

Upshur County Commission Meeting Agenda

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Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 27, 2020

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- February 13, 2020
 - February 19, 2020 – Special Meeting
- 9:15 a.m. Bid Opening and Award- Grounds Keeping Contract for various Commission owned properties located within Upshur County
- 9:30 a.m. Craig Presar –WVU Extension Office-Presentation of Budget for Fiscal Year 2021
- 10:00 a.m. Erin Jones --- Altice USA Director of Government Affairs – Introduction and overview of services

Items for Discussion / Action / Approval:

1. Approval of James W. Curry Scholarship Announcement and Application for 2020. * *Page 5-8*
2. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution in the amount of \$5,000 to the Corridor H Authority during fiscal year 2021. * *Page 9-10*
3. Correspondence form Beth Rogers, Upshur County Public Library Assistant Director, requesting use of the Upshur County Recreational Park pavilion for the Library's summer reading wrap-up party on July 6th, free of charge. The event is open to all those who take part in the reading program, from young children through senior citizens as a thank you for participating. * *Page 11*
4. Correspondence from Toni Newman, Hodgesville Lions Club Secretary-Treasurer, requesting use of the Upshur County Recreational Park pavilion on July 18th for a multi-club picnic, free of charge. The Lions International Foundation is a nonprofit organization. * *Page 12*
5. Correspondence from Sandra Bennett, President of the WV Strawberry Festival Board of Directors, requesting use of the Courthouse Plaza from May 9th through 17th and further requests that the picnic tables be moved from the Buckhannon-Upshur Recreational Park to Spring Street for use in Vendors Alley. * *Page 13*
6. Correspondence from Cornerstone Community Church Pastor John Darnall requesting use of the Courthouse Plaza on May 7th from 6 p.m. to 7:30 p.m. for a prayer meeting on the National Day of Prayer. * *Page 14*
7. Approval and signature of a Consulting Agreement between USI Insurance Services LLC and the Upshur County Commission, effective July 1, 2020. During the term of the agreement, the fee will be \$5,000 quarterly. * *Page 15-21*
8. Approval and signature of World Vision Product Resources Cooperative Agreement. * *Page 22-24*

9. Approval and signature of correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their FY21 grant application. * 2
Page 25
10. Review and approval of a Wrecker Service Complaint Form to be utilized by Fire Departments, Emergency Medical Services and Law Enforcement. * Page 26
11. Correspondence from Sandra Williams, part-time Deputy Clerk, announcing her resignation effective January 14, 2020. * Under separate cover

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

12. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Jason K. Knicely, as full-time Animal Control Officer, at the pay wage rate of \$13.26 per hour, effective March 1, 2020. * Page 27

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

13. Approval of advertisement for a part-time Deputy County Clerk. Applications must be received by 4:00 p.m. on March 23, 2020. * Page 28
14. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Statewide Transportation Improvement Program (STIP) FFY 2020-2025 Program Amendment #1 dated February 6, 2020. Page 29-33
2. WV Public Service Commission Initial Joint Staff Memorandum dated February 14, 2020 Page 34-39
3. Electronic correspondence from Adrienne L. Hissam, Executive Secretary to the Superintendent, announcing the Board of Education's appointment of Brett Robinson to the Buckhannon-Upshur Parks and Recreation Advisory Board, effective immediately. This term is set to expire on June 30, 2020. * Page 40
4. Correspondence from Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, confirming the estimated employer contribution percentage will remain at 10.0% effective July 1, 2020. Page 41
5. Upshur County Sheriff's Financial Statement for Period Ending January 2020 Page 42-43
6. Public Notices:
- a) Newsletters and/or Event Notifications:
 - WV Executive's Corridor H Celebration -- March 12th from 5:30 p.m. to 7:30 p.m. at Graceland Inn Page 44
 - Hodgesville Lions Club Pancake & Sausage, Sausage Gravy & Biscuit Day – March 14th from 7 a.m. to 1 p.m. at Warren District Community Center Page 45

- Baby and Me Day – March 14th at the Meadowbrook Mall from 10 a.m. to 1 p.m. Page 46
- Upshur County Community Baby Shower – March 21st from 10 a.m. to 1 p.m. at WV Wesleyan College Page 47-48
- Money Smart Week “Opoly Fest” – Begins April 4th at 1 p.m. through April 11th at James W. Curry Public Library Page 49

b) Agendas and/or Notice of Meetings:

- Upshur County Fire Board, Inc. February 18, 2020 Page 50
- Upshur County Public Library February 19, 2020 Page 51
- Lewis/Upshur LEPC February 19, 2020 Page 52
- City Council of Buckhannon February 20, 2020 Page 53
- Elkins Road PSD March 3, 2020 Page 54
- Elkins Road PSD – Special Phase III Pre-Bid March 5, 2020 Page 55
- Upshur-Buckhannon Board of Health March 5, 2020 Page 56-57

c) Meeting Minutes:

- Adrian PSD January 8, 2020 Page 58-59
- Upshur County Safe Structures and Sites Enforcement Board January 9, 2020 Page 60-61
- Upshur County Public Library January 15, 2020 Page 62-63
- Upshur County Fire Board Special Meeting January 21, 2020 Page 64

d) Meetings:

- 03/03/20 5:30 p.m. Elkins Road PSD
- 03/03/20 4:00 p.m. Hodgesville PSD
- 03/05/20 7:00 p.m. Banks District VFD
- 03/05/20 7:00 p.m. City Council of Buckhannon
- 03/05/20 7:00 p.m. Selbyville VFD
- 03/09/20 12:00 p.m. Upshur County Family Resource Network
- 03/09/20 4:30 p.m. Upshur County Solid Waste Authority
- 03/09/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 03/02/20 6:00 p.m. Lewis-Upshur Community Corrections Board -- Lewis Co.
- 03/10/20 7:30 p.m. Adrian VFD
- 03/05/20 6:00 p.m. Buckhannon-Upshur Board of Health
- 03/18/20 7:00 a.m. Upshur County Development Authority – Full Board
- 03/18/20 12:00 p.m. Upshur County Senior Center Board
- 03/12/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 03/11/20 7:00 p.m. Warren District VFD
- 03/05/20 3:00 p.m. Adrian PSD
- 03/11/20 3:00 p.m. Tennerton PSD
- 03/12/20 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 03/12/20 7:30 p.m. Buckhannon VFD
- 03/12/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 03/19/20 6:30 p.m. Upshur County Youth Camp Board
- 03/15/20 6:00 p.m. Washington District VFD
- 03/02/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce – Annual Dinner
- 03/18/20 4:00 p.m. Upshur County Public Library Board
- 03/17/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 03/17/20 6:30 p.m. Upshur County Fire Board, Inc.

- 03/24/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/11/20 7:00 p.m. Ellamore VFD
- 03/18/20 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 03/19/20 2:00 p.m. Upshur County Farmland Protection Board
- 03/25/20 10:00 a.m. James W. Curry Advisory Board
- 03/30/20 7:00 p.m. Upshur County Fire Fighters Association
- 03/11/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 03/13/20 11:00 a.m. Region VI Local Elected Officials
- 02/24/20 10:00 a.m. Mountain CAP of WV, Inc. a CDC

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7. Appointments Needed or Upcoming:

- Buckhannon-Upshur Parks and Recreation Advisory Board (BOE appointee – 6/30/2020)

8. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org.

- Monday, March 9th beginning at 9:00 a.m.
- Tuesday, March 10th beginning at 9:00 a.m.
- Wednesday, March 11th beginning at 9:00 a.m.
- Thursday, March 12th beginning at 9:00 a.m.
- Monday, March 16th beginning at 9:00 a.m.

Tabled Items

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

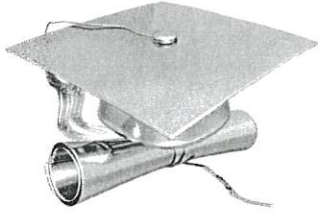
1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

Next Regular Meeting of the Upshur County Commission

March 5, 2020 --- 9:00 a.m.

Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on March 19, 2020 is CANCELLED****



James W. Curry Scholarships

Scholarship of \$2000 over a two-year period

Two Awards - \$1000 per year for each

Upshur County Commission

Rewarding students who continue his legacy...

Investing in our future!

The James W. Curry Scholarships will provide financial assistance to deserving individuals who plan to continue their education following graduation from high school. James W. Curry valued education and understood the importance of furthering education to assure economic prosperity, as well as returning to your community to serve after obtaining additional training and education.

Criteria:

- π 2.0 overall high school GPA
- π Must obtain high school diploma or GED
- π Resident of Upshur County
- π Complete application and submit by May 1st deadline
- π Show proof of acceptance by an accredited 2-year or 4-year institution of higher education and maintain academic eligibility for second year of award

Upshur County Commission

91 West Main St., Suite 101
Buckhannon, West Virginia 26201
Phone: (304) 472-0535
Fax: (304) 473-2802

Eligible applicants will be required to submit a completed application according to the instructions provided. Applications must be postmarked or delivered to the Office of the Upshur County Commission on or before May 1st



James W. Curry Scholarship

The Upshur County Commission is now accepting applications for The James W. Curry Scholarship for the 2020-2021 academic year. The James W. Curry Scholarships will provide financial assistance to deserving individuals who plan to continue their education following graduation from high school. James W. Curry valued education and understood the importance of furthering education to assure economic prosperity, as well as returning to your community to serve after obtaining additional training and education. The scholarship is for \$2000 over a two year period. Applicants must meet the following criteria: overall high school GPA of 2.0, high school diploma or GED, resident of Upshur County, submit completed application by May 1st deadline, show proof of acceptance by an accredited 2-year or 4-year institution of higher education and maintain academic eligibility for second year of award. Interested individuals may obtain an application from the Office of the Upshur County Commission located at the Upshur County Administrative Annex, 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 the website at www.upshurcounty.org. Completed applications must be returned to the Office of the Upshur County Commission on before close of business on Friday, May 1, 2020.



James W. Curry Scholarship Application

Sponsored by the Upshur County Commission

APPLICANT INFORMATION		
<input type="checkbox"/> Female <input type="checkbox"/> Male		Date
Last Name	First	M.I.
Street Address		Apartment/Unit #
City	State	Zip
Phone	E-mail Address	
If under the age of 18 Name of Parent/Guardian		
Address:		

EDUCATION			
High School		Address	
Year of Graduation	GPA:	Advanced Courses Taken	
College		Address	

REFERENCES	
<i>Please list three personal or professional references</i>	
Full Name	Relationship
Address	Phone ()
Address	
Full Name	Relationship
Address	Phone ()
Address	
Full Name	Relationship
Address	Phone ()
Address	

ACADEMIC ACHIEVEMENT
Academic Honors And Awards Received

**COMMUNITY/SERVICE INVOLVEMENT AND/OR EXTRA CURRICULAR ACTIVITIES**

Community Involvement / Service Projects

Extracurricular Activities

Please visit the James W. Curry Library and Park and then write an essay on the following topic:

What do you believe is the most critical need facing the Brooks Hill community, what suggestions do you have for meeting that need and how does this impact your plans and goals for the future?

(Attach any additional essay sheets to this application ---Please keep to a maximum of two additional sheets)

COLLEGE PLANS; PLEASE ENCLOSE LETTER OF ACCEPTANCEName of College /Career /Technical School
Planning to Attend

Intended Major

VERIFICATION AND SIGNATURE

I certify that the information on this application is true and complete to the best of my knowledge.

Signature

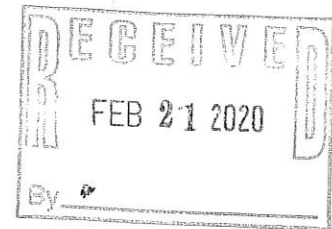
Date



ROBERT C. BYRD CORRIDOR H HIGHWAY AUTHORITY

February 19, 2020

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



Re: FY 2021 Funding Request

Dear Commissioners:

On behalf of the Robert C. Byrd Corridor H Highway Authority I would like to thank you for graciously allocating Five Thousand Dollars (\$5,000.00) to us for FY 2020! Your contribution helped make 2019 a historic year for Corridor H. As you begin the budgeting process for FY 2021, I would kindly request that you consider contributing to us again.

