

COUNTY COMMISSION OF LEWIS COUNTY

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COMMISSIONERS:
Agnes Queen, President
Rod Wyman, Commissioner
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, June 27, 2023**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order** (*action required*)
- 2. 10:05 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review two business days prior to the meeting date. (*action required*)

APPOINTMENTS:

- 3. 10:10 AM** **Chris Heater, G. J. Garton Insurance:** Mr. Heater will present the insurance renewal for approval. (*action required*)
- 4. 10:20 AM** **Consideration of One-time Funding to Local Volunteer Fire Departments:**
Commission will consider distribution of Coal Severance funds to local volunteer fire departments. (*action required*)

CORRESPONDENCE & INFORMATION:

- 5. Upshur County Commission Meeting Agenda:** The June 22, 2023 meeting was canceled. The next Upshur County Commission meeting is scheduled for June 29, 2023. (*information only*)
- 6. Town of Jane Lew Annual Report 2022-2023:** The Town of Jane Lew submits a general accounting for the Hotel Motel contribution from the Commission for fiscal year ending June 30, 2023. (*information only*)
- 7. Secretary of the Interior, Washington:** The Department of the Interior issued payments under the Payments in Lieu of Taxes (PILT) program. The PILT program compensates eligible local jurisdictions for Federal lands administered by agencies within the Department and on behalf of the

U.S. Forest Service and the U. S. Army Corps of Engineers. For 2023 Lewis County is receiving a PILT payment of \$64,314.00. (*information only*)

8. **Jane Lew Public Service District:** The Agenda and Minutes of a Special Meeting held on May 22, 2023 are presented for review. (*information only*)
9. **Lewis County Sheriff May 2023 Mileage Report:** The May 2023 Mileage Report is presented for review. (*information only*)
10. **Board(s) and Committee(s) Reports:** Commission will give reports on any Board(s) or committee(s) meeting attended including: National Association of Counties, Fire Board, Region VII Broadband Listening Session, Lewis County Chamber of Commerce, Lewis Upshur Gateway Community, Weston Neighborhood Watch picnic, Fire Association meeting, Weston Hubcap, Weston Rotary, Blueprint meeting, Lewis County Job Fair. T&R Oil Ribbon Cutting, Ribbon Cutting at Community Care, Lewis County Park Board, etc. (*information only*)

BUSINESS:

11. **Global Science and Technology:** Cannon Wadsworth, Director of State and Commercial Contracts submits the 2023-2024 contract agreement for website hosting. The yearly hosting fee is \$2,020.00. (*action required*)
12. **Global Science and Technology:** Cannon Wadsworth submits the 2023-2024 contract agreement for IT Support starting July 1, 2023. The monthly Administration fees will be in the amount of \$1,860.00, and the monthly vulnerability scans \$110.00, for a monthly total of \$1,970.00. (*action required*)
13. **Lewis County Health Department Board of Health Reappointment:** The Health Department requests reappointment of Board of Health member Alicia Flesher. Ms. Flesher will serve a five-year term expiring June 30, 2028. (*action required*)
14. **Fred Hess, CPA Contract Agreement:** The Lewis County Commission is asked to review and approve the contract agreement with Mr. Hess outlining specific job duties and responsibilities for preparation of the Lewis County financial proposal. The cost of this service is \$8,000.00 (*action required*)
15. **West Virginia Association of Counties Membership Renewal:** The Lewis County Commission will consider the membership renewal for fiscal year 2023-2024 with the WV Association of Counties in the amount of \$5,000.00. (*action required*)
16. **Attentive Master Service Agreement/ Combined Insurance Contract:** The Preventative Care Management Program is presented for review and consideration. (*action required*)
17. **Approval of County Depositories:** Per West Virginia Code §7-6-1, the County Commission must declare all financial institutions in the county that meet the requirements of West Virginia Code §31A-1-2 as county depositories. The Lewis County Commission will declare Citizen's Bank of Weston, United Bank and Huntington Bank as county depositories. Additionally, per West Virginia Code §7-6-2 the County will be asked to execute a depository security with Citizens Bank of Weston providing surety for county funds in excess of FDIC allowance. (*action required*)
18. **Selection and Approval of 2019 Ford Police Interceptor Sedan Repair Estimates:** Estimates from three local repair shops will be presented for review and selection. (*action required*)
19. **Opioid Nondisclosed Legal Documents:** WV Local Government Release Forms. (*action required*)

- 20. Frontier Nondisclosure Agreement:** Frontier Communications submits changes to the previously amended agreement submitted to Frontier by the Lewis County Commission. (*action required*)
- 21. Public Employee Insurance Agency Insurance Review and Discussion:** Commission will review and consider the percentages of PEIA charges currently paid by employee. (*action required*)
- 22. Time Sheets and Leave Requests:** Sherry Rogers Annual Leave, Ray Smith Comp Time (*action required*)

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 23. Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. (*action required*)
- 24. Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. (*action required*)
- 25. Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request two business days prior to the meeting date. (*action required*)
- 26. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request two business days prior to the meeting date. (*action required*)

ADJOURNMENT:

- 27. With no further action being required by the Lewis County Commission the meeting will be adjourned.** (*action required*)

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given up to a ten (10) minute time allowance.
- Agenda items may require an executive session.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.
- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Commissioners may participate and vote via conference call if two (2) commissioners are in attendance.

Additional Notices

11:30 AM June 27, 2023

**Work Session – Brownsfield Grant
Updates and review of current potential sites**

1:30 PM June 27, 2023

**Work Session – Dannie Gum War Memorial
Mr. Gum requests to meet to discuss concerns over War Memorial**

2:30 PM June 27, 2023

**Work Session – Honeywell Energy
Conference call to learn more about the energy plan for Lewis
County and to discuss Honeywell’s Energy Program.**

11:11 AM
 06/21/23
 Accrual Basis

Town of Jane Lew
Transactions by Account
 As of June 21, 2023

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
368								
Deposit	07/12/2022	1582	Lewis County Sheriff	Hotel Motel		GENERAL FU...	12,658.30	12,658.30
Deposit	08/15/2022	1606	Lewis County Sheriff	Hotel Motel fr...		GENERAL FU...	13,830.46	26,488.76
Deposit	09/16/2022	1623	Lewis County Sheriff	Hotel Motel d...		GENERAL FU...	16,983.02	43,471.78
Deposit	10/17/2022	1643	Lewis County Sheriff	Hotel Motel D...		GENERAL FU...	14,152.37	57,624.15
Deposit	11/18/2022	1665	Lewis County Sheriff	Hotel motel		GENERAL FU...	15,927.87	73,552.02
Deposit	12/16/2022	1681	Lewis County Sheriff	Hotel Motel fr...		GENERAL FU...	14,593.45	88,145.47
Deposit	01/17/2023	1694	Lewis County Sheriff	Hotel motel		GENERAL FU...	9,128.62	97,274.09
Deposit	02/21/2023	1714	Lewis County Sheriff	Hotel Motel fr...		GENERAL FU...	8,217.39	105,491.48
Deposit	03/13/2023	1726	Lewis County Sheriff	Hotel Motel		GENERAL FU...	5,945.40	111,436.88
Deposit	04/24/2023	1756	Lewis County Sheriff	Hotel Motel D...		GENERAL FU...	6,932.45	118,369.33
Deposit	05/15/2023	1767	Lewis County Sheriff	Hotel motel		GENERAL FU...	8,718.20	127,087.53
Deposit	06/16/2023	1799	Lewis County Sheriff	Hotel Motel fr...		GENERAL FU...	10,757.84	137,845.37
Total		368					137,845.37	137,845.37
TOTAL							137,845.37	137,845.37

Town of Jane Lew Transactions by Account As of June 21, 2023

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Check	07/05/2022	12302	Jane Lew Home Ce...	supplies for p...		GENERAL FU...	26.58	26.58
Check	07/05/2022	12302	Jane Lew Home Ce...	Paint supplies...		GENERAL FU...	249.92	276.50
Check	07/05/2022	12303	Phillips Excavating,...	6/27 work on ...		GENERAL FU...	330.00	606.50
Check	07/05/2022	12303	Phillips Excavating,...	6/28 mowing ...		GENERAL FU...	567.00	1,173.50
Check	07/05/2022	12303	Phillips Excavating,...	6/29 work on ...		GENERAL FU...	345.00	1,518.50
Check	07/05/2022	12303	Phillips Excavating,...	6/29 receipt fr...		GENERAL FU...	137.05	1,655.55
Check	07/05/2022	12303	Phillips Excavating,...	7/01 grading ...		GENERAL FU...	280.00	1,935.55
Check	07/05/2022	12304	Jane Lew PSD	Park Building		GENERAL FU...	55.82	1,991.37
Check	07/05/2022	12304	Jane Lew PSD	Bathroom bull...		GENERAL FU...	67.37	2,058.74
Check	07/05/2022	12306	STANDARD GAS	Park Bill		GENERAL FU...	6.05	2,064.79
Check	07/05/2022	12307	Shenoi Cable	Park bill		GENERAL FU...	352.50	2,417.29
Check	07/05/2022	12308	Hart Office Solutions	trash bags for...		GENERAL FU...	161.04	2,578.33
Check	07/05/2022	12310	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	2,628.33
Check	07/05/2022	12310	S & S Cleaning/San...	tables and ch...		GENERAL FU...	40.00	2,668.33
Check	07/05/2022	12310	S & S Cleaning/San...	park building		GENERAL FU...	100.00	2,768.33
Check	07/05/2022	12314	Henry Lemmon	landscaping		GENERAL FU...	1,081.00	3,849.33
Check	07/08/2022	12316	Phillips Excavating,...	7/05 mowing, ...		GENERAL FU...	567.00	4,416.33
Check	07/08/2022	12316	Phillips Excavating,...	7/07 trash		GENERAL FU...	45.00	4,461.33
Check	07/08/2022	12318	MON Power	Park Building		GENERAL FU...	48.23	4,509.56
Check	07/08/2022	12318	MON Power	Bathroom bull...		GENERAL FU...	108.37	4,617.93
Check	07/08/2022	12318	MON Power	Lights at ball f...		GENERAL FU...	169.18	4,787.11
Check	07/08/2022	12319	Unifirst Corporation	06/03		GENERAL FU...	42.25	4,829.36
Check	07/08/2022	12319	Unifirst Corporation	06/10		GENERAL FU...	42.25	4,871.61
Check	07/08/2022	12319	Unifirst Corporation	06/24		GENERAL FU...	42.25	4,913.86
Check	07/08/2022	12320	Mountain State Waste	Bill		GENERAL FU...	143.10	5,056.96
Check	07/08/2022	12322	HARDMAN TRUCKI...	stone for park		GENERAL FU...	333.75	5,390.71
Check	07/11/2022	12324	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	5,440.71
Check	07/11/2022	12324	S & S Cleaning/San...	tables and ch...		GENERAL FU...	40.00	5,480.71
Check	07/11/2022	12324	S & S Cleaning/San...	park building		GENERAL FU...	100.00	5,580.71
Check	07/18/2022	12327	Shenoi Cable	Town Hall		GENERAL FU...	237.35	5,818.06
Check	07/18/2022	12328	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	5,860.06
Check	07/18/2022	12329	Phillips Excavating,...	7/13 mowing		GENERAL FU...	487.00	6,347.06
Check	07/18/2022	12329	Phillips Excavating,...	7/13 grass re...		GENERAL FU...	35.00	6,382.06
Check	07/18/2022	12329	Phillips Excavating,...	7/13 trash		GENERAL FU...	45.00	6,427.06
Check	07/18/2022	12329	Phillips Excavating,...	7/13 hour tab...		GENERAL FU...	25.00	6,452.06
Check	07/18/2022	12330	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	6,502.06
Check	07/18/2022	12330	S & S Cleaning/San...	tables and ch...		GENERAL FU...	80.00	6,582.06
Check	07/18/2022	12330	S & S Cleaning/San...	park building ...		GENERAL FU...	200.00	6,782.06
Check	07/18/2022	12330	S & S Cleaning/San...	supplies		GENERAL FU...	30.00	6,812.06
Check	07/18/2022	12332	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	6,862.06
Check	07/18/2022	12332	S & S Cleaning/San...	tables and ch...		GENERAL FU...	40.00	6,902.06
Check	07/18/2022	12332	S & S Cleaning/San...	park building		GENERAL FU...	100.00	7,002.06
Check	07/25/2022	12332	S & S Cleaning/San...	Week of July ...		GENERAL FU...	487.00	7,489.06
Check	07/25/2022	12332	S & S Cleaning/San...	7/21 mowing		GENERAL FU...	35.00	7,524.06
Check	07/25/2022	12333	Phillips Excavating,...	7/21 grass re...		GENERAL FU...	45.00	7,569.06
Check	07/25/2022	12333	Phillips Excavating,...	7/21 trash		GENERAL FU...	5,000.00	12,569.06
Check	07/25/2022	12334	USDA/PHHS	goose remova...		GENERAL FU...	40.16	12,609.22
Check	07/29/2022		Amazon	Cleaning Sup...		GENERAL FU...		

Town of Jane Lew
Transactions by Account
As of June 21, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	07/29/2022		Menards	fans		GENERAL FU...	508.78	13,118.00
Check	07/29/2022		Amazon	pest repellent ...		GENERAL FU...	133.47	13,251.47
Check	07/29/2022		Amazon	trash bags for...		GENERAL FU...	149.43	13,400.90
Check	07/29/2022		Amazon	supplies		GENERAL FU...	99.62	13,500.52
Check	08/01/2022	12337	Phillips Excavating, ...	7/25 trash		GENERAL FU...	45.00	13,545.52
Check	08/01/2022	12337	Phillips Excavating, ...	7/28 grass, tr...		GENERAL FU...	567.00	14,112.52
Check	08/01/2022	12337	Phillips Excavating, ...	7/29 fix tables...		GENERAL FU...	150.00	14,262.52
Check	08/01/2022	12338	Jane Lew PSD	Park Building		GENERAL FU...	56.66	14,319.18
Check	08/01/2022	12338	Jane Lew PSD	Bathroom buil...		GENERAL FU...	56.66	14,375.84
Check	08/01/2022	12339	Mountain State Waste	Bill		GENERAL FU...	143.10	14,518.94
Check	08/08/2022	12342	Phillips Excavating, ...	grass, trimmin...		GENERAL FU...	567.00	15,085.94
Check	08/08/2022	12343	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	15,135.94
Check	08/08/2022	12343	S & S Cleaning/San...	tables and ch...		GENERAL FU...	80.00	15,215.94
Check	08/08/2022	12343	S & S Cleaning/San...	park building		GENERAL FU...	200.00	15,415.94
Check	08/08/2022	12343	S & S Cleaning/San...	restrooms x 2		GENERAL FU...	50.00	15,465.94
Check	08/08/2022	12344	Shentel Cable	Town Hall		GENERAL FU...	237.35	15,703.29
Check	08/08/2022	12345	STANDARD GAS	Park Bill		GENERAL FU...	6.05	15,709.34
Check	08/08/2022	12346	MON Power	Park Building		GENERAL FU...	70.69	15,780.03
Check	08/08/2022	12346	MON Power	Bathroom buil...		GENERAL FU...	108.93	15,888.96
Check	08/08/2022	12346	MON Power	Lights at ball f...		GENERAL FU...	169.31	16,058.27
Check	08/08/2022	12349	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.25	16,100.27
Check	08/08/2022	12350	Unifirst Corporation	07/08		GENERAL FU...	42.25	16,142.52
Check	08/08/2022	12350	Unifirst Corporation	07/15		GENERAL FU...	42.25	16,184.77
Check	08/08/2022	12350	Unifirst Corporation	07/22		GENERAL FU...	42.25	16,227.02
Check	08/15/2022	12352	Phillips Excavating, ...	grass, trimmin...		GENERAL FU...	567.00	16,794.02
Check	08/15/2022	12353	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	16,844.02
Check	08/15/2022	12353	S & S Cleaning/San...	tables and ch...		GENERAL FU...	40.00	16,884.02
Check	08/15/2022	12353	S & S Cleaning/San...	park building		GENERAL FU...	100.00	16,984.02
Check	08/22/2022	12356	Phillips Excavating, ...	grass, trimmin...		GENERAL FU...	567.00	17,551.02
Check	08/22/2022	12356	Phillips Excavating, ...	back hoe and...		GENERAL FU...	255.00	17,806.02
Check	08/22/2022	12357	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	17,856.02
Check	08/22/2022	12357	S & S Cleaning/San...	tables and ch...		GENERAL FU...	40.00	17,896.02
Check	08/22/2022	12357	S & S Cleaning/San...	park building		GENERAL FU...	100.00	17,996.02
Check	08/22/2022	12357	S & S Cleaning/San...	fencing for ba...		GENERAL FU...	6,400.02	24,396.04
Check	08/29/2022	12359	Dan Neel Fence Co...	Restrooms x 2		GENERAL FU...	50.00	24,446.04
Check	08/29/2022	12361	S & S Cleaning/San...	tables and ch...		GENERAL FU...	40.00	24,486.04
Check	08/29/2022	12361	S & S Cleaning/San...	park building		GENERAL FU...	100.00	24,586.04
Check	08/29/2022	12361	S & S Cleaning/San...	Cut grass, tra...		GENERAL FU...	567.00	25,153.04
Check	08/29/2022	12362	Phillips Excavating, ...	Bill		GENERAL FU...	180.60	25,333.64
Check	08/29/2022	12363	Mountain State Waste	supplies		GENERAL FU...	34.53	25,368.17
Check	08/31/2022	12366	Amazon	landscaping		GENERAL FU...	424.00	25,792.17
Check	09/06/2022	12366	Henry Lemmon	Restrooms x 2		GENERAL FU...	50.00	25,842.17
Check	09/06/2022	12367	S & S Cleaning/San...	Supplies		GENERAL FU...	30.00	25,872.17
Check	09/06/2022	12368	Phillips Excavating, ...	Trash pick up ...		GENERAL FU...	45.00	25,917.17
Check	09/06/2022	12368	Phillips Excavating, ...	Grass, trimmi...		GENERAL FU...	567.00	26,484.17
Check	09/06/2022	12368	Phillips Excavating, ...	trash, 5 hours...		GENERAL FU...	170.00	26,654.17
Check	09/06/2022	12368	Phillips Excavating, ...	work in oak fi...		GENERAL FU...	50.00	26,704.17
Check	09/06/2022	12368	Phillips Excavating, ...	trash and che...		GENERAL FU...	45.00	26,749.17
Check	09/06/2022	12368	Phillips Excavating, ...	trash and che...		GENERAL FU...	45.00	26,794.17

