

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

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
AMENDED MEETING AGENDA
TUESDAY, FEBRUARY 24, 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

- 3. 10:05 AM** **County Clerk Rebecca Carder, "I Voted!" Sticker Contest Participants:**
The Clerk will recognize 8th grade student participants and winners from St. Patrick's Catholic School. (*information only*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The February 12, 2026 and February 19, 2026 Upshur County Commission meeting agendas are presented for review. (*information only*)
- 5. State of West Virginia Division of Corrections & Rehabilitation:** The Regional Jail invoice for the month of January 2026 in the amount of \$67, 204.73 is presented for review. The invoice amount for the month of December 2025 was \$53, 927.64. The invoice amount for January 2025 was \$53,187.29. The County daily inmate rate is currently \$67.27. Lewis County has been billed for 7,685 jail beds during the FY 2026. (*information only*)
- 6. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Safe Sites and Structures, WV Outdoor Economy Summit, County Commission Association of WV, Lewis County Planning Commission, Lewis County Park meeting, etc. (*information only*)

BUSINESS

- 7. Office of the WV State Auditor, Letter of Engagement:** Samantha Woods from the WV State Auditors office presents a letter of engagement for a required, routine audit of Lewis County

Coronavirus State and Local Fiscal Recovery Funds, for consideration. The cost of the audit is \$3,380.00. *(action required)*

8. **Lewis County Sheriff's Department Request:** Sheriff Mickey Metz presents a quote for an IDEMIA Livescan Fingerprint System. Sheriff Metz requests consideration to place the item out for bids. *(action required)*
9. **Lewis County Health Department Request:** Crystal Lough, Administrator, expressed a desire to place a new fire alarm system at the Health Department. With that, Ms. Lough requests the Commission to consider putting the project out for bids. *(action required)*
10. **West Virginia Department of Tourism Grant:** The Department of Tourism presents a FY-26 Art Grants Award Acceptance Letter for consideration. The grant will award Lewis County Commission \$4,684.37 in order to complete a community mural in honor of America's 250th Birthday. If the grant funding is accepted, the mural will be painted at the Jane Lew Park. *(action required)*
11. **Lewis-Gilmer E-911 Director Request to Hire:** James Gum, Director, requests advice and consent per West Virginia Code §7-7-7 to hire Kiarra Paige Weaver as a Telecommunicator for the Lewis-Gilmer E-911 Center at a \$14.50 hourly salary. Mr. Gum also requests a March 2, 2026 start date and to waive the probation for insurance. *(action required)*
12. **Lewis County Administrator Request to Hire:** Tina Helmick, Administrator, requests advice and consent per West Virginia Code §7-7-7 to hire Amber Kelly as a shared Office Assistant for the Lewis County Commission and Economic Development Authority at a \$30,000 per year salary. Ms. Helmick also requests a March 2, 2026 start date and to waive the probation for insurance. *(action required)*
13. **Consideration of Meeting Cancellation:** The Commission will consider cancelation of the March 3, 2026 meeting due to scheduling conflicts. *(action required)*
14. **Time Sheets, Leave Requests and Annual Leave Transfers:** None *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

15. **Actions of the Clerk:** County Clerk Becky Carder 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)*
16. **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)*
17. **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)*
18. **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:

19. **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

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: <u>272 564 045</u> to enter the conference call.
Date of Meeting:	February 12, 2026
9:00 a.m.	Moment of Silent Meditation --- Pledge of Allegiance Approval of Minutes: <ul style="list-style-type: none"> • February 5, 2026
9:15 a.m.	Angie Pase, Development Director/Run For It Event Coordinator for the Tucker Community Foundation - Presentation and Request for Funding. * Pages 4-14
1:00 p.m.	Board of Review and Equalization

Items for Discussion / Action / Approval:

1. Review and accept an award from the State of West Virginia Emergency Management Division for the State and Local Cybersecurity Grant Program. The total project grant award is \$110,000 with \$88,000 being grant funds and \$22,000 being the required match. The award will be utilized to strengthen the Cybersecurity posture of the County's IT Infrastructure. * [Pages 15-25](#)
2. Consider executing a Fire Protection Fund Agreement with each of the seven Volunteer Fire Departments within Upshur County to equally disperse the total of \$46,439.23 of County Fire Protection Funds per *WV Code §7-5B-1 & §7-5B-2*. Upon full execution of the agreement, each Department will receive \$6,634.18. * [Pages 26-53](#)
3. Approval of Request for Bids for Groundskeeping Services for 2026. Groundskeeping duties will commence on or around April 1, 2026 and will conclude on or around September 30, 2026. All sealed bids must be received no later than 4:00 p.m. on Wednesday, March 18, 2026. Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, March 19, 2026. * [Pages 54-120](#)
4. Review and authorization of an electronic submission of the West Virginia Emergency Management Performance Grant (EMPG) Application for expenditures incurred during calendar year 2024. * [Pages 121-131](#)
5. Approval of an electronic submission to the West Virginia State Preservation Office for a Section 106 review of an elevator modernization project located in the Courthouse Annex. This project is being funded, in part, by a West Virginia Courthouse Facilities Authority Grant Award. * [Pages 132-163](#)
6. Review and approve submitting an application to the West Virginia Department of Tourism for an America250 Mural Project. The statewide initiative will provide a \$5,000 grant to help cover the costs associated with approved mural projects that celebrate West Virginia's rich and local national heritage. * [Pages 164-168](#)
7. Approval to publish an advertisement for a Seasonal Part-Time Maintenance/Grounds Keeper Position in the Upshur County Maintenance Department. The candidate will work no more than 29.5 hours per week beginning in March 2026 and concluding in the fall. * [Page 169](#)

8. Consider a request from Cindy M. Hughes, Assistant County Administrator, requesting the appointment of Rob Hinton to the Upshur County Building Commission. If approved, his term would begin immediately through November 10, 2030. * [Page 170](#)
9. Review a request from the Upshur County Fire Association to approve Joe Carrico as Fire Association representative on the Upshur County Fire Board. If approved, the term will go through June 30, 2026. * [Page 170](#)
10. Consider the approval of Lewis Upshur Animal Control Facility volunteer, Ashley Ours. * [Under Separate Cover](#)
11. Accept the resignation of an employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under Separate Cover](#)
12. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

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

1. Correspondence from the West Virginia Department of Environmental Protection regarding the granting of a West Virginia State Waters Permit for the John C. Allen Regional Hub project. [Pages 172-176](#)
2. Freedom of Information Act (FOIA) request received and fulfilled from SmartProcure. [Page 177](#)
3. Notification from the Public Service Commission of West Virginia of Disbursement of Wireless E-911 Subscriber Fees in the amount of \$256,229.93. [Page 178](#)
4. 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 January, 2026. One invoice reflects 49 inmate days X the base per diem rate of \$67.27 totaling \$3,296.23. A second invoice reflects 2,017 inmate days X the overage per diem rate of \$80.72 totaling \$162,812.24. The grand total for January 2026 is \$166,108.47. The December invoices totaled \$147,926.73. This amount does not include credits and additional debits made during this period. [Pages 179-180](#)
5. Notification from the Best Friends Network Grants Team informing the Lewis Upshur Animal Control Facility of a \$2,000 grant award from their participation in the Bring Love Home Challenge in December 2025. [Pages 181-188](#)
6. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Public Information Forum: Shelters and Comfort Stations February 19, 2026 [Pg. 189](#)
 - b) Agendas and/or Notice of Meetings:
 - Buckhannon-Upshur Airport Authority February 9, 2026 [Pg. 190](#)
 - Upshur County Farmland Protection Board February 17, 2026 [Pg. 191](#)
 - Upshur County Fire Board February 17, 2026 [Pg. 192](#)
 - c) Meeting Minutes:
 - Elkins Road Public Service District January 6, 2026 [Pgs. 193-196](#)
 - Hodgesville Public Service District January 6, 2026 [Pgs. 197-198](#)
 - Upshur County Solid Waste Authority January 12, 2026 [Pgs. 199-200](#)

***Dates and times of monthly board meetings are viewable at:**

www.upshurcounty.org -- Upcoming events are listed on the main page.

