

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, MARCH 17, 2016

PRESENT: STEPHEN GAINER, PRESIDENT  
DAVID BLAIR COUCH, COMMISSIONER  
ROBERT K. TEBAY, COMMISSIONER

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

The County Commission, upon a motion duly made, seconded and passed, approved minutes from March 7 and 10, 2016.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission awarded the bid for renovation of the doorways in the Courthouse to Grae-Con Construction. (Order M/3332-C)

At 9:32 A.M., the County Commission placed the name of Chris Hoffman in nomination to the Wood County Planning Commission. (Order A/1594)

At 9:34 A.M., the County Commission met with representatives from the Sheriff's Department to discuss their budget for fiscal year 2016/2017.

At 10:10 AM., the Wood County Commission worked on the budget for fiscal year 2016/2017.

The County Commission called for a Special Session to be held April 19, 2016 to Lay the Levy for Fiscal Year 2016/2017. (Order A/special session levy 2016)

The 10:15 A.M. appointment in regard to the Estate of Ruby A. Jones was continued.

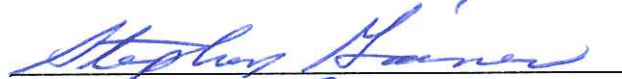
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/1594, A/special session levy 2016, M/3332-A, M/3332-B, M/3332-C, M/3332-D, M/3332-E, M/3332-F

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 12:02 P.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled March 17, 2016.

Wood County Commission Meeting  
Held March 17, 2016

Please Print

|     |   |
|-----|---|
| 1.  | Charlie Johnson                           |
| 2.  | JOANNE Smith                              |
| 3.  | MF Smith                                  |
| 4.  | Robert J. Tranquill - Robert J. Tranquill |
| 5.  | Meagan Lough                              |
| 6.  | K.D. Merritt, SWC                         |
| 7.  | Steve Stephens                            |
| 8.  |   |
| 9.  |   |
| 10. |   |
| 11. |   |
| 12. |   |
| 13. |   |
| 14. |   |
| 15. |   |
| 16. |   |
| 17. |   |
| 18. |   |
| 19. |   |
| 20. |   |



Wood County Commission  
Agenda

03/17/2016

1 Court Square, Suite 203  
Parkersburg, WV 26101

|            |   |                           |
|------------|---|---------------------------|
| 9:30 A.M.  | Sheriff – discuss budget  |                           |
|            | Award bid for renovations to Courthouse entrances                                       |                           |
|            | Consider nomination of Chris Hofmann to the Wood County Planning Commission             |                           |
| 10:15 A.M. | Estate of Ruby A. Jones – request to have Administratrix CTA removed <i>-CONTINUED-</i> | Robert Fluharty, Attorney |
|            | Work on 2016/2017 budget preparation  |                           |
|            | Administrator's Report  | Marty Seufer              |
|            | County Commission 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

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

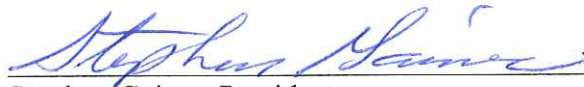
IN RE: THE COUNTY COMMISSION CALLED FOR A SPECIAL SESSION  
TO BE HELD APRIL 19, 2016 TO LAY THE LEVY FOR FISCAL  
YEAR 2016/2017.

**ORDER**

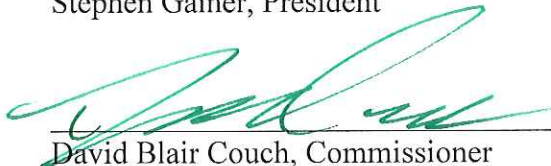
On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion duly made, seconded and passed, that they, as a Commission, are calling for a SPECIAL SESSION to be held on Tuesday, April 19, 2016 at 9:30 A.M. Said Special Session is being held for the purpose of Laying the Levy and the Excess Levy for the fiscal year 2016/2017 as required by Chapter 11, Article 8, Section 10a of the West Virginia Code of 1931, as amended.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

A/special session levy 2016

Mark Rhodes  
WOOD COUNTY 02:16:27 PM  
Instrument No 8698104  
Date Recorded 03/17/2016  
Document Type CCD  
Pages Recorded 1  
Book-Page 71-389

