

# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
Weston WV 26452  
Phone:( 304)269-8200  
FAX: (304)269-2416  
Email: lewiscountycommission@lewiscountywv.org  
Website: lewiscountywv.org



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

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
TUESDAY, May 23, 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:

**No Appointments Scheduled**

## CORRESPONDENCE & INFORMATION:

- 3. Upshur County Commission Meeting Agenda:** May 18, 2023 Upshur County Commission agenda is presented for review. (*information only*)
- 4. Sheriff's Monthly financial Statement:** Lewis County Sheriff, David Gosa presents the April 2023 Sheriff's Monthly Financial Statement for review. (*information only*)
- 5. State of West Virginia Division of Corrections & Rehabilitation:** The monthly Regional Jail Invoice for April 2023 in the amount of \$50,855.50 is presented for review. The invoice amount for the previous month was \$37,635.00. (*information only*)
- 6. Jane Lew Public Service District:** The Jane Lew Public Service District agenda is presented for review. (*information only*)
- 7. State Auditor Distribution of Public Utilities Tax and IRP Taxes:** The WV State Auditor's Office has remitted the March 13, 2023 – April 7, 2023 distribution of Public Utilities and IRP Truck Taxes in the amount of \$40,194.65. The general county portion is \$13,057.32 The total County portion for the previous month was \$321,623.40. (*information only*)

8. **Proclamation by the Governor:** Governor Justice has issued a proclamation declaring Monday, June 19, 2023 as a full day holiday for all public employees of the State in observance of Juneteenth. *(information only)*
9. **Board(s) and Committee(s) Reports:** Commission will give reports on any Board(s) or committee(s) meeting attended including: Staff Ice Cream Social, LC Fire Board, Department of Highways meeting, Lewis County First, National Association of Counties Rural Action Call, Blueprint meeting, CEOS Lunch, Public Water Meeting at Stonewall Sporting Clays, Lewis Upshur Gateway Community meeting, Lewis County Park Board, Weston Neighborhood Watch meeting, etc. *(information only)*

## **BUSINESS:**

10. **General County and Coal Severance State Budget Revisions:** The Lewis County Commission will be asked to approve the general county and coal severance budget revisions to be sent to the West Virginia State Auditor's Office for approval. *(action required)*
11. **Region VII Phase One Water Project:** Region VII submits the Requisition Packet and Resolution relating to services and invoices for the Lewis County Phase One Water Extension Project. This item requires approval from the Lewis County Commission. *(action required)*
12. **Lewis County, West Virginia Personnel Policies and Procedures Employee Handbook and Anti-Harassment Training and Policy Review:** The Commission will consider approving the updated Lewis County, West Virginia Personnel Policies and Procedures Employee Handbook which was last revised on May 9, 2023 in a work session. The Commission will also consider approval of the new Lewis County, West Virginia Office of County Commission Anti-Harassment Training and Policy Review which was also last revised on May 9, 2023. If approved, every employee on the Lewis County payroll will be required to participate in and sign off on the handbook and anti-harassment policy prior to July 1, 2023. Every employee will sign forms indicating acknowledgement and understanding of the documents. Each new employee thereafter will be required to review and sign these documents during their initial orientation. Employees will be required to attend any trainings scheduled on these topics in the future. All Department Heads/Elected Officials are responsible for assuring that every employee, either current or future, is trained on anti-harassment policy and the employee handbook and that signature pages remain in their personnel file. *(action required)*
13. **Lewis County Park Director, Josh Hinchman request to hire:** Mr. Hinchman requests to hire the following employees; Stephanie Bishop, Concession Stand at \$10.25 an hour, Melea Stutler, Pool Aide/Swim Instructor at \$11.75 an hour, Raeleigh Bonnett, Takiha Piggie, Emmanulle Robinson, Colton Defosse, Kiarra Weaver, Brayden Helmick, Jayde Freeman, Brooklyn Burkhammer, Caleb McKee as Lifeguards at \$10.00 an hour, Missy Taylor, Alea Alkire, Daylen Robinson, Bobbie Burkhammer, Julia Watson, Cassie Cook, Zander Cralton, Concession Stand/Pool Aide at \$9.00 an hour. Braley Wilson, Makenzie Williams, Front Office Staff at \$9.00 an hour. If approved all employees will work up to 40 hours a week with a starting date of May 23 during the afternoon hours. *(action required)*
14. **Department of Arts, Culture and History Archives and History Records Management and Preservation Grant Agreement.** The Commission will be asked to approve the grant for fiscal year

July 1, 2023 through June 30, 2024, for the following departments; Circuit Clerk \$10,000, County Clerk \$10,000, Sheriff Department \$10,000, Assessor's Office \$10,000. *(action required)*

- 15. Lewis County Health Department:** The Lewis County Health Department Administrator, David Whittaker, submits a letter of resignation effective date June 30, 2023. *(action required)*
- 16. Consolidated Public Retirement Board:** The Lewis County Office of Emergency Management Director, James Gum, presents a resolution to become a participating employer of the WV Emergency Medical Services Retirement System to the Lewis County Commission for consideration. *(action required)*
- 17. Approval of the Fiscal Year 2023 Tax List:** County Clerk, Cynthia Rowan, presents the Fiscal Year 2023 Delinquent Tax List for approval. Following approval, the list will be published. *(action required)*
- 18. List of Delinquent or Unprogressed Estates:** Lewis County Clerk, Cynthia Rowan will present a list of delinquent or unprogressed estates as per WV Code § 44-2-19a for the Lewis County Commission approval. *(action required)*
- 19. Frontier Nondisclosure Agreement:** Frontier is requesting a non disclosure agreement signed by Commission in order to discuss upcoming projects in Lewis County that are not otherwise public at this time. This letter is presented to Commission with preferred changes. This item was postponed on May 2, 2023 in order to make changes to the agreement. *(action required)*
- 20. Consideration of Meeting Cancellations:** The Commission will consider cancellation of meetings scheduled for June 20, 2023 in observance of West Virginia Day and July 4, 2023 in observance of Independence Day. *(action required)*
- 21. Time Sheets and Leave Requests:** Barbara Winans Annual Leave *(action required)*

#### **ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

- 22. 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)*
- 23. 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)*
- 24. 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)*
- 25. 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:**

- 26. 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**

<b>11:30 AM</b>	<b>May 23, 2023</b>	<b>Work Session - Brownsfield Grant Meeting</b>
<b>2:00 PM</b>	<b>May 23, 2023</b>	<b>Work Session – Lewis County Sheriff, David Gosa</b>
<b>11:15 AM</b>	<b>June 13, 2023</b>	<b>Work Session – Jeremy Posey, Combined Insurance</b>
<b>1:15 PM</b>	<b>June 13, 2023</b>	<b>Work Session – Will Drennen, Manpower</b>

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: May 18, 2023
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 11, 2023
- 9:15 a.m. John Waltz, Vice President of Enrollment and Marketing -- Update from West Virginia Wesleyan College.
- 10:00 a.m. Informative meeting hosted by the WV Department of Transportation Division of Highways at the District 7 Headquarters in Weston, WV.

### Items for Discussion / Action / Approval:

1. Consider approving clarifications to Procedures to Dispatch Wrecker Services (9/8/2022) as discussed on 5/4/2023. \* Pages 4-6
2. Approval and signature of a letter to Sydney Wilson requesting the removal of miscellaneous personal items that have encroached upon the adjoining FEMA property (Parcel Number 5-9J-22) owned by the Upshur County Commission. \* Pages 7-12
3. Correspondence from Tabatha Perry, Upshur County Youth Camp Board Nominating Committee member, requesting the appointment of Beatrice Burnside to the Upshur County Youth Camp Board to fill the vacant position within the 3<sup>rd</sup> Magisterial District. The term will begin immediately and expire on May 31, 2025. \* Page 13
4. Consideration and signature of the Election and Release Form for West Virginia Participating Local Governments resolving opioid-related claims against Kroger, found within the Kroger West Virginia State-Wide Opioid Settlement Agreement executed on May 2, 2023. \* Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
5. Consideration and approval of an advertisement for a full-time Deputy Clerk in the Assessor's Office. Applications are due no later than close of business Friday, May 26, 2023. \* Page 14
6. Approval of employment of additional Upshur County Youth Camp Staff, effective May 22, 2023. \* Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4 A*
7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests

for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Correspondence from Jimmy Wriston, Secretary of Transportation/Commissioner of Highways for the West Virginia Department of Transportation, providing a fully executed original agreement utilizing the Infrastructure and Investment Jobs Act for the rehabilitation or replacement of the Youth Camp Girder Bridge in Upshur County. Page 15
  2. Correspondence from Maureen Lewis, WV Secretary of State Administrative Law Division, requesting the filing of a list of all Public Service Districts (PSD's) and their current board members along with the board member's term of office by July 1, 2023. Page 16
  3. Correspondence from Brett Morris, HR Director for Carter Roag Coal Co., providing a Worker Adjustment and Retraining Notification (WARN) notice for Carter Roag Coal Company and Beech Mountain Railroad. Carter Roag Coal Company's Morgan Camp underground operation and Hartridge surface/HWM operation at 14272 Adolph Road, Mill Creek, will cease production May 12, 2023. Pages 17-23
  4. Final Order Declaring Location of New Right-of-Way Route Over/Across the Property of Pamela M. Young. Pages 24-33
  5. Adrian Public Service District Certification of Customers for Fiscal Year 2024. Page 34
  6. Hodgesville Public Service District Certification of Customers for Fiscal Year 2024. Page 35
  7. Tennerton Public Service District Certification of Customers for Fiscal Year 2024. Page 36
  8. Elkins Road Public Service District Certification of Customers for Fiscal Year 2024. Page 37
  9. Adrian Public Service District Budget for Fiscal Year 2023-2024. Page 38
  10. Public Notices:
    - a) Newsletters and/or Event Notifications:
      - None
    - b) Agendas and/or Notice of Meetings:
 

• Community Corrections Board	May 15, 2023	Page 39
• City Council of Buckhannon	May 16, 2023	Page 40
• Upshur County Fire Board	May 16, 2023	Page 41
- Meeting Minutes:
- |   |                |             |
|---|----------------|-------------|
| • Tennerton Public Service District Board   | April 12, 2023 | Page 42     |
| • Upshur County Safe Sites and Structures Enforcement Board   | April 13, 2023 | Pages 43-44 |
| • Upshur County Youth Camp Board <ul style="list-style-type: none"> <li>▪ Nominating Committee</li> </ul> | April 24, 2023 | Page 45     |

Meetings: **\*Dates and times of monthly board meetings are viewable at:**  
<http://cms4.revize.com/revize/upshurwv/calendar.php>  
 or go to [www.upshurcounty.org](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.

11. Appointments Needed or Upcoming:

- Tennerton Public Service District - unexpired term July 31, 2023.
- Upshur County Youth Camp Board – unexpired term May 31, 2025 (1<sup>st</sup> or 3<sup>rd</sup> Mag. Dist.)

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

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

June 1, 2023 --- 9:00 a.m.

Upshur County Courthouse Annex

Reminder—The Courthouse and Annex will close at 12 p.m. on May 19<sup>th</sup>

**\*\*The Commission Meeting scheduled for May 25, 2023 has been CANCELLED\*\***

Lewis County Financial Statement  
Month Ending- April 2023

Lewis County  
05/09/2023 @ 09:54:18 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	4,165,553.41	\$347,270.39	\$613,770.76	\$653,861.21	4,472,733.35
Coal Severence	52,630.22	\$13,344.14	\$0.00	\$0.00	65,974.36
General School	23,184.67	\$12,530.29	\$0.00	\$0.00	35,714.96
Magistrate Court	1,123.21	\$2,535.73	\$0.00	\$1,689.00	1,969.94
Worthless Check	18,424.38	\$267.75	\$0.00	\$0.00	18,692.13
Dog and Kennel	26,797.01	\$1,670.05	\$0.00	\$455.79	28,011.27
Home Detention	14,591.09	\$4,902.51	\$0.00	\$1,351.65	18,141.95
Emergency 911 Fund	3,722,964.58	\$179,181.20	\$0.00	\$49,485.55	3,852,660.23
Lewis County Aquatic Fund	563,153.99	\$1,296.02	\$0.00	\$0.00	564,450.01
Citizens Education	18,907.20	\$745.21	\$0.00	\$629.69	19,022.72
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$2,279.40	\$0.00	\$2,279.40	0.00
Sheriff Special Account-State	21,049.31	\$48.48	\$0.00	\$0.00	21,097.79
County Building	497,491.22	\$634.39	\$0.00	\$0.00	498,125.61
Board of Health	680,529.78	\$185,191.67	\$0.00	\$109,194.63	756,526.82
Tax Lien	261,925.45	\$0.00	\$0.00	\$0.00	261,925.45
Delinquent Nonentered	31,171.40	\$0.00	\$0.00	\$0.00	31,171.40
Concealed Weapons	47,618.06	\$641.77	\$0.00	\$25.00	48,234.83
Assessor Valuation	258,959.99	\$1,180.93	\$0.00	\$1,975.43	258,165.49
Voters Resistration	4,849.69	\$0.00	\$0.00	\$0.00	4,849.69
State Current	0.00	\$14.54	\$5,054.05	\$5,068.59	0.00
Criminal Charges	0.00	\$1,504.75	\$0.00	\$1,504.75	0.00
Court Reporter	0.00	\$114.00	\$0.00	\$114.00	0.00
State Police	0.00	\$500.00	\$0.00	\$500.00	0.00
Vehicle License - DMV	0.00	\$35,273.50	\$0.00	\$35,273.50	0.00
State Fines	0.00	\$990.00	\$0.00	\$990.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	644.00	\$606.50	\$0.00	\$639.50	611.00
General Current Expenses	0.00	\$13,595.12	\$816,315.44	\$829,910.56	0.00
Excess Levy	0.00	\$232,710.71	\$209,052.57	\$441,763.28	0.00
Weston Current	0.00	\$171.49	\$59,602.74	\$59,774.23	0.00
Jane Lew Current	0.00	\$19.13	\$6,649.94	\$6,669.07	0.00
COVID-19 PANDEMIC	0.00	\$0.00	\$0.00	\$0.00	0.00
LC Blueprint Community	46,878.99	\$0.00	\$0.00	\$0.00	46,878.99
Small Cities Blk Grant-Broadband	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phase 1 Water Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-911 Revenue Fund	\$0.00	\$30,973.77	\$0.00	\$30,973.77	\$0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Certified to State	\$0.00	\$235,125.78	\$0.00	\$0.00	\$235,125.78
ARPA - PILT	\$65,350.85	\$134.82	\$0.00	\$0.00	\$65,485.67
American Rescue Plan	\$2,827,043.09	\$6,506.07	\$0.00	\$0.00	2,833,549.16
Totals	\$13,350,842.30	\$1,311,960.11	\$1,710,445.50	\$2,234,128.60	\$14,139,119.31

Balance in county depositories - End of Month	\$15,546,555.02	Bank Errors	
Less: Orders Outstanding	\$2,311,404.49	Bank Errors	
Add: Deposits in Transit	\$900,468.78		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$14,139,119.31	Bank Errors	
		Total	
		True Balance	\$14,139,119.31

I, D. Gosz, Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

D. Gosz  
Sheriff & Treasurer, County

Difference

Dated and sworn to on this date.



Amended

Lewis County Financial Statement  
Month Ending- March 2023

Lewis County  
05/08/2023 @ 08:54:12 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	4,154,735.06	\$366,762.35	\$386,099.52	\$742,043.52	4,165,553.41
Coal Severence	52,582.68	\$47.54	\$0.00	\$0.00	52,630.22
General School	14,764.85	\$8,419.82	\$0.00	\$0.00	23,184.67
Magistrate Court	891.87	\$2,120.34	\$0.00	\$1,889.00	1,123.21
Worthless Check	18,357.74	\$66.64	\$0.00	\$0.00	18,424.38
Dog and Kennel	17,888.33	\$30,542.14	\$0.00	\$21,633.46	26,797.01
Home Detention	10,203.26	\$4,387.83	\$0.00	\$0.00	14,591.09
Emergency 911 Fund	3,838,094.97	\$22,992.13	\$0.00	\$138,122.52	3,722,964.58
Lewis County Aquatic Fund	562,629.85	\$508.69	\$15.45	\$0.00	563,153.99
Citizens Education	18,451.61	\$1,116.66	\$0.00	\$661.07	18,907.20
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$3,617.27	\$0.00	\$3,617.27	0.00
Sheriff Special Account-State	20,571.54	\$528.77	\$0.00	\$51.00	21,049.31
County Building	497,242.22	\$249.00	\$0.00	\$0.00	497,491.22
Board of Health	655,675.29	\$135,874.21	\$0.00	\$111,019.72	680,529.78
Tax Lien	261,925.45	\$0.00	\$0.00	\$0.00	261,925.45
Delinquent Nonentered	30,971.40	\$200.00	\$0.00	\$0.00	31,171.40
Concealed Weapons	46,684.36	\$965.74	\$0.00	\$32.04	47,618.06
Assessor Valuation	236,432.25	\$41,151.32	\$0.00	\$18,623.58	258,959.99
Voters Resistration	4,834.56	\$15.13	\$0.00	\$0.00	4,849.69
State Current	0.00	\$5.40	\$5,601.39	\$5,606.79	0.00
Criminal Charges	0.00	\$1,380.70	\$0.00	\$1,380.70	0.00
Court Reporter	0.00	\$50.00	\$0.00	\$50.00	0.00
State Police	0.00	\$825.00	\$0.00	\$825.00	0.00
Vehicle License - DMV	0.00	\$34,329.00	\$0.00	\$34,329.00	0.00
State Fines	0.00	\$5.29	\$0.00	\$5.29	0.00
Jury Fund	0.00	\$5,635.39	\$0.00	\$5,635.39	0.00
WV Deputies Fund	558.50	\$639.50	\$0.00	\$554.00	644.00
General Current Expenses	0.00	\$7,408.85	\$518,705.32	\$526,114.17	0.00
Excess Levy	0.00	\$60,322.87	\$236,983.83	\$297,306.70	0.00
Weston Current	0.00	\$31.17	\$32,326.24	\$32,357.41	0.00
Jane Lew Current	0.00	\$3.71	\$3,844.09	\$3,847.80	0.00
COVID-19 PANDEMIC	0.00	\$0.00	\$0.00	\$0.00	0.00
LC Blueprint Community	46,878.99	\$0.00	\$0.00	\$0.00	46,878.99
Small Cities Blk Grant-Broadband	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phase 1 Water Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-911 Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-911 Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ARPA - PILT	\$65,345.30	\$5.55	\$0.00	\$0.00	\$65,350.85
American Rescue Plan	\$2,824,489.44	\$2,553.65	\$0.00	\$0.00	2,827,043.09
Totals	\$13,380,210.23	\$732,761.66	\$1,183,575.84	\$1,945,705.43	\$13,350,842.30

Balance in county depositories - End of Month

Less: Orders Outstanding

Add: Deposits in Transit

Cash in Office at End of Month

Misc. Adjustments (+ or-)

Total in county Depositories and Office

\$14,450,651.47
\$1,737,375.31
\$634,066.14
\$3,500.00
\$13,350,842.30

Bank Errors

Bank Errors

Bank Errors

Total

True Balance

\$13,350,842.30

I, D. Giosa, Sheriff of Lewis Co., West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

D. Giosa  
Sheriff & Treasurer  
Lewis County  
5-8-2023

Difference

Dated and sworn to on this date.

