

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

IN RE: MINUTES OF MEETING HELD  
MONDAY, NOVEMBER 7, 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.

William "Mike" Shook was sworn in to the Wood County Civil Service Commission for Deputy Sheriffs.

**AGENDA AND DISCUSSION ITEMS**

At 10:30 A.M., the County Commission met with Tim Meeks from the Mid-Ohio Valley Regional Council who presented a drawdown for the Claywood Park Public Service District Riser Ridge Project. (Order M/1714).

At 11:00 A.M., the County Commission met with Jamie Six, County Clerk and Clerk employees, Elizabeth Beary and Mark Rhodes. They discussed the redistricting of the magisterial districts. Mr. Six gave a couple of different scenarios to the Commission and recommended the Commission review their options and make a decision next week. The discussion was placed on the agenda for 10:00 A.M., November 14, 2011.

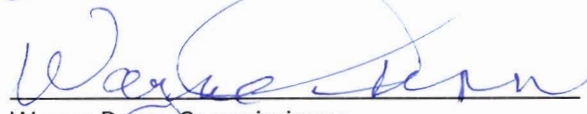
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/851, A/852, A/854 and M/1714

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Wayne Dunn, Commissioner  
\_\_\_\_\_  
Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled November 7, 2011.

Wood County Commission Meeting  
Held November 7, 2011

**Please Print**

1.	Tim Meeks, MOVR C
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# Wood County Commission

11/7/2011  
1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	CLAYWOOD PARK PUBLIC SERVICE DISTRICT RISER RIDGE WATER PROJECT – SCBG DRAWDOWN	TIM MEEKS, MID-OHIO VALLEY REGIONAL COUNCIL
11:00 AM	MAGISTERIAL REDISTRICTING DISCUSSION	JAMIE SIX, COUNTY CLERK

Special notes:

1. Vacancies on Boards and Commissions
2. Building Enforcement Properties
3. Contribution Requests
4. County Facilities
5. Discuss Change Orders for Justice Center
6. Lifestyle Returns (Wellness Committee Program)
7. Vendor Preference
8. Discuss funding for PSHS bus trips

11/7/11  
69/567


STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, William "Mike" Shook, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Wood County Civil Service Commission for Deputy Sheriffs in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



7th day of November 2011. Subscribed and sworn to, before County Commission of Wood County, West Virginia, this

  
County Commission of Wood County



NOVEMBER 7, 2011

11/7/11  
69/568

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 DRAWDOWN #8 FOR THE CLAYWOOD PARK PSD RISER RIDGE WATER EXTENSION PROJECT IN THE AMOUNT OF \$9,035.19


**ORDER**

On this date, the County Commission of Wood County upon a motion made by David Blair Couch, seconded by Stephen Gainer, and made unanimous by Wayne Dunn, 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 Drawdown Number eight (8) for the Claywood Park Public Service District Riser Ridge Water Extension Project. Said drawdown is in the amount of nine thousand thirty-five dollars and nineteen cents (\$9,035.19).

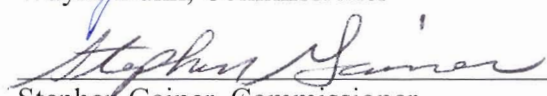
A copy of said drawdown is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

M/1714

# Office of the County Commission of Wood County, West Virginia

Commissioners  
David Blair Couch  
Wayne Dunn  
Steve Gainer



No. 1 Court Square  
Suite 203  
Parkersburg, WV 26101  
Phone 304-424-1984

11/7/11  
6 9/568

November 7, 2011

Ms. Jeanna Bailes  
Community Development Specialist  
West Virginia Development Office  
Building #6, Room 553  
State Capitol Complex  
Charleston, WV 25305

RE: Wood County Commission  
Claywood Park PSD Riser Ridge Water Extension Project  
08-SCBG-0058

Dear Ms. Bailes:

Enclosed is Drawdown #8 for the referenced project. The invoice enclosed is for Administration (Mid-Ohio Valley Regional Council \$9,035.19).

I hereby certify that the services or product represented as being provided by these invoices have been accepted and found to be satisfactory under the terms, conditions, and specifications of the contract. The costs claimed by the consultant for services rendered are reasonable and conform with program regulations and requirements, and I have determined that such services are not excessive or unnecessary and hereby authorized that payments be made for service rendered.

