

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, Commissioner
Rod Wyman, Commissioner
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, JANUARY 31, 2023**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

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

APPOINTMENTS

- 3. 10:10 AM** **Lewis County Board of Education:** Dr. Robin Lewis, Mr. John Whiston, Dustin Cogar will discuss incentive possibilities for Lewis County teachers. (*information only*)
- 4. 10:20 AM** **Potesta Engineering:** Mr. Bob Bragg will present the feasibility study report for the Route 33 East sewer line project. (*information only*)
- 5. 10:30 AM** **Good Dog Project, Jennifer Anderson:** Ms. Anderson will present information for the Good Dog Autism Facility Dog for statewide use in West Virginia. (*information only*)

CORRESPONDENCE & INFORMATION

- 6. Upshur County Commission Meeting Agenda:** The January 26, 2023 Upshur County Commission agenda is presented for review. (*information only*)
- 7. West Virginia Public Service District E911 Wireless Fee Distribution:** Lewis County received \$173,677.33 in E911 Wireless Fees for the months of October, November, and December, 2022. Last quarter the county received \$172, 266.77. (*information only*)
- 8. Lewis-Gilmer Yearly Report for the year of 2022:** Mr. Gum will present the communications center dispatch data for the year of 2022. (*information only*)

9. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any Board(s) or committee(s) meeting attended including: West Virginia Association of Counties Legislative Committee Call; West Virginia Association of Counties Executive Board Meeting; County Commission Association of West Virginia Legislative Conference; Ireland Community Neighborhood Watch; National Association of Counties Northeast Region Monthly Videoconference; Lewis Upshur Gateway Community; Conquer the Complex Committee meeting; Auditor Budget Training, Lewis County Chamber of Commerce; Local Emergency Planning Committee *(information only)*

BUSINESS

10. **Lewis County Assessor, John Breen:** Mr. Breen will present the notification of employment status for Mrs. Courtney Solberg from full time to part time employment effective February 1, 2023. *(action required)*
11. **Lewis County E-911 Center, James Gum:** Mr. Gum will present notification of resignation of Telecommunicator Lisa Kesner effective January 18, 2023. *(action required)*
12. **Lewis – Gilmer E-911 Addressing, Steve Money penny:** Mr. Money penny will present information to name a new road in the Westfield area of Lewis County. *(action required)*
13. **Consideration of Payment of invoice from Knight Consulting Services:** The Commission will consider payment of an invoice for \$300.00 to Knight Consulting for research and review of documents and prepare taxability opinion regarding Stonewall Jackson State Park properties. *(action required)*
14. **Request for proposals to prepare the Lewis County Commission financial statements for fiscal year 2023:** The request for proposals to prepare the Commission financial statements closing date was January 20, 2023. Commission will review the submissions and make a selection. *(action required)*
15. **Text My Gov:** Information on the Text My Gov partnership proposal will be presented to Commission for consideration. *(action required)*
16. **Time Sheets and Leave Requests:**
A) Sherry Rogers One Day Sick Leave *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

17. **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)*

18. **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)*
19. **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)*
20. **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:

21. **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 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.



Dear *Paws-ible* Donation Partner,

I hope you don't mind me contacting you out of the blue. I'm reaching out to ask for your help with something that is very important to my myself, *Autism*.

You see, my passion is working with and supporting *Au-Some individuals* and their families by working with local school systems, organizations, and families statewide in West Virginia.

I've recently partnered with an amazing organization that provides life-changing service dogs for children around the nation. But they can't do it without the generosity of people like you!

Would you be willing to contribute to my service dog fundraiser? A gift of any amount helps! My personal fundraising goal is a minimum of \$16,000.

Your donation would go directly towards my causes program costs (raising, training, caring for the pup, family education, on-going support, etc.), but more importantly your contribution gives hope to those with Autism, and their families, educators, and local organizations around the state.

To donate to my fundraiser and learn more about my cause, visit

<https://givebutter.com/fetchingpawsibilities>



It would also mean a lot if you could share my story and fundraiser link on social media. The more exposure we get, the faster we will reach our fundraising goal so many throughout West Virginia can benefit.

I'd love to talk to you in person about my fundraiser, so please don't hesitate to reach out. You can contact me via email at jcibrik@gmail.com.

