARA) or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

EFFECTS OF FAILURE TO FURNISH INFORMATION

Failure to provide the solicited information will not subject you to penalties or adverse consequences.

Instructions for Completing WS Form 12A, Work Initiation Document For Wildlife Damage Management

NOTE: A WS Form 12A Work Initiation Document (WID) is required to be signed by a Cooperator for all properties worked by Wildlife Services (WS). The WID and the WID agreement in WS Management Information System (MIS) expire 5 years after the Cooperator signature date. To renew a WID agreement for another 5 years, a new WS Form 12A is required to be signed by the Cooperator, and everything on the WID agreement in MIS must match the corresponding items on the WS Form 12A.

NOTE: An expanded and detailed set of instructions for the WID is available in MIS. Employees should study the detailed version until familiar with completing the WID.

SECTION 1 - Basic WID Identification and Type

- 1. Entering the WID document number is optional. Contact your MIS Data Technician to obtain this number if one is needed.
- 2. Mark only one box, selecting New (agreement) or Renewal (of existing agreement).
- 3. A WID may have more than one type of work characteristic. Mark all applicable boxes indicating this WID's type of work,

SECTION 2 - Cooperator Information

- 4. Enter the name of the Cooperator as it appears on the Cooperative Service Agreement, Cooperative Service Field Agreement, Memorandum of Agreement or Understanding, or as it appears in the Cooperator's business references.
- 5. Enter the Cooperator's mailing address with street or P.O. box, city, state, and ZIP code. This may be the permanent address, mailing address, home address, or business/office address.
- 6. Enter the common name of the Cooperator's business, farm, or ranch, if applicable.
- 7. Enter the Cooperator's telephone number including the area code. It may be a landline or mobile telephone number.
- 8. Enter the name of the owner or Cooperator's representative if it is different from the Cooperator's name.
- 9. Enter the property owner's or property owner representative's telephone number including area code.
- 10. Enter the property owner's address (or property owner representative's work address if this is a business or a non-private agreement), including the ZIP code. If the Cooperator's address in Item 5 is also the owner's address, skip this step.

SECTION 3 - Property Information, Location of Work, and Species Being Addressed

- 11. In this subsection, record the state and counties for the site(s) where the work is being performed for the cooperator. Include for each property the land class being worked on and the number of acres for the land class. Usually, only one land class can be recorded per property. If there is more than one land class on a property, identify each of them separately (e.g. Property: Smith #1, Land Class Private; Smith #2, Land Class County/City). Record the total acres by summing all entries in the "Acres" column.
- 12. If the WID allows work on an adjoining property as part of the project, additional WIDs signed by the adjoining landowners/ managers must be obtained. The WID document numbers for the adjoining properties go in this subsection. If WID numbers are not assigned, list the name of the other land owners/managers instead of numbers.
- 13. List the full common names of the targeted species as found in MIS. Review MIS Reference Files for accuracy.
- 14. If more than 10 species are targeted, mark this box and list the additional species on WS Form 12 Addendum. The WS Form 12A also requires an original signature. Ensure the WS Form 12 Addendum is attached to this WS Form 12A.

SECTION 4 - Component Use Information

- 15. List the components that will be used in the project. They must be annotated exactly as they appear in the MIS component list. Do not list any activities (e.g., shooting, trapping, etc.).
- 16. If more than six components are entered, mark this box and list the additional components on WS Form 12 Addendum. The WS Form 12 Addendum also requires an original signature. Ensure the addendum is attached to this WS Form 12A.

Section 5 - Work Initiation Considerations, WS Responsibilities

17. The Cooperator is required to read this section, or alternatively have it read to him/her, before signatures are affixed to the WID.

Section 6 - Work Initiation Considerations, Cooperator Responsibilities

- 18. The Cooperator is required to read this section, or alternatively have it read to him/her, before signatures are affixed to the WID.
- 19. **Special Considerations** If any special considerations are agreed to for this project, enter them In Item 19. They may also be entered in the MIS in the Agreement Remarks or the Property Comments fields.
- 20, 21. Signatures/Dates To complete the form, both the Cooperator's authorized signer and the APHIS Representative (WS employee) print their names, sign in ink, and date the WS Form 12A. The WS employee also enters a contact telephone number and the State Office's address

The WS employee is responsible for ensuring the Cooperator or authorized representative receives a copy of the WS Privacy Act Notice.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0335. The time required to complete this information collection is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved 0579-0335 EXP: 09/2022

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE WILDLIFE SERVICES

ADDENDUM TO A WORK INITIATION DOCUMENT

INSTRUCTIONS

- 1. In Items 1-3, enter the number of the Work Initiation Document for which this addendum is completed, as well as the agreement name and county located.
- 2. In Items 4-6, enter the Cooperator's name and telephone number, and the date the addendum is prepared.
- 3. In Items 7 and 8, enter the additional species that will be addressed and additional components to be used.
- 4. In Items 9 and 10, enter the Cooperator's and WS Employee's signatures and dates signed.
- 5. Attach to and distribute with the WS Form 12A or 12B work initiation document.

1. WORK INITIATION DOCUMENT NO.	2. AGREEMENT NAME		3, COUNTY		
	Upshur County 4-H Camp		Upshur		
4. COOPERATOR NAME	5. TELEPHONE NUMBE	R	6. DATE (MM DD YYYY)		
Rickie Dunlap	(304)	472-0535	02/15/2024		
7. ADDITIONAL TARGETED SPECIES					
К.	s.		AA.		
L.	т.		BB.		
М.	U	~~	cc.		
N.	V.		DD.		
O.	w.		EE.		
P.	. x.		FF.		
Q.	Υ.		GG.		
R.	Z.		нн.		
8. ADDITIONAL COMPONENTS TO BE USED	'				
G. Jabstick	0.		W.		
н. Hand tools	P.		Х.		
Monitoring Camera	Q.	··································	Υ.		
J. Telemetry Equipment	R.		. Z.		
к. Car/Truck	S.		AA.		
L. Vehicles (ATV/UTV)	т.		BB.		
м. Ketamine	ŭ.		cc.		
N. Ketamine/Xylazine 5:1	V.		DD.		
9A. LANDOWNER, LESSEE, OR ADMINISTRATOR	SIGNATURE	9B. DATE 02/15/2024			
10A. APHIS WS REPRESENTATIVE SIGNATURE		10B. DATE 02/12/2024			



Certificate of Substantial Completion

PROJECT: (name and address) Upshur County Courthouse Annex **HVAC** Upgrades 40 West Main Street Buckhannon, WV 26201

OWNER: (name and address) **Upshur County Commission** Upshur County Administrative Annex 91 West Main Street, Suite 101 Buckhannon, WV 26201

CONTRACT INFORMATION:

Contract For: General Construction

Date: November 18, 2022

ARCHITECT: (name and address) WYK Associates, Inc. 205 Washington Avenue Clarksburg, WV 26301

CERTIFICATE INFORMATION:

Certificate Number: 001

Date: September 20, 2023

CONTRACTOR: (name and address) City Plumbing & Heating, Inc. 1500 Morgantown Industrial Park Morgantown, WV 26501-2339

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. (Identify the Work, or portion thereof, that is substantially complete.)

Refer to attached WYK & SBM Punch List Reports.

WYK Associates, Inc ARCHITECT (Firm Name)

James B. Swiger, AIA

President

PRINTED NAME AND TITLE

September 20, 2023 at 4:00 P.M. DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: (Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.)

Refer to attached WYK & SBM Punch List Reports

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within 21 (twenty-one) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$15,000.00 (Fifteen Thousand Dollars and No Cents)

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

City Plumbing & Heating, Inc. CONTRACTOR (Firm Name) Upshur County Commission	SIGNATURE	PRINTED NAME AND TITLE	DATE 1 31/2024
OWNER (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE



Architect's Project No.: 22015

PUNCHLIST

WYK Associates, Inc.

PROJECT: Upshur County Courthouse Annex Renovation

DATE: 09/20/2023
TIME: 1:00 P.M.
WEATHER: Sunny, 75°

MET WITH: Greg Harris

Room 109 Deputies:

Ceiling grid and tile is sagging.





Missing ceiling tile missing in IT room.

Room 110 Conference:

Ceiling damaged.



Room 208 Magistrate:

Patch wall at light switch.





Page 2 of 5

Room 219 Toilet:

New diffuser.



Room 220 Copy Room:

Ceiling grid and tile is sagging.

Touch-up wall.



Patch wall.

Page 3 of 5



Room 301 Mechanical Room:

Door 301/A sticks when closing and opening.

Sound seals are not installed.







Mechanical Room side of door needs to repainted to cover door repair.

The floor paint job did not yield a professional result. In sake of time and further disruption, the owner is willing to accept it if the exterior door leading to the roof is painted on both interior and exterior side of the door and frame.

Room 303 Future Offices:

Replace yellowed diffuser or paint white.

Room 312 Future Offices:

Fix wall at ceiling.





END OF PUNCHLIST

REPORT BY: James Swiger, AIA – WYK Associates, Inc.

Greg Harris, Upshur County; Jaye Wade, City Heating & Plumbing; Vince Feidler & Marlon Hathaway, Scheeser Buckley Mayfield; Stephen Kelley, WYK Associates, Inc.; File **Distribution:**



September 28, 2023

WYK Associates, Inc. 205 Washington Avenue Clarksburg, WV 26301

Attn: Mr. James Swiger, AIA

RE: Upshur County Courthouse Annex

HVAC Upgrades M/P Punch List

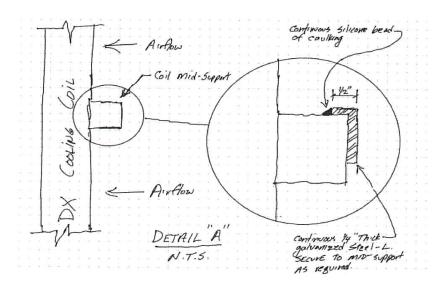
Dear James:

A site observation was performed by Marlon Hathaway and Vince Feidler of our office on Wednesday, September 20th, 2023. The following are items found to be either incomplete or not in compliance with project plans/specifications:

MECHANICAL

1. Mechanical Room:

- a. Patch supply air ductwork insulation where insulation was cut for VFD drain pan support.
- b. Cooling coil A/C condensate concerns It was noted during periods of hot/humid days and reduced airflow, A/C condensate has been noted dripping down the face of the cooling coil, causing ponding in the upstream access section. This has the potential for leading to future leaks into second floor ceiling space. We recommend the owner pursue getting pricing from the mechanical contractor to add a lip to the upstream face of the coil mid-support as indicated in the sketch below:





- 2. Complete update of temperature control graphics on user interface screen.
- 3. Contractor to submit air and water balance.
- 4. Contractor to submit closeout documents and O&M Manuals.

