COUNTY COMMISSION OF LEWIS COUNTY

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Weston WV 26452
Phone:(304)269-8200

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COMMISSIONERS:
Agnes Queen, President
Bobby Stewart, Commissioner
Chad Westfall, Commissioner

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, SEPTEMBER 29, 2026

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. **10:00 AM** **Call Meeting to Order** *(action required)*
2. **10:00 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

10:05 AM **Ray Smith:** 1st Annual Rod Wyman Day of Action
11:00 AM **Estate Hearing:** Joseph W. Crofford Estate

CORRESPONDENCE

3. **Upshur County Commission Meeting Agenda:** The September 24, 2026 Upshur County Commission meeting agenda is presented for review. *(information only)*
4. **Financial Statement, Fred Hess CPA:** The Lewis County Financial Statement for the fiscal year ended June 30, 2026 is presented for review. (*information only)*
5. **Lease Agreement:** Snider Construction & Development LLC, Flood Recovery. (*Information only*)
6. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Flood update, EDA Meeting, Region 4 Integrated Preparedness Planning Workshop, Army Corps Flood Meeting, Long Term Flood Recovery, Lewis County Park Meeting. (*information only)*

BUSINESS

7. **FY2027 West Virginia Department of Environmental Protection REAP Covered Electronic Devices (CED) Recycling Grant:** Notice of Award, Budget Analysis, Statement of Compliance, Terms and Conditions, and Invoice for the Covered Electronic Devices (CED) grant are presented to the Commission for consideration. *(action required)*
8. **Tina Helmick, County Administrator:** Tina Helmick requests approval to advertise for bids for electronic recycling services as required by the Covered Electronic Devices (CED) Recycling Grant. (*action required)*

9. **Bid Opening for Parking Lot Renovation:** The Commission will open and consider bids for the parking lot renovation. (*action required)*
10. **Service Telecom Incorporated (STI):** Mitel annual software assurance quote for the telephone system is presented for consideration. (*action required)*
11. **Trick or Treat Date and Time:** The Commission will set Trick or Treat date and time for the unincorporated areas of Lewis County. The City of Weston will hold Trick or Treat on October 31, 2026 from 6:00 p.m. to 7:00 p.m. (*action required)*
12. **Lewis County Planning Commission:** The Lewis County Planning Commission presents the Resolution approving the Lewis County Comprehensive Plan for the Commission's consideration. (*action required)*
13. **Time Sheets, Leave Requests and Annual Leave Transfers:** (*action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

14. **Actions of the Clerk:** County Clerk Becky Carder presents actions of the clerk in recess of 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)*
15. **Approval of Estates:** County Clerk Becky Carder 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)*
16. **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)*
17. **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:

18. **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.

Additional Notices



First Annual

ROD WYMAN DAY OF ACTION

Honor Rod by Helping Lewis County

A County-Wide Day of Action Inspired by Rod Wyman's Legacy of Service.

This Day of Action celebrates Rod's enduring legacy of hands-on service. As a key builder of our organization and president for the past four years, Rod consistently inspired us with his deep belief in Lewis County, unwavering optimism, and willingness to work side by side with everyone. We invite individuals, families, churches, businesses, clubs, teams, and organizations to honor Rod by joining us, lending a hand, and continuing his spirit of service through meaningful projects.

HOW YOU CAN HELP

- Lead a community project
- Volunteer with a project
- Organize a project with friends, family or group
- Sponsor supplies or materials

PROJECT IDEAS

- Cemetery, park, roadside cleanup
- Downtown and neighborhood beautification
- Helping seniors or veterans with projects or service
- Community building Improvement projects
- Any project that make Lewis County a better place







OCTOBER 17TH

Projects can take place anytime now through October 17th.

TELL US ABOUT YOUR PROJECT AND REQUEST VOLUNTEERS / FUNDING

MEMORIAL PROJECT FUNDING AVAILABLE

Funds were collected in Rod's memory, and limited funding is available to help support community projects completed in his honor. Please us QR to use www.tinyurl.com/RodsDay to let us know about your project or ask for funding.

Apply for up to $500 for supplies and materials for an eligible memorial project.

CELEBRATION OF LIFE

For Rod Wyman

Come Together to Celebrate a Life of Service and Community.

October 17 at 5 pm - Holt Community Square

Lewis County First will provide hot dogs, beverages and some sides, please bring a side to share if you wish, but its not required.

We will share memories of Rod and talk about what he meant in our lives.

EVERYONE IS INVITED

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:	September 24, 2026
9:00 a.m.	Moment of Silent Meditation --- Pledge of Allegiance Approval of Minutes: • September 10,2026
9:30 a.m.	Linn Baxa on behalf of the Upshur County Youth Soccer Association, Inc. – Request to renew Wellness Complex Property Use Agreement and discuss installation of a fence.

Items for Discussion / Action / Approval:

1. Approval and signature of a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs at the Upshur County Regional Airport – Request No. 1 in the amount of twenty-eight thousand nine hundred forty -one dollars and seventy-five cents ($28,941.75). *

2. Review and authorize the Commission President to sign a Right of Way Agreement to allow temporary right-of-passage on a portion of land owned by Clarksburg Publishing Co. situated at 03-4-76. *

3. Approval of the FY2026 Financial Statement. *

4. Review and approval of Perimeter Software Service Agreement effective August 26, 2026 at the cost of $9,000 for a year. *

5. Approval of a Non-Hazardous Waste Service Agreement between the Upshur County Commission and Mountain State Waste for service at the James W. Curry Library & Park for a term of 12 months beginning September 14, 2026 at $62.95 per month. *

6. Consider adopting an adjustment to the 2026 Standard IRS Mileage Rates. Upon approval, this would increase mileage reimbursement from 72.5 cents per mile to 76 cents per mile, effective October 1, 2026. *

7. Approval and signature of an Order allowing the Commission to join with the Upshur County Development Authority (UCDA) to form a Joint Development Entity, as permitted under Chapter 7, Article 12 of the Code of West Virginia to be named the John C Allen Hub Foundation Inc. *

   Upon approval of the above:

   a. Adopt Bylaws of the John C Allen Hub Foundation Inc. *
   b. Consider appointing the initial Board of members of the Corporation which shall consist of no fewer than five nor more than fifteen persons. *

8. Consider the appointment of Barbara Hawkins to the Upshur-Buckhannon Board of Health. Upon approval, this term will become effective immediately and expire June 30, 2030. *

9. 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. Review the Articles of Incorporation of the John C Allen Hub Foundation. The purpose of the Foundation is to solicit, receive and manage charitable donations and grants to support the development, construction, enhancement, and ongoing maintenance of the John C. Allen Regional Hub project.

