

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, JANUARY 26, 2017

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES COLOMBO, COMMISSIONER

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

The County Commission approved an Erroneous Assessment Application in regard to personal property.

Gary "Mike" Deem took his oath of office as the Wood County Compliance Officer.

AGENDA AND DISCUSSION ITEMS

At 9:36 A.M., the County Commission approved the hiring of Pam Brust as the County Court Coordinator, Melody Ross moving from the County Clerk's Office to the Assessor's Office and Tammy Fordyce's rehiring by the County Clerk's Office.

At 9:42 A.M., the County Commission set the dates for the Board of Review and Equalization hearings. (Order M/Board of Review 2017)

At 9:45 A.M., the County Commission discussed the retiree health insurance benefit. The County Commission, upon a motion duly made, seconded and passed, Authorized David

Blair Couch, as President, to execute an Engagement Letter with Attorney Jill E. Hall to provide legal services relating to this issue. (Order M/3578).

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3578, M/Board of Review 2017

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:52 A.M.

APPROVED:

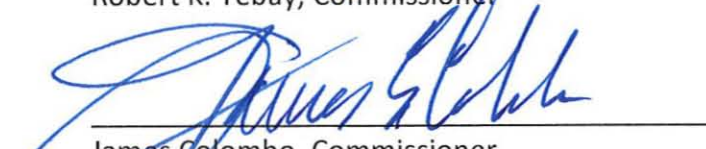
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled January 26, 2017.

Wood County Commission Meeting
Held January 26, 2017

Please Print

1.	STEPHAN SMITH
2.	GM DEAN
3.	
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Wood County Commission
Agenda

1/26/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

	Consider Request to Hire court coordinator - Pam Brust - \$32,500.00/yr Consider Request to Hire deputy assessor - Melody Ross - \$40,000.00/yr Consider Request to Hire for Finance position - Tammy Fordyce - \$34,080.00/yr	
	Set dates for Board of Review & Equalization	
	Consider changes to retirement insurance for retirees age 65 and older	
	Discuss & consider engaging attorney for retiree insurance	
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

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

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

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

JANUARY 26, 2017

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
ENGAGEMENT LETTER WITH BOWLES RICE LAW FIRM

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo 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 Engagement Letter with Attorney Jill E. Hall with the law firm of Bowles Rice, Attorneys at Law, to provide legal services relating to Wood County employees' retirement insurance benefits.

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

APPROVED:

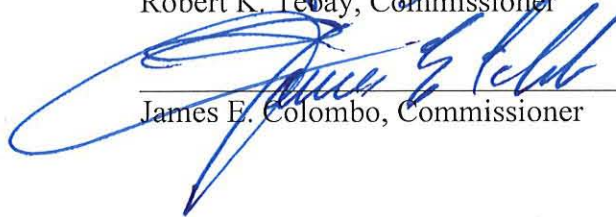
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3578

101 South Queen Street
Martinsburg, West Virginia 25401

7000 Hampton Center
Morgantown, West Virginia 26505

501 Avery Street
Parkersburg, West Virginia 26101



600 Quarrier Street
Charleston, West Virginia 25301

Post Office Box 1386
Charleston, West Virginia 25325-1386
(304) 347-1100

www.bowlesrice.com

January 25, 2017

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, Pennsylvania 15317

1217 Chapline Street
Wheeling, West Virginia 26003

480 West Jubal Early Drive, Suite 130
Winchester, Virginia 22601

Jill E. Hall
Telephone — (304) 347-1128
Facsimile — (304) 347-1756

E-Mail Address:
jhall@bowlesrice.com

Marty Seufer
County Administrator
Wood County Commission
#1 Court Square, Suite 205
Parkersburg, West Virginia 26101

VIA EMAIL

Re: Engagement Letter for Wood County Commission

Dear Mr. Seufer:

This is to confirm agreement on behalf of the firm, to act as counsel to Wood County Commission with respect to the above-referenced matter.

Scope of Representation. Specifically, we have agreed to represent Wood County Commission in connection with advising the Commission regarding its OPEB liability associated with its retiree health insurance. We shall not be responsible for legal matters separate from this matter for which our services or advice have not been specifically requested by you and confirmed by the firm in writing.

Our services, unless otherwise agreed, will be performed according to our standard billing practices, a copy of which is attached and which may be adjusted annually. You will be sent monthly invoices specifying the services provided and the amount of such services. All invoices are payable within thirty (30) days, and we reserve the right to suspend our services should you fail to make timely payment and to withdraw from further representation in this matter, regardless of the stage of the matter. We have not asked for, and have not received, a retainer in this matter.

You maintain the right to terminate the firm's representation upon written notice. Upon termination, copies of your files and records will be made available to you at a reasonable cost.

The firm also reserves the right to terminate the representation when, in the firm's judgment, it is in the firm's best interest to do so. For example, the firm may terminate representation for failure by the client to promptly pay invoices for services rendered by the firm.

January 25, 2017

Page 2

Staffing and Fee Arrangement. I will be your primary contact here at the firm, and may utilize other attorneys and legal assistants as your needs dictate. Some matters require greater expertise than others. It is our policy to assign and delegate responsibilities based on the degree of expertise required to handle the matter. All legal work performed will, however, be monitored and approved by one of the partners of the firm.

You will be billed for all fees and costs incurred in connection with your matter. The term "fees" involves the time expended by the professional staff in this law firm. That time is calculated on an hourly basis in fractions of one-tenth of an hour. My hourly rate is \$350. Other lawyers and paralegals charge different rates (a copy of our billing practices, including range of hourly rates, is attached). Regardless of the outcome of any potential matter, you are responsible for those charges. On the other hand, the term "costs" bears no relationship to time or effort spent by personnel in this firm. Instead, it encompasses items that can be best described as "out-of-pocket expenses." "Costs" include, but are not limited to, items such as filing fees, process server fees, deposition costs, expert/consultant expenses, travel expenses, photocopying and long-distance telephone charges. Cost billings may also include computer research on-line charges, postage, copying charges and facsimile transmission charges. This list is not exhaustive, and there are other items that may fall into the category of "costs." To the extent that this law firm advances any of those costs on your behalf, you will be billed and required to pay those costs.

All disputes regarding our services or our billing practices shall be subject to nonbinding mediation before, and in accordance with, the Mediation and Arbitration Rules for Commercial Disputes of the American Bar Association.

Thank you for the trust you have expressed in our firm. We look forward to working with you in connection with this matter. Please be assured that we will do our utmost in representing your interests. If the foregoing correctly sets forth the terms of our engagement, please indicate by signing and returning the enclosed copy of this letter.

Sincerely,

Bowles Rice LLP



Jill Hall

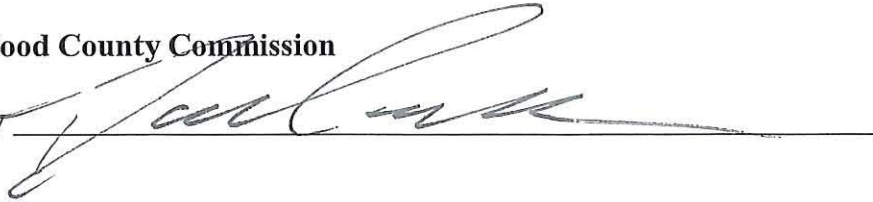
JEH/klh
Enclosure

January 25, 2017
Page 3

Agreed to and Accepted by:

Wood County Commission

By _____

A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to be "J. [unclear]".

BILLING PRACTICES

The firm's schedule of hourly billing rates for attorneys and other professionals is based on years of experience, specialization in training and practice, and level of professional attainment. The current hourly billing rate range is:

Partners	\$225.00 to \$460.00 per hour
Associates	\$175.00 to \$370.00 per hour
Legal Assistants	\$75.00 to \$200.00 per hour

These hourly rates are subject to annual review and adjustment on January 1 of each calendar year.

Expenses

There are three expense categories which the firm will bill in addition to its fee.

1. Out-of-pocket expenses such as travel, meals, filing fees, and other similar expenses.
2. Extraordinary expenses such as deposition costs, printing costs, expert witness fees, reports, and other similar expenses, which will be billed directly to the client.
3. Administrative expenses for long-distance calls, photocopies, postage, computerized research services and messenger services are billed directly to the client.

In some cases we may incur a large expense on your behalf which necessitates billing that expense when incurred. We will consult with you and obtain your permission before obligating you for such an expense.

Billing Procedure

Our statements will be prepared and sent during the month following the month in which the service is rendered and costs advanced were incurred. We request payment of those statements and expense charges within 30 days of the statement date.

