

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

IN RE: MINUTES OF MEETING HELD  
THURSDAY, DECEMBER 5, 2013

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

At 9:00 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

Carol Jackson (Oath: December 3, 2013) and Vince Nedeff (Oath: December 5, 2013) were sworn in to the Wood County Alternative Transportation System Council.

Greg Herrick was sworn in to the Wood County Planning Commission (Oath: December 4, 2013)

**AGENDA AND DISCUSSION ITEMS**

At 9:15 A.M., the County Commission discussed the request from the Washington Avenue Historical Community Association regarding their request for an advance for funding on a Community Participation Grant. The commission asked that the president of the association appear to make the request.

At 9:59 A.M., Tom Smith, Wood County Sheriff's Department, met with the commission to discuss the proposed package to be put on the new vehicles for the Sheriff's Department.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/2617

Having no further scheduled appointments or business to attend to, the County Commission officially adjourned at 11:00 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled December 5, 2013.

Wood County Commission Meeting  
Held December 5, 2013

**Please Print**

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# Wood County Commission Agenda

12/05/2013

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:00 AM	Administrator's Report	Marty Seuffer, County Administrator
	Consider Washington Avenue Historical Community Association request for fund advance	
	Discuss MOV Work Camp	
	Discuss parking lot	
	Discuss Sheriff's new vehicle equipment	
	Discuss disposition of former jail site	
	County Commissioners' Reports	

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**Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached**

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**Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting**

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Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials



DECEMBER 5, 2013

12/5/13  
70/401

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
WAYNE DUNN, AS PRESIDENT, TO EXECUTE A FINAL  
REPORT FOR A SUSTAINABLE WV GRANT.

**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 AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE a final report for a Sustainable West Virginia grant with Bridgemont Community and Technical College.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2617

12/5/13  
70/401

*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

December 5, 2013

Ms. Kelly Jo Drey  
Workforce and Economic Development  
Bridgemont Community and Technical College  
326 3<sup>rd</sup> Avenue, Suite 304  
Montgomery, WV 25136

Dear Ms. Drey:

Please find enclosed the final report with regards to the West Virginia Sustainable Community Mini-Grant administered by the Wood County Commission. If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-428-7760. Thank you for all the assistance you have provided with this grant process.

Sincerely,

Wayne Dunn  
President

## ***Grantee Grant Report: SUSTAINABLE WEST VIRGINIA/HOME ENERGY PROGRAM***

*West Virginia Sustainable Communities*

*Technical Assistance Mini-Grant*

*Date of Final Report: December 3, 2013*

### **1. Description of Actual Grant Activities**

Please describe how the funds were expended and the impact of the project on the community.

Please also include a timeline of the events throughout the course of your project.

The purpose of this grant was to enhance efforts to increase public knowledge and interest in home energy efficiency and to encourage home energy audits to be performed. As a result of these grant funds, 12 home energy audits were performed. This Program was also able to receive grant funds from other sources which were used for marketing and advertising the audit program. Some of the advertising which was done included a 30 minute program on WTAP, brochures, website, and public service announcements. The audits took place throughout the months of March – August 2013. The amount of grant funds expended on the 12 audits was \$3,000 (\$200 for student labor and \$50 for supervision per audit). The remaining \$2,000 of grant funds was spent to pay Christy Gillespie who worked as an independent contractor for SMART Energy Solutions. In this position, Ms. Gillespie performed the following tasks: attended planning meetings, checked emails, answered telephone calls, explained the program to interested homeowners and answered their questions, scheduled assessments for homeowners, coordinated scheduled assessments with assessors, submitted jobs to WVU-P for assessors' payroll, created job profiles in moodle system, accepted payments made by the homeowners, and handled daily operations of the program.

### **2. Challenges Encountered, Lessons Learned**

Please describe the challenges faced and lesson you learned throughout your project.

What advice would you give to another community about to undertake a similar project?