Wags + Gratitude,

Jenn Anderson

Fetching Pawsibilities for Au-Some Individuals in West Virginia

FETCHING PAWSIBILITIES FOR WV'S AU-SOME KIDS

Help Jennifer live her dream of supporting those with autism with a fur-ever friend facility dog by her side!



Good Dog!
SERVICE CANINES



Good Dog!
SERVICE CANINES

To make an online contribution, please visit:
<http://fetchingpawsibilities.gooddogservicecanines.com/>

If you would like to mail a check, please indicate "Jennifer Anderson" in the memo portion and send to:

Good Dog! Service Canines
RE: Jennifer Anderson
855 South Main Avenue, Suite K-162
Fallbrook, California 92028

Good Dog! Autism Companions
(dba Good Dog! Service Canines)
is a 501(c)(3) tax exempt nonprofit. EIN #45-2627922.
Please note that donations do not constitute a purchase and are non-refundable.

WHAT'S THE DIFFERENCE?



A dog trained specific tasks to mitigate their person/handler's disability

A dog trained specific tasks to help multiple individuals in a designated facility

A pet dog trained specific tasks to help a person with a disability at home or anywhere pet dogs are allowed

A temperament-tested pet dog providing comfort in an approved facility

A pet dog that provides emotional support to its owner with a mental health condition

Definition

Extensively trained specific tasks to mitigate their person's disability including public access training and obedience

Trained specific tasks to help multiple individuals in a variety of situations within the facility

Trained specific tasks to help a person with a disability at home or anywhere pet dogs are allowed

Basic Obedience and certification from a Therapy Dog organization

Basic manners expected but none required by law

Training Required

ADA rights to access public places with their person/handler

Only with permission from a designated facility (school, therapy office, etc)

None; legally this dog is considered a high-trained pet

Only with permission from a designated facility (library, hospital etc)

Only allowed in owner's home, college, & airplanes, see Fair Housing Act and Air Carrier Access Act

Access Rights

The person with the disability (and their family if a child)

A professional working in a field that serves individuals with disabilities; professional must be educated to best utilize the dog

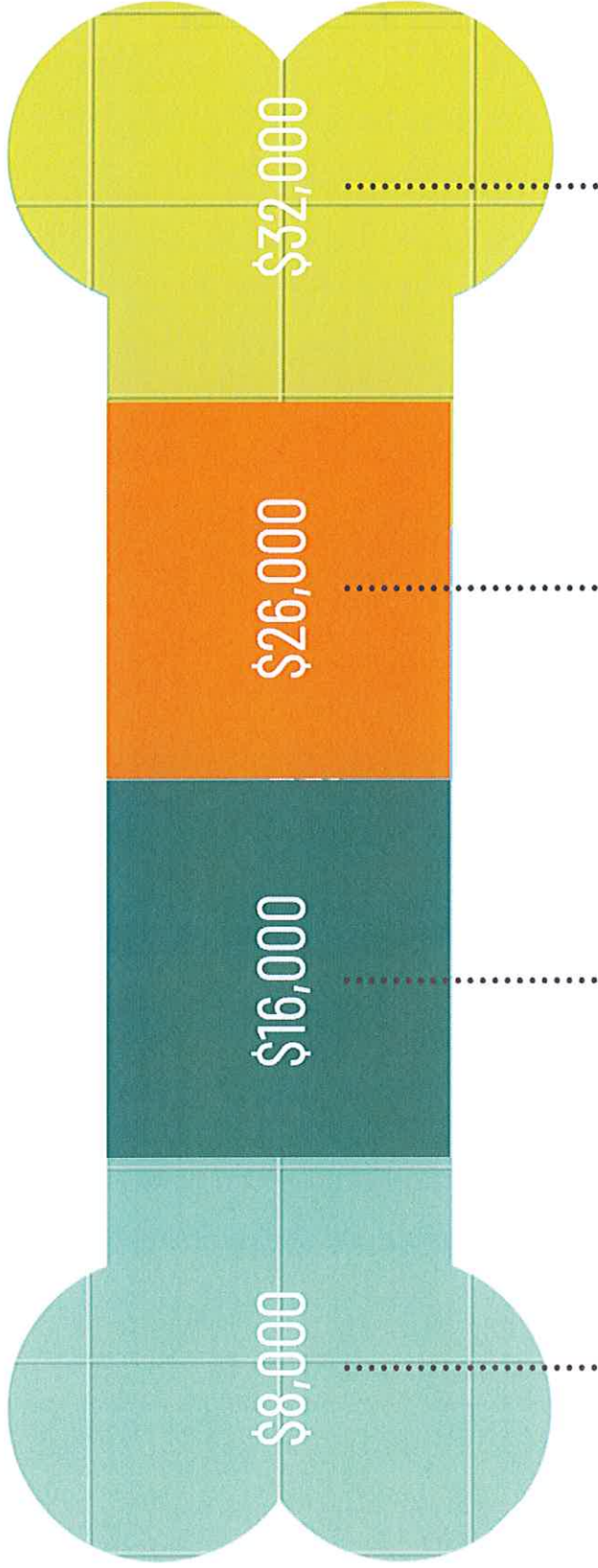
The person with a disability that they serve (and their family if a child)

