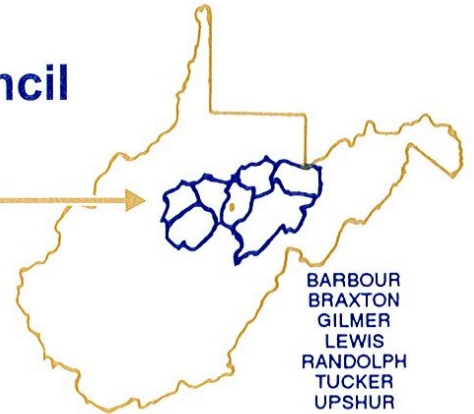


# Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201  
PHONE: (304) 472-6564 • FAX (304) 472-6590



## **AGENDA April 30, 2018**

- 12:00 p.m.
1. Call to Order
  2. Moment of Silence
  3. Pledge of Allegiance
  4. Introductions
  5. Approve minutes from October 23, 2017 meeting
  6. Treasurer's Report
  7. Chairman's Report
  8. Executive Director's Report
  9. Regional Hazard Mitigation Plan Update—JH Consulting
  10. Update on Proposed Consolidation of Regional Councils
  11. Update on Rent/Lease of Building
  12. Update on ARC GIS Planning Grant
  13. Consideration and Approval of FY2019 Budget
  14. Nominating Committee Appointments
  15. Consideration and Approval of Amendment to Sick Leave Policy
  16. Consider Projects for Review
  17. Adjournment

# Region VII Planning and Development Council

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## MINUTES OF THE OCTOBER 23, 2017 QUARTERLY COUNCIL MEETING HELD AT THE BRUSHY FORK EVENT CENTER

Chairperson Agnes Queen call the meeting to order at 12:00 p.m.

### ATTENDANCE:

#### Council Members:

- |                       |                                |
|-----------------------|--------------------------------|
| 1. Lowell Moore       | Tucker County Commission       |
| 2. Dorothy Judy       | Mayor, City of Parsons         |
| 3. Connie Tenney      | Upshur County Private Sector   |
| 4. Terry Cutright     | Upshur County Commission       |
| 5. Ben Propst         | Barbour County Coordinator     |
| 6. Larry Chapman      | Gilmer County Commission       |
| 7. Dennis Fitzpatrick | Mayor, City of Glenville       |
| 8. Bobby Gompers      | Upshur County Private Sector   |
| 9. Cindy Karelis      | Mayor, Town of Beverly         |
| 10. Jim Rossi         | Mayor, Town of Coalton         |
| 11. Mike Herron       | Lewis County Private Sector    |
| 12. Cindy Whetsell    | Lewis County Private Sector    |
| 13. JR Spencer        | Braxton County Private Sector  |
| 14. Mark Doak         | Randolph County Private Sector |
| 15. Agnes Queen       | Lewis County Commission        |
| 16. Greg Cunningham   | Lewis County Private Sector    |
| 17. A.G. Trusler, Jr  | Upshur County Private Sector   |
| 18. Ron Facemire      | Braxton County Commission      |
| 19. Robbie Morris     | Randolph County Private Sector |
| 20. Michael Cvechko   | Barbour County Private Sector  |
| 21. Mike Taylor       | Randolph County Commission     |

#### Guests:

- |                    |                         |
|--------------------|-------------------------|
| 22. Pat Boyle      | Lewis County Commission |
| 23. Henry McDonald | JH Consulting, LLC      |
| 24. Karen Weaver   | City of Philippi        |
| 25. Jason Myers    | City of Parsons         |
| 26. Talley Sergent | Candidate for Congress  |

27. Amanda Hayes  
28. Justin Ray  
29. Rod Wyman  
30. Todd Gunter

Record-Delta Newspaper  
Representative, Senator Manchin's Office  
Lewis County Commission  
Representative, Senator Capito's Office

**Executive Director and Staff:**

31. Shane Whitehair                      Executive Director  
32. Peggy Ball                              Administrative Assistant  
33. Cam Matheny                          Financial Consultant  
34. Cary Smith                              Project Manager

**Agenda Items 1,2,3**

**CALL TO ORDER – MOMENT OF SILENCE – PLEDGE OF ALLEGIANCE**

After calling the meeting to order and welcoming all in attendance, Chairwoman Agnes Queen led the group in a moment of silent meditation and prayer and the "Pledge of Allegiance".

