

Upshur County Commission Meeting Agenda

Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call

Date of Meeting: January 21, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 14, 2021

10:00 a.m. Civil & Environmental Consultants, Inc. -- Discuss findings of the Hydrologic and Hydraulic study for Brushy Fork and an unnamed tributary of Brushy Fork on the 13.84-acre property (the Wellness Complex) located off of Ridgeway Road in Buckhannon, WV.
Page 4-13

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

3:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Shanna Collins requesting reappointment to the James W. Curry Library Advisory Board. Ms. Collins's term expired on December 31, 2020. Upon approval, Ms. Collins's new term will expire on December 31, 2025. * Page 14
2. Approval and signature of the lease agreement between Carl J. Martin Family Gift Trust and the Lewis-Upshur Day Report Center for the use of the building located at 43 WBUC Road, Buckhannon, WV. The lease is effective February 1, 2021 through February 1, 2022 in the amount of \$1,400 per month. * Page 15-19
3. Correspondence from Sheriff Virgil Miller appointing Chief Deputy John Michael Coffman as the Sheriff's Department representative on the Court Security Advisory Board. * Page 20
4. Correspondence from Sheriff Virgil D. Miller requesting approval to hire Dale Lee Thorne as a part-time Court Security Officer, effective January 31, 2021. *
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover
5. Correspondence from Sheriff Virgil D. Miller requesting approval to transfer Kirsten D. Howes from fill-in Court Security Officer to part-time Court Security Officer. Upon approval, the change in employment will be effective January 31, 2021. Due to her current position as a COVID-19 sanitation employee, all hours accrued in this position will be counted towards her 1040 allowable hours per year. *
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover
6. Consider Termination of Employee * Under separate cover

7. Approval of advertisement for a full-time maintenance department position. Applications must be received by 4:00 p.m. on February 1, 2021. * Page 21
8. 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, Remote Work Request(s).

For Your Information:

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

1. Correspondence from Dan O'Brien, Authorized Representative for Dominion Energy Transmission, Inc., providing the Atlantic Coast Pipeline disposition and restoration plan update. Page 22
2. Correspondence from Richard Clemens announcing his resignation as City representative on the Buckhannon-Upshur Airport Authority, effective January 20, 2021. Page 23
3. Upshur County Sheriff's Financial Statement for period ending December, 2020 Page 24-25
4. Upshur County Building Permits for the month of December, 2020 Page 26
5. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Public Library January 20, 2021 Page 27
 - c) Meeting Minutes:
 - Tennerton PSD December 9, 2020 Page 28
 - d) Meetings:
 - 01/05/21 5:00 p.m. Elkins Road PSD
 - 01/05/21 4:00 p.m. Hodgesville PSD
 - 01/07/21 7:00 p.m. Banks District VFD
 - 01/07/21 7:00 p.m. City Council of Buckhannon
 - 01/07/21 7:00 p.m. Selbyville VFD
 - 01/11/21 12:00 p.m. Upshur County Family Resource Network
 - 01/11/21 4:30 p.m. Upshur County Solid Waste Authority
 - 01/11/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board - CANCELLED
 - 03/08/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co.
 - 01/12/21 7:30 p.m. Adrian VFD
 - 01/07/21 6:00 p.m. Buckhannon-Upshur Board of Health
 - 01/20/21 7:00 a.m. Upshur County Development Authority – Full Board
 - 01/13/21 12:00 p.m. Upshur County Senior Center Board
 - 01/13/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
 - 01/12/21 7:00 p.m. Warren District VFD
 - 01/07/21 3:00 p.m. Adrian PSD

- 01/13/21 3:00 p.m. Tennerton PSD
- 01/14/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/14/21 7:30 p.m. Buckhannon VFD
- 01/11/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/21/21 6:30 p.m. Upshur County Youth Camp Board
- 01/10/21 6:00 p.m. Washington District VFD
- 01/18/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/20/21 4:00 p.m. Upshur County Public Library Board
- 01/15/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 01/19/21 6:30 p.m. Upshur County Fire Board, Inc.
- 01/26/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/13/21 7:00 p.m. Ellamore VFD
- 01/20/21 12:00 p.m. Lewis Upshur LEPC
- 01/13/21 1:15 p.m. Upshur County Farmland Protection Board
- 01/25/21 7:00 p.m. Upshur County Fire Fighters Association
- 01/13/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 01/25/21 12:00 p.m. Region VII Planning and Development Council

7. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6/30/2020) – Fire Association Representative
- James W. Curry Library and Park Advisory Board (Shanna Collins – 12/31/2020)
- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative

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

Tabled Items

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

1. Consider request made by Julia Kastner on behalf of the Upshur County Trails Volunteer Group to utilize a portion of the Upshur County Recreational Park for progressive bike drops (**January 21, 2021**).

**Next Regular Meeting of the Upshur County Commission
January 28, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex**

HYDROLOGIC AND HYDRAULIC STUDY

SITE DEVELOPMENT UPSHUR COUNTY, WEST VIRGINIA

Prepared For:

UPSHUR COUNTY COMMISSION
38 WEST MAIN STREET, ROOM 303
BUCKHANNON, WEST VIRGINIA

Prepared By:

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
BRIDGEPORT, WEST VIRGINIA

CEC Project 303-040



DECEMBER 2020



Civil & Environmental Consultants, Inc.

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1.0 INTRODUCTION

1.1 BACKGROUND AND PURPOSE

On behalf of the Upshur County Commission (UCC), Civil & Environmental Consultants, Inc. (CEC) presents this Hydrologic and Hydraulic (H&H) Report for Brushy Fork and Unnamed Tributary No.1 to Brushy Fork.