7. 2026 Board of Review & Equalization Meeting Schedule – Meetings will be held at the Upshur County Administrative Annex unless otherwise noted. Page 201

01/29/2026 (Thur)	10:00 a.m. No appointments --- Review Property Books
02/03/2026 (Tues)	1:00 p.m.
02/05/2026 (Thur)	10:00 a.m. – Commission Meeting Room
*02/10/2026 (Tues)	1:00 p.m. Coal, Oil & Gas Industrials
02/12/2026 (Thur)	1:00 p.m.
02/17/2026 (Tues)	10:00 a.m. Adjourn Sine Die

8. Appointments Needed or Upcoming:

- Upshur County Building Commission – 5-year term beginning immediately through November 10, 2030. (No specific Party registration is necessary)
- Mountaineer Trail Network – immediate vacancy through June 30, 2026 to fill an unexpired term.

****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 chuqhes@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)

Tabled from 9/25/2025 - Review a Resolution from the Upshur County Fire Board requesting the Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872.

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Next Regular Meeting of the Upshur County Commission
February 19, 2026 --- 9:00 a.m.
Upshur County Courthouse Annex

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: February 19, 2026

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 12, 2026

9:30 a.m. Tennis Court Resurfacing Project – Bid opening has been postponed until 9:30 a.m. on February 26th, per Addendum No. 1 issued by Civil & Environmental Consultants, Inc.

Items for Discussion / Action / Approval:

1. Approval and signature of 2026 Board of Review and Equalization (BORE) meeting minutes.
2. Review and signature of correspondence from Samantha Woods, Deputy State Auditor Chief Inspector Division for the West Virginia State Auditor's Office, confirming understanding of the terms of the alternative compliance examination engagement and the services to be provided to the Upshur County Commission. The objective is to examine compliance of the Coronavirus State and Local Fiscal Recovery Funds during the year ended June 30, 2025. The fee for the service will be \$3,320. *
3. Accept the FY 2023 Emergency Management Performance Grant Award in the amount of \$35,664. This is a partial reimbursement for expenditures incurred during calendar year 2023 by the Upshur County Department of Homeland Security and Emergency Management. *
4. Review and consider the following requests from the WV Strawberry Festival Board:
 - a) Use of the Courthouse Plaza throughout festival week May 9-17th, 2026. A Certificate of Insurance is on file. *
 - b) Supplying (6) 7ft tables and 10 chairs on May 17th for an event on Courthouse grounds. *
 - c) Partnership with the Sheriff's Department for associated services such as crowd control and event security as necessary. *
 - d) Support from the E911 Telecommunications Center and the Upshur County Department of Homeland Security and Emergency Management as necessary for streamlined emergency response. *
 - e) Funding request of \$7,500. *
5. After receiving approval from the West Virginia Department of Tourism of an America 250 Mural sketch that represents Upshur County's history, consider the following to proceed with the Mural project:
 - a) Sign an Acceptance Letter for an FY26 Arts Grant Award in the amount of \$5,000 from the West Virginia Department of Tourism. *
 - b) Enter into a contract with Tom Acosta, Artist/Muralist, for the design and production of a mural for the cost of eleven thousand five hundred dollars (\$11,500). *
6. Accept resignation from an employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) *Under Separate Cover*
7. Consider Family Medical Leave Act request from an employee. *

Item may lead to Executive Session per WV Code §6-9A-4 (A)

[Under Separate Cover](#)

8. Consider Application for Donated Leave filed by employee. *

Item may lead to Executive Session per WV Code §6-9A-4 (A)

[Under Separate Cover](#)

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. WV State Auditor's Office Sworn Statement of Expenditures for Grant Number 23-SVA-72 in the amount of \$13,147.00. The project period covered July 1, 2022 through June 30, 2023.
2. Information from the State Auditor of West Virginia regarding the Levy Estimate (Budget) for 2026-2027.
3. Lewis Upshur Animal Control Facility Reports for the month of January, 2026. During this period, 139 animals were received by the facility.
 - Revenue Report
 - Account of Animals Report
 - Animal Control/Humane Officer Animal Report
4. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Sheltering / Comfort Station Informational Forum February 19, 2026
 - b) Agendas and/or Notice of Meetings:
 - Buckhannon-Upshur Airport Authority February 16, 2026
 - Upshur County Parks and Recreation February 17, 2026
 - Council of the City of Buckhannon February 19, 2026
 - c) Meeting Minutes:
 - Tennerton Public Service District January 14, 2026
 - Upshur County Safe Structures and Sites Board January 14, 2026
 - Adrian Public Service District January 15, 2026

***Dates and times of monthly board meetings are viewable at:**

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5. Appointments Needed or Upcoming:

- Mountaineer Trail Network – immediate vacancy through June 30, 2026 to fill an unexpired term.