Through the generous support of the counties along the Corridor H route, the Authority has continued doing the important work we are charged by code to do. As I mentioned earlier, 2019 was a historic year for the funding of Corridor H. Some of the highlights include:

- June 2019 – Corridor H received \$100,000,000.00 towards completion of the Kerens to Parsons section.
- June 2019 – Governor Justice announced the award of a contract for an additional 3.4 miles of Corridor H to be construction which, when completed, will connect Weston to Parsons.
- August of 2019 – A public comment meeting was held in Tucker County to restart the design/permitting process on the Parsons to Davis section. This work had been idle since 2007.
- September 2019 – The Appalachian Development Highway System received a restored line item in the federal budget allowing for an additional \$13,000,000 to \$16,000,000 of additional funding for Corridor H annually.
- October 2019 – Governor Justice held an event in Tucker County stating that Corridor H is the State's top new construction highway project.
- January 2020 – Governor Justice referred to the completion of Corridor H in his State of the State Address.

While 2019 was a historic year for Corridor H, the Authority has a lot of important work ahead of us, including, but not limited to the following:

- Continued advocacy for the prioritization and completion of Corridor H to state and federal officials.
- Continued promotion of the use/importance of Corridor H to a variety of groups/organizations.
- Renewing our work with Virginia to ensure Corridor H is on the priority funding list for VDOT.

The Corridor H Authority has been very successful over the past several years working with both the private and public sector to support the completion of Corridor H. However, without the proper funding, these efforts are much more difficult. We are respectfully requesting a contribution of \$5,000 from each county along Corridor H to support our goals and objectives during FY 2021.

We appreciate all the support Upshur County has given the Corridor H Authority over the years. We know you share our desire to see this important piece of economic development infrastructure completed as quickly as possible. In order to achieve this goal, it will take a team effort from everyone. I trust we can count on your support of the Corridor H Authority.

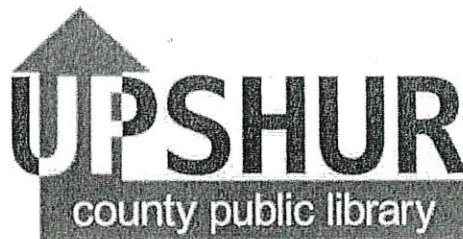
If you have any questions or need additional information, please do not hesitate to contact me.

Respectfully Submitted,



Robert L. Morris, Jr.
Chairman





1150 Route 20 South Rd.
Buckhannon, WV 26201

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February 11, 2020

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

Dear Commissioners,

I would like to request that you waive the \$50 rental fee for the Upshur County Recreational Park pavilion for the Upshur County Public Library's summer reading wrap-up party on July 1, 2020. This event marks the end of our month long summer reading program, which encourages children, teens, and adults in our community to increase their reading, engage in lifelong learning, and explore the world through books. Summer reading is particularly important for students in K-12 to help reduce the summer slide of important literacy skills, and rewarding students for being part of our program with this party helps to boost participation. The event is open to all those who take part in our reading program, from young children who are part of the early literacy program through senior citizens enrolled in the adult program as a thank you for participating. We hope that this event, and the entirety of our summer reading initiatives, will encourage reading and library use throughout our community.

Thank you for your consideration.

Very respectfully,

Beth Rogers
Assistant Director
Upshur County Public Library



Hodgesville Lions Club

282 Allview Drive Buckhannon, WV 26201

February 14, 2020

**Upshur County Commission
91 W Main Street
Buckhannon, WV 26201**

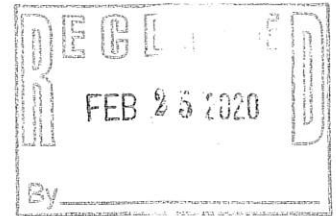
The Hodgesville Lions Club will be celebrating their 50th Anniversary this year. We are requesting to reserve the pavilion at the Upshur County Recreational Park on July 18, 2020 for a multi-club picnic; and that the fee be waived as the Lions International Foundation is a nonprofit organization.

Respectfully,

**Toni Newman, Secretary-Treasurer
Hodgesville Lions Club
304-613-1525**

February 8, 2020

West Virginia
Strawberry
Festival
Association Inc.



Mr. Terry Cutright, President
Upshur County Commission
West Main Street
Buckhannon WV 26201

Dear Mr. Cutright and Commissioners,

The Board of Directors of the 79th West Virginia Strawberry Festival would like to request the use of the plaza area of the Courthouse and Complex during this year's festival May 9th – 17th 2020. This area will be used as in the past for entertainment, auctions and information booths from the State of WV. Opening Ceremonies will be held Wednesday May 13th at Noon. Also using the plaza for Children's Activities. We will have a small tent to store the sound system and a stage for the entertainment and judges.

We would like to request the use of the picnic tables from the Upshur County Park to be moved to Spring Street for Vendor's Alley.

Thank you for your contributions, both monetary and otherwise given to the festival and its board each year. If you have any questions please contact us at any time.

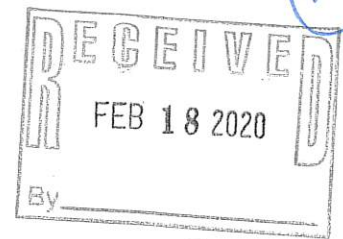
**** The commissioners are invited to participate in the parades. So please mark your calendar for the parades. Fireman's Parade is Friday Night May 15th, with a line-up on Tucker St. at 6:00, Grand Feature Parade is Saturday May 16th, line-up at 11:30 on Pocahontas St.

Sincerely,

Sandra Bennett

Sandra Bennett, President
79th WV Strawberry Festival
394-642-1501





February 12, 2020

Upshur County Commission,

First of all, I would like to thank all of you for considering this request during your meeting. We are reaching out to you on behalf of the churches in Upshur County. We would like to secure use of the front steps of the courthouse and the courthouse gathering area along Main Street from 6pm-7:30pm on May 7, 2020. We would like to hold a prayer meeting there on the national day of prayer. We cordially and respectfully invite you to join us as well. It is our desire to pray for you and all our community leaders as well as our state and our national leaders.

Please feel free to contact me directly using the contact information provided below. We sincerely thank you for this as well as your continued dedication and support of our wonderful county here in the heart of West Virginia.

Warmest regards,

Pastor John Darnall
Cornerstone Community Church
73 Crescent Ave
Buckhannon, WV 26201
304-472-7754 or 304-517-6949



CONSULTING AGREEMENT

This Consulting Agreement ("Agreement") is made and entered into effective as of July 1, 2020 by and between USI Insurance Services LLC ("Consultant") located at One Hillcrest Drive, East, Suite 300, Charleston, WV, 25311 and Upshur County Commission, 91 W. Main Street, Suite 101, Buckhannon, WV, 26201 ("Company") with respect to consulting services, described in the attached Exhibit A, to be provided by Consultant.

1. The term of this Agreement will be for a period of 12 months (unless earlier terminated as described below) beginning July 1, 2020 and ending June 30, 2021 (the "Term"). Upon expiration of the Term, this Agreement may be renewed upon the written agreement of both parties hereunder.

2. As payment for the provision of the Consulting Services, during the Term of this Agreement, the Company will pay to the Consultant a fee of \$5,000.00 quarterly ("Consulting Fee"). The Consulting Fee shall be invoiced and payable upon receipt by the Company. The Consultant's invoice shall include a summary description of the Consulting Services rendered and such other information as may be reasonably requested by Company.

3. Nothing under this Agreement shall be construed as creating any partnership, joint venture or agency between the Company and the Consultant. The Consultant shall act solely as an independent contractor and, as such, is not authorized to bind the Company to third parties. Neither federal, state, nor local taxes of any kind shall be withheld or paid by the Company on behalf of the Consultant in connection with payments made by the Company under Section 2 hereof. The Consultant shall be responsible for determining the amounts of and making all such payments. Consultant shall be solely responsible for all expenses incurred related to the performance of the Consulting Services. The Consultant shall indemnify, defend and hold the Company, its officers, directors, agents, employees, contractors and shareholders harmless from and against any and all claims, liabilities, losses, damages, costs and expenses (including, without limitation, attorneys' fees and expenses) arising out of or relating to the foregoing responsibility of the Consultant.

4. This Agreement may be terminated by either party upon forty-five (45) days written notice to the other party; provided, however, that either party may terminate this Agreement immediately for "cause" upon written notice to the other party. Any such termination of this Agreement shall be effective on the date specified in the notice. Any written notice of intent to terminate the Agreement shall comply with Section 7 hereof. For purposes of the Agreement, "cause" shall mean: (i) commission by Consultant of a willful and material act of dishonesty in the course of Consultant performing the Consulting Services hereunder, (ii) Consultant's personal, willful and continuing misconduct or refusal to perform the Consulting Services; (iii) material non-compliance by Consultant or the Company with the terms of this Agreement. The obligations of Consultant under Section 5 of this Agreement



shall survive termination of this Agreement, and shall remain in effect in accordance with the terms of said Sections.

5. The parties acknowledge that information made available by Consultant and the Company to each other and any individual or entity employed or retained by Consultant or Company, prior to or during the term of this Agreement, concerning or relating to the operation of the parties' business is confidential. The Consultant and Company agree that such information shall be treated as confidential and used only for the advancement of the interests of the parties, and shall not be disclosed or used without prior written consent. The parties further agree to return all material containing such confidential information whenever requested to do so. The foregoing shall not apply to any information that is in the public domain other than by reason of wrongful disclosure by Consultant or Company. Consultant agrees not to disclose or make reference to the subject matter of this Agreement in any marketing or advertising materials without the consent of the Company. This confidentiality provision shall survive termination and expiration of this Agreement.

6. If any provision of this Agreement shall be determined to be invalid, illegal or unenforceable, either in whole or in part, this Agreement shall be deemed amended to delete or modify, as necessary, the offending provisions and to alter the balance of this Agreement in order to render the same valid, legal and enforceable to the fullest extent permissible.

7. All notices and other communications hereunder shall be in writing and shall be mailed by first class, registered or certified mail, return receipt requested, or postage prepaid or personally delivered (including delivery by overnight couriers such as Federal Express), addressed as follows:

If to the Consultant:

USI INSURANCE SERVICES LLC
200 Summit Lake Drive
Suite 350
Valhalla, New York 10595
Attention: General Counsel

If to the Consultant:

USI INSURANCE SERVICES LLC
One Hillcrest Drive East, Suite 300
Charleston, WV 25311
Attention: Cheryl Kelly

Each party hereto may designate in writing a new address to which any notice or other communication may thereafter be so given, served or sent. Each notice or other communication that shall be mailed in the manner described above shall be deemed



sufficiently given, served, sent or received for all purposes at such time as it is delivered to the addressee or at such time as delivery is refused by the addressee upon presentation.

8. The parties may not assign any rights and obligations under this Agreement to any other person, entity, or successor in interest, whether by merger, acquisition, reorganization or otherwise without the written consent of the other party.

9. This Agreement is to be executed and performed in the state of the USI office that is a signatory to this Agreement, and shall be construed in accordance with the laws of such State.

10. This Agreement sets forth the entire understanding of the parties hereto relating to the retention of the Consultant by the Company, and all other previous or contemporaneous understandings or agreements, whether written or oral, are hereby superseded. None of the terms or provisions hereof shall be modified or waived, and this Agreement may not be amended or terminated, except by a written instrument signed by the party against which modification, waiver, amendment or termination is to be enforced. No waiver of any one provision shall be construed as a waiver of any other provision and the fact that an obligation is waived for a period of time shall not be considered to be a continuous waiver.

[Signature Page Follows]



UNDERSTAND. SERVICE. INNOVATE.

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IN WITNESS WHEREOF, the parties have hereunto set their hands on the date first above written.

USI INSURANCE SERVICES LLC

Effective Date: July 1, 2020

By: _____

Name: _____

Title: _____

Date: _____

UPSHUR COUNTY COMMISSION

By: _____

Name: _____

Title: _____

Date: _____



Exhibit A

The Consulting Services shall consist of the following services:

I. Ongoing Routine Assistance

USI will assign an Account Manager/Consultant to your organization that will be responsible for managing your benefits program. This individual will coordinate the activities of the entire USI "team" to ensure that all aspects of your benefit program are handled both efficiently and effectively.