Town of Jane Lew Transactions by Account As of June 21, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	09/06/2022	12369	STANDARD GAS	Park Bill		GENERAL FU...	6.05	26,800.22
Check	09/06/2022	12370	Jane Lew PSD	Park Building		GENERAL FU...	56.66	26,856.88
Check	09/06/2022	12370	Jane Lew PSD	Bathroom buil...		GENERAL FU...	70.10	26,926.98
Check	09/06/2022	12371	Shentel Cable	Park Bill		GENERAL FU...	175.25	27,102.23
Check	09/06/2022	12374	Wright National Floo...	Flood Insurance		GENERAL FU...	3,528.00	30,630.23
Check	09/07/2022	12375	Unifirst Corporation	7/29		GENERAL FU...	42.25	30,672.48
Check	09/07/2022	12375	Unifirst Corporation	8/05		GENERAL FU...	42.25	30,714.73
Check	09/07/2022	12375	Unifirst Corporation	8/12		GENERAL FU...	42.25	30,756.98
Check	09/07/2022	12375	Unifirst Corporation	8/19		GENERAL FU...	47.20	30,804.18
Check	09/07/2022	12375	Unifirst Corporation	8/26		GENERAL FU...	47.20	30,851.38
Check	09/07/2022	12377	MON Power	Bathroom buil...		GENERAL FU...	112.06	30,963.44
Check	09/07/2022	12377	MON Power	Park Building		GENERAL FU...	96.32	31,059.76
Check	09/12/2022	12378	Phillips Excavating, ...	Lights at ball f...		GENERAL FU...	171.08	31,230.84
Check	09/12/2022	12378	Phillips Excavating, ...	Trash 9/05		GENERAL FU...	45.00	31,275.84
Check	09/12/2022	12378	Phillips Excavating, ...	Grass, trash 9...		GENERAL FU...	567.00	31,842.84
Check	09/12/2022	12379	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	50.00	31,892.84
Check	09/12/2022	12379	S & S Cleaning/San...	tables and ch...		GENERAL FU...	40.00	31,932.84
Check	09/12/2022	12379	S & S Cleaning/San...	clean building		GENERAL FU...	100.00	32,032.84
Check	09/12/2022	12382	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	32,074.84
Check	09/12/2022	12383	Phillips Excavating, ...	Trash 9/12		GENERAL FU...	45.00	32,119.84
Check	09/12/2022	12383	Phillips Excavating, ...	Grass, trash 9...		GENERAL FU...	567.00	32,686.84
Check	09/12/2022	12384	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	32,746.84
Check	09/12/2022	12384	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	32,796.84
Check	09/12/2022	12384	S & S Cleaning/San...	clean building		GENERAL FU...	130.00	32,926.84
Check	09/12/2022	12384	S & S Cleaning/San...	camp space f...		GENERAL FU...	-45.00	32,881.84
Check	09/12/2022	12386	Stephanie Bender	Grass, weede...		GENERAL FU...	567.00	33,448.84
Check	09/12/2022	12386	Phillips Excavating, ...	Creek banks ...		GENERAL FU...	857.00	34,305.84
Check	09/26/2022	12388	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	34,365.84
Check	09/26/2022	12388	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	34,415.84
Check	09/26/2022	12388	S & S Cleaning/San...	clean building		GENERAL FU...	130.00	34,545.84
Check	09/26/2022	12390	Kings Electric	Pavillion work		GENERAL FU...	3,187.74	37,733.58
Check	09/30/2022	12391	Dollar General	Cleaning sup...		GENERAL FU...	58.60	37,792.18
Check	10/03/2022	12391	Jane Lew PSD	Park Building		GENERAL FU...	56.66	37,848.84
Check	10/03/2022	12391	Jane Lew PSD	Bathroom buil...		GENERAL FU...	50.28	37,899.12
Check	10/03/2022	12392	Shentel Cable	Park Bill		GENERAL FU...	175.25	38,074.37
Check	10/03/2022	12393	Mountain State Waste	Bill		GENERAL FU...	143.10	38,217.47
Check	10/03/2022	12395	Phillips Excavating, ...	Grass, weede...		GENERAL FU...	567.00	38,784.47
Check	10/03/2022	12395	Phillips Excavating, ...	Trash 9/26		GENERAL FU...	45.00	38,829.47
Check	10/03/2022	12395	Phillips Excavating, ...	Worked in par...		GENERAL FU...	150.00	38,979.47
Check	10/03/2022	12396	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	39,039.47
Check	10/03/2022	12396	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	39,089.47
Check	10/03/2022	12396	S & S Cleaning/San...	clean building		GENERAL FU...	130.00	39,219.47
Check	10/08/2022	12400	Phillips Excavating, ...	Grass, weede...		GENERAL FU...	567.00	39,786.47
Check	10/08/2022	12401	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	39,846.47
Check	10/08/2022	12401	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	39,896.47
Check	10/08/2022	12401	S & S Cleaning/San...	clean building		GENERAL FU...	130.00	40,026.47
Check	10/08/2022	12403	MON Power	Bathroom buil...		GENERAL FU...	170.61	40,197.08
Check	10/08/2022	12403	MON Power	Park Building		GENERAL FU...	39.08	40,236.16
Check	10/08/2022	12403	MON Power	Lights at ball f...		GENERAL FU...	167.72	40,403.88

Town of Jane Lew
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Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	10/18/2022	12406	STANDARD GAS	Park Bill		GENERAL FU...	13.44	40,417.32
Check	10/18/2022	12407	Phillips Excavating, ...	Grass, weede...		GENERAL FU...	567.00	40,984.32
Check	10/18/2022	12409	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	41,044.32
Check	10/18/2022	12410	Unifirst Corporation	9/02		GENERAL FU...	47.20	41,091.52
Check	10/18/2022	12410	Unifirst Corporation	9/09		GENERAL FU...	47.20	41,138.72
Check	10/18/2022	12410	Unifirst Corporation	9/16		GENERAL FU...	47.20	41,185.92
Check	10/18/2022	12410	Unifirst Corporation	9/23		GENERAL FU...	47.20	41,233.12
Check	10/24/2022	12411	Dodson Brothers Ext...	Park Building		GENERAL FU...	84.00	41,317.12
Check	10/24/2022	12417	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	41,377.12
Check	10/24/2022	12417	S & S Cleaning/San...	Park Building ...		GENERAL FU...	260.00	41,637.12
Check	10/24/2022	12418	S & S Cleaning/San...	Tables and C...		GENERAL FU...	100.00	41,737.12
Check	10/24/2022	12418	Phillips Excavating, ...	Grass, weede...		GENERAL FU...	567.00	42,304.12
Check	10/31/2022	12420	Shertel Cable	Park Bill		GENERAL FU...	175.25	42,479.37
Check	10/31/2022	12421	Mountain State Waste	Bill		GENERAL FU...	143.10	42,622.47
Check	10/31/2022	12422	Phillips Excavating, ...	trash 10/28		GENERAL FU...	45.00	42,667.47
Check	10/31/2022	12423	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	42,727.47
Check	10/31/2022	12423	Dollar General	Cleaning sup...		GENERAL FU...	40.00	42,767.47
Check	10/31/2022	12426	Hanchett Entry Syst...	Restrooms x 2		GENERAL FU...	248.00	43,015.47
Check	11/07/2022	12426	S & S Cleaning/San...	charge for rep...		GENERAL FU...	60.00	43,075.47
Check	11/07/2022	12426	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	130.00	43,205.47
Check	11/07/2022	12426	S & S Cleaning/San...	Building x 2		GENERAL FU...	50.00	43,255.47
Check	11/07/2022	12427	STANDARD GAS	Tables and ch...		GENERAL FU...	64.63	43,320.10
Check	11/07/2022	12428	Jane Lew PSD	Park Bill		GENERAL FU...	56.66	43,376.76
Check	11/07/2022	12428	Jane Lew PSD	Park Building		GENERAL FU...	56.66	43,433.42
Check	11/07/2022	12431	MON Power	Bathroom buil...		GENERAL FU...	195.87	43,629.29
Check	11/07/2022	12431	MON Power	Park Building		GENERAL FU...	54.30	43,683.59
Check	11/07/2022	12431	MON Power	Lights at ball f...		GENERAL FU...	167.66	43,851.25
Check	11/07/2022	12432	Unifirst Corporation	9/30		GENERAL FU...	188.32	44,039.57
Check	11/07/2022	12432	Unifirst Corporation	10/07		GENERAL FU...	47.20	44,086.77
Check	11/07/2022	12432	Unifirst Corporation	10/14		GENERAL FU...	47.20	44,133.97
Check	11/14/2022	12434	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	44,193.97
Check	11/14/2022	12434	S & S Cleaning/San...	Building x 2		GENERAL FU...	130.00	44,323.97
Check	11/14/2022	12434	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	44,373.97
Check	11/18/2022	12438	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	44,433.97
Check	11/18/2022	12438	S & S Cleaning/San...	Building x 2		GENERAL FU...	44,693.97	44,693.97
Check	11/18/2022	12438	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	100.00	44,793.97
Check	11/18/2022	12440	Phillips Excavating, ...	trash 10/31		GENERAL FU...	45.00	44,838.97
Check	11/18/2022	12440	Phillips Excavating, ...	trash 11/12		GENERAL FU...	45.00	44,883.97
Check	11/18/2022	12440	Phillips Excavating, ...	trash 11/18		GENERAL FU...	45.00	44,928.97
Check	11/28/2022	12444	Phillips Excavating, ...	trash 11/18		GENERAL FU...	45.00	44,973.97
Check	11/28/2022	12444	Phillips Excavating, ...	Trash 11/23		GENERAL FU...	45.00	45,018.97
Check	11/28/2022	12445	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	45,078.97
Check	11/28/2022	12445	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	45,338.97
Check	11/28/2022	12445	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	100.00	45,438.97
Check	12/05/2022	12449	Jane Lew PSD	Park Building		GENERAL FU...	56.66	45,495.63
Check	12/05/2022	12449	Jane Lew PSD	Park Building		GENERAL FU...	56.66	45,552.29
Check	12/05/2022	12450	STANDARD GAS	Bathroom buil...		GENERAL FU...	81.27	45,633.56
Check	12/05/2022	12451	Shertel Cable	Park Bill		GENERAL FU...	175.25	45,808.81
Check	12/05/2022	12452	Mountain State Waste	Park Building		GENERAL FU...	143.10	45,951.91

Town of Jane Lew
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Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	12/05/2022	12453	Phillips Excavating, ...	trash 11/28		GENERAL FU...	45.00	45,996.91
Check	12/05/2022	12453	Phillips Excavating, ...	Bought micro...		GENERAL FU...	133.92	46,130.83
Check	12/05/2022	12454	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	46,190.83
Check	12/05/2022	12454	S & S Cleaning/San...	Building		GENERAL FU...	130.00	46,320.83
Check	12/05/2022	12454	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	46,370.83
Check	12/05/2022	12455	Jane Lew Home Ce...	cleaning supp...		GENERAL FU...	52.22	46,423.05
Check	12/09/2022	12457	MON Power	Bathroom Buli...		GENERAL FU...	345.14	46,768.19
Check	12/09/2022	12457	MON Power	Park Building		GENERAL FU...	58.20	46,826.39
Check	12/09/2022	12457	MON Power	Lights at ball f...		GENERAL FU...	167.69	46,994.08
Check	12/09/2022	12464	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	47,036.08
Check	12/12/2022	12465	S & S Cleaning/San...	Restrooms x 2		GENERAL FU...	60.00	47,096.08
Check	12/19/2022	12468	S & S Cleaning/San...	Restrooms x4		GENERAL FU...	120.00	47,216.08
Check	12/19/2022	12468	S & S Cleaning/San...	Bigd x 2		GENERAL FU...	260.00	47,476.08
Check	12/19/2022	12468	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	100.00	47,576.08
Check	12/19/2022	12471	Unifirst Corporation	10/28		GENERAL FU...	48.62	47,624.70
Check	12/19/2022	12471	Unifirst Corporation	11/04		GENERAL FU...	47.20	47,671.90
Check	12/19/2022	12471	Unifirst Corporation	11/11		GENERAL FU...	47.20	47,719.10
Check	12/19/2022	12471	Unifirst Corporation	11/25		GENERAL FU...	47.20	47,766.30
Check	12/20/2022	12473	Phillips Excavating, ...	trash 12/05		GENERAL FU...	45.00	47,811.30
Check	12/20/2022	12473	Phillips Excavating, ...	Trash 12/13		GENERAL FU...	48.82	47,860.30
Check	12/20/2022	12473	Phillips Excavating, ...	Hot water hea...		GENERAL FU...	868.36	48,724.66
Check	12/31/2022	12474	Amazon	Trash bags		GENERAL FU...	103.14	48,827.80
Check	12/31/2022	12474	Amazon	trash bags an...		GENERAL FU...	133.47	48,961.27
Check	12/31/2022	12474	Amazon	furace filters		GENERAL FU...	71.40	49,032.67
Check	01/03/2023	12474	Phillips Excavating, ...	check water l...		GENERAL FU...	50.00	49,082.67
Check	01/03/2023	12474	Phillips Excavating, ...	Trash 12/24		GENERAL FU...	45.00	49,127.67
Check	01/03/2023	12474	Phillips Excavating, ...	Check water l...		GENERAL FU...	25.00	49,152.67
Check	01/03/2023	12475	S & S Cleaning/San...	Trash 12/29		GENERAL FU...	45.00	49,197.67
Check	01/03/2023	12475	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	49,257.67
Check	01/03/2023	12476	Shenel Cable	Park Building		GENERAL FU...	175.25	49,432.92
Check	01/03/2023	12477	STANDARD GAS	Park Bill		GENERAL FU...	225.08	49,658.00
Check	01/03/2023	12478	Jane Lew PSD	Park Building		GENERAL FU...	56.66	49,714.66
Check	01/03/2023	12478	Jane Lew PSD	Bathroom bull...		GENERAL FU...	56.66	49,771.32
Check	01/03/2023	12479	Mourrain State Waste	Bill		GENERAL FU...	155.80	49,927.12
Check	01/03/2023	12480	JT Martin Fire & Saf...	fire extinguish...		GENERAL FU...	100.05	50,027.17
Check	01/09/2023	12486	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	50,287.17
Check	01/09/2023	12486	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	50,347.17
Check	01/09/2023	12486	S & S Cleaning/San...	tables and ch...		GENERAL FU...	100.00	50,447.17
Check	01/09/2023	12487	Phillips Excavating, ...	Trash 1/3/2023		GENERAL FU...	45.00	50,492.17
Check	01/09/2023	12489	MON Power	Bathroom bull...		GENERAL FU...	511.09	51,003.26
Check	01/09/2023	12489	MON Power	Park Building		GENERAL FU...	65.80	51,069.06
Check	01/17/2023	12491	S & S Cleaning/San...	Lights at ball f...		GENERAL FU...	167.77	51,236.83
Check	01/17/2023	12491	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	51,496.83
Check	01/17/2023	12491	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	51,556.83
Check	01/17/2023	12491	S & S Cleaning/San...	tables and ch...		GENERAL FU...	100.00	51,656.83
Check	01/17/2023	12492	Phillips Excavating, ...	Trash 1/12		GENERAL FU...	45.00	51,701.83
Check	01/17/2023	12493	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	51,743.83
Check	01/17/2023	12496	Thomas Rose Partn...	Paint park buli...		GENERAL FU...	1,099.00	52,842.83
Check	01/23/2023	12498	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	53,102.83