**Agenda Item 4**

**INTRODUCTIONS:**

Chairwoman Agnes Queen requested that everyone in attendance introduce themselves.

**Agenda Item 5**

**PREVIOUS MEETING MINUTES:**

Chairwoman Agnes Queen asked if there were any additions or corrections to the previous meeting minutes from the July 24, 2017 quarterly meeting and September 22, 2017 special meeting. With no corrections or additions indicated, Dennis Fitzpatrick made a motion to accept the minutes as recorded, and Lowell Moore seconded the motion, which passed unanimously.

**Agenda item 6**

**TREASURER'S REPORT**

Connie Tenney presented the balance sheet and budget summary for period ending 09/30/2017. Connie noted that there were no significant changes to income and expenses. Advertising expenses were slightly high for the quarter due to the public meeting notices needed for the region's hazard mitigation plan update. In addition, computers and hardware increased slightly due to the purchase of four new computers. After reviewing the financial reports, Cam noted that Region VII PDC's FY2017 audit is scheduled for November 6 and 7. Gibbons and Kawash will be conducting the audit.

Motion to approve financial report was made by Terry Cutright and seconded by Dennis Fitzpatrick.

**Agenda item 7**  
**CHAIRMAN'S REPORT**

No report

**Agenda item 8**  
**REGIONAL HAZARD MITIGATION PLAN UPDATE – JH CONSULTING**

Henry McDonald of JH Consulting provided an update to the region's hazard mitigation plan. Henry stated that information is still needed from a number of jurisdictions to complete the update. Henry and Shane met with FEMA and they are adamant about having jurisdictions participate in the plan. JH Consulting held five public meetings and conducted two on-line surveys to meet that requirement. Henry noted that the plan expired August 31, 2017 and must be renewed and approved by FEMA before any funds can be released. Mr. McDonald ask for each representative to speak to him before they leave the meeting.

**Agenda item 9**  
**EXECUTIVE DIRECTOR'S REPORT**

Shane Whitehair thanked everyone for attending. Shane congratulated Randolph County Development Authority for receiving a \$2.5 million US EDA grant to expand manufacturing operations at the Armstrong Flooring Plant in Beverly. He also congratulated the Flatwoods-Canoe Run Public Service District in Braxton County for receiving a \$1.4 million US EDA grant to upgrade a waterline that currently serves the Weyerhaeuser. This new line will enable Weyerhaeuser to provide better fire protection to their existing manufacturing facility. Shane thanked Senator Manchin and Senator Capito for their help in acquiring the grants.

Shane discussed the status of filling the vacant staff positions in the office. Shane reported that Jim Marshall will be starting at Region VII on November 1, 2017 as the Project Specialist. He brings a wide range of experience and knowledge with him that will assist Region VII.

Shane also reported in the status of the GIS Specialist position. Jessica resigned from Region VII in September. Shane reported that interviews are currently being conducted and the hope is to have someone on board by the first of the year.

Shane emphasized the importance of everyone participating in the hazard mitigation plan and provide the information to the council as soon as possible.

Shane reported that he attended the ARC Fall Summit in Pittsburgh, EDC Conference at Glade Springs and the CDBG Summit at Stonewall Jackson Resort.

Shane noted that the Project Status Report is attached to the packet for reference. The staff is currently managing over \$84 million worth of projects with more being developed.