The project site is situated near Ridgeway Road (County Route 7/1), approximately 1 mile west of Buckhannon, Upshur County, West Virginia. The purpose of this project is to prepare future development sites on the 13.3-acre property owned by UCC located south of Brushy Fork, and on the 19.4-acre property owned by the Upshur County Development Authority (UCDA) located north of Brushy Fork. The proposed work on UCC property will involve the construction of a pad and an access road accompanied by the excavation of one storage pond. On the UCDA property, the proposed work will involve the construction of a pad and a storage pond. Portions of the work will take place within the floodplain of Brushy Fork, which is a tributary of Fink Run in Buckhannon, WV. According to the Federal Emergency Management Agency (FEMA), the site is located within Special Flood Hazard Areas (Zone A and Zone AE), as depicted on the Upshur County Flood Insurance Rate Map (FIRM) Panel 54097C0107D with an effective date of September 29, 2010.

The purpose of this hydraulic study is to determine the effects of the proposed development on the 100-year water levels of Brushy Fork and its tributary. This report documents the results of CEC's H&H analysis of Brushy Fork and Unnamed Tributary No.1 to Brushy Fork.

2.0 METHODOLOGY

2.1 HYDROLOGY

CEC developed HydroCAD models to reflect the existing (pre-project) and proposed (post-project) hydrologic conditions of proposed development pads to evaluate the peak discharges to Brushy Fork and Unnamed Tributary No.1 to Brushy Fork and generated flow hydrographs to input into hydraulic models for flood inundation mapping. The Soil Conservation Service (SCS) Technical Release No. 20 (TR-20) methodology within the HydroCAD computer program was used to determine the stormwater runoff rates. The rate of runoff is based on the relationships between

the amount of rainfall obtained from the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 Precipitation Frequency Data Server (PFDS), soil type data obtained from the Natural Resources Conservation Service (NRCS), land cover data, infiltration rates, and the size of the watershed area. The SCS Type II Precipitation Distribution was utilized as the temporal distribution of the 100-year, 24-hour storm event for this study. Please see Figure 3 for the Drainage Area Map, and Appendices A, B, C, and D for the NOAA Precipitation Data, NRCS Soils Report, and HydroCAD Reports, respectively.

2.2 HYDRAULIC ANALYSIS

CEC developed two-dimensional GeoHEC-RAS models to reflect the existing and proposed 100-year flood conditions of Brushy Fork and Unnamed Tributary No.1 to Brushy Fork. GeoHEC-RAS is an AutoCAD, Micro Station, and ArcGIS compatible, interactive two-dimensional and three-dimensional graphical user interface data wrapper to the United States Army Corps of Engineers (USACE) Hydrologic Engineering Center's River Analysis System (HEC-RAS) software. GeoHEC-RAS was developed by Civil Geo, Inc. and performs one-dimensional and two-dimensional hydraulic analyses using the HEC-RAS v5.0.7 engine. Hydrographs developed in HydroCAD were utilized and routed with the two-dimensional GeoHEC-RAS functions onto the 2D terrain mesh.

To evaluate the potential flooding effects of the proposed project, a series of hydraulic models were developed, which are detailed in the following sections.

3.0 EXISTING (PRE-PROJECT) CONDITIONS

The Existing Conditions (EC) HydroCAD model for Brushy Fork and Unnamed Tributary No.1 to Brushy Fork was developed to reflect the pre-project conditions. The existing drainage areas for Brushy Fork and Unnamed Tributary No.1 to Brushy Fork are 1,295.8 acres and 632.65 acres respectively as shown in Figure 3. Discharges from both streams were calculated at the confluence point, located downstream of an existing 50-inch corrugated metal arch culvert on County Route 7/1. As shown in the attached HydroCAD report in Appendix C, the pre-project 100-year peak discharge of Brushy fork and Unnamed Tributary No.1 to Brushy Fork are 2,403.62 cfs and 1,229.85 cfs, respectively.

The downstream limit of the EC model was set to the confluence of Fink Run and Brushy Fork approximately 3,930 feet downstream of the project area. Two upstream limits were established on the model to analyze both Brushy Fork and Unnamed Tributary No. 1 to Brushy Fork. For Brushy Fork, the upstream limit was set 2,757 feet before the confluence of Brushy Fork and Unnamed Tributary No. 1 to Brushy Fork, which is approximately 1,240 feet upstream of the project area. Similarly, for Unnamed Tributary No. 1 to Brushy Fork, the upstream limit was set at 1,850 feet upstream from the confluence point.

Several assumptions for the model outlet condition were made to simplify the model and improve processing time. As Brushy Fork discharges into Fink Run and then eventually drains to the Buckhannon River approximately 1.5 miles downstream, the backflow from the Buckhannon River in the 100-year storm event would pass the confluence of Brushy Fork and Fink Run. Therefore, the outlet boundary condition for this hydraulic study at the confluence of Brushy Fork and Fink Run was set to the known one percent annual chance backwater elevation of the Buckhannon River. The detailed hydraulic analysis for the Buckhannon River was carried out by FEMA and 100-year flood elevations were provided in the Flood Insurance Study (FIS) for Upshur County (Appendix G). The 100-year flood elevation near the confluence of Brushy Fork and Fink Run is 1,415 feet based on the available flood profiles in the FIS report.

Light Detection and Ranging (LiDAR) elevation data provided by CEC dated July 2020 served as the basis of the terrain model for the entire study area. A two-dimensional surface mesh was created in GeoHEC-RAS to capture the elevation data in the terrain underneath. An adaptive mesh with a minimum element angle of 20 degrees was selected as the final two-dimensional geometry of the hydraulic model. The uniform mesh cell spacing of 4 feet is set to provide greater detail within the channel.

