

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE, SUITE 203
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, MAY 9, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT
WAYNE DUNN, COMMISSIONER
STEPHEN GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 10:30 A.M., Steve Nicely, Director of the Great Parkersburg Convention and Visitors Bureau, along with several members of the Bureau, met with the County Commission to discuss their entity and also to recognize National Tourism Week. (Handouts attached.)

At 10:45 A.M., the County Commission held a hearing in regard to the Ronnie Sidwell estate. Sandra Scott, Administratrix, asked that a claim be disallowed. After testimony, the County Commission ruled that the claim be disallowed. Information in regard to this estate is on file in the Probate Office.

At 11:00 A.M., the County Commission held a hearing in regard to the Betty Taylor estate. Linda Taylor, Administratrix, asked that claims be disallowed. After testimony, the County Commission ruled that claims be disallowed. Information in regard to this estate is on file in the Probate Office.

At 11:45 A.M., the County Commission held a hearing in regard to the Mila Fox estate. Ernest Fox requested that the estate be moved to Jackson County Probate Court because Mila Fox was a Jackson County resident. After testimony, the County Commission ruled that this hearing be

continued until Monday, May 23, 2011 at 11:30 A.M. so that they can obtain legal counsel.

Information in regard to this estate is on file in the Probate Office.

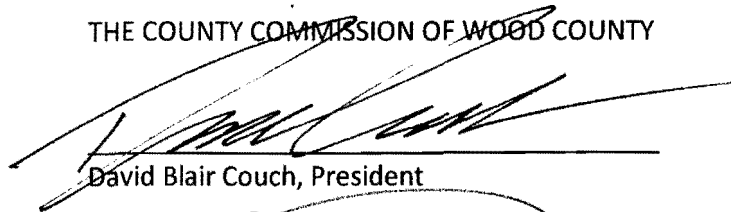
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/1425, M/1426, M/1427, M/1428, M/1429, M/1430, M/1431 and M/1432

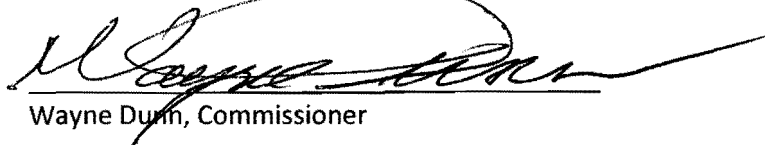
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in dark ink, appearing to read "David Blair Couch", written over a horizontal line.

David Blair Couch, President

A handwritten signature in dark ink, appearing to read "Wayne Dunn", written over a horizontal line.

Wayne Dunn, Commissioner

A handwritten signature in dark ink, appearing to read "Stephen Gainer", written over a horizontal line.

Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled May 9, 2011.

Wood County Commission Meeting
Held May 9, 2011

Please Print

1.	ED HOFMANN	CVB
2.	Alan Hardway	CVB
3.	STEVE NICKY	CUS
4.	Sandra K Scott	
5.	Linda Taylor	
6.	Bruce Goody	
7.	Ernest R Fox	
8.	Penny Thaxton	
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NATIONAL TRAVEL & TOURISM WEEK

WHY TRAVEL MATTERS • MAY 7-15, 2011

Travel and tourism is one of America's largest industries

- Generated \$1.8 trillion in **economic output**, with \$759 billion spent directly by domestic and international travelers that spurred an additional \$1 trillion in other industries.
- Directly generated \$118 billion in **tax revenue** for local, state and federal governments.
- Each U.S. household would pay \$1,000 more in **taxes** without the tax revenue generated by the travel and tourism industry.
- Direct spending by resident and international travelers in the U.S. averaged \$2 billion a day, \$86.6 million an hour, \$1.4 million a minute, and \$24,000 a second.

Travel and tourism is America's largest services export industry

- \$134 billion in travel exports (including traveler spending in the U.S. and international passenger fare payments to U.S. carriers) and the...
- \$103 billion in travel imports (including U.S. resident spending abroad and international passenger fares paid to foreign carriers) creates...
- \$32 billion in **balance of travel trade surplus** for the U.S.