There were several challenges to this program and several lessons learned. As the program began, it became obvious that either people did not understand the benefits of an energy audit or did not care. It was very apparent that education is needed to explain this type of program to people and that it will take much time to change people's habits. Very few people were willing to pay the fee to have an audit done which would show them how they could save thousands of dollars.

Another challenge that the Program faced, and that other programs may face, is finding an energy auditor to perform these assessments at a reasonable price. These auditors need to be well versed in energy savings in order to know what to look for and to teach people how to improve their homes.

Any community beginning this type of program needs to make sure there are qualified auditors and that there are funds to educate and market the program so the general public can determine the benefits of having an energy audit performed.



**3. How Sustainability Initiatives will be Continued Moving Forward**

Please describe how your initiative will be continued beyond the mini-grant funding.

Sustainable West Virginia will continue its initiative beyond this grant. An Energy Expo has been scheduled for December 7, 2013. At this time it is the hope to educate those on the need for home energy audits. A focus will also be made to local businesses to explain to them the benefits of energy audits. It is the belief that businesses may be more receptive than homeowners as they will understand the long-term benefits associated with saving money. Efforts will also be made to seek other grants to help with this program. In addition, there are also funds – approximately \$48,000 – obligated to this program from the Wood County Commission. It is hoped that these funds will be used to help move this program forward.

**4. Comparison of Proposed Budget with Actual Budget (EXAMPLE)**

<b>BUDGET ITEM</b>	<b>PROPOSED BUDGET</b>	<b>ACTUAL BUDGET</b>
Advanced Training/Supervision of Audits	\$1,200	\$3,000
Energy Audit Administrator	\$-0-	\$2,000
Software and Report Template Development	\$2,000	\$-0-
Marketing and Sales of Audits	\$1,600	\$-0-
Misc. Items – Business Cards and Phone	\$200	\$-0-
TOTAL	\$5,000	\$5,000

**5. Additional Funds or Resources Leveraged for the Project (EXAMPLE)**

- DuPont - \$2,000
- Dunn Foundation - \$15,000
- Wood County Commission - \$48,000
- *Total leveraged funds: \$65,000*

**\*\*\*Please attach copies of itemized invoices and receipts\*\*\***

## AUDITS PERFORMED THRU PROGRAM

<u>NAME</u>	<u>ADDRESS</u>
Mark Furner	212 North Hills Drive, North Hills, WV
Jody Purkey	3410 Elm Street, Parkersburg, WV
Mark McCullough	103 Tanglewood Place, North Hills, WV
Mike Noland	114 Wedgewood Drive, North Hills, WV
Anita Uhrhane	28 Willowbrook Drive, Parkersburg, WV
Eva Stanley	1196 Ashby Ridge Road, Parkersburg, WV
Sister Joan Kreyenbyhl	1815 Park Avenue, Parkersburg, WV
Gary Hamilton	4811 7 <sup>th</sup> Avenue, Vienna, WV
Melissa Whitacre	1221 Society Hill Road, Mineral Wells, WV
Bobbi Adiklis	3460 Cadillac Drive, Parkersburg, WV
Uta Hempel	27 Westwood Drive, Parkersburg, WV
Bob High	39 Lake Drive, North Hills, WV

- For each audit performed, there was a total of \$250.00 paid from the grant funds - \$200.00 for labor and \$50.00 for supervision.
- A total of 12 audits were performed for a total cost to the grant of \$3,000.00 (\$250.00/audit x 12 audits).

## Residential Energy Audit Cost Breakdown

Labor	\$200
Equipment Rental	\$150
Supervision	\$ 50
Administration	\$ 20
<b>Total</b>	<b>\$420</b>

If you have any questions, please contact Gary Thompson at (304) 424-8000 ext. 419, or by email at Gary.Thompson@wvup.edu.

1-444-40-230-7024  
Energy Programs



COPY

## INVOICE

## WEST VIRGINIA UNIVERSITY AT PARKERSBURG

BUSINESS OFFICE

300 CAMPUS DRIVE PARKERSBURG, WEST VIRGINIA 26104-8647

SOLD TO:

Smart Energy Solutions  
 C/O Wood County Commission  
 Attn Wayne Dunn  
 1 Court Square, Suite 203  
 Parkersburg WV 26101.