The dog owner that brings their dog to a designated facility to comfort others

The individual diagnosed with a mental health condition

Ownership (Dog lives with)

Good Dog! Fundraising Milestones



ADDED TO WAITLIST

Wait times vary due to Good Dog's custom matching process and the amount of time it takes to fund my facility dog's program cost. The average wait time is 24-36 months.

FEE FOR SERVICE MET

We are raising a min. of \$16k towards the expenses of raising, caring for, and training my facility dog, and providing me with support for the life of our dog.

ELIGIBLE FOR MATCHING

Ol am eligible to be matched to my facility dog when \$26k of our program cost has been funded.

PROGRAM FULLY FUNDED

Good Dog! Service Canines provides handlers in need with scholarships to cover the remaining costs.

Fundraising for Good Dog! is never required but doing so speeds up our wait time and allows us to get my facility dog at little or no cost to me.

Fetching Pawsibilities for WV's Au-some Kids

Upshur County Commission Meeting Agenda

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

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

Date of Meeting: January 26, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 19, 2023

9:05 a.m. Discussion and consideration of correspondence from Doyle Cutright, Director and Kimbra Lynn Wachob, Assistant Director of the Upshur County Communications Center requesting the Upshur County Commission to adopt the WV State Resolution adding all new E911 employees as of July 1, 2022 to the EMS/911 Retirement System.*

9:15 a.m. Discuss status of property located in Meade Tax District owned by the Randall Hughes Ministry, previously owned by the Estate of John Harmon George.

9:30 a.m. Shane Jenkins, WV Strawberry Festival Association President – Discuss how previously made contributions have been expended in addition to ongoing and future improvements.

Items for Discussion / Action / Approval:

1. Review and approval of revised Overtime / Compensatory Time Policy within the Upshur County Employee Handbook of Personnel Guidelines as discussed by the Policy Board on January 19, 2023. *
2. Correspondence from Robbie Skinner, Executive Director of the Upshur County Development Authority, expressing an interest to serve on the Corridor H Authority, effective immediately. Upon approval, this term will expire on June 30, 2025. *
3. Appointment of Robbie Skinner, Upshur County Development Authority Executive Director, to the Upshur County Farmland Protection Board, effective immediately. *
4. 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. Summaries prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator for calendar year 2022.
 - Building and Floodplain Permits Issued
 - Point and Pay Collections
 - Addressing and Mapping – New Addresses Assigned & New Roads Approved & Created

2. Upshur County Road Name Index as of January 17, 2023 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator. (Available upon request) [Under separate cover](#)

3. Upshur County E911 Communication Reports – December, 2022 [Under separate cover](#)
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report

4. Correspondence from Ora L. Ash, Deputy State Auditor, Local Government Services Division announcing the 2023 Training Seminar Schedule for County Officials.

5. Upshur County Sheriff’s Financial Statement for period ending December 2022.

6. Public Notices:
 - a) Newsletters and/or Event Notifications:

 - b) Agendas and/or Notice of Meetings:
 - Community Corrections January 23, 2023
 - Elkins Road Public Service District February 7, 2023
 - Lewis/Upshur Emergency Planning Committee March 15, 2023

 - Meeting Minutes:
 - Upshur County Parks & Recreation October 18, 2022
 - Upshur County Solid Waste Authority November 14, 2022
 - Lewis/Upshur Emergency Planning Committee November 16, 2022
 - Upshur County Youth Camp November 17, 2022
 - Upshur County Solid Waste Authority December 12, 2022

 - c) 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 and click on the board meetings calendar box on the main page.