#### **Agenda item 10**

#### **PROPOSED CONSOLIDATION OF REGIONAL COUNCILS**

Shane discussed the status of the proposed consolidation of the WV Regional Planning and Development Councils. Mary Jo Thompson, Russell Tarry and Hannah Kessler of the WV Development Office came to meet with Shane, Cary, Peggy and Cam. The staff was able to ask questions and discuss the concerns in regards to the proposed merger. Region VII PDC's staff felt that the WVDO reps were not able to provide concrete answers to the questions that were posed to them, specifically on what and how much of additional resources would be available to us.

Secretary Thrasher will be coming to meet with the Council in the near future to discuss our concerns and have dialogue on the proposed merger. Shane will let the Council know when the meeting will take place and provide any updates as they become available. Agnes mentioned that she will be in contact with some of the Council members about serving on a "consolidation committee" to meet with Secretary Thrasher.

#### **Agenda item 11**

#### **WV STATE ALLOCATION**

Shane received notice from the WV Development Office that the state allocation for FY2018 will be the same amount as last year's allocation, which is \$31,363. A resolution to accept the terms and conditions of said allocation was made by Councilman Dennis Fitzpatrick and seconded by Councilman Robbie Morris. Motion unanimously passed 21 to 0.

#### **Agenda item 12**

#### **CONSIDER PROJECTS FOR REVIEW**

Shane ask for council to look over the projects for review. Mike Taylor made a motion to approve the projects for review, which was seconded by A.G. Trusler. Motion was passed unanimously.

Shane asked if anyone had any questions about the project status report. No questions or comments were made.

**Agenda item 13**  
**ADJOURNMENT – NEXT MEETING DATE**

Shane ask council if they wanted to have a Christmas Party this year, they were all in favor. Next regular meeting will be January 22, 2018. Motion made by Lowell Moore to adjourn the meeting, seconded by Mike Taylor, motion carried.

Respectfully submitted,

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**Region VII Planning and Development Council**  
**Balance Sheet**  
As of December 31, 2017

	Dec 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Progressive Cash in Bank	360,530.23
105 · Certificates of deposit	
104 · CD - 718	16,549.62
106 · CD - 974	30,054.95
107 · CD - 604	40,370.38
<b>Total 105 · Certificates of deposit</b>	86,974.95
<b>Total Checking/Savings</b>	447,505.18
<b>Accounts Receivable</b>	
110 · Accounts receivable	166,454.51
120 · Assessments Receivable	520.00
121 · Grants Receivable	47,875.31
<b>Total Accounts Receivable</b>	214,849.82
<b>Other Current Assets</b>	
125 · Prepaid expenses	6,702.00
<b>Total Other Current Assets</b>	6,702.00
<b>Total Current Assets</b>	669,057.00
<b>TOTAL ASSETS</b>	<b>669,057.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
224 · Accrued Health Insurance	3,922.80
229 · Accrued Dental	280.00
242 · Deferred Revenue	104,485.71
<b>Total Other Current Liabilities</b>	108,688.51
<b>Total Current Liabilities</b>	108,688.51
<b>Long Term Liabilities</b>	
243 · OPEB Liability	138,909.83
<b>Total Long Term Liabilities</b>	138,909.83
<b>Total Liabilities</b>	247,598.34
<b>Equity</b>	
301 · Unrestrict Net Assets	293,763.29
Net Income	127,695.37
<b>Total Equity</b>	421,458.66
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>669,057.00</b>

**Region VII Planning and Development Council**  
**FY'17-18 Budget Summary**  
**For the quarter ending December 31, 2017**