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

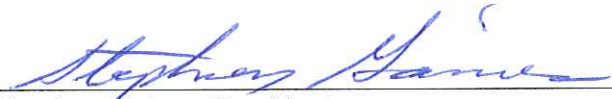
IN RE: THE COUNTY COMMISSION PLACED THE NAME OF CHRIS HOFMANN IN NOMINATION FOR APPOINTMENT TO THE WOOD COUNTY PLANNING COMMISSION.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, put the name of Chris Hofmann in nomination for reappointment to the Wood County Planning Commission. Said nomination is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. Vacancy was announced on November 30, 2015. The term will expire December 31, 2018.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
Stephen Gainer, President

  
\_\_\_\_\_  
David Blair Couch, Commissioner

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

A/1594

WOOD COUNTY 02:18:34 PM  
Instrument No 8698110  
Date Recorded 03/17/2016  
Document Type ODD  
Pages Recorded 1  
Book-Page 71-390

Mark Rhodes

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
STEPHEN GAINER, AS PRESIDENT, TO SIGN THE GRANT  
REVISION LETTER IN REGARD TO THE WV DIVISION OF  
CRIMINAL JUSTICE SERVICES GRANT NO. 16-CC-26.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission to sign the Grant Revision Letter in regard to the West Virginia Division of Criminal Justice Services Grant No. 16-CC-26. Said request is for the addition of Roane County site coordinator, Heather Paxton, for the Wood County Day Report Center and is a result of excess funds due to personnel changes.

A copy of the Grant Revision Letter 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

  
\_\_\_\_\_  
Stephen Gainer, President

  
\_\_\_\_\_  
David Blair Couch, Commissioner

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

M/3332-A



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

Commissioners  
Stephen Gainer  
David Blair Couch  
Robert K. Tebay



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

March 17, 2016

Mr. Kyle McGee  
WVDJCS  
1204 Kanawha Boulevard  
Charleston, WV 25301

Dear Mr. McGee:

RE: Grant No.: 16-CC-26

On behalf of the Wood County Day Report Center, the Wood County Commission would like to request a grant revision to the above referenced grant. Throughout this grant year there has been several personnel changes which has resulted in some excess funds in the Personnel/Contractual Line Item. As a result of these additional funds, Wood County would like to request to add Heather Paxton onto the grant funding for the months of March – June 2016. Ms. Paxton is the Site Coordinator for Roane County. Her salary varies slightly each month but the salary and benefits average approximately \$4,225/month.

If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-481-6409 or 304-428-7760. Thank you for your assistance with this matter.

Sincerely,

Stephen Gainer  
President

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

Mark Rhodes  
WOOD County 02:22:35 PM  
Instrument No 8698116  
Date Recorded 03/17/2016  
Document Type 000  
Pages Recorded 2  
Book-Page 71-391

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN  
INCREASE IN THE EMPLOYEE CONTRIBUTION FOR SINGLE  
COVERAGE HEALTH INSURANCE.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Stephen E. Gainer, and made unanimous by David Blair Couch, did hereby AUTHORIZE an increase of ten dollars and zero cents (\$10.00) per month in the employee contribution for single coverage in the Wood County Health Insurance plan. Said increase sets the total employee contribution for single coverage at twenty dollars and zero cents (\$20.00) per month.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
Stephen Gainer, President

  
\_\_\_\_\_  
David Blair Couch, Commissioner

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

M/3332-B

Mark Rhodes  
WOOD COUNTY 02:24:54 PM  
Instrument No 8698122  
Date Recorded 03/17/2016  
Document Type ODO  
Pages Recorded 1  
Book-Page 71-393

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AWARDED THE BID FOR  
RENOVATION OF THE COURTHOUSE ENTRANCES

**ORDER**

On this date, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, AWARD the bid for the Renovation of the Wood County Courthouse entrances project. Said award was upon the recommendation of ZMM, Inc. Sealed bids were received for review on March 3, 2016. The bid and alternate #1 bid was awarded to:

Grae-Con Construction  
101 Industry Road  
Marietta, OH 45750  
Bid price - \$61,900.00  
Alternate #1 - \$6,400.00

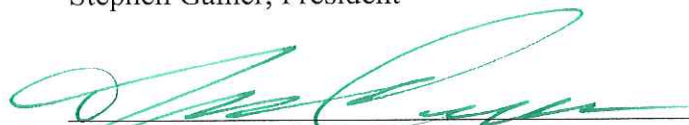
A copy of said bid is attached to this order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3332-C

**BID FORM**

Dated: March 3, 2016  
(Bidder to insert date bid submitted)

**SUBMITTED BY:**

Grae-Con Construction, Inc. (hereinafter called "Bidder")

West Virginia Contractor's License Number: WV 001293

**SUBMITTED TO:**

Wood County Commission (hereinafter called "Owner")