****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. ****

6. Budget Hearing Schedule

The Commission will conduct budget hearings at the Upshur County Administrative Annex, unless otherwise noted, on the following dates. For a detailed list of meetings, please contact Tabatha Perry at tperry@upshurcounty.org.

- Tuesday, March 10th beginning at 8:15 a.m.

- Wednesday, March 11th beginning at 8:15 a.m.
- Thursday, March 12th beginning at 12:00 p.m.
- Friday, March 13th beginning at 10:00 a.m.

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)

None

Next Regular Meeting of the Upshur County Commission

February 26, 2026 --- 9:00 a.m.

Upshur County Courthouse Annex

**** The Commission meeting scheduled for March 5th, 2026 has been cancelled.**

WV Division of Corrections and Rehabilitation
 1409 Greenbrier Street
 Charleston, WV 25311

Statement

Date
1/31/2026

To:
Lewis County Commission 110 Center Avenue Weston, WV 26452

Remittance Address:
WV Division of Corrections and Rehabilitation PO Box 40258 Charleston, WV 25364

Date	Transaction	Amount	Balance
01/20/2026	CREDMEM Legg --- Inmate Days - County-Discounted S-53.82	-53.82	-53.82
01/31/2026	INV #1126B79F. Orig. Amount \$40,294.73. --- Inmate Days - County-Base, 599 @ \$67.27 = 40,294.73	40,294.73	40,240.91
01/31/2026	INV #1126499F. Orig. Amount \$26,963.82. --- Inmate Days - County-Discounted, 501 @ \$53.82 = 26,963.82	26,963.82	67,204.73

I. Unless otherwise specified by law or rule, whenever payments are received from any customer as payment for outstanding invoices and/or credits are present for DCR jail beds, the payment or credit will be applied as indicated in writing by the customer. II. If the customer wishes to specify how funds or credits are to be applied, the request must be in writing by the customer at the time payment is submitted, within 90 days after payment is received by DAS, when credit appears on the customer statement, or by end of the fiscal year. III. Unless written specification is provided otherwise, it is DAS policy to apply the payment or the credit to the oldest undisputed outstanding amount(s) first. Applying the funds or credits to the oldest undisputed outstanding amount(s) assists the customer to be as current as possible to place them in the best possible position to qualify for disbursements from the Jail Operations Partial Reimbursement Fund, as noted in West Virginia Code §15A-3-17.

Amount Due
\$67,204.73



Office of the State Auditor
Chief Inspector Division
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

State of West Virginia
Mark A. Hunt
State Auditor and
Chief Inspector

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-6414
www.wvsao.gov

February 11, 2026

Mr. Roderick B. Wyman, President
Lewis County Commission
110 Center Avenue
Weston, WV 26452

This letter is to confirm our understanding of the terms of our compliance examination engagement and the services we will provide to the Lewis County Commission for the fiscal year ended June 30, 2025.

Objective and scope

The objective of our engagement is to examine compliance with the compliance requirements “activities allowed or unallowed” and “allowable cost/cost principles” (the specified requirements) as described in Part IV “Section 2: Engagements Performed Under the Alternative Approach” of the Coronavirus State and Local Fiscal Recovery Funds section of the 2025 OMB *Compliance Supplement* (referred to herein as “Requirements for an Alternative CSLFRF Compliance Examination Engagement”) during the year ended June 30, 2025.

Responsibilities of the Independent Accountant

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA), the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and in the “Requirements for an Alternative CSLFRF Compliance Examination Engagement.” Those standards and requirements entail that we plan and perform the examination to obtain reasonable assurance about whether Lewis County Commission complied with the specified requirements. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an examination conducted in accordance with attestation standards and *Government Auditing Standards* will always detect a material noncompliance. The nature, timing, and extent of the procedures selected will depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error.

We are required to be independent and meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement. We will exercise professional judgement and maintain professional skepticism throughout the engagement. It is our responsibility to express an opinion on the Lewis County Commission’s compliance with the specified requirements, in all material respects, during the year ended June 30, 2025, based on sufficient appropriate evidence obtained during our examination. Our examination will not provide a legal determination on Lewis County Commission’s compliance with specified requirements.