	Current Activity Oct - Dec 2017	YTD Activity 2018	FY '17 - '18 Budget	Budget Remaining	% of Budget Utilized
<b>Income</b>					
400 · Grant Revenue	68,164.50	87,466.00	175,435.00	87,969.00	49.86%
415 · Assessment Dues	0.00	149,452.00	149,452.00	0.00	100.00%
480 · Project Administration Income	66,752.75	121,594.11	359,113.00	237,518.89	33.86%
485 · Event Sponsorship	4,500.00	4,500.00	0.00	-4,500.00	0.00%
490 · Miscellaneous Income	209.70	209.70	0.00	-209.70	0.00%
495 · Interest Income	84.26	174.11	0.00	-174.11	0.00%
496 · In-Kind Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Income</b>	<b>139,711.21</b>	<b>363,395.92</b>	<b>684,000.00</b>	<b>320,604.08</b>	<b>53.13%</b>
<b>Expense</b>					
500 · Personnel	53,076.94	101,527.35	336,190.00	234,662.65	30.20%
505 · Fringe Benefits	21,356.00	41,683.59	131,257.00	89,573.41	31.76%
520 · Contractual	6,000.00	6,000.00	13,000.00	7,000.00	46.15%
521 · Travel & Per Diem	2,694.40	5,286.30	12,000.00	6,713.70	44.05%
522 · Space & Utilities	10,225.43	18,590.85	35,000.00	16,409.15	53.12%
523 · Equipment	-	-	1,000.00	1,000.00	0.00%
524 · Office Supplies	587.93	743.42	3,000.00	2,256.58	24.78%
525 · Postage	31.84	31.84	2,500.00	2,468.16	1.27%
526 · Telephone	1,914.78	3,759.52	9,000.00	5,240.48	41.77%
527 · Printing	433.78	814.15	3,000.00	2,185.85	27.14%
528 · Subscriptions	104.36	192.46	1,500.00	1,307.54	12.83%
529 · Advertising	31.50	520.87	1,500.00	979.13	34.72%
530 · Insurance	-	1,772.00	10,000.00	8,228.00	17.72%
531 · Legal Costs	535.00	535.00	2,000.00	1,465.00	26.75%
532 · Professional Services	19,900.00	29,500.00	55,500.00	26,000.00	53.15%
533 · Computer Hardware and Software	234.95	7,977.52	25,000.00	17,022.48	31.91%
534 · Membership Dues	3,082.00	4,632.00	6,500.00	1,868.00	71.26%
535 · IT Services	1,779.00	3,558.00	7,500.00	3,942.00	47.44%
536 · Conferences and Training	1,669.02	2,919.02	18,000.00	15,080.98	16.22%
537 · Meetings	5,296.60	5,296.60	10,000.00	4,703.40	52.97%
550 · In-Kind Expenses	-	-	-	-	0.00%
555 · Miscellaneous Group	87.30	360.06	553.00	192.94	65.11%
590 · Pass-Thru Grant Expense	-	-	-	-	0.00%
<b>Total Expense</b>	<b>129,040.83</b>	<b>235,700.55</b>	<b>684,000.00</b>	<b>448,299.45</b>	<b>34.46%</b>
<b>Net Income</b>	<b>10,670.38</b>	<b>127,695.37</b>	<b>-</b>		