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Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	01/23/2023	12498	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	53,162.83
Check	01/23/2023	12498	S & S Cleaning/San...	tables and ch...		GENERAL FU...	100.00	53,262.83
Check	01/23/2023	12499	Unifirst Corporation	12/02		GENERAL FU...	47.20	53,310.03
Check	01/23/2023	12499	Unifirst Corporation	12/09		GENERAL FU...	121.12	53,431.15
Check	01/23/2023	12499	Unifirst Corporation	12/16		GENERAL FU...	47.20	53,478.35
Check	01/23/2023	12500	Shertel Cable	Town hall bill		GENERAL FU...	251.25	53,729.60
Check	01/30/2023	12502	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	53,789.60
Check	01/30/2023	12503	Mountain State Waste	Bill		GENERAL FU...	156.16	53,945.76
Check	01/13/12023	12503	Econo Signs	Signs for park		GENERAL FU...	58.34	54,004.10
Check	02/06/2023	12505	Unifirst Corporation	12/30		GENERAL FU...	47.20	54,051.30
Check	02/06/2023	12505	Unifirst Corporation	1/05		GENERAL FU...	48.60	54,099.90
Check	02/06/2023	12505	Unifirst Corporation	1/13		GENERAL FU...	46.45	54,146.35
Check	02/06/2023	12505	Unifirst Corporation	1/20		GENERAL FU...	46.45	54,192.80
Check	02/06/2023	12506	JT Martin Fire & Saf...	fire extinguish...		GENERAL FU...	535.48	54,728.28
Check	02/06/2023	12507	Shertel Cable	Park Bill		GENERAL FU...	176.31	54,904.59
Check	02/06/2023	12508	Jane Lew PSD	Park Building		GENERAL FU...	56.66	54,961.25
Check	02/06/2023	12508	Jane Lew PSD	Bathroom buil...		GENERAL FU...	56.66	55,017.91
Check	02/06/2023	12510	STANDARD GAS	Park Bill		GENERAL FU...	288.59	55,306.50
Check	02/06/2023	12511	S & S Cleaning/San...	Building		GENERAL FU...	130.00	55,436.50
Check	02/06/2023	12511	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	55,496.50
Check	02/06/2023	12511	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	55,546.50
Check	02/06/2023	12512	MON Power	Bathroom buil...		GENERAL FU...	488.89	56,035.39
Check	02/06/2023	12512	MON Power	Park Building		GENERAL FU...	72.03	56,107.42
Check	02/06/2023	12512	MON Power	Lights at ball f...		GENERAL FU...	167.69	56,275.11
Check	02/13/2023	12517	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	56,317.11
Check	02/13/2023	12518	S & S Cleaning/San...	Building		GENERAL FU...	130.00	56,447.11
Check	02/13/2023	12518	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	56,507.11
Check	02/13/2023	12518	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	56,557.11
Check	02/13/2023	12519	Phillips Excavating...	trash and cha...		GENERAL FU...	70.00	56,627.11
Check	02/13/2023	12519	Phillips Excavating...	Stone and lab...		GENERAL FU...	257.40	56,884.51
Check	02/13/2023	12519	Phillips Excavating...	Repair sign o...		GENERAL FU...	70.00	56,954.51
Check	02/13/2023	12519	Phillips Excavating...	Trash 2/3		GENERAL FU...	45.00	56,999.51
Check	02/13/2023	12519	Phillips Excavating...	Worked on si...		GENERAL FU...	50.00	57,049.51
Check	02/13/2023	12519	Phillips Excavating...	3 hours at par...		GENERAL FU...	75.00	57,124.51
Check	02/13/2023	12519	Phillips Excavating...	Trash 2/10		GENERAL FU...	45.00	57,169.51
Check	02/13/2023	12521	S & S Cleaning/San...	Building		GENERAL FU...	130.00	57,299.51
Check	02/13/2023	12521	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	57,359.51
Check	02/13/2023	12521	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	57,409.51
Check	02/12/12023	12522	Kings Electric	Work on Light...		GENERAL FU...	4,838.65	62,248.16
Check	02/12/12023	12525	Phillips Excavating...	skid steer wor...		GENERAL FU...	360.00	62,608.16
Check	02/12/12023	12525	Phillips Excavating...	5 hour backho...		GENERAL FU...	270.00	62,878.16
Check	02/12/12023	12525	Phillips Excavating...	Rock for work...		GENERAL FU...	63,124.55	63,124.55
Check	02/12/12023	12525	Phillips Excavating...	Receipt from ...		GENERAL FU...	86.67	63,211.22
Check	02/12/12023	12525	Phillips Excavating...	Trash 2/17		GENERAL FU...	45.00	63,256.22
Check	02/12/12023	12527	Mountain State Waste	Bill		GENERAL FU...	156.16	63,412.38
Check	02/12/12023	12528	Phillips Excavating...	2/20 backhoe...		GENERAL FU...	1,067.25	64,479.63
Check	02/12/12023	12528	Phillips Excavating...	2/21 back hoe...		GENERAL FU...	740.00	65,219.63
Check	02/12/12023	12528	Phillips Excavating...	2/23 backhoe...		GENERAL FU...	986.64	66,206.27
Check	02/12/12023	12528	Phillips Excavating...	2/24 backhoe ...		GENERAL FU...	1,252.53	67,458.80

Town of Jane Lew
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Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	02/27/2023	12530	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	67,718.80
Check	02/27/2023	12530	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	67,778.80
Check	02/27/2023	12530	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	67,828.80
Check	02/28/2023		Amazon	cleaning supp...		GENERAL FU...	42.39	67,871.19
Check	02/28/2023		Amazon	cleaning supp...		GENERAL FU...	59.09	67,930.28
Check	02/28/2023		Consolidated Plastics	Rug for park b...		GENERAL FU...	450.00	68,380.28
Check	02/28/2023		Amazon	cleaning supp...		GENERAL FU...	33.56	68,413.84
Check	02/28/2023		Amazon	cleaning supp...		GENERAL FU...	15.89	68,429.73
Check	02/28/2023		Consolidated Plastics	Rug for park b...		GENERAL FU...	369.52	68,799.25
Check	03/06/2023	12532	Phillips Excavating...	cleaning supp...		GENERAL FU...	12.69	68,811.94
Check	03/06/2023	12532	Phillips Excavating...	Foster Supply...		GENERAL FU...	593.64	69,405.58
Check	03/06/2023	12532	Phillips Excavating...	7 hours backh...		GENERAL FU...	805.00	70,210.58
Check	03/06/2023	12533	HARDMAN TRUCKI...	Mowed Ballfie...		GENERAL FU...	225.00	70,435.58
Check	03/06/2023	12534	Shenel Cable	stone and san...		GENERAL FU...	1,538.79	71,974.37
Check	03/06/2023	12535	STANDARD GAS	Park Bill		GENERAL FU...	176.31	72,150.68
Check	03/06/2023	12536	Jane Lew PSD	Park Bill		GENERAL FU...	218.73	72,369.41
Check	03/06/2023	12536	Jane Lew PSD	Park Building		GENERAL FU...	56.66	72,426.07
Check	03/06/2023	12537	S & S Cleaning/San...	Bathroom buli...		GENERAL FU...	56.66	72,482.73
Check	03/06/2023	12537	S & S Cleaning/San...	Building		GENERAL FU...	130.00	72,612.73
Check	03/06/2023	12537	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	72,672.73
Check	03/06/2023	12537	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	72,722.73
Check	03/06/2023	12539	MON Power	Bathroom buil...		GENERAL FU...	288.22	73,010.95
Check	03/06/2023	12539	MON Power	Lights at ball f...		GENERAL FU...	167.69	73,178.64
Check	03/06/2023	12539	MON Power	Park building		GENERAL FU...	58.00	73,236.64
Check	03/13/2023	12541	Kirby Bull	tables for new...		GENERAL FU...	9,980.97	83,217.61
Check	03/13/2023	12544	S & S Cleaning/San...	Building		GENERAL FU...	130.00	83,347.61
Check	03/13/2023	12544	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	83,407.61
Check	03/13/2023	12544	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	83,457.61
Check	03/13/2023	12545	Phillips Excavating...	backhoe, skid...		GENERAL FU...	970.00	84,427.61
Check	03/13/2023	12545	Phillips Excavating...	trash and cut...		GENERAL FU...	532.00	84,959.61
Check	03/13/2023	12545	Phillips Excavating...	skid steer and...		GENERAL FU...	740.00	85,699.61
Check	03/20/2023	12547	S & S Cleaning/San...	Building		GENERAL FU...	130.00	85,829.61
Check	03/20/2023	12547	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	85,889.61
Check	03/20/2023	12548	Unifirst Corporation	Tables and ch...		GENERAL FU...	50.00	85,939.61
Check	03/20/2023	12548	Unifirst Corporation	1/27		GENERAL FU...	48.98	85,988.59
Check	03/20/2023	12548	Unifirst Corporation	2/03		GENERAL FU...	46.45	86,035.04
Check	03/20/2023	12548	Unifirst Corporation	2/10		GENERAL FU...	49.34	86,084.38
Check	03/20/2023	12548	Unifirst Corporation	2/20		GENERAL FU...	99.18	86,183.56
Check	03/20/2023	12548	Unifirst Corporation	2/24		GENERAL FU...	49.34	86,232.90
Check	03/20/2023	12549	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	86,274.90
Check	03/27/2023	12551	Phillips Excavating...	3/20 7 hours ...	X	GENERAL FU...	0.00	86,274.90
Check	03/27/2023	12551	Phillips Excavating...	3/21 6 hours ...	X	GENERAL FU...	0.00	86,274.90
Check	03/27/2023	12551	Phillips Excavating...	3/22 12 hours ...	X	GENERAL FU...	0.00	86,274.90
Check	03/27/2023	12551	Phillips Excavating...	3/22 grass cut...	X	GENERAL FU...	0.00	86,274.90
Check	03/27/2023	12551	Phillips Excavating...	3/24 trash	X	GENERAL FU...	0.00	86,274.90
Check	03/27/2023	12552	Mountain State Waste	Bill		GENERAL FU...	156.16	86,431.06
Check	03/27/2023	12553	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	86,691.06
Check	03/27/2023	12553	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	86,751.06
Check	03/27/2023	12553	S & S Cleaning/San...	tables and ch...		GENERAL FU...	100.00	86,851.06

Town of Jane Lew Transactions by Account As of June 21, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	03/27/2023	12554	Jane Lew Home Ce...	cleaning supp...		GENERAL FU...	19.08	86,870.14
Check	03/27/2023	12555	Erie Insurance	Insurance pre...		GENERAL FU...	207.37	87,077.51
Check	03/27/2023	12558	Henry Lemmon	landscaping		GENERAL FU...	551.26	87,628.77
Check	03/31/2023		Amazon	mop pads		GENERAL FU...	21.08	87,649.85
Check	04/03/2023	12557	Jane Lew Home Ce...	mulch for park		GENERAL FU...	620.33	88,270.18
Check	04/03/2023	12559	Shertel Cable	Park Bill		GENERAL FU...	176.31	88,446.49
Check	04/03/2023	12560	Henry Lemmon	landscaping		GENERAL FU...	1,750.12	90,196.61
Check	04/03/2023	12561	Phillips Excavating, ...	3/28 backhoe		GENERAL FU...	150.00	90,346.61
Check	04/03/2023	12561	Phillips Excavating, ...	3/29 removing		GENERAL FU...	610.00	90,956.61
Check	04/03/2023	12561	Phillips Excavating, ...	3/30 grass cut...		GENERAL FU...	300.00	91,256.61
Check	04/03/2023	12561	Phillips Excavating, ...	3/31 pick up p...		GENERAL FU...	622.00	91,878.61
Check	04/03/2023	12562	Tim Virden	work on park...		GENERAL FU...	72.00	92,650.46
Check	04/03/2023	12563	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	92,722.46
Check	04/03/2023	12563	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	92,982.46
Check	04/03/2023	12563	S & S Cleaning/San...	tables and ch...		GENERAL FU...	60.00	93,042.46
Check	04/03/2023	12563	S & S Cleaning/San...	Last minute S...		GENERAL FU...	100.00	93,142.46
Check	04/03/2023	12564	Jane Lew PSD	Park Building		GENERAL FU...	40.00	93,182.46
Check	04/03/2023	12564	Jane Lew PSD	Bathroom buil...		GENERAL FU...	56.66	93,239.12
Check	04/03/2023	12564	Jane Lew PSD	Extra park ho...		GENERAL FU...	56.66	93,295.78
Check	04/03/2023	12565	STANDARD GAS	Park Bill		GENERAL FU...	29.23	93,325.01
Check	04/04/2023	12571	John's Tree Service	tree trimming		GENERAL FU...	1,200.00	94,711.99
Check	04/05/2023	12572	Phillips Excavating, ...	3/20 9 hrs lab...		GENERAL FU...	855.00	95,566.99
Check	04/05/2023	12572	Phillips Excavating, ...	3/22 12 hr lab...		GENERAL FU...	1,478.18	97,045.17
Check	04/05/2023	12572	Phillips Excavating, ...	3/23 grass and...		GENERAL FU...	1,674.50	98,719.67
Check	04/05/2023	12572	Phillips Excavating, ...	3/24 trash		GENERAL FU...	522.00	99,241.67
Check	04/10/2023	12576	MON Power	Bathroom buil...		GENERAL FU...	45.00	99,286.67
Check	04/10/2023	12576	MON Power	Lights at ball f...		GENERAL FU...	218.84	99,505.51
Check	04/10/2023	12576	MON Power	lights at ball f...		GENERAL FU...	175.78	99,681.29
Check	04/10/2023	12576	MON Power	Park building		GENERAL FU...	63.31	99,744.60
Check	04/10/2023	12578	Phillips Excavating, ...	4/03 Rec tour		GENERAL FU...	100.00	99,844.60
Check	04/10/2023	12578	Phillips Excavating, ...	4/04 6 hour sk...		GENERAL FU...	810.00	100,654.60
Check	04/10/2023	12578	Phillips Excavating, ...	4/05 grass an...		GENERAL FU...	522.00	101,176.60
Check	04/10/2023	12578	Phillips Excavating, ...	4/06 4 hour la...		GENERAL FU...	100.00	101,276.60
Check	04/10/2023	12578	Phillips Excavating, ...	4/07 6 hours		GENERAL FU...	150.00	101,426.60
Check	04/10/2023	12579	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	101,686.60
Check	04/10/2023	12579	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	101,746.60
Check	04/10/2023	12579	S & S Cleaning/San...	tables and ch...		GENERAL FU...	100.00	101,846.60
Check	04/14/2023	12581	Kirby Buik	benches for p...		GENERAL FU...	4,024.94	105,871.54
Check	04/14/2023	12583	Phillips Excavating, ...	4/10 - trash 4...		GENERAL FU...	95.00	105,966.54
Check	04/14/2023	12583	Phillips Excavating, ...	4/11 2 hour b...		GENERAL FU...	920.00	106,886.54
Check	04/14/2023	12583	Phillips Excavating, ...	4/11 receipt fr...		GENERAL FU...	253.92	107,140.46
Check	04/14/2023	12583	Phillips Excavating, ...	4/12 1 hour tu...		GENERAL FU...	582.00	107,722.46
Check	04/14/2023	12583	Phillips Excavating, ...	4/13 1 hour b...		GENERAL FU...	165.00	107,887.46
Check	04/14/2023	12584	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	108,147.46
Check	04/14/2023	12584	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	108,207.46
Check	04/14/2023	12584	S & S Cleaning/San...	tables and ch...		GENERAL FU...	100.00	108,307.46
Check	04/18/2023	12587	S & S Processing	Infield mix fou...		GENERAL FU...	6,869.20	115,176.66
Check	04/24/2023	12588	Propet Distributors	Dogpilot bags		GENERAL FU...	692.10	115,868.76