In accordance with *Government Auditing Standards*, we will report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control, fraud, and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on Lewis County Commission's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We will also request and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. While our examination will be performed to express an opinion on Lewis County Commission's compliance with the specified requirements, it is not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters. Accordingly, we will express no such opinions on the internal control over the specified requirements or on compliance and other matters.

We will provide a written report upon completion of our engagement. Circumstances may arise in which our report may differ from its expected form and content based on the results of our compliance examination. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion on the written report. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the engagement or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report.

Responsibilities of Management

Management of Lewis County Commission is responsible for Lewis County Commission's compliance with the specified requirements and the Lewis County Commission's internal control over compliance. This includes: (1) identifying the specified requirements, (2) designing, implementing, and maintaining internal control to provide reasonable assurance that it complies with those requirements, (3) evaluating and monitoring compliance, and (4) specifying reports that satisfy legal, regulatory, or contractual requirements. Further, you are responsible for your written assertion about compliance with the specified requirements. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the engagement, such as records, documentation, and other matters, (2) additional information that we may request for the purpose of the examination, and (3) unrestricted access to persons from whom we determine it necessary to obtain evidence.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Lewis County Commission involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the examination. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Lewis County Commission received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring compliance with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the compliance requirements of the examination engagement, including whether related recommendations were implemented. You are responsible for providing views of responsible officials concerning the findings, conclusions, and recommendations resulting from this engagement, as well as any planned corrective actions, for inclusion in our report. At the conclusion of our examination, we will require certain written representations from you about your responsibilities required by attestation standards and *Government Auditing Standards*.

Engagement Administration, Fees, and Other

It is management's responsibility to electronically submit the report to the U.S. Department of Treasury. The report must be submitted within the earlier of 30 calendar days after receipt of the report or nine months after the end of the engagement period.

We will provide copies of our report to the Lewis County Commission. The examination documentation for this engagement is the property of the West Virginia State Auditor's Office and constitutes confidential information. However, subject to applicable laws or regulations, examination documentation and appropriate individuals will be made available upon request and in a timely manner to a federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office for purposes of a quality review of the examination, to resolve findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such examination documentation will be provided under the supervision of the West Virginia State Auditor's Office personnel. Furthermore, upon request, we may provide copies of selected examination documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. *Government Auditing Standards* require we provide our most recent external peer review report and any subsequent peer review reports to the party contracting for the examination. A copy of our most recent external peer review report is available at our website (<http://www.wvsao.gov/ChiefInspector/AdvisoryMemos.aspx>) or can be obtained by contacting our office.

The examination documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or examinee is contesting a finding, we will contact the party(ies) contesting the finding for guidance prior to destroying the examination documentation.

Our auditor, Ninetta James, is expecting to begin this engagement after February 16, 2026. To enable the auditor to work more efficiently, we would appreciate it if you would provide her with suitable office space that is quiet and has access to a telephone and the internet. The engagement will be led by Cara Maxson, Regional Supervisor, who will be responsible for supervising and assuring the overall quality and value of our services to you and Ninetta James, Lead Auditor, who will be responsible for on-site administration of the engagement.

Our fee for these services will be \$3,380. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement.

Lewis County Commission
February 11, 2026
Page Four

We appreciate the opportunity to be of service to the Lewis County Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and provide it to the auditor. If the auditor is not available, please return it to us to the attention of the Chief Inspector Division.

Very truly yours,



Samantha Woods, CPA, AFI
Deputy State Auditor
Chief Inspector Division
West Virginia State Auditor's Office

RESPONSE:

This letter correctly sets forth the understanding of the Lewis County Commission, and the Lewis County Commission agrees with the terms of our engagement as described in this letter.

Signed: _____

Title: _____

Date: _____



Lewis County Sheriff's Department
State of West Virginia
M.E. Metz, Sheriff



Tax Department

Phone: (304) 269-8222

Fax: (304) 269-8698

Law Enforcement

Phone: (304) 269-8251

Fax: (304) 269-2644

To Honorable Lewis County Commission.

I am requesting to purchase a IDEMIA Livescan Fingerprint System of the Lewis County Sheriff's Office in the amount of \$28,941. Quote attached.