DATE:	PO#	INVOICE NUMBER:
May 2, 2013		13176

DESCRIPTION	AMOUNT
Residential Energy Audits	
1 Audit - Conley Residence ✓	\$ 400.00
1 Audit - Fruner Residence ✓	\$ 400.00
1 Audit - Purkey Residence ✓	\$ 400.00
1 Audit - McCullough Residence ✓	\$ 400.00
1 Audit - Dunn Residence ✓	\$ 400.00
1 Audit - Noland Residence ✓	\$ 400.00
1 Audit - Uhrane Residence ✓	\$ 400.00
5% WCE Overhead	\$ 60.00
<i>PD</i> <i>5-23-13</i> <i>#1005</i>	
733040026 / 733040004	Total Due: \$ 2,860.00
PLEASE PAY THIS INVOICE WITHIN 30 DAYS OF ABOVE DATE. THANK YOU.	

PHONE: (304) 424-8233

FAX: (304) 424-8317

E-MAIL: Michele.Wilson@wvup.edu

E-MAIL: Bradley.Wilson@wvup.edu





# Community Bank®

631 Juliana Street  
Parkersburg, WV 26101

## STATEMENT

WOOD COUNTY COMMISSION  
SMART ENERGY SOLUTIONS  
1 COURT SQUARE  
PARKERSBURG WV 26101-7500

Account Number: \*\*\*\*\*9262  
Statement Date: 6/30/13  
Page Number: 1  
Items: 3

Community Bank is now offering Electronic Statements.  
No more waiting on the mail to receive your statement.  
Log in to your Internet Banking Account and enroll today!

### BUSINESS - NON PROFIT

Account #: \*\*\*\*\*9262  
Previous Balance on 5/31/13 \$ 7,277.86  
3 Checks and other Charges (Debits) - 4,892.20  
-----  
Current Balance on 6/30/13 \$ 2,385.66  
-----

### Checking Account Transactions

check #	Date Paid	Amount	check #	Date Paid	Amount
1005	6/19/13	2,860.00	1007	6/28/13	32.20
1006	6/27/13	2,000.00			

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### DAILY BALANCE SUMMARY

-Balance Date-	-Balance Date-	-Balance Date-	-Balance Date-
7,277.86 5/31	4,417.86 6/19	2,417.86 6/27	2,385.66 6/28

-----

Low Balance for period was	2,385.66
Average Ledger Balance for period was	5,863.97

SEE REVERSE SIDE FOR CODE EXPLANATION

Main Office  
631 Juliana Street  
(304) 485-7991

Vienna  
2400 Grand Central Avenue  
(304) 295-4566

North Parkersburg  
3906 Emerson Avenue  
(304) 485-0602

South Parkersburg  
1620 Blizzard Drive  
(304) 422-7360



WOOD COUNTY COMMISSION 05-13 1005  
SMART ENERGY SOLUTIONS  
1 COURT SQUARE  
PARKERSBURG, WV 26101-7800  
DATE 6-22-13  
PAY TO THE ORDER OF WVU-P Bus Office \$ 2860  
Twenty eight thousand six DOLLARS & 00/100  
Community Bank  
OF PARKERSBURG / WV  
PARKERSBURG, WEST VIRGINIA 26101  
FOR cash  
⑆051501163⑆ 10 0926 2⑈ 1005

Check 1005 Amount \$2,860.00 Date 6/19/2013

WOOD COUNTY COMMISSION 05-13 1006  
SMART ENERGY SOLUTIONS  
1 COURT SQUARE  
PARKERSBURG, WV 26101-7800  
DATE 6-18-13  
PAY TO THE ORDER OF Christy Gillespie \$ 2000  
Two Thousand DOLLARS & 00/100  
Community Bank  
OF PARKERSBURG / WV  
PARKERSBURG, WEST VIRGINIA 26101  
FOR cash  
⑆051501163⑆ 10 0926 2⑈ 1006