Town of Jane Lew
Transactions by Account
As of June 21, 2023

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Check	04/24/2023	12589	Kings Electric	Work on Light...		GENERAL FU...	5,346.39	121,215.15
Check	04/24/2023	12590	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	121,257.15
Check	04/24/2023	12591	S & S Cleaning/San...	Building		GENERAL FU...	130.00	121,387.15
Check	04/24/2023	12591	S & S Cleaning/San...	Bathrooms x 3		GENERAL FU...	90.00	121,477.15
Check	04/24/2023	12591	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	121,527.15
Check	04/24/2023	12591	S & S Cleaning/San...	credit for dien...		GENERAL FU...	-180.00	121,347.15
Check	04/30/2023		Amazon	trash bags for...		GENERAL FU...	315.72	121,662.87
Check	04/30/2023		Cowen Holdings	Scoreboards		GENERAL FU...	3,745.00	125,407.87
Check	05/01/2023	12595	BSN Sports LLC	Bleachers for ...		GENERAL FU...	275.59	125,683.46
Check	05/01/2023	1256	Shentel Cable	Park Bill		GENERAL FU...	176.31	125,859.77
Check	05/01/2023	1256	Mountain State Waste	Bill		GENERAL FU...	156.16	126,015.93
Check	05/01/2023	12597	Jane Lew PSD	Park Building		GENERAL FU...	56.66	126,072.59
Check	05/01/2023	12597	Jane Lew PSD	Extra park ho...		GENERAL FU...	80.17	126,152.76
Check	05/01/2023	12597	Jane Lew PSD	Bathroom buil...		GENERAL FU...	26.68	126,179.44
Check	05/01/2023	12598	Phillips Excavating, ...	4/20 Grass, tr...		GENERAL FU...	567.00	126,746.44
Check	05/01/2023	12598	Phillips Excavating, ...	4/26 7 Hours l...		GENERAL FU...	497.04	127,243.44
Check	05/01/2023	12598	Phillips Excavating, ...	4/26 rent man...		GENERAL FU...	66.87	127,708.48
Check	05/01/2023	12598	Phillips Excavating, ...	4/27 grass, bl...		GENERAL FU...	567.00	128,342.35
Check	05/01/2023	12599	S & S Cleaning/San...	Building		GENERAL FU...	130.00	128,472.35
Check	05/01/2023	12599	S & S Cleaning/San...	Bathrooms x 3		GENERAL FU...	60.00	128,532.35
Check	05/01/2023	12599	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	128,582.35
Check	05/08/2023	12602	Phillips Excavating, ...	05/03 grass, b...		GENERAL FU...	567.00	129,149.35
Check	05/08/2023	12603	Unifirst Corporation	3/24		GENERAL FU...	115.82	129,265.17
Check	05/08/2023	12603	Unifirst Corporation	4/14		GENERAL FU...	204.50	129,469.67
Check	05/08/2023	12603	Unifirst Corporation	Park Bill		GENERAL FU...	98.06	129,517.07
Check	05/08/2023	12605	STANDARD GAS	Town Hall		GENERAL FU...	255.61	129,872.68
Check	05/08/2023	12606	Shentel Cable	Building		GENERAL FU...	130.00	130,002.68
Check	05/08/2023	12607	S & S Cleaning/San...	Bathrooms x 3		GENERAL FU...	60.00	130,062.68
Check	05/08/2023	12607	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	130,112.68
Check	05/08/2023	12609	MON Power	Bathroom buil...		GENERAL FU...	237.78	130,350.46
Check	05/08/2023	12609	MON Power	Park Building		GENERAL FU...	50.67	130,401.13
Check	05/08/2023	12609	MON Power	Lights at ball f...		GENERAL FU...	173.49	130,574.62
Check	05/15/2023	12611	Henry Lemon	landscaping		GENERAL FU...	1,708.20	132,282.82
Check	05/15/2023	12612	S & S Cleaning/San...	Building		GENERAL FU...	130.00	132,412.82
Check	05/15/2023	12612	S & S Cleaning/San...	Bathrooms x 3		GENERAL FU...	90.00	132,502.82
Check	05/15/2023	12612	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	132,552.82
Check	05/15/2023	12613	Phillips Excavating, ...	05/05 Receipt...		GENERAL FU...	65.92	132,618.74
Check	05/15/2023	12613	Phillips Excavating, ...	05/11 Picnic t...		GENERAL FU...	396.89	133,015.63
Check	05/15/2023	12613	Phillips Excavating, ...	05/12 Grass, t...		GENERAL FU...	617.00	133,632.63
Check	05/15/2023	12617	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	133,674.63
Check	05/22/2023	12619	Kings Electric	Receptacles a...		GENERAL FU...	1,228.75	134,903.38
Check	05/22/2023	12620	S & S Cleaning/San...	Building		GENERAL FU...	130.00	135,033.38
Check	05/22/2023	12620	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	135,093.38
Check	05/22/2023	12620	S & S Cleaning/San...	tables and ch...		GENERAL FU...	50.00	135,143.38
Check	05/22/2023	12621	Phillips Excavating, ...	05/15 trash		GENERAL FU...	45.00	135,188.38
Check	05/22/2023	12621	Phillips Excavating, ...	05/18 grass, t...		GENERAL FU...	567.00	135,755.38
Check	05/30/2023	12623	Phillips Excavating, ...	05/24 grass, t...		GENERAL FU...	567.00	136,322.38

Town of Jane Lew
Transactions by Account
As of June 21, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	05/30/2023	12624	S & S Cleaning/San...	Building		GENERAL FU...	130.00	136,452.38
Check	05/30/2023	12624	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	136,512.38
Check	05/30/2023	12624	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	136,562.38
Check	05/30/2023	12625	Mountain State Waste	Bill		GENERAL FU...	156.16	136,718.54
Check	05/30/2023	12626	McCarty's Portable ...	Porta Potty		GENERAL FU...	250.00	136,968.54
Check	05/30/2023	12627	Erie Insurance	Insurance pre...		GENERAL FU...	627.20	137,595.74
Check	06/05/2023	12635	MON Power	Bathroom buil...		GENERAL FU...	182.74	137,778.48
Check	06/05/2023	12635	MON Power	Park Building		GENERAL FU...	42.01	137,820.49
Check	06/05/2023	12635	MON Power	Lights at ball f...		GENERAL FU...	185.25	138,005.74
Check	06/05/2023	12637	Shentel Cable	Park Building		GENERAL FU...	176.31	138,182.05
Check	06/05/2023	12638	STANDARD GAS	Park Bill		GENERAL FU...	110.77	138,292.82
Check	06/05/2023	12639	Jane Lew PSD	Park Building		GENERAL FU...	56.66	138,349.48
Check	06/05/2023	12639	Jane Lew PSD	Bathroom buil...		GENERAL FU...	89.58	138,439.06
Check	06/05/2023	12639	Jane Lew PSD	Extra park ho...		GENERAL FU...	26.68	138,465.74
Check	06/05/2023	12641	Phillips Excavating, ...	05/31' grass, bl...		GENERAL FU...	567.00	139,032.74
Check	06/05/2023	12641	S & S Cleaning/San...	Building		GENERAL FU...	130.00	139,162.74
Check	06/05/2023	12641	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	139,222.74
Check	06/05/2023	12641	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	139,272.74
Check	06/12/2023	12644	Phillips Excavating, ...	06/07/23 gras...		GENERAL FU...	567.00	139,839.74
Check	06/12/2023	12645	S & S Cleaning/San...	Building		GENERAL FU...	130.00	139,969.74
Check	06/12/2023	12645	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	140,029.74
Check	06/12/2023	12645	S & S Cleaning/San...	Tables and ch...		GENERAL FU...	50.00	140,079.74
Check	06/12/2023	12647	FOSTER FEED	dirt for park		GENERAL FU...	898.60	140,978.34
Check	06/12/2023	12648	Tate Communications	Replace cam...		GENERAL FU...	2,351.01	143,329.35
Check	06/16/2023	12650	S & S Cleaning/San...	Building x 2		GENERAL FU...	260.00	143,589.35
Check	06/16/2023	12650	S & S Cleaning/San...	Bathrooms x 2		GENERAL FU...	60.00	143,649.35
Check	06/16/2023	12650	S & S Cleaning/San...	Tables and chai...		GENERAL FU...	100.00	143,749.35
Check	06/16/2023	12651	Phillips Excavating, ...	06/15/23 gras...		GENERAL FU...	567.00	144,316.35
Check	06/16/2023	12652	Dodson Brothers Ext...	Park Building		GENERAL FU...	42.00	144,358.35
Check	06/16/2023	12654	Jane Lew Home Ce...	cleaning supp...		GENERAL FU...	18.88	144,377.23
Total 900							144,377.23	144,377.23
TOTAL							144,377.23	144,377.23



THE SECRETARY OF THE INTERIOR
WASHINGTON

JUN 15 2023

LEWIS COUNTY
110 Center Avenue
Weston, WV 26452-1964

Dear County Official:

I am pleased to notify you that on June 15, 2023, the Department of the Interior (Department) issued payments under the Payments in Lieu of Taxes (PILT) program. The PILT program compensates eligible local jurisdictions for Federal lands administered by agencies within the Department and on behalf of the U.S. Forest Service and the U.S. Army Corps of Engineers. Local governments may use the PILT payments for any governmental purpose, including emergency response, public schools, and roads. Since local governments cannot tax Federal lands, annual PILT payments help to defray the costs associated with maintaining important community services.

The Payments in Lieu of Taxes Act, 31 U.S.C. 6901–6907, as amended, authorized the program. The PILT Act prescribes the formula used to compute the annual payments based on annually adjusted per-acre and population variables. Prior-year Federal payments under certain revenue-sharing programs, as reported annually by States, are deducted in formulating the payment amounts. A provision in the PILT Act provides temporary compensation for recent additions to the National Park System and National Forest Wilderness Areas.

The President signed the Consolidated Appropriations Act, 2023 (Public Law 117–328) on December 29, 2022, providing full funding for the 2023 PILT program. More than 1,900 local jurisdictions received a total of \$578.8 million in PILT payments this year.

For 2023, your county is receiving a PILT payment of \$64,314. If you provided current bank routing and account numbers to our Interior Business Center or to the System of Awards Management (SAM), an electronic funds transfer was posted to your account on or about June 15, 2023. If you did not receive a payment or require further information, please refer to www.doi.gov/pilt. The website includes information on how to register in SAM to expedite receipt of future PILT payments. If you have any questions, please contact the PILT Program Manager, Ms. Dionna Kiernan, at DOI_PILT@ios.doi.gov or (202) 341–2066.

Sincerely,



Deb Haaland

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Special Meeting
May 22, 2023 4:30 PM

-- Minutes of Special Meeting --

PRESENT: Bradley Foster (Chairman); Oscar Mills (Board); Nancy E. Gee (Board); Stephanie Snow-McKisic (General Manager)

ABSENT:
GUESTS:

I. Call to Order (Foster) The meeting was called to order at 4:43pm at the JLPSD Office, located at 70 Park Ave, by Board Chairman Bradley Foster.

II. The sole purpose of the meeting is to discuss, review and approve the 2023/2024 Budget.

MOTION: Payroll Budget- Employees (Gee/Foster) Motion to Approve Water Division Payroll [Carried Unanimously]

MOTION: Payroll Budget- Employees (Gee/Foster) Motion to Approve Sewer Division Payroll [Carried Unanimously]

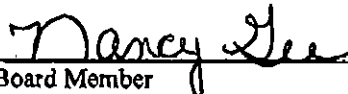
MOTION: Entire Budget as presented (Foster/Mills) Motion to Approve Water Division Budget [Carried Unanimously]

MOTION Entire Budget as presented (Mills/Gee) Motion to Approve Sewer Division Budget [Carried Unanimously]

III. Adjournment (Foster) The Special Meeting was adjourned by Bradley Foster at 5:07pm.



Bradley Foster, Chairman



Board Member

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, PSD Attorney (Bowles Rice)
- Board Members

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Minutes of Regular Meeting May 11, 2023

Present: Bradley Foster (Board), Oscar Mills (Board), Nancy Gee (Board), Stephanie Snow-McKisic (General Manager)
Guests:
Absent:

- I. Call to Order The meeting was called to order at 4:08 pm by Board Member Mills.

~ ROUTINE MONTHLY BUSINESS ~

- II. Minutes: (04/20/2023)
MOTION: (Foster/Mills) to approve attached Minutes of 4/20/2023 regular meeting. [Carried Unanimously]
- III. General Manager's April Reports (Snow-McKisic)
- A. **WATER:**
1. Bills (Attached)
MOTION: (Gee/Foster) to ratify payment of attached list of water invoices for April 2023. [Carried Unanimously]
 2. Treasury Report (Attached)
MOTION: (Foster/Gee) to approve attached Water Treasury Report for April 2023. [Carried Unanimously]
 3. Water Adjustments Report (Attached)
MOTION: (Mills/Foster) to approve attached Water Adjustments Report for April 2023. [Carried Unanimously]
 4. Water Purchase, Sales & Loss Report (Attached)
MOTION: (Gee/Foster) to approve attached Water Purchase, Sales & Loss Report for April 2023. [Carried Unanimously]
 5. Water Preventive Maintenance Report -
 - a) Lines - walked lines looking for leaks.
 - b) Loss Prevention/leak detection - water loss 10%
 - c) Fire + Flushing Hydrants [57 + 25] - hydrants to be flushed in August.
 - d) Valves [148] - worked Valves for leak detection / Exercised 1 full cycle /valves to be exercised in September.
 - e) Meters [659] - nothing
 - f) Booster Stations [3] - checked
 - g) Tanks [2] - nothing done
 - h) Office Furnace + A/C - nothing needed
 - i) Vehicles [½ 2019 Truck, ½ crane truck, + ½ Buggy] - nothing
 - j) Generators [1 big port + 2 small] - exercised Chesapeake generator
 - k) Expensive Equipment [Mower] - nothing
 - l) Critical Inventory - good
 - m) Other - nothing

6. Water System Water Leak Detection Report (finding & repairing actual leaks) – nothing
7. Water System Repairs Report (fixing unplanned breakdowns) – nothing
8. Cross-Connections/Backflow Report – ongoing
9. New Non-Project Water Taps/Road bores – none
10. Other – nothing

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Bailey/Foster) to ratify payment of list of Sewer invoices for April 2023. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Mills/Foster) to approve Sewer Treasury Report for April 2023. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Bailey/Mills) to approve Sewer Adjustments Report for April 2023. [Carried Unanimously]

4. Wastewater Treatment Purchase, Sales & Loss Report (Attached) -

MOTION: (Bailey/Foster) to approve Sewer Treatment Purchase, Sales & Loss Report for April 2023. [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines– Flushed Steve Light's house line towards the main. Flushed line at 321 Ridgeway. Flushed line at 164 Virginia St
 - b) I&I Prevention – nothing
 - c) Manholes [594] – Sllp repaired at ST 10 Manhole-Westfield-in the river
 - d) Duplex + ABS Grinder Pumps [5 + 2] – amped and enzymed every Friday
 - e) Lift Stations [16 total] – Amped & Enzymed every Friday/ Checked lights / Changed Charts and record meter readings. Located broken power pole at ST4~King's electric repaired.
 - f) Bar Screen [1] – Cleaned Bar Screen-every week
 - g) Vehicles – [½ '19 Ford Truck, ½ crane truck & ½ Buggy] – Crane Truck issue with fuse box-found part needed from Ford dealership out of state. Truck had to be towed to Jenkins to install new part. Additional key fob had to be ordered for part to be installed.
 - h) Generators [3stat. + 2 port.] – exercised
 - i) Classroom Furnace & A/C – nothing
 - j) Expensive Equipment [mower] – nothing
 - k) Critical Inventory – nothing
- Other- nothing

- l) Wastewater Repairs Report (fixing unplanned breakdowns)
- a. Sllp was repaired at ST 10 by 5J Services. The battery and control board had to be replaced on the transfer switch at ST 10.
- m) New Non-Project Sewer Taps/Road Bores – nothing
- n) Other – nothing

Wastewater Assignments

- ✓ Snow-McKisic to research how to prevent sewer loss (III, B, 5, b)

IV: **Personnel Matters** (Snow-McKisic) – nothing

V. **PSD Policies and Job Descriptions** (Snow-McKisic): nothing

VI. **Announcements** (Snow-McKisic or board):

- i. Lewis County Commission accepted the nomination of Nancy Gee to take the place of Tom Bailey. She was sworn in earlier this week. She will serve as the Secretary and Brad Foster will be the Chairman of the Board for the remainder of 2023.
- ii. Retirement party for Tom Bailey will be held at 12:30pm on Thursday, May 18th.

VII. **Correspondence** (Snow-McKisic):

- i. Email from Evan Conard-Wed, May 3, 2023-Sale of Property
- ii. Email from Evan Conard-Fri, May 5, 2023-Rate Increase
- iii. Email from Zack Dobbins-Tues, May 9, 2023-2023/2024 Budget

~ ~ OLD BUSINESS ~ ~

VIII. **Request to Purchase Property** (Snow-McKisic): Both legal parties agreed that the lien on record is no longer enforceable and it is being omitted. Waiting on revision from Tracey Weber. Once we receive the revision, Snow-McKisic will update the board.

IX. **Rate Increase** (Snow-McKisic)-19A Application, cash flow analysis and cover letter for the Jane Lew water system 2023 Rate Increase has been submitted to the PSC for approval. It could take up to 45 days to receive a response from the PSC. Snow-McKisic will update once we receive a response.

~ ~ NEW BUSINESS ~ ~

X. **Budget 2023/2024** (Snow-McKisic) Budget was not approved at this time. Board member Gee requested a detailed breakdown of the numbers and calculations. At this time, the board is set to convene via special session on Monday, May 22, 2023, at 4:30pm, to review the budget and vote.

XI. **Late-Received Agenda Items** (Snow-McKisic) Nothing

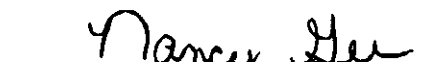
Assignments

- ✓ Snow-McKisic will work with the CPA to provide a detailed explanation of the budget numbers.

XII. **Adjournment:** The meeting was adjourned at 4:52 P.M.



 Bradley Foster, Chairman



 Nancy Gee, Secretary

Attachments:

- April'23 Bills Paid (Water/Wastewater)
- April'23 Treasury Reports (Water/Wastewater)
- April'23 Adjustments Reports (Water/Wastewater)
- April 23 Water/Wastewater Treatment Purchase, Sales & Loss Reports
- Correspondence

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, PSD Attorney (Bowles Rice)
- PSD Office
- Board Members

May 2023 MILEAGE REQUEST

UNIT LIC.