Thank you,

A handwritten signature in blue ink that reads "Mickey E Metz".

Sheriff Mickey E Metz

117 Court Avenue Room 104
Weston, WV 26452



11951 Freedom Drive, Suite 1800, Reston, Virginia 20190

February 13, 2026

Sheriff Mickey E Metz
Lewis County Sheriff's Office
117 Court Ave Rm 104
Weston WV 26452
304-269-8251 (w)
304-904-0032 (c)
mmetz@lewiscountywv.org

Reference No. IDWV-L021326-04

IDEMIA is pleased to provide Lewis County Sheriff's Office with the following price quote for the IDEMIA LiveScan System equipped with the accepted standard West Virginia State Police (WVSP) software and profiles.

IDEMIA's fully integrated LiveScan solution provides Lewis County Sheriff's Office the following features and benefits:

- ◆ Single-source vendor for all components of the LiveScan solution, including the AFIS interface
- ◆ Digital image capture of upper, lower and writer's palms, slaps and rolls
- ◆ Mugshot Capture
- ◆ Full compliance with WVSP AFIS, FBI IAFIS/NGI EBTS and ANSI/NIST image standards
- ◆ Automatic fingerprint sequencing and duplicate print checking before scanning is completed, ensuring data integrity
- ◆ Quick check, review, and edit can be performed on each print
- ◆ All LiveScan Systems include on-site installation, training, and 1 year on-site warranty



Portable



Desktop



Solution Description and Pricing

IDEMIA proposes the equipment and services described in Tables below.

Tenprint/Palm Capture - Ruggedized Cabinet

Table 1. Pricing

	Description	Unit Price
LS-F-53HD-22T LS-CSTX-WV LS-COMX-SMTPE LS-COMX-POP3 LS-F-MUG LS-BAR LS-SIGPAD LS-UPS LS-IAT-CUSTOM LS-FREIGHT-CAB	IDEMIA LiveScan System Cabinet Tenprint/Palm Capture, including: <ul style="list-style-type: none"> • IDEMIA LiveScan System Software • FBI Appendix F Certified Tenprint/Palm 1000PPI Scanner with Moisture Discriminating Optics Scanner™ (MDO) Block Technology • Computer, Touch screen monitor, keyboard • Ruggedized Cabinet fixed-height with foot pedal for hands free advancement • Mugshot Capture Kit (camera, software, mounting hardware) • Bar Code Reader 1x5 • Signature Capture Pad 1x5 • Standard WVSP criminal profiles and workflows • UPS • On-site Installation and Training • Warranty: 1 Year On-site Advantage Solution warranty, 9X5, Next day on-site response and parts replacement • Freight 	\$28,941
LS-F-53HD-MAINT-95 LS-X-MUG-MAINT-95 LS-BAR-MAINT-95 LS-SIGPAD-MAINT-95	Optional Annual Maintenance: (to start after 1 st Year Warranty) 1 Year On-site Advantage Solution, 9X5, Next day on-site response and parts replacement	\$3,883



Tenprint/Palm Capture - Desktop

Table 2. Pricing

	Description	Unit Price
LS-D-53HD-22T LS-CSTX-WV LS-COMX-SMTPE LS-COMX-POP3 LS-DP-MUG LS-BAR LS-SIGPAD LS-UPS LS-IAT-CUSTOM LS-FREIGHT-DP	IDEMIA LiveScan System Desktop Tenprint/Palm Capture, including: <ul style="list-style-type: none"> • IDEMIA LiveScan System Software • FBI Appendix F Certified Tenprint/Palm 1000PPI Scanner with Moisture Discriminating Optics Scanner™ (MDO) Block Technology • Computer, Touch screen monitor, keyboard • Foot pedal for hands free advancement • Mugshot Capture Kit (camera, software, tripod) • Bar Code Reader 1x5 • Signature Capture Pad • Standard WVSP criminal profiles and workflows • UPS • On-site Installation and Training • Warranty: 1 Year On-site Advantage Solution warranty, 9X5, Next day on-site response and parts replacement • Freight 	\$23,449
LS-D-53HD-MAINT-95 LS-DP-MUG-MAINT-95 LS-BAR-MAINT-95 LS-SIGPAD-MAINT-95	Optional Annual Maintenance: (to start after 1 st Year Warranty) 1 Year On-site Advantage Solution, 9X5, Next day on-site response and parts replacement	\$3,883