The Account Manager/Consultant is also available to provide advice on an as-needed basis. Often, such assistance involves answering questions related to plan design, claims administration, COBRA administration, coverage issues, and other matters that inevitably arise in the day-to-day administration of a benefit program.

The Account Manager/Consultant can also provide access to other USI divisions that may be able to provide supplemental services for your needs, e.g. wealth management, retirement plan and 401K administration, and property/casualty insurance.

II. Objective Setting and Review of Benefit Program

Setting objectives is critical to the success of any benefit program. We will help you develop organizational goals and objectives which need to be achieved through your benefit programs. In addition, we will continue to review your current plan design and recommend alternatives which will help manage costs while at the same time maintain a competitive comprehensive benefit program.

III. Provide Expert Advice on Legislative and Regulatory Issues Affecting Benefit Plans

USI often provides summaries to clients of developments affecting the administration, design and funding of employee benefit programs - whether those developments are legislative, regulatory, competitive, or demographic. In addition, you will receive a variety of special publications to keep you up to date on benefits issues.

IV. Prepare Loss Experience Reports

Depending upon the size of the group insured, and the availability of data, we may supply you with reports which interpret carrier claim reports on a regular basis. This will enable you to prepare for future budgeting requirements.



V. Negotiate Insurance Carrier Renewals

This activity will cover “pre-renewal” meetings and forecasting, rate renewals and analysis of financial accounting for your various coverages. We typically perform an annual detailed analysis of factors such as:

- A. Administration components;
- B. Reconciling premium and claims;
- C. Calculating incurred but not reported claim liabilities (IBNR);
- D. Determining the adequacy of specific stop loss levels; and
- E. Projecting future premium rates and claims.

VI. Analyze Claim Utilization Data

Typically, insurance companies provide claim utilization data on an annual basis. If available to us, we analyze this data in order to identify trends specific to your group. The analysis usually includes a discussion of the following; however, the actual report will depend on the data provided by the carrier:

- A. Inpatient vs. outpatient usage
- B. Benefits paid by provider
- C. Benefits paid by diagnostic code
- D. Demographic trends
- E. Prescription drug utilization
- F. Network utilization

Conclusions and recommendations will be presented to assist you in planning for the future.

VII. Competitive Marketing & Analysis

Working with you, we can survey the marketplace in order to:

- A. Price various plan design changes;
- B. Obtain the cost of new products and services, e.g. managed care, utilization review services, EAPs, long term care, etc.;
- C. Ensure that you are accessing the most competitive program which is consistent with your employee benefit philosophy and financial objectives; and
- D. Assess network(s) and provide disruption analysis.

The marketing could include reviewing various funding options, the cost differentials for available benefit enhancements, and the viability of fully pooled contracts.



A complete competitive analysis would be presented to you, which would include a cost and benefit comparison.

VIII. Implementation of New Products and Services

In the event of implementation of plan design changes or new benefit program, your Account Manager/Consultant is available to assist with the following:

- A. USI can prepare sample employee communications for your use in announcing changes;
- B. USI would be present at employee meetings upon request, including "Train the Trainer" sessions, where applicable; and
- C. USI would act as a facilitator in meetings between the vendor and you to develop a plan of action regarding target dates and implementation of a new plan. Issues discussed usually include:
 - 1. Account structure
 - 2. Systems installation
 - 3. Enrollment kits
 - 4. Contract & booklet development
 - 5. Administrative supplies
 - 6. Employee identification cards

PRODUCT RESOURCES COOPERATIVE AGREEMENT

WHEREAS, World Vision has offered to provide and supply certain donated products as available to _____, a 501(c)3 charity or organization with a mission and ethos consistent with World Vision, hereinafter referred to as "Partner Organization," and; whereas, Partner Organization has warranted to the title owner, World Vision, that all items received will be duly inspected by a qualified member of their staff and found fit for human consumption (if applicable), or they will not be accepted,

Therefore, Partner Organization thereby warrants, represents, and guarantees as follows:

1. That World Vision and the original donor have specifically disclaimed any warranties or representations, expressed or implied, as to the purity or fitness for consumption/use of any or all such donated items.
2. That all items accepted are accepted in an "as is" condition.
3. That Partner Organization and subsequent recipient organizations will utilize employees or volunteers having sufficient training and orientation in the safe and proper use of donated items.
4. That Partner Organization and subsequent recipient organizations, because of the qualification of its personnel, as above specified, hereby accepts full responsibility for the purity and fitness for human consumption or use of any and all items accepted.
5. That Partner Organization and subsequent recipient organizations will serve/use the product within six months, to provide maximum utility.
6. That Partner Organization and subsequent recipient organizations hereby warrant and guarantee to World Vision and to the original donor that it will hold them harmless of action, suits of law or inequity, or any obligation whatsoever arising out of or attributed to any action by the Partner Organization and subsequent recipient organizations in connection with its storage and/or use of the items supplied to it by World Vision.
7. That Partner Organization and subsequent recipient organizations will use the donation solely for projects within its organization relating to its mission/exempt purpose and solely for the ill, the needy, or infants.

8. That Partner Organization and subsequent recipient organizations will neither offer for sale, sell, transfer, nor barter the products supplied by World Vision in exchange for money, other properties, or services unless written consent is received from World Vision's GIK department and the original donor (per Interagency AERDO standards).

9. That Partner Organization and subsequent recipient organizations accepts the AERDO GIK Standards in its valuation, reporting, and other GIK-related practices.

10. That Partner Organization and subsequent recipient organizations will not give this donation to another U.S. nonprofit organization if that organization intends to directly pass the GIK on without adding value to it, as addressed in the AERDO GIK Standards. Furthermore, if a Partner organization or subsequent recipient organization is not the end-user (distributing the GIK to the end-use beneficiary or using the GIK in its operations) Partner Organization and subsequent recipient organizations agree that it will only accept a GIK donation if it adds value to the GIK received from World Vision, otherwise it will make every effort to remove itself as a recipient of the GIK.

11. That Partner Organization agrees to provide end-use documentation.

12. Partner Organization hereby guarantees that all of the above requirements will be applied to subsequent recipient organizations.

The undersigned hereby warrants that he/she is a legally warranted and authorized agent of the Partner Organization, whose name appears below, and by his/her signature does hereby bind it to the terms, conditions, and limitations of this document of release.

PRINT NAME OF AGENT Terry B. Cutright
TITLE Commission President

Must be Executive Director, Senior Pastor, or School Principal

NAME OF ORGANIZATION Upshur County commission

MAILING ADDRESS 91 West Main Street, Suite 101

CITY Buckhannon STATE WV ZIP 26201

TELEPHONE NUMBER 304-472-0535 FAX 304-473-2802

E-MAIL tcutright@upshurcounty.org

DATED THIS 27th DAY OF February, 2021

SIGNATURE _____

Attachment: **AERDO Standards**

SUMMARY OF GIK INTERAGENCY STANDARDS

The purpose of the Interagency standards as developed by AERDO (Association of Evangelical Relief and Development Organizations) is to establish and maintain a set of "industry standards" with respect to the procurement, documentation, financial reporting, use, and overall practices with respect to private gifts-in-kind (GIK). Because donors receive tax write-offs for donations of GIK, it needs to be distributed according to IRS requirements. What follows are some critical points that you need to know, taken as excerpts from the original document.

Standard #1 - Compliance with Agency Mission: All gift-in-kind (GIK) donations must be used in furtherance of the tax-exempt mission, purpose, and program objectives of the recipient non-profit.

Standard #2 - Product Appropriateness: Each non-profit shall have established written policies and procedures for screening GIK prior to acceptance from the donor and utilization to ensure cultural, social, and programmatic appropriateness. No out-dated products manufactured for human consumption should ever be accepted or shipped. Dating on product should be sufficient to secure, accept, value, distribute, dispense, and distribute to be consumed by the intended individual recipients prior to the expiration date.

Pharmaceutical and medical equipment donations should be guided and informed by World Health Organization (WHO) guidelines.

Standard #3 - Valuation Recording Practices: GIK contributions received shall be valued at their fair values as of the date of donation (FASB ASC 958-605-30-2).

Standard #4 - Required Documentation: All GIK recorded as revenue and expense by a non-profit organization needs to be supported by documentation relating to product value, donated inventory, verification of receipt, and record of end-use or transfer. Although it is not necessary to obtain a record of end-use prior to recording revenue and expense, the document should be obtained for monitoring and evaluation purposes.

Standard #5 - Recognition of Revenue and Expense: The number of organizations accepting a GIK donation should be limited to those which have critical roles to fulfill in order to help those in need, prioritizing the best interests of the public over the best interests of the charity. Generally, a GIK donation should not be accepted by an organization if acceptance will result in more NPOs than necessary recognizing the GIK revenue between the time it is received from the original donor and when it is given to the end-user. In combination with Standard #1, this guidance will normally limit the organizations which should recognize revenue to those organizations that either had a direct role in the procurement of the GIK from the original donor or distributed the GIK to the final beneficiary. Any other NPO receiving GIK as a donation recipient should only accept the donation if it will take physical possession of the GIK and add significant value by increasing the utility of the GIK, not simply add value to the GIK transaction by providing storage or transportation.

Standard #6 - Service Fees Charged by NPO Service Agencies: Service fees charged when one NPO donates a gift-in-kind donation to another must not be based upon the value of those gifts but should reflect the expenses incurred to administrate, process, warehouse, manage and handle the GIK provided.

Standard #7 - Disclosure: Financial statements should disclose information about the valuation, source, and use of GIK. The basis and method for valuing donated GIK should be disclosed in an organization's financial statements.

UPSHUR COUNTY COMMISSION

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

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

TDD Numbers
Business: 472-9550
Emergency: 911

February 27, 2020

26th Judicial Community Corrections
c/o Cheyenne Walters
43 WBUC Road
Buckhannon, WV 26201

To whom it may concern:

The Upshur County Commission is grateful for their partnership with the 26th Judicial Circuit Community Corrections Day Report Center and its effectiveness within the County. In 2019, this program saved Upshur County approximately one million five hundred fifty-four thousand six hundred fifteen dollars (1,554,615) in regional jail fees. This is an increase of two hundred seventy-six thousand six hundred eighteen dollars (\$276,618) since the previous year. Even though the regional jail bill has nearly doubled since 2015, the County has been able to remain current. Without these services we are certain there would be an increase in offender recidivism resulting in an increase in the regional jail bill that would have a devastating impact on the taxpayers of this County. This Commission continues to support the hard work and dedication of Cheyenne Troxell and her staff. Continued funding of the above referenced program will be greatly appreciated.

Best regards,

Terry B. Cutright
Commission President

Samuel R. Nolte
Commissioner

Kristie G. Tenney
Commissioner

An Equal Opportunity Employer

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Upshur County Commission Wrecker Service Complaint Form

1. Complainant:

Name: _____ Phone: _____
Address: _____ Date: _____
Department Affiliation: _____ Title: _____

2. Complaint Category (please check the applicable category):

- _____ failure to to remove ALL vehicle debris and clean-up on scene
_____ failure to conform with uniform safety requirements
_____ response vehicle not adequately equipped for call
_____ operator refuses a vehicle on scene for reasons other than equipment failure or other circumstance outside of their control
_____ which prohibits them from transporting the vehicle(s)
_____ Defective Equipment
_____ Other: Explain: _____

3. Name of Offending Party / Business : _____

Employee Name: _____

4. Description of Offense (example: failure to wear reflective gear or defective emergency light) Must attach photographs: _____

5. Location and date of scene responded to: _____

6. Did you inform the wrecker of the issue on scene? _____

If yes, who did you speak with? _____

Was corrective action taken? _____

Please Return To: Upshur County E-911 Communication Center
181 Pallottine Drive, Buckhannon, WV 26201
Fax: (304) 472-2175

Upshur County Sheriff's Office

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DAVID H. COFFMAN, SHERIFF

Heather D. Parke

Chief Deputy
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182

Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

Michael R. Kelley

Chief Deputy
Law Enforcement

February 27, 2020

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

Dear Commissioners:

After the proper advertising and interviewing of applicants for the position of Animal Control Officer, I respectfully request your approval of Jason K. Knicely to fill this position. A background check has been completed for this applicant.