Travel and tourism is one of America's largest employers

- Supported 14 million **jobs**, including 7.4 million directly in the travel industry and 6.7 million in other industries.
- **1 out of every 9** jobs in the U.S. depends on travel and tourism.
- Generated \$188 billion in **payroll** for those employed directly in U.S. travel.
- Travel is among the **top 10 industries** in 48 states and D.C. in terms of employment.

Note: 2010 data, updated April 2011

G R E A T E R PARKERSBURG

Convention & Visitors Bureau

The West Virginia Division of Tourism contracts with Dean Runyan Associates, one of the nation's leading travel forecasting and analysis firms, to conduct a detailed study on the travel industry's economic impact in West Virginia. The results of that study for Wood County are as follows:

	<u>2004</u>	<u>2006</u>	<u>2008</u>
Traveler Spending	\$ 88,600,000	\$100,800,000	\$115,800,000
Tourism Employment	1,140	1,110	1,090
Tourism Wages	\$ 20,100,000	\$ 20,100,000	\$ 21,000,000
Local Gov't Revenue	\$ 484,000	\$ 478,000	\$ 871,000
State Gov't Revenue	\$ 6,391,000	\$ 6,595,000	\$ 7,331,000

Tax relief for every Wood County household: **\$ 222.82**

Tax relief is the additional amount that each household would have to pay if it were not for the state and local taxes generated by visitors

G R E A T E R
PARKERSBURG
Convention & Visitors Bureau

HOTEL TAX COLLECTIONS

January through March

	<u>2010</u>	<u>2011</u>	
City of Parkersburg	\$ 21,770	\$ 25,485	\$ 3,715 (17.1%)
City of Vienna	21,795	22,416	621 (2.8%)
City of Williamstown	2,256	2,890	634 (28.1%)
Wood County	<u>75,802</u>	<u>80,049</u>	4,247 (5.6%)
Total	\$ 121,623	\$ 130,840	\$ 9,217 (7.6%)



Wood County Commission

05/09/2011

1 Court Square, Suite 203
Parkersburg, WV 26101

Agenda topics

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
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10:30 AM	DISCUSS PROCLAMATION FOR NATIONAL TOURISM WEEK	STEVE NICELY, CONVENTION & VISITORS BUREAU
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10:45 AM	RONNIE SIDWELL ESTATE – ASKING CLAIMS BE DISALLOWED	SANDRA SCOTT, EXECUTRIX Administrator
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11:00 AM	BETTY J. TAYLOR ESTATE – ASKING CLAIMS BE DISALLOWED	LINDA TAYLOR, ADMINISTRATRIX
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11:45 AM	MYLA FOX ESTATE – REQUEST ESTATE BE MOVED TO JACKSON COUNTY	ERNEST M. FOX
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Special notes:

1. Vacancies on Boards and Commissions
2. Building Enforcement Properties
3. Contribution Requests
4. County Facilities
5. Meldahl Subdivision Agreement
6. Discuss Humane Society Contract
7. Phillips Court Alley – WTAP
8. Discuss Change Orders for Justice Center

5/9/11
69/444

MAY 9, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM FOR THE FAMILY CRISIS INTERVENTION CENTER.

ORDER


On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Family Crisis Intervention Center in the amount of three thousand dollars and zero cents (\$3,000.00).

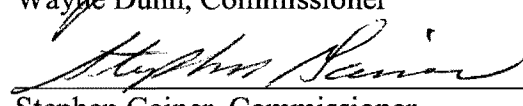
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

M/1425

MAY 9, 2011

5/9/11
69/444

COPY

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

WHEREAS, The State of West Virginia is sponsoring the Governor's Community Partnership Grant Program; and

WHEREAS, the Governor's Community Partnership Grant Program is designed to provide assistance to Counties and Municipalities in West Virginia to address economic development projects; and

WHEREAS, the County Commission of Wood County is an eligible applicant; and

WHEREAS, the Wood County Commission possesses certain economic development needs which would qualify it for participation in the Governor's Community Partnership Grant Program; and,