Manning's 'n' values for the unsteady flow analysis were estimated based on a combination of field photographs, available aerial imagery, and engineering judgment. The resulting 'n' values selected were 0.04 within the stream banks, 0.016 for pavements and impervious areas, 0.05 for

grass-covered areas, and 0.06 for wooded areas. All assumptions remained consistent between pre-project and post-project conditions for comparative purposes.

Numerically stable models for all simulations were obtained using an advanced time step control method with a computation interval of 0.3 seconds. In this method, the time steps were adjusted based on the Courant Condition. When little flow change is occurring in the model, the GeoHEC-RAS software speeds up the computations by automatically selecting a larger time step. Similarly, the model reduces the time step when sudden changes in flow occur. The detailed output interval for the tabulated hydrograph and mapping output was set at 15 minutes. The total computation duration was set for 16 hours 57 minutes to simulate the rise of water levels, leading to a constant 100-year peak flow.

4.0 PROPOSED (POST-PROJECT) CONDITIONS

The purpose of the project is to construct two pads for future development on the properties of the UCC and the UCDA located within the floodplain of Brushy Fork. The project plan is to place fill on the two properties to raise the pads above the base flood elevation without impacting adjacent properties as shown in Figure 4.

The Proposed Conditions (PC) HydroCAD model was developed to reflect the post-project conditions. The land cover type in the proposed pads was changed from meadow to pavement. The drainage areas of Brushy Fork and Unnamed Tributary No.1 to Brushy Fork in the post-project conditions remained the same as the pre-project conditions. Since the change in land cover type in the post-project conditions was limited to 11.99 acres compared to the total drainage area of Brushy Fork (1,295.8 acres), the post-project 100-year peak discharge of Brushy Fork remained unchanged. Similarly, there was no change in the land cover type and peak discharge in Unnamed Tributary No.1 to Brushy Fork (Appendix D).

The Proposed Conditions (PC) GeoHEC-RAS Model was first created as a copy of the Existing Conditions (EC) Model. To reflect the proposed fill and excavated ponds associated with the project, modifications were made to the PC Model's terrain on the UCC and UCDA properties. On the UCC property, a conceptual access road was graded in to provide access to the pad from

County Route 7/1. The road begins on the east side of the property and runs along the southern portion of the proposed pad. In order to maximize the developable area and model the worst-case fill scenario, the access road fill extends to within 5 feet of the property line, which does eliminate the existing driveway that runs between the UCC property and the neighboring property. The site access and grading plan can be refined upon the development of the proposed site plan. The construction of the 5.90-acre pad and access road included 44,648 cubic yards of fill and 1,144 cubic yards of excavated material, and 8,321 cubic yards of excavated material were removed to construct a storage pond. On the UCDA property, 45,593 cubic yards of fill were placed to construct a 6.09-acre pad, and 6,462 cubic yards of excavated material were removed to construct a storage pond. The proposed fills and ponds on both properties were graded to 2:1 side slopes. The proposed pads were set at an elevation of 1,420.8 feet, and the excavated ponds were set at an elevation of 1,414 feet. The remaining PC Model was left unchanged from the EC Model for comparative purposes.

5.0 SUMMARY OF RESULTS

By comparing the results from the existing and proposed conditions analyses, the effects of the proposed site development on the 100-year water levels of Brushy Fork and Unnamed Tributary No.1 to Brushy Fork were determined. Eight cross-sections along Brushy Fork and four cross-sections along Unnamed Tributary No.1 to Brushy Fork were selected for comparison purposes and are presented in Tables 1 and 2. Refer to Figure 4 for the cross-section locations.

Table 1: Brushy Fork Water Surface Elevations for Existing and Proposed Condition Analyses

Brushy Fork 100-year Rainfall Event			
Cross-section	Existing (ft)	Proposed (ft)	Difference (ft)
9+75.99	1419.33	1419.33	0.00
10+78.52	1419.17	1419.19	0.02
13+88.56	1418.59	1419.05	0.46
17+25.98	1418.01	1418.72	0.71
19+32.36	1417.77	1418.46	0.69
21+82.34	1417.54	1417.88	0.34
23+00.00	1417.46	1417.62	0.16
26+71.52	1417.27	1417.27	0.00

Table 2: Unnamed Tributary No.1 to Brushy Fork Water Surface Elevations for Existing and Proposed Condition Analyses

Unnamed Tributary No.1 to Brushy Fork 100-year Rainfall Event			
Cross-section	Existing (ft)	Proposed (ft)	Difference (ft)
207+35.37	1418.35	1418.33	-0.02
210+77.14	1417.47	1417.42	-0.05
213+02.61	1417.41	1417.37	-0.04
215+40.08	1417.38	1417.37	-0.01

The results of the hydraulic study indicate that the proposed construction will increase the base flood elevation in Brushy Fork by a maximum of 0.71 feet at Station 17+25.98. However, there is no increase in base flood elevation in adjacent properties at Stations 9+75.99 and 26+71.52. Additionally, the analyses show no increase in base flood elevation of Unnamed Tributary No.1 to Brushy Fork from Stations 207+35.37 to 215.40.08. Therefore, the results indicate that the increased water surface elevation in the post-project condition will be contained within the properties of the UCC and UCDA. Refer to Appendix E for cross-section plots showing the water surface elevation at each location. The 100-year inundation extents for the existing and proposed conditions are shown in Appendix F.

6.0 LIMITATIONS AND EXPECTATIONS

The findings and opinions presented are relative to the dates of the referenced hydrologic, topographic, and hydraulic data sets and should not be relied on to represent conditions at substantially later dates. The opinions included herein are based on information obtained during the study of the site and CEC's professional experience. If additional information becomes available that might impact CEC's conclusions, CEC requests the opportunity to review the information, reassess the potential concerns, and modify CEC's opinions, if warranted.