ELECTRICAL

- 1. Provide updated, typed, panelboard legend for panel "F".
- 2. Provide cover over j-box above variable frequency drives. Wire splices are visible above drives.
- 3. Remove extra material from pan support over variable frequency drives, additional strapping is sharp.
- 4. Provide a label near boiler shutoff to read "Boiler Emergency Shutoff" per detail, sht. E400.
- 5. Variable frequency drives are motor staters, provide labeling on drives per detail, sht. E400.
- 6. Provide all closeout documentation and as-built drawings.

If you have any questions on the above, please feel free to contact me at 330-526-2712 or via email at <u>vfeidler@sbmce.com</u>. Thank you.

Very truly yours,

Scheeser Buckley Mayfield LLC

Vincent J. Feidler, P.E.

Principal



Change Order

PROJECT: (Name and address)
Upshur County Courthouse Annex
HVAC Upgrade
40 West Main Street
Buckhannon, WV 26201

OWNER: (Name and address)
Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

CONTRACT INFORMATION: Contract For: General Construction

Date: November 18, 2022

ARCHITECT: (Name and address) WYK Associates, Inc. 205 Washington Avenue Clarksburg, WV 26301 CHANGE ORDER INFORMATION: Change Order Number: 002

Date: July 17, 2023

CONTRACTOR: (Name and address) City Plumbing & Heating, Inc. 1500 Morgantown Industrial Park Morgantown, WV 26501-2339

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

STARTING CONTINGENCY ALLOWANCE Less Change Order No. 1 Dated July 6, 2023

\$ 25,000.00 (\$ 6,567.40)

1. Dimming Switches - Magistrate's Office \$ 561.00 2. New GRD's \$ 1,273.50

Net Deduction (See Attachments for BackUp) CHANGE ORDER NO. 2 (\$ 1,834.50)

REMAINING CONTINGENCY ALLLOWANCE

\$ 16,598.10

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be unchanged by this Change Order in the amount of the contract Sum including this Change Order will be the Contract Sum including this Change Order will be the Contract Time will be unchanged by () days.

The Contract Time will be unchanged by
The new date of Substantial Completion will be.

the new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

WYK Associates, Inc. ARCHITECT (Firm name)	City Plumbing & Heating, Inc. CONTRACTOR (Firm name)	Upshur County Commission	
James 12 Leve AlA	CONTRACTOR (Firm name)	OWNER (Firm name)	
James B. Swiger, AIA President	SIGNATURE PRESIDENT	SIGNATURE	
PRINTED NAME AND TITLE 7/17/23 DATE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	-
DATE	DATE	DATE	-

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1

CHANGE ORDER REQUEST

CITY PLUMBING AND HEATING

1500 Morgantown Industrial Park Morgantown, WV 26501 рн 304-296-7135 гах 304-291-5269

PROPOSAL SUBMITTED TO		PHONE	DATE				
Upshur County Comr	nission		7-17-23				
91 West Main Street	Suite 101	FAX	JOB NAME Upshur Annex HVAC Upgrade				
CITY Buckhannon	STATE WV	^{ZIP} 26201	Buckhannon, WV				
ATTN: Greg Harris							
You are authorized to perform the	ne following specifically described	l additional work:					
Add to providing Din	nming swtiches for nev	v lights in Magistrates	office.				
*(2) Dimming Sw *Control Wiring LABOR	MATERIAL\$283.00 *(2) Dimming Switches *Control Wiring LABOR\$278.00 *Electrician 4hrs@69.50						
ADDITIONAL CHARGE FOR ABOVE WORK IS: \$561.00 Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated. Authorized Signature							
We hereby agree to furnis above stated price Acceptance:	h labor and materials-comp	lete in accordance with the	e above specifications, at the				
Date:	Authorizing Sig	nature					
	ORDER REQUEST NOT SHEET IN COMES PART OF, AND IN COME		TING CONTRACT.				

CHANGE ORDER REQUEST

CITY PLUMBING AND HEATING

1500 Morgantown Industrial Park Morgantown, WV 26501 PH 304-296-7135 FAX 304-291-5269

PROPOSAL SUBMITTED TO			PHONE	DATE
Upshur County Cor	nmission			7-17-23
91 West Main Stree	t Suite 10	1	FAX	JOB NAME Upshur Annex HVAC Upgrade
Buckhannon	STATE WV		26201	Buckhannon, WV
Greg Harris				
You are authorized to perform	n the following	specifically describe	d additional work:	
Add to provide and	install nev	w GRD"s as re	equested by Greg I	Harris
*(8) 2'x'2 Titus *(8) 2'X2' Titus *(8) 2'X2' Titus *Misc. Tape, Pa LABOR *Project Manag *HVAC Technic	50F layin s TMS lay nduit strap er	return grilles in supply diffios. 	ıser	
ADDITIONAL CI				
contract unless othe			ter same conditions	s as specified in original
Authorized Signatur		Wade/President	Date:	7-17-23
We hereby agree to furrabove stated price Acceptance:	iish labor an	d materials-comp	plete in accordance wi	th the above specifications, at the
Date:	A	authorizing Sig	gnature	
THIS IS CHANGE NOTE: THIS REVISION BE				EXISTING CONTRACT.



Change Order

PROJECT: (Name and address)
Upshur County Courthouse Annex
HVAC Upgrade
40 West Main Street
Buckhannon, WV 26201

OWNER: (Name and address)
Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

CONTRACT INFORMATION:

Contract For: General Construction

Date: November 18, 2022

ARCHITECT: (Name and address) WYK Associates, Inc. 205 Washington Avenue Clarksburg, WV 26301 CHANGE ORDER INFORMATION:

Change Order Number: 003

Date: January 30, 2024

CONTRACTOR: (Name and address) City Plumbing & Heating, Inc. 1500 Morgantown Industrial Park Morgantown, WV 26501-2339

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Remaining CONTINGENCY ALLOWANCE

The new date of Substantial Completion will be .

\$16,598.10

Net credit back to Owner

\$ 16,598.10

The original Contract Sum was	\$ 643,500.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 643,500.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 16,598.10
The new Contract Sum including this Change Order will be	\$ 626,901,90
The Contract Time will be unchanged by	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

WYK Associates, Inc.	City Plumbing & Heating, Inc.	Upshur County Commission
AROHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
Janos / Switt	la	, ,
SIGNATUŘE	SIGNATURE	SIGNATURE
James B. Swiger, AIA President	- WAOC PREVIOUS	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
1/30/24	1/7/124	00.000000000000000000000000000000000000
DATE '	DATE "	DATE

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User Notes:

(389ADA3C)

OUT: 4V DESCE	T AND DES		-		OMB Number 4040-0011		
OUTLAY REPOR	RT AND REC RSEMENT F		TYPE OF REQUEST	2. BASIS OF	Expiration Date: 01/31/2025		
CONSTRUC			[] FINAL	Z. BASIS OF	REGUEST		
			[X]PARTIAL		C] CASH [] ACCRUAL		
 FEDERAL SPONSORING AGENC ELEMENT TO WHICH THIS REPORT 			4. FEDERAL GRANT OR OT IDENTIFYING NUMBER / BY FEDERAL AGENCY	PAYMENT REQUEST NO.			
Federal Aviation A	dministratio	n	3-54-0039-039-	2023	Request No. 5		
6. EMPLOYER IDENTIFICATION	UEI:	<u> </u>	8.	PERIOD COVERED BY THIS			
NUMBER 30-0733276	VI.	ORBMJNSZP5	FROM: (MONTH/DAY/YE December 12, 2	, ,	/DAY/YEAR)		
9. RECIPIENT ORGANIZATION	} '	JKBM3N3ZF3_		ould be sent if different than ite	February 12, 2024 m 9)		
Name: Buckhannon Up	•	Authority	Name:		,		
No. and Post Office Box Street:			No. and Street:				
City, State Buckhannon, W and ZIP Code:			City, State and ZIP Code:	T / 45 / 45 / 55 6 5 6 6			
11. PROGRAMS / FUNCTIONS /				T / ADVANCES REQU			
a. Administrative expense	NOTIVITIES.	(a) Budget	(b) Total to Date	(c) Previously Requested	Total This Period		
		\$10,000.00	\$7,488.38	\$7,488.38	\$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	l	\$77,793.00	\$72,594.15	\$71,438.85	\$1,155.30		
e. Other Architectural engineering fees	<u></u>	\$72,365.00	\$61,246.00	\$56,656.00	\$4,590.00		
f. Project Inspection fees		\$2,597.00	\$315.08	\$270.08	\$45.00		
g. Land Development		\$0.00	\$0.00	\$0.00	\$0.00		
h, Relocation expenses		\$0.00	\$0.00	\$0.00	\$0.00		
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 improveme	ent costs	\$57,000.00	\$0.00	\$0.00	\$0.00		
I. 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 lir m.)	ne a, through ilne	\$219,755.00	\$141,643.61	\$1 35,853.31	\$5,790.30		
o. Deductions for program income							
p. Net cumulative to date (line n. minu	s line o.)						
q. Federal share to date							
r. Rehabilitation grants (100% relmbu	rsement)						
s. Total Federal Share (line q. plus line	e r.)	\$197,779.00	\$127,479.25				
t. Federal payments previously reques	sted		\$122,267.98				
u. Amount requested for reimburseme	nt				\$5,211.27		
v. Percentage of physical completion of project			64%				
12.							
I certify that to the best of my		SIGNATURE OF AUTHOR	RIZED CERTIFYING OFFIC	CIAL	DATE REPORT SUBMITTED		
knowledge and belief the billed costs or disbursements	RECIPIENT	anylogy	/		1/12/2024		
are in accordance with the			ME AND TITLE		TELEPHONE		
erms of the project and that		Michael Ruffing			412-812-2757		
the reimbursement represents the Federal share due which			on Upshur Airport Autl				
has not been previously		SIGNATURE OF AUTHOR	RIZED CERTIFYING OFFIC	CIAL	DATE SIGNED		
requested and that an inspection has been	Representative						
performed and all work is in	certifying to line						
accordance with the terms of	11v.	TYPED OR PRINTED NA	ME AND TITLE		TELEPHONE		
the award.		Samuel R. Nolte			304-472-0535		
	l	President, Upshur Co	ounty Commission		1		

BUCKHANNON UPSHUR AIRPORT AUTHORITY SUMMARY OF SPONSOR INVOICE # <u>W22-039-R5</u> GRANT # 3-54-0039-039-2023

Contractor/Consultant Name	Contractor Invoice #	Invoice Date	Due Date	Billed Amount	AIP Costs (90%)	Non-AIP Costs	Worksite Name	Short Summary of Services/Materials
Chapman Technical Group	23005-20848	1/31/2024	N/A	\$ 5,790.30	\$ 5,211.27	\$ 579.03	Upshur County Regional Airport	Basic and Other Engineering and Resident Observation Fees for Install Perimeter Fencing
TOTAL REQUESTED					\$ 5,211.27			
								



January 31, 2024

Buckhannon Upshur Airport Authority Attn: Jennifer Powers, Airport Manager P.O. Box 1042 Buckhannon, WV 26201

> Re: Install Perimeter Fencing FAA AIP No. 3-54-0039-039-2023

INVOICE NO. 20848

Professional Engineering Services from November 26, 2023 through January 20, 2024.