Respectfully,

  
David Blair Couch  
President, Wood County Commission

Enclosure

Cc: Cerrone Associates, Inc.  
Virginia McDonald, USDA-RD  
Todd Grinstead, Claywood Park PSD

Marty Seufer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor  
Rich Shaffer

Circuit Clerk  
Carole Jones

County Clerk  
Jamie Six

Prosecuting Attorney  
Jason Wharton

Sheriff  
Jeff Sandy

*Office of the County Commission of Wood County, West Virginia*

Commissioners  
David Blair Couch  
Wayne Dunn  
Steve Gainer



No. 1 Court Square  
Suite 203  
Parkersburg, WV 26101  
Phone 304-424-1984

RESOLUTION

WHEREAS, the **Wood County Commission** is currently undertaking a Small Cities Block Grant project for the **Claywood Park PSD Riser Ridge Water Ext. Project**; and,

WHEREAS, the **County Commission** has established a bank account to serve as a repository for **08 SCBG 0058** Small Cities Block Grant program funds administered by the West Virginia Development Office; and,

WHEREAS, the **Wood County Commission** has been presented with invoices for services rendered in connection with this project.

NOW THEREFORE BE IT RESOLVED THAT after careful review and consideration, the **Wood County Commission**, hereby approves the following invoices to be paid from Small Cities Block Grant Funds:

Mid Ohio Valley Regional Council	\$ 9,035.19
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<b>TOTAL INVOICES APPROVED FOR PAYMENT</b>	<hr/> <b>\$ 9,035.19</b>
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NOW THEREFORE BE IT FURTHER RESOLVED that the **President** of the **Wood County Commission** is hereby authorized to request SCBG funds and to pay said invoices from funds received.

APPROVED THIS 7th DAY OF November, 2011

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_

Marty Seufer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor  
Rich Shaffer

Circuit Clerk  
Carole Jones

County Clerk  
Jamie Six

Prosecuting Attorney  
Jason Wharton

Sheriff  
Jeff Sandy



# Financial Report

To:

From:

Community Development Division  
Building 6, Room 553  
State Capitol Complex  
Charleston, WV 25305

Wood County Commission  
1 Courthouse Sq. -- Suite 203  
Parkersburg, WV 26101

Project Title: Claywood Park PSD Riser Ridge Water Ext. Project Grant No.: 08SCBG0058

Period Covered by This Document: August 4, 2011 to November 7, 2011

Document Number: 8 Percent of Work Completed: 90.00%

Amount of Small Cities Funds on Hand at Time of This Request: 0

Cost Categories	Approved Budget Amount	Amount Requested To Date	Amount Requested This Draw	Total Amount Requested	Amount Disbursed To Date
A. Administration	\$ 40,000.00	\$ 14,005.11	\$ 9,035.19	\$ 23,040.30	\$ 14,005.11
B. Architectural/ Engineering Professional	\$ 190,000.00	\$ 190,000.00		\$ 190,000.00	\$ 190,000.00
C. Inspection				\$ -	
D. Accounting				\$ -	
E. Permits				\$ -	
F. Construction Improvements	\$1,265,000.00	1,265,000.00		\$ 1,265,000.00	1,265,000.00
G. Legal				\$ -	
H. Land Acquisition				\$ -	
I. Tap Fees	\$5,000.00	2,600.00	-	\$ 2,600.00	2,600.00
J. Other (explain)				\$ -	
Explanation:				\$ -	
K. Subtotal	\$1,500,000.00	\$1,471,605.11	\$9,035.19	\$1,480,640.30	\$1,471,605.11
L. Less Actual Program Income on Hand					
M. Less Anticipated Program Income					
N. Total	\$1,500,000.00	1,471,605.11	9,035.19	1,480,640.30	1,471,605.11

I certify that cost claimed by this report is correct and just and is based upon actual requirements; that the work and services are in accordance with the approved project agreement; and that the work and services are satisfactory and consistent with the amount claimed. Supporting documentation is on file to verify the cost claimed and is available for inspection. The city is not involved in any court litigation or law suits involving any applicable laws contained in the grant contract.