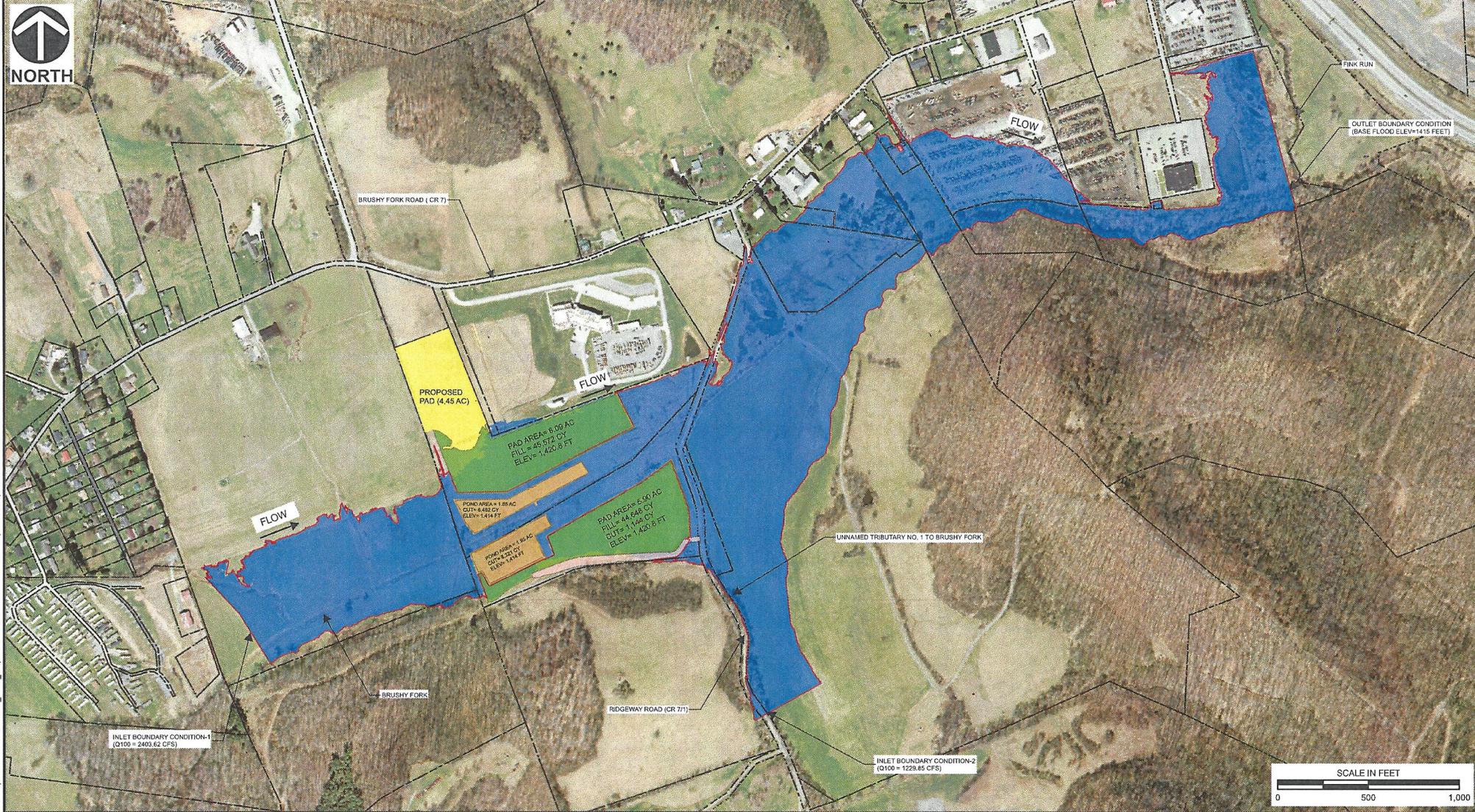
7.0 CONCLUSIONS

CEC performed a hydrologic and hydraulic analysis of Brushy Fork and Unnamed Tributary No.1 to Brushy Fork for proposed future developments on the properties of the Upshur County Commission and Upshur County Development Authority in general accordance with the City of Buckhannon, Upshur County floodplain requirements, the National Flood Insurance Program, and

standard engineering practices. Based on the analysis, our findings indicate that increases to the 100-year flood elevations will be contained within the properties of the UCC and UCDA. Therefore, the proposed project will not increase the flooding threat to life or property upstream and downstream of the project area.

8.0 REFERENCES

1. Federal Emergency Management Agency (FEMA). Upshur County, West Virginia, Flood Insurance Rate Map (FIRM) Map Number 54097C0107D, Effective Date February 2, 2012.
2. Hoggan, D. H. Computer-Assisted Floodplain Hydrology and Hydraulics, McGraw-Hill, 1997.
3. U.S. Army Corps of Engineers (USACE), 2010b. HEC-RAS, Hydraulic Reference Manual v5.0.7 USACE, Hydrologic Engineering Center, Davis, CA.
4. HydroCAD Software Solutions LLC. HydroCAD Stormwater Modeling System. HydroCAD-10 Owners' Manual. July 27, 2011.
5. U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS). National Engineering Handbook (NEH) Part 630 Chapter 15. May 2010.