With your approval, Mr. Knicely will begin employment on March 1, 2020. His rate of pay will be \$13.26 per hour.

Thank you for your support and consideration.

Respectfully,



David H. Coffman
Sheriff
Upshur County



PART-TIME DEPUTY COUNTY CLERK
Upshur County Clerk's Office

The Upshur County Clerk is accepting applications for a Part-Time Deputy County Clerk. Responsibilities include, but are not limited to the following: general Deputy County Clerk duties, taking and transcribing meeting minutes, indexing minutes, letter writing, and data entry. Knowledge of spreadsheets and mail merge is beneficial. The pay rate for this position will be based on qualifications. Successful applicant will work no more than 19 hours per week. Individuals may obtain an application from the County Clerk's Office located on the first floor of the Upshur County Courthouse, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Applications will be accepted until the close of business on March 23, 2020. Please send completed application, resume and letter of interest to:

Office of the County Clerk
Carol J. Smith, County Clerk
40 West Main Street, Room 101
Buckhannon, WV 26201

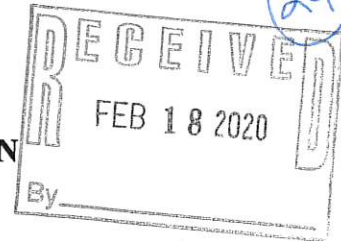
Applicant must be well organized, able to work with minimal supervision, work well with the public, and be proficient in Microsoft Office.

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 disability. Upshur County has established a drug free and tobacco free work environment.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505



Byrd E. White, III
Secretary of Transportation/
Commissioner of Highways

February 10, 2020

Jimmy Wriston, P. E.
Deputy Secretary/
Deputy Commissioner

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2020-2025. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2020-2025 STIP.

All written comments are to be received no later than February 17, 2020 and should be addressed to:

Mrs. Eva Melancon, P. E.
Director, Programming Division
West Virginia Division of Highways
Building 5, Room A-450
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 414-7188.

Sincerely,

Jimmy Wriston, P. E.
Deputy Secretary/
Deputy Commissioner

JW:MI

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/ attachment
Ms. Michele DeAngelis, Federal Transit Administration – w/ attachment



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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Byrd E. White, III
Secretary of Transportation/
Commissioner of Highways

February 10, 2020

Jimmy Wriston, P. E.
Deputy Secretary/
Deputy Commissioner

TO: All District Engineer/Managers
THRU: *HP*
FROM: PM *EMM*
SUBJECT: Statewide Transportation Improvement
Program (STIP) Amendment

One requirement of the current legislation is that STIP amendments be made available for a public review/comment period. Recent legal advertisements and/or press releases have informed the public that a modified listing of proposed amendments to the STIP is available for inspection at each of the following locations: WVDOH District Headquarters, Metropolitan Planning Organization Offices, Regional Planning and Development Councils, County Commission Offices, and Main County Libraries.

Accordingly, if anyone comes to your office and wishes to review the attached list of projects, please make it available until February 20, 2020. If anyone wishes to comment on the projects, please instruct them to do so, in writing, to my office by February 20, 2020.

Comments on the projects should be addressed to:

Mrs. Eva Melancon, P. E.
Director, Programming Division
Building 5, Room A-430
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance in this matter. Should you have any questions, please feel free to contact my office at (304) 414-7188.

EMM:l

Attachment

cc: Mrs. Chandra Inglis-Smith , Federal Highway Administration – w/o attachment
Ms. Michele DeAngelis, Federal Transit Administration -w/o attachment

HP, PP

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**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2020-2025
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
FAYETTE	2022	9		8/28/2022	STP-OFF	CON	CO013	KANAWHA FALLS BR (AC PAYBACK)	REPLACE BRIDGE	S310 13 00002 00	STP0013030D	\$6,640,000	\$8,300,000	\$3,689,400
2020-2025 AMD 1 - CANCEL PROJECT														
FAYETTE	2021	9		8/28/2021	STP-OFF	CON	CO013	KANAWHA FALLS BR (AUTH AC PROJECT)	REPLACE BRIDGE	S310 13 00002 00	STP0013030D	\$6,640,000	\$8,300,000	(\$2,460,000)
2020-2025 AMD 1 - CANCEL PROJECT														
JACKSON	2020	3		4/28/2020	STP	CON	CO021	LOCKHART - WISEBURG SLIP REPAIR	SLIDE REPAIR	S318 021 03423 00	STP0021429D	\$240,000	\$300,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
KANAWHA	2020	1		3/28/2020	HSIP	OTHER	NA	2020 TMC OPERATING BUDGET	OPERATING BUDGET 2020-2021	T620 TMCP 1 00	HSIP2020061D	\$1,944,000	\$2,160,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
KANAWHA	2021	1		12/28/2020	STP	ROW	WV622	WV 622 - CROSS LANES (GO BOND 4)	WIDEN ROADWAY	U320 622 00196 00	STBG0622029D	\$4,000,000	\$5,000,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
KANAWHA	2021	1		12/28/2020	STP	ENG	WV622	WV 622 - CROSS LANES (GO BOND 4)	WIDEN ROADWAY	U320 622 00196 00	STBG0622028D	\$1,200,000	\$1,500,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
KANAWHA	2023	1		10/28/2022	OTHER	CON	WV622	WV 622 - CROSS LANES (GO BOND 4)	WIDEN ROADWAY	U320 622 00196 00	NFA2417046D	\$0	\$16,000,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
LEWIS	2020	7		3/28/2020	HSIP	CON	CO013	BERLIN ROAD	INSTALL GDRL	U321 13 000 00	HSIP0013074D	\$270,000	\$300,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
MCDOWELL	2020	10		3/28/2020	NHPP	ROW	WV121	WELCH - PUNCHEON CAMP (TPK BOND)	CONST NEW ROAD	X324 121 02005 09	NHPP0121030D	\$4,400,000	\$5,500,000	\$0
2020-2025 AMD 1 - ADD ROW PHASE AND NAME CHANGE FROM WELCH - WV 16 I/C														
MCDOWELL	2020	10		9/28/2020	OTHER	CON	WV121	WELCH - WV 16 I/C (TPK BOND)	CONST NEW ROAD	X324 121 02005 10	NFA2417001	\$0	\$170,000,000	\$0
2020-2025 AMD 1 - 13% COST INCREASE NON-FEDERAL AID REGIONALLY SIGNIFICANT PROJECT (>\$2M)														
MCDOWELL	2020	10		5/28/2020	NHPP	ENG	WV 121	WELCH - WV 16 I/C MITIGATION	COMPENSATORY MITIGATION	X324 121 2005 11	NHPP0121019D	\$6,800,000	\$8,500,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
MORGAN	2021	5		11/28/2020	STP	CON	US522	BERKELEY SPRINGS TRAFFIC SIGNAL	RENOVATE TRAFFIC SIGNAL	S333 522 1337 00	STP0522043D	\$207,000	\$230,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
RALEIGH	2021	10		6/28/2020	OTHER	CON	US019	BEAVER-S EISENHOWER DR (DESIGN/BUILD) (TPK	ZWAY SEGMENT 8	X341 ZWAY 622 02	NFA2417038	\$0	\$51,000,000	(\$36,000,000)
2020-2025 AMD 1 COST CHANGE >\$2M														

AMENDMENT # 1 - PUBLIC COMMENT

Print Date: 2/6/2020

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**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2020-2025
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
RANDOLPH	2022	8		9/28/2022	NHPP-ADHS	CON	US048	CHEAT RIVER BRIDGE (AC PAYBACK)	CONST NEW BRIDGE	X342 H 04021 08	NHPP0484329	\$30,575,000	\$30,575,000	\$23,775,000
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD BUILD GRANT, ADD GO BOND FUNDS														
RANDOLPH	2023	8		9/28/2023	NHPP-ADHS	CON	US048	CHEAT RIVER BRIDGE (AC PAYBACK)	CONST NEW BRIDGE	X342 H 04021 08	NHPP0484329	\$74,275,000	\$74,275,000	\$57,344,042
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD BUILD GRANT, ADD GO BOND FUNDS														
RANDOLPH	2024	8		9/28/2024	NHPP-ADHS	CON	US048	CHEAT RIVER BRIDGE (AC PAYBACK)	CONST NEW BRIDGE	X342 H 04021 08	NHPP0484329	\$59,575,000	\$59,575,000	\$42,644,042
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD BUILD GRANT, ADD GO BOND FUNDS														
RANDOLPH	2025	8		9/28/2025	NHPP-EXEMPT	CON	US048	CHEAT RIVER BRIDGE (AC PAYBACK)	CONST NEW BRIDGE	X342 H 04021 08	NHPP0484329	\$59,575,000	\$59,575,000	\$19,975,000
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD BUILD GRANT, ADD GO BOND FUNDS														
RANDOLPH	2021	8		9/28/2021	OTHER	CON	US048	CHEAT RIVER BRIDGE (AC PAYBACK) GO BOND	CONST NEW BRIDGE	X342 H 04021 08	NHPP0484329	\$0	\$100,000,000	(\$39,600,000)
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD BUILD GRANT, ADD GO BOND FUNDS														
RANDOLPH	2020	8		7/28/2020	OTHER	CON	US048	CHEAT RIVER BRIDGE (AUTH AC PROJECT)	CONST NEW BRIDGE	X342 H 04021 08	NHPP0484329	\$0	\$40,000,000	(\$39,600,000)
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD BUILD GRANT, ADD GO BOND FUNDS														
RANDOLPH	2021	8		10/28/2021	NHPP-ADHS	CON	US048	KERENS-WV 72 I/C (AC PAYBACK)	PAVE - Section 1	X342 H 04021 06	NHPP0484326	\$10,000,000	\$10,000,000	(\$4,100,000)
2020-2025 AMD 1 - SEPARATE INTO 2 PROJECTS, 16% TOTAL COST INCREASE, ADD AC PAYBACK FOR BUILD GRANT														
RANDOLPH	2022	8		10/28/2022	NHFP	CON	US048	KERENS-WV 72 I/C (AC PAYBACK)	PAVE - Section 1	X342 H 04021 06	NHPP0484326	\$10,000,000	\$10,000,000	(\$4,100,000)
2020-2025 AMD 1 - SEPARATE INTO 2 PROJECTS, 16% TOTAL COST INCREASE, ADD AC PAYBACK FOR BUILD GRANT														
RANDOLPH	2024	8		10/28/2024	NHFP	CON	US048	KERENS-WV 72 I/C (AC PAYBACK)	PAVE - Section 2	X342 H 04021 06	NHPP0484777	\$10,000,000	\$10,000,000	(\$11,000,000)
2020-2025 AMD 1 - SEPARATE INTO 2 PROJECTS, 16% TOTAL COST INCREASE, ADD AC PAYBACK FOR BUILD GRANT														
RANDOLPH	2023	8		10/28/2023	NHPP-ADHS	CON	US048	KERENS-WV 72 I/C (AUTH AC PROJECT)	PAVE - Section 2	X342 H 04021 06	NHPP0484777	\$10,000,000	\$10,000,000	(\$11,000,000)
2020-2025 AMD 1 - SEPARATE INTO 2 PROJECTS, 16% TOTAL COST INCREASE, ADD AC PAYBACK FOR BUILD GRANT														
RANDOLPH	2020	8		8/28/2020	OTHER	CON	US048	KERENS-WV 72 I/C (AUTH AC PROJECT) BUILD	PAVE - Section 1	X342 H 04021 06	NHPP0484326	\$0	\$20,000,000	(\$10,500,000)
2020-2025 AMD 1 - SEPARATE INTO 2 PROJECTS, 16% TOTAL COST INCREASE, ADD AC PAYBACK FOR BUILD GRANT														
RANDOLPH	2023	8		10/28/2022	NHPP-ADHS	CON	US048	WV 72 I/C-PARSONS (AC PAYBACK)	GR, DR, PAVE	X342 H 04021 05	NHPP0484323	\$45,000,000	\$45,000,000	\$5,400,000
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD AC PAYBACK														
RANDOLPH	2024	8		10/28/2023	NHPP-ADHS	CON	US048	WV 72 I/C-PARSONS (AC PAYBACK)	GR, DR, PAVE	X342 H 04021 05	NHPP0484323	\$45,000,000	\$45,000,000	\$5,400,000
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD AC PAYBACK														