2. Correspondence from Mark A. Hunt, State Auditor, announcing the locations, dates and times for the 2026 State Auditor's Training Seminar for County Boards and Authorities.

3. Assessor's Certificate of Compliance from Kent A. Leonhardt, Commissioner of Agriculture, regarding Dustin Zickefoose's completion of the Farm Census of 2026, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

4. Notification of routine inspections of a Mon Power 138 kV transmission line which runs from Sutton to French Creek.

5. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoices for Upshur County for August, 2026. The invoice reflects 1,264 inmate days X the base per diem rate of $60.35 totaling $76,282.40. The July invoices totaled $90,042.20. This amount does not include credits and additional debits made during this period.

6. Correspondence from Roger A. Earle, Division of Land Restoration, with a Notice to Proceed for the John C. Allen Regional HUB Recreational Complex 2023 AMBLER Project – Snowflex Contract Only.

7. Upshur County Mileage Reports – July and August, 2026.
   - Addressing & Mapping
   - Dog Pound
   - Emergency Management
   - Maintenance
   - Parks & Recreation
   - Sheriff
   - Upshur 911

8. Public Notices:
   a) Newsletters and/or Event Notifications:
      - None

   b) Agendas and/or Notice of Meetings:
      - Council of the City of Buckhannon — September 17, 2026
      - Upshur County Youth Camp — September 17, 2026
      - Upshur County Fire Board — September 23, 2026

   c) Meeting Minutes:
      - Upshur County Youth Camp — July 16, 2026

- Adrian Public Service District August 6, 2026
- Upshur County Solid Waste Authority August 10, 2026
- Tennerton Public Service District August 12, 2026
- Upshur County Safe Structures and Sites Enforcement Board August 21, 2026

***Dates and times of monthly board meetings are viewable at:**
www.upshurcounty.org -- Upcoming events are listed on the main page.

9. Appointments Needed or Upcoming:

- Mountaineer Trail Network:
  - immediate vacancy through June 30, 2028 to fill an unexpired term as landowner.
- Upshur-Buckhannon Board of Health: vacancy beginning July 1, 2026 through June 30, 2030 (Magisterial District 3)
- Upshur County Safe Structures and Sites: immediate vacancy through June 30, 2028 (GeneralPublic/Community)

****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 tperry@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

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

Next Regular Meeting of the Upshur County Commission
October 1, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex

LEWIS COUNTY, WEST VIRGINIA
STATEMENT OF NET POSITION
June 30, 2026

	Primary Government	Component Units				
	Governmental Activities	Board of Health	Ambulance Authority	Parks and Recreation	Fire Service Board	Economic Development Authority
ASSETS						
Current assets:						
Cash and cash equivalents	$ 10,968,517	$ 902,316	$ 76,957	$ 115,951	$ 24,553	$ 2,148,294
Receivables:						
Taxes	507,728	--	--	--	--	--
Accounts	--	7,653	--	--	--	--
Due from:						
Other governments	93,312	--	--	--	--	--
Total current assets	11,569,557	909,969	76,957	115,951	24,553	2,148,294
Restricted assets:						
Restricted cash	1,663,392	--	--	--	--	--
Capital assets:						
Nondepreciable:						
Land	213,257	--	--	--	--	32,950
Depreciable:						
Buildings	13,893,228	--	--	--	--	196,505
Machinery and equipment	3,130,653	6,400	--	--	--	219
Less: accumulated depreciation	(9,134,731)	--	--	--	--	--
Net pension assets	758,018	--	--	--	--	--
Total noncurrent assets	10,523,817	6,400	--	--	--	229,674
Total assets	22,093,374	916,369	76,957	115,951	24,553	2,377,968
DEFERRED OUTFLOWS						
Pension and OPEB deferred outflows for component units	--	--	--	--	--	--
Pension related	790,348	--	--	--	--	--
OPEB related	281,025	--	--	--	--	--
Total deferred outflows of resources	1,071,373	--	--	--	--	--
LIABILITIES						
Current liabilities payable from current assets:						
Accounts payable	16,987	(34,512)	(487)	--	--	750
Due to:						
Other governments	118,611	--	--	--	--	--
Noncurrent liabilities:						
Bonds payable - due within one year	347,801	--	--	--	--	--
Bonds payable - due in more than one year	8,019,147	--	--	--	--	--
Notes payable	--	--	--	--	--	(14,147)
Net pension liability	204,466	--	--	--	--	--
Net OPEB liability - non participating	1,512,258	--	--	--	--	--
Net OPEB liability - PEIA	42,412	--	--	--	--	--
Compensated absences payable	236,386	--	--	--	--	--
Total liabilities	10,498,068	(34,512)	(487)	--	--	(13,397)
DEFERRED INFLOWS						
Pension & OPEB deferred inflows for component units	--	--	--	--	--	--
Pension related	478,293	--	--	--	--	--
OPEB related	245,969	--	--	--	--	--
Total deferred inflows of resources	724,262	--	--	--	--	--
NET POSITION						
Net investment in capital assets	(264,541)	--	--	--	--	229,675
Unrestricted	12,206,958	950,881	77,444	115,951	24,553	2,161,690
Total net position	$ 11,942,417	$ 950,881	$ 77,444	$ 115,951	$ 24,553	$ 2,391,365

See accompanying notes and compilation report.