The Bidder, being familiar with local conditions affecting the cost of the Work and the Contract Documents, including Instructions to Bidders, Bid Form, General Conditions, Drawings, Specifications, and any Addenda or Clarifications issued, hereby propose to furnish all material, labor, tools, taxes, transportation and expendable equipment necessary for the satisfactory and complete installation of

**Entrance Renovations To The  
Wood County Courthouse**

in every detail and ready for operation, all in full accordance with, and in conformity to, the Contract Documents, for the stipulated sums as follows:

The Undersigned Bidder Agrees:

1. To accept the provisions of all sections of the documents listed above.
2. That the amounts stated in this Form of Proposal represents the entire cost of the work. The completion time stated represents the entire time for performance of the work. The amount bid includes allowances for all fees for permits, regulatory notifications, taxes, and insurance required or applicable to the work. That no claims shall be made for any increases in wage scales or material costs.
3. To certify that this bid is genuine and not sham or collusive or made in the interest or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that the undersigned bidder has not in any manner sought by collusion to secure for himself an advantage over any other bidder.
4. That the bidder shall comply with all City, State, and Federal statutes relating to liability insurance, working hours, minimum wages, safety and sanitary regulation, including requirements set forth governing federal participation under this project, which in any way may affect those engaged or employed on the work in the event that the award of the Contract is made on the bid herein submitted.

**BASE BID:**

For the sum of: Sixty one thousand nine hundred dollars

(\$ 61,900.00 ).

Submitted by: Grae-Con Construction, Inc.  
(Firm Name)

**ALTERNATES:**

The stated Base Bid is subject to the following additions or deductions for Alternates which the Owner may select. ('Provide' means 'furnish and install.' Include in bids below all related coordination and modification requirements associated with the Work of each Alternate.) Reference Section 012300 "Alternates".

Add - Alternate Bid No. 1 - To provide replacement of all sealants at exterior steps at North and South entrances as indicated on Drawings and as specified.

ADD the sum of: Six thousand four hundred dollars  
(\$ 6,400.00).

If awarded contract on Base Bid, I (we) agree to perform the work to completion and ready for occupancy and use no later than April 7, 2016. The Bidder understands that the Owner may retain a sum as set forth in Article 9, Paragraph 9.11 - "Liquidated Damages," of the Supplementary Conditions, for each day thereafter, Sundays and holidays included, that the Work remains uncompleted, such sum is agreed upon as the proper measure of liquidated damages which the Owner will sustain per diem by the failure of the Contractor to complete the Work in the stipulated time, and the sum is not to be construed in any sense a penalty.

Accompanying this proposal is a bid bond in the amount of Three thousand ninety five  
dollars (\$ 3,095.00),

payable to the Owner, which it is agreed shall be retained as liquidated damages by the Owner if the undersigned fails to execute a contract in conformance with the Form of Contract, and to furnish a Surety Company Bond in a penal sum equal to at least the full contract sum with ten (10) days after notification of award of the contract to the undersigned.


The Bidder certifies that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor. The Bidder agrees that the Owner reserves the right to reject any or all bids, and to waive any formalities in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 days.

The Bidder acknowledges receipt of the following Addenda: (Please list by number and date.)

#1 2/19/2016 #2 2/29/2016

**SIGNATURE OF BIDDER:**

Firm: Grae-Con Construction, Inc.

By:   
Edward W. Gribben, PE

Address: 101 Industry Road

Title: Vice President

Address: Marietta, Ohio 45750

Phone: 740-373-0849

Address: \_\_\_\_\_

Fax: 740-373-0863

Tax Cert. #: 34-1539132

**END OF BID FORM**

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$193.14

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, 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 F16-HS-03-DOHDD. The Request for Reimbursement is in the amount of one hundred ninety-three dollars and fourteen cents (\$193.14) for the month of February, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Ravenswood Police Department, and the Vienna Police 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

  
\_\_\_\_\_  
Stephen Gainer, President

  
\_\_\_\_\_  
David Blair Couch, Commissioner

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

## REQUEST FOR REIMBURSEMENT

|                     |  |
|---------------------|--|
| (For GHSP Use Only) | <b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span><br><b>Address:</b> <span style="float: right;">One Court Square, Suite 203<br/>Parkersburg, WV 26101</span><br><b>P. O. Number:</b> <span style="float: right;">MV1603DOHDD</span><br><b>Grant Number:</b> <span style="float: right;">F16-HS-03-DOHDD</span><br><b>FEIN Number:</b> <span style="float: right;">556 000 417</span><br>Funds are hereby requested to cover expenditures<br>For the period of: <span style="float: right;">2/1/16 - 2/29/16</span> |
|---------------------|--|