Amended

Lewis County Financial Statement  
Month Ending- April 2022

Lewis County  
05/05/2022 @ 11:01:27 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	4,716,077.54	\$321,179.44	\$621,804.62	\$847,810.07	4,811,251.53
Coal Severence	26,911.37	\$13,446.30	\$0.00	\$0.00	40,357.67
General School	7,657.43	\$11,472.17	\$0.00	\$0.00	19,129.60
Magistrate Court	3,594.59	\$2,539.92	\$0.00	\$1,789.00	4,345.51
Worthless Check	29,623.34	\$179.73	\$0.00	\$0.00	29,803.07
Dog and Kennel	13,092.35	\$30,412.52	\$0.00	\$14,955.38	28,549.49
Home Detention	4,411.49	\$5,421.06	\$0.00	\$4,354.58	5,477.97
Emergency 911 Fund	4,765,705.65	\$187,980.35	\$0.00	\$197,154.32	4,756,531.68
Lewis County Aquatic Fund	730,752.55	\$116.12	\$8.44	\$0.00	730,877.11
Citizens Education	17,084.80	\$2.72	\$0.00	\$378.97	16,708.55
Federal Equitable	0.71	\$0.00	\$0.00	\$0.00	0.71
Fire Fees	0.00	\$2,016.44	\$0.00	\$2,016.44	0.00
Sheriff Special Account-State	17,228.45	\$111.10	\$0.00	\$0.00	17,339.55
County Building	582,811.66	\$57.43	\$0.00	\$0.00	582,869.09
Board of Health	648,788.05	\$60,633.22	\$0.00	\$38,769.21	670,652.06
Tax Lien	339,810.81	\$11,279.57	\$0.00	\$11,937.23	339,153.15
Delinquent Nonentered	32,847.92	\$2,647.85	\$0.00	\$711.24	34,784.53
Concealed Weapons	48,205.12	\$506.40	\$0.00	\$1,499.70	47,211.82
Assessor Valuation	285,694.96	\$683.98	\$0.00	\$20,906.14	265,472.80
Voters Resistration	4,690.36	\$89.91	\$0.00	\$0.00	4,780.27
State Current	0.00	\$1.17	\$4,732.87	\$4,734.04	0.00
Criminal Charges	0.00	\$157.25	\$0.00	\$157.25	0.00
Court Reporter	0.00	\$0.00	\$0.00	\$0.00	0.00
State Police	0.00	\$575.00	\$0.00	\$575.00	0.00
Vehicle License - DMV	0.00	\$32,786.50	\$0.00	\$32,786.50	0.00
State Fines	0.00	\$600.00	\$0.00	\$600.00	0.00
Jury Fund	0.00	\$0.00	\$0.00	\$0.00	0.00
WV Deputies Fund	697.50	\$577.00	\$0.00	\$693.00	581.50
General Current Expenses	0.00	\$347.25	\$842,439.66	\$842,786.91	0.00
Excess Levy	0.00	\$252,835.30	\$195,393.80	\$448,229.10	0.00
Weston Current	0.00	\$9.25	\$37,452.35	\$37,461.60	0.00
Jane Lew Current	0.00	\$2.18	\$8,818.66	\$8,820.84	0.00
COVID-19 PANDEMIC	1,001.97	\$0.00	\$0.00	\$0.00	1,001.97
LC Blueprint Community	10,263.59	\$0.00	\$0.00	\$0.00	10,263.59
Small Cities Blk Grant-Broadband	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
American Rescue Plan	\$1,297,750.81	\$206.22	\$0.00	\$0.00	1,297,957.03
Totals	\$13,584,703.02	\$938,873.35	\$1,710,650.40	\$2,519,126.52	\$13,715,100.25

Balance in county depositories - End of Month	\$15,207,570.60	Bank Errors	
Less: Orders Outstanding	\$2,454,890.57	Bank Errors	
Add: Deposits in Transit	\$958,920.22		
Cash in Office at End of Month	\$3,500.00		
Misc. Adjustments (+ or-)			
Total in county Depositories and Office	\$13,715,100.25	Bank Errors	
		Total	
		True Balance	\$13,715,100.25

I, D. Gosa Sheriff of Lewis Co, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis Co., West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

Don Gosa  
Lewis  
Sheriff & Treasurer,  
County  
5-5-2022

Difference

Dated and sworn to on this date.

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



**WILLIAM K MARSHALL III**  
**COMMISSIONER**

**JEFF SANDY, CFE, CAMS**  
**CABINET SECRETARY**

---

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

LEWIS COUNTY  
PO BOX 466  
WESTON, WV 26452

**Statement Number: 412316FF**

**Statement Date: 5/3/2023 11:13:49 AM**

**Month of Service: April, 2023**

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for Lewis County for the month of April, 2023. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

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

Month: April

Number of Inmate Days: 1,054

Per Diem Rate: \$48.25

Amount Due: April, 2023

\$50,855.50

This statement amount is due and payable upon receipt.

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

# Jane Lew Public Service District

70 Park Avenue  
Jane Lew, WV 26378

## Minutes of Regular Meeting

**April 20, 2023**

**Present:** Oscar R. Mills (Board); Bradley Foster, (Board) Stephanie Snow-McKisic, General Manager.

**Guests:** David Stephenson-Stephenson Construction

**Absent:**

- I. **Call to Order** The meeting was called to order at 4:04 pm by Board member Mills. As a courtesy to Mr. Stephenson, item XII was addressed first.

## ~ ROUTINE MONTHLY BUSINESS ~

II. **Minutes: (03/09/23)**

**MOTION:** (Mills/Foster) to approve attached Minutes of 03/09/23 regular meeting. [Carried Unanimously]

III. **General Manager's March Reports (Snow-McKisic)**

A. **WATER:**

1. **Bills (Attached)**

**MOTION:** (Foster/Mills) to ratify payment of attached list of water invoices for March 2023. [Carried Unanimously]

2. **Treasury Report (Attached)**

**MOTION:** (Mills/Foster) to approve attached Water Treasury Report for March 2023. [Carried Unanimously]

3. **Water Adjustments Report (Attached)**

**MOTION:** (Mills/Foster) to approve attached Water Adjustments Report for March 2023. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report (Attached)**

**MOTION:** (Mills/Foster) to approve attached Water Purchase, Sales & Loss Report for March 2023. [Carried Unanimously]

5. **Water Preventive Maintenance Report -**

- a) **Lines - Walked lines looking for leaks.**
- b) **Loss Prevention/leak detection - water loss 19%**
- c) **Fire + Flushing Hydrants [57 + 25] - Hydrants to be flushed in August.**
- d) **Valves [148] - TTM and HA5 flush at plant.**
- e) **Meters [659] - 5 new meters for Snider Construction.**
- 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**
- k) **Expensive Equipment [Mower] - nothing**
- l) **Critical Inventory - nothing**
- m) **Other - nothing**

6. Water System Water Leak Detection Report (finding & repairing actual leaks) – nothing
7. Water System Repairs Report (fixing unplanned breakdowns) – April 6, 2023, storm damaged Lift Station 4 on CD Cole's farm at the top of Broad Run Hill. (Pole snapped in half) Hayes Insurance was contacted, a new pole was purchased and King's electric was contracted to do the work.
8. Cross-Connections/Backflow Report – ongoing
9. New Non-Project Water Taps/Road bores – none
10. Other –

Water Assignments

None

**B. WASTEWATER:**

1. Wastewater Bills (Attached)

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

2. Wastewater Treasury Report (Attached)

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

3. Wastewater Adjustments Report (Attached)

**MOTION:** (Foster/Mills) to approve Sewer Adjustments Report for March 2023. [Carried Unanimously]

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

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

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines – nothing
- b) I&I Prevention – Rainfall 2.0 Inches
- c) Manholes [594] – Located a slip approx. 25x30 around manhole at Station 10. Met with contractor to get estimate of repair.
- 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/Station 5 pulled pumps and cleaned out station-McCarty's made 3 trips to dump.
- f) Bar Screen [1] – cleaned
- g) Vehicles – [½ '19 Ford Truck, ½ crane truck & ½ Buggy] – nothing.
- h) Generators [3stat. + 2 port.] – exercised
- i) Classroom Furnace & A/C – nothing
- j) Expensive Equipment [mower] – nothing
- k) Critical Inventory – nothing.
- l) Other - nothing.

6. Wastewater Repairs Report (attached) –

- ✓ Station 5-pulled pumps/3 loads hauled away by McCarty's.
- ✓ Station 10-Slip around manhole, approx. 25x30-repair underway by Jeremy Jones.

New Non-Project Sewer Taps/Road Bores – Nothing

7. Other – Nothing

Wastewater Assignments

None

- IV. **PSD Policies and Job Descriptions (Snow-McKisic)** – Confirmed that the current amount of carry over PTO (80 hours) and Sick Time (240 hours) will remain in place for 2023.
- V. **Personnel Matters (Snow-McKisic)** – Nothing
- VI. **Announcements:** - 2006 GMC and 2006 Silverado sold in silent auction. Money deposited into sewer account.
- VII. **Correspondence:**
- A Letter of Resignation-Tom Bailey (3-9-23) Attachment
  - B. Receipt received from Stephenson Construction-Lowes- (3-9-23) Attachment
  - C. Receipt received from Stephenson Construction-Graham Simon Plumbing (3-9-23) Attachment
  - D. Receipt received from Stephenson Construction-labor for employees (4-20-23) Attachment
  - E. Cash Flow Analysis-Zack Dobbins (2-28-23) Attachment

## ~ OLD BUSINESS ~

- VIII. **Request to Purchase Property beside Wastewater Plant (Snow-McKisic)** – Nothing
- IX. **Resignation of Thomas Bailey**  
**MOTION:** (Mills/Foster) The Board accepted the letter of resignation from Thomas Bailey. [Carried Unanimously]
- X. **Recommendation of Nancy Gee to replace Thomas Bailey**  
**MOTION:** (Mills/Foster) The Board unanimously agreed to nominate Nancy Gee to replace Thomas Bailey on the JLPSD Board. A letter of recommendation will be sent to the County Commission. Attachment [Carried Unanimously]

## ~ NEW BUSINESS ~

### Assignments

- ✓ *Snow-McKisic to keep Atty. Kelsh apprised of property matters*

- XI. **Stephenson Construction requesting reimbursement for plumbing invoice**  
**MOTION:** (Mills/Foster) Mr. Stephenson submitted 2 invoices to the PSD in March, requesting compensation. One invoice was from Graham Simon Plumbing and the other invoice was from Lowes. At the meeting, Mr. Stephenson introduced another invoice in the amount of \$400 for labor costs where his employees hand dug the lines to check for a leak and eventually replaced the lines. After the lines were replaced, we went out to check for a leak and again found no evidence of a leak on our side. Mr. Stephenson hired Graham-Simon Plumbing who found the leak to be on the end of the PSD. Mr. Stephenson was asking to be compensated for all 3 invoices, totaling \$899.81. Board Member Mills made a motion to allow he and Board Member Brad Foster time to review the invoices and make a determination. All parties agreed that a decision would be made by the following day and we would notify Mr. Stephenson of the outcome. The Board agreed to pay the entire invoice from Graham-Simon Plumbing and the entire Lowe's invoice, minus the cost in insulation. (We do not require

insulation of lines). They also agreed to pay for half of the invoice for labor costs, \$200.00. The total amount paid to Stephenson Construction will be \$687.00. [Carried Unanimously]

**Rate Increase**

**MOTION: (Foster/Mills)** The Board reviewed the Cash Flow Analysis submitted from Zack Dobbins and agreed to the water rate increase for 2023. [Carried Unanimously]

**XIII. Pay \$39.99 towards Vickie Perrine's cell phone each month**

**MOTION: (Foster/Mills)** Compensate Vickie the same \$39.99 for her cell phone as the maintenance men because she uses her cell for work. Approved. [Carried Unanimously]

**XIV. Late Received Agenda Items (Snow-McKisic) – none**

**XV. Adjournment: The meeting was adjourned by Board Member Mills at 5:20 P.M.**

  
Oscar R. Mills, Board Member

  
Brad Foster, Board Member

**Attachments:**

- March 2023 Bills Paid (Water/Wastewater)
- March 2023 Treasury Reports (Water/Wastewater)
- March 2023 Adjustments Reports (Water/Wastewater)
- March 2023 Water/Wastewater Treatment Purchase, Sales & Loss Report
- Letter of recommendation-Nancy Gee to replace Tom Bailey
- Correspondence

**E-Copies of Unapproved Minutes Sent to:**

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



# State of West Virginia

Office of the State Auditor  
County Collections Division  
State Capitol, Building 1, Suite W-118  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25303

**John B. McCuskey**  
**State Auditor and**  
**Commissioner of Delinquent**  
**and Nonentered Lands**

Toll Free: (888) 509-6568  
Telephone: (304) 558-2262  
Fax: (304) 558-4156  
www.wvsao.gov

April 21, 2023

Honorable David B. Gosa  
Sheriff & Treasurer  
Lewis County  
110 Center Ave  
Weston, WV 26452

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$40,194.65 in the next few days from the State Auditor's Office representing the Public Utilities Tax and IRP Trucks Ad Valorem Fees collected by this office for the period of 03/13/2023 to 04/07/2023.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2021 County Current Expense	0.01	0.00	0.01
2021 School Current	0.01	0.00	0.01
2022 County Current Expense	128.10	12,929.22	13,057.32
2022 School Current	173.78	17,540.34	17,714.12
2022 School Excess Levy	92.45	9,330.74	9,423.19
<b>Totals</b>	<b>\$394.35</b>	<b>39,800.30</b>	<b>\$40,194.65</b>

Any bond money collected is being forwarded to the Municipal Bond Commission for credit.

If this office can be of future assistance, please contact Russell Rollyson at (304) 558-2251, Extension 2183.

Sincerely,

John B. McCuskey  
State Auditor

JBM/pu

MAY 16 2023

78417



**STATE OF WEST VIRGINIA**  
**EXECUTIVE DEPARTMENT**

**At Charleston**

**A PROCLAMATION**

**By the Governor**

**WHEREAS**, Juneteenth, also known as Freedom Day or Emancipation Day, is celebrated each year on June 19 in the United States to commemorate the end of slavery; and

**WHEREAS**, President Abraham Lincoln issued the Emancipation Proclamation on New Year's Day in 1863, which ordered the freeing of all slaves in states that were rebelling against Union forces; and

**WHEREAS**, the Emancipation Proclamation had little effect in Texas, where there were few Union troops to enforce the order; and

**WHEREAS**, the message of freedom finally reached African Americans in Texas on June 19, 1865, when Union General Gordon Granger, backed by nearly 2,000 troops, arrived in the city of Galveston, and made the announcement; and

**WHEREAS**, West Virginia recognizes Juneteenth as the oldest known celebration commemorating the end of slavery; and

**WHEREAS**, on June 17, 2021, President Biden signed the Juneteenth National Independence Day Act, which established Juneteenth as an official federal holiday; and

**WHEREAS**, West Virginia Code § 2-2-1 and West Virginia Code of State Regulations § 143-1-14 vests the Governor with the authority to proclaim and treat additional days as official holidays or days of special observance, or days for the general cessation of business; and

**WHEREAS**, in acknowledgement of the historical significance of Juneteenth, and the fact it is recognized as an official federal holiday, it is fitting and proper that the public employees of this State be permitted to generally cease business on Monday, June 19, 2023, to spend an extended and enjoyable holiday weekend with their loved ones.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



By the Governor

DONE at the Capitol in the City of Charleston, State of West Virginia, this Seventeenth Day of May, in the Year of our Lord, Two Thousand Twenty-Three, and in the One Hundred Sixtieth Year of the State.