7. Appointments Needed or Upcoming:
 - None

****If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or 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. ****

8. Board of Review & Equalization Meeting Schedule

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

- 02/01/2023 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/03/2023 1:00 p.m. – 3:00 p.m.
- 02/09/2023 10:00 a.m. – 12:00 p.m. (held in the Commission Meeting Room)
- 02/14/2023 10:00 a.m. – 12:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2023 10:00 a.m. – 12:00 p.m. Adjournment

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

Tabled Items

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

1. Correspondence from Becky Edwards, Senior Companion Program Director, Mid-Ohio Valley Regional Council, requesting funding in the amount of \$500.00 for the Upshur County Senior Companion Program. (Tabled 1/19/2023)

**Next Regular Meeting of the Upshur County Commission
February 2, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex**

Public Service Commission of West Virginia

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

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



January 6, 2023

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$173,677.33 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of October, November and December, 2022. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-5113, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell", with a long horizontal flourish extending to the right.

Sandra Mitchell
Budget & Finance Manager

SM:sc

LEWIS-GILMER E-911 COMMUNICATIONS CENTER



DISPATCH DATA
FOR THE YEAR OF
2022



James W. Gum Director

DATA COMPILED BY:
Keith Talbert Assistant Director

ANY QUESTIONS PERTAINING
TO THIS DATA
SHOULD BE DIRECTED TO:

LEWIS-GILMER E-911
201 ORCHARD ST
WESTON, WV 26452
PHONE: (304)269-8241
FAX: (304)269-8203

LEWIS-GILMER E-911 COMMUNICATIONS CENTER

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LEWIS-GILMER E-911 COMMUNICATIONS CENTER

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*** ALL DATA WILL REFLECT LEWIS AND GILMER COUNTIES COLLECTIVELY, UNLESS
SPECIFIED OTHER WISE.
PERCENTAGES WILL BE USED AT TIMES TO HELP SHOW CORRELATION AND
TRENDING; THIS WILL STATISTICALLY PREDICT FUTURE WORK LOADS.**



Lewis County Assessor
County Court House
P.O. Box 706
Weston, West Virginia 26452
(304) 269-8205



John L. Breen
Assessor
01-24-2023

To: Lewis County Commission
From: John L Breen Lewis County Assessor
RE: Courtney Weaver Solberg

Beginning February 1st, 2023 Mrs. Courtney Solberg will be moving to part time status from her full time status. We are making changes here in the assessor's office over the next several months in operations. Mrs. Courtney Solberg is assisting in this as we will be parting ways approximately September 1st 2023.

Lewis County Commission will drop all the full time benefits for her effective February 1st, 2023

Thank You!!

John L Breen



Lewis - Gilmer E-911

James W. Gum, Director

TTY -- Phone: (304) 269-8243 • Fax: (304) 269-8203 • Email: LCE911@LCE-911.com

201 Orchard Street • Weston, WV 26452

To: Lewis County Commission

From: James W. Gum

Ref: Lisa Kesner

On January 18, 2023 at 0830 hrs Employee Lisa Kesner Came into my office and handed in her ID, keycard, uniform shirts, and a timesheet. Said she was quitting, did not provide a letter of resignation,



James W. Gum, Director

Lewis-Gilmer E-911



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26452
Phone 304-269-6567

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

January 31, 2023

Dear Lewis County Commission,

The addressing office has been approached regarding an address on Westfield Rd. It will be located at 858 Westfield Rd, Jane Lew. This may result in multiple address being created. There is a camping facility already existing on this this road. The possibility of those residents requesting an address along with the amount of real estate available using the same access could require by code to be named. If the road is named now, it will have reduced future impact on the residents. The access is currently solely owned by Mr. Garton, and we will not be changing the address of 838 Westfield Rd, unless they request an address off of the newly named road.

The choices given were:

- | | |
|-----------------|---------------|
| 1. Harvest Lane | 3. Silo Road |
| 2. Lilac Lane | 4. Lilly Lane |

All choices meet our current guidelines and are available Please choose and circle the choice of as it suits commission.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Steve Moneyperny".