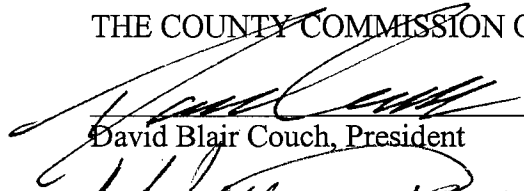
NOW THEREFORE, BE IT RESOLVED, that David Blair Couch, in his official capacity as President, is authorized to execute all necessary documents in regard to the Governor's Community Partnership Program application for the following project:

FAMILY CRISIS INTERVENTION CENTER SECURITY CENTER - \$3,000.00

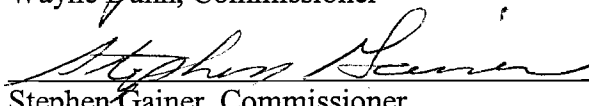
RESOLVED this 9th day of May, 2011.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on May 9, 2011.


Jamie Six, County Clerk

5/9/11
67/444

MAY 9, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM FOR THE FRIENDS OF MOUNTWOOD PARK.

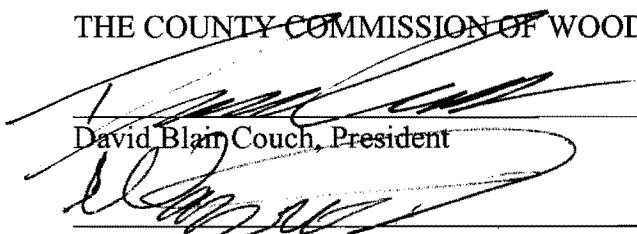
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Friends of Mountwood Park in the amount of two thousand six hundred dollars and zero cents (\$2,600.00).

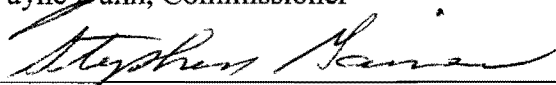
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

M/1426

MAY 9, 2011

5/9/11
67/444

COPY

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

WHEREAS, The State of West Virginia is sponsoring the Governor's Community Partnership Grant Program; and

WHEREAS, the Governor's Community Partnership Grant Program is designed to provide assistance to Counties and Municipalities in West Virginia to address economic development projects; and

WHEREAS, the County Commission of Wood County is an eligible applicant; and

WHEREAS, the Wood County Commission possesses certain economic development needs which would qualify it for participation in the Governor's Community Partnership Grant Program; and,

NOW THEREFORE, BE IT RESOLVED, that David Blair Couch, in his official capacity as President, is authorized to execute all necessary documents in regard to the Governor's Community Partnership Program application for the following project:

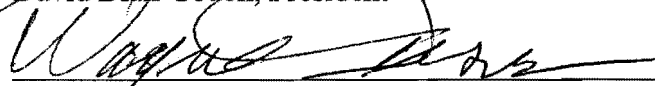
FRIENDS OF MOUNTWOOD PARK SIGNS AT STILES - \$2,600.00


RESOLVED this 9th day of May, 2011.

APPROVED:

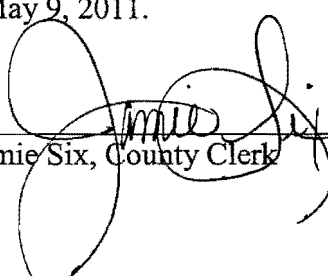
THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on May 9, 2011.


Jamie Six, County Clerk

MAY 9, 2011

5/9/11
62/444

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO JUSTICE ASSISTANCE GRANT NUMBER 09-JAG-16. SAID REQUEST IS IN THE AMOUNT OF \$2,639.26.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Justice Assistance Grant Number 09-JAG-16. The Request for Reimbursement is in the amount of two thousand six hundred thirty-nine dollars and twenty-six cents (\$2,639.26) for the months of July, 2010 through March, 2011. The Request for Reimbursement form, the Financial Recap Report, the Project Financial Report, the time sheets for Deputy Leland Jefferson, the Grant Progress Report, and PRO Monthly Reporting Form have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator

APPROVED:

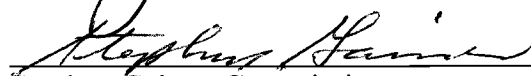
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1427

WEST VIRGINIA**Division of Justice and Community
Services****Request for
Reimbursement**5/9/11
69/444**RECEIVED**
(For DJCS Use Only)