	Phase		Contract Amount	% Comp	Ear	Amount rned to Date	ı	Amount Previously Invoiced	Balance Remaining	Ar	nount this Invoice	
01	Design Development	\$	14,669.00	100%	\$	14,669.00	\$	14,669.00	\$ -	\$		61
02	Construction Documents		7,781.00	100%	\$	7,781.00	\$	7,781.00	\$ 1-1	\$	-	
03	Bidding & Constracting		6,820.00	100%	\$	6,820.00	\$	6,820.00	\$ -	\$	-	
04	Construction Administration		11,553.00	55%	\$	6,354.15	\$	5,198.85	\$ 5,198.85	\$	1,155.30	
05	Resident Observation		2,597.00	12%	\$	315.08	\$	270.08	\$ 2,281.92	\$	45.00	Hrl
06	Surveying Services		1,801.00	100%	\$	1,801.00	\$	1,801.00	\$ -	\$	-	Hrl
07	Additional Services-Geotechnical		51,000.00	90%	\$	45,645.00	\$	41,055.00	\$ 5,355.00	\$	4,590.00	
	Totals:	\$	96,221.00		\$	83,385.23	\$	77,594.93	\$ 12,835.77	\$	5,790.30	
	TOTAL AMOUNT DUE THIS INVOICE	E								\$	5.790.30	

PLEASE REMIT TO: Chapman Technical Group LTD c/o GRW Engineers 801 Corporate Dr. Lexington, KY 40503 304.727.5501



Office of the State Auditor Local Government Services 200 West Main Street Clarksburg, West Virginia 26301 Toll Free: (877) 982-9148 Telephone: (304) 627-2415 Fax: (304) 340-5090 www.wysao.gov

TO: ALL COUNTY COMMISSIONERS

COUNTY CLERKS

SHERIFFS

TRAINING SEMINAR SCHEDULE FOR COUNTY OFFICIALS 2024

Under the provisions of W. Va. Code §7-7-2, the State Auditor is authorized and directed to establish in-service training programs for circuit clerks, county clerks, county commissioners, sheriffs, and their employees. The code requires each official and, at his or her option, one or more of his or her employees participate in the program established by the State Auditor. It is of great concern that some county officials consistently ignore this code requirement.

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

The schedule of the in-service training seminars for 2024 is:

County Clerks and Assistants

June 25-28, 2024

Location: Morgantown Marriott at Waterfront Place, Morgantown, WV

County Commissioners and Assistants August 11-13, 2024

Location: Canaan Valley Resort & Conference Center, Davis, WV

Sheriffs and Deputies

September 8-10, 2024

Location: Canaan Valley Resort & Conference Center, Davis, WV

We do our best to provide meaningful training at these events. In the past we have relied on all of you for suggested topics. Please let us know if you have any suggestions on subjects that should be considered.

Registration is *not open* at this time; however, additional registration information for each seminar will be forwarded later. We look forward to meeting and talking with each of you. In the meantime, if you have questions, suggestions, or comments regarding the seminars, please feel free to contact us at 304-627-2415 or via email at LGS@WVSAO.GOV.

Ora L. Ash
Deputy State Auditor,
Local Government Services

xc: West Virginia Association of Counties

County Commissioners Association of West Virginia

West Virginia Sheriff's Association

STATE OF WEST VIRGINIA DEPARTMENT OF HOMELAND SECURITY DIVISION OF CORRECTIONS & REHABILITATION



WILLIAM K MARSHALL III COMMISSIONER

MARK A SORSAIA CABINET SECRETARY

Office of the Commissioner 1409 Greenbrier Street Charleston, WV 25311 304-558-2036 -- Telephone 304-558-5367 -- Fax

BASE RATE UPSHUR COUNTY 38 WEST MAIN STREET, ROOM 302 BUCKHANNON, WV 26201

Invoice Number: 1124D62D

Invoice Date: 2/2/2024 10:55:13 AM

Month of Service: January, 2024

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for Base Rate Upshur County for the month of January, 2024. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: January

Number of Inmate Days: 2,059

Per Diem Rate: \$54.48

Amount Due: January, 2024

\$112,174.32

This invoice amount is due and payable upon receipt.

Please Remit Payment to: WV Regional Jail and Correctional Facility Authority PO Box 40258 Charleston, WV 25364

STATE OF WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION DIVISION OF WATER AND WASTE MANAGEMENT

PUBLIC NOTICE

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION'S, PUBLIC INFORMATION OFFICE, 601 57TH STREET SE, CHARLESTON, WEST VIRGINIA 25304-2345 TELEPHONE: (304) 926-0440, TDD:(304) 926-0493, and VOICE-TO-TDD RELAY: 1-800-422-5700.

APPLICATION FOR A CLASS 5 UNDERGROUND INJECTION CONTROL PERMIT

Public Notice No.: MF-01-24

Public Notice Date: 02/21/2024

Paper: The Record Delta

The following has applied for a Class 5 Underground Injection Control Permit for this facility or activity:

Application No.: 1561-23-097

Applicant:

UPSHUR COUNTY COMMISSION

91 WEST MAIN STREET SUITE 101

BUCKHANNON, WV 26201

Facility: Upshur County Youth Camp, 76 Youth Camp Rd., Selbyville WV 26236

Latitude:

38:45:37

Longitude:

80:14:12

Business conducted: Youth Camp

Activity: Discharge solely sanitary wastewater to a subsurface distribution system.

The State of West Virginia will act on the above application in accordance with the West Virginia Legislative Rules, Title 47, Series 13, Section 13.24 issued pursuant to Chapter 22, Article 11 and Article 12.

Any interested person may submit written comments on the draft permit and may request a public hearing in writing within thirty (30) days of the date of this public notice. Comments or requests should be addressed to:

Director, Division of Water and Waste Management, DEP

601 57th Street SE

Charleston, WV 25304-2345

ATTN: Michelle Finney, Permitting

The public comment period begins 02/21/2024 and ends 03/21/2024.

Comments received within this period will be considered prior to issuance of the permit. Correspondence should include the name, address, and telephone number of the writer and a concise statement of the nature of the issues raised. A public hearing may be held if the Director determines there is significant public interest in one or more issues relevant to the draft permit.

The application and draft permit may be inspected by appointment at the Division of Water and Waste Management, between 8:30 a.m. to 4:30 p.m. on business days. Copies are free unless obtaining them on disc. For further information contact the person identified above at (304) 926-0495.

DRAFT

UNDERGROUND INJECTION CONTROL PERMIT

For

UPSHUR COUNTY COMMISSION

Number 1561-23-097

NEW



west virginia department of environmental protection

Division of Water and Waste Management 601 57th Street, S.E. Charleston, WV 25304-2345 Phone: (304) 926-0495 Fax: (304) 926-0457

Harold D. Ward, Cabinet Secretary https://dep.wv.gov

February 9, 2024

UPSHUR COUNTY COMMISSION 91 WEST MAIN STREET SUITE 101 BUCKHANNON, WV 26201

Re:

Underground Injection Control (UIC)
Permit Number, 1561-23-097

Dear Applicant:

Please find enclosed a **Draft** permit for a Class 5 Underground Injection Control (UIC) Permit. The thirty (30) day public notice period prescribed in Title 47, Series 13, Section 24.b.1 of the West Virginia Legislative Rules issued pursuant to Chapter 22, Article 11 is indicated on the attached Public Notice.

Please review the enclosed draft permit carefully and submit any comments promptly to this Office.

The DWWM has put this ad in the newspaper listed in the Public Notice page for you. You are required to submit a certificate of publication within 20 days of newspaper posting. This should be sent to:

Division of Water and Waste Management, DEP 601 57th Street SE Charleston, WV 25304-2345 Attention: Michelle Finney Groundwater/UIC Program

If there are no substantive comments to be addressed from the public notice, a permit will be issued soon after the thirty(30) day comment period. If you have questions concerning this matter, I may be contacted at (304) 926-0499 ext. 43796 or by email at **Michelle.L.Finney@wv.gov** or contact the Public Information Office at 304-926-0440.

Sincerely,

Michelle Finney ERS III Groundwater/UIC Program

Promoting a healthy environment.



Page 1

UNDERGROUND INJECTION CONTROL AUTHORIZATION TO OPERATE A UIC CLASS 5W32 INJECTION WELL PERMIT NUMBER 1561-23-097

In compliance with provisions of the West Virginia Code, Chapter 22, Article 11, Section 8, and Legislative Rules, Title 47, Series 13, Sections 12 & 14,

PERMITTEE

UPSHUR COUNTY COMMISSION 91 WEST MAIN STREET SUITE 101 BUCKHANNON, WV 26201

FINANCIAL RESPONSIBLE PARTY UPSHUR COUNTY COMMISSION

91 WEST MAIN STREET SUITE 101 BUCKHANNON, WV 26201

is authorized by this permit to inject sanitary wastewater to a UIC Class 5W32 subsurface distribution system.

FACILITY: Upshur County Youth Camp, 76 Youth Camp Rd., Selbyville, WV 26236

Any other waste streams, other than those provided in this permit are strictly prohibited. Any changes to the conditions, criteria and design standards outlined in Part II; Section B. Construction Requirements of this permit is prohibited.

Failure to pay the annual permit fee or any fees required by the West Virginia Code, Chapter 22, Articles 11 or 12, shall be cause for revocation of this permit. The annual permit fee of \$333 and a groundwater fee of \$15.00 (total \$348) are due upon receipt of the invoice which will be generated one month prior to the permit anniversary date. The permittee is responsible for providing an accurate, up to date billing address for ensuring receipt of the invoice. The permittee shall submit an annual report to the Director, summarizing the activities required by this permit. The report shall be submitted no later than January 31 every year.

Non-compliance with the terms of this permit shall be cause for revocation of Certification under the terms of Chapter 22, Article 12, and revocation of the permit under Chapter 22, Article 11 of the West Virginia Code.

This permit shall become effective on /probable_issue_date/. This permit and its authorization to inject shall remain in effect until midnight /expiration_date/, provided all terms of the permit are met.

Jeremy Bandy, Director
Division of Water and Waste Management
Department of Environmental Protection



PART I

A. RIGHT OF APPEAL

Notice is hereby given of your right to appeal the terms and conditions of this permit by which you are aggrieved to the State Environmental Quality Board by filing a NOTICE OF APPEAL on the form prescribed by such Board for this purpose, with the Board, in accordance with the provisions of Chapter 22 Article 11, Section 21 of the code of West Virginia within thirty (30) days after the date of receipt of the permit.