- 150 D. Gosa / Vin. A42305 / 1236 – 21 SUV 36000
- 151 M. Cayton / Vin. A42304 / 1235 – 21 SUV 37920
- 152 Z. Lopez / Vin. A18031 / 4105 – 20 SUV 28907
- 153 B. Hendershot / Vin. A42303 / 1696 – 20 SUV 17287
- 154 B. Newbrough / Vin. A18030 / 1232 – 20 SUV 34838
- 155 C. Jones / Vin. A48451 / 1241 – 22 SUV 14461
- 156 C. Matheny / Vin. B29979 / 3841 - 22 SUV 18180
- 157 D. Shipman / Vin. B04451 / 4220 – 21 SUV 36218
- 158 M. Ayoob / Vin. A40308 / 2966 – 22 SUV 18268
- 159 D. Cooley / Vin. 106494 / 3930 – 18 INTERCEPTOR 67187
- 160
- 161
- 170 C. Kirkpatrick / Vin. C62863 / 1234 – 20 SUV 27788

171 T. Lafever / Vin. C62864/ 3184 – 20 SUV 34145

172 J. Johnmeyer / Vin. 106495 / 3929 – 18 INTERCEPTOR 60625

173 J. Jenkins / Vin. 568479 / 6LB-698 – 17 JEEP 49626

174 R. Bush / Vin. 179324 / 4287 – 17 JEEP 28906

175 D. Cayton / Vin.319897 / 3258 – 14 CHARGER 49661

1500 Dep. Reserves / Vin. 116126 / 1910 -13 INTERCEPTOR 117118

1500 Dep. Reserves / Vin. 553134 / 1233 – 10 Nitro 78478

Spare / Vin. A78623 / 3370 – 14 SUV 109875

Spare / Vin. 553135 / 2726 – 11 DODGE NITRO 64528

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You



GLOBAL SCIENCE & TECHNOLOGY, INC.

**LEWIS COUNTY COMMISSION
BASIC ORDERING AGREEMENT (BOA)**

**FOR
WEBSITE HOST
LICENSING
SUPPORT
&
MAINTENANCE**

July 1, 2023

Prepared By
Global Science & Technology, Inc.
WV Division
2000 Green River Drive, Suite 100
Fairmont, West Virginia 26554

COMMERCIAL CONTRACT FOR SERVICES

This Contract entered into by and between the Lewis County Commission, doing business in the State of West Virginia, (hereinafter sometimes referred to as the “Customer”) and Global Science & Technology, Inc., WV Division, (hereinafter sometimes referred to as the “Contractor” or “GST”) having a place of business at 2000 Green River Drive, Suite 100, Fairmont, WV 26554.

WITNESSETH THAT:

Whereas, the Lewis County Commission desires to utilize the Contractors technology, Engineering and Consulting services. Whereas, the Contractor desires to provide those services, now therefore in consideration of the promises contained herein, the Lewis County Commission and Contractor do mutually agree as follows:

(1) BASIC TERMS AND CONDITIONS

The basic contracting terms and conditions are applicable to all options executed under this Basic Ordering Agreement (BOA). A brief description of anticipated tasks that will be submitted under this BOA are listed in this document.

The Contractor will provide a written outline of work to be performed under this contract including all maintenance and support items.

The Contractor shall not proceed with any work under this contract without prior written authorization from the Lewis County Commission.

The Contractor shall furnish the services, together with all related personnel, facilities, supplies and materials needed to perform the specified task unless specifically noted in the individual task description, also referred to as a Statement Of Work (SOW).

1.1 PERIOD OF PERFORMANCE

Basic Ordering Agreement: July 1, 2023 through June 30, 2024.

1.2 CONTRACT NUMBER

This Contract Number, T059.1.001.LEW assigned by GST to this project will be submitted on all invoices.

1.3 PAYMENT/INVOICES

All costs claimed under this contract must be allowable, allocable, and adequately supported by accounting records and other auditable data. The contractor may invoice the Lewis County Commission on an annual basis. Invoices for expenses incurred shall be submitted in duplicate to address the indicated below:

Lewis County Commission
110 Center Avenue
Weston, WV 25901
Attn: Tina Helmick

Payment of said invoices shall be contingent upon approval by the Lewis County Commission. Payments shall be made upon presentation of proper invoices. Invoice terms are net 30 days after receipt of acceptable materials or services and invoice. Invoices shall be presented in such detail as is necessary for

Lewis Co Commission Website Host Basic Ordering Agreement (BOA) July 1, 2023	GST – Website Host
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the Lewis County Commission to be able to determine the reasonableness of the costs and/or prices quoted thereon.

2.0

Scope of Work:

GST will license the Lewis County Commission to use the GST Web Host Platform software on an annual basis concurrent with the dates of this contract.

GST will install and configure all equipment necessary to run the GST Website Host platform.

All support and maintenance necessary will be provided by phone or on-site and will be done so under our single fixed price fee as outlined in this contract.

All program updates, upgrades, code/law compliance changes, and modifications will be included under this contract.

Schedule:

Work will commence upon execution of this contract.

Payment Terms:

Payment will be due for each item 30 days after the invoice date.

Period	Staff Required	Annual Total:
Annual Software Maintenance Jul 1 2023 to Jun 30 2024	As required	\$ 2,020.00

Pricing for Expenses and Per Diem

In the event GST travels to your facility or a facility related to this project to facilitate the solution of a problem we **will not** bill for mileage or per diem.

Payment Schedule and Terms

GST's contract for Technical Support services would be for beginning July 1, 2023 and concluding June 30, 2024

GST will bill the maintenance fee quarterly on Jan 1, Apr 1, Jul 1 and Oct 1.

Payment Terms will be Net 30.

Invoices paid more than 30 days past due are assessed interest at 1-1/2 % per month (18% annually) of the total invoice amount.

(3) STANDARD TERM AND CONDITIONS

Lewis Co Commission Website Host Basic Ordering Agreement (BOA) July 1, 2023	GST – Website Host
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3.1 Notices

Any notices required to be given hereunder shall be given in writing at the address of each party herein set forth or to such other address as either party may substitute by written notice to the other.

If to Customer:	If to Contractor:
Lewis County Commission 110 Center Avenue Weston, WV 26452 Attn: Cindy Whetsell	Global Science & Technology, Inc. 2000 Green River Drive, Suite 100 Fairmont, WV 26554 Attn: Sandra Stewart

3.2 Contacts

Each Party’s contractual and technical representatives for this Contract shall be designated in writing. Either party may, by written notice to the other, change such representatives at any time. Contacts with the Customer which affect the contract ceiling, schedule, Contract Tasks, or other contract terms and conditions shall be made with the authorized contractual representative. No changes to this contract will be binding upon Customer unless incorporated in a written modification to the contract and signed by Customer's contractual representative.

All effort authorized shall be performed under the technical direction of Customer's technical representative. When, in Contractor's opinion, such technical direction constitutes a change to the Contract Agreement; Customer's contractual representative shall be notified immediately for authorization of such change. Until such authorization is granted by Customer's contractual representative, Contractor shall perform in accordance with the Contract Agreement as written.

3.3 Proprietary Information and Non Disclosure

During the term of this Contract, Customer and Contractor, to the extent of each party’s contractual and lawful right to do so, shall exchange such proprietary technical and other information as is reasonably required for each to perform its obligations hereunder. Customer and Contractor each agree to keep in confidence and prevent the disclosure to any person(s) outside their respective organizations or any person(s) within their organizations not having a need to know, all information received from the other which is in writing and designated by appropriate stamp or legend to be of a proprietary nature and to use such information only in connection with their obligations under this Contract; provided, however, that neither party shall be liable for disclosure or use of such data if the same is:

1. In the public domain at the time of disclosure, or is subsequently made available to the general public without restriction by the disclosing party
2. Known to the receiving party at the time of disclosure without restrictions on its use or independently developed by the receiving party, and there is adequate documentation to demonstrate either condition
3. Used or disclosed inadvertently despite the exercise of the same degree of care that each party takes to preserve or safeguard its own proprietary information
4. Used or disclosed with the prior written approval of the disclosing party
5. Disclosed without restriction to the receiving party from a source other than the disclosing party
6. Used or disclosed after a period of time mutually agreed upon in writing by the parties

No sheet or page of any written material will be so labeled which is not, in good faith believed to contain proprietary information. A recipient of information hereunder will have no obligation with respect to any portion of any written material which is not so labeled, or any information received orally unless a written

Lewis Co Commission Website Host Basic Ordering Agreement (BOA) July 1, 2023	GST – Website Host
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summary of such oral communication, specifically identifying the item(s) of proprietary information, is furnished to the recipient within 15 calendar days.

If any portion of a party's proprietary information falls within any one of the above exceptions, the remaining information shall continue to be subject to the foregoing prohibitions and restrictions.

3.4 Assignments and Contracts

The Contractor may assign portions of work conducted under this BOA to qualified subcontractors without the prior written consent of the Customer. However, Global Science & Technology, Inc. shall be responsible for all work conducted under this BOA.

3.5 Task Assignments

All tasks identified in the Statement of Work are subject to the terms and conditions of this Contract. In the event of conflict between a task and this Contract, the Contract shall prevail.

3.6 Limitation of Liability

Customer's maximum liability shall not exceed the fully executed Contract amount.

3.6.1 Indemnification

Contractor shall indemnify and save Customer harmless from and against any and all liability for injury to persons or property occasioned wholly or in part by an act or omission of Contractor, its lower-tier Contractors, agents, or employees, including any and all expense, legal or otherwise, incurred by Customer in the defense of any claim or suit arising out of the work done under this Contract; provided, however, the Contractor shall not be liable for injury to persons or property caused by the negligence of Customer, its agents, and employees. Both Parties shall maintain such Public Liability, Property Damage, and Employee's Liability and Compensation Insurance as will protect the other party from any of said risks and from any claims under any applicable Workmen's Compensation and Occupation Disease Acts. Customer shall promptly notify Contractor of any claim against Customer which is covered by this indemnification provision and shall authorize representatives of Contractor to settle or defend any such claim or suit and to represent Customer in, or to take charge of, any litigation in connection therewith.

3.6.2 Infringement Indemnity

In the event that any item furnished by Contractor under this order is allegedly the subject of an infringement suit, Contractor may, at its sole cost and expense, modify such items to become non-infringing. In lieu of any other warranty by Customer or Contractor against infringement, statutory or otherwise, it is agreed that Contractor shall defend at its expense any suit against Customer or its customers based on a claim that any item furnished under this order or the normal use or sale thereof infringes any US Letters, patent or copyright, and shall pay cost and damages finally awarded in any such suit, provided that Contractor is notified in writing of the suit and given authority, information, and assistance at Contractor's expense for the defense of same. If the use or sale of said item is enjoined as a result of such suit, Contractor, at no expense to Customer, shall obtain for Customer and its customers the right to use and sell said item or shall substitute an equivalent item acceptable to Customer and extend this patent indemnity thereto.

3.7 Intellectual Property Rights and New Technology and Data Rights

The parties acknowledge that this agreement in no way alters the ownership of the software application called the On Line Filing System. The parties agree that GST owns all right, title and interest in the On Line Filing System Software. Customer has neither rights in the software source codes nor any right to

Lewis Co Commission Website Host Basic Ordering Agreement (BOA) July 1, 2023	GST – Website Host
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copy, modify, remanufacture, reverse engineer or attempt to reverse engineer any software or part thereof. The use by Customer of any of GST's software is authorized only for the purposes contemplated under this Agreement and upon termination of this Agreement such authorization will cease.

Title to all intellectual property including, without limitation, any inventions, discoveries, works, material or data, computer software, or algorithms, whether or not it can be protected by patent, trade secret, or copyright, conceived, developed, made, or first reduced to practice by Customer in the course of performance of this Contract, shall remain with Customer.

The Parties acknowledge that during performance under the Contract, new technologies, proprietary and confidential concepts, methods, techniques, processes and ideas, whether or not patentable or copyrightable, and whether or not constituting inventions ("New Technologies"), may result. All right, title, and interest, including trademarks, copyright interests, and other forms of intellectual property, in and to such New Technologies developed by Customer, alone or in combination with Contractor, its employees, or agents, shall be the exclusive property of Customer. Contractor agrees that any efforts or contributions of Contractor or its employees to the creation or development of the New Technologies, except as licensed herein, shall upon their creation or development, be owned exclusively by Customer. To the extent that exclusive title or ownership may not vest in Customer, Contractor hereby relinquishes claims and assigns to Customer all rights in, and the exclusive ownership to, the New Technologies. During and subsequent to the term of this Contract, Contractor agrees to execute all documents and provide reasonable assistance as requested by Customer to assist Customer in obtaining and protecting Customer's interests in any such New Technologies which Contractor elects to maintain anywhere in the world.

3.8 Customer Provided Equipment, Tools, and Materials

Contractor agrees it will keep confidential and not use any material, computer hardware, other equipment, designs, sketches, specifications, drawings, computer programs and software, or other data or information furnished by Customer for any purpose whatsoever other than as herein specified, including but not limited to the manufacture of larger quantities, without prior written consent of Customer. All material, computer hardware, other equipment, designs, sketches, specifications, computer programs and software, or other data or information supplied by Customer, whether loaned to Contractor or fabricated, manufactured, purchased or otherwise acquired by Contractor for the performance of this Contract and specifically charged to Customer are the property of the Customer. Contractor shall keep adequate records, and shall identify, store, protect, preserve, repair, and maintain such property in accordance with sound industrial practice and Contractor's standard property accounting procedures. Contractor agrees to replace, at its expense, all such items not so returned. Contractor shall make no charge for any storage, maintenance or retention of such property of Customer. Contractor shall bear all risk of loss for all of Customer's property in Contractor's possession.

3.9 Non-Waiver of Rights

The failure of Customer to insist upon strict performance of any of the terms and conditions in the Contract or to exercise any rights or remedies shall not be construed as a waiver of its rights to assert any of same or to rely on any such terms or conditions at any time thereafter.

3.10 Validity

The invalidity in whole or in part of any provision of this Contract shall not void or affect the validity of any other provision.

3.11 Disputes

Lewis Co Commission Website Host Basic Ordering Agreement (BOA) July 1, 2023	GST – Website Host
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Any dispute arising under this Contract which is not settled by agreement of the parties will be settled in the following manner.

1. Either party may deliver to the other a written dispute notice setting forth a brief description of the issue(s). Such notice initiates the dispute resolution mechanism.
2. During the sixty day period following the delivery of the dispute notice, appropriate representatives of both parties will negotiate in good faith to resolve the disputed issue(s).
3. If the Parties are unable to resolve the dispute through negotiation, then within thirty (30) days after the negotiation period ends, the Parties will refer the issue to The American Arbitration Association for final resolution. The procedures for presentation of each Party's position and the method by which The American Arbitration Association will reach and render a decision will be determined when the matter is referred thereto. If the Parties are unable to agree on such procedures, The American Arbitration Association shall determine the procedures and methods to be used.
4. Unless the Parties otherwise agree in advance in writing, the decision of The American Arbitration Association will be final and binding on the Parties.

Pending any decision, appeal, or judgment referred to in this clause or the settlement of any dispute arising under this Contract, Contractor shall proceed diligently with the performance of this Contract.

3.12 Entire Agreement

Upon acceptance of this Contract, Contractor agrees that the provisions under this Contract, including all documents incorporated herein by reference, shall constitute the entire Agreement between the parties hereto and supersede all prior agreements relating to the subject matter hereof. This Contract may not be modified or terminated orally, and no modification nor any claimed waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom such modification or waiver is sought to be enforced.

3.13 General Relationship

Contractor agrees that in all matters relating to this Contract it shall be acting as an independent contractor and shall assume and pay all liabilities and perform all obligations imposed with respect to the performance of this Contract. Contractor shall have no right, power or authority to create any obligation, expressed or implied, on behalf of Customer and shall have no authority to represent Customer as an agent.

3.14 Applicable State Law and Compliance

This Contract shall be governed by and construed in accordance with the laws of the State of West Virginia. Contractor agrees to comply with the applicable provisions of any federal, state or local law or ordinance and all orders, rules and regulations issued thereunder.

3.15 Order of Precedence

In the event of an inconsistency or conflict between or among the provisions of this Contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Basic Ordering Agreement (BOA)
2. Statement of Work

Lewis Co Commission Website Host Basic Ordering Agreement (BOA) July 1, 2023	GST – Website Host
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In witness whereof, the duly authorized representatives of the Customer and Contractor have executed this Contract on the dates shown.

LEWIS COUNTY COMMISSION (Customer)

**GLOBAL SCIENCE & TECHNOLOGY, INC.
(CONTRACTOR)**

Signature

Signature

Name (Typed or Printed)

SANDRA K. STEWART

Name (Typed or Printed)

DIRECTOR OF CONTRACTS

Title

Title

Date

Date



GLOBAL SCIENCE & TECHNOLOGY, INC.

LEWIS COUNTY

BASIC ORDERING AGREEMENT (BOA)

FOR

**COURTHOUSE NETWORK SUPPORT,
ADMINISTRATION
&
CONSULTING**

July 1, 2023

Prepared By
Global Science & Technology, Inc.
WV Division
2000 Green River Drive, Suite 100
Fairmont, West Virginia 26554

Lewis County Commission Basic Ordering Agreement (BOA) July 1, 2023	Courthouse Network Support Services Contract
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COMMERCIAL CONTRACT FOR SERVICES

This Contract entered into by and between the Lewis County Commission, doing business in the State of West Virginia, (hereinafter sometimes referred to as the "Customer") and Global Science & Technology, Inc., WV Division, hereinafter sometimes referred to as the "Contractor" or "GST") having a place of business at 2000 Green River Drive, Suite 100, Fairmont, WV 26554.