Percentage of year completed: 50%



## Region VII Planning and Development Council

## Balance Sheet

As of March 31, 2018

04/09/18

Accrual Basis

	Mar 31, 18	Dec 31, 17
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
101 · Progressive Cash in Bank	327,451.40	360,530.23
105 · Certificates of deposit		
104 · CD - 718	16,557.56	16,549.62
106 · CD - 974	30,085.25	30,054.95
107 · CD - 604	40,389.50	40,370.38
<b>Total 105 · Certificates of deposit</b>	<b>87,032.31</b>	<b>86,974.95</b>
<b>Total Checking/Savings</b>	<b>414,483.71</b>	<b>447,505.18</b>
<b>Accounts Receivable</b>		
110 · Accounts receivable	188,804.71	163,805.27
120 · Assessments Receivable	0.00	520.00
121 · Grants Receivable	49,594.81	47,886.79
<b>Total Accounts Receivable</b>	<b>238,399.52</b>	<b>212,212.06</b>
<b>Other Current Assets</b>		
125 · Prepaid expenses	6,702.00	6,702.00
<b>Total Other Current Assets</b>	<b>6,702.00</b>	<b>6,702.00</b>
<b>Total Current Assets</b>	<b>659,585.23</b>	<b>666,419.24</b>
<b>TOTAL ASSETS</b>	<b>659,585.23</b>	<b>666,419.24</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
224 · Accrued Health Insurance	4,261.50	3,922.80
226 · Accrued Retirement	3,490.70	0.00
229 · Accrued Dental	600.50	280.00
242 · Deferred Revenue	104,485.71	104,485.71
<b>Total Other Current Liabilities</b>	<b>112,838.41</b>	<b>108,688.51</b>
<b>Total Current Liabilities</b>	<b>112,838.41</b>	<b>108,688.51</b>
<b>Long Term Liabilities</b>		
243 · OPEB Liability	138,909.83	138,909.83
<b>Total Long Term Liabilities</b>	<b>138,909.83</b>	<b>138,909.83</b>
<b>Total Liabilities</b>	<b>251,748.24</b>	<b>247,598.34</b>
<b>Equity</b>		
301 · Unrestrict Net Assets	293,763.29	293,763.29
Net Income	114,073.70	125,057.61
<b>Total Equity</b>	<b>407,836.99</b>	<b>418,820.90</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>659,585.23</b>	<b>666,419.24</b>

**Region VII Planning and Development Council**  
**FY'17-18 Budget Summary**  
**For the quarter ending March 31, 2018**

	Current Activity <u>Jan - March 2018</u>	YTD Activity <u>2018</u>	FY '17 - '18 Budget <u>Budget</u>	Budget Remaining	% of Budget Utilized
<b>Income</b>					
400 · Grant Revenue	56,161.00	143,627.00	175,435.00	31,808.00	81.87%
415 · Assessment Dues	0.00	149,452.00	149,452.00	0.00	100.00%
470 · GIS Services	0.00	9,750.00	0.00	-9,750.00	0.00%
480 · Project Administration Income	68,357.89	177,564.24	359,113.00	181,548.76	49.45%
485 · Event Sponsorship	0.00	4,500.00	0.00	-4,500.00	0.00%
490 · Miscellaneous Income	0.00	209.70	0.00	-209.70	0.00%
495 · Interest Income	82.70	256.81	0.00	-256.81	0.00%
496 · In-Kind Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Income</b>	<b>124,601.59</b>	<b>485,359.75</b>	<b>684,000.00</b>	<b>198,640.25</b>	<b>70.96%</b>
<b>Expense</b>					
500 · Personnel	64,679.98	166,207.33	336,190.00	169,982.67	49.44%
505 · Fringe Benefits	27,854.68	69,538.27	131,257.00	61,718.73	52.98%
520 · Contractual	5,210.02	11,210.02	13,000.00	1,789.98	86.23%
521 · Travel & Per Diem	2,140.01	7,426.31	12,000.00	4,573.69	61.89%
522 · Space & Utilities	8,611.43	27,202.28	35,000.00	7,797.72	77.72%
523 · Equipment	-	-	1,000.00	1,000.00	0.00%
524 · Office Supplies	498.19	1,241.61	3,000.00	1,758.39	41.39%
525 · Postage	230.29	262.13	2,500.00	2,237.87	10.49%
526 · Telephone	1,977.08	5,736.60	9,000.00	3,263.40	63.74%
527 · Printing	399.39	1,213.54	3,000.00	1,786.46	40.45%
528 · Subscriptions	661.34	853.80	1,500.00	646.20	56.92%
529 · Advertising	-	520.87	1,500.00	979.13	34.72%
530 · Insurance	1,772.00	5,316.00	10,000.00	4,684.00	53.16%
531 · Legal Costs	-	535.00	2,000.00	1,465.00	26.75%
532 · Professional Services	13,200.00	42,700.00	55,500.00	12,800.00	76.94%
533 · Computer Hardware and Software	3,519.19	11,496.71	25,000.00	13,503.29	45.99%
534 · Membership Dues	535.00	5,167.00	6,500.00	1,333.00	79.49%
535 · IT Services	1,782.05	5,340.05	7,500.00	2,159.95	71.20%
536 · Conferences and Training	2,977.31	5,896.33	18,000.00	12,103.67	32.76%
537 · Meetings	1,227.88	6,524.48	10,000.00	3,475.52	65.24%
550 · In-Kind Expenses	-	-	-	-	0.00%
555 · Miscellaneous Group	81.66	441.72	553.00	111.28	79.88%
590 · Pass-Thru Grant Expense	-	-	-	-	0.00%
<b>Total Expense</b>	<b>137,357.50</b>	<b>374,830.05</b>	<b>684,000.00</b>	<b>309,169.95</b>	<b>54.80%</b>
<b>Net Income</b>	<b>(12,755.91)</b>	<b>110,529.70</b>	<b>-</b>		