*James Justice*  
GOVERNOR

*Mpc Warner*  
SECRETARY OF STATE

**RESOLUTION**  
of the  
**LEWIS COUNTY ECONOMIC DEVELOPMENT AUTHORITY, WEST VIRGINIA**  
**APPROVING INVOICES RELATING TO SERVICES**  
for the  
**LEWIS COUNTY PHASE I WATER EXTENSION PROJECT**  
**IJDC PROJECT # 2016W-1630**  
**RFP #02**  
and  
**AUTHORIZING PAYMENT THEREOF**

**WHEREAS**, the Lewis County Economic Development Authority has reviewed the invoices attached hereto and incorporated herein by reference relating to the Lewis County Phase I Water Extension Project funded in part by the Community Development Block Grant ("CDBG"), the Infrastructure & Jobs Development Council ("IJDC"), West Virginia American Water Company ("WVAWC"), the Water Development Authority ("WDA"), Lewis County Commission ("LCC") and Lewis County Economic Development Authority ("LCEDA") and find as follows:

- A. That none of the items for which payment is proposed to be made has been requested from another funding source;
- B. That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the Project;
- C. That each of such costs has been otherwise properly incurred;
- D. That the payment for each of the items proposed is due and owed.

**NOW, THEREFORE, BE IT RESOLVED** that the Lewis County Economic Development Authority hereby approves and authorizes payment of the following invoices:

Vendor	Invoice #	Invoice Date	CDBG	IJDC Loan	IJDC Grant	WVAW	EEGF	LCC	LCEDA	Total
Region VII Planning & Development Council	451-1	12/31/2021	\$2,593.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,593.23
Region VII Planning & Development Council	451-2	03/31/2022	\$5,494.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,494.95
Region VII Planning & Development Council	451-3	06/30/2022	\$5,464.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,464.07
Region VII Planning & Development Council	451-4	09/30/2022	\$8,528.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,528.66
Region VII Planning & Development Council	451-5	12/31/2022	\$9,721.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,721.92
Region VII Planning & Development Council	451-6	03/31/2023	\$2,630.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,630.73
<b>TOTALS:</b>			<b>\$34,433.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$34,433.56</b>

**ADOPTED BY** the Lewis County Economic Development Authority at a meeting held on the 24th day of May, 2023.

**Lewis County Economic Development Authority**

By: \_\_\_\_\_  
Stephanie Wolverton, President

# 451-Lewis County Phase I Water Extension Project

## Expenditure Schedule #2

May 16, 2022

Edited by: Carrie Wallace

Printed: 05/15/2023 @ 4:38 PM

Total Project	Approved Budget	Adjustments	Revised Budget	Paid Prior to this Draw	Requested this Draw	Requested to Date	Balance Remaining
<b>CONSTRUCTION</b>							
Contract #1 -	\$ 8,843,367.00	\$ (528,061.00)	\$ 8,315,306.00	\$ -	\$ -	\$ -	\$ 8,315,306.00
Contract #1 - Change Order #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract #1 - Change Order #2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract #1 - Change Order #3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract #2 -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract #2 - Change Order #	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTINGENCY (Post-Bid 5%)	\$ 677,998.00	\$ 111,425.00	\$ 789,423.00	\$ -	\$ -	\$ -	\$ 789,423.00
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$ 9,521,365.00</b>	<b>\$ (416,636.00)</b>	<b>\$ 9,104,729.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,104,729.00</b>
<b>ENGINEERING SERVICES</b>							
<b>(The Thrasher Group)</b>							
Study & Report Phase	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
Design (Preliminary)	\$ 195,000.00	\$ -	\$ 195,000.00	\$ 175,500.00	\$ -	\$ 175,500.00	\$ 19,500.00
Design (Final)	\$ 215,000.00	\$ -	\$ 215,000.00	\$ -	\$ -	\$ -	\$ 215,000.00
Bidding & Negotiating	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
Engineering During Construction	\$ 65,000.00	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 65,000.00
Resident Project Representative	\$ 170,000.00	\$ -	\$ 170,000.00	\$ -	\$ -	\$ -	\$ 170,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Special Services</b>							
Funding Applications (Preparation of)	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -
Expert Witness (Before Agencies)	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00
PSC Submission	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
Topographic Survey (Land Plan & Partion)	\$ 13,000.00	\$ -	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00
Land & ROW Surveys (Survey & Ease Prep)	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00
Aerial Photo/Mapping (Eng Survey&Topo)	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
Construction Surveys	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
Permit (Env'l Assessment & Impact St)	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
<b>TOTAL ENGINEERING COSTS</b>	<b>\$ 775,000.00</b>	<b>\$ -</b>	<b>\$ 775,000.00</b>	<b>\$ 244,500.00</b>	<b>\$ -</b>	<b>\$ 244,500.00</b>	<b>\$ 530,500.00</b>
<b>PROFESSIONAL SERVICES and OTHER</b>							
Administrative (Region VII)	\$ 125,000.00	\$ -	\$ 125,000.00	\$ -	\$ 34,433.56	\$ 34,433.56	\$ 90,566.44
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting (Company Name )	\$ 40,000.00	\$ (31,500.00)	\$ 8,500.00	\$ -	\$ -	\$ -	\$ 8,500.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permits/Ads/Fees	\$ 27,350.00	\$ -	\$ 27,350.00	\$ -	\$ -	\$ -	\$ 27,350.00
Lands/ROW	\$ 110,000.00	\$ -	\$ 110,000.00	\$ -	\$ -	\$ -	\$ 110,000.00
Legal (Local) (Company Name)	\$ 15,000.00	\$ 40,000.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 55,000.00
Legal (PSC) (Company Name)	\$ 30,000.00	\$ (15,000.00)	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
ROW Agent (Company Name)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capitalized Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Registrar	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Counsel (Company Name)	\$ 50,000.00	\$ (30,000.00)	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
Project Contingency	\$ -	\$ 36,500.00	\$ 36,500.00	\$ -	\$ -	\$ -	\$ 36,500.00
<b>TOTALS:</b>	<b>\$ 10,693,715.00</b>	<b>\$ (416,636.00)</b>	<b>\$ 10,277,079.00</b>	<b>\$ 244,500.00</b>	<b>\$ 34,433.56</b>	<b>\$ 278,933.56</b>	<b>\$ 9,998,145.44</b>

# 451-Lewis County Phase I Water Extension Project

## Expenditure Schedule #2

May 16, 2022

Edited by: Carrie Wallace

CDBG	Approved Budget	Adjustments	Revised Budget	Paid Prior to this Draw	Requested this Draw	Requested to Date	Balance Remaining
<b>CONSTRUCTION</b>							
Contract #1 -	\$ 1,500,000.00	\$ (125,000.00)	\$ 1,375,000.00	\$ -	\$ -	\$ -	\$ 1,375,000.00
Contract #1 - Change Order #1		\$ -					
Contract #1 - Change Order #2		\$ -					
Contract #1 - Change Order #3		\$ -					
Contract #2 -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract #2 - Change Order #		\$ -					
CONTINGENCY (Post-Bid 5%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$ 1,500,000.00</b>	<b>\$ (125,000.00)</b>	<b>\$ 1,375,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,375,000.00</b>
<b>ENGINEERING SERVICES</b>							
<b>(The Thrasher Group)</b>							
Study & Report Phase	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
Design (Preliminary)	\$ 195,000.00	\$ -	\$ 195,000.00	\$ 175,500.00	\$ -	\$ 175,500.00	\$ 19,500.00
Design (Final)	\$ 203,000.00	\$ -	\$ 203,000.00	\$ -	\$ -	\$ -	\$ 203,000.00
Bidding & Negotiating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering During Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Project Representative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Special Services</b>							
Funding Applications (Preparation of)	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -
Expert Witness (Before Agencies)	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00
PSC Submission	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
Topographic Survey (Land Plan & Partion)	\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -	\$ 11,000.00
Land & ROW Surveys (Survey & Ease Prep)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aerial Photo/Mapping (Eng Survey&Topo)	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
Construction Surveys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permit (Env'l Assessment & Impact St)	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
<b>TOTAL ENGINEERING COSTS</b>	<b>\$ 500,000.00</b>	<b>\$ -</b>	<b>\$ 500,000.00</b>	<b>\$ 244,500.00</b>	<b>\$ -</b>	<b>\$ 244,500.00</b>	<b>\$ 255,500.00</b>
<b>PROFESSIONAL SERVICES and OTHER</b>							
Administrative (Region VII)	\$ -	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 34,433.56	\$ 34,433.56	\$ 90,566.44
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting (Company Name )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permits/Ads/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lands/ROW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal (Local) (Company Name)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal (PSC) (Company Name)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ROW Agent (Company Name)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capitalized Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Registrar	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Counsel (Company Name)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS:</b>	<b>\$ 2,000,000.00</b>	<b>\$ -</b>	<b>\$ 2,000,000.00</b>	<b>\$ 244,500.00</b>	<b>\$ 34,433.56</b>	<b>\$ 278,933.56</b>	<b>\$ 1,721,066.44</b>

**Community Development Block Grant Program  
REQUEST FOR PAYMENT**

**TO:** West Virginia Development Office  
Building 3, Room 700  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304.558.2234

**FROM:** Lewis Co Commission  
110 Center Ave  
Weston, WV 26452  
ph. (304) 269-8200 fax. (304) 269-2416  
lewiscountycommission@lewiscountywv.org

<b>Project Name</b>	Lewis County Phase I Water Extension Project	<b>Project #</b>	20CDBG0009
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<b>Invoice #</b>	22779-1	<b>% of CDBG Funds Expensed</b>	13.9%
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<b>Time Period Covered by this Request:</b>	10/01/2021	<b>To:</b>	03/31/2023
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Amount of CDBG Funds on hand at the time of this Request					\$ -	
COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	BALANCE
Administration	\$ 125,000.00		\$ 34,433.56	\$ 34,433.56		\$ 90,566.44
Accounting						
Arch/Engineering	\$ 500,000.00		\$ 244,500.00	\$ 244,500.00		\$ 255,500.00
Land Acquisition						
Construction	\$ 1,375,000.00			\$ -		\$ 1,375,000.00
Permits/Fees						
Legal						
Planning						
<b>SUB-TOTAL:</b>	\$ 2,000,000.00	\$ -	\$ 278,933.56	\$ 278,933.56	\$ -	\$ 1,721,066.44
Less Income				\$ -		
<b>TOTAL:</b>	\$ 2,000,000.00	\$ -	\$ 278,933.56	\$ 278,933.56	\$ -	\$ 1,721,066.44

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

\_\_\_\_\_  
Chief Elected Official Signature

\_\_\_\_\_  
Agnes G. Queen, President  
Printed Name of Chief Elected Official

\_\_\_\_\_  
May 16, 2023  
Date

*Copies of Invoices Required  
Invoice Summary Forms Required*

v1.12.2021

CDBG Invoice Summary-Administration

Period Covered by Request

10/01/2021-03/31/2023

	Vendor	Invoice #	Description	Inv Date	\$
1.	Region VII Planning & Development Council	451-1	Administration Services	12/31/2021	\$ 2,593.23
2.	Region VII Planning & Development Council	451-2	Administration Services	03/31/2022	\$ 5,494.95
3.	Region VII Planning & Development Council	451-3	Administration Services	06/30/2022	\$ 5,464.07
4.	Region VII Planning & Development Council	451-4	Administration Services	09/30/2022	\$ 8,528.66
5.	Region VII Planning & Development Council	451-5	Administration Services	12/31/2022	\$ 9,721.92
6.	Region VII Planning & Development Council	451-6	Administration Services	03/31/2023	\$ 2,630.73
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
ADMINISTRATION TOTAL					\$ 34,433.56

# Invoice



Region VII Planning and Development Council  
PO Box 849  
Buckhannon, WV 26201

Date	Invoice #
12/31/2021	451-1

Bill To
451 Lewis Oil Creek Water Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: 10/1/2021 - 12/31/2021	0.00
Personnel	1,160.80
Fringe Benefits	403.07
Travel	17.36
Telephone	0.00
Postage	0.00
Supplies	0.00
Indirect Costs	1,012.00
	2,593.23
<b>Total</b>	<b>\$2,593.23</b>



Region VII Planning & Development Council  
Travel Expense Account

Employee Cary Smith  
 Position Project Manager  
 Mailing Address 1852 Mud Lick Road  
Buckhannon, WV 26201

0.56

Date	From	Travel To	Return	Mileage	Amount	Hotel	Meals	Other	Describe Other	Total	Grant
11/1/21		-	-		\$ -	\$ -	\$ -	\$ 50.00	AT&T Fee	\$ 50.00	999
11/15/21	Buckhannon to Elkins, Elkins Sanitary Board Meeting (424)			55	\$ 30.80	\$ -	\$ -	\$ -		\$ 30.80	424
11/4/21	Buckhannon to Weston, Lewis County Water Kick-Off Meeting (451)			31	\$ 17.36	\$ -	\$ -	\$ -		\$ 17.36	451
					\$ -	\$ -	\$ -	\$ -		\$ -	
					\$ -	\$ -	\$ -	\$ -		\$ -	
					\$ -	\$ -	\$ -	\$ -		\$ -	
					\$ -	\$ -	\$ -	\$ -		\$ -	
					\$ -	\$ -	\$ -	\$ -		\$ -	
				85	\$ 48.16	\$ -	\$ -	\$ 50.00		\$ 98.16	

Cary A Smith  
Employee

11/15/2021  
Date

Arlene W. [Signature]  
Executive Director

11/15/21  
Date

**Region VII Planning and Development Council**  
**Time by Job Detail**  
October through December 2021

Date	Name	Billing Status	Duration
<b>451 Lewis Oil Creek Water</b>			
<b>Project Administration</b>			
10/04/2021	Smith, Cary A	Unbilled	0:00
10/05/2021	Smith, Cary A	Unbilled	2:00
10/07/2021	Smith, Cary A	Unbilled	1:00
10/11/2021	Smith, Cary A	Unbilled	0:00
10/18/2021	Smith, Cary A	Unbilled	0:00
10/20/2021	Smith, Cary A	Unbilled	1:00
10/21/2021	McDaniel, Stacey A	Unbilled	3:00
10/22/2021	Smith, Cary A	Unbilled	1:00
10/25/2021	Smith, Cary A	Unbilled	1:00
10/26/2021	Smith, Cary A	Unbilled	1:00
10/27/2021	Smith, Cary A	Unbilled	1:00
10/28/2021	Smith, Cary A	Unbilled	3:00
11/01/2021	Smith, Cary A	Unbilled	0:00
11/04/2021	Smith, Cary A	Unbilled	4:00
11/05/2021	Smith, Cary A	Unbilled	1:00
11/08/2021	Smith, Cary A	Unbilled	0:00
11/09/2021	Smith, Cary A	Unbilled	0:30
11/15/2021	Smith, Cary A	Unbilled	0:00
11/18/2021	Smith, Cary A	Unbilled	1:00
11/22/2021	Smith, Cary A	Unbilled	0:00
11/29/2021	McDaniel, Stacey A	Unbilled	3:00
11/29/2021	Smith, Cary A	Unbilled	2:00
11/30/2021	Allen, Dionne T	Unbilled	3:00
12/01/2021	Smith, Cary A	Unbilled	1:00
12/06/2021	Smith, Cary A	Unbilled	0:00
12/08/2021	Smith, Cary A	Unbilled	1:00
12/13/2021	Smith, Cary A	Unbilled	0:00
12/20/2021	Smith, Cary A	Unbilled	2:00
12/21/2021	Smith, Cary A	Unbilled	1:00
12/22/2021	Smith, Cary A	Unbilled	1:00
12/27/2021	Smith, Cary A	Unbilled	0:00
Total Project Administration			34:30
Total 451 Lewis Oil Creek Water			34:30
<b>TOTAL</b>			<b>34:30</b>



Region VII Planning and Development Council  
 PO Box 849  
 Buckhannon, WV 26201

# Invoice

Date	Invoice #
3/31/2022	451-2

Bill To
451 Lewis Oil Creek Water Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: 1/1/22-3/31/22	0.00
Personnel	2,578.58
Fringe Benefits	882.49
Travel	90.67
Telephone	0.00
Postage	0.00
Supplies	0.00
Indirect Costs	1,943.21
	5,494.95
<b>Total</b>	
	\$5,494.95

Region VII Planning & Development Council  
Travel Expense Account

Employee Cary Smith  
 Position Project Manager  
 Mailing Address 1852 Mud Lick Road  
Buckhannon, WV 26201

0.585

Date	From	Travel To	Return	Mileage	Amount	Hotel	Meals	Other	Describe Other	Total	Grant
		-		-	\$ -	\$ -	\$ -	\$ -		\$ -	
1/14/22	Buckhannon to Weston,	Weston Sanitary Board Meeting (337)		30	\$ 17.55	\$ -	\$ -	\$ -		\$ 17.55	337
1/18/22	Buckhannon to Sutton,	CDBG Public Hearing, FCR PSD/BCC (100)		98	\$ 57.33	\$ -	\$ -	\$ -		\$ 57.33	100
2/21/22	Buckhannon to Lewis County,	Roanoke Elem School, Water Public Mtg (451)		52	\$ 30.42	\$ -	\$ -	\$ -		\$ 30.42	451
2/22/22	Buckhannon to Lewis County,	LC High School, Water Public Mtg (451)		34	\$ 19.89	\$ -	\$ -	\$ -		\$ 19.89	451
2/22/22	Buckhannon to Elkins,	Elkins Sanitary Sewer Meeting (424)		55	\$ 32.18	\$ -	\$ -	\$ -		\$ 32.18	424
2/24/22	Buckhannon to Lewis County,	Vandalia Comm. Center, Water Public Mtg (451)		34	\$ 19.89	\$ -	\$ -	\$ -		\$ 19.89	451
					\$ -	\$ -	\$ -	\$ -		\$ -	
				303	\$ 177.26	\$ -	\$ -	\$ -		\$ 177.26	