Tenprint/Palm Capture - Portable

Table 3. Pricing

	Description	Unit Price
LS-P-53HD LS-CSTX-WV LS-COMX-SMTPE LS-COMX-POP3 LS-DP-MUG LS-BAR LS-SIGPAD LS-53XX-CASE LS-IAT-CUSTOM LS-FREIGHT-DP	IDEMIA LiveScan System Portable Tenprint/Palm Capture, including: <ul style="list-style-type: none"> • IDEMIA LiveScan System Software • FBI Appendix F Certified Tenprint/Palm 1000PPI Scanner with Moisture Discriminating Optics Scanner™ (MDO) Block Technology • Laptop computer • Foot pedal for hands free advancement • Mugshot Capture Kit (camera, software, tripod) • Bar Code Reader • Signature Capture Pad 1x5 • Portable Carrying Case • Standard WVSP criminal profiles and workflows • On-site Installation and Training • Warranty: 1 Year On-site Advantage Solution warranty, 9X5, Next day on-site response and parts replacement • Freight 	\$23,640
LS-P-53HD-MAINT-95 LS-DP-MUG-MAINT-95 LS-BAR-MAINT-95 LS-SIGPAD-MAINT-95	Optional Annual Maintenance: (to start after 1st Year Warranty) 1 Year On-site Advantage Solution, 9X5, Next day on-site response and parts replacement	\$3,778

Current shipping is 60+ days after receipt by IDEMIA of Lewis County Sheriff's Office completed pre-installation documentation, or as otherwise scheduled.

Options and Pricing

IDEMIA equipment options and pricing described in Table below.

Table 4. Options Pricing / Maintenance

	Description	Unit Price	Annual Maintenance*
LS-PRNT-M	Printer Black & White Tenprint Card, Duplexer, - 1 Tray	\$1,409	\$212
LS-PRNT-M-2	Printer Black & White Tenprint Card, Duplexer, - 2 Trays	\$1,648	\$248

*Annual Maintenance to start after 1st Year Warranty.

*Optional Annual Maintenance Support will start immediately following the 1st Year Warranty. Annual Maintenance prices shown above are for Year 2 only. Annual maintenance pricing is subject to increase beginning in Year 3. Please contact the IDEMIA Maintenance Agreement team for pricing details: ContractMaintenance@us.idemia.com.

Customer Responsibilities

Lewis County Sheriff's Office is responsible for the following:

- ◆ Providing necessary facility resources required for equipment installation and operation including access, space, environmental control, electrical power and networking.
- ◆ Providing a technical point of contact for IDEMIA who will be the primary person responsible for providing and/or coordinating obtainment of site installation pre-requisite information such as network information, IP addresses, power information, etc.
- ◆ To obtain and maintain the required transmission lines and hardware for remote communications to and from the necessary agencies.
- ◆ Installation, testing and troubleshooting any network communication connections, lines and/ or Lewis County Sheriff's Office network devices.
- ◆ Compliance with WVSP requirements using WVSP approved method for electronic transfer
- ◆ Obtaining all required authorizations for connecting to the WVSP AFIS.
- ◆ Completion and return of IDEMIA pre-install documentation to IDEMIA Program Team.
- ◆ Printer supplies such as ink and toner cartridges (consumables) are Lewis County Sheriff's Office responsibility. IDEMIA does not offer or resell these items.

Connecting to the West Virginia State AFIS requires a secure and encrypted connection utilizing one of the following methods: (1) Lewis County Sheriff's Office can purchase a Cisco 5505 firewall that will utilize the Lewis County Sheriff's Office's existing internet connection or (2) Lewis County Sheriff's Office can order a T-1 connection through the WVSP to connect to the WVSP weapons network.

For Lewis County Sheriff's Office reference, prior to the purchase of LiveScan equipment, please ensure to contact James Cochran, WVSP LiveScan Coordinator, Tel: (304) 746-2192, Email: james.e.cochran@wvsp.gov to verify Lewis County Sheriff's Office's connection to the State.