Percentage of year completed: 75%

**Region VII Planning and Development Council  
FY 2019 Proposed Budget  
For the year ending June 30, 2019**

<b>BUDGETED REVENUES</b>		Approved FY2018	Proposed FY2019	Projected FY2020
	EDA	70,000	<b>70,000</b>	70,000
	ARC	77,208	<b>77,322</b>	77,322
	WV Allocation	28,227	<b>31,363</b>	31,363
	Assessment Dues	149,452	<b>149,452</b>	149,452
337	Weston Sewer TT/BV	35,000	<b>30,000</b>	45,000
357	Town of Harman Water	25,000	<b>0</b>	0
361	Mill Creek Water	20,000	<b>0</b>	70,000
370	Lewis EDA AML Water	15,000	<b>19,000</b>	0
371	Hamrick PSD Water Improvements	64,000	<b>0</b>	0
372	Lewis EDA North West Water	30,000	<b>35,000</b>	0
373	Parsons Elevation Project	10,000	<b>0</b>	0
379	Philippi Water Tanks	10,000	<b>30,000</b>	0
387	Flatwoods Canoe Run PSD Phase I	30,000	<b>36,863</b>	16,369
388	CWVDA Regional Broadband	0	<b>0</b>	40,000
389	RCDA Power Grant	0	<b>0</b>	0
391	UCDA Power Grant	35,113	<b>34,000</b>	0
392	Hazard Mitigation 2017	15,000	<b>0</b>	0
393	Davis Water	10,000	<b>20,000</b>	45,000
394	Elkins Road PSD PH III	10,000	<b>10,000</b>	70,000
395	Burnsville Sewer	0	<b>0</b>	0
396	Century Volga PSD Sewer	10,000	<b>30,000</b>	25,000
420	FCR PSD Weyerhaeuser Water	0	<b>20,000</b>	40,000
421	RCDA Armstrong Flooring	0	<b>25,000</b>	40,000
422	FCR PSD Phase II Water	0	<b>20,000</b>	35,000
423	UCDA AML PILOT	0	<b>50,000</b>	75,000
424	Elkins Sewer Improvements	0	<b>10,000</b>	45,000
425	Gilmer Co Comm. Broadband	0	<b>0</b>	0
501	Buckhannon GIS	10,000	<b>0</b>	0
502	Parsons GIS Mapping	25,000	<b>20,000</b>	0
503	Upshur GIS	5,000	<b>0</b>	0
504	Upshur CVB GIS	0	<b>0</b>	0
	<b>TOTAL REVENUES</b>	684,000	<b>718,000</b>	874,506