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2020-2025
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERALCOST CHANGE
PROJECT COMMENTS														
RANDOLPH	2025	8		10/28/2024	NHPP-ADHS	CON	US048	WV 72 I/C-PARSONS (AC PAYBACK)	GR, DR, PAVE	X342 H 04021 05	NHPP0484323	\$45,000,000	\$45,000,000	\$38,200,000
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD AC PAYBACK														
RANDOLPH	2022	8		10/28/2021	NHPP-ADHS	CON	US048	WV 72 I/C-PARSONS (AUTH AC PROJECT)	GR, DR, PAVE	X342 H 04021 05	NHPP0484323	\$30,000,000	\$30,000,000	\$19,980,000
2020-2025 AMD 1 - COST INCREASE (>\$2M), ADD AC PAYBACK														
ROANE	2020	3		4/28/2020	STP	CON	US033	COL RUBY BRADLEY BRIDGE (DESIGN/BUILD)	WIDEN BRIDGE	U344 33 01276 00	STP0033398D	\$7,880,000	\$9,850,000	\$3,080,000
2020-2025 AMD 1 - 63% COST INCREASE (>\$2M), MOVE PROJECT TO FFY 2020														
ROANE	2020	3		1/28/2020	STP	ENG	US033	SCOTT MILLER HILL BP WETLAND MITIGATION	COMPENSATORY MITIGATION	U344 33 00349 06	STBG0033417D	\$9,600,000	\$12,000,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
WETZEL	2020	6		1/28/2020	NHPP	ENG	WV002	PROCTOR - KENT WETLAND MITIGATION	COMPENSATORY MITIGATION	U352 2 1166 01	NHPP0002607D	\$1,600,000	\$2,000,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
STATEWIDE	2021	99		12/28/2020	HSIP	CON	NA999	2021 RPM	RPM	U399 RPM 21 00	HSIP2021207D	\$549,000	\$610,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
STATEWIDE	2020	99		3/28/2020	HSIP	ENG	NA999	CURVE ANALYSIS US AND WV	CURVE EVALUATION	T699 CURVE 1 00	HSIP2019204D	\$675,000	\$750,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
STATEWIDE	2020	99		4/28/2020	HSIP	CON	NA999	LED LIGHT UPGRADE NS PHASE	UPGRADE FLASHING LIGHT SIGNAL TO LED	S399 LEDLI 1 00	HSIP2019211D	\$256,229	\$284,699	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
STATEWIDE	2021	99		10/28/2020	RHCH	CON	NA999	LED LIGHT UPGRADE NS PHASE	UPGRADE FLASHING LIGHT SIGNAL TO LED	S399 LEDLI 2 00	RHCH2019209D	\$236,366	\$262,629	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
STATEWIDE	2022	99		10/28/2021	HSIP	CON	NA999	LED LIGHT UPGRADE NS PHASE	UPGRADE FLASHING LIGHT SIGNAL TO LED	S399 LEDLI 3 00	HSIP2021051D	\$258,031	\$286,702	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														
STATEWIDE	2020	99		3/28/2020	HSIP	OTHER	NA999	ROADWAY DEPARTURE REVIEW	ROADWAY DEPARTURE REVIEW	T699 RDWAY 4 00	HSIP2019205D	\$180,000	\$200,000	\$0
2020-2025 AMD 1 - ADD NEW PROJECT														

Public Service Commission of West Virginia

34

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

February 14, 2020

Electronic Service Only

Robert R. Rodecker, Esq.
Counsel, Upshur County Commission
Kay Casto & Chaney PLLC
PO Box 2031
Charleston, WV 25327

Thomas J. O'Neill, Esq.
City Attorney
70 East Main Street
Buckhannon, WV 26201

RE: Case No. 20-0025-PSD-PC
Upshur County Commission

Gentlemen:

The Staff Memorandum issued today was served via email on the above-listed parties. Any responses must be submitted to the Executive Secretary's Office in writing within 10 days of this date, unless directed otherwise. You will not receive a copy of the Staff Memorandum by regular mail.

Your failure to respond in writing to the utility's answer, Staff's recommendations, or other documents may result in a decision in your case based on your original filing and the other documents in the case file, without further hearing or notice.

When you provide an email address, you will automatically receive electronic docket notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed.

Please note - the Public Service Commission does not accept electronic filings.

Sincerely,

Connie Graley/kb
Connie Graley
Executive Secretary

CG/tg
Enc. Memo

(35)

INITIAL JOINT STAFF MEMORANDUM

TO: CONNIE GRALEY
Executive Secretary

DATE: February 14, 2020

FROM: JOHN AUVILLE
Staff Attorney

RE: CASE NO. 20-0025-PSD-PC
UPSHUR COUNTY COMMISSION

Staff recommends the Commission enter an order requiring the Upshur County Commission to provide notice of this proceeding through the issuance of a Class I legal advertisement in the form prescribed by the Commission, in the county or counties affected by the proposed order. Staff also recommends the Commission grant the intervention request filed by the City of Buckhannon for the limited purpose to challenge whether the Upshur County Commission has followed the correct process in adopting this resolution.

On January 13, 2020, the Upshur County Commission (UCC) filed this petition seeking the consent and approval of the Public Service Commission to enlarge the boundaries of the Tennerton Public Service District (District). Submitted with the petition was a copy of the Resolution and Order of the Upsher County Commission entered on January 9, 2020. The purpose of the enlargement of the boundaries of the District is to expand into the area west of the City of Buckhannon that is currently unserved by a public sewer system.

On January 24, 2020, the City of Buckhannon (City) filed a petition to intervene in this matter. The City states that it provides sewer treatment services in Upshur County. The District discharges all of its sewerage into the City's collection system for treatment. In order for the District to provide service in the area described in this petition, the District would have to extend off of the City's lines. The District is currently in arrears to the City in the amount of about \$80,000 and the City has concerns the District is insolvent. The City also has grave concerns about the management of the District. The City has been in negotiations with commercial property owners in the area the District wants to extend its territory into. The City has not come to an agreement with these customers due to their unwillingness to pay their share of the costs of the extension. The expansion proposed in this matter has slowed down the City's ability to extend service into these areas. The City requests the Commission conduct a Comprehensive Management Audit of the District under Rule 2.7.b.1 of the Sewer Rules. The City also challenges the process by which this order was adopted by the County as due process was not afforded.

On January 31, 2020, the UCC filed a response to the City's petition to intervene. The UCC states nothing in the City's petition gives rise to a basis for denying the expansion of the District's service territory. There is nothing in West Virginia Code § 16-13A-2 which prevents a County Commission from expanding the boundaries of an existing District to permit that District to serve in the entire county, except into the service territory of an existing District or into the boundaries of a municipality without that municipality's permission. There is no allegation this expansion of the District will expand into the municipal limits of the City. Expansion of the service territory will allow the District to provide service in an area it does not currently have authority to serve should the situation arise that service is requested. This expansion will not prevent the City from providing service in this area. The UCC notes that in Berkeley County Public Service Sewer District v. West Virginia Public Service Commission Et al, 204 W.Va. 279, 512 S.E.2d. 201 (1998), the West Virginia Supreme Court ruled that W. Va. Code §16-13A-2 has nothing to do with service rights. The UCC continues that the City's allegations regarding the District's financial condition are not relevant to this expansion request.

Expansion/reduction of boundary lines of a public service district is controlled by the provisions of W.Va. Code §16-13A-2 and the Commission's *Rules for the Government of Water Utilities*, 150 CSR §7-8.1 (Water Rule 8.1).

8.1.a. A county commission upon entering an order on its own motion, or upon receipt of a petition, or upon receipt of a recommendation of the Commission, proposing the creation, enlargement, reduction, merger, dissolution, or consolidation of a public service district pursuant to W. Va. Code §16-13A-2, shall:

8.1.a.1. At the same session, fix a date of hearing in the county which date shall be not more than forty (40) days nor less than twenty (20) days from the date of the action;

8.1.a.2. Within ten (10) days, provide the Executive Secretary of the Commission with a copy of the order or petition and notification of the time and place of the hearing to be held by the county commission;

8.1.a.3. If the territory proposed to be included is situated in more than one county, when fixing the date of hearing, provide for notifying the county commission and clerk thereof of each of the other counties into which the territory extends of the date so fixed;

8.1.a.4. Publish, at least ten (10) days prior to the hearing, a Class I legal advertisement meeting the requirements stated in W.Va. Code §16-13A-2, giving notice of the hearing;

8.1.a.5. Post notice in at least five (5) conspicuous locations in the proposed public service district as required by W.Va. Code §16-13A-2;

and

8.1.a.6. File with the Executive Secretary of the Commission affidavits of publication pursuant to Rule 4 above, and affidavits of posting pursuant to Rule 5 above as soon as the same are available.

8.2. Notification to the Commission of county commission action.

8.2.a. If the county commission enters an order creating, enlarging, reducing, merging, dissolving, or consolidating a public service district, the county commission shall, within ten (10) days of entering such order, file a copy of such order with the Executive Secretary of the Commission. If the county commission declines to enter such an order, the county commission shall, within ten (10) days of declining, file with the Executive Secretary of the Commission notice that it has declined to enter any such order.

Under West Virginia Code §16-13A-2(e), certain findings must be made by the county commission and included in its resolution and order approving the boundary expansion.

(e) All persons residing in or owning or having any interest in property in the proposed public service district shall have an opportunity to be heard for and against its creation, enlargement, reduction, merger, dissolution or consolidation. At the hearing the county commission, before which the hearing is conducted, shall consider and determine the feasibility of the creation, enlargement, reduction, merger, dissolution or consolidation of the proposed district. If the county commission determines that the construction or acquisition by purchase or otherwise and maintenance, operation, improvement and extension of public service properties by the public service district will be conducive to the preservation of public health, comfort and convenience of such area, the county commission shall by

order create, enlarge, reduce, merge, dissolve or consolidate such public service district. If the county commission, after due consideration, determines that the proposed district will not be conducive to the preservation of public health, comfort or convenience of the area or that the creation, enlargement, reduction, merger, dissolution or consolidation of the proposed district as set forth and described in the petition or order is not feasible, it may refuse to enter an order creating the district or it may enter an order amending the description of the proposed district and create, enlarge, reduce, merge, dissolve or consolidate the district as amended.

Review of Filings

1. The Upshur County Commission adopted the resolution and order to expand the service area of the Tennerton Public Service District on December 5, 2019. The hearing was set for January 9, 2020, thirty-one (31) days after the resolution was adopted, satisfying the provisions of Water Rule 8.1.a.1.
2. Notice of the adoption of the resolution was given to the Commission by filing on December 9, 2019 (4 days later), which does meet the deadline set forth in Water Rule 8.1.a.2.
3. The Upshur County Commission provided affidavits of publication of the notice of the public hearing and provided an affidavit that notice of the hearing was posted in at least five (5) conspicuous locations in the proposed service area for a period of at least 10 days prior to the hearing.
4. As noted above, the UCC filed this petition, including a copy of the UCC's Resolution and Order, with the Commission on January 13, 2020. The filing did comply with the notice requirements set forth in W.Va. Code §16-13A-2(f) and in Water Rule 8.2.a..
5. The proposed expansion of the District appears to be adequately described in a metes and bounds description included in the Resolution and Order of January 9, 2020, as required by W.Va. Code §16-13A-2(a).
6. Upshur County Commission must provide notice of the petition seeking the Commission's consent and approval of the boundary enlargement. Water Rule 8.3.a. states:

Upon the receipt of a county commission order proposing the creation, enlargement, reduction, merger, dissolution, or consolidation of a public service district pursuant to W. Va. Code §16-13A-2, the Commission shall enter an order directing the county commission to provide notice of the proceeding through the issuance of a Class I legal advertisement in the form prescribed by the Commission, in the county or counties affected by the proposed order. The notice shall include the right of any customer of the proposed public service district or other interested party to file a written protest. See Water Form No. 8 for example of notice to be published.

Legal Staff recommends the Commission enter an order requiring the Upshur County Commission to give notice of its petition seeking consent and approval of the boundary reduction.