LEWIS COUNTY, WEST VIRGINIA
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2026

Functions / Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Net (Expense) Revenues and Changes in Net Position: Primary Government: Governmental Activities	Component Units: Board of Health	Component Units: Ambulance Authority	Component Units: Parks and Recreation	Component Units: Fire Service Board	Component Units: Economic Development Authority
Primary government:									
Governmental activities:									
General government	$ 6,696,668	$ 2,561,890	$ 1,479,698	$ (2,655,080)					
Public safety	5,191,534	--	166,746	(5,024,788)					
Health and sanitation	5,000	--	--	(5,000)					
Culture and recreation	973,035	--	--	(973,035)					
Capital projects	2,066,799	--	--	(2,066,799)					
Interest on long-term debt	358,043	--	--	(358,043)					
Total governmental activities	15,291,079	2,561,890	1,646,444	(11,082,745)					
Total primary government	$ 15,291,079	$ 2,561,890	$ 1,646,444	(11,082,745)					
Component units:									
Board of Health	647,571	150,209	476,294	--	$ (21,068)	$ --	$ --	$ --	$ --
Ambulance Authority	1,506,736	1,158,220	--	--	--	(348,516)	--	--	--
Parks and Recreation	487,279	195,586	--	--	--	--	(291,693)	--	--
Fire Service Board	68,737	72,221	--	--	--	--	--	3,484	--
Economic Development Authority	6,837,999	--	5,692,250	--	--	--	--	--	(1,145,749)
Total component units	$ 9,548,322	$ 1,576,236	$ 6,168,544	--	(21,068)	(348,516)	(291,693)	3,484	(1,145,749)
General revenues:									
Ad valorem property taxes				7,065,463	--	--	--	--	--
Hotel occupancy tax				--	--	--	239,632	--	--
Gas and oil severance tax				--	--	--	--	--	--
Other taxes				1,861,748	--	--	--	--	
Coal severance tax				36,210	--	--	--	--	--
Licenses and permits				4,623	59,553	--	--	--	--
Intergovernmental:									
Local				65,852	45,000	--	--	--	--
Interest and investment earnings				421,932	40,777	239	3,184	--	115,230
Gain on sale of capital assets				6,300	--	--	--	--	--
Miscellaneous				1,773,143	8,389	7,360	2,850	--	24,150
Total general revenues				11,235,261	153,719	7,599	245,666	--	139,380
Change in net position				152,516	132,651	(340,917)	(46,027)	3,484	(1,006,369)
Net position - beginning (Note III-G)				11,789,901	818,230	418,361	161,978	21,069	3,397,734
Net position - ending				$ 11,942,417	$ 950,881	$ 77,444	$ 115,951	$ 24,553	$ 2,391,365

See accompanying notes and compilation report.

LEASE AGREEMENT

This LEASE AGREEMENT ("Lease") is made and entered into on August 18, 2026 by and between **SNIDER CONSTRUCTION & DEVELOPMENT, LLC**, a West Virginia limited liability company, of Weston, West Virginia, hereinafter referred to as "Lessor," and **THE LEWIS COUNTY COMMISSION**, a political subdivision of the State of West Virginia, hereinafter referred to as "Lessee."

RECITALS

WHEREAS, Lessor is the owner or lawful lessee of certain commercial real property, including a warehouse building and associated supporting structures and improvements, located at **264 Industrial Park Road, Jane Lew, West Virginia**, in Hacker's Creek District, Lewis County, West Virginia; and

WHEREAS, Lessee desires to lease the premises for disaster-response, storage, staging, handling, and distribution activities and related governmental purposes; and

WHEREAS, the parties desire to establish the terms and conditions under which Lessee shall occupy and use the premises;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

ARTICLE 1 – LEASED PREMISES

1.1

Lessor hereby leases and lets to Lessee, and Lessee hereby leases and accepts from Lessor, the commercial warehouse building together with associated supporting structures, improvements, rocked storage yard, and approximately **four and three-hundredths (4.03) acres of land** located at **264 Industrial Park Road, Jane Lew, West Virginia**, more particularly described in Exhibit A attached hereto and incorporated herein by reference (collectively, the "Leased Premises").

1.2

Lessor represents that the Leased Premises are available for the purposes contemplated by this Lease and that, to the best of Lessor's knowledge, the Leased Premises comply with applicable federal, state, and local laws, regulations, codes, and ordinances applicable to the condition and use of the Leased Premises as of the commencement date.

Lessee acknowledges that it has inspected the Leased Premises and accepts the same in their present condition, subject to the obligations of Lessor expressly stated in this Lease.

1.3

Lessee shall have the right, at its expense, to make reasonable non-structural improvements, alterations, or changes to the Leased Premises as may be necessary or appropriate for the permitted use of the premises.

Any structural alteration shall require the prior written consent of Lessor, which consent shall not be unreasonably withheld, conditioned, or delayed, and shall be performed in accordance with all applicable laws and permitting requirements.

ARTICLE 2 – USE OF PREMISES

2.1

Lessee shall use the Leased Premises principally for **disaster-response operations, storage, staging, handling, and distribution of emergency supplies and materials**, together with other governmental activities reasonably related to such purposes.

2.2

Lessee shall not use the Leased Premises for any unlawful purpose or in a manner that violates applicable federal, state, or local law.

2.3

Lessee shall maintain appropriate records concerning its use of the Leased Premises and the activities conducted thereon as may be required by applicable law, regulation, funding requirements, audit requirements, or governmental recordkeeping requirements.

ARTICLE 3 – TERM

3.1

The term of this Lease shall commence on **September 10, 2026**, which shall be the date Lessee may take occupancy of the Leased Premises, and shall continue for a period of **ten (10) months**, unless earlier terminated in accordance with this Lease.

3.2

Lessee may terminate this Lease upon written notice to Lessor if the Leased Premises are no longer reasonably necessary for the governmental emergency-response purposes for which they were leased.

Unless otherwise agreed in writing by the parties, termination under this paragraph shall be effective thirty (30) days after written notice.

3.3

Upon termination pursuant to this Article, Lessee shall be responsible for rent only through the effective date of termination, subject to the proration provisions contained herein.

3.4

Any holding over after expiration of the term, without a written renewal agreement, shall be construed as a month-to-month tenancy upon the same terms and conditions contained herein insofar as applicable.

ARTICLE 4 – RENT

4.1

Lessee shall pay Lessor rent at the rate of **Four Thousand Dollars ($4,000.00) per month** for the Leased Premises.

The total rent for the full ten-month term, if the premises remain occupied and required for the entire term, shall be **Forty Thousand Dollars ($40,000.00)**.

4.2

Rent shall be prorated for any partial month during which this Lease begins or terminates.

4.3

Notwithstanding any other provision of this Lease, upon termination of this Lease for any reason other than a default by Lessee, Lessee shall not be obligated to pay rent for any period after the effective date of termination.

4.4

No provision of this Lease shall be interpreted to require Lessee to pay, as accelerated rent or otherwise, rent attributable to a period following the effective termination of Lessee's right to occupy and use the Leased Premises.

4.5

The rental rate stated herein reflects the parties' agreement following consideration of the size, location, condition, availability, intended use, and other characteristics of the Leased Premises.