Steve Moneyperny

X _____

Agnes Queen, President



Lewis ~ Gilmer E-911 Addressing

201 Orchard St • Weston, WV 26457
Phone 304-269-6567

TTY 304-269-8243 or 304-462-7306 • Fax 304-269-8203

APPLICATION FOR NEW ROAD NAME / NAME CHANGE

Community: Jane Lew Zip Code: 26516 Route #: _____

CURRENT ROAD NAME: None - New

ROAD LOCATION: 858 Westfield Rd

DRIVING DIRECTIONS: From USH-19.4 at City Limits go 1/2 mi. turn Right onto Jackson Mill rd go 3 mi. turn Right onto Old mill rd go 1.2 mi. turn Right onto Westfield Rd go 5/10 mi. turn R

- ROAD NAME CHOICES IN ORDER OF PREFERENCE (Please READ road naming criteria)
- | | |
|------------------------|---------------------|
| 1. <u>Harvest Lane</u> | 3. <u>Silo Road</u> |
| 2. <u>Lilac Lane</u> | 4. <u>Lily Lane</u> |

Lewis-Gilmer Addressing reserves the right to refuse any names that do not meet the adopted county ordinance

Liaison Information

Expires 30 Days from date issued.

NAME: Ethan Garton TELEPHONE: 304-871-9777

ADDRESS: 749 Westfield Rd CITY: Jane Lew STATE: WV ZIP: 26318

Signature: Ethan Garton Date: 1/5/2023

Before signing please verify that this form is complete and correct to the best of your knowledge.

For Office Use Only

REQUEST TYPE	
<input type="radio"/> Private Road	<input type="radio"/> NEW ROAD NAME
<input type="radio"/> Public Road	<input type="radio"/> ROAD NAME CHANGE
<input type="radio"/> OTHER	
APPLICATION RECEIVED <u>1/5/20</u>	Signature _____

Date 1/5/20



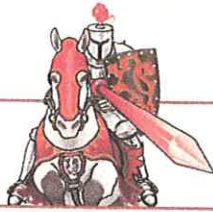
874

860

838

790

WESTFIELD



KNIGHT
CONSULTING SERVICES

January 1, 2023

Mr. John Breen
Assessor of Lewis County
Lewis County Courthouse
108 Center Avenue
P. O. Box 706
Weston, WV 26452

Dear Mr. Breen,

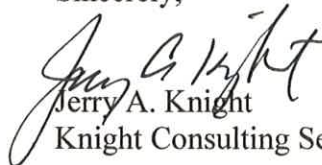
Attached is an invoice for services rendered during the month of December. Please review the attached and should you have questions regarding any of the billed hours please let me know.

Please make your check payable to Knight Consulting Services. In addition please forward your check to the following address:

Knight Consulting Services
1108 Summit Drive
St. Albans, WV 25177

Please feel free to contact me in the future when you feel that I can be of assistance. I appreciate the opportunity to be of service to you and I look forward to our continued business relationship.

Sincerely,


Jerry A. Knight
Knight Consulting Services

Attachment
JAK:mek

Knight Consulting Services

1108 Summit Drive
St. Albans, WV 25177
United States

INVOICE

Invoice Number: 2194
Invoice Date: Jan 1, 2023
Page: 1

Voice: (304) 727-8417
Fax: (304) 727-8419

Bill To:
Lewis County Assessor P. O. Box 706 Weston, WV 26452

Ship to:
Lewis County Assessor P. O. Box 706 Weston, WV 26452

Customer ID	Customer PO	Payment Terms	
1100-21		Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	US Mail		1/16/23

Quantity	Item	Description	Unit Price	Amount
3.00		12/20/22 -- Research and review documents and prepare taxability opinion re: Stonewall Jackson State Park properties.	100.00	300.00



Subtotal	300.00
Sales Tax	
Total Invoice Amount	300.00
Payment/Credit Applied	
TOTAL	300.00

Check/Credit Memo No:

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

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

December 29, 2022

Sherry Rogers
Lewis County Commission
Weston, WV

Dear Ms. Rogers:

You have requested that I submit a proposal to prepare the financial statements of the Lewis County Commission in accordance with the most current GASB requirements, which comprise the government-wide statements, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2023, and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements. I am pleased to submit a proposal.

I currently work with numerous county commissions on the compilations of their annual financial statements. While employed with the West Virginia State Auditor's Office, Chief Inspector Division (CID) for over 30 years through 2018, I worked with audits of county commissions and other governmental entities throughout the state. I was employed with CID as a county auditor, county audit supervisor and quality control manager. As quality control manager, I ensured that our audits were in compliance with all technical guidelines.

If you accept my proposal, you will be required to sign an engagement letter. This letter is normally sent out to you in June. The engagement letter details, among other things, both my responsibilities and your responsibilities with regard to the engagement. I have attached a blank copy of the letter for your review.

In your request, you state that the financial statement must be completed no later than October 1, 2023. I have attached a list that I give to counties of items that will be needed to complete the preparation of the financial statement. It is possible that there would be other items that are not on the list. I would need you to start sending me these items in early July 2023, and I would need to receive all of them in a timely manner, in good form, to complete the financial statement by October 1. This would include the sheriff's settlement being prepared in a timely manner, and be in reconciliation with both the bank and the County Clerk's trial balances. If everything is submitted and in good form, there should be no problem completing the engagement by the requested date.

I am submitting a proposal of \$8,000 to prepare the Lewis County Commission 2022-23 financial statement.
Thank you for the opportunity.

Sincerely Yours,

A handwritten signature in blue ink, appearing to read "Fred C. Hess". The signature is stylized with a large initial "F" and "H".

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

ITEMS NEEDED FOR PREPARATION OF ANNUAL FINANCIAL STATEMENT

Lewis County



Beginning balances, revenues, expenditures and ending balances for office accounts for year ending June 30

- Assessor (map sales account, dog taxes account, etc.)
- Circuit Clerk (checking and savings accounts, etc.).
- County Clerk (any bank accounts maintained)
- Prosecuting Attorney (any bank accounts maintained not on sheriff's settlement)
- Sheriff (conservator accounts, refund accounts, etc., any accounts not on sheriff's settlement)

Sheriff

- 1 Sheriff's settlement
- 2 Sheriff's June 30 financial statement/bank reconciliation
- 3 Taxes receivable information June 30 August 31

County Clerk or County Administrator

- 1 Trial balances
- 2 Budget to actual reports for: GCF orig GCF final Coal orig Coal end AVF orig AVF end
- 3 Copy of any audit adjustments from most recent audit.
- 4 Capital assets
 - a - list of additions and disposals of capital assets, with dates. For additions, need fund/line item # (001-401, 402, etc.), and serial # or VIN #.
 - b - list of any construction in progress.
- 5 Leases, notes or bonds payable
 - a - amortization schedules.
 - b - confirmation from banking agency of amount still due on debt as of June 30.
 - c - information for any conduit debt, including June 30 liability balance.
- 6 Receivable balances other than property taxes at June 30.
- 7 Compensated absences
 - a - list of balances for each office at June 30, usually just for annual leave (depends on county policy).
- 8 Payables information
 - a - accounts payable detail, including fund/line item # (001-401, 402, etc.)
- 9 Copy of property insurance coverage for the fiscal year.

- 10 Total PERS, WVDSRS, EMSRS and OPEB payments (employee and employer) for the fiscal year, and total applicable salary paid for each. The employer totals need to be broken down by fund/line item # (such as 001-401, 402, etc.), or category (general govt, public safety, etc.).
- PERS DSRs EMSRS OPEB
- 11 Levy rates for the fiscal year (Sheriff or County Clerk).
 a - copy of detail on what any excess levy can be used for, and time frame of the excess levy.
- 12 List of component units for the county, including building commission if there is one.
 Amb Parks BOH EDA Fire Service Bd Bldg Comm
- 13 Terms for all county officials in office during the fiscal year.
- 14 Schedule of expenditures of federal awards, including grant name, federal agency, CFDA #, amount expended, and whether grant was direct (check was from federal govt) or pass-through (check was from state), IF county was a single audit (only if county expended \$750,000 or more in federal awards).
- 15 List of state grant expenditures (other than reimbursable grants, unless granting agency requires them to be listed) including grant title, grant number, state granting agency, award amount, & amount received and expended for each grant, IF total expenditures were \$50,000 or more.
- 16 Applicable information for any separate post-employment health care plan not run by PEIA, including actuarial information.
- 17 Back-up for transfers to/from different funds.
- 18 Detail for any due to/due from other funds balances (such as due to GCF from Coal Severance, etc.).
- 19 Detail of any subsequent events after June 30 that would have a material effect on the financial statement.
- 20 Information on whether the county has any deferred compensation programs.

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Assessor

- 1 Major taxpayer letter.
- 2 Tax abatement information, if any.

Prosecuting Attorney

- 1 Pending litigation letter.

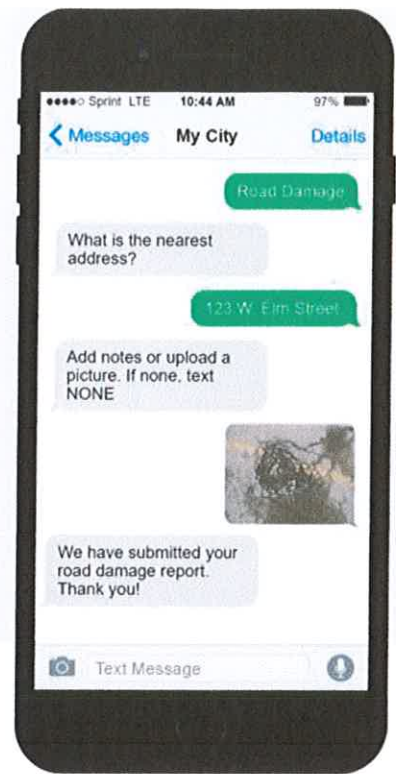
Will need for the Prior Year, at a minimum, if prior year financial statement was not with Fred Hess, CPA, PLLC:

- 1 Contact information for the County Clerk and County Commission offices, and for the Chief Tax Deputy.
- 2 Copy of financial statement.
- 3 Totals for retirement (PERS, DSRs, EMSRS) and OPEB employer/employee contributions - need employer total for each broken down by fund/line item # (such as 001-401, 402, etc.).
- 4 Breakdown of any accounts payable by fund and line item # (001-401, 402, etc.).
- 5 Amortization schedule for any long-term liabilities.
- 6 Compensated absences breakdown by fund/line item # (001-401, 402, etc.).
- 7 Capital assets list and capital asset policy.
- 8 If there is a rainy day fund (special investment fund), detail on what money can be used for.



TextMyGov
P.O. Box 3784
Logan, Utah 84323
435-787-7222

Partnership Proposal



Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency’s website, address problems, report any issues and upload photos.

According to the Pew Research Center, *97% of smartphone owners text regularly.*

The technology analysts at Compuware reported *that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.*

TextMyGov Solutions: *Communicate, Engage, Boost Website Traffic, Track, and Work*

Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.

Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.

Subscription Cost Breakdown

This quote represents a subscription to TextMyGov with an initial TERM of two years. The agreement is set to automatically renew after the initial TERM. Support and services fees may increase in subsequent years, but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms

Prepared for:
Lewis County
110 Center Ave FL 2, Weston,
WV 26452-1964, United States
James Gum

Prepared by:
Brigham Taylor
Account Executive
P.O. Box 3784
Logan, UT 84323

Package	Package Price	Billing
TextMyGov Package includes: <ul style="list-style-type: none"> • TextMyGov Web-Based Software • IPAWS Integration • Local Phone Number • Short Code Number (for outgoing messages) • Unlimited Users • Unlimited Departments • Unlimited Support for Every User • 10 GB Managed online data storage • 75,000 Text Messages per year 	\$5,500	Annual
Implementation/Setup Fee	\$2,700	One Time
Total (First Year):	\$8,200	First Year
Total (Ongoing):	\$5,500	Annual

Notes:

1. This is a two-year contract. After the initial two years, the contract can be canceled by providing 60-day written notice.
2. After the initial two-year contract, the agreement will revert to a year to year.
3. Customer is required to put TextMyGov widget on the Agency's Web Home page.
4. This agreement and pricing were provided at the customer's request and are good for 30 days.
5. Customer is required to provide copy of W-9.

Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual* cost, upon request.

Enhanced Media & Care Package – Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information- https://textmygov.com/enhanced-media-care/	Price based on Population	Annual
Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)	Price based on amount of text messages	Annual

Agreement Confirmation

Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Billing Information

Billing Contact Name:

Title:

Email:

Office Phone:

Address:

(Please attach copy of W-9 or Tax Exemption form. Must include FEIN #.)

Agreement Signature

Name:

Title:

Date:

Signature:

Widget Contact

Name:

Title:

Email:

Phone:

(This person is responsible for placing the TextMyGov widget (see options-[Widget | TextMyGov Support](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time).

Twilio Contact Authorization

Twilio Authorized Contacts

Employee Name (1):

Email:

Phone Number:

Job Position:

Business Title:

Employee Name (2):

Email:

Phone Number:

Job Position:

Business Title:

I confirm that my nominated authorized representatives agree to be contacted by Twilio.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

Implementation

Getting Started

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

Configuration

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

Media Kit

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.