In summary, based on its review, Legal Staff recommends the Commission enter an order:

1. Requiring the Upshur County Commission to provide notice of this proceeding through the issuance of a Class I legal advertisement in the form prescribed by the Commission, in the county or counties affected by the proposed order.

Otherwise, Legal Staff finds the Upshur County Commission has substantially complied with the Commission's requirements.

Legal Staff also recommends the Commission grant the intervention request filed by the City of Buckhannon for the limited purpose to challenge whether the Upshur County Commission has followed the correct process in adopting this resolution. Legal Staff agrees with the UCC that the issues regarding the actual provision of service to any of the customers in the proposed expansion, the financial situation of the District and the request for a Management Audit are outside the scope of this proceeding. Those issues can be pursued in a separate complaint case or the context of any certificate cases that may come before the Commission.

JRA/dt

WB WBT

S:\Staff_Files\JAuville\Word\200025upsherc\initialmemo.doc

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From: "Adrienne Hissam" <ahissam@k12.wv.us>
To: "clwallace@upshurcounty.org" <clwallace@upshurcounty.org>, "trperry" <trperry@upshurcounty.org>
Subject: Appointment to Upshur County Parks and Recreation Advisory Board
Date: 2/12/2020 8:15:09 AM

P {margin-top:0;margin-bottom:0;}

The Upshur County Board of Education appointed Brett Robinson to serve the remainder of the vacant term resulting from Hannah Lively's resignation.

Mr. Robinson's contact information is listed below:

Brett Robinson

French Creek, WV 26218

E-mail: brobinson@sitetechwv.com

If you have any questions, please let us know. I think Mr. Robinson is expecting to hear from you all about tonight's meeting.

Sincerely,

Adrienne L. Hissam

Executive Secretary to the Superintendent

Upshur County Schools

102 Smithfield Street

Buckhannon, WV 26201

Telephone: 304-472-5480, Ext. 1018

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EXECUTIVE DIRECTOR
Jeffrey E. Fleck

Consolidated Public Retirement Board

4101 MacCorkle Ave, SE
Charleston, West Virginia 25304-1636
Telephone: 304-558-3570 or 800-654-4406
Fax: 304-558-6337
Email: cprb@wv.gov
www.wvretirement.com
02/12/2020



BOARD CHAIRMAN
David L. Wyant

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

RE: Public Employees Retirement System (PERS) Contribution Rate Change

Dear Participating Employer of the Public Employees Retirement System (PERS):

This correspondence is to confirm the Board of Trustees of the WV Consolidated Public Retirement Board (Board) reviewed and accepted the 2019 PERS actuarial valuation results at the January 22, 2020 Board meeting and voted to **not change** the PERS employer contribution rate for fiscal year 2021. Therefore, the employer contribution for PERS Tier I and Tier II members will remain at 10.0% effective July 1, 2020.

Pursuant to the provisions of WV Code §5-10-31, it is the responsibility of the Board to determine the amount of employer contributions to be paid into the PERS Employers Accumulation Fund. The employer contribution rate is based upon the annual actuarial valuation of the assets and liabilities and is subject to be reset annually. As you may recall from past correspondence and publications, the Board has adopted asset smoothing as the actuarial asset valuation method for PERS. The asset smoothing method allows the annual investment gains and losses for PERS to be spread over a period of four years.

The employer contribution rate changes are necessary to provide for the continued actuarial soundness of PERS, ensuring funding for the normal cost of expected benefits and unfunded liabilities throughout the amortization period established for the plan. Specifically, the valuation results for Fiscal Year 2019 revealed that expected contributions and investment returns will be sufficient to cover the expected annual cost and related liabilities of PERS. All future employer contribution rates are subject to the annual actuarial valuation results.

Please take note that the employer contribution rate will remain 10.0% effective on any Pay Period End Date beginning on or after July 1, 2020 for both Tier I and Tier II members and should be used in your budgetary considerations for Fiscal Year 2021.

If you should have any questions or need any additional information, please do not hesitate to contact our Employer Reporting staff at (304) 558-1395.

Sincerely,

Jeffrey E. Fleck
Executive Director



Upshur County Sheriff's Financial Statement

For Period Ending: January 2020

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FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 807,108.61	\$ 874,781.47	\$ (762,649.54)	\$ 919,240.54
FUND - 002 COAL SEVERANCE TAX FUND	\$ 6,141.11	\$ 15,058.92	\$ -	\$ 21,200.03
FUND - 003 DOG AND KENNEL FUND	\$ 39,803.93	\$ 21,426.96	\$ (31,645.86)	\$ 29,585.03
FUND - 004 GENERAL SCHOOL FUND	\$ -	\$ 3,749.30	\$ -	\$ 3,749.30
FUND - 005 MAGISTRATE COURT FUND	\$ 7,796.43	\$ 1,151.00	\$ (229.38)	\$ 8,718.05
FUND - 006 WORTHLESS CHECK FUND	\$ 135,882.00	\$ 142.27	\$ -	\$ 136,024.27
FUND - 007 E-911 FUND	\$ 562,677.04	\$ 35,109.49	\$ (238,924.53)	\$ 358,862.00
FUND - 008 HOME CONFINEMENT FUND	\$ 49,492.83	\$ 8,312.69	\$ (21,582.50)	\$ 36,223.02
FUND - 013 CURRY PARK FUND	\$ 14,980.76	\$ 8,659.41	\$ (331.16)	\$ 23,309.01
FUND - 015 CURRY LIBRARY FUND	\$ 40,218.00	\$ 1,151.00	\$ -	\$ 41,369.00



Upshur County Sheriff's Financial Statement

For Period Ending: January 2020

Bank Balance Listing

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BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 605,943.94	\$ (7,460.36)	\$ 249,203.96	\$ 847,687.54
	COAL SEVERANCE-MMA	\$ 20,200.03	\$ -	\$ -	\$ 20,200.03
	E-911 -MMA	\$ 346,947.24	\$ -	\$ 575.08	\$ 347,522.32
	CURRY PARK-MMA	\$ 20,777.12	\$ -	\$ -	\$ 20,777.12
	CURRY LIBRARY-MMA	\$ 19,705.32	\$ -	\$ -	\$ 19,705.32
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 201,982.12	\$ -	\$ 3,854.46	\$ 205,836.58
	CONCEALED WEAPONS	\$ 21,374.63	\$ (600.00)	\$ 365.00	\$ 21,139.63
	GENERAL TAX ACCOUNT-MMA	\$ 203,010.71	\$ (255,256.16)	\$ 52,245.45	\$ -
	BOARD OF HEALTH-MMA	\$ 133,040.39	\$ -	\$ 575.15	\$ 133,615.54
	UPSHUR CO. FIRE FEE-IBCK	\$ 8,790.86	\$ (3,437.87)	\$ 564.65	\$ 5,917.64
	UP CO COAL REALLOCAT-IBCK	\$ 127,927.44	\$ -	\$ -	\$ 127,927.44
	EMPLOYEE BENEFITS-IBCK	\$ 954,791.18	\$ (11,035.79)	\$ -	\$ 943,755.39
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.90	\$ -	\$ -	\$ 2,485.90
	COMMUNITY CORR. FUND-IBCK	\$ 177,557.11	\$ -	\$ 3,446.20	\$ 181,003.31
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 45.00	\$ (45.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 190,498.28	\$ (157,771.51)	\$ 2,041.13	\$ 34,767.90
	TAX CLEARING ACCOUNT	\$ 19,327.25	\$ (23,990.34)	\$ 4,663.09	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,020.26	\$ (1,020.26)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 109,234.47	\$ (74,223.45)	\$ 24.08	\$ 35,035.10
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 29,610.03	\$ (25.00)	\$ -	\$ 29,585.03
	GEN. CO. MISC-CKNG	\$ 12,467.35	\$ -	\$ -	\$ 12,467.35
	WORTHLESS CHECK FUND-CKNG	\$ 136,024.27	\$ -	\$ -	\$ 136,024.27
	E-911 -CNKG	\$ 39,848.37	\$ (28,508.69)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 33,928.02	\$ -	\$ 2,295.00	\$ 36,223.02
	CURRY PARK-CKNG	\$ 2,531.89	\$ -	\$ -	\$ 2,531.89
	CURRY LIBRARY-CKNG	\$ 5,122.54	\$ (1,250.00)	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 3,811.79	\$ -	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,360.37	\$ -	\$ -	\$ 5,360.37
	JURY-CKNG	\$ 15,693.72	\$ (653.72)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 46,357.61	\$ (350.00)	\$ -	\$ 46,007.61
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 14,298.30	\$ (21,002.50)	\$ 6,704.20	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 520.00	\$ (550.00)	\$ 30.00	\$ -
	STATE POLICE FUND-CKNG	\$ 762.75	\$ (825.00)	\$ 67.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 3,467.42	\$ (258,723.58)	\$ 255,256.16	\$ -
	TAX LEIN FUND-CKNG	\$ 251,394.61	\$ (26,693.45)	\$ -	\$ 224,701.16
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 27,558.52	\$ (7,558.52)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 348.50	\$ -	\$ 84.00	\$ 432.50
	BANK TOTAL	\$ 3,895,527.94	\$ (880,981.20)	\$ 581,994.86	\$ 3,596,541.60
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 703,423.75	\$ -	\$ -	\$ 703,423.75
	EE HEALTH CARE REIMB FUND	\$ 34,809.96	\$ -	\$ -	\$ 34,809.96
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 19,905.09	\$ -	\$ -	\$ 19,905.09
	BANK TOTAL	\$ 758,138.80	\$ -	\$ -	\$ 758,138.80
FREEDOM BANK					
	BOARD OF HEALTH-CD 1	100000	0	0	100000
	BOARD OF HEALTH-CD 2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	BANK TOTAL	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00
SUMMARY:					
	TOTAL ALL BANKS	\$ 4,853,666.74	\$ (880,981.20)	\$ 581,994.86	\$ 4,554,680.40
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 4,556,430.40

WEST VIRGINIA
EXECUTIVE

Photo by Robbie Skinner.

WEST VIRGINIA EXECUTIVE'S
Corridor H Celebration

You are invited to an evening of networking hosted by
West Virginia Executive magazine. Join us as we celebrate
the Corridor H area and all it has to offer.

The reception will be held at **Graceland Inn**
on **Thursday, March 12**, from **5:30-7:30 p.m.**
100 Campus Drive, Elkins, WV 26241

Please **RSVP** by **March 2** at mjb@wvexecutive.com or **(304) 941-0600**.

Dress is business attire. Only the first 75 RSVPs will be accepted, so reserve your spot today!