WITNESSETH THAT:

Whereas, the Lewis County Commission desires to utilize the Contractors technology, Engineering and Consulting services. Whereas, the Contractor desires to provide those services, now therefore in consideration of the promises contained herein, the Lewis County and Contractor do mutually agree as follows:

(1) BASIC TERMS AND CONDITIONS

The basic contracting terms and conditions are applicable to all options executed under this Basic Ordering Agreement (BOA). A brief description of anticipated tasks that will be submitted under this BOA are listed in this document.

The Contractor shall submit a technical description of work and activities taking place during each quarter of the year.

The Contractor shall not proceed with any work under this contract without prior written authorization from the Lewis County Commission.

The Contractor shall furnish the services, together with all related personnel, facilities, supplies and materials needed to perform the specified task unless specifically noted in the individual task description, also referred to as a Statement Of Work (SOW).

1.1 PERIOD OF PERFORMANCE

Basic Ordering Agreement: July 1, 2023 through June 30, 2024.

1.2 CONTRACT NUMBER

This Contract Number, T017.1.001.LEW, assigned by GST to this project will be submitted on all invoices.

1.3 PAYMENT/INVOICES

All costs claimed under this contract must be allowable, allocable, and adequately supported by accounting records and other auditable data. The contractor may invoice the Lewis County Commission on a monthly basis. Invoices for expenses incurred shall be submitted in duplicate to address the indicated below: (Please fill in)

Lewis County Commission
110 Center Avenue
Weston, WV 26452
Attn: Tina Helmick, County Administrator

Payment of said invoices shall be contingent upon approval by the Lewis County Commission. Payments shall be made upon presentation of proper invoices. Invoice terms are net 30 days after

Lewis County Commission Basic Ordering Agreement (BOA) July 1, 2023	Courthouse Network Support Services Contract
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receipt of acceptable materials or services and invoice. Invoices shall be presented in such detail as is necessary for the Lewis County Commission to be able to determine the reasonableness of the costs and/or prices quoted thereon.

1.4 LIMITATION OF LIABILITY PROTECTING COUNTY DATA

GST shall not be liable for any breach in data security including, but not limited to, any breach of sensitive hardcopy data or electronic data stored in the County Courthouse and its facilities. GST will use its reasonable efforts to implement policies, equipment and procedures to protect the county's data, provided however the parties acknowledge that GST's ability to protect against data breaches will be dependent upon the amount of funding provided by the Customer for security equipment and policies.

1.5 FACILITIES COVERED UNDER THIS AGREEMENT

GST will provide support services for PC's, Printers, Servers, and various other technology equipment located in the Courthouse and in Courthouse facilities located within 1/8 mile of the main courthouse building, as outlined in this Contract. GST's support will be limited to equipment that has wired or point to point wireless connectivity to the main Courthouse building.

2.0

Scope of Work:

GST support personnel will be responsible for either fixing or coordinating with the manufacturers or vendors to correct problems. This service will relieve the Courthouse offices of the responsibility of determining the origins of problems and what company or entity will be responsible for the solution.

Antivirus Protection

GST shall implement the latest version of antivirus software that automatically downloads virus definition files daily and alerts our office of any virus activity in your network. In the event a virus affects any of your machines, we will rid the system of the virus and restore the workstation or workstations to an operational state. The antivirus software must be purchased and maintained by annual agreement for the software licensing.

Remote Administration Services

Remote administration allows updating of software versions, and allows software/hardware troubleshooting. These tasks can typically be accomplished without traveling to the site. This service provides an efficiency that will mean substantial savings in travel and system downtime.

The Statewide network provides an excellent platform to use Remote Management Software. Remote Management software will allow our technical support personnel to assume control of your workstation, diagnose, and correct problems related to software. Remote access will also allow support personnel to identify hardware problems.

Items to be covered in GST's Maintenance/Administration Contract

GST will solve problems or coordinate a corrective action for problems related to the following items or issues. Please note the coverage detail for each item.

Network Electronics & Cabling

- Cabling – Ensuring proper function. GST will determine the problem and or work with the cabling contractor to resolve the issue.
- Network Electronics (Hubs, Switches, Patch Panels, Uninterruptible Power Supplies, Tape Backups, and Routers. GST will isolate Electronics problems to the equipment and will work with the

manufacturer service representative to correct the problem. GST will not pay for repair or replacement of these items.

- LAN (Local Area Network) Connection – Ensuring proper connection between computers, printers, and server. GST will determine LAN related problems under this support contract, however, all part replacements will be handled by the manufacturer if in warranty or by your county if no warranty exists.
- WAN (Wide Area Network) Connection – GST will troubleshoot with WVNET to determine and help fix Wide Area Network problems.
- Computers (Workstations) GST will determine problems related to the computer, keyboard, mouse and monitors. GST will work with hardware vendors to obtain replacement equipment. GST will not provide replacement parts or labor for computers or servers. Parts must be paid for by the customer.
- Servers – GST will determine problems with the server and work to resolve them quickly. GST will not provide replacement parts but will provide labor to replace Server parts.
- Printers – GST will determine problems related to printing and work with the printer manufacturer to obtain replacement parts or service. GST is not authorized to work on any printer under warranty. Working on Printers in warranty may void the manufacturers warranty.

Workstation Software

- GST will support the desktop Operating Systems: Windows 7, Windows Vista and Windows XP.
- GST will support printer software and support problems related to drivers and the printer setup.
- GST will provide support for the following software packages: Microsoft Office 2010, Microsoft Office 2007, Microsoft Office XP Professional, Internet Explorer, and Microsoft Outlook and Outlook Express.

Server Software

- GST will support Microsoft Windows Server 2008 and Windows Server 2003.
- GST will support administrative tasks controlled at the server related to the following areas: User accounts, permissions, drive mappings, shared drives, backup schemes, virus protection, and roaming profiles.

Network Planning

- GST will inform you of any necessary updates that will affect the operation of your network. We have installed Windows Service Packs into your Courthouse network from our Fairmont facility in the past. It is imperative that you update the Service Pack versions and Antivirus versions to maintain network function.
- GST will implement all industry standard upgrades into your network. Any necessary free upgrades will be implemented. Any upgrades requiring purchase will be recommended.

Antivirus Protection

GST shall implement the latest version of antivirus software that automatically downloads virus definition files daily and alerts our office of any virus activity in your network. In the event a virus affects any of your machines, we will rid the system of the virus and restore the workstation or workstations to an operational state. The antivirus software must be purchased and maintained by annual agreement for the software licensing.

Remote Administration Services

Remote administration allows updating of software versions, and allows software/hardware troubleshooting. These tasks can typically be accomplished without traveling to the site. This service provides an efficiency that will mean substantial savings in travel and system downtime.

Lewis County Commission Basic Ordering Agreement (BOA) July 1, 2023	Courthouse Network Support Services Contract
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The Statewide network provides an excellent platform to use Remote Management Software. Remote Management software will allow our technical support personnel to assume control of your workstation, diagnose, and correct problems related to software. Remote access will also allow support personnel to identify hardware problems.

Cyber Vulnerability Scanning/Reporting

GST will provide scanning hardware and software to identify cyber threats that have been installed on your network. Installed threats may include Servers, Computers, Software, Networking Equipment, and Wireless equipment/devices. GST will run routine scans and present findings to the designated technical contact in the affected office or County Commission.

Schedule:

Work will commence upon execution of this contract.

Payment Terms:

Payment will be due for each item 30 days after the invoice date. Each month will be invoiced prior to services rendered according to the pricing schedule below.

Month	Staff Required	Network Supp & Admin	Vulnerability Scans	Monthly Total
July 2023	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Aug 2023	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Sept 2023	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Oct 2023	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Nov 2023	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Dec 2023	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Jan 2024	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Feb 2024	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Mar 2024	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
Apr 2024	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
May 2024	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00
June 2024	(2-3) Network Engineers	\$1,860.00	\$110.00	\$1,970.00

Lewis County Commission Basic Ordering Agreement (BOA) July 1, 2023	Courthouse Network Support Services Contract
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Pricing for Expenses and Per Diem

In the event GST travels to your facility or a facility related to this project to facilitate the solution of a problem we **will not** bill for mileage or per diem.

Payment Schedule and Terms

GST's contract for Technical Support services would be for beginning July 1, 2023 and concluding June 30, 2024.

GST will bill on a monthly basis.

Payment Terms will be Net 30.

Invoices paid more than 30 days past due are assessed interest at 1-1/2 % per month (18% annually) of the total invoice amount.

(3) STANDARD TERM AND CONDITIONS

3.1 Notices

Any notices required to be given hereunder shall be given in writing at the address of each party herein set forth or to such other address as either party may substitute by written notice to the other.

If to Customer:	If to Contractor:
Lewis County Commission 110 Center Avenue Weston, WV 26452 Attn: Cindy Whetsell	Global Science & Technology, Inc. 2000 Green River Drive, Suite 100 Fairmont, WV 26554 Attn: Sandra Stewart

3.2 Contacts

Each Party's contractual and technical representatives for this Contract shall be designated in writing. Either party may, by written notice to the other, change such representatives at any time. Contacts with the Customer which affect the contract ceiling, schedule, Contract Tasks, or other contract terms and conditions shall be made with the authorized contractual representative. No changes to this contract will be binding upon Customer unless incorporated in a written modification to the contract and signed by Customer's contractual representative.

All effort authorized shall be performed under the technical direction of Customer's technical representative. When, in Contractor's opinion, such technical direction constitutes a change to the Contract Agreement; Customer's contractual representative shall be notified immediately for authorization of such change. Until such authorization is granted by Customer's contractual representative, Contractor shall perform in accordance with the Contract Agreement as written.

3.3 Proprietary Information and Non Disclosure

During the term of this Contract, Customer and Contractor, to the extent of each party's contractual and lawful right to do so, shall exchange such proprietary technical and other information as is reasonably required for each to perform its obligations hereunder. Customer and Contractor each agree to keep in confidence and prevent the disclosure to any person(s) outside their respective organizations or any person(s) within their organizations not having a need to know, all information received from the other which is in writing and designated by appropriate stamp or legend to be of a proprietary nature and to use

Lewis County Commission Basic Ordering Agreement (BOA) July 1, 2023	Courthouse Network Support Services Contract
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such information only in connection with their obligations under this Contract; provided, however, that neither party shall be liable for disclosure or use of such data if the same is:

1. In the public domain at the time of disclosure, or is subsequently made available to the general public without restriction by the disclosing party
2. Known to the receiving party at the time of disclosure without restrictions on its use or independently developed by the receiving party, and there is adequate documentation to demonstrate either condition
3. Used or disclosed inadvertently despite the exercise of the same degree of care that each party takes to preserve or safeguard its own proprietary information
4. Used or disclosed with the prior written approval of the disclosing party
5. Disclosed without restriction to the receiving party from a source other than the disclosing party
6. Used or disclosed after a period of time mutually agreed upon in writing by the parties

No sheet or page of any written material will be so labeled which is not, in good faith believed to contain proprietary information. A recipient of information hereunder will have no obligation with respect to any portion of any written material which is not so labeled, or any information received orally unless a written summary of such oral communication, specifically identifying the item(s) of proprietary information, is furnished to the recipient within 15 calendar days.

If any portion of a party's proprietary information falls within any one of the above exceptions, the remaining information shall continue to be subject to the foregoing prohibitions and restrictions.

3.4 Assignments and Contracts

The Contractor may assign portions of work conducted under this BOA to qualified subcontractors without the prior written consent of the Customer. However, Global Science & Technology, Inc. shall be responsible for all work conducted under this BOA.

3.5 Task Assignments

All tasks identified in the Statement of Work are subject to the terms and conditions of this Contract. In the event of conflict between a task and this Contract, the Contract shall prevail.

3.6 Limitation of Liability

Customer's maximum liability shall not exceed the fully executed Contract amount.

3.6.1 Indemnification

Contractor shall indemnify and save Customer harmless from and against any and all liability for injury to persons or property occasioned wholly or in part by an act or omission of Contractor, its lower-tier Contractors, agents, or employees, including any and all expense, legal or otherwise, incurred by Customer in the defense of any claim or suit arising out of the work done under this Contract; provided, however, the Contractor shall not be liable for injury to persons or property caused by the negligence of Customer, its agents, and employees. Both Parties shall maintain such Public Liability, Property Damage, and Employee's Liability and Compensation Insurance as will protect the other party from any of said risks and from any claims under any applicable Workmen's Compensation and Occupation Disease Acts. Customer shall promptly notify Contractor of any claim against Customer which is covered by this indemnification provision and shall authorize representatives of Contractor to settle or defend any such claim or suit and to represent Customer in, or to take charge of, any litigation in connection therewith.

3.6.2 Infringement Indemnity

In the event that any item furnished by Contractor under this order is allegedly the subject of an infringement suit, Contractor may, at its sole cost and expense, modify such items to become non-infringing. In lieu of any other warranty by Customer or Contractor against infringement, statutory or otherwise, it is agreed that Contractor shall defend at its expense any suit against Customer or its customers based on a claim that any item furnished under this order or the normal use or sale thereof infringes any US Letters, patent or copyright, and shall pay cost and damages finally awarded in any such suit, provided that Contractor is notified in writing of the suit and given authority, information, and assistance at Contractor's expense for the defense of same. If the use or sale of said item is enjoined as a result of such suit, Contractor, at no expense to Customer, shall obtain for Customer and its customers the right to use and sell said item or shall substitute an equivalent item acceptable to Customer and extend this patent indemnity thereto.

3.7 Intellectual Property Rights and New Technology and Data Rights

Title to all intellectual property including, without limitation, any inventions, discoveries, works, material or data, computer software, or algorithms, whether or not it can be protected by patent, trade secret, or copyright, conceived, developed, made, or first reduced to practice by Customer in the course of performance of this Contract, shall remain with Customer.

The Parties acknowledge that during performance under the Contract, new technologies, proprietary and confidential concepts, methods, techniques, processes and ideas, whether or not patentable or copyrightable, and whether or not constituting inventions ("New Technologies"), may result. All right, title, and interest, including trademarks, copyright interests, and other forms of intellectual property, in and to such New Technologies developed by Customer, alone or in combination with Contractor, its employees, or agents, shall be the exclusive property of Customer. Contractor agrees that any efforts or contributions of Contractor or its employees to the creation or development of the New Technologies, except as licensed herein, shall upon their creation or development, be owned exclusively by Customer. To the extent that exclusive title or ownership may not vest in Customer, Contractor hereby relinquishes claims and assigns to Customer all rights in, and the exclusive ownership to, the New Technologies. During and subsequent to the term of this Contract, Contractor agrees to execute all documents and provide reasonable assistance as requested by Customer to assist Customer in obtaining and protecting Customer's interests in any such New Technologies which Contractor elects to maintain anywhere in the world.

3.8 Customer Provided Equipment, Tools, and Materials

Contractor agrees it will keep confidential and not use any material, computer hardware, other equipment, designs, sketches, specifications, drawings, computer programs and software, or other data or information furnished by Customer for any purpose whatsoever other than as herein specified, including but not limited to the manufacture of larger quantities, without prior written consent of Customer. All material, computer hardware, other equipment, designs, sketches, specifications, computer programs and software, or other data or information supplied by Customer, whether loaned to Contractor or fabricated, manufactured, purchased or otherwise acquired by Contractor for the performance of this Contract and specifically charged to Customer are the property of the Customer. Contractor shall keep adequate records, and shall identify, store, protect, preserve, repair, and maintain such property in accordance with sound industrial practice and Contractor's standard property accounting procedures. Contractor agrees to replace, at its expense, all such items not so returned. Contractor shall make no charge for any storage, maintenance or retention of such property of Customer. Contractor shall bear all risk of loss for all of Customer's property in Contractor's possession.

3.9 Non-Waiver of Rights

The failure of Customer to insist upon strict performance of any of the terms and conditions in the Contract or to exercise any rights or remedies shall not be construed as a waiver of its rights to assert any of same or to rely on any such terms or conditions at any time thereafter.

3.10 Validity

The invalidity in whole or in part of any provision of this Contract shall not void or affect the validity of any other provision.

3.11 Disputes

Any dispute arising under this Contract which is not settled by agreement of the parties will be settled in the following manner.

1. Either party may deliver to the other a written dispute notice setting forth a brief description of the issue(s). Such notice initiates the dispute resolution mechanism.
2. During the sixty day period following the delivery of the dispute notice, appropriate representatives of both parties will negotiate in good faith to resolve the disputed issue(s).
3. If the Parties are unable to resolve the dispute through negotiation, then within thirty (30) days after the negotiation period ends, the Parties will refer the issue to The American Arbitration Association for final resolution. The procedures for presentation of each Party's position and the method by which The American Arbitration Association will reach and render a decision will be determined when the matter is referred thereto. If the Parties are unable to agree on such procedures, which The American Arbitration Association shall determine the procedures and methods to be used.
4. Unless the Parties otherwise agree in advance in writing, the decision of The American Arbitration Association will be final and binding on the Parties.