Subgrantee: Wood County Commission

Address: One Court Square, Suite 203
Parkersburg, WV 26101

Project #: 09-JAG-16

FEIN#: 556 000 417

Funds are hereby requested to cover expenditures

FROM: 7/1/10 TO 3/31/11

PROJECT CASH EXPENDITURES

Account #	Amount
09-JAG-16	\$2,639.26
TOTAL	\$2,639.26

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission

TYPED NAME & TITLE

(Authorized Official or Grant Financial Officer ONLY)

SIGNATURE

5/9/11

DATE

DJCS USE ONLY**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date

Program Accountant

MAY 9, 2011

5/9/11
67/445

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of April, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

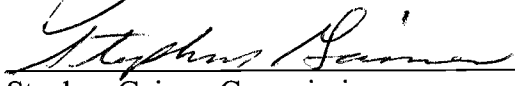
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

5/9/11
69/445

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED (For DCJS Use Only)	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number:	F11HS-03-408
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures FROM: 4/1/11 TO: 4/30/11	

PROJECT CASH EXPENDITURES

Account #	Amount
F11HS-03-408	\$-0-
TOTAL	\$-0-

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President

BY: Wood County Commission

TYPED NAME & TITLE

SIGNATURE

5/9/11

DATE

(Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date

Program Officer

MAY 9, 2011

5/9/11
67/445

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$22,837.76.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-410. The Request for Reimbursement is in the amount of twenty-two thousand eight hundred thirty-seven dollars and seventy-six cents (\$22,837.76) for the month of April, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, and the Monthly Progress Report have been submitted.

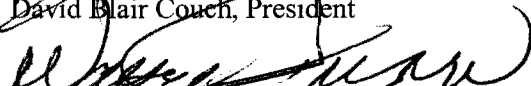
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

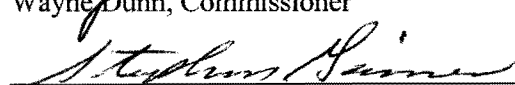
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

M/1429

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2 Hale Street, Suite 100
Charleston, WV 25301

5/9/11
67/445

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED (For DCJS Use Only)	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number:	F11HS-03-406
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures	
	FROM:	4/1/11 TO: 4/30/11

PROJECT CASH EXPENDITURES

Account #	Amount
F11HS-03-406	\$22,837.76
TOTAL	\$22,837.76

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President

BY: Wood County Commission

TYPED NAME & TITLE

SIGNATURE

5/9/11
DATE

(Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date

Program Officer

5/9/11
6-9/445

MAY 9, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-410-154. SAID REQUEST IS IN THE AMOUNT OF \$4,152.09.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-410-154. The Request for Reimbursement is in the amount of four thousand one hundred fifty-two dollars and nine cents (\$4,152.09) for the month of April, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Ripley Police Department, the Spencer Police Department, the Grantsville Police Department, the St. Marys Police Department, the Harrisville Police Department, the Jackson County Sheriff's Department, the Roane County Sheriff's Department and the Monthly Progress Report have been submitted.


A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM2 Hale Street, Suite 100
Charleston, WV 253015/9/11
69/445

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT**RECEIVED**
(For DCJS Use Only)

Subgrantee: Wood County Commission

Address: One Court Square, Suite 203
Parkersburg, WV 26101

Grant Number: F11-HS-03-154

FEIN#: 556 000 417

Funds are hereby requested to cover expenditures

FROM: 4/1/11

TO: 4/30/11

PROJECT CASH EXPENDITURES

Account #	Amount
F11-HS-03-154	\$4,152.09
TOTAL	\$4,152.09

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President

BY: Wood County Commission

TYPED NAME & TITLE

SIGNATURE

5/9/11

DATE

(Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date_____
Program Officer

5/9/11
69/445

MAY 9, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
AGREEMENT WITH THE WV AUDITOR'S OFFICE FOR A
REVIEW OF THE PURCHASING CARD PROGRAM.