Signature

Nov. 7th, 2011

Date

President, Wood County Commission

Title

gional Council



Mid-Ohio Valley Regional Council

P.O. Box 247 • 531 Market Street • Parkersburg WV 26101  
Phone: (304) 422-4993 • Fax: (304) 422-4998

[www.movrc.org](http://www.movrc.org)

Invoice	INV00000000000741
Date	7/31/2011
Page	1

**Bill To:**

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

**Ship To:**

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
SERRIDGE#26		WOOD01			Net 30	7/31/2011	0
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	LABOR	LABOR	\$0.00	\$2,969.97	\$2,969.97
1	1	0	TRAVEL	TRAVEL	\$0.00	\$36.21	\$36.21
				WOOD COUNTY COMMISSION RISER RIDGE WATER EXTENSION PROJECT ADMINISTRATIVE SERVICES JULY 2011			

PROJECT MANAGER: TIM MEEKS 304-422-4993 EXT. 135

Subtotal	\$3,006.18
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$3,006.18

Calhoun • Jackson • Pleasants • Ritchie • Roane • Tyler • Wirt • Wood



Invoice	INV00000000000746
Date	8/31/2011
Page	1

P.O. Box 247 • 531 Market Street • Parkersburg WV 26101  
 Phone: (304) 422-4993 • Fax: (304) 422-4998  
[www.movrc.org](http://www.movrc.org)

**Bill To:**

WOOD COUNTY COMMISSION  
 NO. 1 COURT SQUARE  
 SUITE 203  
 PARKERSBURG, WV 26101

**Ship To:**

WOOD COUNTY COMMISSION  
 NO. 1 COURT SQUARE  
 SUITE 203  
 PARKERSBURG, WV 26101

Purchase Order No.		Customer ID		Salesperson ID		Shipping Method		Payment Terms		Req Ship Date		Master No.	
SERRIDGE#27		WOOD01						Net 30		8/31/2011		0	
Ordered	Shipped	B/O	Item Number	Description					Discount	Unit Price	Ext. Price		
1	1	0	LABOR	LABOR					\$0.00	\$2,961.20	\$2,961.20		
1	1	0	TRAVEL	TRAVEL					\$0.00	\$14.28	\$14.28		
				WOOD COUNTY COMMISSION									
				RISER RIDGE WATER EXTENSION PROJECT									
				ADMINISTRATIVE SERVICES AUGUST 2011									

PROJECT MANAGER: TIM MEEKS 304-422-4993 EXT. 135

Subtotal	\$2,975.48
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$2,975.48





Invoice	INV00000000000761
Date	9/30/2011
Page	1

P.O. Box 247 • 531 Market Street • Parkersburg WV 26101  
 Phone: (304) 422-4993 • Fax: (304) 422-4998  
[www.movrc.org](http://www.movrc.org)

**Bill To:**

WOOD COUNTY COMMISSION NO. 1 COURT SQUARE SUITE 203 PARKERSBURG, WV 26101
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**Ship To:**

WOOD COUNTY COMMISSION NO. 1 COURT SQUARE SUITE 203 PARKERSBURG, WV 26101
--

Purchase Order No.		Customer ID		Salesperson ID		Shipping Method		Payment Terms		Req Ship Date		Master No.	
SERRIDGE#28		WOOD01						Net 30		9/30/2011		0	
Ordered	Shipped	B/O	Item Number	Description					Discount	Unit Price	Ext. Price		
1	1	0	LABOR	LABOR					\$0.00	\$3,021.85	\$3,021.85		
1	1	0	TRAVEL	TRAVEL					\$0.00	\$18.36	\$18.36		
1	1	0	POSTAGE	POSTAGE					\$0.00	\$12.12	\$12.12		
1	1	0	PRINTING	PRINTING					\$0.00	\$1.20	\$1.20		
				WOOD COUNTY COMMISSION									
				RISER RIDGE WATER EXTENSION PROJECT									
				ADMINISTRATIVE SERVICES SEPTEMBER 2011									

PROJECT MANAGER: TIM MEEKS 304-422-4993 EXT. 135

Subtotal	\$3,053.53
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$3,053.53



NOVEMBER 7, 2011

11/7/11  
69/567

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-03-402. SAID REQUEST IS IN THE AMOUNT OF \$678.00.

**ORDER**


On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn 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-03-402. The Request for Reimbursement is in the amount of six hundred seventy-eight dollars and zero cents (\$678.00) for the month of September, 2011. The Request for Reimbursement form, the Project Financial Report and receipts for radio ads have been submitted.