Pending any decision, appeal, or judgment referred to in this clause or the settlement of any dispute arising under this Contract, Contractor shall proceed diligently with the performance of this Contract.

3.12 Entire Agreement

Upon acceptance of this Contract, Contractor agrees that the provisions under this Contract, including all documents incorporated herein by reference, shall constitute the entire Agreement between the parties hereto and supersede all prior agreements relating to the subject matter hereof. This Contract may not be modified or terminated orally, and no modification nor any claimed waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom such modification or waiver is sought to be enforced.

3.13 General Relationship

Contractor agrees that in all matters relating to this Contract it shall be acting as an independent contractor and shall assume and pay all liabilities and perform all obligations imposed with respect to the performance of this Contract. Contractor shall have no right, power or authority to create any obligation, expressed or implied, on behalf of Customer and shall have no authority to represent Customer as an agent.

3.14 Applicable State Law and Compliance

This Contract shall be governed by and construed in accordance with the laws of the State of West Virginia. Contractor agrees to comply with the applicable provisions of any federal, state or local law or ordinance and all orders, rules and regulations issued thereunder.

3.15 Order of Precedence

Lewis County Commission Basic Ordering Agreement (BOA) July 1, 2023	Courthouse Network Support Services Contract
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In the event of an inconsistency or conflict between or among the provisions of this Contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Basic Ordering Agreement (BOA)
2. Statement of Work

In witness whereof, the duly authorized representatives of the Customer and Contractor have executed this Contract on the dates shown.

LEWIS COUNTY COMMISSION
 (Customer)

GLOBAL SCIENCE & TECHNOLOGY, INC.
 (CONTRACTOR)

 Signature

 Name (Typed or Printed)

 Title

 Date

 Signature
SANDRA K. STEWART

 Name (Typed or Printed)
DIRECTOR OF CONTRACTS

 Title

 Date



June 15, 2023

Lewis County Commission
Attn: Tina Helmick
108 Center Avenue
Weston, WV 26452-2905

Subject: Lewis County Support Contract Renewal

Dear Tina,

I am writing to inform you about the renewal of our Support Contract for your computer systems.

Our staff is committed to providing you with the highest level of Support Services available at the lowest possible cost.

Please help us by taking a moment to fill out the attached questionnaire regarding our services. Your feedback helps us provide better service.

Please return the survey with the signed copy of the enclosed contract to the attention of Sandra Stewart, Director of Contracts, Global Science & Technology Inc., 2000 Green River Drive, Suite 100, Fairmont, WV 26554. A self-addressed manila envelope is included in this package for your convenience. One copy of the fully executed contract will be returned for your records.

Please feel free to call me if you have questions or comments at 304.368.6124.

Sincerely,

Cannon Wadsworth *sh*
Director State Programs

Enc: 1 copy 2023-2024 Support Contract
2022/23 Performance Survey



June 15, 2023

Lewis County Commission
Attn: Tina Helmick
110 Center Avenue
Weston, WV 26452

Subject: Website Host

Dear Commissioners:

Please find enclosed a copy of the Global Science & Technology Inc. (GST) Website Platform Host contract for the period July 1, 2023 to June 30, 2024. We appreciate the opportunity to serve your office and customers with this website platform.

Please return a signed copy of the contract in the envelope provided to Sandra Stewart, GST Director of Contracts. A fully executed copy will be returned for your files.

Please feel free to call me if you have questions at 304.368.6124.

Sincerely,

A handwritten signature in black ink that reads "Cannon Wadsworth" with a stylized flourish at the end.

Cannon Wadsworth
Director State and Commercial Contracts

GST Services - Performance Survey

Please rate our staff on a scale of 1 through 10. One (1) indicates poor quality, (10) indicates the highest quality.

- | | |
|---|----------------------|
| Response time required to fix problems. | 1 2 3 4 5 6 7 8 9 10 |
| Attitude displayed handling problems. | 1 2 3 4 5 6 7 8 9 10 |
| Competence displayed dealing with problems. | 1 2 3 4 5 6 7 8 9 10 |
| Patience used working with your staff by GST. | 1 2 3 4 5 6 7 8 9 10 |
| Communication from GST Staff Members | 1 2 3 4 5 6 7 8 9 10 |
| Respect shown toward Courthouse staff by GST | 1 2 3 4 5 6 7 8 9 10 |
| Can you trust information provided by GST? | 1 2 3 4 5 6 7 8 9 10 |

Please provide any comments, expectations, or problems regarding our services below.
We appreciate your feedback.



Prevent•Promote•Protect

Lewis County Health Department

125 Court Avenue
Weston, WV 26452

Phone: 304-269-8218
Fax: 304-269-8220

June 14, 2023

Lewis County Commission
110 Center Ave.
Weston, WV 26452

President Queen and Commissioners,

The Lewis County Health Department respectfully requests that you reappoint Alicia Flesher to the Lewis County Board of Health for additional five year term.

Mrs. Flesher has been a great asset to the board in her previous two terms, her insights and dedication brings a wealth of knowledge. Her continued presence on the board would be beneficial to the Lewis County citizens and the overall health of the community.

Thank you for this consideration.

Sincerely,

David Whittaker, Administrator

Fred C. Hess, CPA, PLLC
P.O. Box 8593
South Charleston, WV 25303

(304) 389-0051
f.hess.cpa@gmail.com

June 12, 2023

Tina Helmick, Lewis County Administrator
Lewis County Commission
110 Center Avenue
Weston, WV 26452

Dear County Administrator Helmick:

You have requested that I prepare the financial statements of the Lewis County Commission (the government), which comprise the government-wide statements, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2023, and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements. I am pleased to confirm my acceptance and my understanding of the services I am to provide. In addition, supplementary information and required supplementary information will be prepared and presented with the financial statements. Such information is the responsibility of management and will be subject to our compilation engagement.

My Responsibilities

The objective of the engagement is to a) prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and b) apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

I will conduct the compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence and due care, when preparing the financial statements and performing the compilation engagement.

I am not required to, and will not, verify the accuracy or completeness of the information you will provide to me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion or a conclusion nor provide any assurance on the financial statements.

My engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair my independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARSs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of financial statements
- b. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error
- d. The prevention and detection of fraud
- e. To ensure that the entity complies with the laws and regulations applicable to its activities
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to me for the engagement
- g. To provide me with 1) access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, 2) additional information that I may request from you for the purpose of the compilation engagement, and 3) unrestricted access to persons within the entity of whom I determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge and experience to oversee the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

My Report

As part of my engagement, I will issue a report that will state that I did not audit or review the financial statements and that, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, I am unable to complete the compilation of your financial statements, I will not issue a report on such statements as a result of this engagement.

You agree to include my accountant's compilation report in any document containing financial statements that indicates that I have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to obtain my permission to do so. The supplementary and required supplementary information accompanying the financial statements will be presented for purposes of additional analysis. My report will not express an opinion, a conclusion, nor provide any assurance on such information.

Other Relevant Information

You agree to hold me harmless and to release, indemnify, and defend me from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to me or resulting from any actions against me by third parties relying on the financial statements described herein.

My fee for these services will be \$8,000. I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign and return it.

Sincerely Yours,



Fred C. Hess, CPA, PLLC
South Charleston, West Virginia

Acknowledged and agreed on behalf of the Lewis County Commission by:

Signature: _____

Title: _____

Date: _____

WEST VIRGINIA ASSOCIATION OF COUNTIES

2026 Kanawha Blvd., East
Charleston, WV 25311

Phone # 3043460591 CRYSTAL@WVACO.ORG
Fax # 304-346-0592 WVCOUNTIES.ORG

Invoice

Date	Inv #
6/12/2023	3637

Bill To
Lewis County Commission
110 Center Ave.
Weston, WV 26452

Quantity	Description	Rate	Amount
1	23-24 WVACo County Membership Dues Class 3	5,000.00	5,000.00
Thank you!		Total	\$5,000.00
		Balance Due	\$5,000.00



Master Service Agreement

This Master Service Agreement is made between the Client; a (circle one: sole proprietorship, partnership, corporation, S corporation, L.L.C. or professional corporation) named on page 6 and Attentive, LLC, an Alabama company, located at 70 Grimes Drive, Guntersville, Alabama 35976 hereinafter referred to as (ATTENTIVE).

WHEREAS, ATTENTIVE, by and through its agent of record, offers a SIMRP Plan consisting of the Section "125" Plan, ATTENTIVE Preventative Care Management Program® (collectively referred to as the "Program") to qualified Clients and wishes to extend such Program to the employees of Client;

WHEREAS, Client has established the Program under I.R.C.§125, §105 and §106; and

WHEREAS, the Section "125" Plan Year shall be stated in the Section "125" Plan document.

NOW THEREFORE, in consideration of the promises and mutual covenants contained in this Agreement, the parties covenant and contract as follows:

I. TERM

The term of this Agreement shall begin on the date signed on page 6 below and, except as described in section V. below, continue for a period of not less than one (1) year from the date hereof and for successive periods of one (1) year thereafter unless terminated by either Party pursuant to section V. of this Agreement. Termination of this Agreement shall not relieve either party of any obligations that it should have performed prior to the date the Agreement is terminated.

II. RESPONSIBILITIES OF CLIENT

- A. At least 60 days prior to each open enrollment date, the Client agrees to provide annualized employee payroll census and demographic data to determine the employees eligible for enrollment in the Program. To be eligible an employee must be a full-time employee working at least 30 hours a week and covered by an employer's sponsored group medical plan or other approved medical plans excluding Medicaid and marketplace plans. Employees participating in health savings accounts, health reimbursement accounts without employer sponsored group medical, may not be eligible for participation in the Program.
- B. Client agrees to provide access to all employees' payroll information upon request for the purpose of conducting enrollments. Client further agrees to release this information to Attentive, LLC on an annual basis to recalculate, annually, each employee's "After Tax Allotment" and employer savings through the Program. Client shall provide access to newly eligible employees during the applicable enrollment period.
- C. Beginning with the effective date of the Program, Client agrees to pay ATTENTIVE a \$35.00 monthly fee per participating employee. Client's employees shall pay ATTENTIVE a fee of \$80.00 per employee participating in the Program during that month. The employee fee of \$80.00 along with the \$35/ fee per employee per month from the client, will be assessed,

billed and collected on the 25th day of the month for the covered month. If Client wishes to have invoice reconciliation and payment of invoices, the fee will be negotiated on a case-by-case basis. Client agrees to collect through payroll deduction the fees of the employees participating in the Program. Client shall incorporate, under the SIMRP, reimbursements into the employee's periodic paycheck. Such amounts shall be netted out of payments and the net amount shall be deposited to the client's, established, general account. On, or around, the 5th of each month ATTENTIVE will invoice Client for the fees described in §II.C. above for the initial month's payment and each consecutive month thereafter. Client will be charged \$100 if funds are not available and paid, when due, by the end of each month. Unless covered by a separate agreement, premiums for insurance products will not be collected.

- D. If Client's employee meets certain criteria established by the Client in the SIMRP plan document, the employee may be reimbursed all or a portion of the premium charged to the employee by the Client. Under the SIMRP, Client may provide reimbursements to the employees for health premiums or medical expenses, which are tax-free. Client agrees to comply with HIPAA Privacy Rules as well as rules under the ACA.
- E. Attentive provides the proper legal documents to client and it shall be the Client's responsibility to ensure the documents are signed, dated and the rules and regulations of each are followed.
- F. Client agrees to make all eligible employees available for a one-on-one explanation of the Program and the benefits thereof during the scheduled open enrollment period and every eligible employee must sign an Employee Understanding and Disclosure stating their wish **TO PARTICIPATE** or **NOT TO PARTICIPATE** in the Program and the benefits thereof. To assist Client with compliance, Client will assist Attentive's representatives by insuring all employees are seen and proper deductions and/or waivers of participation, for each employee, are signed.

III. RESPONSIBILITY OF ATTENTIVE

- A. ATTENTIVE shall develop annually a proposal for each eligible employee and present said proposal to Client for review. A licensed benefits advisor shall, either in person or electronically, be involved for the purpose of fully explaining the Program and the benefits associated with it.
- B. Attentive shall provide The Self-Insured Medical Reimbursement Plan (SIMRP) document, The Preventative Care Management Plan document and the Section "125" Premium Only Plan (POP) document to Client.
- C. Upon eligibility and notification by Client, A licensed benefits advisor shall meet annually with each eligible employee for the purpose of enrolling employee in the Program either in person or electronically. Every eligible employee must sign an Employee Understanding and Disclosure stating their wish **TO PARTICIPATE** or **NOT TO PARTICIPATE** in the Program. Each Employee Understanding and Disclosure shall be made a part of this Agreement.
- D. All employee Program premium contributions shall be made on a pre-tax basis.
- E. Attentive will assist Client's payroll department, payroll company or other entity to assure proper payroll set-up.

- F. ATTENTIVE understands that it is being provided access to confidential payroll records of Client and that said payroll records and information contained herein shall remain confidential by ATTENTIVE, its employees, agents and independent contractors.

IV. INTENT OF INDEPENDENT CONTRACTOR STATUS

- A. ATTENTIVE warrants that ATTENTIVE and its subcontractors are independent contractors and any contractor or recruiter of ATTENTIVE or its subcontractors is an independent contractor and not an employee of ATTENTIVE for purposes of any work performed under this Agreement. The relationship between Client and ATTENTIVE is a relationship of pure contract. No representation shall be made by any party that would create an apparent agency, employment, joint venture or partnership, and neither party shall have the authority to act for the other party in any manner except as provided in this Agreement. And, while Client is acquainted with ATTENTIVE's method of operations and sales materials, it is understood that Client does not have the right of control over ATTENTIVE or its subcontractors in ATTENTIVE's or its subcontractors' performance under this Agreement. ATTENTIVE warrants that ATTENTIVE and its subcontractors are independent contractors as to Client for the purpose of federal and state taxes, medical benefits, workers' compensation benefits, etc.
- B. Parties agree to indemnify and hold the other party harmless, including reasonable attorneys' fees incurred, from any loss, cost or expense arising from any claim against the other party arising from any alleged joint venture, partnership or agency relationship between Client and ATTENTIVE or ATTENTIVE's subcontractors, employees, or agents, or involving any fraud, deception, false statement or misrepresentation by the other party including any claims based on overcompensation of agent or lack or insufficiency of service.
- C. Parties are responsible for all their own expenses incurred in performing services under this Agreement. Parties understand that they have no authority to contract in the name of or on behalf of the other party.

V. TERMINATION

- A. At the end of each one-year term, this Agreement is terminable by either party without cause upon 30 days' prior written notice. In the event of a breach, violation or default ("Breach") of any term or condition of this Agreement by one party, the other party shall have the absolute right to immediately terminate this Agreement by giving written notice of termination to the Breaching party. At the option of the non-breaching party the termination date shall be the date of the Breach, the date it sends notice, the date notice is received by the Breaching party, or any later date selected by the non-breaching party.
- B. In addition to any other Breach, the following shall be deemed Breaches giving rise to the non-breaching party's right of termination (i) a party's failure to pay any monies when due as required by this Agreement; (ii) the filing of a petition for reorganization, bankruptcy, receivership or insolvency by or against a party or if a party makes any assignment for the benefit of creditors; or (iii) Client's misrepresentation of employees' employment rolls, employee payroll hours, pay rates or salary. In the event of the sale, closure, or transfer to third party of client's business; this Agreement shall automatically terminate unless otherwise mutually agreed in writing between the parties.
- C. Upon termination of this Agreement for any reason, Client shall be obligated to pay to

ATTENTIVE the full amount of all invoices covering periods through the termination date for Services and any other amounts Client has agreed to pay under this Agreement. Unpaid amounts shall continue as obligations of Client beyond the termination of this Agreement. Upon termination of this Agreement, it shall be Client's responsibility to notify all covered employees that Coverage has terminated and use of the ATTENTIVE portal and any other Services provided by ATTENTIVE, will no longer be available for use.

VI. INDEMNIFICATION

- A. ATTENTIVE agrees to indemnify, hold harmless, protect and defend Client, all of Client's subsidiaries, affiliates and parent entities and their shareholders, agents, attorneys and employees from all claims, out-of-pocket expenses, reasonable attorney's fees and court costs, damages (including compensatory and punitive damages) and liabilities arising from or related to (i) acts, errors or omissions, (whether negligent or willful) by ATTENTIVE while performing Services under this Agreement; (ii) violations of any statute, law or regulation by ATTENTIVE's PCMP, Section 125 documents or SIMRP; or (iii) ATTENTIVE's failure to perform any of its obligations under this Agreement.
- B. Client agrees to indemnify, hold harmless, protect and defend ATTENTIVE, all of ATTENTIVE's subsidiaries, affiliates and parent entities and their partners, agents, attorneys and employees from all claims, reasonable attorney's fees and court costs, out-of-pocket expenses, damages (including compensatory and punitive damages) and liabilities arising from or related to; (i) acts, advice, errors or omissions (whether negligent or willful) by Client or by an employee pertaining to performance under this Agreement; (ii) violations of any statute, law or regulation by Client or Client's employee; (iii) Client's failure to perform any of its obligations under this Agreement; or (iv) failure by Client to authorize or make payments due to employees under any law or under a policy or agreement with Client, such as pay for commission, bonuses, taxes, profit sharing, severance, other compensation, vacation or other paid time off.
- C. All indemnity obligations hereunder are without monetary limit and without regard to the cause thereof, including the negligence of either party, whether the negligence is sole, joint, comparative or contributory. If such indemnification is for any reason insufficient to hold the indemnitee harmless, the indemnitor agrees to contribute to the losses involved in such proportion as is appropriate to reflect the relative benefits received (or anticipated to be received) by each party with respect to the matters contemplated by this Agreement or, if such allocation is judicially determined to be unavailable, in such proportion as is appropriate to reflect the relative benefits and equitable considerations such as the relative fault of the parties. The indemnification provisions of this Agreement shall survive indefinitely the expiration or other termination of this Agreement.