B. EFFECT OF PERMIT

The permittee is allowed to engage in underground injection in accordance with the conditions of this permit based on an approved permit application. The underground injection activity authorized by this permit shall not allow the movement of fluid containing any contaminant into any subsurface area other than that which is specified, described, and shown on maps included in the application and may not cause a violation of any primary drinking water regulation or any health-based limit promulgated under 40 CFR Chapter 1, Part 141, amended June 1991, of the Code of Federal Regulations, or of any water quality standard promulgated by the Division of Water and Waste Management. Any underground injection activity not authorized in this permit, or otherwise authorized by permit, is prohibited. Issuance of this permit does not convey property or mineral rights of any sort or any exclusive privilege, nor does it authorize any injury to persons or property, any invasion of other private rights, or any infringement of local law or regulations. Compliance with terms of this permit does not constitute a defense to any action brought under Part C and the imminent and substantial endangerment provisions in Part D of the Safe Drinking Water Act (SDWA) or any other common or statutory law for any breach of any other applicable legal duty.

C. PERMIT ACTIONS

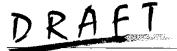
This permit can be modified, revoked, or terminated for cause as specified in Chapter 22, Article 11 (hereafter §22-11) and Chapter 22 Article 12 (hereafter §22-12) of the West Virginia Code and Legislative Rule, Title 47, Series 13 (hereafter 47CSR13). Also, the permit is subject to minor modifications for cause as specified in §22-11. The filing of a request on the part of the permittee for a permit modification, revocation and re-issuance, or termination, or the notification of planned changes, or anticipated noncompliance on the part of the permittee shall not stay the applicability or enforceability of any permit condition.

D. SEVERABILITY

The provisions of this permit are severable, and if any condition of this permit or the application of any provision of this permit to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of other provisions of the permit and the remainder of this permit shall not be affected thereby.

E. GENERAL REQUIREMENTS

- 1. Duty To Comply The permittee shall comply with all applicable UIC Program regulations and conditions of this permit, except to the extent and for the duration such noncompliance is authorized by an emergency permit. Any permit noncompliance constitutes a violation of §22-11, and is grounds for enforcement action, permit termination, revocation and re-issuance, modification, or denial of a permit renewal application. Copies of UIC Program regulations (§22-11 and 47CSR13) may be obtained from the West Virginia Secretary of State's Office at http://www.wvsos.com/csr/verify.asp?TitleSeries=47-13. Permit noncompliance may also constitute a violation of Chapter 22, Article 12.
- 2. Need to Halt or Reduce Activity not a Defense It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.
- 3. Duty to Mitigate The permittee shall take all reasonable steps to minimize or correct any adverse impact on health of persons or the environment resulting from noncompliance with this permit.
- 4. Proper Operation and Maintenance The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control and related equipment which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance include operator staffing and training, and laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of a back-up or auxiliary facility or similar system only when necessary to achieve compliance with the conditions of this permit.
- 5. Duty to Provide Information The permittee shall furnish the Director, within a reasonable amount of time, any information which the Director may request to determine whether cause exists for modifying, revoking, or terminating this permit, or to determine compliance with this permit. The permittee shall also furnish to the Director, upon request, copies of records required to be kept by this permit. If the permittee becomes aware of any incomplete or incorrect information in the permit application or subsequent reports, the permittee shall promptly submit information addressing these deficiencies to the Director.
- 6. Inspection and Entry The permittee shall allow the Director, or an authorized representative, upon the presentation of credentials and other documents as may be required by law, to:
- a. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under conditions of this permit.
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit.



- c. Inspect, at reasonable times, any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit.
 - d. Sample or monitor, at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by §22-11, any substances or parameters at any location.
- 7. **Penalties** Any person who violates a permit requirement is subject to civil penalties, criminal penalties, fines and other enforcement actions authorized under §22-11 or §22-12 of the West Virginia Code.
- 8. Transfer of Permits This permit is not transferable to any person unless approval is given by the Director and the requirements of §22-11 and 47CSR13 are satisfied. The Director may require modification or revocation of the permit to change the name of the permittee and incorporate such other requirements as may be necessary.
- Signatory Requirements- Only a duly authorized person may sign documents and reports associated with this permit.
- a. All reports required by this permit and other information requested by the Director shall be signed as follows:
 - 1) For a corporation, by a responsible corporate officer of at least the level of vice president,
 - 2) For a partnership or sole proprietorship, by a general partner or the proprietor, or
 - 3) For a municipality, State, Federal, or other public agency, by either a principal executive or a ranking elected official.
- b. A duly authorized representative of the official designated in paragraph (a) above may sign only if:
 - 1) The authorization is made in writing by a person described in paragraph (a) above, and
 - 2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, and,
 - 3) The written authorization is submitted to, and approved by, the Director.
- c. If authorization under paragraph (b) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph (b) of this section must be submitted to the Director prior to, or together with, any reports, information or applications to be signed by an authorized representative.



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- d. Any person signing a document under paragraph (b) of this section shall make the following certification: "I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information to be true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment."
- 10. Confidentiality of Information In accordance with §22-11, Section 9, the Director and the DWWM shall protect any information (other than effluent data) contained in such permit application form, or other records, reports, or plans as confidential upon a showing by any person or entity that such information, if made public, would divulge methods or processes entitled to protection as trade secrets of such person or entity.
- 11. **Reapplication** If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must submit a complete application for a new permit, along with the appropriate permit application fees, at least 180 days before this permit expires.



PART II

A. RECORD RETENTION

1. Required Records - The permittee shall retain records of all information required by this permit for a period of at least three (3) years from the date of sample, measurement, report, or application, as set forth in 47 CSR 13 14.12,j.2.

All environmental measurements required by the permit, including, but not limited to, measurements of pressure, temperature, mechanical integrity, and chemical analyses shall be done in accordance with state guidance on quality assurance. All analysis must be performed by a West Virginia certified laboratory.

2. Disposal of Records - The permittee shall retain records in accordance with 47 CSR 13 14.12,j.2.

B. CONSTRUCTION REQUIREMENTS

1. Construction Requirements

- a. The subsurface injection system or distribution system shall be constructed and will be maintained as described in this permit. Any additions, modifications or alterations to the system must be communicated to the Director thirty (30) days prior to the specific action taken.
- b. Roof downspouts, foundation drains, area drains, storm sewers, combined sewers or appurtenances thereto, or any sewer or device carrying or discharging storm water, surface water, groundwater or cooling water or any other injectate not authorized by this permit shall <u>not</u> be connected to this system.
- c. The sites of the initial and/or reserve drain fields shall not be covered by asphalt or concrete or subject to vehicular traffic or any activity, which would adversely affect the integrity of the system. These sites shall be maintained so that they are free from encroachments by accessory buildings and additions to the main building.
- Barriers shall be installed to prevent vehicular traffic from crossing the disposal system.
- e. Trees and shrubs shall not be planted within ten (10) feet of the perimeter of the disposal area, but may be planted on fill extensions. All trees and shrubs shall be located to prevent root intrusion into the disposal area and other components of the system.

- 2. Injection Formation The distribution system will be constructed and will be operated to facilitate placement of injection fluids into the injection horizon (regolith).
 - 3. Injection Fluids The permittee shall inject only effluents which have been described in the permit and authorized by the Director and which have been treated as prescribed in this permit.
- a. The fluid to be injected underground is the effluent from a subsurface distribution system used only for the treatment of sanitary wastes.
- b. The permittee shall not inject any gasoline, benzene, naphtha, fuel oil, antifreeze, organic solvents, other flammable or explosive liquids, solids, or gases, or any other types of wastes except for those wastes expressly authorized by this permit.
- c. The permittee shall not inject any hazardous or toxic substances, such as drop-in sanitizers or deodorizers containing dichlorobenzene, etc., or any other fluid that may be harmful to human health.
- 4. Injection System Closure and Financial Responsibility The permittee will maintain adequate financial resources to properly close, plug, and abandon the underground injection well or distribution system at the end of its useful life in accordance with the permit, any additional requirements set forth in this permit, and all applicable state, local, or federal laws. Proper abandonment procedures must be adhered to in order to eliminate the potential for the well or distribution system to act as a conduit for contaminants, which may endanger Underground Sources of Drinking Water (USDW's).

C. MONITORING REQUIREMENTS -

1. Sampling and Methods - Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity. The method used to obtain a representative sample of the fluid or sludge to be analyzed and the procedure for analysis of the sample shall be in accordance with the following accepted test procedures.

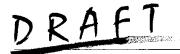
A laboratory certified by the DWWM must analyze all samples. You may obtain a copy of the state certified laboratories by contacting the Quality Assurance Program at 304-926-0495 or you can download a copy at the website address: www.dep.wv.gov. The laboratories can sample and test or provide sampling and preservation instructions at your request.

2. Monitoring Reporting - The permitee shall submit the results of all sludge and visual/olfactory monitoring data annually, or upon request of the Director. Sampling reports for specified parameters shall be submitted by the 25th day of the following month.

3. Monitoring Requirements -

- a. The discharge system shall be monitored monthly through visual and olfactory inspection to ensure the system is operating properly. If the odor of sewage is detected, or there is septage on the surface of the drainfield, it must be reported immediately to the Director.
- b. The permittee shall keep a monthly log of the inspections on forms provided with this permit which shall denote the time and date when inspections of the system were made, an indication as to whether any problems in operations were observed, and the name of the person making the inspection.
- c. The sewage tank shall be measured at least once each year to determine the depth of the sludge. If the sludge occupies 33% (1/3) of the volume of the tank as measured from the bottom of the tank to the bottom of the outlet, the tank must be pumped by a certified septage hauler/pumper. In no circumstance shall the sewage tank(s) be in use longer than five years without being pumped.
- d. The monthly inspection log and the yearly sludge measurement must be reported to the Director on the yearly report as outlined in this permit.
- e. Any facility that prepares food must utilize a grease trap within their subsurface distribution system and shall inspect the grease trap monthly to ensure that it is working properly. The grease trap shall be maintained by cleaning the trap and removing all excess grease and solids semi-annually.

IMPORTANT: Decomposing wastes in the septic tanks produce toxic gases, which can overcome a human in a matter of minutes. When working on a septic tank be sure the area is well ventilated and that someone is standing nearby for safety reasons.



D. REPORTING AND NOTIFICATION REQUIREMENTS

1. Reports - Copies of all reports and notifications required by this permit shall be signed and certified in accordance with the requirements of this permit and shall be submitted to the Director at the following address:

Department of Environmental Protection UIC Program Division of Water and Waste Management 601 57th Street SE Charleston, West Virginia 25304-2345

- 2. Annual Report The permittee shall submit an annual report to the Director, summarizing the results of injection well or distribution system operation and monitoring required by this permit. The annual report shall run calendar year and be submitted no later than January 31 each year.
- 3. Certification Document Within thirty (30) days of receipt of this permit, the permittee shall report to the Director that he or she has read and is personally familiar with all terms and conditions of this permit.
- **4. Commencing Injection** The operator of a new injection well or distribution system may not commence injection until construction is complete, and:
- a. The permittee has demonstrated to the Director that the injection well or distribution system has been constructed as authorized in this permit; or
- b. The Director or authorized representative has inspected or otherwise reviewed the new injection well or distribution system and finds it is in compliance with the conditions of the permit; or
- c. If the permittee has not received notice from the Director of his or her intent to inspect the injection well or distribution system within thirty (30) days of the receipt of this permit, then the inspection required in Section D paragraph 4(b) of this permit, is waived and the permittee may commence injection.