Cary A Smith  
 Employee

02/28/2022  
 Date

[Signature]  
 Executive Director

2/28/22  
 Date

# Travel Log Report - Summary Page

## March 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
3/1/2022	PLB	999-INDIRECT	BUCKHANNON OFFICE	BUCKHANNON	VEHICLE MAINTENANCE	28,377	28,381	4	\$2.34
3/1/2022	CAS	446-CHESTNUT RIDGE PSD PHASE I WATER	BUCKHANNON OFFICE	PHILIPPI	MEETING	28,381	28,423	42	\$24.57
3/2/2022	NSW	416-EDA COVID-19 PLANNING GRANT	BUCKHANNON OFFICE	ELKINS	MEETING	28,423	28,471	48	\$28.08
3/4/2022	NSW	999-INDIRECT	BUCKHANNON OFFICE	BUCKHANNON	PAPERWORK	28,471	28,475	4	\$2.34
3/8/2022	NSW	100-ARC 01/01/2022 - 12/31/2022	BUCKHANNON OFFICE	FALLS MILL	MEETING	28,475	28,526	51	\$29.83
3/10/2022	CAS	451-LEWIS OIL CREEK WATER	BUCKHANNON OFFICE	WESTON	MEETING	28,526	28,561	35	\$20.47
3/11/2022	CAS	366-MILL CREEK WATER	BUCKHANNON OFFICE	MILL CREEK	MEETING	28,561	28,647	86	\$50.31
3/11/2022	NSW	999-INDIRECT	FAIRMONT, WV	BUCKHANNON	PICK UP NEW VEHICLE	2	48	46	\$26.91
3/13/2022	NSW	100-ARC 01/01/2022 - 12/31/2022	BUCKHANNON OFFICE	WASHINGTON DC	CONFERENCE	48	623	575	\$336.38
3/18/2022	PLB	999-INDIRECT	BUCKHANNON OFFICE	BUCKHANNON	VEHICLE MAINTENANCE	623	627	4	\$2.34
3/23/2022	PLB	388-CWVDA REGIONAL BROADBAND PROJECT	BUCKHANNON OFFICE	ELKINS	CHECKS	627	678	51	\$29.83

# Travel Log Report - Summary Page

## March 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
3/23/2022	PLB	388-CWYDA REGIONAL BROADBAND PROJECT	BUCKHANNON OFFICE	WESTON	BANK	678	708	30	\$17.55
3/29/2022	NSW	100-ARC 01/01/2022 - 12/31/2022	BUCKHANNON OFFICE	GASSAWAY	MEETING	708	814	106	\$62.01
3/30/2022	NSW	100-ARC 01/01/2022 - 12/31/2022	BUCKHANNON OFFICE	BURNSVILLE	MEETING	814	879	65	\$38.02

Total Trips: 14

Report Date: 4/1/2022

Total Miles Traveled: 1,147 miles

Total Mileage Cost: \$671.00

**Region VII Planning and Development Council**  
**Time by Job Detail**  
January through March 2022

Date	Name	Billing Status	Duration
<b>451 Lewis Oil Creek Water</b>			
<b>GIS Services</b>			
01/18/2022	McDaniel, Stacey A	Unbilled	3:30
01/19/2022	McDaniel, Stacey A	Unbilled	1:00
	Total GIS Services		4:30
<b>Project Administration</b>			
01/03/2022	Smith, Cary A	Unbilled	1:00
01/05/2022	Smith, Cary A	Unbilled	1:00
01/06/2022	Smith, Cary A	Unbilled	1:00
01/10/2022	Smith, Cary A	Unbilled	0:00
01/12/2022	Smith, Cary A	Unbilled	0:30
01/13/2022	Smith, Cary A	Unbilled	4:00
01/14/2022	McDaniel, Stacey A	Unbilled	4:00
01/14/2022	Smith, Cary A	Unbilled	2:00
01/17/2022	Smith, Cary A	Unbilled	0:00
01/18/2022	Smith, Cary A	Unbilled	1:00
01/21/2022	Smith, Cary A	Unbilled	1:30
01/24/2022	Smith, Cary A	Unbilled	1:30
01/25/2022	Smith, Cary A	Unbilled	0:30
01/26/2022	Smith, Cary A	Unbilled	1:00
01/27/2022	Smith, Cary A	Unbilled	0:30
01/28/2022	Smith, Cary A	Unbilled	1:30
01/31/2022	Smith, Cary A	Unbilled	2:00
01/31/2022	McDaniel, Stacey A	Unbilled	2:00
02/01/2022	Marshall, James S	Unbilled	1:30
02/01/2022	Marshall, James S	Unbilled	0:30
02/01/2022	McDaniel, Stacey A	Unbilled	0:30
02/01/2022	Smith, Cary A	Unbilled	1:00
02/03/2022	McDaniel, Stacey A	Unbilled	4:00
02/03/2022	Smith, Cary A	Unbilled	1:30
02/07/2022	Smith, Cary A	Unbilled	1:00
02/09/2022	Smith, Cary A	Unbilled	1:00
02/10/2022	Smith, Cary A	Unbilled	0:30
02/14/2022	Smith, Cary A	Unbilled	0:30
02/15/2022	McDaniel, Stacey A	Unbilled	4:00
02/15/2022	Smith, Cary A	Unbilled	0:30
02/17/2022	Smith, Cary A	Unbilled	1:30
02/18/2022	Smith, Cary A	Unbilled	0:30
02/21/2022	Smith, Cary A	Unbilled	3:00
02/22/2022	Smith, Cary A	Unbilled	3:00
02/22/2022	McDaniel, Stacey A	Unbilled	6:00
02/24/2022	Smith, Cary A	Unbilled	3:00
02/25/2022	Smith, Cary A	Unbilled	1:00
02/28/2022	Smith, Cary A	Unbilled	1:00
03/07/2022	Smith, Cary A	Unbilled	0:00
03/08/2022	Smith, Cary A	Unbilled	0:30
03/10/2022	Smith, Cary A	Unbilled	3:00

**Region VII Planning and Development Council**  
**Time by Job Detail**  
January through March 2022

Date	Name	Billing Status	Duration
03/11/2022	Smith, Cary A	Unbilled	1:30
03/14/2022	Smith, Cary A	Unbilled	1:00
03/16/2022	Smith, Cary A	Unbilled	2:00
03/18/2022	Smith, Cary A	Unbilled	2:00
03/18/2022	McDaniel, Stacey A	Unbilled	0:30
03/18/2022	Marshall, James S	Unbilled	1:30
03/21/2022	Smith, Cary A	Unbilled	1:00
03/22/2022	Smith, Cary A	Unbilled	1:00
03/25/2022	Smith, Cary A	Unbilled	1:00
03/28/2022	Smith, Cary A	Unbilled	1:00
03/29/2022	Smith, Cary A	Unbilled	2:00
03/30/2022	Smith, Cary A	Unbilled	0:30
Total Project Administration			79:00
Total 451 Lewis Oil Creek Water			83:30
<b>TOTAL</b>			<b>83:30</b>



# Invoice



Region VII Planning and Development Council  
PO Box 849  
Buckhannon, WV 26201

Date	Invoice #
6/30/2022	451-3

Bill To
451 Lewis Oil Creek Water Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: 4/1/2022 - 6/30/2022	0.00
Personnel	2,533.05
Fringe Benefits	705.59
Travel	0.00
Telephone	0.00
Postage	0.00
Supplies	27.70
Indirect Costs	2,197.73
	5,464.07
	<b>Total</b> \$5,464.07
	<b>Balance Due</b> \$5,464.07

**Region VII Planning and Development Council**  
**Time by Job Detail**  
**April through June 2022**

Date	Name	Billing Status	Duration
<b>451 Lewis Oil Creek Water</b>			
<b>GIS Services</b>			
04/04/2022	McDaniel, Stacey A	Unbilled	4:00
04/05/2022	McDaniel, Stacey A	Unbilled	3:00
04/07/2022	McDaniel, Stacey A	Unbilled	2:00
05/05/2022	McDaniel, Stacey A	Unbilled	2:00
05/17/2022	McDaniel, Stacey A	Unbilled	4:30
	<b>Total GIS Services</b>		<b>15:30</b>
<b>Project Administration</b>			
04/01/2022	Smith, Cary A	Unbilled	0:30
04/04/2022	Smith, Cary A	Unbilled	0:00
04/07/2022	Smith, Cary A	Unbilled	1:00
04/11/2022	Smith, Cary A	Unbilled	0:00
04/12/2022	Smith, Cary A	Unbilled	1:00
04/18/2022	Smith, Cary A	Unbilled	0:00
04/19/2022	Smith, Cary A	Unbilled	0:30
04/20/2022	Smith, Cary A	Unbilled	1:00
04/21/2022	Smith, Cary A	Unbilled	1:00
04/25/2022	McDaniel, Stacey A	Unbilled	0:30
04/25/2022	Smith, Cary A	Unbilled	0:00
04/26/2022	McDaniel, Stacey A	Unbilled	3:30
04/27/2022	Smith, Cary A	Unbilled	0:30
04/28/2022	McDaniel, Stacey A	Unbilled	1:30
05/02/2022	Smith, Cary A	Unbilled	0:00
05/05/2022	Wallace, Carrie L	Unbilled	4:30
05/09/2022	Smith, Cary A	Unbilled	0:30
05/13/2022	Smith, Cary A	Unbilled	0:00
05/16/2022	Wallace, Carrie L	Unbilled	5:30
05/17/2022	Smith, Cary A	Unbilled	0:00
05/18/2022	Wallace, Carrie L	Unbilled	3:30
05/23/2022	Wallace, Carrie L	Unbilled	2:30
05/25/2022	Wallace, Carrie L	Unbilled	5:00
05/26/2022	Smith, Cary A	Unbilled	4:00
05/26/2022	Wallace, Carrie L	Unbilled	2:15
05/27/2022	Smith, Cary A	Unbilled	1:00
05/30/2022	Smith, Cary A	Unbilled	1:00
06/02/2022	Wallace, Carrie L	Unbilled	0:00
06/03/2022	Smith, Cary A	Unbilled	0:30
06/06/2022	Smith, Cary A	Unbilled	1:30
06/13/2022	Smith, Cary A	Unbilled	0:00
06/13/2022	Wallace, Carrie L	Unbilled	3:00
06/14/2022	Smith, Cary A	Unbilled	1:30
06/14/2022	Wallace, Carrie L	Unbilled	3:00
06/15/2022	Smith, Cary A	Unbilled	1:30

**Region VII Planning and Development Council**  
**Time by Job Detail**  
April through June 2022

Date	Name	Billing Status	Duration
06/15/2022	Wallace, Carrie L	Unbilled	1:00
06/16/2022	Wallace, Carrie L	Unbilled	2:30
06/16/2022	Smith, Cary A	Unbilled	4:00
06/20/2022	Smith, Cary A	Unbilled	0:00
06/21/2022	Wallace, Carrie L	Unbilled	1:00
06/21/2022	Ball, Peggy L	Unbilled	2:00
06/22/2022	Ball, Peggy L	Unbilled	2:00
06/22/2022	Smith, Cary A	Unbilled	1:00
06/23/2022	Wallace, Carrie L	Unbilled	1:00
06/23/2022	Smith, Cary A	Unbilled	0:30
06/24/2022	Smith, Cary A	Unbilled	1:30
06/27/2022	Wallace, Carrie L	Unbilled	1:30
06/27/2022	Smith, Cary A	Unbilled	1:00
06/28/2022	Smith, Cary A	Unbilled	2:00
06/29/2022	Wallace, Carrie L	Unbilled	1:00
Total Project Administration			74:15
Total 451 Lewis Oil Creek Water			89:45
<b>TOTAL</b>			<b>89:45</b>

**Region VII Planning and Development Council**  
**Time by Job Detail**  
April through June 2022

---

9:22 AM  
09/29/22

Filters applied on this Report:

Activity Date: Custom

Class: 451 Lewis Oil Creek Water



451 - Lewis County Phase 1 Water

# Order Confirmation

Hi PEGGY BALL,

Thank you for your order - we're getting it ready for you and will send you an email as soon as it ships.

You can see the status of your order here. (Order status might not be available right away.)

If you have questions about your order, call at (866) 570-3842.

**The QuickBooks Team**

## Order Details

<b>Order Number:</b> 0024519478	<b>Estimated Ship Date:</b> 7/4/2022
<b>Order Date:</b> 6/28/2022	<b>Estimated Arrival Date:</b> 7/7/2022

Quantity	Item	Price
50	Basic Voucher Checks Bank Account #xxxxxx4609	\$25.89

<b>Subtotal:</b>	\$25.89
<b>Shipping and Handling:</b>	\$7.99
<b>Estimated Tax:</b>	\$2.37
<b>Total for this Order:</b>	<del>\$36.25</del> <sup>1.81</sup> 27.70

**Ship To:**  
Shane Whitehair  
21 E Main St Ste 102  
Buckhannon, WV 26201

**Bill To:**  
PEGGY BALL  
21 EAST MAIN ST Ste 102  
Buckhannon, WV 26201

**Shipping Method:**  
Ground

**Payment Method:**  
MC Credit Card xxxx xxxx xxxx 2275



Region VII Planning and Development Council  
PO Box 849  
Buckhannon, WV 26201

# Invoice

Date	Invoice #
9/30/2022	451-4

Bill To
451 Lewis Oil Creek Water Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: July 1, 2022 - September 30, 2022	0.00
Personnel	3,870.79
Fringe Benefits	1,362.93
Travel	39.38
Telephone	0.00
Postage	8.95
Supplies	27.70
Indirect Costs	3,218.91
	8,528.66
	<b>Total</b> \$8,528.66
	<b>Balance Due</b> \$8,528.66

# Travel Log Report - Summary Page

## July 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
7/5/2022	CLW	440-CHESTNUT RIDGE PSD PHASE I WATER	BUCKHANNON OFFICE	PHILIPPI	MEETING	3:716	3:758	42	\$26.25
7/6/2022	NSW	999-INDIRECT	BUCKHANNON OFFICE	ELKINS	MEETING	3:758	3:807	49	\$30.63
7/13/2022	CLW	36-MILL CREEK WATER	BUCKHANNON OFFICE	MILL CREEK	INTERVIEWS	3:807	3:893	86	\$53.75
7/15/2022	NSW	465-BURNVILLE LAKE LINE	BUCKHANNON OFFICE	SUTTON	MEETING	3:893	3:989	96	\$60
7/18/2022	NSW	999-INDIRECT	BUCKHANNON OFFICE	ELKINS	MEETING	3:989	4:041	52	\$32.5
7/19/2022	NSW	452-PARSONS EMERGENCY WATER	BUCKHANNON OFFICE	PARSONS	MEETING	4:041	4:084	43	\$26.88
7/19/2022	NSW	457-CANAAN PHASE II SEWER EXTENSION	BUCKHANNON OFFICE	CANAAN VALLEY	MEETING	4:084	4:167	83	\$51.88
7/20/2022	CLW	467-ADRIAN PSD PHASE VIII	BUCKHANNON OFFICE	ADRIAN	MEETING	4:167	4:187	20	\$12.5
7/21/2022	PLB	388-CWYDA REGIONAL BROADBAND PROJECT	BUCKHANNON OFFICE	ELKINS	CHECKS	4:187	4:238	51	\$31.88
7/21/2022	PLB	388-CWYDA REGIONAL BROADBAND PROJECT	BUCKHANNON OFFICE	WESTON	BANK	4:238	4:268	30	\$18.75
7/26/2022	CLW	443-PHILIPPI RESERVOIR	BUCKHANNON OFFICE	CHARLESTON	MEETING	4:268	4:491	223	\$139.38

# Travel Log Report - Summary Page

## July 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
7/27/2022	JSM	465-MIDLAND PSD WATER	BUCKHANNON OFFICE	ELKINS	MEETING	4,491	4,540	49	\$30.63
7/28/2022	CLW	444-BEVERLY SEWER IMPROVEMENTS	BUCKHANNON OFFICE	BEVERLY	MEETING	4,540	4,602	62	\$38.75
7/29/2022	PLB	45-LEWIS OIL CREEK WATER	BUCKHANNON OFFICE	WESTON	CHECKS	4,602	4,633	31	\$19.38

Total Trips: 14

Report Date: 8/5/2022

Total Miles Traveled: 917 miles

Total Mileage Cost: \$573.13



# Travel Log Report - Summary Page

## August 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
8/2/2022	CAS	446-CHESINUT RIDGE PSD PHASE 1 WATER	BUCKHANNON OFFICE	PHILIPPI	MEETING	4,633	4,675	42	\$26.25
8/3/2022	NSW	443-PHILIPPI RESERVOIR	BUCKHANNON OFFICE	CHARLESTON	MEETING	4,675	4,901	226	\$141.25
8/5/2022	CAS	451-LEWIS OIL CREEK WATER	BUCKHANNON OFFICE	WESTON	MEETING	4,901	4,933	32	\$20
8/5/2022	NSW	100-ARC 01/01/2022 - 12/31/2022	BUCKHANNON OFFICE	BELINGTON	MEETING	4,933	4,976	43	\$26.88
8/8/2022	CAS	395-BURNSVILLE SEWER IMPROVEMENTS	BUCKHANNON OFFICE	BURNSVILLE	MEETING	4,976	5,040	64	\$40
8/12/2022	NSW	100-ARC 01/01/2022 - 12/31/2022	BUCKHANNON OFFICE	ELKINS	MEETING	5,070	5,118	48	\$30
8/15/2022	CLW	720-LEWIS COUNTY	BUCKHANNON OFFICE	WESTON	MEETING	5,040	5,070	30	\$18.75
8/15/2022	NSW	999-INDIRECT	BUCKHANNON OFFICE	OUTPOST AND EVENT CENTER	MEETING	5,118	5,123	5	\$3.13
8/15/2022	NSW	337-WESTON SEWER T1/BV	BUCKHANNON OFFICE	WESTON	MEETING	5,123	5,162	39	\$24.38
8/17/2022	CLW	448-CANAM PSD SOURCE WATER PLAN	BUCKHANNON OFFICE	DAVIS	MEETING	5,162	5,279	117	\$73.13
8/17/2022	JSM	469-HOLLY GRAY PARK SEWER	BUCKHANNON OFFICE	SUTTON	MEETING	5,279	5,376	97	\$60.63

# Travel Log Report - Summary Page

## August 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
8/17/2022	NSW	706-BURNSVILLE	BUCKHANNON OFFICE	BURNSVILLE	MEETING	5:376	5:440	64	\$40
8/18/2022	NSW	468-RCDA EVENT CENTER	BUCKHANNON OFFICE	ELKINS	MEETING	5:440	5:494	54	\$33.75
8/19/2022	PLB	999-INDIRECT	BUCKHANNON OFFICE	FAIRMONT DAN CAVA TOYOTA	VEHICLE MAINTENANCE	5:536	5:632	96	\$60
8/19/2022	JSM	447-COALTON AML WATER SYSTEM IMPROVEMENTS	BUCKHANNON OFFICE	COALTON	MEETING	5:494	5:536	42	\$26.25
8/22/2022	CAS	443-PHILIPPI RESERVOIR	BUCKHANNON OFFICE	PHILIPPI	MEETING	5:633	5:675	42	\$26.25
8/23/2022	PLB	388-CWYDA REGIONAL BROADBAND PROJECT	BUCKHANNON OFFICE	ELKINS	CHECKS	5:675	5:731	56	\$35
8/23/2022	CLW	366-MILL CREEK WATER	BUCKHANNON OFFICE	MILL CREEK	INTERVIEWS	5:731	5:818	87	\$54.38
8/25/2022	CLW	444-BEVERLY SEWER IMPROVEMENTS	BUCKHANNON OFFICE	BEVERLY	MEETING	5:818	5:881	63	\$39.38
8/25/2022	PLB	388-CWYDA REGIONAL BROADBAND PROJECT	BUCKHANNON OFFICE	WESTON	BANK	5:881	5:912	31	\$19.38
8/29/2022	NSW	999-INDIRECT	BUCKHANNON OFFICE	PARKERSBURG	MEETING	5:912	6:127	215	\$134.38

Total Trips: 21  
Report Date: 8/5/2022

# Travel Log Report - Summary Page

## August 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
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Total Miles Traveled: 1,493 miles

Total Mileage Cost: \$933.13

## Peggy Ball

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**From:** USPS\_Shipping\_Services@usps.com  
**Sent:** Friday, August 5, 2022 11:29 AM  
**To:** Peggy Ball  
**Subject:** USPS - Click-N-Ship(R) Payment Confirmation



[Sign in](#) | [Shipping History](#) | [Manage Your Mail](#) | [Customer Service](#)

### USPS-Click-N-Ship® Payment Confirmation

Thanks for shipping with us, PEGGY L BALL!

Additional information regarding your label(s) can be found in your [Shipping History](#). From your Shipping History you can Ship Again, track your package, or request a refund.

#### Click-N-Ship® Payment Details

Acct #: 207689664  
Transaction Number: 569126019  
Transaction Date/Time: 08/05/2022 10:23 AM CDT  
Transaction Amount: \$8.95  
Payment Method: MC-2275

#### Priority Mail®

Flat Rate Envelope  
9405 5036 9930 0314 8950 87 (Sequence Number 1 of 1)

Scheduled Delivery Date: 08/08/2022  
Shipped to: RAY SMITH  
LEWIS COUNTY EDA  
110 CENTER AVE FL 2  
WESTON WV 26452-1964

*451- LC Phase I Project*

Learn more about requesting a refund online [here](#).

### Priority Mail Flat Rate™ Shipping

Get free Priority Mail® supplies ›



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1-800-ASK-USPS

[Privacy Policy](#)



[usps.com](#)



# Order Confirmation

Hi Shane Whitehair,

Thank you for your order - we're getting it ready for you and will send you an email as soon as it ships.

You can [see the status of your order here](#). (Order status might not be available right away.)

If you have questions about your order, call at (866) 570-3842.

The QuickBooks Team

## Order Details

<b>Order Number:</b> 0024536037	<b>Estimated Ship Date:</b> 7/21/2022
<b>Order Date:</b> 7/15/2022	<b>Estimated Arrival Date:</b> 7/26/2022

Quantity	Item	Price
50	Basic Voucher Checks Bank Account #xxxxxx5004	\$25.89
50	Basic Voucher Checks Bank Account #xxxxxx7554	\$25.89

<b>Subtotal:</b>	\$51.78
<b>Shipping and Handling:</b>	\$10.99
<b>Estimated Tax:</b>	<del>\$4.39</del> 3.62
<b>Total for this Order:</b>	<del>\$67.16</del> 55.40

**Ship To:**  
 Shane Whitehair  
 21 E Main St Ste 102  
 Buckhannon, WV 26201

**Bill To:**  
 Shane Whitehair  
 21 E Main St Ste 102  
 Buckhannon, WV 26201

395 - Burnsville 27.70  
 451 - Lewis County 27.70

## Region VII Planning and Development Council

## Time by Job Detail

June 16 through September 15, 2022

10/25/22

Date	Name	Billing Status	Duration
<b>451 Lewis Oil Creek Water</b>			
<b>Project Administration</b>			
06/16/2022	Wallace, Carrie L	Unbilled	2:30
06/16/2022	Smith, Cary A	Unbilled	4:00
06/20/2022	Smith, Cary A	Unbilled	0:00
06/21/2022	Wallace, Carrie L	Unbilled	1:00
06/21/2022	Ball, Peggy L	Unbilled	2:00
06/22/2022	Ball, Peggy L	Unbilled	2:00
06/22/2022	Smith, Cary A	Unbilled	1:00
06/23/2022	Wallace, Carrie L	Unbilled	1:00
06/23/2022	Smith, Cary A	Unbilled	0:30
06/24/2022	Smith, Cary A	Unbilled	1:30
06/27/2022	Wallace, Carrie L	Unbilled	1:30
06/27/2022	Smith, Cary A	Unbilled	1:00
06/28/2022	Smith, Cary A	Unbilled	2:00
06/29/2022	Wallace, Carrie L	Unbilled	1:00
07/01/2022	Smith, Cary A	Unbilled	1:30
07/04/2022	Smith, Cary A	Unbilled	0:00
07/06/2022	Wallace, Carrie L	Unbilled	1:00
07/06/2022	Smith, Cary A	Unbilled	1:00
07/07/2022	Wallace, Carrie L	Unbilled	1:00
07/11/2022	Smith, Cary A	Unbilled	0:00
07/13/2022	Wallace, Carrie L	Unbilled	0:30
07/18/2022	Wallace, Carrie L	Unbilled	1:00
07/18/2022	Smith, Cary A	Unbilled	0:30
07/19/2022	Allen, Dionne T	Unbilled	1:00
07/19/2022	Smith, Cary A	Unbilled	1:00
07/20/2022	Wallace, Carrie L	Unbilled	2:15
07/20/2022	Whitehair, Nicolas S	Unbilled	1:00
07/20/2022	Smith, Cary A	Unbilled	1:00
07/21/2022	Wallace, Carrie L	Unbilled	3:30
07/21/2022	Smith, Cary A	Unbilled	0:30
07/22/2022	Smith, Cary A	Unbilled	1:30
07/25/2022	Wallace, Carrie L	Unbilled	3:00
07/25/2022	Smith, Cary A	Unbilled	1:00
07/26/2022	Smith, Cary A	Unbilled	1:00
07/27/2022	Wallace, Carrie L	Unbilled	2:45
07/27/2022	Smith, Cary A	Unbilled	1:00
07/28/2022	Smith, Cary A	Unbilled	2:30
07/29/2022	Ball, Peggy L	Unbilled	2:00
08/01/2022	Smith, Cary A	Unbilled	1:00
08/02/2022	Ball, Peggy L	Unbilled	1:30
08/02/2022	Wallace, Carrie L	Unbilled	1:45
08/02/2022	Smith, Cary A	Unbilled	1:30
08/03/2022	Ball, Peggy L	Unbilled	1:30
08/03/2022	Allen, Dionne T	Unbilled	1:00
08/03/2022	Wallace, Carrie L	Unbilled	2:15
08/03/2022	Smith, Cary A	Unbilled	1:00
08/04/2022	Wallace, Carrie L	Unbilled	5:00
08/04/2022	Smith, Cary A	Unbilled	4:00
08/05/2022	Ball, Peggy L	Unbilled	0:30
08/05/2022	Smith, Cary A	Unbilled	2:30
08/08/2022	Wallace, Carrie L	Unbilled	0:15
08/08/2022	Smith, Cary A	Unbilled	0:30
08/09/2022	Wallace, Carrie L	Unbilled	0:45
08/09/2022	Smith, Cary A	Unbilled	0:30
08/10/2022	Wallace, Carrie L	Unbilled	1:30
08/11/2022	Wallace, Carrie L	Unbilled	1:15
08/11/2022	Smith, Cary A	Unbilled	1:30
08/15/2022	Wallace, Carrie L	Unbilled	1:45
08/15/2022	Smith, Cary A	Unbilled	0:30
08/16/2022	Wallace, Carrie L	Unbilled	0:30
08/16/2022	Smith, Cary A	Unbilled	1:30
08/17/2022	Smith, Cary A	Unbilled	0:30
08/19/2022	Smith, Cary A	Unbilled	0:30
08/22/2022	Wallace, Carrie L	Unbilled	1:30
08/22/2022	Smith, Cary A	Unbilled	1:00

11:33 AM

10/25/22

**Region VII Planning and Development Council**  
**Time by Job Detail**  
**June 16 through September 15, 2022**

---

<u>Date</u>	<u>Name</u>	<u>Billing Status</u>	<u>Duration</u>
08/23/2022	Wallace, Carrie L	Unbilled	1:15
08/24/2022	Wallace, Carrie L	Unbilled	0:45
08/24/2022	Smith, Cary A	Unbilled	0:30
08/25/2022	Wallace, Carrie L	Unbilled	1:45
08/25/2022	Smith, Cary A	Unbilled	1:00
08/29/2022	Wallace, Carrie L	Unbilled	1:30
08/29/2022	Smith, Cary A	Unbilled	1:00
08/30/2022	Wallace, Carrie L	Unbilled	1:15
08/31/2022	Wallace, Carrie L	Unbilled	1:00
08/31/2022	Smith, Cary A	Unbilled	1:00
09/01/2022	Wallace, Carrie L	Unbilled	2:00
09/01/2022	Smith, Cary A	Unbilled	1:30
09/05/2022	Smith, Cary A	Unbilled	0:00
09/06/2022	Wallace, Carrie L	Unbilled	0:30
09/07/2022	Allen, Dionne T	Unbilled	1:00
09/09/2022	Wallace, Carrie L	Unbilled	1:00
09/12/2022	Wallace, Carrie L	Unbilled	1:30
09/12/2022	Smith, Cary A	Unbilled	0:00
09/13/2022	Wallace, Carrie L	Unbilled	1:30
09/13/2022	Smith, Cary A	Unbilled	1:00
09/14/2022	Wallace, Carrie L	Unbilled	0:15
09/14/2022	Smith, Cary A	Unbilled	1:00
Total Project Administration			112:15
Total 451 Lewis Oil Creek Water			112:15
<b>TOTAL</b>			<b>112:15</b>

11:33 AM

10/25/22

**Region VII Planning and Development Council**

**Time by Job Detail**

June 16 through September 15, 2022

---

**Filters applied on this Report:**

**Activity Date: Custom**

**Class: 451 Lewis Oil Creek Water**



# Invoice



Region VII Planning and Development Council

PO Box 849

Buckhannon, WV 26201

Date	Invoice #
12/31/2022	451-5

Bill To
451 Lewis Oil Creek Water Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: October 1, 2022 - December 31, 2022	0.00
Personnel	3,714.87
Fringe Benefits	1,303.81
Travel	176.25
Telephone	0.00
Postage	0.00
Supplies	0.00
Indirect Costs	4,526.99
	9,721.92
	<b>Total</b> \$9,721.92
	<b>Balance Due</b> \$9,721.92

Region VII Planning & Development Council  
Travel Expense Account

**Employee** Carrie Wallace

**Position** Project Coordinator

**Mailing Address** 146 Springbrook Lane  
Buckhannon, WV 26201

0.625

Date	Travel		Return	Mileage	Amount	Hotel	Meals	Other	Describe Other	Total	Grant
	From	To									
12/7/22	LCEDA Meeting			30	\$18.75					\$ 18.75	451
12/12/22	Cell Phone							\$39.99		\$ 39.99	999
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
<b>Total</b>				30	\$ 18.75	\$ -	\$ -	\$39.99		\$58.74	

Carrie H. Wallace  
Employee

12/12/2022  
Date

Sham Whit  
Executive Director

12/12/22  
Date

# Travel Log Report - Summary Page December 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
12/5/2022	NSW	999-INDIRECT	BUCKHANNON OFFICE	BUCKHANNON	LOCAL	9,556	9,566	10	\$6.25
12/6/2022	CLW	442-HODGESVILLE PSD WATER IMPROVEMENTS	BUCKHANNON OFFICE	BUCKHANNON	INTERVIEWS	9,566	9,568	2	\$1.25
12/7/2022	CLW	451-LEWIS OIL CREEK WATER	BUCKHANNON OFFICE	CHARLESTON	MEETING	9,568	9,790	222	\$138.75
12/7/2022	NSW	468-RCDA EVENT CENTER	BUCKHANNON OFFICE	ELKINS	MEETING	9,790	9,852	62	\$38.75
12/12/2022	NSW	720-LEWIS COUNTY	BUCKHANNON OFFICE	WESTON	MEETING	9,852	9,883	31	\$19.38
12/13/2022	CLW	799-JUNIOR	BUCKHANNON OFFICE	PHILIPPI	MEETING	9,883	9,924	41	\$25.63
12/13/2022	NSW	451-LEWIS OIL CREEK WATER	BUCKHANNON OFFICE	WESTON	MEETING	9,924	9,954	30	\$18.75
12/15/2022	NSW	755-RANDOLPH COUNTY	BUCKHANNON OFFICE	MILL CREEK	MEETING	9,954	10,036	82	\$51.25
12/15/2022	NSW	395-BURNSVILLE SEWER IMPROVEMENTS	BUCKHANNON OFFICE	BURNSVILLE	MEETING	10,036	10,101	65	\$40.63
12/20/2022	NSW	468-RCDA EVENT CENTER	BUCKHANNON OFFICE	ELKINS	MEETING	10,101	10,150	49	\$30.63
12/21/2022	CLW	448-CANAAN PSD SOURCE WATER PLAN	BUCKHANNON OFFICE	DAVIS	MEETING	10,150	10,271	121	\$75.63

**Region VII Planning and Development Council**  
**Time by Job Detail**  
October through December 2022

Date	Name	Billing Status	Duration
<b>451 Lewis Oil Creek Water</b>			
<b>Project Administration</b>			
10/03/2022	Wallace, Carrie L	Unbilled	1:15
10/03/2022	Smith, Cary A	Unbilled	1:00
10/04/2022	Wallace, Carrie L	Unbilled	6:45
10/05/2022	Wallace, Carrie L	Unbilled	2:15
10/05/2022	Whitehair, Nicolas S	Unbilled	3:00
10/05/2022	Marshall, James S	Unbilled	1:00
10/05/2022	Smith, Cary A	Unbilled	1:30
10/06/2022	Wallace, Carrie L	Unbilled	1:15
10/06/2022	Marshall, James S	Unbilled	1:30
10/07/2022	Smith, Cary A	Unbilled	2:00
10/10/2022	Smith, Cary A	Unbilled	0:00
10/11/2022	Allen, Dionne T	Unbilled	1:00
10/11/2022	Smith, Cary A	Unbilled	2:00
10/12/2022	Wallace, Carrie L	Unbilled	2:00
10/13/2022	Smith, Cary A	Unbilled	1:30
10/17/2022	Wallace, Carrie L	Unbilled	1:00
10/17/2022	Smith, Cary A	Unbilled	0:45
10/18/2022	Smith, Cary A	Unbilled	1:00
10/19/2022	Wallace, Carrie L	Unbilled	1:00
10/20/2022	Wallace, Carrie L	Unbilled	2:30
10/24/2022	Smith, Cary A	Unbilled	1:00
10/25/2022	Smith, Cary A	Unbilled	0:00
10/26/2022	Wallace, Carrie L	Unbilled	0:30
10/27/2022	Wallace, Carrie L	Unbilled	1:15
10/27/2022	Smith, Cary A	Unbilled	0:30
10/31/2022	Wallace, Carrie L	Unbilled	0:30
11/01/2022	Smith, Cary A	Unbilled	1:00
11/02/2022	Wallace, Carrie L	Unbilled	0:15
11/02/2022	Wallace, Carrie L	Unbilled	0:30
11/02/2022	Smith, Cary A	Unbilled	1:30
11/03/2022	Smith, Cary A	Unbilled	0:30
11/07/2022	Wallace, Carrie L	Unbilled	0:45
11/07/2022	Smith, Cary A	Unbilled	1:00
11/08/2022	Wallace, Carrie L	Unbilled	0:15
11/09/2022	Wallace, Carrie L	Unbilled	0:30
11/09/2022	Smith, Cary A	Unbilled	1:00
11/10/2022	Wallace, Carrie L	Unbilled	0:45
11/10/2022	Smith, Cary A	Unbilled	1:00
11/14/2022	Wallace, Carrie L	Unbilled	1:15
11/14/2022	Whitehair, Nicolas S	Unbilled	0:30
11/14/2022	Smith, Cary A	Unbilled	0:30
11/15/2022	Whitehair, Nicolas S	Unbilled	1:00
11/15/2022	Wallace, Carrie L	Unbilled	1:00
11/15/2022	Smith, Cary A	Unbilled	2:00
11/16/2022	Wallace, Carrie L	Unbilled	0:15

**Region VII Planning and Development Council**  
**Time by Job Detail**  
**October through December 2022**

Date	Name	Billing Status	Duration
11/16/2022	Smith, Cary A	Unbilled	1:00
11/17/2022	Wallace, Carrie L	Unbilled	1:00
11/17/2022	Smith, Cary A	Unbilled	0:30
11/21/2022	Smith, Cary A	Unbilled	0:00
11/28/2022	Smith, Cary A	Unbilled	1:00
11/30/2022	Smith, Cary A	Unbilled	0:30
12/02/2022	Smith, Cary A	Unbilled	1:00
12/05/2022	Smith, Cary A	Unbilled	0:00
12/06/2022	Wallace, Carrie L	Unbilled	1:00
12/06/2022	Whitehair, Nicolas S	Unbilled	1:00
12/07/2022	Whitehair, Nicolas S	Unbilled	1:00
12/07/2022	Allen, Dionne T	Unbilled	1:00
12/07/2022	Wallace, Carrie L	Unbilled	9:30
12/07/2022	Smith, Cary A	Unbilled	2:00
12/08/2022	Wallace, Carrie L	Unbilled	0:45
12/09/2022	Whitehair, Nicolas S	Unbilled	1:00
12/09/2022	Smith, Cary A	Unbilled	1:30
12/12/2022	Wallace, Carrie L	Unbilled	0:30
12/13/2022	Wallace, Carrie L	Unbilled	0:30
12/13/2022	Whitehair, Nicolas S	Unbilled	3:00
12/13/2022	Smith, Cary A	Unbilled	3:00
12/15/2022	Whitehair, Nicolas S	Unbilled	1:30
12/15/2022	Smith, Cary A	Unbilled	1:00
12/15/2022	Wallace, Carrie L	Unbilled	1:00
12/19/2022	Smith, Cary A	Unbilled	0:30
12/22/2022	Smith, Cary A	Unbilled	1:00
12/26/2022	Smith, Cary A	Unbilled	0:00
12/28/2022	Wallace, Carrie L	Unbilled	1:00
Total Project Administration			91:45
Total 451 Lewis Oil Creek Water			91:45
<b>TOTAL</b>			<b>91:45</b>

# Travel Log Report - Summary Page

## December 2022

Date	Driver	Project	Origin	Destination	Travel Purpose	Start	End	Mileage	Cost
12/22/2022	PLB	388-CWVDA REGIONAL BROADBAND PROJECT	BUCKHANNON OFFICE	WESTON	BANK	10,271	10,302	31	\$19.38
12/28/2022	NSW	713-GLENVILLE	BUCKHANNON OFFICE	GLENVILLE	MEETING	10,302	10,399	97	\$60.63

Total Trips: 13  
Report Date: 1/3/2023

Total Miles Traveled: 843 miles  
Total Mileage Cost: \$526.88



Region VII Planning and Development Council  
PO Box 849  
Buckhannon, WV 26201

# Invoice

Date	Invoice #
3/31/2023	451-6

Bill To
451 Lewis Oil Creek Water Lewis County Commission 110 Center Avenue Weston, WV 26452

Description	Amount
Project Administration Services Invoice For the Period of: 01/01/2023 - 03/31/2023	0.00
Personnel	924.91
Fringe Benefits	338.42
Travel	19.65
Telephone	0.00
Postage	0.00
Supplies	0.00
Indirect Costs	1,347.75
	2,630.73
	<b>Total</b> \$2,630.73
	<b>Balance Due</b> \$2,630.73



**T R A V E L L O G R E P O R T**  
**M A R C H 2 0 2 3**

**451-Lewis Oil Creek Water**

Date	Driver	Origin	Destination	Travel Purpose	Start	Finish	Mileage	Mileage Cost
3/20/2023	CLW	BUCKHANNON OFFICE	WESTON	MEETING	13,736	13,766	30	\$19.65
					Project Totals:		30	\$19.65

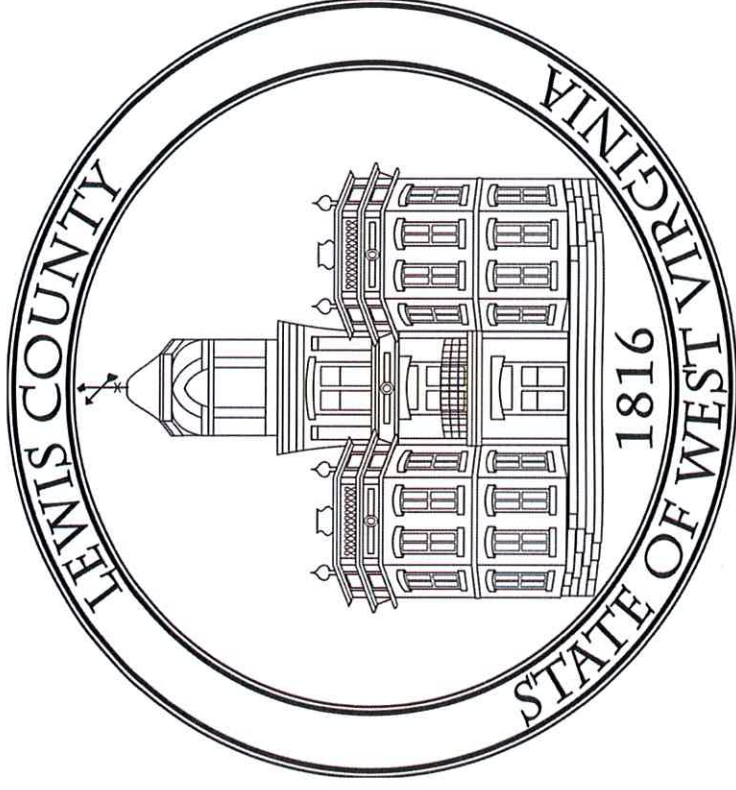


## Region VII Planning and Development Council

### Time by Job Detail

January through March 2023

Date	Name	Billing Status	Duration
<b>451 Lewis Oil Creek Water</b>			
<b>Project Administration</b>			
01/02/2023	Smith, Cary A	Unbilled	0:00
01/09/2023	Smith, Cary A	Unbilled	0:00
01/10/2023	Whitehair, Nicolas S	Unbilled	0:30
01/10/2023	Smith, Cary A	Unbilled	0:30
01/11/2023	Allen, Dionne T	Unbilled	1:00
01/12/2023	Allen, Dionne T	Unbilled	1:00
01/13/2023	Smith, Cary A	Unbilled	1:00
01/16/2023	Smith, Cary A	Unbilled	0:00
01/17/2023	Wallace, Carrie L	Unbilled	0:15
01/18/2023	Wallace, Carrie L	Unbilled	0:30
01/19/2023	Wallace, Carrie L	Unbilled	0:30
01/23/2023	Wallace, Carrie L	Unbilled	0:30
01/23/2023	Smith, Cary A	Unbilled	0:00
01/30/2023	Smith, Cary A	Unbilled	0:30
02/02/2023	Wallace, Carrie L	Unbilled	0:15
02/02/2023	Smith, Cary A	Unbilled	1:00
02/03/2023	Allen, Dionne T	Unbilled	1:00
02/06/2023	Wallace, Carrie L	Unbilled	1:30
02/06/2023	Smith, Cary A	Unbilled	0:00
02/07/2023	Wallace, Carrie L	Unbilled	1:00
02/08/2023	Wallace, Carrie L	Unbilled	1:00
02/09/2023	Wallace, Carrie L	Unbilled	1:45
02/13/2023	Wallace, Carrie L	Unbilled	0:30
02/13/2023	Smith, Cary A	Unbilled	0:00
02/14/2023	Wallace, Carrie L	Unbilled	0:30
02/15/2023	Wallace, Carrie L	Unbilled	0:00
02/16/2023	Wallace, Carrie L	Unbilled	0:45
02/16/2023	Smith, Cary A	Unbilled	2:00
02/20/2023	Smith, Cary A	Unbilled	0:00
02/21/2023	Wallace, Carrie L	Unbilled	1:00
02/22/2023	Smith, Cary A	Unbilled	0:30
02/23/2023	Smith, Cary A	Unbilled	0:30
02/27/2023	Smith, Cary A	Unbilled	0:00
03/06/2023	Wallace, Carrie L	Unbilled	0:15
03/06/2023	Smith, Cary A	Unbilled	0:00
03/07/2023	Smith, Cary A	Unbilled	1:00
03/08/2023	Wallace, Carrie L	Unbilled	0:30
03/08/2023	Smith, Cary A	Unbilled	1:00
03/13/2023	Smith, Cary A	Unbilled	0:00
03/14/2023	Wallace, Carrie L	Unbilled	0:15
03/20/2023	Allen, Dionne T	Unbilled	1:00
03/20/2023	Wallace, Carrie L	Unbilled	3:00
03/20/2023	Smith, Cary A	Unbilled	3:30
03/22/2023	Smith, Cary A	Unbilled	1:00
03/24/2023	Smith, Cary A	Unbilled	1:00
03/27/2023	Ball, Peggy L	Unbilled	1:00
03/27/2023	Smith, Cary A	Unbilled	0:00
03/28/2023	Ball, Peggy L	Unbilled	1:00
03/31/2023	Smith, Cary A	Unbilled	1:00
Total Project Administration			35:00
Total 451 Lewis Oil Creek Water			35:00
<b>TOTAL</b>			<b>35:00</b>



# LEWIS COUNTY

*West Virginia*

Office of County Commission

Anti-Harassment Training & Policy Review

## **Anti-Harassment Training & Policy Review**

**Objective: Lewis County Commission** (the "Commission") is committed to providing a workplace that is free of verbal, physical, and visual forms of harassment so that everyone can work in a productive, respectful, and professional environment.

### **Introduction**

Harassment in employment that is based on race, color, national origin, ancestry, creed, religion, age, citizenship, veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender, gender identity (including transgender status), gender expression, marital status or civil partnership/union status, physical or mental disability (actual or perceived), medical condition, or genetic characteristics, or any other basis prohibited by applicable federal, state, or local law **is strictly prohibited**.

The Commission does not tolerate harassment by anyone in the workplace, including department heads, elected officials, co-workers, or non-employees (including customers, vendors, independent contractors, and any other persons who conduct business with the Commission). The Commission should be immediately alerted to any such conduct so that it can take immediate and appropriate corrective action and best attempt to prevent further harassment.

Employees, or department heads/elected officials who violate this policy are subject to discipline, up to and including termination, and may also be held personally liable for their own harassing conduct.

## Prohibited Harassment

### Definition of sexual harassment:

*Sexual harassment is a form of prohibited harassment that warrants particular attention. It is generally defined as unsolicited and/or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed to a person of the same or of the opposite sex when one of the following is true:*

- Submission to such conduct is explicitly or implicitly made a term or condition of employment.
- Submission to or rejection of this conduct is used as a basis for an employment decision affecting the employee.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

### Examples:

Examples of **sexual harassment** include *but are not limited to* the following types of behavior:

- Excessive, one-sided, romantic attention in the form of requests for dates, love letters, telephone calls, emails, or gifts
- Unwelcome sexual advances, like requests for dates or propositions for sexual favors, whether or not they involve physical touching
  - This may include an expression of sexual interest after being informed that the interest is unwelcome or a situation which began as reciprocal attractions, but later ceased to be reciprocal.
- Offering employment benefits in exchange for sexual favors
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive comments, staring, sexual flirtation, or proposition
- Displaying a sexually-suggestive object in the workplace or telling or showing sexual jokes, stories, drawings, pictures, or gestures

- Making or repeating a sexually-related rumor about another employee
- Making an inquiry into an employee's sexual experiences
- Reprisal or making a threat after a negative response is made to a sexual advance
- **Examples (continued):**
  - Unwelcome physical contact, including pats, hugs, brushes, touches, shoulder rubs, assaults, or impeding or blocking movements
  - Physical assault, such as rape, sexual battery, an attempt to commit an assault, or intentional physical conduct, such as:
    - Impeding or blocking movement
    - Touching or brushing against another employee's body
  - Making a derogatory comment or joke regarding an individual's sexual orientation or perceived sexual orientation

Examples of prohibited **harassment** can include *but are not limited to* the following:

- Cartoons or other visual displays of objects, pictures, or posters that depict protected groups in a derogatory way
- Verbal conduct, including making or using derogatory comments, epithets, slurs, or jokes towards such groups

**Additional notes:**

- Such conduct is actionable if offensive to a reasonable person and the victim was actually offended.
- A man or woman may be the harasser of the same or opposite sex as the victim.
- The harasser does not necessarily have to be the victim's supervisor.
- The victim does not necessarily have to be the one to whom the remark or conduct is directed, but may be someone in the area who overhears the remark or observes the conduct and is offended.

- A consensual relationship may lead to claims by non-involved employees who believe that they were disadvantaged when favoritism is shown to a paramour but is not shown to an employee who did not have a romantic relationship with the person granting the favors. If such sexual favoritism is widespread, it creates an atmosphere where employees believe they must consent to such relationships as a term or condition of employment.

## **Employee Responsibilities**

Compliance with this policy depends on the efforts of both department heads/elected officials and employees of the Commission at all levels. The responsibility of department heads/elected officials will be described in a later section.

All employees are responsible for ensuring that harassment does not occur by complying with the conduct standards in this policy and by conducting themselves at all times in an appropriate and professional manner.

Every employee, whether witness, complainant, or alleged harasser, is expected to cooperate fully with every investigation.

Employees may also help to prevent harassment by taking the initiative to oppose and report conduct that they reasonably believe to be harassment.

Moreover, employees are expected to immediately report any inappropriate behavior to their immediate supervisor/department head/elected official, regardless of whether the behavior is directed towards himself or herself or towards another employee or contractor. If the alleged offender is the employee's supervisor, the complaining employee may report the conduct to another department head or elected official.

### **Consequences:**

Any employee who initiates or persists in conduct that is viewed by another as being harassment assumes the risk of liability and the possible penalties for such conduct. An employee who violates this policy may face a range of disciplinary actions, including dismissal. Furthermore, offending employees/department heads/ elected officials can be held personally liable for monetary damages (and may be required to pay for their own attorney) if an offended employee files a lawsuit.

## **Employee Rights and Complaint Procedures**

If you believe you are the target of harassment or if you have witnessed harassment, you are encouraged to inform the offending employee or supervisor that the behavior is unwelcome, offensive, and inappropriate. However, if you are not comfortable doing so, you may report the conduct without confronting the offender.

Every reasonable effort will be made to intervene early and resolve the complaint informally.

### ***Why report:***

If you perceive comments, gestures or actions of an employee, at any level, to be offensive, mere documentation of that conduct or only confiding in family members or co-workers about it without doing more is insufficient to prevent that conduct from occurring again. Inappropriate behavior must be reported to your department head/elected official, or another department head or elected official, so the Commission has an opportunity to put a stop to that conduct and take appropriate corrective action. It is the responsibility of all employees to prevent harassment, and the only way the Commission can prevent it effectively is if those subjected to it or who become aware of it come forward immediately.

### ***How to report:***

Employees who are subject to harassment should immediately report such conduct to their department head/elected official, unless that person is the harasser, in which case the behavior may be reported to any other department head/elected official. The department head/elected official will immediately report to the Commission.

Individuals who believe they have been harassed are requested to follow the Commission procedures outlined here to ensure that their complaint is responded to quickly and completely.

## **Confidentiality**

Confidentiality concerning complaints or investigations is maintained to the greatest extent possible in order to protect the integrity of the investigation and to prevent embarrassment, further discrimination or harassment, or retaliation.

Confidential or sensitive information obtained by any employee during the course of an investigation shall not be disclosed to others unless required by law. Concerns of individuals regarding confidentiality of information provided by them will be handled as sensitively as possible, and information shall not unnecessarily be disclosed to others.

However, employees should be aware that the Commission is required in certain circumstances to take preventive or corrective actions that may be inconsistent with an individual's desire that a report of certain behavior be kept completely confidential.

## **Prohibited Retaliation**

The Commission maintains a zero-tolerance policy for retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or participating in an investigation.

Any employee who makes a good-faith complaint of harassment, assists, testifies, or participates in any harassment investigation or proceeding or who reasonably opposes such conduct in the workplace will not be adversely affected in the terms and conditions of his or her employment and will not be discriminated against or discharged for engaging in such activity.

Retaliation not only affects the recipient, but also can spread rapidly throughout the Commission. It destroys faith in Commission leadership and can damage employee morale.

Complaints of retaliation will be promptly investigated. If retaliation is substantiated, appropriate disciplinary action, including possible dismissal, will be taken.