VII. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama, without regard to principles of conflicts of law. Client hereby irrevocably submits itself to the personal jurisdiction of the courts in and for Marshall County, Alabama or in the United States District Court, Northern District of Alabama, Middle Division, and Client hereby waives, to the full extent permitted by law, any objection that it may now or hereafter have to the laying of venue of any such action in such court and any claim that any such action, suit or proceeding ("Action") has been brought in an inconvenient forum. The parties desire to have any Action filed by either of them to be tried before a judge or judicial panel without a jury, and therefore: (i) agree not to elect a trial by jury of any issue triable of right by jury, and (ii) waive

any right to trial by jury fully to the extent that any such right shall now or hereafter exist. This waiver of right to trial by jury is separately given, knowingly and voluntarily, by each of the parties hereto, and this waiver is intended to encompass individually each instance and each issue as to which the right to a jury trial would otherwise accrue. Client hereby certifies that no representative or agent of ATTENTIVE has represented, expressly or otherwise, that ATTENTIVE will not seek to enforce this waiver of right to trial by jury.

VIII. INTEGRATION

This Agreement, and any signed addendum attached hereto, constitutes the entire agreement between the parties with regard to this subject matter and supersedes any and all agreements, whether oral or written, between the parties with respect to this subject matter. Client acknowledges that it has not been induced to enter into this Agreement by any representation or warranty not set forth in this Agreement, including but not limited to any statement made by any employee or marketing agent of ATTENTIVE. Client acknowledges that ATTENTIVE has made no representation that ATTENTIVE's Services will improve the performance of Client's business.

IX. SEVERABILITY:

Should any term, condition or provision of this Agreement be held to be unenforceable, the balance of this Agreement shall remain in force as if the unenforceable part did not exist. The captions in this Agreement are provided for convenience only and are not part of the terms and conditions of this Agreement.

X. MODIFICATION:

Except as otherwise provided in this Agreement, ATTENTIVE may amend the terms and conditions of this Agreement by giving 30 day's advance written notice to Client, and Client shall then have the option to terminate the Agreement in its sole discretion if such changes are not acceptable by providing written notice within 30 days of having received the advance written notice from ATTENTIVE. Any other modifications to this Agreement must be in writing and executed by Authorized Representatives of both parties to be enforceable.

XI. REMEDIES NOT EXCLUSIVE:

The rights and remedies provided herein shall not be exclusive and both parties shall have rights and remedies now or hereafter provided by law in addition to those provided for in this Agreement. Institution of an action to effect collection of payment of an amount in default or the entry of a judgment in such action shall not be deemed to be an election by Attentive nor shall it bar Attentive from pursuing other remedies available to it at law or in equity.

XII. TIME OF ESSENCE

Time of performance by the Parties is of the essence.

XIII. ATTORNEY'S FEES:

If either party refers a matter to a collection agency or brings other action as a result of a

Breach of this Agreement, the prevailing party in such collection proceeding or action shall be entitled to reimbursement for its reasonable attorney's fees and other costs and fees incurred in such collection or action in addition to any other relief to which the party may be entitled.

XIV. NO PARTNERSHIP OR AGENCY:

Nothing set forth herein shall be deemed to create a partnership or joint venture between Client and ATTENTIVE, and no fiduciary duty shall arise from the relationship created herein. In no event may either party act as the agent of the other party unless specifically authorized in writing to do so.

XV. TRANSFERABILITY:

Client shall not transfer or assign its rights or obligations hereunder. ATTENTIVE reserves the right to transfer its rights, duties and obligations hereunder.

XVI. NOTICES:

Any notices under this Agreement shall be in writing and deemed given; (i) on the delivery date if delivered personally or by local commercial delivery service or if sent by facsimile transmission with printed verification of delivery; (ii) one business day after deposit with a commercial overnight carrier, with written verification of receipt; or (iii) five businessdays after mailing date whether or not actually accepted by addressee, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of delivery for which a receipt is available.

Client agrees to abide by this Master Service Agreement and to assist ATTENTIVE's representatives with compliance by ensuring all employees are seen and proper deductions and/or waivers of participation for each employee, are made.

The signatures on behalf of ATTENTIVE and Client below constitute execution of this Master Service Agreement.

ATTENTIVE, LLC

Client

Authorized Signature

Client Company Legal Name

Typed / Printed Name and Title

Typed / Printed Name and Title

Date

Authorized Signature

Date

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

ARTICLE 6. COUNTY DEPOSITORIES.

§7-6-1. Designation of depositories.

On or before June 30, of each year, the county commission of every county shall, by order of record, designate all of the banking institutions, as defined in section two, article one, chapter thirty-one-a of this code, situated in the county and duly incorporated under the laws of any state, or organized under the laws of the United States, as depositories of public moneys: Provided, That in any county where no such banking institutions exist, or where such banking institutions fail, refuse or neglect to comply with all the provisions and conditions of this article, the county commission shall designate some qualified banking institution in some other county of this state convenient to the county seat. Risk and expense of making deposits in county depositories located outside of the county seat shall be borne by the banking institution in which the deposits are made. When any banking institution, designated by the county commission as provided by this section, has complied with all of the requirements and provisions of this article, the commission shall declare it a county depository.

H&M MOTOR CO.

h.&m. motor co.
737 N MAIN AVE, WESTON, WV 26452
Phone: (304) 269-3417
FAX: (304) 269-4255

Workfile ID: fdd073dd
PartsShare: 7pwCJL
Federal ID: 550622253
State ID: 550622253

Preliminary Estimate

Customer: LEWIS COUNTY COMIISION

Job Number:

Written By: Fred Love

Insured: LEWIS COUNTY COMIISION Policy #: Claim #:
Type of Loss: Date of Loss: Days to Repair: 0
Point of Impact:

Owner: LEWIS COUNTY COMIISION
110 CENTER AVE
WESTON, WV 26452

Inspection Location: H&M MOTOR CO.
737 N MAIN AVE
WESTON, WV 26452
Repair Facility
(304) 269-3417 Business

Insurance Company:

VEHICLE

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI BLACK

VIN: 1FAHP2MK3KG106495 Interior Color: Mileage In: Vehicle Out:
License: S03930 Exterior Color: BLACK Mileage Out:
State: WV Production Date: Condition: Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat
Power Adjustable Pedals

DECOR

Dual Mirrors

Tinted Glass

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Message Center
Steering Wheel Touch Controls
Telescopic Wheel
Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Front Side Impact Air Bags
Head/Curtain Air Bags

SEATS

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
Stability Control
California Emissions

Preliminary Estimate

Customer: LEWIS COUNTY COMIISION

Job Number:

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI BLACK

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		HOOD					
2	Repl	Hood	DG1Z16612A	1	905.88	1.4	3.0
3		Add for Clear Coat					1.2
4		Add for Underside(Complete)					1.5
5	#	Subl HAZARDOUS WASTE DISPOSAL		1	5.00 T		
SUBTOTALS					910.88	1.4	5.7

NOTES

Prior Damage Notes:
NONE

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			905.88
Body Labor	1.4 hrs @	\$ 52.00 /hr	72.80
Paint Labor	5.7 hrs @	\$ 52.00 /hr	296.40
Paint Supplies	5.7 hrs @	\$ 36.00 /hr	205.20
Miscellaneous			5.00
Subtotal			1,485.28
Grand Total			1,485.28

MyPriceLink Estimate ID / Quote ID:

1097509044177870848 / 124710279

Thank you for choosing H and M MOTOR COMPANY, INC., Your local Chrysler, Dodge and Dodge truck dealer!
Visit us on the Web at <http://www.handmmotor.com>
E-Mail: fredlove@handmmotor.com

++++
WE GUARANTEE OUR WORKMANSHIP AND PAINT FOR 12 MONTHS.
ESTIMATE GOOD FOR 30 DAYS.
++++

The above is an estimate, based on our inspection and does not cover additional parts or labor which may be required after the work has been opened up. Occasionally, after work has started, worn, broken or damaged parts are discovered which are not evident on first inspection. Quotations on parts and labor are current and subject to change.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Jenkins Ford Collision Center
187 S. Kanawha St., BUCKHANNON, WV 26201
Phone: (304) 472-1703
FAX: (304) 473-0943

Workfile ID: 1f455304
PartsShare: 7nFZDQ
Federal ID: 550452241

Preliminary Estimate

Customer: Commission, Lewis County

Job Number:

Written By: Robert Winning

Insured: Commission, Lewis County Policy #: Claim #:
Type of Loss: Date of Loss: Days to Repair: 0
Point of Impact:

Owner: Commission, Lewis County **Inspection Location:** Jenkins Ford Collision Center
187 S. Kanawha St.
BUCKHANNON, WV 26201
Repair Facility
(304) 472-1703 Business **Insurance Company:**

VEHICLE

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

VIN: 1FAHP2MK1KG106494 Interior Color: Mileage In: Vehicle Out:
License: Exterior Color: Mileage Out:
State: WV Production Date: Condition: Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat
Power Adjustable Pedals

DECOR

Dual Mirrors

Tinted Glass

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Message Center
Steering Wheel Touch Controls
Telescopic Wheel
Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Front Side Impact Air Bags
Head/Curtain Air Bags

SEATS

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
Stability Control
California Emissions

Preliminary Estimate

Customer: Commission, Lewis County

Job Number:

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		HOOD					
2	**	Repl A/M CAPA Hood	DG1Z16612A	1	815.00	1.4	3.0
3		Add for Clear Coat					1.2
4		Add for Underside(Complete)					1.5
5		MISCELLANEOUS OPERATIONS					
6	#	Repl Metal Corrosion Protection		1	10.00	0.2	
7	#	Hazardous Waste Removal		1	8.00		
8	#	R&i Bullbar				2.0 M	
SUBTOTALS					833.00	3.6	5.7

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			833.00
Body Labor	1.6 hrs @	\$ 54.00 /hr	86.40
Paint Labor	5.7 hrs @	\$ 54.00 /hr	307.80
Mechanical Labor	2.0 hrs @	\$ 115.00 /hr	230.00
Paint Supplies	5.7 hrs @	\$ 40.00 /hr	228.00
Subtotal			1,685.20
Sales Tax	\$ 1,685.20 @	7.0000 %	117.96
Grand Total			1,803.16
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			1,803.16

MyPriceLink Estimate ID / Quote ID:

1093259431384195072 /

Preliminary Estimate

Customer: Commission, Lewis County

Job Number:

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

You have the right to choose any repair facility to have your vehicle repaired

THIS IS NOT AN AUTHORIZATION TO REPAIR, ALTHOUGH IT IS AGREED BETWEEN THE REPAIR FACILITY AND ESURANCE THAT THE ABOVE VEHICLE CAN BE REPAIRED BY THE REPAIR FACILITY FOR THE AMOUNT STATED IN THE GROSS TOTAL SECTION. ONLY THE VEHICLE OWNER CAN AUTHORIZE THE REPAIR OF THE VEHICLE AND ALL COSTS OF REPAIR ARE THE SOLE RESPONSIBILITY OF THE OWNER. THIS APPRAISAL WAS BASED ON VISIBLE OR CERTAIN DAMAGES AT THE TIME OF INSPECTION OR REVIEW.

=====
**SUPPLEMENT REQUEST PROCESS INSTRUCTIONS:

=====
VIRTUAL ASSIST SUPPLEMENT PROCESS:

Any additional damages must be inspected by an Esurance technician while the vehicle is at the shop and dismantled, prior to repairs being completed.

Please follow the Virtual Assist App process for all future supplement requests.

*The Virtual Assist App can be downloaded at no charge by visiting the Apple App Store or the Google Play Store.

Search, download and install: Virtual Assist Arity

Failure to notify Esurance of any supplemental damages may result in denial of payment for these damages. Review of all invoices will be requested.

=====
= FOR SHOPS NOT PARTICIPATING IN VIRTUAL ASSIST:

ESTAR and CCC Shops - Please use Estimate Share... Import work file ID, create supplement, lock and submit.

For NON-CCC Shops - Please use ESU_MDSCFax@Allstate.com... Include Estimate/Supplement and photos.

=====
= THE REPAIR FACILITY AND ESURANCE WILL REACH AN AGREED PRICE PRIOR TO BEGINNING ANY OF THE SUPPLEMENTAL REPAIRS. THE REPAIR FACILITY WILL THEN SEEK AUTHORIZATION FROM THE VEHICLE OWNER FOR THE ADDITIONAL REPAIRS. NO SUPPLEMENT WILL BE HONORED UNLESS APPROVED IN ADVANCE BY ESURANCE.

REPAIR FACILITY MUST BE PROVIDED A COPY OF THE ESTIMATE/SUPPLEMENT PRIOR TO COMMENCEMENT OF REPAIRS.

FAILURE TO DO SO MAY SUBJECT THE VEHICLE OWNER TO AN ADDITIONAL EXPENSE.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS THAT ARE NOT MANUFACTURED BY THE ORIGINAL MANUFACTURER OF THE VEHICLE OR BY A MANUFACTURER AUTHORIZED BY THE ORIGINAL MANUFACTURER TO USE ITS NAME OR TRADEMARK. THE USE OF AN AFTERMARKET CRASH PART MAY INVALIDATE ANY REMAINING WARRANTIES OF THE ORIGINAL MANUFACTURER ON THAT CRASH PART.

Preliminary Estimate

Customer: Commission, Lewis County

Job Number:

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2JN10, CCC Data Date 04/03/2023, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2023 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

BROOKS' BODY SHOP INC
20 BROOKVIEW DR, WESTON, WV 26452
Phone: (304) 269-7257

Workfile ID: 61b00d04
PartsShare: 7nDstt
Federal ID: 550704579
State ID: 550704579

Preliminary Estimate

Customer: LEWIS CO COMM.

Job Number:

Written By: john brooks

Insured: LEWIS CO COMM.
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
LEWIS CO COMM.
110 CENTER AV
WESTON, WV 26452
(304) 269-8251 Other

Inspection Location:
BROOKS' BODY SHOP INC
20 BROOKVIEW DR
WESTON, WV 26452
Repair Facility
(304) 269-7257 Day

Insurance Company:

VEHICLE

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

VIN: 1FAHP2MK3KG106495
License:
State:

Interior Color:
Exterior Color:
Production Date:

Mileage In:
Mileage Out:
Condition:

Vehicle Out:
Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat
Power Adjustable Pedals

DECOR

Dual Mirrors

Tinted Glass

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Message Center
Steering Wheel Touch Controls
Telescopic Wheel

Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Front Side Impact Air Bags
Head/Curtain Air Bags

SEATS

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint
Metallic Paint

OTHER

Traction Control
Stability Control
California Emissions

Preliminary Estimate

Customer: LEWIS CO COMM.

Job Number:

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		INFORMATION LABELS					
2	Repl	AC label	DG1Z5400014A	1	5.95	0.2	
3		HOOD					
4	Repl	Hood	DG1Z16612A	1	905.88	1.4	3.0
5		Add for Clear Coat					1.2
6		Add for Underside(Complete)					1.5
7		Add for Clear Coat					0.3
8	#	Refn	DENIB 7 POLISH				0.5
9			OTHER CHARGES				
10	#		E.P.C.	1	5.00		
SUBTOTALS					916.83	1.6	6.5

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			911.83
Body Labor	1.6 hrs @	\$ 52.00 /hr	83.20
Paint Labor	6.5 hrs @	\$ 52.00 /hr	338.00
Paint Supplies	6.5 hrs @	\$ 35.00 /hr	227.50
Other Charges			5.00
Subtotal			1,565.53
Sales Tax	\$ 1,565.53 @	6.0000 %	93.93
Grand Total			1,659.46

MyPriceLink Estimate ID / Quote ID:

1093218971731107840 / 124179933

BROOKS BODY SHOP INC.OFFER A LIMIT LIFETIME WARRENTY AS LONG AS CUSTOMER OWNES VEHICLE. INCLUDING WORKMANSHIP&REFINISHING.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Preliminary Estimate

Customer: LEWIS CO COMM.

Job Number:

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2JN10, CCC Data Date 05/16/2023, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

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CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Preliminary Estimate

Customer: LEWIS CO COMM.

Job Number:

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

RECALL INFO

2019 FORD Police Interceptor Sedan AWD (Fleet) 4D SED 6-3.7L Gasoline Sequential MPI

VIN: 1FAHP2MK3KG106495	Interior Color:	Mileage In:	Vehicle Out:
License:	Exterior Color:	Mileage Out:	
State:	Production Date:	Condition:	Job #:
