

STATE OF WEST VIRGINIA,

DODDRIDGE COUNTY, COUNTY CLERK'S OFFICE, Tuesday, May 5, 2026, 4:00 P.M.

The County Commission met at the Courthouse in West Union, West Virginia, in regular session, and the following business was transacted. Present: Ronnie Travis, President, Shawn Glaspell and Tim Bowen, Commissioners, Randee Britton Executive Assistance, and Lorena Catee Slater, County Clerk, was present for the meeting.

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**Approval of Previous meeting minutes** – Commissioner Glaspell made motion to approve minutes – Motion Seconded – Motion Carries

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Public Comments – None

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**NEW BUSINESS:** Recognition of Outstanding Citizens Brycen Eidel and Nikolas Marple – Commissioner Glaspell made motion to recognition of these students – Motion Seconded – Motion Carries

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**Authorize Creation of Special Revenue Fund 100 – ICE Fund as a Special Revenue Fund** – Commissioner Glaspell made the Motion to authorize the Fund – Motion Seconded – Motion Carries

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**Authorize Sheriff to Open Fund 100 – ICE Fund as an Interest-Bearing Checking Account and Set User Access for Account Requiring 3 Signatures** - Commissioner Glaspell made the Motion to authorize for interest-bearing checking – Motion Seconded – Motion Carries

(See Attached)

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**Authorize Premier Care Contract for Annex Building Environmental Controls** – Commissioner Glaspell made motion to authorize – Motion Seconded – Motion Carries ( See Attached)



## DODDRIDGE COUNTY COMMISSION

Ronnie Travis • President

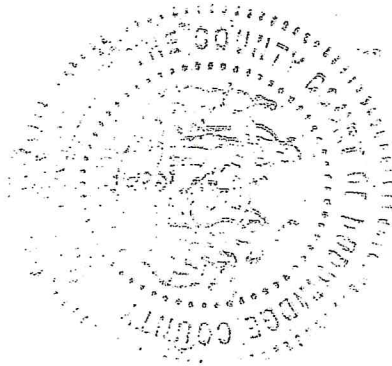
Shawn Glaspell • Commission

Tim Bowen • Commission

### ORDER

On this the 5<sup>th</sup> day of May, 2026, the Doddridge County Commission hereby unanimously approves the creation of a special revenue fund, pursuant to Governmental Accounting Standards Board Statement No. 34, paragraph 66. This fund shall be called the "ICE Fund" and will be designated Fund #100. The fund's source of revenue shall be monies received from the federal government. This money shall be placed in an interest-bearing checking account and shall only be used for expenditures for travel expenses for ICE training, salaries, and benefits of ICE agents.

Dated this 5<sup>th</sup> day of May, 2026.



DODDRIDGE COUNTY COMMISSION

*Ronnie Travis*

Ronnie Travis, President

*Shawn Glaspell*

Shawn Glaspell, Commissioner

*Tim Bowen*

Tim Bowen, Commissioner

ATTEST:

*Lorena Cate Slater*

Lorena "Cate" Slater, County Clerk



## PREMIER CARE CONTRACT

### Scheduled Service Agreement

Date: April 15, 2026

#### Premier Energy Systems

6522 MacCorkle Ave  
St. Albans, WV 25177  
304-252-1918

#### Premier Contact

Kevin Rappold  
Service Manager  
[krappold@premiermch.com](mailto:krappold@premiermch.com)  
(M)304-207-2255

#### Customer

Doddridge County Courthouse  
108 Court St  
West Union, WV 26456

#### Contract Term

***Annual term contract. Commencing from the contract sign-off date of both parties.***

Attn: Isaac Richards

Buildings Optimized



## AGREEMENT SUMMARY

This customized service agreement with Premier Energy Systems provides you with scheduled and planned maintenance support which keeps your facility running at optimal performance. As a Premier Care Contract Customer, clients obtain locked-in rates and special pricing markups.

This agreement allows Premier to provide on-time maintenance support with your needs and facility requirements at the forefront of any work provided. We utilize only the scheduled, predictive, and preventative maintenance services which fit each customer, helping to keep your building optimized.

As your BAS/ALC provider, we promise to:

- Provide 24-Hour Call Support/Service
- Perform work with no "hidden" costs. We do not bill for company equipment or vehicle usage; often charged by our competitors. This contract is labor and travel time only.
- Care for your HVAC/BAS equipment and systems in accordance to OEM best practices
- Promote environmental practices which conform to and promote Environmental and Health & Safety standards.
- Properly maintained equipment can extend service hours thereby maximizing your return on investment.
- Properly maintained equipment optimizes energy efficiencies leading to reduced energy costs.

## PREMIER CARE SCOPE OF SERVICES

Premier Energy Services is a locally owned, West Virginia company based in Saint Albans, WV. We have recently opened an office in Athens Ohio to also service South East Ohio region. The company provides services to commercial, industrial, educational, healthcare; and many other facilities looking to environmentally manage and optimize their buildings.

The Premier staff optimizes buildings through a variety of means. Perhaps one of the largest growing services offered is the Premier Care Service Contract.

This service contract with Premier Energy Systems assures that your facility equipment is not only maintained but operating in accordance with OEM standards. This enables you to get optimal performance out of building equipment.

**The Premier Energy Systems staff offers over 100 years of combined service work in Controls, HVAC and Building Management Systems.**

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## COVERED BAS EQUIPMENT

Covered Equipment is any equipment for which services are to be provided for, under this specific "Premier Care" Contract. This Premier Care contract includes The Automated Logic WebCTRL Building Automation System.

- This list may fluctuate annually based on installations of new equipment and/ or any retired equipment.
- This Premier Care contract does not include total equipment replacements due to obsolescence or part(s) unavailability.

| EQUIPMENT | QTY | MANUFACTURER    | MODEL NO. | SERIAL NO. | ASSET TAG |
|-----------|-----|-----------------|-----------|------------|-----------|
| Controls  | (1) | Automated Logic |           |            | WebCTRL   |

This Care Agreement is based on **32 hours per year**, allocated as follows:

- **Two scheduled on-site visits** to review the WebCTRL system and provide owner/operator training
  - Bi-annual visits, **8 hours each (16 hours total)**
- The **remaining 16 hours** will be used as follows:
  - **Two off-quarter remote log-ins, 2 hours each (4 hours total)**
  - **Twelve (12) hours** available at the customer's discretion for remote technical support calls, additional remote system reviews, or to be applied toward additional site visits
- Remote technical support calls are calculated at **1 hour per call**

While on site, review the following:

### WebCTRL Software

- Calendar / Clock
- Inspect ALC Database
- Install ALC system patches
- Check the Trend, Alarm and Audit database sizes and back them up
- Run a 'locked point' report to make sure no points have been overridden

### Alarm Maintenance and Testing

- Review logs
- Clear acknowledged alarms
- Verify equipment operation to remove old alarms

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## System Controllers

- Check input/output values (verify sensor reading are correct through software)
- Review alarm & trend logs to track system operation
- Verify and check control parameters
- Tune and calibrate control loops(if necessary)

## PRICING, TERMS & CONDITIONS

### SERVICE OF

- Doddridge County Courthouse agrees to pay Premier Energy Systems the following amounts for this Premier Care Contract.

| CONTRACT PERIOD | ANNUAL INVESTMENT | BIANNUAL PAYMENT | PAYMENT TERM                              |
|-----------------|-------------------|------------------|-------------------------------------------|
| (1) Year        | \$6855.20         | \$3427.60        | Annually/Bi-Annual<br>Customer Discretion |

- Work outside of this scope will be performed at the preferred customer rate of \$175.00 per hour
- Only equipment listed in the "Covered BAS Equipment" section will be covered under this contract. Any revisions (additions or deletions) to said equipment list must be agreed upon in writing by Premier Energy Systems and Doddridge County Courthouse.
- This contract is valid for an annual term. Commencing from the contract sign-off date of both parties.
- There is a thirty (30) day clause, so either party can opt out with a thirty (30) day written notice.
- Premier Energy Services will contact Isaac Richards at Doddridge County Courthouse in advance to schedule all service visits.
- Doddridge County Courthouse will provide building access to Premier Energy Systems staff.

### Buildings Optimized

## BILLING

### PAYMENTS

Payments should be remitted to:

**Premier Energy Systems**  
**Attn: Accounts Payable**  
**6522 MacCorkle Avenue**  
**Saint Albans, WV 25177**

### ACCEPTANCE:

Premier Energy Systems

### ACCEPTANCE:

Doddridge County Courthouse

**Authorized Representative:** (print name)

RONALD TRAVIS

**Authorized Representative:** (print name)

**Title:**

PRES

**Title:**

**Signature:**

Ronald Travis

**Signature:**

**Date Executed:**

5-5-26

**Date Executed:**

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Animal Control Officer – Cat Euthanasia – Discussion of finding someone to take classes to this duty.

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Recreation Center Update – Presentation presented (See Attached)

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Floodplain Permits and Report and OES Report – See Attached Report

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DCAA Report – See Attached Report

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Maintenance Director – See Attached Report

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Community Corrections Day Report – No report at this time

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Parks and Recreation Commission –

## INDOOR RECREATION CENTER BOARD MEMBERS

- ▶ Mary Cass
- ▶ Chad Modesitt
- ▶ Brad Davis
- ▶ Chris Mitchell
- ▶ Laura Dye-Casteel
- ▶ Crystal Hoover Gagnon

### Roles and Requests

- Proposed Site location includes WV lots 119-125 in the Duckworth-Fairview Addition to the Town of West Union, which are held by Doddridge County Family Resource Network & the Doddridge County Commission.
- January 2015 County Commission Meeting – after being approached about a public gym for the community by Mary Cass, the County Commission requested the formation of an Indoor Recreation Board.
- February 9<sup>th</sup> 2015 – Indoor Recreation Committee formed; original members included: Mary Cass, Chad Modesitt, Brad Davis, Chris Mitchell, Laura Dye-Casteel.
- April 1<sup>st</sup> 2015 Indoor Recreation Committee met to discuss purpose/intent, goals, timelines and management.
- June 2<sup>nd</sup> 2015 County Commission Meeting – Indoor Recreation Committee requested that the proposed site be held for 1 year to allow for the project to enter into Phase 1.
- July 29<sup>th</sup> 2015 – Memorandum of Understanding (MOU) was signed between the Indoor Recreation Board and the DCFRN to be a Fiscal Agent for the management of the project. MOU goal was site selection, community input and support, design and planning, secure funding, construction timeline and outlook for overall upkeep and programming.
- January 20<sup>th</sup> 2018 County Commission Meeting – Indoor Recreation Board and the DCFRN presented the County Commission with a request to submit an RFP for the proposed site request was approved by the commission.

## "What if?" Community Survey

- ▶ January 2026, DCFRN published **Results** in the newspaper and on social media which asked: What if Doddridge County had an Indoor Recreation Center to support youth sports leagues, increase physical activity levels and promote healthy lifestyles for our children, senior citizens and families? What would you like it to include?
- ▶ The survey received 507 responses which provided community input on the project.

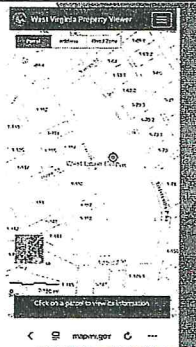
What would you like to include?  
507 responses

|                                 |             |
|---------------------------------|-------------|
| Courts (basketball, volleyball) | 387 (76.3%) |
| Sports Field (artificial turf)  | 226 (44.6%) |
| Press (weight room, cardio)     | 443 (87.4%) |
| Aquatics (pool, spa, sauna)     | 358 (70.6%) |
| Track (indoor walking, run)     | 351 (71.2%) |
| Dodge balls, golf, music        | 207 (40.8%) |
| Indoor Playground               | 233 (45.9%) |
| Climbing Wall                   | 229 (45.2%) |
| Hudson Market Stand             | 200 (39.4%) |



## PROPOSED SITE LOCATION & FOOTPRINT

- ▶ WV lots in the Duckworth-Fairview Addition to the Town of West Union
  - Doddridge County Commission Lots: 111-118, 108-110, 103-105
  - Doddridge County Family Resource Network Lots: 119-125
- ▶ Infrastructure Currently Exists
- ▶ Zero Property Cost
- ▶ Centrally-located within the county
- ▶ Accessible walking distance
- ▶ Not in floodplain
- ▶ Space is adequate for a structure that is comparable for population



### Proposed Building Structure

20,000 - 25,000 square foot

90' x 225' ideal size for site

Pre-engineered metal building that includes:

- ▶ Gyms/Courts with multi-use floor surface
- ▶ Walking/Running Track
- ▶ Rentable Spaces
- ▶ Family Restrooms
- ▶ Equipment Storage
- ▶ Main Office

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### Moundsville Recreation Center

- ▶ Managed by the City of Moundsville
- ▶ Projected 22,200 square foot building
- ▶ Projected construction cost \$4-5 million
- ▶ Projected operating cost per month: \$9,000
- ▶ Two High School Basketball Courts, 2-lane Track, Community Party Room, Concession/Desk Area, Shower Rooms, Fitness/Workout Room
- ▶ Architecture & Engineering Firm: The Thrasher Group, Inc.




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### Elite Center in Parkersburg, WV

- ▶ Privately Owned
- ▶ 30,000 square foot building
- ▶ \$2.8 million, built in 2009
- ▶ Annual operating cost: \$365,000/yearly (includes mortgage/property taxes)
- ▶ Basketball courts, artificial turf, fitness center, batting cages, party area and a full concession stand




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**Jewel City Church**  
**Buzz Henderson Center - Shinnston, WV**

- ▶ Church Owned
- ▶ Similar Structure
- ▶ Basketball courts, pickleball courts, volleyball courts, turf field, batting cages, fitness center, event center




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**Proposed Indoor Recreation Center**  
**Current Market Cost Projections**

Estimated Cost of Construction

- ▶ \$5-\$6.25 million
- ▶ \$250/per square foot

Estimated Cost of Operation

- ▶ \$72,000-\$96,000/yearly
- ▶ \$6,000-\$8,000/monthly

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**Potential Funding Sources**

- ▶ WV First Foundation
- ▶ WV Community Development Block Grant Program (CDBG)
- ▶ USDA Rural Development
- ▶ WV Rural Health Transformation Program
- ▶ WV Congressional Spending Request
- ▶ Appalachian Regional Commission (ARC)
- ▶ Parkersburg Area Community Foundation
- ▶ Oil and Gas Company Foundation Grants
- ▶ Private Development
- ▶ Community Church Fund Support
- ▶ US Department of Labor
- ▶ WVgrantcenters.com
- ▶ Energy Efficiency & Conservation Block Grant

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### Sustainability & Partnerships

- ▶ Gym/Event Rentals
- ▶ Sports Leagues Admissions
- ▶ Office Space Rentals
- ▶ Community Use
- ▶ School System Rentals
- ▶ After-school Programs
- ▶ HELP Levy
- ▶ Youth Employment

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### Architect & Engineering Firms

- ▶ Request for Proposal Published in January
- ▶ Responses Received in February
- ▶ Interviews conducted in March
- ▶ Selection In-process (pending)
- ▶ Potential Firms include:

**THRASHER**  
ARCHITECTURE | ENGINEERING | PLANNING SERVICES

**CEI**  
Civil & Environmental  
Consultants, Inc.

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### Questions moving forward:

- ▶ Is the proposed footprint available for this project? If so, are we able to receive this commitment in writing?
- ▶ Are alternative footprints available? If so, are we able to discuss and receive a commitment in writing?
- ▶ Is there a County Commission member who would like to join the Indoor Recreation Board to continue in this effort?
- ▶ Is the County Commission open to securing resources that will sustain and assist in the operation of this facility if the construction is 100% grant funded?