\\sr-bridgeport\C:\Users\shrestha\Desktop\New folder\303040_Final_Map.mxd - 12/2/2020 - 4:25:09 PM (shrestha)

Legend

PROPOSED_100-YR_FLOODPLAIN	PROPOSED_POND
PROPOSED_FILL	PROPOSED_PAD
PROPOSED_ACCESS_ROAD_GRADING	PROPERTY_LINES
EXISTING_100-YR_FLOODPLAIN	

C&E
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 www.cecinc.com

UPSHUR COUNTY COMMISSION
 SITE DEVELOPMENT
 BUCKHANNON, UPSHUR COUNTY
 WEST VIRGINIA

100-YEAR INUNDATION EXTENT

DRAWN BY: SS	CHECKED BY: APD	APPROVED BY: GSL	FIGURE NO: 1
DATE: 12/2/2020	SCALE: 1" = 500'	PROJECT NO: 303-040	

From: "Shanna Collins" <shannaw7827@icloud.com>

Sent: 12/30/2020 4:53:06 PM

To: clwallace@upshurcounty.org

Subject: Curry Advisory Board

I would like to continue my seat on the James W. Curry Library advisory board. I am invested in the success of the library. I have experienced the positive influence it has had on our small community and hope to see those experiences continue.

Thank you for your consideration,

Shanna Collins

Sent from my iPhone

Lease

THIS LEASE, made this 1st day of February , 2021 by and between **Carl J Martin Family Gift Trust**, hereinafter referred to as Lessor and **Lewis Upshur Day Report Center**, herein after referred to as Lessee.

RECITALS

1. Lessor is the sole owner of the business premises being more fully described as follows:

The entire building located at 43 WBUC Rd, Buckhannon WV 26201

2. Lessee desires to lease this location from Lessor.
3. The parties desire to enter into a Lease Agreement defining their respective rights, duties, and liabilities relating to the premises.

In consideration of the mutual covenants contained herein, the parties agree as follows:

TERM OF LEASE

The lease shall be a for a primary term of Twelve (12) months, to commence on February 1st, 2021 and terminate on February 1st 2022. Rent shall be due the first of every month.

Rent shall be \$ 1400.00 per month due and payable to Lessor at PO Box 788 Buckhannon, WV 26201. Furthermore this is the same address that all notices shall be mailed to the Lessor.

If the Lessee is more that Fifteen (15) days late on the monthly payment, the lessor shall send the lessee written notice advising them of the late payment and if said late payment is not cured within thirty (30) days after written notice, then and in that event, this lease shall be terminated at the option of the Lessor. Lessee shall remain liable for all rent and any liquidated damages.

RESTRICTIONS ON USE

Lessee shall neither permit on the premises any act, sale, or storage that may be prohibited under standard forms of the fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that shall result in waste on the premises, a public or private nuisance. Lessee shall comply with all governmental regulations and statuses affecting the premises either now or in the future; provided that Lessee shall not be required to make any structural changes or modifications to the leased premises.

ABANDONING PREMISES OR PERSONAL PROPERTY

Lessee shall not vacate or abandon the premises at any time during the term, but if the Lessee Does vacate or abandon the premises or is dispossessed by process of law, any personal property belonging to Lessee and left on the premises shall be deemed abandoned at the option of the Lessor and shall become the property of Lessor.

TAXES

Lessor shall pay all real property taxes on the property.

UTILITIES

Lessee shall pay all utilities, such as electric, gas, water, sewer, telephone, etc. to premises.

ALTERNATIONS AND MODICATIONS; REPAIRS

Lessee has inspected the premises, and the premises are now in a tenantable and good condition. Lessee shall take good care of the premises and shall not alter, repair, or change the premises without the written consent of Lessor. Any improvements or additions attached to the building either prior to or after execution of this lease shall remain with the building upon termination of this lease. Lessee agrees to keep the building in good order and condition.

LIABILITY OF LESSOR

Lessee will indemnify Lessor on account of any damage or injury to any person or to the goods of any person, arising from the use of the premises by Lessee, or arising from the failure of Lessee to keep the premises in good condition as provided herein. Notwithstanding the above, Lessee shall have no duty to indemnify Lessor for damages caused by negligence or willful misconduct of Lessor, its agents, employees or contractors, or arising out of the Lessor's breach of any of its obligations under this Lease.

ASSIGNMENT AND SUBLEASE

The Lessee may assign and sublease this lease out, however, the Lessor shall be given written notice of the parties to who an assignment or sublease have been made to. Furthermore, the Lessee shall indemnify and hold harmless the lessor from any and all liability resulting from any sub lessees or assignees negligence or conduct. Any assignees or sub lessees shall have a general public liability insurance policy with limits of not less than One Million Dollars for injury or death from one accident and \$250,000.00 property damages. The lessors shall be entitled to view said insurance policy.

BREACH AND DEFAULT

Lessee shall have breached this lease and shall be considered in default hereunder if (1) Lessee files a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act, or makes an assignment for the benefit of creditors, (2) involuntary proceedings are instituted against Lessee under any bankruptcy act, (3) Lessee fails to pay any rent when due and does not make the delinquent payment within thirty (30) days, or (4) Lessee fails to preform

or comply with any of the covenants or conditions of this lease and such failure continues for a period of 30 days after receipt of notice thereof from Lessor.

EFFECT OF BREACH

In the event of breach of his lease as set forth herein, the rights of Lessor shall be as follows:

Lessor shall have the right to cancel and terminate this lease, as well as all right, title, and interest of lessee hereunder, by giving the Lessee not less than 30 days' notice of cancellation and termination. On expiration of the time fixed in the notice, this lease and the right, title and interest of Lessee's hereunder shall terminate in the same manner and with the same force and effect, except as to Lessee's liability for all rent and damages, as if the dated fixed in the notice of cancellation and termination were the end of the term herein originally determined.

LESSOR RIGHT TO ENTER

It is agreed that the Lessor shall have the right, if good cause exists, to enter the subject property to inspect the subject property to ensure that it is being kept in good shape. Lessor agrees to give Lessee a three (3) business day notice if they intend to inspect the subject property.