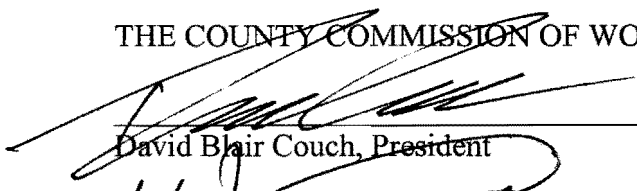
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Agreement with West Virginia Office of the State Auditor. Said Agreement provides a procedural review of the county's processing of invoices and purchases utilizing the Local Government Purchasing Card. Said Procedural Review is at no charge.

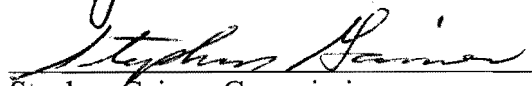
A copy of said Agreement is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

M/1431



5/2/11
69/445

Glen B. Gainer III
State Auditor and
Chief Inspector

State of West Virginia

Office of the State Auditor
Chief Inspector Division
Building 1, Room W-420
Charleston, West Virginia 25305

Toll Free: 877-982-9148
Telephone: (304) 558-2540
FAX: (304) 558-5327
Internet: <http://www.wvsao.gov>

Stuart T. Stickel, CPA
Deputy Chief Inspector

May 2, 2011

Mr. David Couch., President
Wood County Commission
1 Court Square
Parkersburg, WV 26101

Dear Mr. Couch:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and the limitations of the services we will provide.

Engagement Objectives

We will perform the following services:

1. We will perform a review of the internal controls related to transactions of the Local Government Purchasing Card Program for the financial statements of the Wood County Commission, West Virginia as of June 30, 2011. Our review will consist of inquiries of personnel, analytical procedures applied to financial data, and tests of compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements.
2. We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Internal control analysis may be performed to assess the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud related to the Local Government Purchasing Card Program and to prevent and detect misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the Local Government Purchasing Card Program.
3. The procedures performed on this engagement will be designed in a manner so that they may be relied upon as a part of the audit of the Wood County Commission, West Virginia. These procedures will only be relied upon in the event the Chief Inspector Division performs the audit of the Wood County Commission, West Virginia as of June 30, 2011, in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits issued by the Comptroller General of the United States.
4. Upon completion of our procedures, we will provide a management letter for your consideration which will outline recommendations for strengthening internal controls, improving operating efficiency and reducing expenses. These comments reflect matters that, while in our opinion may not represent material instances of noncompliance or reportable internal control conditions, we believe represent matters for which improvements in compliance or internal controls or operational efficiencies might be achieved.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls and for ensuring compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants related to the Local Government Purchasing Card Program.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our review and that you are responsible for the accuracy and completeness of that information.

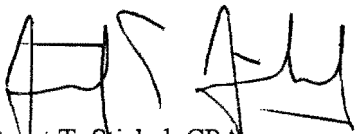
You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (a) management, (b) employees who have significant roles in internal control over the Local Purchasing Card Program. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations associated with the Local Purchasing Card Program.

Engagement Administration

Our staff, Mary Ann Claytor and Dan Minney, have been assigned to conduct the review and expect to begin the engagement on approximately May 3, 2011. There will be no fee for these services. To expedite this process, we may provide you with a detailed listing of purchasing card transactions in which we will examine the supporting documentation and an internal control questionnaire prior to arriving on site.

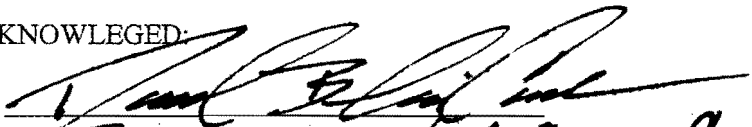
If the foregoing is in accordance with your understanding, please sign below and return it to us.

Sincerely,



Stuart T. Stickel, CPA
Deputy State Auditor
Chief Inspector Division
West Virginia State Auditor's Office

ACKNOWLEDGED:

By: 
Title: PRESIDENT - Wood County Commission
Date: 5-9-11

5/9/11
69/446

MAY 9, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE A
DONATION OF \$800.00 TO THE POND CREEK VFD.