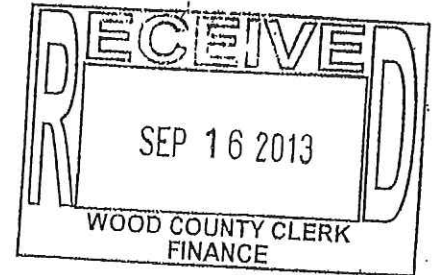
Check 1006 Amount \$2,000.00 Date 6/27/2013

WOOD COUNTY COMMISSION 05-13 1007  
SMART ENERGY SOLUTIONS  
1 COURT SQUARE  
PARKERSBURG, WV 26101-7800  
DATE 6-28-13  
PAY TO THE ORDER OF Dr. Wayne Donald Henson \$ 32.20  
Thirty two DOLLARS & 20/100  
Community Bank  
OF PARKERSBURG / WV  
PARKERSBURG, WEST VIRGINIA 26101  
FOR cash  
⑆051501163⑆ 10 0926 2⑈ 1007

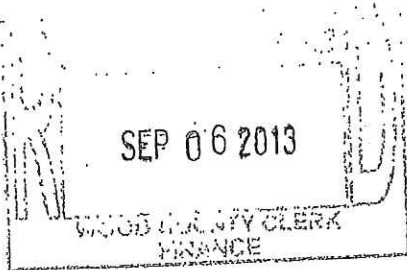
Check 1007 Amount \$32.20 Date 6/28/2013

WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BUSINESS OFFICE  
300 CAMPUS DRIVE PARKERSBURG, WEST VIRGINIA 26104-8647

**Smart Energy Solutions**  
C/O Wood County Commission  
Attn Wayne Dunn  
1 Court Square, Suite 203  
Parkersburg WV 26101



DATE:	PO#	INVOICE NUMBER:
August 30, 2013		13370

DESCRIPTION	AMOUNT
Residential Energy Audits	
1 Audit - High Residence	\$ 400.00
1 Audit - Stanley Residence	\$ 400.00
1 Audit - Kreyenbyhl Residence	\$ 400.00
1 Audit - Hamilton Residence	\$ 400.00
1 Audit - Whitacre Residence	\$ 400.00
1 Audit - Adiklis Residence	\$ 400.00
1 Audit - Ambrose Residence	\$ 400.00
1 Audit - Hempel Residence	\$ 400.00
5% WCE Overhead	\$ 160.00
	
733040026 / 733040004	<b>Total Due: \$ 3,360.00</b>
<b>PLEASE PAY THIS INVOICE WITHIN 30 DAYS OF ABOVE DATE. THANK YOU.</b>	

PHONE: (304) 424-8355  
FAX: (304) 424-8266  
E-MAIL: Michele.Wilson@wvup.edu

1-444-40-230-7024

Check Number

153276 Vendor No WVU-P  
101

Check Date 09/17/2013

Amount 3,360.00

Invoice No

P O No

Quantity

Invoice Amt

Description

Invoice No

P O No

Quantity

Invoice Amt Description

13370

0.00

3,360.00

RES ENERGY AUDITS



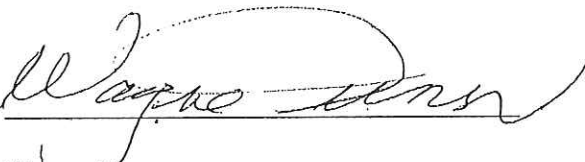
06/20/2013

I, Christy Gillespie, agree to work as an independent contractor, for SMART Energy Solutions. I understand that I will be responsible for all taxes and deductions that maybe associated with my position as the SMART Energy Solutions administrator, from March 2013- September 2013.