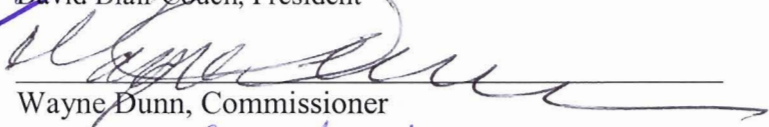
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

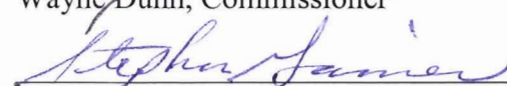
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

A/851

**GOVERNOR'S HIGHWAY SAFETY PROGRAM**2 Hale Street, Suite 100  
Charleston, WV 2530111/7/11  
67/567

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-03-402

FEIN#: 556 000 417

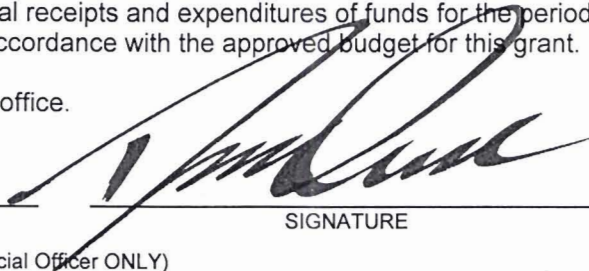
Funds are hereby requested to cover expenditures  
FROM: 9/1/11 TO: 9/30/11**PROJECT CASH EXPENDITURES**

Account #	Amount
F11-HS-03-402	\$678.00
TOTAL	\$678.00

**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

SIGNATURE

DATE 11/7/11

(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 \_\_\_\_\_

NOVEMBER 7, 2011

11/7/11  
69/568

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 WV  
DIVISION OF CRIMINAL JUSTICE SERVICES GRANT NO. 09-  
VAWR-11. SAID REQUEST IS IN THE AMOUNT OF \$2,013.90.

**ORDER**

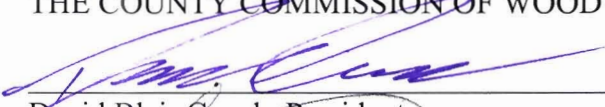
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission to sign the Request for Reimbursement in regard to the West Virginia Division of Criminal Justice Services Grant No. 09-VAWR-11. Said request is in the amount of two thousand thirteen dollars and ninety cents (\$2,013.90) for the month of October, 2011. Along with the Request for Reimbursement Form; a Financial Recap Page; the Project Financial Reports; time sheets for Megan Underwood 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.

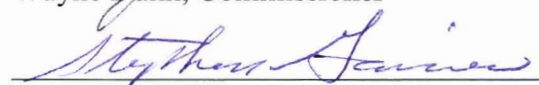
Documentation pertaining to the Division of Criminal Justice Services Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner



**WEST VIRGINIA****Division of Justice and Community  
Services****Request for  
Reimbursement**11/7/11  
67/568**RECEIVED**  
(For DJCS Use Only)

Subgrantee: Wood County Commission

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

Project #: 09-VAWR-11

FEIN#: 556 000 417

Funds are hereby requested to cover expenditures

FROM: 10/1/11

TO: 10/31/11

**PROJECT CASH EXPENDITURES**

Account #	Amount
09-VAWR-11/Prosecuting Attorney	\$2,013.90
09-VAWR-11/Law Enforcement	\$-0-
<b>TOTAL</b>	<b>\$2,013.90</b>

**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

11/7/11  
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



NOVEMBER 7, 2011

11/7/11  
69/567

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-03-154. SAID REQUEST IS IN THE AMOUNT OF \$149.80.

**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-03-154. The Request for Reimbursement is in the amount of one hundred forty-nine dollars and eighty cents (\$149.80) for the month of September, 2011. The Request for Reimbursement form, the Project Financial Report, the time sheets for Doddridge County Sheriff's Department and the Monthly Progress Report have been submitted.

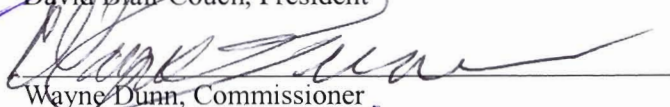
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


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 PROGRAM**

2 Hale Street, Suite 100  
Charleston, WV 25301

11/7/11  
69/567

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: 9/1/11 TO: 9/30/11

**PROJECT CASH EXPENDITURES**

Account #	Amount
F11-HS-03-154	\$149.80
<b>TOTAL</b>	<b>\$149.80</b>

**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

11/7/11  
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