ARTICLE 5 – TAXES AND FEES

5.1

Lessee shall pay those taxes, fees, and charges expressly agreed to by the parties under this Lease and properly attributable to Lessee's occupancy or use of the Leased Premises.

Lessor shall remain responsible for ownership-related obligations except as expressly provided otherwise herein.

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1

Lessee shall maintain comprehensive general liability insurance, subject to such retention as Lessee maintains pursuant to its governmental insurance program, in an amount of not less than **One Million Dollars ($1,000,000.00)** combined single limit for comprehensive general liability coverage, bodily injury, and property damage occurring on the Leased Premises or resulting from the use of the Leased Premises.

Lessor shall be provided with evidence of such coverage upon reasonable request.

6.2

After commencement of the term, Lessee shall indemnify and hold harmless Lessor from claims, losses, costs, damages, and expenses arising from injury to persons or damage to property on the Leased Premises to the extent caused by the negligence or willful misconduct of Lessee, its agents, contractors, employees, or authorized occupants.

6.3

Lessor shall maintain such property insurance on the building and improvements as is customary and appropriate for the property.

6.4

Lessor shall indemnify and hold harmless Lessee from and against claims, losses, costs, damages, and expenses arising from or caused by the negligent or willful acts or omissions of Lessor, its agents, contractors, or employees.

ARTICLE 7 – DAMAGE OR DESTRUCTION

7.1

If the Leased Premises are materially damaged or destroyed by fire, casualty, natural disaster, or other event so as to substantially interfere with Lessee's intended use, the parties shall promptly determine whether the premises can reasonably be restored.

If the premises cannot reasonably be restored within a reasonable period, either party may terminate this Lease upon written notice.

7.2

If the premises are rendered unusable, rent shall be equitably adjusted or suspended for the period during which Lessee is unable to reasonably use the affected portion of the premises.

ARTICLE 8 – UTILITIES

8.1

Lessee shall be responsible for charges for water, gas, sewer, electricity, telephone, trash, and other utilities supplied to the Leased Premises during the period of Lessee's occupancy, unless otherwise agreed in writing.

ARTICLE 9 – ASSIGNMENT AND SUBLETTING

9.1

Lessee shall not assign this Lease or sublet the Leased Premises without the prior written consent of Lessor, which consent shall not be unreasonably withheld, conditioned, or delayed.

Notwithstanding the foregoing, Lessee may permit governmental agencies, political subdivisions, emergency-response organizations, contractors, vendors, and other authorized entities to access or use portions of the Leased Premises in connection with Lessee's permitted governmental and emergency-response activities without such activity constituting an assignment or sublease.

ARTICLE 10 – MAINTENANCE OBLIGATIONS

10.1

During the term of this Lease, Lessee shall maintain the interior of the Leased Premises in good order and condition and shall be responsible for damage caused by the negligence or willful misconduct of Lessee, its employees, agents, contractors, or authorized occupants.

10.2

Lessor shall maintain the roof, foundation, exterior surfaces, structural components, windows, and major building systems, including heating, ventilation, air conditioning, plumbing, wiring, and electrical systems, except for damage caused by Lessee's negligence or willful misconduct.

10.3

Lessee shall keep the areas used by it reasonably clean and shall comply with reasonable safety requirements applicable to its activities.

ARTICLE 11 – COMPLIANCE WITH LAWS AND REGULATIONS

11.1

Each party shall comply with all applicable federal, state, and local laws, regulations, ordinances, codes, and lawful governmental requirements applicable to that party's obligations under this Lease.

11.2

The parties acknowledge that expenditures made pursuant to this Lease may be subject to governmental funding, reimbursement, audit, recordkeeping, procurement, and cost-reasonableness requirements.

Nothing contained in this Lease shall require either party to incur or pay a cost that is prohibited by applicable law or governmental funding requirements.

11.3

The parties shall cooperate in providing reasonable documentation concerning the Lease, including the rental rate, term, use of the premises, payments, and other information reasonably necessary to demonstrate compliance with applicable governmental requirements.

ARTICLE 12 – ALTERATIONS, ADDITIONS AND IMPROVEMENTS

12.1

Lessee may make reasonable alterations, additions, improvements, or modifications necessary for its permitted use of the Leased Premises, provided that all required permits are obtained and all work is performed in a good and workmanlike manner and in accordance with applicable laws and codes.

Structural alterations require prior written approval from Lessor, which shall not be unreasonably withheld, conditioned, or delayed.

12.2

Unless otherwise agreed in writing, fixtures, equipment, and personal property installed or placed on the premises by Lessee shall remain the property of Lessee and may be removed upon expiration or termination of the Lease, provided Lessee repairs any material damage caused by such removal.

ARTICLE 13 – DEFAULT

13.1

If rent or any other amount due under this Lease remains unpaid for more than thirty (30) days after its due date, Lessor shall provide written notice to Lessee identifying the amount due and providing Lessee thirty (30) days to cure the default.

13.2

If Lessee fails to cure a monetary default within the applicable cure period, Lessor may exercise any remedies available under applicable law, including termination of this Lease and recovery of rent that has accrued and remains unpaid.

13.3

Lessor shall not have the right to accelerate or declare immediately due any rent attributable to future periods after termination of Lessee's right to occupy the Leased Premises.

Nothing in this paragraph shall prevent Lessor from pursuing amounts actually accrued and unpaid or other damages or remedies permitted by applicable law.

13.4

If either party materially breaches a non-monetary obligation under this Lease, the non-breaching party shall provide written notice identifying the breach. The breaching party shall have thirty (30) days to cure the breach, or, if the breach cannot reasonably be cured within thirty (30) days, the breaching party shall promptly begin and diligently pursue a cure.

ARTICLE 14 – EMINENT DOMAIN

14.1

If all of the Leased Premises are taken or appropriated by public or quasi-public authority, this Lease shall terminate as of the date Lessee is deprived of the intended use thereof, and Lessee's obligation to pay rent shall terminate as of that date.

14.2

If only a portion of the Leased Premises is taken and the remaining premises are unsuitable for Lessee's intended use, Lessee may terminate this Lease upon written notice, effective as of the date Lessee is deprived of the intended use.

14.3

If the Lease continues following a partial taking, rent shall be equitably adjusted to reflect the portion of the premises no longer available for Lessee's use.

ARTICLE 15 – COVENANTS OF LESSOR

15.1

Lessor represents and warrants that Lessor has the lawful authority to enter into this Lease and that, subject to Lessee's payment of rent and performance of its obligations hereunder, Lessee shall peacefully and quietly possess and use the Leased Premises during the term of this Lease.