INSURANCE

The Lessee shall be responsible for paying for hazard insurance policy during the term of this lease ensuring the structures on the property in the sum of at least \$400,000.00 and this policy shall name the Lessor as loss Payee. Lessee shall maintain, with respect to the property, public liability insurance with the limits of not less than one million dollars for injury or death from one accident and \$250,000.00 property damage insurance, insuring Lessor and Lessee against injury to persons or damage to property on or about the property.

LESSEE'S RIGHT TO TERMINATE

The Lessee shall have the right to terminate this lease sooner than expiration of any term in the event Lessees' anticipated renovation or remodeling of the subject premises is precluded by the presence of asbestos in the existing structure or in the event the intended use or renovation of the premises is precluded by applicable zoning laws for which a variance denied. Upon occurrence of either event, Lessee shall have the right to terminate this lease by giving sixty (60) days' notice thereof; however, Lessee shall remain liable for said rental period during the actual time they are in possession up to the expiration of said (60) day notice.

REMEDIES OF LESSOR CUMULATIVE

The remedies herein given to Lessor shall be cumulative. And the exercise of any one remedy by Lessor shall not be to the exclusion of any remedy.

NOTICE TO LESSEE

Any notices required under this agreement to be sent to Lessee shall be sent to:

In witness whereof, the parties have executed this lease the day of the year first above written.

Carl J. Martin

By: *Carl J. Martin*

Its _____

Lessee _____

By: _____

Its _____

STATE OF West Virginia

COUNTY OF Upshur, TO-WIT:

The foregoing instrument was acknowledged before me this 13 day of

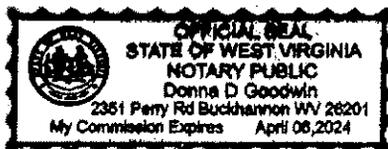
January, 2021, by Carl J. Martin for and on behalf of

Carl J. Martin.

My commission expires April 14, 2024

AFFIX NOTARY SEAL HERE

Donna D Goodwin
Notary Public



STATE OF _____,

COUNTY OF _____, TO-WIT:

The forgoing instrument was acknowledged before me this _____ day of _____, 2021 by _____ for and on behalf of _____.

My commission expires _____.

AFFIX NOTARY
SEAL HERE

Notary Public

Upshur County
Courthouse Security Advisory Board
Membership Appointment

Please complete the following if you are appointing a representative to the Court Security Advisory Board.

I, Virgil Miller, Sheriff hereby appoint
Name (First, Last) Title

Mike Coffman, Chief Deputy as the Sheriff's Office
Name (First, Last) Title Office

representative on the Court Security Advisory Board.

Virgil Miller
Signature

Please complete the following if you are serving as your office's representative on the Court Security Advisory Board.

I, Mike Coffman, Chief Deputy will serve as the
Name (First, Last) Title

Sheriff's Office representative on the Court Security Advisory Board.
Office

Mike Coffman
Signature

REQUEST FOR APPLICANTS

FULL TIME POSITION – UPSHUR COUNTY MAINTENANCE DEPARTMENT

The Upshur County Commission is seeking qualified applicants to join the Maintenance Department. The Department performs maintenance and new construction on all county owned facilities and properties. Join our team and enjoy your family on the evenings and weekends with excellent benefits and at least 13 paid holidays per year!

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

- * This position involves strenuous physical activity
- * A background check will be conducted
- * Must possess a valid driver's license and good driving record
- * Working hours are 7:00 am – 3:00 pm Monday through Friday (Spring-Fall) and 6:00 am – 2:00 pm as needed during inclement Winter weather with a 30-minute paid lunch
- * Starting wage of \$17/hour
- * Excellent County benefits
- * Overtime, travel, weekends and evenings are rarely required.

Applications may be picked up at:

Upshur County Administrative Annex

91 W. Main St., Suite 101

Buckhannon, WV 26201

Application and resumes must be received by 4:00 pm on Monday, February 1, 2021. Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, gender identity, sexual orientation, disability, age or handicap. Upshur County has established a drug free and tobacco free work environment.

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

Atlantic
Coast
Pipeline

D8²²

December 18, 2020

City Of Buckhannon, A Municipal Corporation
70 E Main St
Buckhannon, WV 26201-2274

RE: Atlantic Coast Pipeline Disposition & Restoration Plan Update

Dear City Of Buckhannon, A Municipal Corporation:

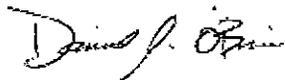
Dominion Energy announced the cancellation of the Atlantic Coast Pipeline (ACP) on July 5, 2020. Over the last several months, we have been working diligently with landowners, agencies, contractors and other stakeholders to develop the most responsible approach for closing out the project with minimal environmental disturbance. On December 18, 2020, Atlantic Coast Pipeline, LLC (Atlantic) filed a project Disposition and Restoration Plan with the Federal Energy Regulatory Commission (FERC). FERC will review and provide input on this plan, which will determine our next steps for reclamation work that will take place along ACP rights of way.

Dominion Energy has started the process of contacting landowners whose property may have been disturbed during the construction phase of the project by tree felling activities, access roads, grading, and/or installation of pipe in the ground. If you have not yet been contacted by a land representative, you can expect that to happen soon as we work to inform landowners of next steps. Please note that any compensation previously paid to you as part of original landowner negotiations will remain yours.

Thank you for your collaboration throughout this process. We will continue to work with landowners, state and federal agencies and other stakeholders to determine how best to minimize any inconvenience associated with restoration that may be necessary along ACP rights of way.

As this process moves forward, we will provide updates on the project website, atlanticcoastpipeline.com. Should you have questions, I encourage you to check this site for further information, or contact a land representative.

Sincerely,



Atlantic Coast Pipeline, LLC by:
Dan O'Brien, Authorized Representative
Dominion Energy Transmission, Inc.