<b>BUDGETED EXPENSES</b>		Approved FY2018	Proposed FY2019
	Personnel	336,190	<b>342,510</b>
	Fringe Benefits	131,257	<b>115,033</b>
	Contractual Services	13,000	<b>19,000</b>
	Travel	12,000	<b>18,000</b>
	Rent	35,000	<b>35,000</b>
	Equipment	1,000	<b>17,500</b>
	Office Supplies	3,000	<b>5,000</b>
	Postage and Shipping	2,500	<b>1,500</b>
	Telephone	9,000	<b>9,000</b>
	Printing	3,000	<b>2,500</b>
	Subscriptions	1,500	<b>1,500</b>
	Advertising	1,500	<b>1,500</b>
	Insurance	10,000	<b>12,000</b>
	Legal	2,000	<b>2,000</b>
	Consulting	55,500	<b>58,100</b>
	Computer Hardware and Software	25,000	<b>25,000</b>
	Membership Dues	6,500	<b>7,500</b>
	IT Services	7,500	<b>10,000</b>
	Conferences and Training	18,000	<b>18,000</b>
	Meetings	10,000	<b>10,000</b>
	Miscellaneous	553	<b>7,357</b>
	<b>TOTAL EXPENSES:</b>	684,000	<b>718,000</b>

**SICK LEAVE.** Full-time employees are eligible for sick leave benefits. Sick leave is earned from the first day of employment at the rate of one and one half (1.5) days for each calendar month of service worked. Employees will not be paid for more than sixty (60) sick days per calendar year. Unused sick leave may be carried over from year to year.

Paid sick leave is to be used for excused absences from the workplace due to an employee's illness or injury, or that of a member of the employee's immediate family. Immediate family shall be limited to the employee's spouse, children, parents, grandparents, grandchildren, brothers and sisters.

A physician's statement is required when an employee misses more than three (3) consecutive days of work. If sick leave is used on a day before or day after a holiday, weekend, before or after an annual leave, a physician's note may be provided upon returning to work. The Council may also require a physician's note where an employee's use of sick leave develops a suspicious pattern.

Employees will not be paid for any unused accrued sick leave upon separation from employment or be allowed to use any unused accrued sick leave to purchase retiree health insurance coverage. However, PERS employees with unused accrued sick leave may, if eligible, elect to use such sick leave to acquire additional credit service in the retirement system.

**(Revised March 5, 2018)**

**April 2018**  
Expediently Reviewed

**1. City of Glenville Police Department**

Applying for capital assistance from USDA Rural Development for purchase of new police cruiser total cost \$35,575.

Proposed Funding

USDA Rural Development	\$12,450
Local Funds	<u>\$23,125</u>
<b>TOTAL</b>	<b>\$35,575</b>

**2. Tub Run Highwall and Refuse, Phase III – Tucker County**

DEP Abandoned Mine Land reclamation project

<u>Total Project Cost</u>	\$1,330,415
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**3. Old Buffalo Drainage – Tucker County**

DEP Abandoned Mine Land reclamation project

<u>Total Project Cost</u>	\$ 901,044
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**4. Pendleton Creek Strip Phase II – Tucker County**

DEP Abandoned Mine Land reclamation project

<u>Total Project Cost</u>	\$311,813
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**5. Ed Gower Highwall #2 – Upshur County**

DEP Abandoned Mine Land reclamation project

<u>Total Project Cost</u>	\$919,343
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## Region VII PDC Funded Project Status Report

Please Note--This report is only the funded projects for which we have binding administrative agreements that request our project management services.