ARTICLE 16 – SURRENDER OF PREMISES

16.1

Upon expiration or termination of this Lease, Lessee shall surrender possession of the Leased Premises in reasonably good and tenantable condition, ordinary wear and tear excepted.

16.2

If this Lease terminates on a date other than the last day of a rental period, rent shall be prorated through the effective termination date, and any overpayment shall be refunded to Lessee.

ARTICLE 17 – SUCCESSORS AND ASSIGNS

17.1

The covenants, conditions, and agreements contained in this Lease shall bind and inure to the benefit of the parties and their respective successors and permitted assigns.

ARTICLE 18 – NOTICES

18.1

All notices required under this Lease shall be in writing and shall be delivered personally or sent by certified or registered mail, return receipt requested, postage prepaid, to the following addresses:

FOR LESSOR:

SNIDER CONSTRUCTION & DEVELOPMENT, LLC
P.O. Box 593
Weston, West Virginia 26452

FOR LESSEE:

LEWIS COUNTY COMMISSION
110 Center Avenue
Weston, West Virginia 26452

Either party may change its address by providing written notice to the other party.

ARTICLE 19 – GOVERNING LAW AND AMENDMENTS

19.1

The laws of the State of West Virginia shall govern the validity, interpretation, performance, and enforcement of this Lease.

19.2

This Lease contains the entire agreement between the parties concerning the Leased Premises and supersedes prior negotiations, representations, and understandings concerning the subject matter hereof.

19.3

No amendment, modification, or waiver of this Lease shall be effective unless made in writing and signed by both parties.

19.4

If any provision of this Lease is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

ARTICLE 20 – RECORDING

20.1

At the request of either party, the parties may execute a memorandum of lease in recordable form. Any recording costs shall be paid by the party requesting the recording unless otherwise agreed.

ARTICLE 21 – RENEWAL

21.1

The parties may mutually agree in writing to extend or renew this Lease.

Any renewal shall be subject to a written agreement executed by both parties before expiration of the original term.

ARTICLE 22 – ENVIRONMENTAL MATTERS

22.1

Lessee shall be responsible for hazardous materials brought onto or generated at the Leased Premises by Lessee, its employees, agents, contractors, or authorized occupants, to the extent caused by their acts or omissions.

Lessor shall remain responsible for environmental conditions existing at the Leased Premises prior to the commencement date that were not caused by Lessee or persons acting on Lessee's behalf.

Each party shall comply with applicable environmental laws and regulations.

ARTICLE 23 – GOVERNMENTAL RECORDS AND AUDIT

23.1

The parties acknowledge that Lessee is a political subdivision of the State of West Virginia and that records associated with this Lease may be subject to applicable public-records, financial-recordkeeping, audit, and governmental oversight requirements.

23.2

Lessor shall retain reasonable records relating to rent payments and the performance of this Lease and shall cooperate with reasonable requests for documentation necessary to verify payments, rental terms, and compliance with applicable governmental requirements.

ARTICLE 24 – NO WAIVER

24.1

Failure by either party to enforce any provision of this Lease shall not constitute a waiver of that provision or of the right to enforce the same provision in the future.

ARTICLE 25 – ENTIRE AGREEMENT

25.1

This Lease constitutes the complete agreement between Lessor and Lessee concerning the Leased Premises and may be amended only by a written instrument signed by both parties.

IN TESTIMONY WHEREOF, the parties have caused this Lease to be executed by their duly authorized representatives as of the day and year first written above.

SNIDER CONSTRUCTION & DEVELOPMENT, LLC
A West Virginia limited liability company

By: _____

Name: Larry E. Snider

Title: Member

Date: 9/11/24

LESSOR

LEWIS COUNTY COMMISSION
A Political Subdivision of the State of West Virginia

By: Agnes Queen

Name: Agnes Queen

Title: President

Date: 9/11/24

LESSEE

ACKNOWLEDGMENT

STATE OF WEST VIRGINIA
COUNTY OF LEWIS, TO-WIT:

The foregoing instrument was acknowledged before me this 11th day of September, 2026, by **Larry E. Snider**, Member of Snider Construction & Development, LLC, a West Virginia limited liability company.

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Heather L. Weber
Weber & Weber
236 Main Avenue
Weston WV 26452
My Commission Expires November 18, 2029

Notary Public, Lewis County, West Virginia

My commission expires: November 18, 2029

STATE OF WEST VIRGINIA
COUNTY OF LEWIS, TO-WIT:

The foregoing instrument was acknowledged before me this 11th day of September, 2026, by Amber Nicole Kelly, Assistant of the Lewis County Commission, a political subdivision of the State of West Virginia.

Notary Public, Lewis County, West Virginia

My commission expires: March 26, 2031

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Amber Nicole Kelly
Lewis County Commission
110 Center Avenue, 2nd Floor
Weston, WV 26452
My Commission Expires March 26, 2031

west virginia department of environmental protection

Office of Homeland Security and Emergency Response
Rehabilitation Environmental Action Plan (REAP)
601 57th Street, SE
Charleston, WV 25304
Phone: 1-800-322-5530

Harold D. Ward, Cabinet Secretary
www.dep.wv.gov

September 18, 2026

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

Dear Ms. Helmick:

Congratulations on being a recipient of an FY2027 West Virginia Department of Environmental Protection REAP Covered Electronic Devices (CED) Recycling Grant. You have been awarded a grant in the amount of $10,000.00 for this upcoming term. The funding shall be used to assist with e-cycling contractor services in support of a county CED collection event.

Grantees shall solicit sealed bids by public notice as a Class II legal advertisement for all purchases that have an estimated cost of $5,000 or more. This includes the estimated total cost for similar supply orders purchased at various times throughout the grant cycle. Class II legal advertising is also required to obtain Request for Proposals for electronic recycling services (when total costs of services for the entire grant cycle is estimated at $5,000 or more). Requests for Proposals relating to CED Collection Events shall include a statement that all bidders must make a good faith attempt to adhere to the "R2" Practices for Electronic Recyclers or similar industry guidelines. Please see enclosure pertaining to R2 standards.

The Class II ad shall be published by the grant recipient in the newspaper with the largest circulation serving the general area twice within fourteen days preceding the final date of submitting bids. We have attached a list of known electronic recycling contractors for your convenience. Please begin contacting electronic recyclers as soon as your first ad is published to solicit bids.