Enclosure

January 13, 2021

Mayor Skinner and Members of City Council
70 East Main Street
Buckhannon, WV 26201

To all,

It is with some hesitation that I find the need to pen this note of resignation after serving as one of the City's representatives to the Buckhannon-Upshur Airport Authority. For nearly 20 years, I have enjoyed helping one the finest assets to this community and the region. The award-winning Upshur County Regional Airport facilities are the work of a very dedicated team of board members, employees plus several community visionaries in our past.

What really started as an outreach program of West Virginia Wesleyan College to train pilots for World War II has become a fixture in our community. Not just an airport, but a significant extension of our economic development for this community. An asset that brings private and corporate visitors to our fine community and has helped build and maintain our greatness in West Virginia. I strongly encourage the continued support by the City of Buckhannon of our Airport.

For personal reasons, I must trust the continuation of these efforts to others and step back from my current commitment as President and member of the board effective January 20, 2021.

Sincerely,

Richard Clemens

Richard Clemens

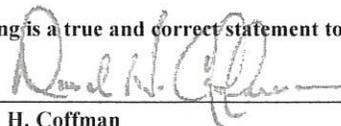


Upshur County Sheriff's Financial Statement

For Period Ending: December 2020

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,534,238.34	\$ 359,314.85	\$ (703,505.12)	\$ 2,190,048.07
FUND - 002 COAL SEVERANCE TAX FUND	\$ 8,168.22	\$ 0.03	\$ (8,000.00)	\$ 168.25
FUND - 003 DOG AND KENNEL FUND	\$ 40,406.43	\$ 1,569.10	\$ (3,519.33)	\$ 38,456.20
FUND - 004 GENERAL SCHOOL FUND	\$ 34,479.10	\$ 1,896.25	\$ (36,375.35)	\$ -
FUND - 005 MAGISTRATE COURT FUND	\$ 4,417.90	\$ 656.50	\$ (164.83)	\$ 4,909.57
FUND - 006 WORTHLESS CHECK FUND	\$ 128,380.77	\$ 30.44	\$ -	\$ 128,411.21
FUND - 007 E-911 FUND	\$ 711,977.26	\$ 332,632.79	\$ (8,808.61)	\$ 1,035,801.44
FUND - 008 HOME CONFINEMENT FUND	\$ 22,954.75	\$ 8,321.11	\$ (2,258.52)	\$ 29,017.34
FUND - 013 CURRY PARK FUND	\$ 10,385.77	\$ 62.06	\$ (467.07)	\$ 9,980.76
FUND - 015 CURRY LIBRARY FUND	\$ 6,876.79	\$ 152.37	\$ (1,907.98)	\$ 5,121.18
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 18,786.20	\$ 2,555.12	\$ (18,686.20)	\$ 2,655.12
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 51,938.15	\$ 1,788.48	\$ (5,086.59)	\$ 48,640.04
FUND - 039 COAL REALLOCATION FUND	\$ 19,127.36	\$ 0.32	\$ -	\$ 19,127.68
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 557,988.47	\$ 23.61	\$ (1,788.48)	\$ 556,223.60
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 250,486.60	\$ 5,439.46	\$ (1,796.36)	\$ 254,129.70
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 707,828.81	\$ 1,427.29	\$ -	\$ 709,256.10
FUND - 059 CONCEALED WEAPONS FUND	\$ 22,238.45	\$ 715.57	\$ -	\$ 22,954.02
FUND - 063 VOTER'S REGISTRATION FUND	\$ 678.89	\$ 0.01	\$ -	\$ 678.90
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ (6,527.34)	\$ 8,512.66
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,486.31	\$ 0.02	\$ -	\$ 2,486.33
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 31,672.60	\$ 8,000.00	\$ -	\$ 39,672.60
FUND - 079 SPAYING & NEUTERING FUND	\$ 44,367.05	\$ 550.00	\$ (755.00)	\$ 44,162.05
FUND - 080 COMM. CORR. FUND	\$ 490,913.06	\$ 102,283.50	\$ (98,441.05)	\$ 494,755.51
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ 217,100.09	\$ -	\$ (217,100.09)	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 27,442.50	\$ (27,442.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 977.50	\$ (977.50)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 125.00	\$ (125.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 222.00	\$ (222.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 1,285.00	\$ (1,285.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 1,899.62	\$ (1,899.62)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 163,426.29	\$ -	\$ (16,097.58)	\$ 147,328.71
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ (75,901.53)	\$ 100.00
FUND - 366 BOARD OF HEALTH FUND	\$ 401,148.98	\$ 21,248.00	\$ (45,622.03)	\$ 376,774.95
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 608.50	\$ 444.50	\$ (608.50)	\$ 444.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 150,762.78	\$ (150,762.78)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 76,390.47	\$ (76,390.47)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 33,408.94	\$ (33,408.94)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 4,009.94	\$ (4,009.94)	\$ -
FUND - 206 COVID 19 FUND	\$ 54,976.41	\$ 15.40	\$ (39,855.86)	\$ 15,135.95
FINAL TOTALS	\$ 6,633,865.18	\$ 1,145,650.53	\$ (1,589,797.17)	\$ 6,189,718.54
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 6,464,502.81	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (1,033,438.99)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 756,904.72			
NET BANK BALANCE	\$ 6,187,968.54			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 6,189,718.54			