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# **Doddridge County Office of Emergency Management Floodplain Management Commission Report**



Date: 5/5/2026

## **Review Floodplain Permits- 1 permit(s)**

### **1. Previous Month's Run Reports- Information is Based on 911 Center Run Data**

#### **A. Law Enforcement-**

|                                     |     |
|-------------------------------------|-----|
| • Doddridge County Sheriff's Office | 208 |
| • Town of West Union PD             | 16  |
| • West Union –WV State Police       | 121 |

#### **B. Emergency Medical Services-**

|                                        |    |
|----------------------------------------|----|
| • Doddridge County Ambulance Authority | 91 |
| • DC EMS                               | 7  |
| • Salem EMS                            | 13 |

#### **C. Fire Departments-**

|                  |    |
|------------------|----|
| • West Union VFD | 7  |
| • Greenwood VFD  | 13 |
| • Smithburg VFD  | 13 |
| • McClellan VFD  | 3  |
| • BANCS VFD      | 2  |
| • Salem VFD      | 3  |

## **Activity Report –**

**Apr 22** – Meeting with Mike Swiger to look at some creeks that need clearing

**Apr 23** – Held LEPC Meeting

**Apr 23** – Met with WV DEP oil and Gas inspectors on a site with issues involving flooding.

**Apr 30** – Attended the town hall meeting at the Lions Club

**May 1** – Attended WV Emergency Managers Council Meeting



## **Doddridge County Floodplain Permits**

**(Week of April 20, 2026)**

Please take notice that on the (17<sup>th</sup>) of (April), 2026, (Sue Britton) filed an application for a Floodplain Permit (#26-709) to develop land located at or about (1808 Arnolds Creek Road); Coordinates: 39.256166, -80.809843. The Application is on file with the Floodplain Manager of the County and may be inspected or copied during regular business hours in accordance with WV Code Chapter 29B Freedom of Information, Article 1 Public Records and county policy and procedures. Any interested persons who desire to comment shall present the same in writing by (May 25, 2026) (20 calendar days after the announcement at the regularly scheduled Doddridge County Commission Meeting) delivered to the Floodplain Manager of the County at 99 Court Street, Suite 128, West Union, WV 26456. **This project is for a Garage/Shed**



GEORGE C. EIDEL, CFM

Doddridge County Floodplain Manager



Doddridge County Ambulance Authority  
99 Court St., Ste. 227, West Union, WV 26456  
Tel (304) 873-3650 Fax (304) 404-2396  
DCAAEMS.org

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MAY 5, 2026

**Commission Report- Finance**

- Current Bank Account Balances for Month-End April **2026:**
  - DCAA Fund-                      \$ 340,027.96
  - Fund Savings-                 \$ 101,104.65
  
- Total **Income** for April 2026:
  - DCAA Fund-                      \$ 58,698.62
  - Fund Savings-                 \$ 0.00
  
- Attached you will find the DCAA Profit & Loss Report for April 2026.

12:39 PM

05/05/26

Accrual Basis

**Doddridge Co. Commission- DCAA Fund**  
**Profit & Loss**  
**April 2026**

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|                                                     | Apr 26    |
|-----------------------------------------------------|-----------|
| <b>Income</b>                                       |           |
| 340- Rents & Consessions                            | 1,912.12  |
| 344- Ambulance Fees                                 | 55,252.38 |
| Fee for Service Income                              | 1,534.12  |
|                                                     | <hr/>     |
| <b>Total Income</b>                                 | 58,698.62 |
| <b>Expense</b>                                      |           |
| 211- Telephone                                      | 1,182.15  |
| 215- Maint & Repair Bldg/Ground                     | 375.00    |
| 219- Bldg. & Equipment & Rents                      |           |
| 219 A- Copier Rental                                | 7.83      |
|                                                     | <hr/>     |
| <b>Total 219- Bldg. &amp; Equipment &amp; Rents</b> | 7.83      |
| 221- Training & Education                           | 100.00    |
| 230- Contracted Services                            |           |
| 230 C- Fleet Tracking Service                       | 380.00    |
| 230 E- EMS Charting Software                        | 298.56    |
|                                                     | <hr/>     |
| <b>Total 230- Contracted Services</b>               | 678.56    |
| 345- Uniforms                                       | 388.18    |
| 347- Purchases for Inventory                        |           |
| 347 A- Medical Inventory                            | 8,378.94  |
|                                                     | <hr/>     |
| <b>Total 347- Purchases for Inventory</b>           | 8,378.94  |
| <b>Total Expense</b>                                | 11,110.66 |
|                                                     | <hr/>     |
| <b>Net Income</b>                                   | 47,587.96 |