All grant awards that are expected to require Class II legal advertising will now be on hold until an acceptable bid packet is received and approved by our office. If we do not receive an acceptable bid packet within 8 months of the award, your grant may be terminated. Please note that dates for collection events may still be set at any point within the grant period. Bid packets should contain the following: affidavit of publication, a copy of your detailed specifications, a list of all vendors contacted DURING the advertised period, a copy of all bids received, and a signed recommendation to award letter or email. Please note: For a bid to be valid, it MUST

arrive between the time your ad is first published and your stated deadline. If you do not receive any bids during your advertised period, please contact us for further instructions.

All equipment which costs over $1,000.00 will have a lien placed on it for a period of five years beginning at the time of the grant award. Said equipment will then be released to the grantee in full after the five-year period provided that the grantee is in compliance with the REAP Grant Program.

Enclosed you will find the Notice of Award, Budget Analysis, Statement of Compliance, Terms and Conditions, and Invoice for your CED grant. Please sign the Notice of Award, Budget Analysis, Statement of Compliance, and Invoice in blue ink and scan color copies to depREAPgrants@wv.gov within **21 days**, or you can make a copy for your file and mail the originals to our office. Failure to return all required paperwork within 21 days may result in termination of your grant award. Please contact our office if you have difficulty meeting the 21 day deadline.

All grant funds must be spent according to the budget analysis sheet unless a budget modification is approved. To request a budge modification, you must submit a signed letter of explanation for the request along with a completed budget modification form. An attachment is included. You must receive **PRIOR** approval from our office before making the requested changes.

All ongoing CED collection programs and collection events must be FREE to the public while accepting grant funding for your program with the only exception being CRTs. Flat screen televisions and monitors, including LCDs and LEDs, are not included in this exception and must be free to the public while using grant funds.

Should you have any questions regarding your paperwork or other items, please feel free to contact me at Travis.L.Cooper@wv.gov or (304) 926-0499 extension 49754.

Sincerely,

Travis Cooper

Travis Cooper
Program Manager

FY2027 CED GRANT APPLICANT BUDGET ANALYSIS FORM

[ ] Approved as Submitted

GRANTEE: Lewis County Commission [X] Approved With Adjustments

	Budget Submitted		Budget Approved	
	Grant	Match	Grant	Match
Personnel:	$0.00	$0.00	$0.00	$0.00
Advertising/Educational:	$0.00	$0.00	$0.00	$0.00
Equip./Supplies: Forklift Rental, Fuel, Transport	$2,000.00	$0.00	$0.00	$0.00
Vehicle Expense:	$0.00	$0.00	$0.00	$0.00
Contractor Services: Approved Vendor Fees	$12,000.00	$0.00	$10,000.00	$0.00
Other:				
	$14,000.00	$0.00	$10,000.00	$0.00

GRANTEE SIGNATURE _____ Date _____

With the estimated cost exceeding $5,000.00, contractor services must be bid out using a Class II legal advertisement

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

CFDA#	WV CODE	CSR
N/A	§22-15A-25(d)	N/A

Recipient Type:	Grant Year:	REAP Number:	Encumbrance Number:	Subrecipient FEIN	Mailing Date:	Date of Award:
COUNTY	2027	CED296	GRNT27 *862	55-6000338	10/01/2026	10/01/2026

Sub Recipient: (Include FEIN)	Sub Recipient Contact:
Lewis Co Commission 110 Center Ave Weston, WV 26452	Tina Helmick

Project Title and Description:

To fund E-cycling contractor fees.

Performance Period:	Total Sub Grant Award:
October 1, 2026, to September 30, 2027	**$10,000.00**

NOTICE OF AWARD

The West Virginia Department of Environmental Protection (WVDEP) under Chapter 22 Article 15A of the Code of West Virginia is authorized to provide grants to assist municipalities and county governments in the implementation of litter control programs.

This award may be terminated by WVDEP without further cause if the sub recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Sub Grant Unit listed below within 21 days after receipt. This agreement is subject to applicable federal and state statutory provisions, and all terms and conditions of this agreement and any attachments.

AWARD APPROVAL OFFICE

ORGANIZATION / ADDRESS

Harold Ward, Cabinet Secretary
West Virginia Department of Environmental Protection
601 57th Street, S.E.
Charleston, WV 25304

WVDEP Sub Grant Unit	WVDEP (Project Manager):	WVDEP (Project Manager):
Carolyn Norvell, Sub Grants Manager Business Operations Office 601 57th Street, SE Charleston, WV 25304 304-926-0499 ext. 41939	Travis Cooper, Program Manager 601 57th Street, S.E. Charleston, WV 25304 Phone: 304-926-0440 ext. 49754	Nathan Meadows, Chief 601 57th St. S.E. Charleston WV 25304 Phone: (304) 926-0499 ext. 51089

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

	Typed Name and Title	Date
	Travis Cooper, Environmental Resources Program Manager	

AFFIRMATION OF AWARD

BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION

Signature	Typed Name and Title	Date

West Virginia Department of Environmental Protection
Office of Homeland Security Emergency Response and
Rehabilitation Environmental Action Plan

TERMS AND CONDITIONS

The West Virginia Department of Environmental Protection (hereinafter referred to as "WVDEP"), through the Cabinet Secretary, or his delegate, agrees to grant funds in accordance with the approved work plan and terms and conditions set forth in this document and the application identified below, and made a part hereof by reference. By acceptance of the funds granted, **Lewis Co Commission** agrees to abide by the terms and conditions of the award as set forth in this document and the documents identified below and made a part hereof by reference.

The specific terms and conditions of this award are as follows:

1. The scope and conditions of the tasks to be undertaken by grantee with the amount of money identified as the Grant Amount during the time identified above as the Grant Period are contained in the grant application, as amended, which is made a part of this grant reference.

Grant Financial Data	The following are hereby incorporated into this grant by reference:
Total Grant Amount: **$10,000.00**	WV Code Chapter 22-15A-24 et seq. CED Recycling Grant Program Guidelines Budget Analysis

2. All grant awards that are expected to require Class II legal advertising are on hold until an acceptable bid packet is received and approved by our office. If we do not receive an acceptable bid packet within 8 months of award, your grant may be terminated. Bid packets should contain the following: affidavit of publication, a copy of your detailed specifications, a list of all vendors contacted DURING the advertised period, a copy of all bids received, and a recommendation to award. Please note: For a bid to be valid, it MUST arrive between the time your ad is first published and your stated deadline.