Mark Rhodes
JUDG County 08:56:51 AM
Instrument No 8736392
Date Recorded 01/26/2017
Document Type ODO
Pages Recorded 5
Book-Page 72-565

FEBRUARY 6, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

ORDER
(NUNC PRO TUNC JANUARY 26, 2017)

Pursuant to Chapter 11, Article 3, Section 24 of the Code of the State of West Virginia, of 1931, as amended, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, THE COUNTY COMMISSION OF WOOD COUNTY, will meet for the purpose of reviewing and equalizing the assessments made by the Assessor of the said County of Wood, for the year 2017 on the following dates: January 30, 2017 at 9:30 o'clock A.M., the Assessor shall submit the property books for the current year. Taxpayers may come before the Board of Review and Equalization January 30, February 2, 6, 9, 13 and 16, 2017, with each session beginning at 10:00 o'clock A.M. until 12:00 Noon, and if needed, afternoon appointments from 1:00 o'clock P.M. until 3:00 o'clock P.M. on said dates and concluding at 3:00 o'clock P.M. on the 16th day of February, 2017 for the purpose of hearing any and all complaints of taxpayers as to the assessments placed upon his or her property by the Assessor. Appointments will also be available February 6, 2017 from 5:00 P.M. to 7:00 P.M. by appointment only. Appointments for all hearings must be made through the County Administrator's Office.

The County Commission shall proceed to examine and review the property books and shall add on the books, the names of persons, the value of personal property and descriptions and value of all real estate liable to assessments, which were omitted by the Assessor. They shall correct all errors in the names of persons, in the description of value of property and they shall cause to be done whatever else may be necessary to make the valuation comply with the provisions of this Chapter; but, in no case, shall any questions of classification or taxability be considered or reviewed.

IF ANY PERSON FAILS TO APPLY FOR RELIEF IN THIS MATTER, HE SHALL HAVE WAIVED HIS RIGHT TO ASK FOR CORRECTION IN HIS ASSESSMENT LIST FOR THE CURRENT YEAR, AND SHALL NOT, THEREAFTER, BE PERMITTED TO QUESTION THE CORRECTNESS OF HIS LIST AS FINALLY FIXED BY THE COUNTY COMMISSION, EXCEPT ON APPEAL TO THE CIRCUIT COURT.

The County Commission will tour properties and adjourn Sine Die on February 17, 2017.

APPROVED:

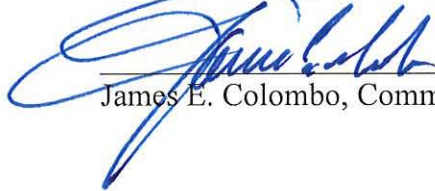
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/Board of Review 2017

Mark Rhodes
WOOD COUNTY 02:18:54 PM
Instrument NO 8737154
Date Recorded 02/06/2017
Document Type 000
Pages Recorded 2
Book-Page 72-582

Wood County Commission

Erroneous Assessment Application

Tax Type: **Supplemental**

Tax Ticket: **80000261**

Tax Year: **2014**

Upon the application of **CARTER SASHA L** whose address is **245 BRIDGE ST PARKERSBURG, WV 26104-8632** aggrieved by an erroneous assessment in **PARKERSBURG District (05)**, in the County of Wood, for the **2014** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2014** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A CLERICAL ERROR THIS SUPPLEMENTAL WAS CREATED WHEN A REGULAR TAX TICKET EXISTED. THE TAX TICKET WAS #406752. PLEASE EXONERATE THE SUPPLEMENTAL.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
06/06/2014	BILLING	4	79.30	2.936800	4	2,700
10/07/2016	PENDING EXONERATION	4	-79.30	2.936800	4	-2,700
Adjusted Net Taxes			0.00	Adjusted Net Value		0

Sasha L. Carter
Taxpayer
PHONE # 304-588-6522

[Signature]
Prosecutor

David B. Hill
Assessor

[Signature]
Commissioner

[Signature]
County Commission President

[Signature]
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on January 26, 2017.

NEW ADDRESS:
PO Box 4693
PARKERSBURG WV 26101

RECEIVED
JAN 23 2017
County Administrator

JAN 25 2017
County Administrator

Mark Rhodes
WOOD County 09:43:50 AM
Instrument No 8736372
Date Recorded 01/26/2017
Document Type OGD
Pages Recorded 1
Book-Page 72-570

STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO -WIT:

I, GARY M. DEEM, 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 WOOD COUNTY COMPLIANCE OFFICE 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.

X Gary M. Deem

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 26th day of January, 2017.

[Signature]
County Commission of Wood County

[Signature]
[Signature]

Mark Rhodes
WOOD County 08:54:25 AM
Instrument No 8736351
Date Recorded 01/26/2017
Document Type ODD
Pages Recorded 1
Book-Page 72-564