### **Examples of retaliation:**



Some examples of conduct that may violate the Commission retaliation policy include *but are not limited to* the following:

- Termination, demotion, disadvantageous transfers or assignments, refusals to promote, threats, reprimands, or negative evaluations
- Co-worker hostility or retaliatory harassment, which includes intimidation, gossip, rumors, insults, or otherwise offensive conduct that would subject a person to ridicule or humiliation
- Any action or combination of actions that is reasonably likely to materially and adversely affect an employee's job performance or opportunity for advancement

### **Department Heads/ Elected Officials Responsibility and Policy Implementation**

Department heads/elected officials are in key positions to make an impact in terms of correcting inappropriate behavior in the workplace and ensuring that a harassment-free workplace is maintained. Therefore, the law has placed a greater responsibility on those in "management" roles to act when they observe or learn of potential harassment.

Department heads/elected officials are responsible for setting the tone for a harassment-free work environment and for taking appropriate measures, whether or not a complaint has been received, whenever they witness or learn of behavior which could be perceived as harassment.

#### **Legal responsibilities:**

Department heads/elected officials responsible for acts of harassment between employees in the workplace where the department heads/elected officials know or should have known of the conduct, unless they can show that they took timely and appropriate corrective action, have a responsibility.

Department heads/elected officials may also be responsible for harassment by non-employees when they knew or should have known of the conduct and failed to take timely and appropriate corrective action. In reviewing these matters, the extent of the department heads/elected officials' control and any other legal responsibility which they may have with respect to the conduct of such non-employees will be taken into consideration.

### **Communication and training:**

It is the responsibility of all department heads/elected officials to provide a harassment-free work environment, ensure that their teams are in full compliance with the Commission's anti-harassment policy, and to take all necessary steps to prevent harassment.

Department heads/elected officials must:

- Take proactive steps to communicate the Commission's zero tolerance policy towards harassment to employees.
- Set an example by their own behavior and let others know that they support the Commission's policy and will take appropriate corrective action if sexual harassment occurs.
- Set the tone for a harassment-free work environment by informing new employees of the policy, periodically reiterating this policy to all subordinate staff, and ensuring that employees receive all mandated anti-harassment training.
- Ensure that all employees attend training to make them aware of (1) conduct that could be construed as harassment and (2) the consequences of such conduct.
- Inform employees about how to pursue their rights if harassed.
- Ensure that employees are not discouraged from reporting inappropriate behavior so that complaints may be properly investigated.
- Retain the acknowledgement signed by each of their subordinate employees.
- Monitor the workplace to identify subtle harassing conduct or behavior.

### **Reporting harassment and responding to complaints:**

Department heads/elected officials must:

- Take all complaints seriously. Do not shrug off, minimize the complaint, or otherwise discourage employees from reporting such complaints.
- Immediately inform Commission of any harassment complaints you have received or any harassment you have observed for guidance and assistance in the proper handling of the complaint, even if the complainant does not want you to proceed and even if the occurrence is not directly within your line of supervision or responsibility.
  - The Commission will act as the lead on any allegations of harassment.
  - Do not investigate any such allegations unless specifically directed by the Commission. In most cases, Commission will seek legal advice on how to proceed with an investigation.
- Promptly initiate appropriate action to remedy a harassing situation in a manner that will protect the complainant, accused, and other employees and that will prevent further harassment from occurring.
- Take appropriate corrective action when justified, including disciplining the offender.
- Protect the employees complaining of harassment from retaliation.

**Consequences:**

Department heads/elected officials who engage in any form of harassment will be subject to discipline up to and including dismissal if the allegation is substantiated. They also put themselves at risk for monetary damages (and potentially having to pay the full cost of their own defense) if an offended employee pursues the matter in litigation.

Department heads/elected officials who become aware of harassment or retaliation and do not take immediate and appropriate corrective action will be held accountable. Failure to adhere to the above responsibilities will result in appropriate corrective or disciplinary action, up to and including termination.

**Prior to leaving the training, each employee must sign the attached form verifying completion and full understanding of this training.**

**Please direct questions to: Tina Helmick, Lewis County Administrator (304) 269- 8200.**

I, \_\_\_\_\_, have completed

**Anti-Harassment Training & Policy Review**

presented by a Lewis County Commission representative and/or a payroll clerk, department head, or elected official. By signing this document, I fully understand all that is outlined in this training. Further, I agree to refrain from initiating or participating in any acts of harassment in the workplace. I also agree to immediately report any actions I observe or hear to a department head/elected official. Elected officials/ department heads agree to make an immediate report to the Lewis County Commission of any harassment acts observed or reported to them.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**From:** jhinchman lewiscountywv.org  
**Sent:** Tuesday, May 16, 2023 3:50 PM  
**To:** rcarder lewiscountywv.org; lewiscountycommission lewiscountywv.org; srogers lewiscountywv.org; Tina Helmick  
**Subject:** Request to hire

Lewis County Park would like to hire with a starting date of May 23, and working up to 40 hours a week the following.

Stephanie Bishop- Concession at \$10.25 and hr.

Melea Stutler- Pool aide/swim lessons at \$11.75 an hr.

Raeleigh Bonnett, Takiha Piggie, Emmanulle Robinson, Colton Defosse, Kiarra Weaver, Brayden Helmick, Jayde Freeman, Brooklyn Burkhammer, Caleb McKee- lifeguards at \$10.00 an hr.

Missy Taylor, Alea Alkire, Daylen Robinson, Bobbie Burkhammer, Julia Watson, Cassie Cook, Zander Cralton- Concession/pool aide at \$9.00 an hr.

Braley Wilson, Makenzie Williams- Front office at \$9.00 an hr.

Joshua Hinchman  
Director  
Lewis Co Park  
304-269-6599

Please read over the enclosed RMPB Agreement/Contract and make certain that all the information is correct. Sign and date the contract in blue ink and send it back to us. You may email or send it back by mail.

Once we receive the contract, we will send you a copy along with the invoices and grant reporting forms. If you wish to receive the paperwork electronically, please provide an email address where you would like them sent.

Please contact Kyle Campbell ([kyle.m.campbell@wv.gov](mailto:kyle.m.campbell@wv.gov), 304-558-0230 X150) or Archives and History director, Aaron Parsons ([aaron.p.parsons@wv.gov](mailto:aaron.p.parsons@wv.gov), 558-0230 X165) if you have any questions.

Thank you for your commitment to improving management, access, and preservation of your county's records.

Sincerely,  
Kyle Campbell  
County Records Archivist

**STATE OF WEST VIRGINIA**  
**Agreement between the**  
**Department of Arts, Culture and History**  
**For and on behalf of Archives and History**  
**For and on behalf of the Records Management and Preservation Board**  
**and the Lewis County Commission**

This AGREEMENT is made and entered into this the **1<sup>st</sup> day of July 2023** by and between the State of West Virginia, the Department of Arts, Culture and History, and the Records Management and Preservation Board, hereinafter referred to as WVDACH, and the County Commission, hereinafter referred to as GRANTEE.

WHEREAS, the WVDACH is expressly authorized by Article 1, Chapter 29 of the *Code* of West Virginia, One Thousand Nine Hundred Thirty-One, as amended, on behalf of the Records Management and Preservation Board, in the exercise of its lawful duties, to administer state funds appropriated through the West Virginia Legislature from the public records and preservation revenue account to be granted by the Records Management and Preservation Board to county government entities participating in the County Records Management and Preservation Grant Program, Title 100 CSR1; and

WHEREAS, the GRANTEE submitted a request for funds to support a records project under the County Records Management and Preservation Grant Program, which the Records Management and Preservation Board approved on January 9, 2023 to provide the GRANTEE, as per Number 3 of this Agreement, and/or any provisos thereto stipulated by the Records Management and Preservation Board and agreed to by the GRANTEE.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The WVDACH and the GRANTEE agree to cooperate in the implementation of the records management and preservation project referenced above and in compliance with Records Management and Preservation Board rules, regulations and policies.
2. The term of this project shall be for fiscal year **July 1, 2023, through June 30, 2024**, or through completion of the project, whichever comes first.
3. The WVDACH agrees to grant to the GRANTEE the sum of \$40,000, and the county must provide a cash match of at least ten percent (10%) of all grant funds expended. The Records Management and Preservation Board award must be expended as follows:

**Circuit Clerk: \$10,000**, to scan and index domestic civil case files 2000-2010, criminal case files 1997-2003, and domestic violence case files 1998-2001.

**County Clerk: \$10,000**, to index imaged deed books 514-525, and inventory record books 113-125.

**Sheriff: \$10,000**, to scan and index pre 2018 criminal reports, investigation reports, and criminal complaints.

**Assessor: \$10,000**, to scan and index pre-2021 land book notes regarding transfer documents so they are searchable by district and year.

4. The GRANTEE certifies that it has the required cash-matching capabilities as submitted in its referenced grant application.
5. The WVDACH only agrees to transfer funds to reimburse the grantee on a quarterly basis for eligible expenditures in the referenced grant as provided in the Grant Management Packet (Invoice and supporting documentation).
6. The GRANTEE agrees to comply with all applicable federal, state and county laws, rules, regulations and policies, including but not restricted to purchasing and competitive bidding rules and procedures for purchases of equipment, services, and hiring or employing staff or contract workers, promulgated thereunder.
7. The GRANTEE hereby represents that it possesses the legal authority to contract for this Agreement, as per copy of the resolution, motion or similar action which was clearly adopted by the County Commission; and further, that it has directed and authorized the official representative to act in connection with this Agreement.
8. The GRANTEE agrees to submit quarterly Project Status Reports, Project Financial Expenditure Status Reports, supporting documentation and forms. The Final Report is due within 90 days of completion of the grant project.
9. The GRANTEE agrees to provide Government Pricing for goods and services and to maintain accurate records in accordance with generally accepted accounting principles and procedures, and to comply with requirements of the Single Audit Act of 1984 and OMB Circular A-128, in connection with referenced grant.
10. The GRANTEE agrees to obtain prior approval from the director of Archives and History, as staff to the Records Management and Preservation Board, for any amendment to the scope of work, products, budget, or reporting requirements.
11. It is the understanding of all parties to this Agreement that the WVDACH, by joining in this Agreement, does not pledge, or promise to pledge, the assets of the State of West Virginia, and does not promise to pay any part of the contract sum provided in this agreement from the monies of the Treasury of the State of West Virginia, except such monies as shall be appropriated by the West Virginia Legislature.
12. The GRANTEE shall hold and save the WVDACH and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the GRANTEE.



13. This Agreement may be terminated with the consent of both parties or by either party because of non-performance by the other. Such termination must be in writing and GRANTEE must submit a final report, on the form provided in the Grant Management Packet, documenting work performed and expenditures incurred during the term of the Agreement. GRANTEE must request grant extensions in writing to the Director on or before April 1<sup>st</sup> of the grant year. The request must demonstrate a good faith effort to conduct and make progress on the project for which the RMPB funds were made available; include a statement explaining and providing justification for failure to complete the project; and provide a written schedule and explanation for completion of the project within the period of time requested, this being no later than December 31 of the calendar year the grant was to have been completed. A county which receives a grant for the forthcoming fiscal year may not request an extension on the current fiscal year's grant.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

\_\_\_\_\_  
President of the County Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aaron Parson, Director, Archives and History

\_\_\_\_\_  
Date

**From:** jhinchman lewiscountywv.org  
**Sent:** Tuesday, May 16, 2023 3:50 PM  
**To:** rcarder lewiscountywv.org; lewiscountycommission lewiscountywv.org; srogers lewiscountywv.org; Tina Helmick  
**Subject:** Request to hire

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Missy Taylor, Alea Alkire, Daylen Robinson, Bobbie Burkhammer, Julia Watson, Cassie Cook, Zander Cralton- Concession/pool aide at \$9.00 an hr.

Braley Wilson, Makenzie Williams- Front office at \$9.00 an hr.

Joshua Hinchman  
Director  
Lewis Co Park  
304-269-6599

May 8th, 2023

Lewis County Commission  
110 Center Ave.  
Weston, WV 26452

I am submitting my resignation from the Lewis County Health Department as the Administrator effective June 30, 2023.

I want to thank the Lewis County Board of Health, Lewis County Commission and the citizens of Lewis County for giving me an opportunity to serve them the past fourteen years. It has been an honor and privilege to help make Lewis County a safer and healthier place to live.

Thank you,

A handwritten signature in blue ink that reads "David Whittaker". The signature is written in a cursive style with a blue ink color.

David Whittaker



**Consolidated Public Retirement Board**

4101 MacCorkle Avenue, SE  
Charleston, WV 25304  
304-558-3570 or 800-654-4406  
www.wvretirement.com



**EMSRS  
Resolution  
Form**

**Resolution to Become a Participating Employer of the West Virginia  
Emergency Medical Services Retirement System (EMSRS)**

The following resolution was duly made and passed by no less than three-fifths vote of the governing body of  
(entity name) \_\_\_\_\_ on the  
\_\_\_\_\_ day of \_\_\_\_\_, two thousand and \_\_\_\_\_.

Thereupon, it shall be the duty of the Clerk or Secretary to certify the determination of the county commission or political subdivision, including public corporations, in passing this resolution, to the Consolidated Public Retirement Board within ten (10) days after the final passage of this resolution by sending to said Board a certified copy of this resolution. A copy of the signed minutes wherein said resolution was approved shall be provided to the Consolidated Public Retirement Board within sixty (60) days after the final passage of this resolution.

BE IT RESOLVED that (entity name) \_\_\_\_\_, a county commission, political subdivision, or county 911 public safety answering point, including public corporations, does hereby elect to be a participant in the Emergency Medical Services Retirement System pursuant to Chapter 16, Article 5V, Section 31 of the West Virginia Code, and thereby will include all its emergency medical services officers and 911 personnel who are eligible for membership in the Emergency Medical Services Retirement System. The entity hereby agrees to pay pursuant to Chapter 16, Article 5V, Section 8 of the West Virginia Code its employer contributions, and withhold applicable employee contributions monthly and remit the same to the Emergency Medical Services Retirement System for all eligible employees hired on or after the first day of the month following the date of said Resolution. The entity understands that according to the West Virginia Code once it elects to participate in the Emergency Medical Services Retirement System, the action is final and it may not, at a later date, elect to terminate its participation in the plan.

I, \_\_\_\_\_, Clerk or Secretary of

(entity name) \_\_\_\_\_ do hereby certify

that the above resolution is a true and correct copy taken from our records.

\_\_\_\_\_  
Clerk or Secretary  
of \_\_\_\_\_

(Public Corporations must attach a certified copy of the ordinance or charter provision creating said Public Corporation.)



**West Virginia  
Consolidated Public Retirement Board (CPRB)**

4101 MacCorkle Avenue, SE  
Charleston, WV 25301  
304-558-3570 or 800-654-4406  
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**PERS to EMSRS Transfer Form**

The following is a general comparison between the WV Public Employees Retirement System (PERS) and the WV Emergency Medical Services Retirement System (EMSRS). Refer to WV Code §§ 5-10 and 16-5V et. seq. for further detail.

**Instructions: Read all information provided. Initial at the bottom of pages 1 and 2. Make your election and sign page 3.**

	<b>PERS</b>	<b>EMSRS</b>
	<b>Tier I</b> - Hired for the first time prior to 7/1/2015 <b>Tier II</b> - Hired for the first time after 7/1/2015	
Current Employee Contributions	<b>Tier I</b> - 4.5% of monthly gross salary <b>Tier II</b> - 6% of monthly gross salary	8.5% of monthly gross salary
Current Employer Contributions	9% of monthly gross salary	9.5% of monthly gross salary
Normal Retirement	<b>Tier I</b> Age 60 with 5 years contributory service while still working <i>or</i> When age and service equal 80 with a minimum age of 55 <i>or</i> Age 62 with 5 years contributory service <b>Tier II</b> Age 62 with 10 years contributory service while still working	Age 50 with 20 years contributory service <i>or</i> Minimum age 50 when age plus contributory service equals 70 while still working <i>or</i> Minimum age 60 with 10 years contributory service while still working <i>or</i> Age 62 with 5 years contributory service
Final Average Salary (FAS)	<b>Tier I</b> - FAS equals average of highest consecutive 36 months out of last 15 years. <b>Tier II</b> - FAS equals average of highest consecutive 60 months out of last 15 years.	FAS equals average of 5 highest consecutive plan years (Jan. 1- Dec. 31) out of last 10 plan years of covered employment.
Annual Retirement Benefit	2% x FAS x Years of Service (no maximum benefit)	2.75% x FAS x Years of Service for years 1-20 2.0% x FAS x Years of Service for years 21-25 1.0% x FAS x Years of Service for years over 25 Maximum benefit allowed is 90% of FAS
Annuity Options (as selected by the member)	Straight Life Annuity (payable for the member's life only) <i>or</i> 50% Joint and Survivor Annuity <i>or</i> 100% Joint and Survivor Annuity	Straight Life Annuity (payable during member's life only) <i>or</i> 50% Joint and Survivor Annuity <i>or</i> 66 2/3% Joint and Survivor Annuity <i>or</i> 75% Joint and Survivor Annuity <i>or</i> 100% Joint and Survivor Annuity <i>or</i> 10 Years Certain Life Annuity
Military Service	<b>Tier I</b> - Maximum of 5 years of service credit for all active military duty <b>Tier II</b> - Military service may be purchased up to 5 years	Maximum 5 years of service credit for all active military duty

I have read and understand the information provided on Page 1 of the PERS to EMSRS Transfer Form. **MEMBER INITIALS** \_\_\_\_\_