Assumptions

In developing this price quote, IDEMIA has made the following assumptions:

- ◆ With the exception of the WVSP AFIS, there are no external interfaces to support which includes but is not limited to records management system, booking system, mugshot system, etc.
- ◆ An inter-agency agreement between Lewis County Sheriff's Office and WVSP will be in place.
- ◆ Lewis County Sheriff's Office will provide all necessary communication to connect to WVSP. This includes, but is not limited to hubs, routers, modems, etc.
- ◆ LiveScan System shipment and On-site Installation Services will be scheduled *after network connectivity* to WVSP has been established and verified and IDEMIA's Program team has received the completed pre-install documentation from Lewis County Sheriff's Office.

The following items are not included in the scope of IDEMIA's pricing and will be quoted based on current service rates in effect at the time of request: (a) requests for IDEMIA assistance / completion of any agency or governing body required security documentation, surveys or questionnaires; (b) requests for IDEMIA support and potential resolution of issues resulting from agency vulnerability assessments, penetration testing and/or security audits.

Additional engineering efforts by IDEMIA beyond the scope of the standard product will be quoted based on current service rates in effect at the time of the change, plus any related travel or administrative expenses. Assistance with training and questions for the Lewis County Sheriff's Office's database or any programming, scripting, or review of programs beyond work quoted above are excluded from this offer.

Prices exclude any and all state, or local taxes, or other fees or levies. Customer payments are due to IDEMIA within 20 days of the date of the invoice.

Product purchase will be governed by the IDEMIA Agreement, a copy of which is attached. No subsequent purchase order can override such terms. Nothing additional shall be binding upon IDEMIA unless a subsequent agreement is signed by both parties.

Firm delivery schedules will be provided upon receipt of a purchase order *and* IDEMIA receipt of completed pre-install documentation.

IDEMIA reserves the right to substitute hardware of equal value with equal or better capability, based upon market availability. If, however, such equipment is unavailable, IDEMIA will make its best effort to provide a suitable replacement.

Pricing valid through: May 31, 2026

Purchase orders should be sent to IDEMIA by electronic mail or U.S. postal mail to:

IDEMIA
14 Crosby Dr., 2nd Floor
Bedford, MA 01730
Email: Daniel.Mordecai@ps-idemia.com

Please direct all questions and order correspondence to:

Daniel Mordecai
IDEMIA Inside Sales
Email: Daniel.Mordecai@ps-idemia.com

We look forward to working with you.

Sincerely,

Christian Henry

Sr. Vice President - IDEMIA Identity & Security USA LLC



STATE ARTS OFFICE
 1900 Kanawha Blvd. East | Building 9
 Charleston, West Virginia 25305
 (304) 558-0220 | WVculture.org

To Be Completed by Tourism:

GRTAWD: _____

Vendor: _____

Grant-Invoice No: _____

FY26 - ART GRANTS AWARD ACCEPTANCE LETTER

Grant Amount: \$ 4,684.37 Name: Lewis Co Commission
 Contact Name: Tina Helmick Contact Email: thelmick@lewiscountywv.org
 Address: 110 Center Ave.
 City: Weston State: WV Zip: 26452

I accept the Fiscal Year 2026 grant award and understand and agree to the term limits outlined on the enclosed Instruction Sheet and State Agency Grant Awards Accountability Requirement (SAGA) Sheet. I understand that all expenditures from the grant must be in support of programs occurring **between July 1, 2025 and June 30, 2026** (Fiscal Year 2026) and that all project activities comply with the National Endowment for the Art's [terms and conditions](#).

Signature *Date*

Name *Title* *Phone Number*

State of West Virginia, County of: _____

I, _____, a notary public in and for said state do hereby certify that
 _____, whose name is signed to the writing above, has this day
 acknowledged the same before me.

Given under my hand this _____ day of _____, 20 _____

My commission expires _____

Notary Public

I certify that payment should be issued in accordance with the FY 2026 Department of Tourism grant awards.

Department of Tourism *Date*





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: Request to Hire

I am requesting permission to hire Kiarra Paige Weaver as a Telecommunicator for the Lewis-Gilmer E-911 Center. She has passed testing, interviews, and background checks. If hired her first day of Employment would March 2, 2026. Also requesting to wave the probation for insurance. \$14.50 hourly and \$30,160.08 annual,

Thank you

James W. Gum, Director