3. The funds for this grant shall only be used to cover allowable costs that are incurred during the grant period. Valid obligations incurred during the grant period for purchased

services, equipment and supplies contained in the approved application shall be considered allowable costs to the extent of actual subsequent expenditures. If obligations are included in the grant costs claimed, adequate records will be maintained to document the date and amount incurred and the date and amount subsequent payment.

4. There are no matching requirements on the first $20,000 of grant funds. Grantee shall match all grant funds beyond the $20,000 threshold on a one-to-one basis. Credit will not be given for in-kind services when determining matching costs. Only actual expenditures shall be given consideration when determining the match. All source documentation must be maintained by the Grantee.

5. Grantee will submit accounting and performance reports according to the timing, content and format as required by WVDEP. Final reports are due on or before October 31, 2027.

6. During the performance of the grant, the Grantee will not discriminate against any employee or individual applying for employment because of race, religion, color, sex, handicap, or national origin.

7. Grantee will not use any part of the grant award for any activity or publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

8. No subsequent monetary increase or time extension amendments will be approved unless all overdue financial or performance reports have been submitted by grantee to the WVDEP. Exceptions can be granted only by the Cabinet Secretary, WVDEP, or his designate.

9. All equipment that has a purchase price of $1,000.00 or more will have a five-year lien placed on that equipment by WVDEP. The lien will be released to the grantee after the five-year period. During the lien period, WVDEP reserves the right to transfer equipment acquired with grant funds to WVDEP or to a third party if the equipment is not being used as specified in the grant.

10. This grant takes effect at the time of signing by the WVDEP Cabinet Secretary or his authorized delegate. However, Grantee shall have a period of 21 calendar days from the date of signing to execute this grant to indicate its agreement of the terms and conditions. Unless an extension of time is formally approved by WVDEP, failure to execute the agreement within stated period shall result in a de-obligation of the total Grant Amount.

11. All CED collection events and/or ongoing CED collection programs paid for, in whole or in part, with WVDEP grant funds shall be at no charge to the public. This does not include unsolicited donations made by the public to support the events and programs.

12. **Indemnification**

To the fullest extent permitted by law, the Grantee, its successors, assigns and guarantors, shall indemnify and hold harmless the WVDEP, its agents, representatives and employees for, from and against all damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, to the extent caused by or resulting from any negligent act or omission of Grantee in work or services performed under this Agreement, including but not limited to, the negligent acts or omissions of any Contractor or anyone directly or indirectly employed by any Contractor for whose acts Contractor may be liable including any injury or damages by any of the Grantee's or Contractor's employees.

WVDEP SUB GRANT INVOICE

Request Number: 1
(must be consecutive)

	MUST BE DATED	WVDEP Use Only
Date:	/ /	**GG#: GRNT2700000862**
Sub Recipient Name:	Lewis Co Commission	**Vendor Id:** *211994
Sub Recipient Contact:	Tina Helmick	**Total Amount Requested:** **$10,000.00**
Sub Recipient Address:	110 Center Ave	**Funding Period:** October 1, 2026-September 30, 2027
	Weston WV 26452	**CFDA #** N/A
Sub Recipient FEIN:	55-6000338	**ADVANCED PAYMENT GRANT**
		FIRST & FINAL PAYMENT
Email:	thelmick@lewiscountywv.org	**REF: PAYMENT #1**

FUNDING:	FUND	SUB FUND	DEPT	UNIT	APPRO	OBJECT	SUB OBJ	
	3480	**0000**	**0313**	**9516**	**09900**	**3256**	**3771**	

COMMENTS: CED GRANT #296

Invoice for October 1, 2026 to September 30, 2027

Project Description To fund E-cycling contractor fees.

SUB RECIPIENT APPROVALS	WVDEP APPROVALS
Sub Recipient Printed Name and Title	WVDEP Printed Name and Title
Sub Recipient Official Signature Date	WVDEP Authorized Signature Date

MUST BE PRINTED & SIGNED IN BLUE INK

State of West Virginia
Sworn Statement of Compliance

W. Va. Code §12-4-14 requires grantees of state funding to affirm compliance with the State of West Virginia's requirements for eligibility to receive grant funding, including compliance and reporting requirements. This affirmation requirement may be incorporated within the formal grant agreement or may satisfied by utilizing this separate sworn statement of compliance document. Grantees should complete both Part A and Part B. This Sworn Statement of Compliance is not valid unless completed in its entirety and notarized by a notary public in good standing with the Secretary of State.

Part A. Grantee / Grantor Information

Grantee Name Lewis Co Commission
D/B/A _____
***wv*OASIS Vendor ID #** *211994
Grantee Address 110 Center Ave
Weston, WV 26452

Telephone Number _____
State Agency Granting Funds WV DEP
State Grant # (if known) CED296
CFDA / ALN # (if known/applicable) _____

Part B. Affirmation

Under penalty of law for false swearing (W. Va. Code §61-5-3), _____ certifies that by signing this sworn statement that _____ and all related parties have filed all reports for state grants received as required under W. Va. Code §12-4-14.

_____ _____
Signature **Date**

Part C. Notary Public Affirmation

Signed and sworn before me on _____ by

_____

_____ _____
Notary Public Signature **My commission expires**

REQUEST FOR QUOTATIONS (RFQ)
PARKING LOT RENOVATION
LEWIS COUNTY, WV
LEWIS COUNTY COMMISSION

The Lewis County Commission is accepting Quotations for a parking lot renovation. The location is near 110 Center Ave. Weston, WV 26452. Quotations must include costs for all required permits, to mobilize all equipment, strip and haul away top soil, remove existing steps and process them to use at fill in site area where needed, import fill material to establish needed grade for parking lot and positive drainage, place a 6" layer of 1 ½" clean stone for base, apply a 4" layer of ¾" stone for final grade layer, roll all stone for compaction, and provide signage and traffic control for all machinery. A prepro-posal site inspection is required.

Sealed Quotations are due no later than Noon, Friday, September 25, 2026. Quotations must be clearly marked **"PARKING LOT RENOVA-TION"** on the exterior envelope. The Lewis County Commission will open Quotations at the September 29, 2026 meeting.

All Quotations must be submitted to the Lewis County Commission, 110 Center Avenue, 2ndFloor, Weston, WV 26452 and remain firm for not less than thirty calendar days from September 25,2026. For additional specifications and to schedule a site visit call (304) 269-8200.