5. Emergency and Noncompliance Reporting -

- a. The following shall be orally reported immediately, when the permittee becomes aware of the circumstances, to the Director of the Division of Water and Waste Management, Department of Environmental Protection, in accordance with 47CSR13, Section 14.6.d and 14.12.1.6. by using the Department of Environmental Protection's Emergency Notification Number: 1 (800) 642-3074 (This is the spill line required by law).
 - 1) Any monitoring or other information, which indicates that any contaminant may cause an endangerment to a USDW.

- 2) Any noncompliance with a permit condition, or malfunction of the injection system which may cause fluid migration into an unauthorized formation.
- 3) Any non-compliance that may endanger public health or the environment.
- 4) Any discharge which may pollute the surface waters of the state.
- b. A written submission shall also be provided within five (5) days of the time the permittee becomes aware of the circumstances. The written submission shall contain a description of the noncompliance, including the nature and volume of the waste if applicable, and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent re-occurrence of the noncompliance.
- 6. Anticipated Noncompliance The permittee shall give advance notice to the Director of any planned changes in the permitted facility or activity that may result in noncompliance with permit requirements.
- 7. Other Noncompliance The permittee shall report all other instances of noncompliance not reported at the time monitoring reports are submitted.
- 8. Planned Changes The permittee shall give notice to the Director as soon as possible of any planned physical alterations or additions to the permitted facility and apply for a modification permit.

E. CLOSURE REQUIREMENTS

The permittee shall notify the Director at least forty-five (45) days prior to the closure of the injection well or distribution system by submitting the Pre-Closure Notification form.

F. TEMPORARY ABANDONMENT

The permittee shall notify the Director within thirty (30) days of the temporary abandonment of the injection well or distribution system. Temporary abandonment may occur for a period of no longer than one hundred eighty (180) days after which time the permittee shall close the injection system as stipulated by this permit unless:

- a. The Director has been notified by the permittee, and;
- b. The permittee has described actions or procedures, which are deemed satisfactory by the Director, that he or she will take to ensure that the injection well or distribution system will not endanger USDWs during temporary abandonment.

G. SEWER CONNECTION

In the event a public sewer system should be installed within a reasonable distance of the facility, as determined by the Director, the injection well or distribution system shall be closed in accordance with the approved closure plan stipulated in Part II, Section E of this permit, and the facility shall be connected to the public sewer within thirty (30) days of the public sewer system's ability to accept waste.

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Construction Requirements

001	38° 45′ 37.0800″	80° 14' 12.1200"

Construction Requirements for Injection Point 001

This permit authorizes the discharge of "solely sanitary waste" defined as liquid or solid wastes originating solely from humans and human activities, such as wastes collected from toilets, showers, wash basins, sinks used for cleaning domestic areas, sinks used for food preparation, and sinks where food and beverage serving dishes, glasses, and utensils are cleaned. Sources of these wastes may include single or multiple residence, hotels, and motels, restaurants, bunkhouses, schools, ranger stations, crew quarters, guard stations, campgrounds, picnic grounds, day-use recreation areas, other commercial facilities, and industrial facilities provided the waste is not mixed with industrial waste.

Any change, modification of the approved system design listed, or additional waste water connections is prohibited without prior approval from the WV Department of Environmental Protection (WVDEP), DWWM and the Upshur County Health Dept. or WV Office of Environmental Health Services (OEHS). In addition, changes to the groundwater protection plan (GPP) for this site must be approved by the WVDEP prior to being implemented.

This septic system was installed prior to the requirement of having to be permitted by the health department.

This is a brand new UIC permit for a youth camp in Upshur County that will occupy appx. 800 people during the summer months and less than 10 during the off-season months. This is a conventional system with a design flow of 5,000 gallons per day (GPD). A sampling port or distribution box with accessway is/will be installed on this septic system and will be located after the septic tank and before the leach field.

*It is unknown if a grease trap will be installed and plumbed to encompass the kitchen sink wastewater. Utilizing a grease trap has been highly suggested to the permittee and if used will help maintain the septic system to better trap out fats, oils and grease (FOG).

SEPTIC TANK(S) INFORMATION: Material is concrete, liquid capacity is 7,500 gallons, length is 20 ft. and depth is 8 ft. The distance to the nearest dwelling is 300 yards, nearest water supply is 420 yards with a public water supply, and 420 yards to the nearest property line.

SOIL ADSORPTION SYSTEM: Drain line material is 4 in. PVC and gravel with trench width of 24 in. and depth of 18 in. The total adsorption area in trench bottom is 1,000 linear sq. ft. The diameter of drain line is 4 in. There are 10 drain lines each measuring 100 ft. long. The depth of filter media (gravel) over the drain line is 8 in. The distance of disposal field to the nearest dwelling is 375 yards, nearest water supply is 500 yards and is public supply, and the nearest property line is 500 yards.

The drain field areas shall be protected from vehicular traffic, buildings, trees, roof drains, area drains, or any other component that may endanger the drainage area.

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Monitoring Requirements

Monitoring Requirements for Injection Point 001

*Sampling for this facility is required semi-annually.

Water samples shall be collected from the sampling port or distribution box. Sample analysis must be performed by a state certified laboratory. A list of state certified laboratories may be obtained by visiting WVDEP's website at https://dep.wv.gov/WWE/Programs/lab/Pages/default.aspx or by calling the DWWM at (304) 926-0495. The laboratories can sample and test or provide sampling and preservation instructions at your request. The facility owner/operator is required to keep a log containing the date and time the grease trap is cleaned, the volume (in gallons) of FOG removed, the method of disposal and receipts from the pumper.

Oil and/or grease from this septic system is prohibited for land application.

Any facility that prepares and serves food must have a grease trap installed as part of the subsurface distribution system. The facility operator must inspect the grease trap monthly to ensure that it is working properly. The grease trap shall be maintained by cleaning the trap and removing all excess grease and solids prior to FOG in the trap reaching 25% liquid depth or at a minimum of twice a year. The enclosed grease trap inspection report shall be completed during each cleaning and submitted to the WVDEP.

Injection Point No.:

001

Latitude: Longitude: 38° 45' 37" 80° 14' 12"

INJECTATE	PERM	AIT	SAMPLING	SAMPLE	
PARAMETER	LIMIT UNITS		FREQUENCY	ТҮРЕ	
00310 BOD, 5-Day 20 Deg.C	5	mg/l	1/6 months	Grab	
00530 Total Suspended Solids	50	mg/l	1/6 months	Grab	
00552 Oil and Grease, Hexane EXTR.	Report Only	mg/l	1/6 months	Grab	
00600 Nitrogen, Total (as N)	10	mg/l	1/6 months	Grab	
74055 Coliform, Fecal	Report Only	Cnts/100ml	1/6 months	Grab	

^{*} Sample must be taken at the last accessible sampling point prior to the waste fluids being released into the subsurface environment through a class 5 injection well.

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Closure Requirements

Closure Requirements for Injection Point 001

The permittee shall notify the Director of Division of Water and Waste Management at least forty-five (45) days prior to the closure of the injection well(s) or distribution system by submitting the pre-closure notification form. Closure shall be completed in accordance with the following closure plan:

- 1. If the nature of business conducted at the facility so dictates, as determined by the West Virginia Department of Environmental Protection/DWWM that sampling of the tank's contents is not required, then all liquid and sludge must be removed from the septic tank by the certified septage hauler. The septage hauler's name, company name, certification number issued by the Hearth Department, and septage hauler's contractor license number must be provided on the closure affidavit.
- 2. The septic tank shall be removed from the ground, or the tank may remain in the ground, provided that the tank be completely filled with clean inert material (eg. sand, gravel, concrete). The area should be restored back to its original conditions/contour. If a representative of the Director is not available to witness the closure of the injection well(s) or subsurface distribution system, then the permittee is required to complete and return the enclosed notarized affidavit to the Director of the DWWM within (30) thirty days of closure.
- 3. If any soil and/or groundwater samples collected indicate contamination, additional excavation, sampling, and disposal may be required until all contamination attributable to the injection practice is removed.



On-site Sewage Disposal System Pre-Closure Notification Form

Instructions

You must complete this form to notify the West Virginia Department of Environmental Protection, Division of Water and Waste Management that you intend to close an Underground Injection Control (UIC) Class 5 well at your facility.

You may complete one form for more than one of the same types of Class 5 well at each facility. For example, if you will be closing two drywells that are of similar construction at your facility, you may use one form.

The numbers below correspond to the numbers on the form:

- 1. This is the 9-digit number assigned by the WVDEP DWWM at the time of application.
- 2. This is the name of the person or corporation who holds the permit identified in Number 1.
- 3. This is the name of the facility where the well(s) is located.
- 4. This is the physical address of the facility where the well(s) is located. If there is no street address for the facility, provide the route number or locate the well(s) on a map or give coordinates for each well.
- 5. This is the mailing address of the entity identified in Number 2.
- 6. Legal Contact and phone number.
- 7. Provide the number of Injection points to be closed at this facility.
- 8. Mark an "X" in the appropriate box to indicate the type of Onsite Sewage System.
- If the year the system was constructed is unknown, please provide the length of time that your business has been at the location and using the well(s).
- 10. Mark an "X" in the appropriate box(es) to indicate the type of closure planned.
- 11. Insert the date when the system will be closed The permittee shall notify the Director at least 45 days prior to closure by submitting the Pre-Closure Notification Form.
- 12. Name and date of preparer.

The purpose of this form is to function as a means for the permittee to serve notice to the Director of the Division of Water and Waste Management, West Virginia Department of Environmental Protection of his/her intent to close a Class 5 well system, in accordance with (47CSR13). According to 47CSR13, you must notify the Director of the Division of Water and Waste Management at least forty-five (45) days in advance of your intent to close and abandon your well(s) in accordance with the terms and conditions specified in the permit.