ORDER


On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby APPROVE a donation of eight hundred dollars and zero cents (\$800.00) in funding to the Pond Creek Volunteer Fire Department to assist in the installation of a water dispensing machine for residents.

Said expenditure will be paid out of the Wood County General Fund lottery line item.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

This day came MARTHA ANN HAYTH, who was, by the last Will and Testament of HERBERT W. HAYTH, deceased, named therein to qualify as EXECUTRIX, without bond, of said Will.

It appearing to this Commission that MARTHA ANN HAYTH, be and she is hereby qualified as such EXECUTRIX, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said MARTHA ANN HAYTH, upon the Estate of HERBERT W. HAYTH, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of HERBERT W. HAYTH, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

IN RE: ESTATE OF THOMAS GUSTAV DICKSON, DECEASED. (REFERRED TO A FIDUCIARY COMMISSIONER)

This day came CHRISTOPHER MATTHEW DICKSON, and made known to this Commission the need of a Fiduciary Commissioner to settle the Estate of THOMAS GUSTAV DICKSON, deceased; and

It appearing to this Commission that no reference was made to a Fiduciary Commissioner for settlement of said Estate in the former qualification of CHRISTOPHER MATTHEW DICKSON, as ANCILLARY EXECUTOR, of the Estate of THOMAS GUSTAV DICKSON, deceased, on the 04/07/2011, it is hereby ordered that said Estate be, and it is hereby, referred to R. VANCE GOLDEN, III, Fiduciary Commissioner, for settlement.

IN RE: ESTATE OF MILA M. FOX, DECEASED. (HEARING CONTINUED)

This day came ERNEST M. FOX, before the County Commission, in a hearing held at 11:45 o'clock A. M., Monday, May 9, 2011, requesting that the estate of MILA M. FOX, deceased, be moved to the Jackson County Probate Court, because the said MILA M. FOX, deceased, was a Jackson County resident. The County Commission, after hearing the information from ERNEST M. FOX, ruled that the hearing be continued until Monday, May 23, 2011, at 11:30 o'clock A. M., to obtain legal counsel.

IN RE: ESTATE OF RONNIE SIDWELL, DECEASED. (ORDER COUNTY COMMISSION - DISALLOW CLAIM)

This day came SANDRA K. SCOTT, ADMINISTRATRIX of the Estate of RONNIE SIDWELL, deceased, before the County Commission, in a hearing asking that claim be disallowed in said Estate. The County Commission after reviewing said estate, ruled that the claim be disallowed. The County Commission ordered that if additional funds come into estate, that the estate will need to be reopened.

IN RE: ESTATE OF BETTY JANE TAYLOR, DECEASED. (ORDER COUNTY COMMISSION - DISALLOW CLAIM)

This day came LINDA A. TAYLOR, ADMINISTRATRIX of the Estate of BETTY JANE TAYLOR, deceased, before the County Commission, in a hearing asking that claims be disallowed in said Estate. The County Commission after reviewing said estate, ruled that the claims be disallowed. The County Commission ordered that if additional funds come into estate, that the estate will need to be reopened.

IN RE: ESTATE OF SONYA CAROL BRUTON, DECEASED. (DATE OF DEATH: 04/08/2011)

This day came DON MALONEY, JR. and moved his appointment and qualification as ADMINISTRATOR of the Estate of SONYA CAROL BRUTON, deceased.

It appearing to this Commission, proper so to do, the said DON MALONEY, JR. is hereby qualified as such ADMINISTRATOR.

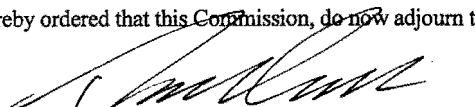
Whereupon the said DON MALONEY, JR., before the County Commission, made oath thereto, as such ADMINISTRATOR and together with SELF, AS SURETY, WITH JUSTIFICATION FILED, approved by the County Commission, entered into and acknowledged a bond in the penalty of TWENTY THOUSAND (\$20,000.00) Dollars, conditioned according to law.

Letters of administration are hereby granted the said DON MALONEY, JR. upon the Estate of SONYA CAROL BRUTON, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of SONYA CAROL BRUTON, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Thursday, May 12, 2011, at 9:30 o'clock A. M.


President