# Maintenance Director's Report

Doddridge County Commission

Reporting Period: April 20 – May 1, 2026

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## I. Courthouse Maintenance & Preservation

- **Roofing & Drainage Infrastructure:** Identified a split in the copper downspout on the front of the Courthouse which was causing significant erosion in the surrounding mulch and shrubbery.
- **Technical Inspection:** Facilitated an aerial drone inspection to capture high-resolution video of the copper downspout damage.
- **Repair Coordination:** Initiated contact with City Construction and Burns & Scalo to source matching copper materials and secure repair quotes.
- **Water Access Upgrades:** Oversaw the installation of a new 18-inch, key-activated hose bib by City Construction to provide secure exterior water access for maintenance staff.
- **Grounds & Drainage Stabilization:** Managed the installation of gutter drains, successfully completing sections near the judges' parking and the Church Street bank. Supervised the complex process of cutting blacktop and navigating around existing mechanicals and landscaping to install the final drainage lines.
- **Sanitation:** Conducted the monthly pest control inspection and preventative spraying via PMSI.

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## II. Annex Building Operations

- **Fire Suppression System:** Coordinated with Brewer to add two new sprinkler heads in the storage area and replace leaking heads on the first floor and in the basement.
  - **Mechanical & Boiler Systems:** Performed maintenance on the boiler system to address room temperature fluctuations and discrepancies between physical outputs and logic control graphics.
  - **Elevator Safety:** Managed the annual elevator certification process with Schindler; the unit successfully passed inspection.
  - **Plumbing & Filtration:** Executed internal plumbing repairs including the installation of water cartridge filters and the removal of obsolete mixing valves in the kitchens and bathrooms.
  - **Facility Enhancements:** Procured and installed official County District Map signs in the voting room and Commission courtroom.
  - **Administrative Research:** Conducted a departmental survey to estimate potential usage and viability for an onsite ATM.
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### III. Capital Projects & Site Restoration

- **Sperry Property Restoration:** Managed the full demolition phase of the property via Enviro-Clean. Inspected the site to ensure all buildings were down and debris was prepared for hauling. Verified that all voids and holes were backfilled with quality soil, with final site clearance scheduled for completion by May 5th.
- **Dumpster Site Infrastructure:** Directed T&C Construction in cutting existing blacktop to pour a new 6-inch concrete pad (14'x24') and install a low-spot floor drain.
- **Site Finishing:** Inspected and approved blacktop saw-cut patching and concrete chip repairs performed by T&R.

### IV. Complex Maintenance & IT Integration

- **Telecommunications Overhaul:** Leading a strategic initiative to transition internet and VOIP services from Armstrong to Segra.
- **IT Infrastructure:** Secured approval and initiated the setup of the Commission conference room for enhanced virtual meetings, including the installation of a dedicated monitor and PC system.
- **Satellite Facilities:** Managed monthly pest control inspections and treatments for the Smithburg VFD and the "Blue House".

**Isaac Scott Richards**

*Maintenance Director, Doddridge County Commission*

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**BUDGET REVISIONS** – Commissioner Glaspell made Motion - Motion Seconded – Motion Carries

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**Exonerations** – Commissioner Glaspell made Motion – Motion Seconded – Motion Carries

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**PROBATE ORDERS** – Commissioner Glaspell made Motion – Motion Seconded – Motion Carries

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Nothing further to come before the Commission, it is ordered that we do now adjourn.

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President