DRAFT Class V Onsite Sewage Disposal System <u>Pre-Closure Notification Form</u> West Virginia Department of Environmental Protection

Division of Water and Waste Management/Underground Injection Control Program

1.	. Underground Injection Control Permit Number:									
2.	Permittee:									
3.	Name of Facility:									
4.	Address of Facility:									
5.	Address of Permittee:									
6.	Legal Contact: Telephone Number:									
7.	Number of Injection Points:									
8.	Well Construction (Check all that apply):									
	Septic Tank Alternative.System Package Plant Drainfield/Leachfield									
	Other Describe:									
9.	Year Constructed:									
10	Type of Onsite Sewage Disposal System Closure (Check all that apply):									
	☐ Sample Fluids/Sediments ☐ Pump Out Tank ☐ Disposal of remaining fluids/sediments									
	☐ Install Permanent Plug ☐ Remove septic tank and any contaminated soil									
	Other, Describe:									
11	.Proposed Date of Closure:									
12	Name of Preparer									



Underground Injection Control Permit

CLOSURE NOTIFICATION

West Virginia Department of Environmental Protection

Division of Water and Waste Management

Permit ID:	1561-23-097		
Permittee Name:	UPSHUR COUNTY COMMIS	SION	
	th Part II, Section D.10, I here t(s) described in this Permit		
"I certify under pe	enalty of law that (identify in	ection points and state na	ture of closure action)
			·
		has been pe	erformed in accordance
verified and am fa and that, based u information, I beli	equirements stipulated in Pa amiliar with the information s pon my inquiry of those indi ieve that the information is to nalties for submitting false i	submitted in this documen viduals immediately respo rue, accurate, and complet	t and all attachments insible for obtaining the ie. I am aware that there
			Signature
		Name	and Title (Type or Print)
			Date
Sworn and subsc	ribed to before me this	day of	, 20
		, my commission (expires
(Seal)			



Underground Injection Control Permit

CERTIFICATION DOCUMENT

West Virginia Department of Environmental Protection
Division of Water and Waste Management

Permit Id:

1561-23-097

Permit Name: UPSHUR COUNTY COMMISSION

In accordance with Part II, Section D.3, Reporting and Notification Requirements, I hereby certify that I have read and am personally familiar with all the terms and conditions of this permit.

I understand that the underground injection of any waste streams other than those provided for in this Permit is strictly prohibited. I understand that failure to pay the Annual Permit Fee or any other associated fees required by West Virginia Code, Chapter 22, Articles 11 and 12 shall be cause for revocation of this Permit. I understand that any changes to the conditions, criteria, or design standards outlined in Part II, Section B, as Construction Requirements, of this permit is prohibited. I further understand that reporting is required, and noncompliance with the terms of this permit will be cause for revocation of the permit and subject me to significant penalties including the possibility of fines and imprisonment.

Signature
Name and Title (Type or Print)
 Date



UIC CLASS 5 ANNUAL REPORT

Facility Name: UIC Permit Num	nber: 1561	-23-097					
Beginning Mont	h and Year:						
Ir	nspection Date	Odor (Yes/No)	Septic Visible (Yes/No)	Inspector's Signature	e		
January				·		_ -	
February	"			·-	-		
March							
April							
May							
June							
July	-						
August	**						
September							
October							
November							
December							
•			SLUDGE M	EASUREMENT			
Sludge Depth:		(Total Fluid Depth + Sludge Depth) x 100 =					
Date of Measurement:					Yes	No	
Name of Pumper	:						
Pumper's Certific	eation #:	t: Da					
Pumper's Signatu	ıre:						
				ICATION			
attachments and information to b	that, based on noe true, accurate	ny inquiry of thos	e individuals imn	familiar with the inform nediately responsible for e significant penalties	or obtaining the inform	nation, I believe	
ame(Please Print)		Title					
gnature		Date					

Department of Environmental Protection 601 57th Street SE Charleston, WV 25304-2345 Phone: (304) 926-0495



RIGHT OF APPEAL

Notice is hereby given of your right to appeal the terms and conditions of this permit of which you are aggrieved to the Environmental Quality Board by filing a NOTICE OF APPEAL, on the form prescribed by such Board for this purpose, in accordance with the provisions of Section 21, Article 11, Chapter 22 of the Code of West Virginia within thirty (30) days after the date of receipt of this permit.



STATE OF WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION DIVISION OF WATER AND WASTE MANAGEMENT

PUBLIC NOTICE

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION'S, PUBLIC INFORMATION OFFICE, 601 57TH STREET SE, CHARLESTON, WEST VIRGINIA 25304-2345 TELEPHONE: (304) 926-0440, TDD:(304) 926-0493, and VOICE-TO-TDD RELAY: 1-800-422-5700.

APPLICATION FOR A CLASS 5 UNDERGROUND INJECTION CONTROL PERMIT

Public Notice No.: MF-01-24

Public Notice Date: 02/21/2024

Paper: The Record Delta

The following has applied for a Class 5 Underground Injection Control Permit for this facility or activity:

Application No.: 1561-23-097

Applicant:

UPSHUR COUNTY COMMISSION

91 WEST MAIN STREET SUITE 101

BUCKHANNON, WV 26201

Facility: Upshur County Youth Camp, 76 Youth Camp Rd., Selbyville WV 26236

Latitude:

38:45:37

Longitude:

80:14:12

Business conducted: Youth Camp

Activity: Discharge solely sanitary wastewater to a subsurface distribution system.

The State of West Virginia will act on the above application in accordance with the West Virginia Legislative Rules, Title 47, Series 13, Section 13.24 issued pursuant to Chapter 22, Article 11 and Article 12.

Any interested person may submit written comments on the draft permit and may request a public hearing in writing within thirty (30) days of the date of this public notice. Comments or requests should be addressed to:

Director, Division of Water and Waste Management, DEP

601 57th Street SE

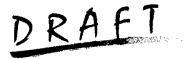
Charleston, WV 25304-2345

ATTN: Michelle Finney, Permitting

The public comment period begins 02/21/2024 and ends 03/21/2024.

Comments received within this period will be considered prior to issuance of the permit. Correspondence should include the name, address, and telephone number of the writer and a concise statement of the nature of the issues raised. A public hearing may be held if the Director determines there is significant public interest in one or more issues relevant to the draft permit.

The application and draft permit may be inspected by appointment at the Division of Water and Waste Management, between 8:30 a.m. to 4:30 p.m. on business days. Copies are free unless obtaining them on disc. For further information contact the person identified above at (304) 926-0495.





GREASE TRAP INSPECTION REPORT

The purpose of this checklist is to offer a general format to follow during inspections. All grease traps must be inspected and listed on this form. Return this form with the annual reporting form.

Facility Name/Address:					
Telephone Number:					
Is there a Grease Trap/Interceptor inside the building? Location Yes Location	No				
Location Size Condition (structural) (operational) Observations/Comments:					
How many Grease Traps are there? (Circle one): 1 2 3 4					
Tank Number: Describe Tank Location:					
Comments:					
Size of tank:gallons How was it determined?] No [] Yes				
What method are you using? [] clear plastic pipe [] measuring stick [*Depth from Bottom of Outlet Pipe to Bottom of Tank: *Thickness of Floating Grease Blanket at Top of Liquid Surface: *Thickness of Settled Material on Bottom of Tank (if measurable); *Depth from Bottom of Outlet Tee to Bottom of Tank: Is (B) above greater than 25% of (A) above? [] Yes [] No Is (C) above greater than 25% of (D) above? [] Yes [] No If either condition is marked "Yes", the grease trap requires maintain Indicate the date the grease trap is cleaned. Date Cleaned:	ft. (A) ft. (B) ft. (C) ft. (D)				
Facility Representative	Date Inspected				



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Good morning,

As you know, Region VII has assisted the WV Office of Broadband in data collection for their BEAD Program. As such, we wanted to share the information below with you regarding ti Challenge Process. Units of local government are eligible to file challenges should you disagree with the level of internet service reported on the FCC's National Broadband Map, Pleas below and attachment for instructions.

Thank you,



Carrie L. Wallace (She/her/hers)
Project Coordinator
Email: cwollace@regionvii.com
Office: 304.472.6564 x205
Fnx: 304.472.6500
21 East Main Street, Saite 102 | Box 849
Buckhermon, WV 26201

Web: www.tegionvil.com 1 Social: 6

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Good afternoon Regional Councils.

Thank you for your partnership in West Virginia's historic broadband expansion. We look forward to working with you throughout 2024 to expand broadband connectivity througho As noted in the press release below, the West Virginia Department Economic Development (WVDED), Office of Broadband, has initiated the Broadband Equity Access and Deployme Process. As required by statute, initial eligibility determinations for funding eligibility under the BEAD program are based on the Federal Communication Communication Communication Communication FCC) Nation Map. The BEAD State Challenge Process provides stakeholders in West Virginia with an opportunity to dispute the level of internet service reported on the FCC's National Broadbar given location within the State. The attached Challenge Process instructions are based on the challenge rules established by the National Telecommunications and Information Adm and the WVDED BEAD challenge process approved by the NTIA.

WV BEAD Challenge Process Instructions

Please review the attached Challenge Process guidelines for additional details. **Note:** Due to ongoing discussions between federal and state partners, this information in this docur update and clarification. Any revised documents will be posted to broadband.wv.gov.

Where can I learn more?

The WVDED will present details concerning the Challenge Process at the February 8, 2024, 10:00 a.m., meeting of the West Virginia Broadband Enhancement Council. Please registe at February 2024 Broadband Council. Eligible entities can learn more and register to participate in the West Virginia BEAD Challenge Process by visiting register.broadband.wv.gov/r instructions and a slide presentation are available at broadband.wv.gov. A video tutorial is available at: youtu.be/YHZpD4G8ki07feature=shared.

Who can submit a challenge?

Under federal BEAD Program rules, only the following entities are eligible to submit formal challenges during the BEAD Challenge Process:

- Units of local government
- Nonprofit organizations
- Broadband providers
- Units of Tribal government

To successfully participate in the Challenge Process eligible entities are strongly encouraged to obtain a license to the FCC Broadband Serviceable Location Fabric from CostQuest, To available for potential challengers:

- Tier D: Made available for ISPs; and
- Tier E: The Tier E license is intended for units of local government, non-profits, and other organizations that have signed an FCC Tier 4 license. Request a Tier E license at: https://apps.costquest.com/ntiatiererequest/

A CostQuest License is not required to file challenges directly through the challenge portal. However, if you are considering submitting bulk challenges (challenges to more than on same submission), WVDED highly recommends a license.

Where can I obtain the list of unserved, underserved, and CAI Location IDs?

CSVs containing unserved, underserved, and CAI location IDs are available for download here:https://broadband.wv.gov/west-virginia-unserved-underserved-location-csv-files/. C available.

In the CAI CSV, coordinates and address information has been removed for records containing Location IDs. Coordinates are made available for locations that are not derived from tl Locations not derived from the Fabric have a Location ID value as "0."

Additional details regarding West Virginia's BEAD Challenge Process are provided in the press release below:



West Virginia Department of Economic Development Launches West Virginia BEAD Challenge Process

Major Milestone Announced in Securing \$1.2 Billion in Funding for Broadband Expansion

CHARLESTON, W.VA — The West Virginia Department of Economic Development (WVDED) today announced the West Virginia Broadband Equity, Access & Deployment (BEAD) Challenge Process will begin on January 29, 2024, following the approval of the BEAD Initial Proposal Volume I. Registration will open today and the challenge phase will be open for 30 days, closing on February 28, 2024.