Acc.Id:	45618	
Name:	LEWIS CO CLERK BECKY CARDER(WD)	
Phone:	304-629-8215	
Address:	110 CENTER AVE	
City:	WESTON	
State:	WV	
Postcode:	26452	
Class:	992	Weston Legals
Edition:	WSC WSC	
Start:	08/26/2026	
Stop:	09/02/2026	
Issues:	2	
Units	204.0	
Order ID:	TC 1517093	
TFN:	C	
TFN cycle:		
Rep:	CWILKINSON	
Status:	HO	
Source:	EM	
Paytype:	BI	
Rate:	LW	
Cost EXC GST:	40.36	
Tax:	0.00	
Total Charge:	40.36	

Printed on: 08/19/2026 16:15:24
Printed by: CWILKINSON

Bid Opening

From: Jeffrey Wente <jeffrey_wente@stinetworks.net>
Sent: Monday, September 21, 2026 9:57 AM
To: Tina Helmick <thelmick@lewiscountywv.org>
Cc: Mike Hysell <Mike_Hysell@stinetworks.net>
Subject: Lewis County Commission Mitel Annual Software Assurance Quote

Tina,

Please see the attached Mitel annual software assurance quote. This covers Mitel software upgrades on the Lewis County telephone system. The SWA also covers Mitel Technical Support if something would come up with the telephone system where we would need to contact Mitel Support about a technical issue what we could not resolve and need Mitel to get involved with support. Please send me a purchase order so we can get the SWA ordered.

Have a great day,
Jeffrey Wente
Jeffrey Wente
Vice President of Engineering/CIO
STI Networks, Inc.
338 County Road 411
Proctorville, Ohio 45669
Office: 740-886-3309
Email: jeffrey_wente@stinetworks.net

End User Line Item Pricing Report

Currency	USD
Partner	SERVICE TELECOM, INC. (0000111624)
Created By	Jeffrey Wente
ID	XmZ0g_0J4C4K9fagGxBy8A-02
Transaction ID	SR-1-0A8DFD08-99B4-45FD-AC22-99C2094541FB
Company	Lewis County Commission (3000416945)
Latest Order	28-Nov-2026
Report Created	21-Sep-2026
Quote Created	21-Sep-2026

This quote is based on the Mitel Sourcewell contract # **120122-MBS**
Purchase orders resulting from this quote **must be written to Mitel Sourcewell Selling Agent** STI Networks, Inc. directly per the ordering instructions
Sourcewell contract number 120122-MBS must be referenced on any PO resulting from this quote.
Membership and contract information is available at www.sourcewell-mn.gov

End Customer Information

Company	Lewis County Commission
Address	110 Center Ave,, Weston, West Virginia, USA
Postal/Zip Code	26452
Customer Number	3000416945

Shipping Address

Non-recurring Charges

System ID: 201009743557639 - MiVoice Border Gateway - MiVoice Border Gateway from: 29-Nov-2026 to 20-Sep-2027

Part No.	Print Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext Price
Software Assurance								
54012641	MNC:54012641	SWA MiVBus UC Advantage	47	6.76	317.72	39.94	4.06	190.82
Total					**317.72**	39.94		**190.82**

System ID: 21641070 - MXe - 911 Center - MiVoice Business from: 19-Aug-2018 to 20-Sep-2026

Part No.	Print Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext Price
Software Assurance								
54012625	MNC:54012625	SWA MiVBus UC Reenlist Fee	50	6.76	338.00	39.94	4.06	203.00
54012641	MNC:54012641	SWA MiVBus UC Advantage	33	6.76	223.08	39.94	4.06	133.98
Total					**561.08**	39.94		**336.98**

System ID: 34346102 - MXe - Judicial Annex - MiVoice Business from: 22-Aug-2018 to 20-Sep-2026

Part No.	Print Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext Price
Software Assurance								

54012625	MNC:54012625	SWA MiVBus UC Reenlist Fee	516	6.76	3,488.16	39.94	4.06	2,094.96
54012641	MNC:54012641	SWA MiVBus UC Advantage	344	6.76	2,325.44	39.94	4.06	1,396.64
Total					**5,813.60**	39.94		**3,491.60**

System ID: 58141959 - MAS - NuPoint Server - MiCollab from: 22-Aug-2018 to 20-Sep-2026

Part No.	Print Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext Price
Software Assurance								
54012625	MNC:54012625	SWA MiVBus UC Reenlist Fee	290	6.76	1,960.40	39.94	4.06	1,177.40
54012641	MNC:54012641	SWA MiVBus UC Advantage	193	6.76	1,304.68	39.94	4.06	783.58
Total					**3,265.08**	39.94		**1,960.98**

System ID: 63945914 - Designated License Manager - Designated License Manager from: 19-Aug-2018 to 20-Sep-2026

Part No.	Print Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext Price
Software Assurance								
54012625	MNC:54012625	SWA MiVBus UC Reenlist Fee	2	6.76	13.52	39.94	4.06	8.12
54012641	MNC:54012641	SWA MiVBus UC Advantage	1	6.76	6.76	39.94	4.06	4.06
Total					**20.28**	39.94		**12.18**

System ID: 70724412 - MXe - Courthouse - MiVoice Business from: 22-Aug-2018 to 20-Sep-2026

Part No.	Print Part No.	Description	Qty	List	Ext List	% Cust Disc	Cust Price	Ext Price
Software Assurance								
54012625	MNC:54012625	SWA MiVBus UC Reenlist Fee	55	6.76	371.80	39.94	4.06	223.30
54012641	MNC:54012641	SWA MiVBus UC Advantage	37	6.76	250.12	39.94	4.06	150.22
Total					**621.92**	39.94		**373.52**

Grand Total

Grand Total	**10,599.68**	39.94	**6,366.08**

This quote is good for 30 days from date on file and must renewed thereafter.

To Place an Order:

The PO should be made out to:

STI Networks, Inc.
PO Box810
Proctorville, Ohio 45669

Remit to:
STI Networks, Inc.
PO Box810
Proctorville, Ohio 45669

Please note the following order requirements:

*** PO must include Mitel's Prime Sourcewell Contract number: 120122-MBS**
*** The Sourcewell End-User must be noted on PO**
*** A copy of the End-User's PO referencing the Sourcewell contract# 120122-MBS**
*** A copy of this Quote must accompany the order**
*** Price does not include shipping charges or sales taxes**