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


 David H. Coffman
 Sheriff & Treasurer, Upshur County

12/31/2020



Upshur County Sheriff's Financial Statement

For Period Ending: December 2020

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 1,810,236.91	\$ -	\$ 136,306.18	\$ 1,946,543.09
	COAL SEVERANCE-MMA	\$ 168.25	\$ -	\$ -	\$ 168.25
	E-911 -MMA	\$ 980,593.57	\$ -	\$ 43,868.19	\$ 1,024,461.76
	CURRY PARK-MMA	\$ 6,994.05	\$ -	\$ -	\$ 6,994.05
	CURRY LIBRARY-MMA	\$ 1,248.64	\$ -	\$ -	\$ 1,248.64
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 245,943.88	\$ -	\$ 4,874.03	\$ 250,817.91
	CONCEALED WEAPONS	\$ 22,763.59	\$ -	\$ 190.43	\$ 22,954.02
	GENERAL TAX ACCOUNT-MMA	\$ 271,137.84	\$ (378,933.99)	\$ 107,796.15	\$ -
	BOARD OF HEALTH-MMA	\$ 129,274.37	\$ -	\$ 4,089.72	\$ 133,364.09
	UPSHUR CO. FIRE FEE-IBCK	\$ 2,793.14	\$ (238.02)	\$ 100.00	\$ 2,655.12
	UP CO COAL REALLOCAT-IBCK	\$ 19,127.68	\$ -	\$ -	\$ 19,127.68
	EMPLOYEE BENEFITS-IBCK	\$ 556,223.60	\$ -	\$ -	\$ 556,223.60
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,486.33	\$ -	\$ -	\$ 2,486.33
	COMMUNITY CORR. FUND-IBCK	\$ 500,928.11	\$ (6,172.60)	\$ -	\$ 494,755.51
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 45.00	\$ (45.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 46,638.72	\$ (713.62)	\$ 70,663.53	\$ 116,588.63
	TAX CLEARING ACCOUNT	\$ 19,368.38	\$ (28,443.25)	\$ 9,074.87	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 22,497.48	\$ (2,497.48)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 242,674.42	\$ (117,508.07)	\$ -	\$ 125,166.35
	COAL SEVERANCE-CKNG	\$ -	\$ -	\$ -	\$ -
	DOG & KENNEL-CKNG	\$ 40,720.70	\$ (2,264.50)	\$ -	\$ 38,456.20
	GEN. CO. MISC-CKNG	\$ 4,909.57	\$ -	\$ -	\$ 4,909.57
	WORTHLESS CHECK FUND-CKNG	\$ 128,411.21	\$ -	\$ -	\$ 128,411.21
	E-911 -CNKG	\$ 11,339.68	\$ -	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 29,017.34	\$ -	\$ -	\$ 29,017.34
	CURRY PARK-CKNG	\$ 3,668.43	\$ (681.72)	\$ -	\$ 2,986.71
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 6,311.79	\$ (3,000.00)	\$ -	\$ 3,311.79
	VOTER'S REGISTRATION-IBCK	\$ 678.90	\$ -	\$ -	\$ 678.90
	JURY-CKNG	\$ 9,907.65	\$ (1,394.99)	\$ -	\$ 8,512.66
	SPAY.& NEUTER. DEP. FUND	\$ 44,262.05	\$ (100.00)	\$ -	\$ 44,162.05
	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	\$ 26,388.39	\$ (27,148.50)	\$ 760.11	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 135.00	\$ (135.00)	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ 1,232.66	\$ (1,285.00)	\$ 57.34	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 695.99	\$ (379,629.98)	\$ 378,933.99	\$ -
	TAX LEIN FUND-CKNG	\$ 147,988.54	\$ (659.83)	\$ -	\$ 147,328.71
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ (75,901.53)	\$ -	\$ 100.00
	BOARD OF HEALTH-CKNG	\$ 26,657.73	\$ (6,657.73)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 254.32	\$ -	\$ 190.18	\$ 444.50
	COVID 19 -CKNG	\$ 15,164.13	\$ (28.18)	\$ -	\$ 15,135.95
	BANK TOTAL	\$ 5,463,523.21	\$ (1,033,438.99)	\$ 756,904.72	\$ 5,186,988.94
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 709,256.10	\$ -	\$ -	\$ 709,256.10
	EE HEALTH CARE REIMB FUND	\$ 48,640.04	\$ -	\$ -	\$ 48,640.04
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 39,672.60	\$ -	\$ -	\$ 39,672.60
	BANK TOTAL	\$ 797,568.74	\$ -	\$ -	\$ 797,568.74
FREEDOM BANK					
	BOARD OF HEALTH-CD 1	\$ 101,705.43	\$ -	\$ -	\$ 101,705.43
	BOARD OF HEALTH-CD 2	\$ 101,705.43	\$ -	\$ -	\$ 101,705.43
	BANK TOTAL	\$ 203,410.86	\$ -	\$ -	\$ 203,410.86
SUMMARY:					
	TOTAL ALL BANKS	\$ 6,464,502.81	\$ (1,033,438.99)	\$ 756,904.72	\$ 6,187,968.54
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 6,189,718.54

**UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting Agenda
Wednesday, January 20, 2021, 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. 2020-2025 Strategic Plan Progress
- VI. New Business
 - A. Ramp Dinner Preparations (discussion of changes due to COVID, etc.)
- VII. Friends of the Library update – Ann Slaughter
- VIII. Setting date of next Board meeting
- IX. Adjournment

Tennerton Public Service District
Monthly Meeting
December 9, 2020

The regular monthly meeting of the Tennerton Public Service District was not held in person. A conference call was held due to precautions taken due to Covid 19.

Joining the call were Joe Tenney, John Barnes, Elmer Tenney, Terry Gould, and Vickie Dean.

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on November 18, 2020 were not read.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- *1 new tap at Evergreen Estates
- *Spring 2021 – infiltration testing will begin in Country Club Estates
- *The annual report has been submitted to the PSC, Thrasher, and the CPA Firm.
- *Project status will be reviewed at the January meeting.
- *Election of officers will be at the January meeting

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by John Barnes.

Approved