The West Virginia BEAD Challenge Process allows stakeholders in West Virginia to dispute the level of internet service reported on the Federal Communications Commission's National Broadband Map available at a given location within the State. Under federal BEAD Program rules, only units of local government, nonprofit organizations and broadband service providers are eligible to submit challenges during the BEAD Challenge Process. Challengers must submit evidence that demonstrates the current information about the specific location that needs to be corrected.

Eligible entities can learn more and register to participate in the West Virginia BEAD Challenge Process by visiting register.broadband.wv.gov/register/bead. Instructions and a slide presentation are available at broadband.wv.gov. A video tutorial is available at: youtu.be/YHZpD4G8kio?fcature=shared. West Virginia has teamed with Ready.net to administer the challenge process. Registrants should submit one primary user per entity in the Ready.net system. Additional users can be added to the primary account following registration.

After the 30-day challenge phase closes, the 30-day rebuttal phase will open to provide any counter-evidence to a challenge. After the rebuttal phase closes, challenges will be adjudicated in a final determination phase. Following completion of the Challenge Process, the final updated map will be used to allocate BEAD funding across the State.

WVDED is tasked with deploying local and federal broadband funds, including those from the BEAD program. In June 2023, the National Telecommunications Information Administration (NTIA) announced that West Virginia would be awarded \$1.2 billion of this funding to provide high-speed broadband access to its residents. This historic investment in broadband infrastructure and related digital inclusion efforts will support West Virginia's vision for universal broadband access.

NTIA approval of the Initial Proposal Volume I marks a significant step forward in West Virginia's ongoing initiative to expand and improve broadband access to approximately 168,000 unserved and underserved locations across West Virginia.

KELLY COLLINS WORKMAN, MA | Director
West Virginia Department of Economic Development, Office of Broadband
West Virginia Broadband Enhancement Council
Office: (304) 352-4155 | Cell: (304) 389-4882
Kelly.A.Workman@wv.gov westvirginia.gov





Peggy Ball Admistrative Assistant

Committed Vision (1997)

Charlet Sphillogregionvil.com

Office: 304.472.6504 | Collular: 304.439.5121

Pax: 304.472.6590

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HODGESVILLE PUBLIC SERVICE DISTRICT

MONTHLY MEETING MINUTES

January 2, 2024/4pm

The Hodgesville Public Service District monthly meeting was held at the district office located at 188 Fayette St., Buckhannon, WV, on the above date and time.

In attendance:

Robert Wright-Chairman

Roger Ward-Secretary

Howard Cutright-Member

Terry Gould-Manager

Barbara Curry-UBS, Inc.

Guests: Carrie Wallace, Region VII and Zach Musgrove, Thrasher Engineering

The minutes of the previous meeting held December 5, 2023 were signed and approved.

Terry Gould gave the financial report for the month. A motion was made by Robert Wright and seconded by Howard Cutright to approve and pay the bills.

A motion to approve the credit memos was made by Robert Wright and seconded by Roger Ward. Howard Cofresh

The Board reviewed the customer shut off list and amount collected for the previous month.

Maintenance completed by Ringers, Inc. for the month of December was very minimal including replacing a line from tap to meter and leak repair at 5759 Clarksburg Rd. No holiday emergency repairs.

Other matters discussed included the following:

Zach of Thrasher gave an update on all projects and that update is attached and made part of these minutes.

Carrie of Region VII stated that she was informed that HPSD would need to seek separate funding on the PRV valve on Gum Mountain and would need 3 separate quotes. Thrasher is working on that. The cost will increase from the original \$20000 estimate as the vault will need to be replaced also. It will be 2 PRV valves in one vault.

Robert Wright made a motion and Howard Cutright seconded the approval of the Critical Need Waterline Extension to Murphy Station from the WV Infrastructure and Jobs Development Council Project # 2023W-2317, RFP #2 and authorizing payment app #1. Robert Wright signed the necessary paperwork presented by Carrie Wallace.

Terry Gould reported submitting a takedown from the Barbour Co Commission on the Auvil Rd Project for the Contractor W&W Excavating LLC, Wesley Crouse. This was approved and should receive this week.

Terry reached out by phone to Philadelphia Ins today before the meeting to get an update on the Hackers Creek claim. He left a message, but as of meeting time had received no response. He will continue to receive an update.

Robert Wright made a motion and Roger Ward seconded the continued contract with Quality Water Services, Alan Westfall. The Board spoke highly of their services for HPSD.

Barbara Curry reported a violaton from last year with the WV Dept of Health made by Quality Water Services. It was a paperwork violation that stated the wrong area on the paperwork, however the correct area was tested. All tests were fine, just a paperwork violation. However, still had to report to customers. That was reported on our billing card and also on the district website.

There being no further business to discuss the meeting adjourned at 4:25pm

Roger Ward, Secretary



ARCHITECTURE ENGINEERING FIELD SERVICES

HODGESVILLE PSD PROJECT STATUS & UPDATES (010-1094)

January 2nd, 2024

Critical Needs Project:

- Murphy Station Road Water Line Extension Critical Needs
 - o Construction delayed due to approval of DOH Bond.
 - Side road has been completed.
 - Rest of project area is in DOH ROW.
 - We have reached out to DOH for updates on processing but have not been able to get ahold of them.
 - o Pay Application #1 has been submitted for review.

Auvil Road Water Line Extension:

- General:
 - o Survey Crew has completed stake out for Contractor.
 - o Thrasher will monitor construction updates for post construction mapping.

Water System Improvements Project:

- General:
 - o Preliminary Design is Complete.
 - Health Department Permit Received
 - Working on DOH permit.
 - Coordinating with DEP to review Plans and Specs
 - o Contract #2
 - Randy is actively reaching out to the two property owners to review the tank sites.
 - Thrasher has prepared an easement list and provided it to the Attorney.
 - ROW Agent expected to pick up easements today to get started.
 - o Currently waiting on quotes for the PRV.
 - o Categorical Exclusion Received for Environmental Review.
 - o Team Project Calls have been initiated.
 - o Once ROW acquisition is started, we can request Binding Commitment.

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting

Regular Monthly Meeting

Start Time

5:00 PM

Date

Tuesday, January 9, 2024

Place

P.S.D. Office

133 Fallen Road, Buckhannon

Meeting Called to Order by Chairperson

Pledge of Allegiance

Roll Call Introduce Board of Directors

Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;

System Operator-David Wamsley

Recognize Current Customers
Approval of Minutes -December 5, 2023 Regular Monthly Meeting
Treasurer Report/Payment of Bills for January/bal of December Invoices

Vote

5:00 PM

Vote

ITEMS FOR DISCUSSION

Election of Officers

Vote

Hicks/Williams - Right Fork 2" Line

Maintenance/Garage

Vote

2024 Holidays - If Available

If not available approve Martin Luther King Day

Vote

Vote

Phase III Extension Project Update

Project Underruns & Proprosed Use

Change Orders

GIS of System -Agreement Signed 4/4/23

Progress Reports & Discussion

ARPA Funds

Vote

a. Solicitation for Engineering Services

Review of Interest Received (tabled in Dec)

Maintenance Report

Maintenance Issues (If any)

Date & Time of February 2024 Meeting - Tuesday, February 6, 2024 @ 5:00 pm

Adjournment

Vote

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!!!! (②)



Buckhannon-Upshur Airport Authority Agenda

W22- Upshur Regional Airport Terminal Building, 644 Airport Road, Buckhannon, WV 26201 as well as Virtually via Telephony or ZOOM 1 Monday, February 12 , 2024 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report Michael Ruffing
 - Secretary's Report Brian Huffman, Secretary
 - Engineering Reports Chapman Technical Group
 - Airport Manager's Report-Jennifer Powers
 - Discussion/Approval of FY 25 Budget
 - Update on Estimates for Fuel Pump Replacements
 - Operations Report-Jamie Wilt
 - Taxiway & Runway Lighting Repair Update
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Airport Manager's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - Hangar space requests/applications/updates
 - Bylaw updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

¹Per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.



PO Box 2115 / 79 East Main Street, Buckhannon, WV 26201 (304) 473.1051 upshurfrn@yahoo.com

UCFRN General Membership Meeting Zoom

February 12, 2029 12:00 PM

Agenda Topics

- Introduction and opening prayer
- Updates
 - o Wrap up from December
 - o MCO Event at UCPL 1:00pm to 6:00pm
 - o Healthy Grandfamilies February 28th at 10a
 - Socials will have an evening Zoom coming up had to cancel the 9th for lack of interest
 - Book Swap Saturday 3/16 time TBD but likely 10a-p1 (give or take a half hour)
 - o CAP Month April
 - o Baby Shower Thursday, April 17th from 10a-1p
- LEAN On Me training question
- Information Sharing!

MARCH MEETING IN PERSON AT TBD – lunch will be provided (This will be the first quarter in person meeting of the year – please bring any information you would like to distribute.)

Monday, March 11, 2024

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program special board meeting will be held February 13, 2024 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS Special Board Meeting Agenda February 13, 2024 Upshur County Day Report Center 6:00 P.M.

I. Handouts

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

II. New Business

- 1) Batterer's Intervention Prevention Class Update
- 2) Home Confinement Update-Lewis-16 Upshur-29
- 3) Community Corrections Update
 - Referrals received since July 1, 2022, Upshur-165 Lewis-88 Total- 253
 - Discuss possible purchase of new building

III. Next Meeting

• February 27, 2024 at the Upshur County Day Report Center 1:00 P.M.



City Council of Buckhannon – 7:00 P.M. in Council Chambers Meeting Agenda for Thursday, February 15, 2024

Channel 3 is Live Streaming our City Council Meetings at https://www.facebook.com/ch3buckhannon/ Send public comments via email to buckhannonwv.org or drop them in the mail, or drop box behind City Hall.

Please join the meeting from your computer, tablet or smartphone https://global.gotomeeting.com/join/804282709
You can also dial in using your phone United States: https://global.gotomeeting.com/join/804282709
You can also dial in using your phone United States: https://global.gotomeeting.com/join/804282709

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 Community Care of WV - Presentation/Property Update

C. Department & Board Reports

- C.1 Code Enforcement Officer-Vincent Smith
- C.2 Public Works Director-Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief- Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

D.1 Letter Agreement between Foster's Marketing Group, Inc & COB re: Relinquishment of Claims-Real Estate 3-4-361 D.2 FOIA Request-AEL Consultants re: Property located at 293 N. Locust St.