### PROJECT CASH EXPENDITURES

| Account Number | Amount          |
|----------------|-----------------|
|                | \$193.14        |
|                |                 |
|                |                 |
| <b>TOTAL</b>   | <b>\$193.14</b> |

### CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Stephen Gainer, President *Stephen Gainer* 3/17/2016  
(Typed Name And Title) (Signature) (Date)  
(Authorized Official or Grant Financial Officer Only)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:     
(Approved) (Date)

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

\_\_\_\_\_ (Date) \_\_\_\_\_ (Director)

### Purchasing/Accounts Payable Use Only

Mark Rhodes  
 WOOD County 02:29:51 PM  
 Instrument No 8698127  
 Date Recorded 03/17/2016  
 Document Type 000  
 Pages Recorded 2  
 Book-Page 71-397

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$1,043.27

**ORDER**


On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, 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 F16-HS-03-402. The Request for Reimbursement is in the amount of one thousand forty-three dollars and twenty-seven cents (\$1,043.27) for the month of February, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Ritchie County Sheriff's Department and the St. Marys Police 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

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner



# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

## REQUEST FOR REIMBURSEMENT

|                     |  |
|---------------------|--|
| (For GHSP Use Only) | <b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span><br><b>Address:</b> <span style="float: right;">One Court Square, Suite 203<br/>Parkersburg, WV 26101</span><br><b>P. O. Number:</b> <span style="float: right;">MV1603402</span><br><b>Grant Number:</b> <span style="float: right;">F15-HS-03-402</span><br><b>FEIN Number:</b> <span style="float: right;">556 000 417</span><br>Funds are hereby requested to cover expenditures<br>For the period of: <span style="float: right;">2/1/16 - 2/29/16</span> |
|---------------------|--|

### PROJECT CASH EXPENDITURES

| Account Number | Amount            |
|----------------|-------------------|
|                | \$1,043.27        |
|                |                   |
|                |                   |
| <b>TOTAL</b>   | <b>\$1,043.27</b> |

### CERTIFICATION:

1117.79

BY:

Stephen Gainer, President

3/17/2016

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

|  |            |        |
|--|------------|--------|
|  |            |        |
|  | (Approved) | (Date) |

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

(Date)

(Director)

### Purchasing/Accounts Payable Use Only

Mark Rhodes  
 Wood County 02:32:37 PM  
 Instrument No 8698130  
 Date Recorded 03/17/2016  
 Document Type 000  
 Pages Recorded 2  
 Book-Page 71-399

MARCH 17, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-154. SAID REQUEST IS IN THE AMOUNT OF \$1,916.07

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, 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 F16-HS-03-154. The Request for Reimbursement is in the amount of one thousand nine hundred sixteen dollars and seven cents (\$1,916.07) for the month of February, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Ravenswood Police Department, the Jackson County Sheriff's Department, the Ritchie County Sheriff's Department, the Spencer Police Department, the Vienna Police Department, and the Wood 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

  
\_\_\_\_\_  
Stephen Gainer, President

  
\_\_\_\_\_  
David Blair Couch, Commissioner

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

## REQUEST FOR REIMBURSEMENT

|                     |   |
|---------------------|---|
| (For GHSP Use Only) | <b>Sub-Grantee:</b> Wood County Commission  |
|                     | <b>Address:</b> One Court Square, Suite 203<br>Parkersburg, WV 26101                        |
|                     | <b>P. O. Number:</b> MV1603154  |
|                     | <b>Grant Number:</b> F16-HS-03-154  |
|                     | <b>FEIN Number:</b> 556 000 417   |
|                     | <b>Funds are hereby requested to cover expenditures For the period of:</b> 2/1/16 - 2/29/16 |

### PROJECT CASH EXPENDITURES

| Account Number | Amount            |
|----------------|-------------------|
|                | \$1,916.07        |
|                |                   |
| <b>TOTAL</b>   | <b>\$1,916.07</b> |

### CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY:                     Stephen Gainer, President                                         *Stephen Gainer*                                         3/17/2016                      
(Typed Name And Title) (Signature) (Date)  
(Authorized Official or Grant Financial Officer Only)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

(Date) (Director)

### Purchasing/Accounts Payable Use Only

Mark Rhodes  
 WOOD COUNTY 02:34:51 PM  
 INSTRUMENT NO 8698134  
 DATE RECORDED 03/17/2016  
 DOCUMENT TYPE CDD  
 Pages Recorded ?  
 Book-Page 71-401