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WVU Medicine
ST. JOSEPH'S HOSPITAL

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Davis & Elkins College
LEADING THE WAY

AHE
PRODUCTS

Hodgesville Lion Club

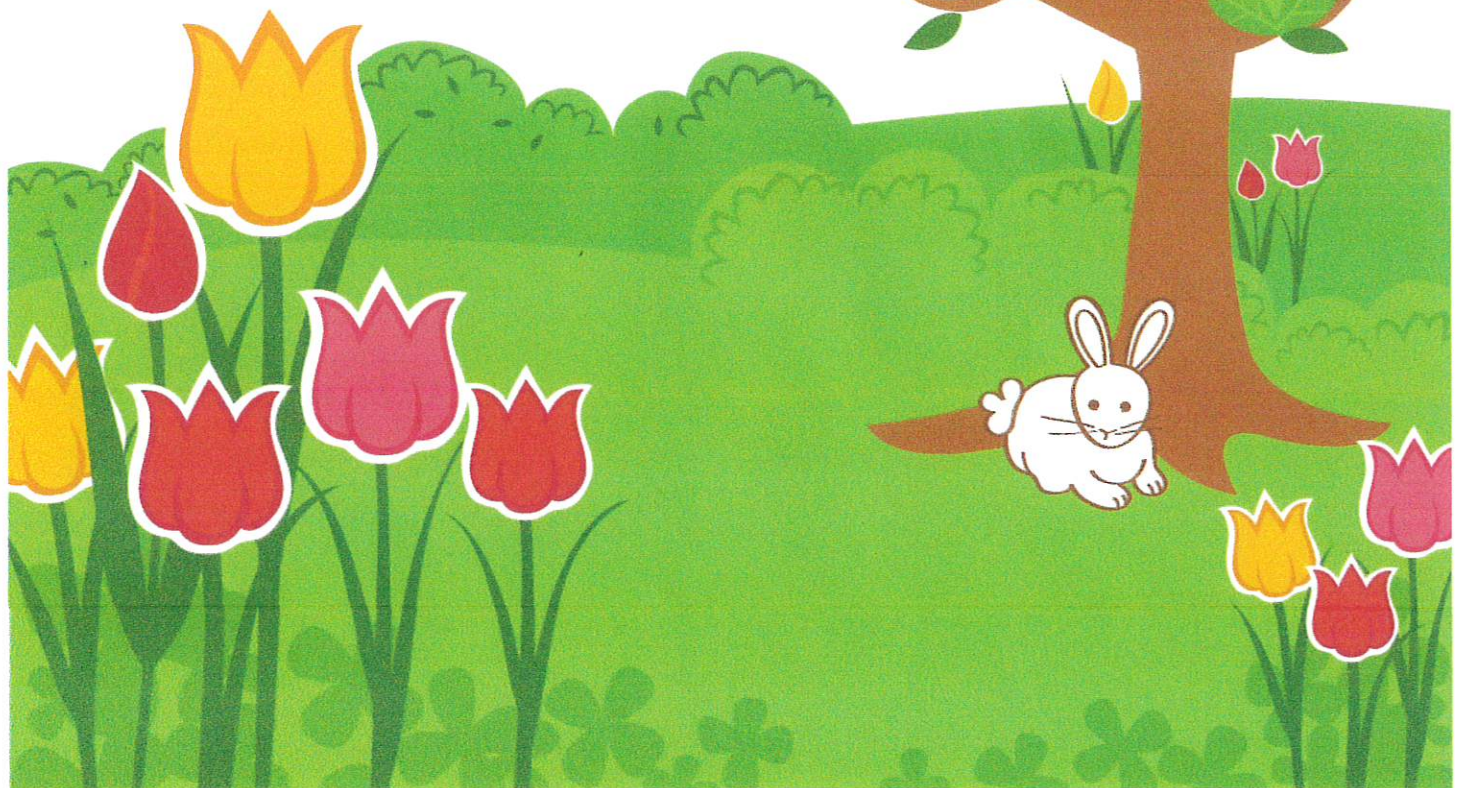
Pancake & Sausage Sausage, Gravy & Biscuit Day

"Eat A Bite for Sight" – Menu: Pancakes: Regular and Buckwheat, Sausage, Sausage Gravy & Biscuit, and Drinks. Tickets: Adult - \$8.00 Children - \$4.00, under 6 Free. Several kinds of Brooms, Mops, and Wisk Brooms will be for sale.

Where: Warren District Community Center in Hodgesville

When: March 14 - Saturday

Time: 7 a.m. to 1 p.m.





WV Healthy Start/HAPI Project

Baby & Me Day

Saturday, March 14th, 2020

10:00 AM – 1:00 PM

Meadowbrook Mall, Bridgeport, WV

Registration Begins at 10:00 AM

**Daddy Olympics*

Olympics begin at 11:00 AM

**Baby Crawl Contest*

Baby Crawl begins at 12:00 PM

Sponsored by



**Shortly following The Baby Crawl, there will be over \$3,000 in door prizes awarded, including a Rocker Recliner, Pack-N-Play, Video Monitor, Car Seat, Safety Items, and a Breast Pump.*

**GIFT BAGS to the first 200 Moms who register!*

COME & LEARN ABOUT COMMUNITY SERVICES & RESOURCES RELATED TO
HEALTHY PREGNANCIES, FAMILIES & BABIES!

Meadowbrook Mall
2399 Meadowbrook Road
Bridgeport, WV 26330



Phone: 304-842-5441 X 106
Fax: 304-842-6485
www.meadowbrookmall.com



HAPI PROJECT



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January 13, 2020

Dear Community Partners

The Upshur County Partners in Prevention members are coordinating a Community Baby Shower for Upshur County pregnant parents and families with a child under the age of 6 months old. This group of community agencies want to provide participants with health, safety and support information, as well as to celebrate the birth of their child. Along with refreshments and games, we would like to provide the first 30 participants who register with diaper bags that will include essential items they will need as new parents. This event will take place at the WV Wesleyan College Social Hall from 10am to 1pm on March 21, 2020.

Unfortunately, grants received for this event do not cover all the expenses. Therefore, we are in need of donations from the community to help make sure that we can provide as many necessary items for the children. Some of the families who have attended this event in the past struggle financially to provide the needed items for their child, so they appreciate these diaper bags tremendously. You will find a wish list of items attached.

If you are able to help this year, you can choose *Sponsor a Mom* for \$50 (which helps cover the cost of a diaper bag and items for a mother) or by making any other financial donation. You may also purchase items on the wish list as well. You can drop off donations at Stockert Youth Center/Family Resource Network office (79 East Main Street) by March 16th. Please make checks out to the Upshur County Family Resource Network (or UCFRN for short).

If you know of a mom who would like to attend, are able to make a donation, or assist in this event in any way, please contact me at 304-376-0086 or jfleshman@hsc.wvu.edu. You may also contact Lori Ulderich Harvey at 304-473-1051 or upshurfrn@yahoo.com.

Thank you for your time and consideration of our request. We love providing this event for the families and are excited to host a wonderful event again this year!

Sincerely,

Jodi McQuillan, MSW, LGSW
Community Coordinator

West Virginia University School of Medicine
WV Healthy Start/HAPI Project
Department of Obstetrics and Gynecology
P.O. Box 9186
Morgantown, WV 26506

Phone: (304) 293-3840
Fax: (304) 293-7540



HAPI PROJECT

West Virginia University
SCHOOL OF MEDICINE
Department of Obstetrics and Gynecology

WV Healthy Start/HAPI Project

New Mother Kits Wish List
Items Needed: (new items only please)

- DIAPERS (SIZE 2 TO 4)
- BABY WIPES
- DIAPER CREAM
- TOOTHBRUSH
- BABY LOTION
- BABY WASH
- BABY NAIL FILES/GROOMING KITS
- BABY HOME SAFETY KITS (OUTLET PLUGS, DRAWER LATCHES, ETC.)
- ~~THERMOMETERS~~
- SOCKS/BOOTIES
- ~~WASH CLOTHS/TOWELS~~
- RECEIVING BLANKETS
- BIBS
- ONESIES (6 TO 12 MONTHS)
- BLANKETS
- TEETHERS

West Virginia University School of Medicine
WV Healthy Start/HAPI Project
Department of Obstetrics and Gynecology
P.O. Box 9186
Morgantown, WV 26506

Phone: (304) 293-3840
Fax: (304) 293-7540



MONEY SMART WEEK

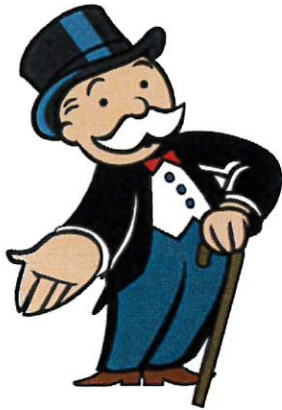
APRIL 4 - APRIL 11, 2020

**HELP US KICK OFF MONEY SMART WEEK
AT THE JAMES W. CURRY PUBLIC LIBRARY**

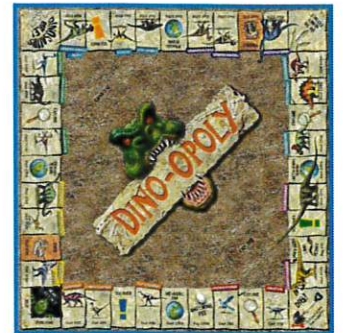
**SATURDAY, APRIL 4TH, 2020
AT 1:00 PM BY
JOINING US FOR AN**

"OPOLY FEST"

**COME TO THE LIBRARY SATURDAY AND JOIN
IN A ROUSING GAME OF:**



**DINO-OPOLY
HUNTING-OPOLY
DOG-OPOLY OR
HORSE-OPOLY OR
"OTHER"-OPOLY**

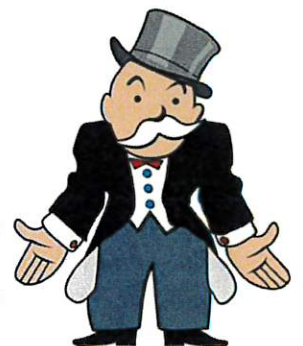


WE'LL PLAY FROM 1:00 - 2:30

**AT 2:30 ALL PLAYERS WILL COUNT THEIR MONEY AND ASSETS
AND THE PLAYER WITH THE HIGHEST AMOUNT WILL WIN
A PRIZE.**

**WE HAVE SPACE FOR 24 PLAYERS,
(ALL AGES WELCOME, BUT MUST PLAY ENTIRE
TIME OR TO NATURAL END OF THE GAME. MAY
NOT BE SUITABLE FOR VERY SMALL CHILDREN)**

COME AND PLAY!



Notice of Meeting

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for

Upshur County Fire Board, Incorporated

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

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

Date: Tuesday, February 18, 2020

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---January 21, 2020

Public Questions/Comment Period

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

- Cumulative report
- Reminders update
- Ordered Checks (4 boxes-\$99.80 debited from account)

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 1/31/2020---\$79,468.39
- Disbursement from Chief Tax Deputy for January---\$5,817.64

Payment of Bills/Invoices

- Software Systems---Invoice #33509---Maintenance Charge January---\$206.00
- Upshur County Commission---Reimbursement--- Postage---October- December---\$412.70

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---March 17, 2020---Adjournment

**UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting Agenda
Wednesday, February 19, 2020, 4:00 p.m.**

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
 - A. Status of Parking Lot
 - B. Final approval of revisions to Meeting Room Policy
- VI. New Business
 - A. Upcoming closing date approvals
 - i. Service Center Day 2020 –March 24th
 - ii. Ramp Dinner (Early Closing) 2:00 on April 24th
- VII. Friends of the Library update – Ann Slaughter
- VIII. Setting date of next Board meeting
- IX. Adjournment

Lewis/Upshur LEPC
Meeting Agenda-Lewis EMS

February 19, 2020

1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. Approval of minutes of previous meeting
4. Financial Report
5. Presentation by Shawn Dunbrack
6. Chairman's comments:
 - a. Introduction of guest
7. Grant updates:
 - a. Discussion of all grants
8. Committee reports:
 - a. Membership
 - b. By Laws
 - c. Public Education
 - d. Annual exercise planning team (HSEEP)
 - e. Hazard Assessment & Planning
9. Off Site Emergency Response Plans:
10. Old Business:
11. New Business:
12. Membership comments
13. Public comments
14. Adjournment

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, February 20, 2020**

A. Call to Order

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

B. Recognized Guests

- B.1 Recognition of February BEST Award Winner-Band of Brothers
- B.2 Executive Director Robert Hinton-Upshur County Development Authority
- B.3 Loren Jordan-Heads Up Community-Presentation on Municipal Messaging App

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
 - 2020 Employee Engagement Survey Results
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief-Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Report of Cat & Dog Activity –Upshur County Commission-January 2020
- D.2 Notice Special City Council Working Session-Budget FY 2020-2021 on 02/25/2020 at 9am
- D.3 Notice Special Planning Commission-Zoning Change Request Properties on Brushy Fork Rd on 03/04/20 at 6pm
- D.4 FOIA Request-Joshua Hinchman-Building Permits for Accessory Buildings
- D.5 Proclamation-Nina Roomsburg Mauk-90th Birthday

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 02/06/2020
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Approval Appointment of Lisa Critchfield to the Animal Care & Control Commission

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval to Submit BFD FEMA SAFER Application- Staffing for Fire & Emergency Response Grant
- F.2 Request Letter of Support for Medical Cannabis Companies
- F.3 Approval Resolution 2020-01 FEMA Generator Grant Budget Revision & Account Setup