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 02/01/24
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Accept Resignation Sara Aylestock-Planning Commission

F. Strategic Issues for Discussion and/or Vote

- F.1 Housing Enforcement Board Recommendation to City Council to Amend Ordinance No. 2016-004 (#404) The Issuance of "On Site" Citations related to Property Nuisance
- F.2 Appointment City of Buckhannon Representative to the WV First Foundation (Opioid Settlement)
- F.3 Request to move City Council Meeting to Tuesday, March 5th due to the Annual Chamber of Commerce Awards Dinner

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 David McCauley
- G.3 Jack Reger
- G.4 David Thomas
- G.5 CJ Rylands
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

POSTED 02/12/24 REV 02/13/24

Upshur County Parks & Trails Monthly Meeting Agenda

Tuesday, 20 February 2024 5:30pm- Upshur County Administration Building

- Call to Order
- Approval of Agenda
- Approval of minutes from January meeting
- Financial Report
- Trails update/approval/action or discussion on any needed expenses
- Park and Recreation Director Report
- New business
- Public Comment
- Next Meeting
 - 0 3/19/2024
- Adjourn

Upshur County Solid Waste Authority **Board Meeting Minutes**—January 8, 2024

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA Building (located at 380 Mudlick Rd. Suite 102 Buckhannon, WV 26201) at 4:30 p.m. on January 8, 2024.

Present at the meeting were: Joyce Harris-Thacker, Jackie McDaniels, Paula Stone, Scott Randall and Director Belinda Lewis. Mary Gower was absent. A quorum was present. There were no guests.

The minutes of the December 11th meeting had previously been sent to the members and were part of the agenda packet. A motion to accept the minutes was made by Scott. Seconded by Jackie. Motion carried.

The Financial Report for December was presented by the treasurer at this time of the agenda. Register Reports for the four bank accounts with First Community Bank covering December 2023 were presented. The ending balances for the accounts are as follows:

		November	December
	REAP	\$100.00	\$100.00
•	SWMB	\$9,915.41	\$9,915.41
	Money Market	\$19,694.14	\$19,706.69
	Operating	\$49,363.54	\$50,626,56

A motion to accept was made by Jackie and seconded by Paula. Motion carried.

The Director reported on receiving the final 2022 audit from Ferrari & Associates, scheduling the April Free Paper Shred Event, gathering information for the Small Government Monitoring Program and continued work on updating the Siting Plan.

A motion to approve the final 2022 audit, as prepared by Ferrari was made by Scott. Seconded by Paula. Motion carried.

A motion to approve participation in the Small Government Monitoring Program for 2023 was made by Jackie and seconded by Scott. Motion carried.

With no further business, the meeting was adjourned at 4:50 p.m.

Respectfully Submitted, (January 8, 2024)

Belinda Lewis, Director

Joyce Harris-Thacker, Chair

(Signature copy to be maintained in the UCSWA Office)

Upshur County Solid Waste Authority

DIRECTOR'S REPORT – Belinda Lewis

Period from December 12, 2023 through January 8, 2024

Activities Included:

- -Prepared and distributed by email the minutes of the December meeting.
- -Checked email and post office box several times a week.
- -Recorded deposits in the Operating Account and as per the auditor's suggestion, recorded them in the receipt book.
- -After December meeting, made copies of checks and mailed them and scanned a copy of the minutes to the county.
- -Reconciled bank statements for December.
- -Prepared checks to be signed by at the January meeting.
- -Prepared agenda and packets for January meeting and emailed a copy of the agenda to the board and the media.
- -Cleaned office.
- -Fielded many recycling calls on my cellphone.
- -Sent updates to the board.
- -Received final audit copies from Ferrari & Associates.
- -Corresponded with my Buckhannon City contact about information needed for the Siting Plan revisions.
- -Contacted Sunrise Shred about scheduling April's Paper Shred Event.
- -Corresponded with Jessica Kirk about the UCSWA participating in the Small Government Monitoring Program for FY 2023 and have been working on the information packet for approval.

Elkins Road Public Service District Board of Directors' Regular Meeting January 9, 2024

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, January 9, 2024.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

Staff Present were: Office Manager-Carolyn Douglas Absent; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Phone in participants: None

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

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of December 5, 2023 Regular Monthly Meeting were presented for approval. David Burr made a motion to approve the minutes. Wendell Grose seconded. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Wendell Grose. Motion carried

ELECTION OF OFFICERS

David Burr made a motion to leave all officer positions as is. Wendell Grose seconded. Motion carried

HICKS/WILLIAMS - RIGHT FORK 2" LINE

David Burr made a motion to table until further information could be collected. Wendell Grose seconded. Motion carried

MAINTENANCE/GARAGE

Wendell Grose made a motion to table this until a later date. David Burr seconded. Motion carried

Elkins Road Public Service District Board of Directors' Regular Meeting January 9, 2024

2024 HOLIDAYS – IF AVAILABLE

David Burr made a motion to approve the 2024 Holiday List with these changes: full day off Christmas Eve and New Year's Eve plus remove election days. Wendell Grose seconded. Motion carried

PHASE III EXTENSION PROJECT

GIS of System - Stacey McDaniel is struggling with first part of system. Will keep us updated.

ARPA FUNDING

After reviewing letters sent in by three companies, Chapman Tech, CEC and Thrasher, for the solicitation of engineering services; David Burr made a motion to accept the letter from Chapman Tech. Wendell Grose seconded. Motion carried. Letters will be mailed to the two companies who were not selected informing them of this decision.

MAINTENANCE

Dave Wamsley gave the December Maintenance Report. Carey Wagner ask Dave to flag the slide on Dean's Hill and call DOH to report it.

There being no further business, the meeting adjourned on motion made by David Burr and seconded by Wendell Grose. Meeting adjourned at 5:45 p.m.

The next meeting will be held on Tuesday, February 6, 2024 at 5:00 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda

Sign In Sheet

Approved By:

Board Chair/Treasurer

Carey Wagner

Secretary

David A. Burr

Board Member

Wendell R. Grose

ELKINS ROAD PSD REGULAR MONTHLY MEETING TUESDAY, JANUARY 9, 2024

Sign In Sheet

Name	Address	Phone
Limitable	133 Fallen Rd ERPSD	341-472-3008
Dave Mangler	1/	11
The Da R	31	11 2
Caren Wagner		10 13
2 1. Del 2	"	71 (1
The Wall		
9 10 may		

Upshur County Safe Structures and Sites Enforcement Board January 11, 2024

Members present:

Greg Harris, Jerry Wamsley, Chris Cook

Members absent:

Chris Garrett, J. B. Kimble

Others present:

Cindy Hughes, Assistant County Administrator, Anna and Wendel Grose

The meeting was called to order at 3:00 p.m. by Greg Harris.

The December 14, 2023 meeting minutes were reviewed. On motion by Chris Cook, seconded by Jerry Wamsley, the meeting minutes were approved.

The Enforcement Board reviewed the following cases:

121322-01 (Carl Tenney): This property is located at 10845 Old Elkins Road Ellamore, WV (Route 151). The Board discussed the status of the property since Mr. Tenney's passing. There remains an old garage on the property that is unsafe and falling down. The Estate has been settled and two new owners were identified. Updated photos will be taken on April 10th, 2024 and reviewed at the meeting on April 11th, 2024.

060823-01 (Sipe): This property is located at 88 Jack Lane in Buckhannon. The property owner was located by the Upshur County Sheriff's Department and resides in New Martinsville, WV. The property owner has received a Notice of Investigation, through Process of Service, that the property needs cleaned up before the January 11th, 2024 Safe Sites and Structures meeting. Photos were taken on January 10th, 2024 with no improvements noted. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to provide their 1st extension to March 13th, 2024 to clean the property. The Board requested that the notification be completed through Process of Service, as is the most effective mode of delivery to the property owner.

101223-01 (Rowland) This property is located at 871 Country Club Road. The Board voted at their November Meeting to give until April 10, 2024 for the property to be brought into compliance. Photos will be taken and reviewed at the April 11, 2024 meeting.

101223-03 (Ervin) This property is located at 570 Old Elkins Road. The Board voted at their November meeting to give an extension until January 10, 2024 to bring the property into compliance. Photos were taken and reviewed at the January 11, 2024 meeting with no change or improvement noted. On motion by Jerry Wamsley, seconded by Chris Cook, the Board voted to grant its 1st extension to March 13th, 2024 to bring the property into compliance.

101223-04 (Robinson) This property is located on the corner of Natural Bridge/Harvey Golden Rd in French Creek. The Board voted at their November meeting to give until April 10, 2024 to bring the property into compliance. Photos will be taken and reviewed at the April 11, 2024 meeting.

101223-05 (Hasaflook): This property is located on the Harvey Golden Road. The Board voted at their November meeting to give until January 10, 2024 to bring the property into compliance; however, the mail notification was returned unopened. Therefore, the Board voted to notify the property owners of the extension through Process of Service at their December meeting. The Process of Service was delivered and accepted by a daughter living on the property. New information has been learned that Randolph and Grace Hosaflook are both deceased. The Administrator of the Estate is a Carolyn Villaverde, whose last known address was updated in 2013. The Board also learned that the property was sold at a tax sale, recorded in May 2023 from a company located in Marlinton, WV. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to attempt to mail the Administrator of the Estate a Letter of Investigation using the address on file at the County Clerk's Office.

110923-01 (Kenny): This property is located on Slab Camp Road. The Board reviewed photos of the property at their December meeting and found that it is in violation of the Ordinance. On motion by Chris Cook, seconded by J.B. Kimble, the Board voted to send a Letter of Required Action to the property owner giving until April 10, 2024 to bring the property into compliance. Photos will be taken April 10, 2024 and reviewed at the April 11, 2024 meeting.

121423-01 (Grose): This property is located near Middlefork River Campground. A Letter of Investigation was sent to the property owner after the December meeting. Wendel and Ana Grose attended today's meeting and requested a copy of the complaint. They asked if they could gather items together and place a tarpaulin over them for the winter months. He reported that one vehicle was removed today. They appear cooperative in bringing the property into compliance. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to give a required action date of July 10th, 2024 to comply with bringing the property into compliance.

The Enforcement Board reviewed the following new cases:

011124-02 (Roessing): This property is located at 462 Little Sand Run Road. On motion by Jerry Wamsley, seconded by Chris Cook, the Board voted to send a Letter of Investigation to the property owner.

011124-01 (Ringer): This property is located at 895 Shawnee Drive. On motion by Jerry Wamsley, seconded by Chris Cook, the Board voted to send a Letter of Investigation to the property owner.

Public Comment:

None

Other Business:

The next meeting will be held on Thursday, February 8, 2024 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV. On motion by Chris Garrett, seconded by Jerry Wamsley, the meeting adjourned at 3:42 p.m.

Approved by:	02-08-24
Greg Harris/Compliance Officer	Date 2/9/24
Chris Garrett, Board Member	Date
James B. Kimble, Board Member	Date
Chris Cook, Board Member	07-08-24 Date
Jerry Wamsley, Board Member	02-08-24 Date

2024 Board of Review & Equalization Meeting Schedule

02/01/2024 (Thur) 1:00-3:00 p.m. No appointments --- Review

Property Books

02/06/2024 (Tues) 1:00-3:00 p.m.

02/08/2024 (Thur) 10:00 a.m. -12:00 p.m.

02/13/2024 (Tues) 1:00 p.m. -3:00 p.m. Coal, Oil & Gas Industrials

(tentative)

02/16/2024 (Fr) 9:00 a.m. – 11:00 a.m. Adjourn Sine Die