	PERS	EMSRS
Total Disability Benefits	<p><u>Duty Related:</u> Less than 10 years of credited service and will pay at least 50% of FAS until age 65, then regular retirement benefit with a minimum of 20% of FAS</p> <p><u>Non-Duty Related:</u> Same as above except must have 10 years of credited service, with a total of 3 years contributing service</p>	<p><u>Duty Related:</u> 90% of last 12 months average salary to age 65; then normal retirement plus 1/2-time disability service</p> <p><u>Non-Duty Related:</u> 66 2/3% of last 12-month average salary to age 60; then normal retirement plus 1/2-time disability service</p>
Transfer/Purchase of Service Credit	Withdrawn PERS service may be purchased after 1 year of re-employment and paid in full within 5 years of re-employment date. (First payment must be made before the end of second year of re-employment.)	All PERS service will be transferred. Withdrawn PERS service earned as EMS officer or county firefighter may be purchased by lump sum payment and must be paid in full within 5 years of re-employment.
Credited Service for Accrued Annual and Sick Leave	<p><b>Tier I</b></p> <p>At time of retirement, annual/sick leave may be used to acquire additional credited service as follows:  1 annual/sick day = 2 workdays  20 workdays = 1 month credit  If 10 or more workdays remain,  1 month credit given;  9 or less workdays will be dropped</p> <p><b>Tier II</b></p> <p>No unused leave option upon retirement</p>	<p>At time of retirement, annual/sick leave may be used to acquire additional credited service as follows:  1 annual/sick day = 2 workdays  20 workdays = 1 month credit  If 10 or more workdays remain,  1 month credit given;  9 or less workdays will be dropped</p>
Death Benefits	<p>If less than 10 years credited service or if not married with more than 10 years credited service, return of all employee contributions plus interest</p> <p>or</p> <p>If more than 10 years credited service, 100% Joint &amp; Survivor annuity to spouse</p>	<p><u>Service Related:</u> Spouse receives 2/3 of previous 12 months' salary</p> <p>or</p> <p>If member had obtained early or normal retirement age, spouse receives 100% Joint and Survivor Annuity</p> <p><u>Non-Service Related:</u> Spouse receives 1/2 previous 12-months' salary with 10 years of service</p> <p>or</p> <p>If member had obtained early or normal retirement age, spouse receives 100% Joint &amp; Survivor annuity</p>
Additional Death Benefits	No additional death benefits	<p>Surviving Spouse receives \$100 per month for each dependent child.</p> <p>If no surviving spouse or if surviving spouse dies, each dependent child receives surviving spouse entitlement divided by number of dependent children.</p> <p>If no surviving spouse and no dependent children, dependent parents entitled to "service related" or "non-service related" death benefits during lifetime.</p> <p>If only one dependent parent surviving, dependent parent entitled to 1/2 the amount of "service related" or "non-service related" death benefits during lifetime.</p>
Duty Related Burial Benefit	No duty related burial benefit	\$5,000 payable to spouse or estate
Scholarship for Dependent Children of Deceased Members	<u>Duty related death:</u> May receive up to \$7,500 per year for a West Virginia university, vocational or trade school	Up to \$6,000 per year for a West Virginia university, vocational or trade school

I have read and understand the information provided on Page 2 of the PERS to EMSRS Transfer Form. **MEMBER INITIALS** \_\_\_\_\_



## Option to Transfer PERS Service to EMSRS

### Certification

Once a county firefighter has elected to transfer from PERS, the transfer of service and funds shall operate as a complete bar to any further liability to PERS and constitutes an agreement whereby the transferring county firefighter forever indemnifies and holds harmless PERS from providing him or her any form of retirement benefit whatsoever until that emergency medical services officer obtains other employment which would make him eligible to reenter PERS with no credit whatsoever for the amounts transferred to EMSRS. If a transferring county firefighter is later employed with a PERS participating employer, the PERS membership classification will be as a Tier II member.

I hereby certify that I have carefully reviewed the information contained in this document regarding my option to transfer retirement benefits from the Public Employees Retirement System (PERS) to the Emergency Medical Services Retirement System (EMSRS) and understand the provisions of § 16-5V-1 et al. **I fully understand that once I select an option below, my decision is irrevocable.**

- I wish to have my PERS assets transferred to EMSRS within 180 days of January 1, 2023 as provided in WV Code § 16-5V-6b. I understand that 8.5% of my monthly gross salary will be paid to EMSRS in accordance with WV Code § 16-5V-8, and that this withholding will begin effective January 1, 2023.**
- I wish for my retirement account to remain in PERS. I understand that I am ineligible to be a member of EMSRS regardless of any subsequent termination of employment and rehire as a county firefighter.**

Printed First Name	MI	Printed Last Name	Social Security Number
Current Job Title		Employer	
Participant Signature			Date
Witness Printed Name	Witness Signature		Date

**\*\* Mail all three pages of original form to CPRB and provide your payroll officer with a copy of the same.**

## EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM

The Emergency Medical Services Retirement System (EMSRS) was established January 1, 2008 for the purpose of providing retirement benefits for emergency medical services officers employed by participating public employers who voluntarily elected to participate as of December 31, 2007, and to all emergency medical services officers hired into covered employment by participating public employers of EMSRS on or after January 1, 2008. EMSRS currently has approximately 578 active members and 71 retirees.

### CONTRIBUTIONS

EMSRS is funded by employee and employer contributions. An active employee contributes 8.5% of his or her gross monthly salary, and the employer contributes an additional 9.5% of the employee's gross monthly salary for a total combined contribution equal to 18%.

### CONCURRENT EMPLOYMENT

Any active member who has concurrent employment in an additional job or jobs that requires participation in another retirement system administered by CPRB must contribute 8.5% of his or her monthly salary from such additional employment to EMSRS, and his or her other employer must contribute 9.5% of his or her monthly salary from such additional employment to EMSRS.

### RETIREMENT BENEFITS

In order to qualify for regular retirement benefits, a member of EMSRS must meet one of the following requirements:

#### While still in covered employment:

- ☑ Attainment of age 50 when age plus contributory service equals 70 (excluding military service)
  - ☑ Attainment of age 60 and completion of 10 years of contributory service (excluding military service)
- When covered employment has ceased:
- ☑ Attainment of age 50 and the completion of 20 years of contributory service (excluding military service)
  - ☑ Attainment of age 62 with 5 or more years of contributory service (excluding military service)

An EMSRS member is eligible for early retirement (actually reduced benefits) upon attainment of age 45 and completion of 20 years of contributory service.

Final Average Salary (FAS) is the average of the highest annual compensation received by the member during

covered employment for any 5 consecutive plan years (Jan. 1-Dec. 31) within the last 10 years of service.

### ANNUAL RETIREMENT BENEFIT FORMULA

The accrued benefit on behalf of any member is calculated as follows:

- ◆  $2.75\% \times \text{FAS} \times \text{Years of Service for years 1-20}$
  - ◆  $2.0\% \times \text{FAS} \times \text{Years of Service for years 21-25}$
  - ◆  $1.5\% \times \text{FAS} \times \text{Years of Service for years 26 and over}$
- Maximum Benefit 90% of FAS

Retirement income payments shall commence on the first day of the calendar month following: 1) CPRB's receipt of the member's voluntary application to retire; 2) member's termination of covered employment; and 3) member's attainment of early or normal retirement criteria.

The first benefit payment due to a retiree or beneficiary will be mailed directly to the recipient's home address. Following the first payment, barring any unforeseen circumstances, benefit payments are credited by direct deposit to retiree accounts on the 25<sup>th</sup> of each month, except the month of December when retiree accounts are credited on the 18<sup>th</sup>. If the 25<sup>th</sup> (or December 18<sup>th</sup>) falls on a weekend or holiday, direct deposits are processed on the prior full business day.

*Retirement benefits are not automatic. You must apply to the Board for your retirement benefits. Distributions must start by April 1 of the year following the later of: a) the date you reach age 72 if you were born after June 30, 1949; b) the date you reach age 70 1/2 if you were born before July 1, 1949; or c) the date upon which you terminate employment.*

### ANNUITY OPTIONS

#### (AS SELECTED BY THE MEMBER)

- ☑ **Straight Life Annuity** – a monthly annuity payable for the lifetime of the member determined under the regular benefit formula without adjustment. If the member dies before the payout of accumulated contributions, a named beneficiary shall receive the remaining benefit in a lump sum payment.
- ☑ **Option A: Contingent Joint and Survivor Annuity** – a reduced annuity payable monthly for the lifetime of the member. Upon the death of the member, an annuity as elected by the member equal to 50%, 66 2/3%, 75% or 100% of the annuity the member was receiving, is payable to the beneficiary.
- ☑ **Option B: Ten Years Certain and Life Annuity** – a reduced annuity payable for the lifetime of the member. If the member dies before receiving 120 monthly payments,

the remainder of the 120 monthly payments shall be payable to the member's beneficiary or member's estate.

A retiree who is married and elects a survivor option naming someone other than their spouse must have their spouse complete a voluntary spousal waiver. A named survivor must be a natural person with an insurable interest in the member's life. An annuity option may not be modified once the member receives their first annuity payment.

### BENEFICIARY OPTION PRIOR TO RETIREMENT

If a member is not married or if he or she does not have dependent children or dependent parents, the member may name a beneficiary or beneficiaries to receive a return of his or her accumulated contributions at his or her death. The member must complete a Pre-Retirement Beneficiary Designation form and return it to CPRB. The member should keep a copy of this form for his or her records. If a member's family situation changes (marriage, birth, death, divorce, etc.), his or her beneficiary designation should be reevaluated.

### DISABILITY BENEFITS

Totally disabled means a member's inability to engage in substantial gainful activity by reason of any medically determined physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months. A member is totally disabled only if his or her physical or mental impairment is so severe that he or she is not only unable to perform his or her previous work as an emergency medical services officer but also cannot, considering the member's age, education and work experience, engage in any other kind of substantial gainful employment which exists in the state.

**DUTY RELATED DISABILITY:** Any member of EMSRS who becomes totally disabled while in covered employment by injury, illness or disease as a result of an occupational risk or hazard inherent in or peculiar to the services required of a member or while performing the duties of an emergency medical services officer is entitled to receive a duty disability benefit, provided that it is determined by two physicians, one of whom shall be named by CPRB, that he or she is not only unable to perform adequately the duties required of an emergency medical services officer, but also cannot engage in any other kind of substantial gainful employment. The benefit payable is a monthly amount in which the annual benefit is a sum equal to 90% of his or her last 12 full months average salary until age 65, or until the disability sooner terminates, then normal retirement plus 1/2 time disability service.

**NON-DUTY RELATED DISABILITY:** Any member of EMSRS with ten or more years of contributing service who becomes totally disabled while in covered employment from any cause other than a duty related injury, illness or disease and which cause is not due to vicious habits, intemperance or willful misconduct is entitled to receive a non-duty disability benefit, provided that it is determined by two physicians, one of whom shall be named by CPRB, that he or she is not only unable to perform adequately the duties required of an emergency medical services officer, but also cannot engage in any other kind of substantial gainful employment. The benefit payable for a non-duty related disability is a monthly amount in which the annual benefit is a sum equal to 66 2/3% of the member's last 12 months average salary until age 60, or until the disability sooner terminates, and then normal retirement plus 1/2 time disability service.

**CONTINUED DISABILITY:** The Board may require subsequent medical evaluations to determine if a disability retiree has fully recovered from such disability. The Board may also require a disability benefit recipient to file an annual statement of earnings and any other information required in rules adopted by the Board.

**ACCRUED SICK AND ANNUAL LEAVE AT RETIREMENT**  
Any member of EMSRS who has accrued annual and/or sick leave days at the time of retirement may elect to acquire additional credited service under EMSRS. The accrued days shall be applied on the basis of 2 workdays' credit granted for each 1 day of accrued annual and/or sick leave. However, such credited service shall not be used in meeting initial eligibility for retirement. If the member separates from employment prior to eligibility for a retirement annuity, unused leave is not eligible to be used for additional retirement service or PEIA at a later date.

In the alternative to increasing retirement benefits, certain members of EMSRS who are at least age 55 at the time of retirement and who also participate in a PEIA insurance plan at the time of retirement may be eligible to elect to use accrued annual and/or sick leave to purchase health insurance under PEIA. Please contact PEIA for further information.

**Accrued leave cannot be divided and used for both service credit and PEIA coverage.**

### DEATH BENEFITS

**Duty Related:** The surviving spouse of any member who, while in covered employment, has died or dies by reason of injury, illness or disease resulting from an occupational



# THE WEST VIRGINIA EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM (EMSRS)



determined by the board, currently 7.5%, from the date of withdrawal to the date of redeposit. Upon repayment, the member shall receive the same credit as if no refund had been made. The repayment shall be made in a lump sum within 60 months of reemployment in covered employment.

A member of EMSRS who transferred from PERS may not reinstate to his or her credit any service credit relating to periods of non emergency medical services officer service withdrawn from PERS prior to his or her transfer into EMSRS.

#### EMPLOYMENT AFTER RETIREMENT

If an EMSRS retiree resumes service in covered employment, payment of his or her annuity shall be suspended while the member continues in covered employment and he or she shall again become a contributing member of EMSRS. At the conclusion of such resumed service in covered employment, the member shall have his or her annuity recalculated to take into account the entirety of service in covered employment.

#### APPOINTMENTS

Most retirement related matters can be handled from the convenience of your home via mail and telephone. However, members who wish to visit CPRB to discuss related matters with a CPRB staff member are required to make an appointment.

#### QUESTIONS

Should you have questions regarding the West Virginia Emergency Medical Services Retirement System, please feel free to contact us in writing or by phone at the Consolidated Public Retirement Board (CPRB), Monday through Friday, 8:00 a.m. to 5:00 p.m. You may also visit our website at [www.wvretirement.com](http://www.wvretirement.com).

#### NOTE

*Information contained in this brochure illustrates CPRB's understanding of the current provisions of the West Virginia Emergency Medical Services Retirement System. These provisions are contained in the current plan statute and legislative rule, and are subject to modification by the West Virginia Legislature each year. This brochure is for general guidance purposes only. In the event there is a discrepancy between information contained in this brochure and WV Code and Rules, the language in the Code and Rules shall prevail.*

estate if not married, for the purposes of paying burial expenses and settling the member's final affairs.

#### DEPENDENT CHILD SCHOLARSHIP

Any person qualifying as a dependent child of a deceased member under EMSRS may be entitled to receive scholarship monies, not to exceed \$6,000 per year, to be applied to a West Virginia institution.

#### MILITARY SERVICE

Any member of EMSRS who previously served on active duty in the armed forces of the United States and was honorably discharged is entitled to apply for up to 5 years of credited service for that active duty upon time of retirement. Military service credit will not be credited for the purpose of meeting initial retirement eligibility. In addition, any member of this plan who is called to active duty while in covered employment with an EMSRS participating employer and who returns to covered employment within the allowable time frame following an honorable discharge may be eligible to purchase up to 5 years of additional military service credit under the provisions of federal law.

#### TERMINATION OF EMPLOYMENT

Any member who terminates covered employment and is not immediately eligible to receive benefits is entitled to receive from the fund the member's accumulated contributions, which include regular interest, currently 4%. Upon withdrawal, the member forfeits his or her accrued benefit and ceases to be a member.

Any member who has 5 years of contributory service is eligible, upon cessation of covered employment, to either withdraw his or her accumulated contributions or choose not to withdraw his or her accumulated contributions and receive a retirement annuity upon attaining early or normal retirement age.

#### REINSTATEMENT

Any member who ceases employment in covered employment and active participation in EMSRS and who thereafter becomes reemployed in covered employment may not receive any credited service for any prior withdrawn accumulated contributions from either this plan or PERS unless following his or her return to covered employment and active participation in EMSRS, the member redeposit in the fund the amount of the accumulated contributions withdrawn from previous covered employment, together with interest on the accumulated contributions at the rate

risk or hazard inherent in or peculiar to the service required of members, while the member was or is engaged in the performance of his or her duties as an emergency medical services officer, or the surviving spouse of a member who dies from any cause after having been retired with a duty related disability, will be entitled to receive the greater of 2/3 of the annual compensation received in the preceding 12 month period by the deceased member, or if the member dies after his or her early or normal retirement age, the monthly amount the spouse would have received had the member retired the day before his or her death and elected a 100% Joint and Survivor annuity with the spouse as the joint annuitant, and then died.

**Non-duty Related:** The surviving spouse of any member who has been a member for at least 10 years who, while in covered employment, has died or dies from non-duty related causes and not due to vicious habits, intemperance or willful misconduct on his or her part shall receive annually in equal monthly installments the greater of 50% of the annual compensation received in the preceding 12 month period by the deceased member, or if the member dies after his or her early or normal retirement age, the monthly amount which the spouse would have received had the member retired the day before his or her death, elected a 100% Joint and Survivor annuity with the spouse as the joint annuitant, and then died.

#### DEPENDENT DEATH BENEFITS

A surviving spouse of an EMSRS member who dies from duty related or non-duty related causes is also entitled to receive \$100 monthly for each dependent child. If the surviving spouse dies or there is no surviving spouse, the fund shall pay monthly to each dependent child a sum equal to 100% of the spouse's entitlement divided by the number of dependent children. If there is neither a surviving spouse nor a dependent child, the fund shall pay monthly to the dependent parents of a deceased member a sum equal to what the surviving spouse would have received without children. When there is only one dependent parent surviving the member, that parent is entitled to 1/2 the amount which both parents would have been entitled to receive. If a deceased member has no surviving spouse, dependent child or dependent parent then the accumulated contributions shall be paid to a named beneficiary or, in the event that there is no named beneficiary, to the estate of the deceased member.

#### BURIAL BENEFITS

Any EMSRS member who dies as a result of a service related illness or injury is entitled to a lump sum burial benefit of \$5,000 to be paid to the member's spouse or to the member's

#### Consolidated Public Retirement Board

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E-mail: [CPRB@wv.gov](mailto:CPRB@wv.gov)  
Website: [www.wvretirement.com](http://www.wvretirement.com)

**Executive Director**

Jeffrey E. Fleck

January 2022