G. Comments and Announcements

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

H. Mayor's Comments and Announcements

- I. Executive Session –Property Matters Per WV Code § 6-9A-4
- J. Adjournment

Posted 02/14/2020

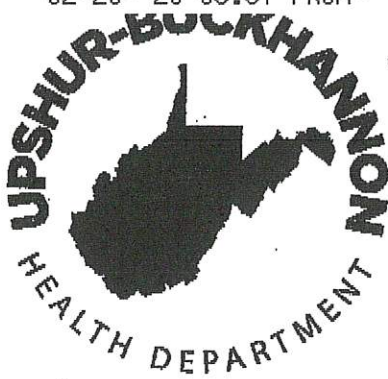
Next Regular Scheduled City Council Meeting Thursday, March 5, 2020

**THE ELKINS ROAD PUBLIC SERVICE
DISTRICT WILL HOLD ITS REGULAR
MONTHLY MEETING ON TUESDAY,
MARCH 3, 2020 @ 5:30 P.M.**

**ANYONE WISHING TO ADDRESS THE BOARD SHOULD REQUEST TO BE PUT ON THE AGENDA BY FRIDAY, FEBRUARY 28, 2020
FOR ADDITIONAL INFORMATION, PLEASE CALL 304-472-3008 MONDAY THRU FRIDAY 9-1.**



**THE ELKINS ROAD PUBLIC
SERVICE DISTRICT WILL HOLD
A SPECIAL PHASE III PREBID
MEETING ON THURSDAY,
MARCH 5, 2020 @ 1:00 PM
AT THE KESLING MILL LIONS
CLUB**



(56)

Board of Health Meeting Agenda
Thursday, March 05, 2020
6:00pm

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B. 1 Jason Frame, Director Office of Medical Cannabis, by phone
 - B. 2 Mike Oldaker in person
- C. Consent Agenda
 - C.1 Approval of the January 05, 2020 and February 03, 2020 Minutes.
- D. Financial Report – Melinda Law
- E. Departmental Reports
 - E.1 Environmental - Chris Garrett, RS
 - E.2 Nurse Director – Sue McKisic, RN
 - E.3 Medical Director – Dr. Joseph Reed
 - E.4 Threat Preparedness Report – Patty Thrasher
 - E.5 Administrator's Report – Sue McKisic, RN
- F. Harm Reduction Program – Report from Laura Jones, Milan Puskar Health Right
- G. Correspondence & Information
 - G.1 Dinsmore Corporation
 - G.2 Amanda Kilroe, Associate Attorney, Vincente Sederberg LLP
- H. Strategic Issues for Discussion and / or vote
 - H.1 Blanket yes or no for Medical Cannabis in Upshur County.
 - H.2 Computer tower replacement for 4 towers at \$525.00 each
 - H.3 Automobile insurance concerns
 - H.4 Present a Formal Statement asking the Buckhannon City Park System to be Smoke/Vape free.
 - H.5 Person in Charge Training (Food Safety), and Certified Food Protection Manager (CFPM) Training.



I. Board Member Comments and Announcements

I.1 Larry Carpenter

I.2 Teresa Kee

I.3 Amy Queen

I.4 Kessa Thorpe

J. Board Chairman Comments and Announcements

K. Executive Session

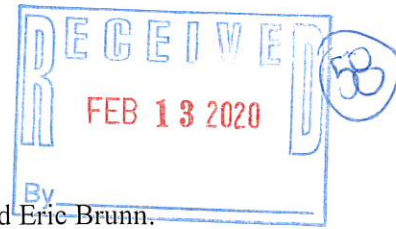
L. Adjournment

POSTED: 02/19/2020

Adrian Public Service District

January 8, 2020

Monthly Board Meeting



Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody, and Eric Brunn.
Visitors: Trey Hornor

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Trey updated the board on the progress of the Phase VIII project. He informed us that in December 2019 RUS (Rural Utility Service), who we are receiving the funding for the project from, has approved the preliminary engineering and completed the underwriting for the project. RUS, once they receive their yearly budget is hopeful to approve the funding within this fiscal year before September 30, 2020. The national office of RUS will also have to review and approve the funding because the project is over five million dollars.

Trey brought the review plans for the project. He asked that we try to keep obtaining water user agreements from potential customers that have not signed up yet for the extension.

Lindsey is to obtain the insurance coverage for the CSX railroad crossing for the project and the board approved the Facility Encroachment Agreement with CSX.

The PSD agreed to use a right of way agent to obtain the majority of rights of ways needed for Phase VIII. Trey is going to obtain a quote from some agents for the job.

Minutes of the December 11th meeting were read. Kelly made the motion to approve the minutes and Carolyn second.

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

Old Business

- Adrian PSD's attorney, Norm Farley, and the Development Authority have come to an agreement on the lease revisions for the Rock Cave Broad Band Tower.
- Customer Craig Bessinger attempted to reopen a closed formal complaint with the Public Service Commission against Adrian PSD. The PSC has given a final recommended decision stating that Bessinger is to satisfy the 2017 mediation results within six months. He has yet to satisfy any requirements from mediation.

New Business

- None

Items for Discussion/Action/Approval

- Kelly made a motion to approve PSD employees to attend the Rural Water Conference in Snowshoe, WV on Aug. 15th-19th, and to require employees who attend to take at least one class per day, Mon.-Wed., Carolyn second the motion.

Maintenance – Eric


- Repaired water main break on Rt. 20 at Beechtown
- Installed two new services
- Repaired electric issue at the Hinkleville pump station by replacing a bad starter motor, fuse panel, back board, and 25 HP pump.
- Repaired a 2" waterline break at Waterloo.
- Repaired main break at Cleveland that was caused by Flamco, the contractors of American Water, installing a waterline parallel to ours. The PSD sent them an invoice for the repair.
- Repaired a main break at Rt. 20 near the board office.
- Changed out chlorine lines in Kanawha Head pump station, took apart the chlorine line and installed a new diaphragm.
- **Office Report**
- Business as usual

The meeting adjourned at 4:40 pm. Next regular meeting will be February 6, 2019 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

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Upshur County Safe Structures and Sites
Enforcement Board
January 9, 2020

Members present: Greg Harris, Chris Cook, and Chris Garrett
Members absent: Rick Harlow, Brian Shreves
Others present: Doug Bush

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

The December 18, 2019 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Chris Garrett, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

061418-03 (Best) -- No action taken. Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18-month period to see if the new owner brings the property into compliance. Sold during the tax sale in November 2018. Discuss during May 2020 meeting.

101019-02 (Chewning) No action, the initial deadline to bring the property into compliance is March 11th.

111419-01 (Browning) No action, review photographs at next meeting.

The Enforcement Board reviewed the following new cases:

010220-01 (Gardner) reviewed complaint and heard details from Complainant Doug Bush. Chris Garrett has been in contact with owner regarding septic complaint. Property owner(s) alias Richadeen Hyre. She is Medical Power of Attorney for her father who owns the property. She is overseeing the property and wants to work with the Board. She has an aeration system which has passed inspection with health Dept.; however, there are several vehicles on the property and a large accumulation of debris. Greg Harris and Chris Garrett will visit the property.

Public Comment:


None

Other Business:

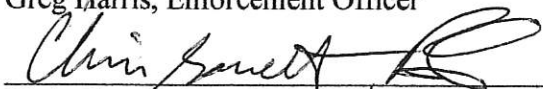
The next meeting will be held on Thursday, February 13, 2020 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting adjourned at 3:25 p.m.

Approved by:



Greg Harris, Enforcement Officer



Chris Garrett, Board Member

02-13-20

Date

2/13/2020

Date

91

Rick Harlow, Board Member

Date

Kenneth "Brian" Shreves, Board Member

Date

Chris Cook

Chris Cook, Board Member

2/13/20
Date

Upshur County Public Library Board of Trustees Meeting January 15, 2020

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, January 15, 2020 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, John Haymond, and Kenna Leonard. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; and members of the public. (9 signed attendance sheet)

The minutes of the November meeting were approved on a motion made by Kenna and seconded by Michelle.

The financial reports for November and December were accepted on a motion made by John and seconded by Kenna.

Director's Report – see attachment

****Concerning the security cameras, it was suggested that one be pointed toward the entrance so students getting off the buses would be in view of the camera.**

The parking lot lights have been installed. Hopefully, the wearing coat of asphalt can be completed in the spring.

The personnel handbook committee reported they will not be meeting until spring to continue revisions.

On a motion made by Michelle and seconded by John, the board approved the audit report for FY2019 and gave approval for the president to sign four documents requiring the board president's signature: the representation letter, copy of the trial balance, copy of the adjusting journal entries, and the unbound copy of the audit.

Last year, the library did not meet their maintenance of effort (MOE) agreement required by the Library Commission regulations. To meet the maintenance of effort, you must spend at least one dollar more than you spent the previous year. We were short about \$20,000.00; a large part was due to the assistant director's position being vacant for almost four months and a part time clerical worker that was off on leave and then resigned, leaving the position vacant for a period of time. The MOE agreement does not take into consideration loss of income as a reason to reduce spending, so even though we lost \$30,000.00 since 2014 from the county, the amount we need to spend to meet the MOE did not decrease by \$30,000.00. Libraries are often given waivers when they don't meet the MOE. We were granted a waiver but not a full waiver which means we will lose a total of \$1896.00 for the next two quarters.

Paul reported the date for the Ramp Dinner will be Friday, April 24 from 5-8. We will begin working on sponsorships late February or early March.

Because we now have the small meeting room, (formerly the Toy Library), the Meeting Room Policy needs revised. Connie will make the approved changes and present at the next board meeting for final approval.

The board reviewed the Materials Selection Policy and found it clear and appropriate. The board then requested that library administration review the policy with library staff to ensure that the policy is followed in all situations.

Ann was not present to give a Friends of the Library update.

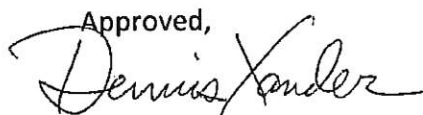
The next board meeting will be Wednesday, February 19 at 4:00 p.m. at the library.

The board then entered into executive session at 5:30 p.m. on a motion made by Michelle and seconded by John to complete the director's evaluation. The board came out of executive session at 6:25 on a motion made by John and seconded by Kenna. The director's evaluation was approved on a motion made by Kenna and seconded by John.

The meeting adjourned at 6:30.

Respectfully submitted,


Connie Cutright,
Business Manager

Approved,

Dennis Xander,
President

(64)

Upshur County Fire Board Special Meeting January 21, 2020

Members Present: Joe Gower, Larry Alkire, Kristie Tenney, Rick Harlow, and Clifton Shaw

Members Absent: Tom O'Neill and Linn Baxa

Others Present: Arthur Wilson, Tim Hissam, Bill Green, and Kevin Huffman-guests, and Toni Newman-Fire Fee Clerk

The Fire Board meeting was called to order by Chairman Joe Gower at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from December 17, 2019, were approved on motion by Larry Alkire and second by Rick Harlow.

The 2019 Fire Fee Funds second disbursement was distributed to the VFD representatives in the amount of \$5,000.00 each.

The Fire Fee Clerk reported the 2019 Fire Fees are currently at 86 percent collected. Reminder letters have been mailed to all customers who have not paid in Districts 1, 5, and 6. Districts 7, 4, and 2 are partially complete. The new computer has been installed and is working well. Financial reports (Check Register and Cumulative Report) were sent to the County Commission last week. The County Courthouse hours have been changed from 8 am to 4:30 pm, to 8 am to 4:00 pm. County employees will now receive a one-half hour of paid lunch. This change will be effective February 1, 2020.


The checking account balance as of 12/31/2019 was \$112,918.71. The disbursement from the Chief Tax Deputy for the month of December was \$3,290.37

The following invoices were reviewed and approved upon motion by Rick Harlow and second by Larry Alkire:

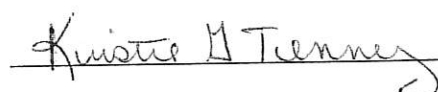
- Software Systems---Invoice #33420---\$206.00
- Upshur County Commission---Reimbursement---Payroll---\$7,929.42
- Global Science and Technologies, Inc.---Adobe Acrobat Software for new PC---\$314.90

There were five corrective ticket this month, approved on motion by Larry Alkire and second by Kristie Tenney. There were eleven exoneration requests approved by the Board.

There being no further business the meeting adjourned at 7:00 p.m. The next meeting of the Board will be February 18, 2020.



Joseph Gower, Chairman, Upshur County Fire Board



Board Member