My job duties as the administrator include: attending planning meetings, checking e-mail, answering phone calls, explaining the program to interested homeowner's and answering questions, scheduling assessments for homeowners, coordinating scheduled assessments with assessors, submitting jobs to WVU-P for assessors payroll, creating job profiles in moodle system, accepting payments from the assessor's that the homeowner's have made, and handling daily operations of the program.



Christy Gillespie



Wayne Dunn



Gary Thompson

? 6-18-2013  
1006 \$2000



# Community Bank®

631 Juliana Street  
Parkersburg, WV 26101

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SMART ENERGY SOLUTIONS  
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South Parkersburg  
1620 Blizzard Drive  
(304) 422-7360



WOOD COUNTY COMMISSION 05-13 1005  
SMART ENERGY SOLUTIONS  
1 COURT SQUARE  
PARKERSBURG, WV 26101-7800  
DATE 6-27-13  
PAY TO THE ORDER OF WVU-P Bus. Office \$2860.00  
Twenty eight thousand six hundred DOLLARS  
Community Bank  
OF PARKERSBURG / WEST VIRGINIA  
FOR Insurance Premium  
⑆051501163⑆ 10 0926 2⑈ 1005

Check 1005 Amount \$2,860.00 Date 6/19/2013

WOOD COUNTY COMMISSION 05-13 1006  
SMART ENERGY SOLUTIONS  
1 COURT SQUARE  
PARKERSBURG, WV 26101-7800  
DATE 6-18-13  
PAY TO THE ORDER OF Christy Gillespie \$2,000.00  
Two thousand DOLLARS  
Community Bank  
OF PARKERSBURG / WEST VIRGINIA  
FOR contractor fees  
⑆051501163⑆ 10 0926 2⑈ 1006

Check 1006 Amount \$2,000.00 Date 6/27/2013

WOOD COUNTY COMMISSION 05-13 1007  
SMART ENERGY SOLUTIONS  
1 COURT SQUARE  
PARKERSBURG, WV 26101-7800  
DATE 6-18-13  
PAY TO THE ORDER OF Dr. Wayne Dewar Assoc \$32.20  
Thirty two DOLLARS  
Community Bank  
OF PARKERSBURG / WEST VIRGINIA  
FOR phone fees  
⑆051501163⑆ 10 0926 2⑈ 1007

Check 1007 Amount \$32.20 Date 6/28/2013

*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

November 22, 2013

Workforce and Economic Development  
Bridgemont Community & Technical College  
Attention: Kelly Jo Drey, Director, Sustainability Institute at Bridgemont  
326 3<sup>rd</sup> Avenue, Suite 304  
Montgomery, WV 25136

Dear Ms. Drey,

I wish to state that I have received no gain financially or otherwise from any funds under this \$5,000.00 Sustainable WV 2013 grant.

A handwritten signature in cursive script, appearing to read "Wayne Dunn".

Dr. Wayne Dunn  
President Wood County Commission

As much as I am aware, over the course of this grant Wayne Dunn has received no financial or other benefit from the above \$5,000.00 grant.

A handwritten signature in cursive script, appearing to read "Gary Thompson".  
\_\_\_\_\_  
Gary Thompson

22 Nov 2013  
Date

WD/ad



STATE OF WEST VIRGINIA  
COUNTY OF WOOD

}

TO -WIT:

12/5/13  
70/401

I, Greg Herrick, 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 Planning Commission 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.

Gregg L. Herrick

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 4<sup>th</sup> day of December, 2013.

[Signature]  
County Commission of Wood County

12/5/13  
70/401

STATE OF WEST VIRGINIA  
COUNTY OF WOOD } TO -WIT:

I, Carol Jackson, 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 Alternative Transportation System Council 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.

Carol Jackson

3<sup>rd</sup> Subscribed and sworn to, before County Commission of Wood County, West Virginia, this  
day of December, 2013.

[Signature]

County Commission of Wood County

12/5/13

70/401

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Vince Nedeff, 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 Alternative Transportation System Council 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.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 5 day of DEC, 2013.

  
County Commission of Wood County