PROJECT NAME	TOTAL PROJECT COST	STATUS
<b>Barbour County</b>		
Century Volga PSD Sewer Project	\$2,870,000.00	Project is designed with ROW's being acquired.
City of Philippi Water Tank Replacement	\$2,650,000.00	Project bid opening was March 8, 2018 with the project moving toward closing.
<b>Braxton County</b>		
Flatwoods-Canoe Run PSD--Exchange Road Water Extension (Phase I)	\$3,136,600.00	PSC certificate approved. Awaiting the acquisition of one more property before requesting authorization to bid.
Flatwoods-Canoe Run PSD--Exchange Road Water Extension (Phase II)	\$2,498,027.00	SCBG funds awarded for the project on February 1, 2018. Design is complete. In process of obtaining necessary right of ways.
Flatwoods-Canoe Run PSD--Heaters - Weyerhaeuser Water Upgrade Project	\$2,482,208.00	Plans and specs have been completed and approved by EDA, In process of obtaining necessary right of ways.
Town of Burnsville--Sewer System Improvements	\$22,000.00	Study completed and approved. Will start submitting applications for construction portion of the project.
Town of Burnsville--Water System Improvements and Ext. to Route 5/Orlando	\$4,503,639.00	In process of closing out project. Town is working with contractors to complete all work. SCBG grant is closed.
<b>Gilmer County</b>		
Gilmer County/Braxton County Broadband Plan	\$100,000.00	Grant awarded 2/1/18. In process of drafting RFP. RFP should be published in May 2018.
<b>Lewis County</b>		
Lewis County EDA--Alum Fork/Laurel Lick Water Extension	\$1,863,496.28	Pre-construction meeting and grant closing occurring on April 26, 2018.
Lewis County EDA--Roanoke Elementary School Water Extension	\$3,767,790.00	Construction is complete. In process of closing out project.
Weston Sanitary Board--Tunertown/Butchersville Sewer Extension	\$12,755,000.00	Expect to request authorization to bid by May 30, 2018. ROW's and acquisitions being acquired.
Lewis County Commission--North West Water Extension	\$3,716,681.00	Construction continues with Contract #1 over 50% complete and Contract #2 complete.
<b>Randolph County</b>		
Town of Harman Water Project	\$5,935,000.00	Construction is nearing completion.
Randolph County Development Authority--Hardwood Cluster Manufacturing Expansion	\$3,645,000.00	Project is currently in preliminary design phase.
Randolph County Development Authority--Manufacturing Expansion Project	\$8,250,000.00	Design of project is approximately 65% complete.
City of Elkins--Phase II Sewer Improvements	\$4,187,600.00	Project is currently in preliminary design phase.
Town of Mill Creek--Water Improvements	\$4,612,475.00	Project is currently in litigation and will be re-bid once complaint is settled.
<b>Tucker County</b>		
City of Parsons Elevation Project	\$300,000.00	Project nears completion on three structures. Fourth structure withdrew request. Project should be complete by June 30, 2018.
Tucker County Commission--Hamrick PSD Water System Improvements and Extension	\$6,075,563.00	Construction is nearing completion.
City of Parsons GIS Mapping Project	\$25,000.00	Another kick-off meeting completed with new team members. Work should begin by 6/1/18.
Town of Davis Water System Improvements	\$2,335,000.00	Design of water distribution system and water treatment plant is approximately 80% complete.
Canaan Valley PSD--Sewer System Improvements	\$120,000.00	Final payment made to contractor for mitigation work.
<b>Upshur County</b>		
Upshur County Commission--Elkins Road PSD Phase III Water Extension	\$6,500,000.00	Project is currently being designed (preliminary design 100% complete, final design 10% complete).
Upshur County Development Authority--Mountain State Broadband Expressway	\$16,068,500.00	Work continues on identifying tower sites. Construction on Phase I towers should begin in June 2018.
Upshur County Addressing and Mapping Telephone Conversion	\$10,000.00	Approximately 50% complete with matching telephone numbers with new addresses.
Upshur County CVB Story Map	\$7,500.00	Finalizing story map. Should be launched by June 1, 2018.
Upshur County Development Authority--Innovation and Business Center	\$3,500,000.00	Bid opening held on March 6, 2018. Construction on building should begin in May 2018.
<b>Multi-County</b>		
Central WV Development Association--Regional Broadband Project	\$3,450,000.00	Bidding process of first phase of towers should begin in May 2018.
<b>TOTAL AMOUNT OF FUNDS ADMINISTERED BY REGION VII PDC STAFF</b>	<b>\$105,387,079.28</b>	