

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, JULY 13, 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, upon a motion duly made, seconded and passed, approved an Erroneous Assessment Application in regard to real estate. Copy is attached to these minutes.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with Toni Tiano, Grant Consultant. She requested they apply for the Highway Safety Grant Program. After discussion, the County Commission authorized David Blair Couch, as President, to execute an application for the said grant. (Order M/3696)

At 10:00 A.M., the County Commission met with several employees regarding the recent retiree health care policy. This was held during their scheduled meeting with the elected officials.

At 11:06 A.M., the County Commission approved the hiring of Hannah Stout as an employee of the E-911 Telecommunications Center.

At 11:07 A.M., the County Commission rejected all bids for the roof replacement at 328 Second Street. (Order M/3706)

The County Commission, upon a motion duly made, seconded and passed, appointed Lloyd Smith to the Wood County Fire Board. (Order A/1785)

The County Commission, upon a motion duly made, seconded and passed, appointed Howard Baldwin to the Mineral Wells Public Service District. (Order A1786)

At 11:08 A.M., the County Commission, upon a motion duly made, seconded and passed, appointed Tim Northrup, Kathy Roedersheimer and Steve Shaffer to the Wood County Building Commission. (Order A/1787)

At 11:10 A.M., the County Commission revised the purchasing policy to require all purchase orders be signed by the County Commission before being released for purchase. (Order M/3707)

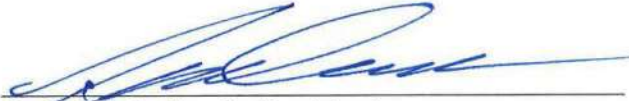
#### **ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3695, M/3696, M/3697, M/3698, M/3699, M/3700, M/3706, M/3707, M/3708, A/1785, A/1786, A/1787

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:22 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

A blue ink signature of David Blair Couch, written in a cursive style, positioned above a horizontal line.

David Blair Couch, President

A blue ink signature of Robert K. Tebay, written in a cursive style, positioned above a horizontal line.

Robert K. Tebay, Commissioner

A blue ink signature of James Colombo, written in a cursive style, positioned above a horizontal line.

James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled July 10, 2017.

Wood County Commission Meeting  
Held July 13, 2017

**Please Print**

1.	Toni Tiano
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	





# Wood County Commission Agenda

7/13/2017

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss Highway Safety Grant application	Toni Tiano
10:00 A.M.	Meeting with elected officials in Buckley conference room	
	Consider request to hire Hannah E. Stout – Telecommunicator for E-911 - \$1209.78/bi-monthly	
	Consider awarding bid for roof replacement at former Sheriff's Department building	
	Consider appointing Lloyd Smith to Wood County Fire Board	
	Consider appointing Howard Baldwin to Mineral Wells PSD	
	Consider appointments to Wood County Building Commission: Tim Northrop; Kathy Roedersheimer; Steve Shaffer	
	Consider possible changes to purchasing policy	
	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

Amity Treatment Center  
Statistics Prepared for the Wood  
County Commission  
January 2017 – March 2017  
1st Quarter Report



WESTBROOK

*Health Services*

Community Focused. People Driven.





# **Westbrook and County Commission Contract Language for Amity/1011 Mission Drive**

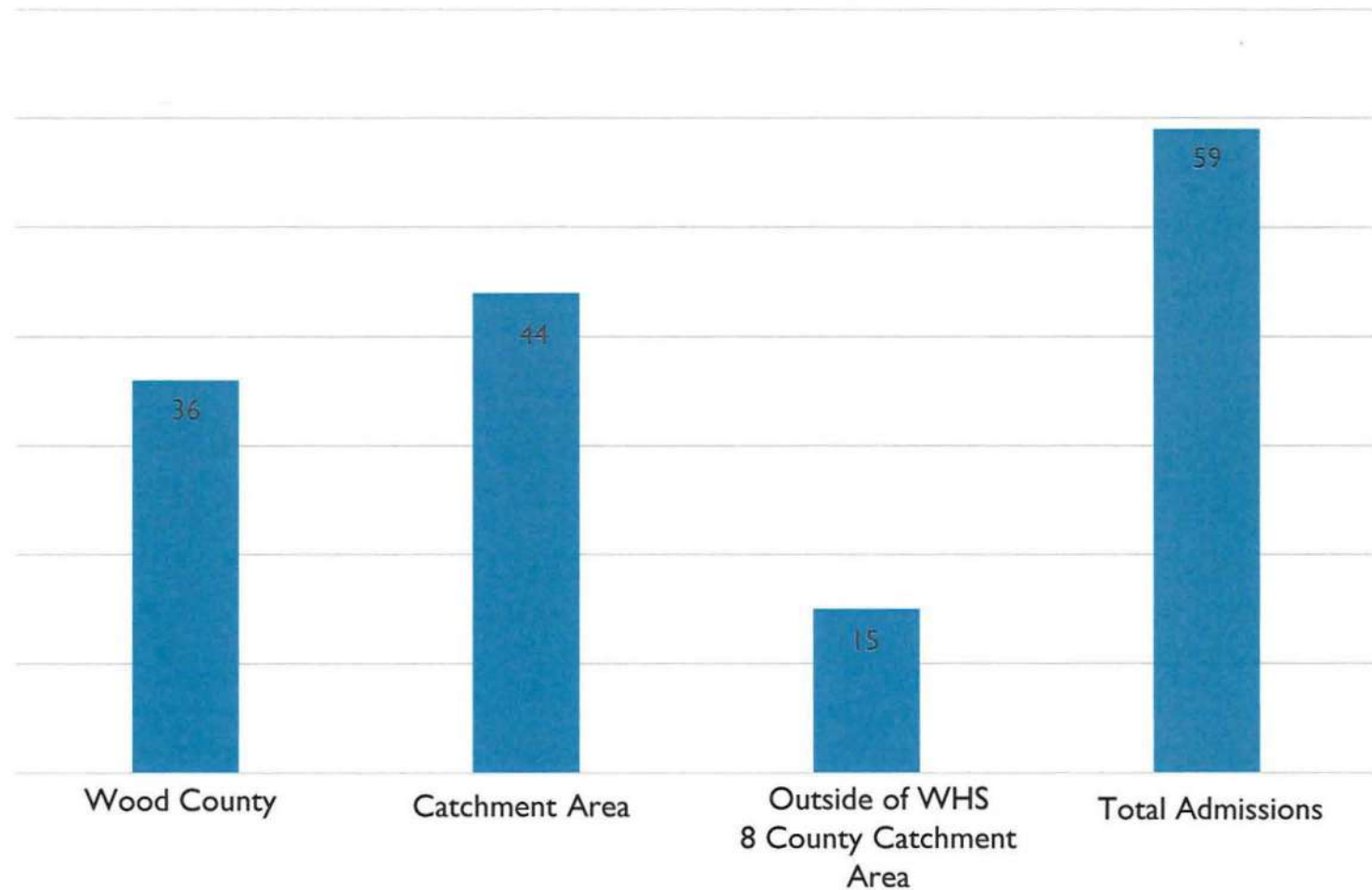
- The TENANT shall provide at a minimum thirty-four (34) charity care bed treatments for inpatient treatment to Wood County residents on an annual basis during the term of this Lease. Priority shall be given to inmates incarcerated on Wood County charges in consideration for placement in said bed space.
- The TENANT shall provide, on a quarterly basis, a breakdown of the county of residence for all individuals treated on an in-patient basis at the Leased Premises.

# **Amity Treatment Center**

## **59 Total Admissions**

### **Jan-Mar 2017**

### **36 Wood Co.**

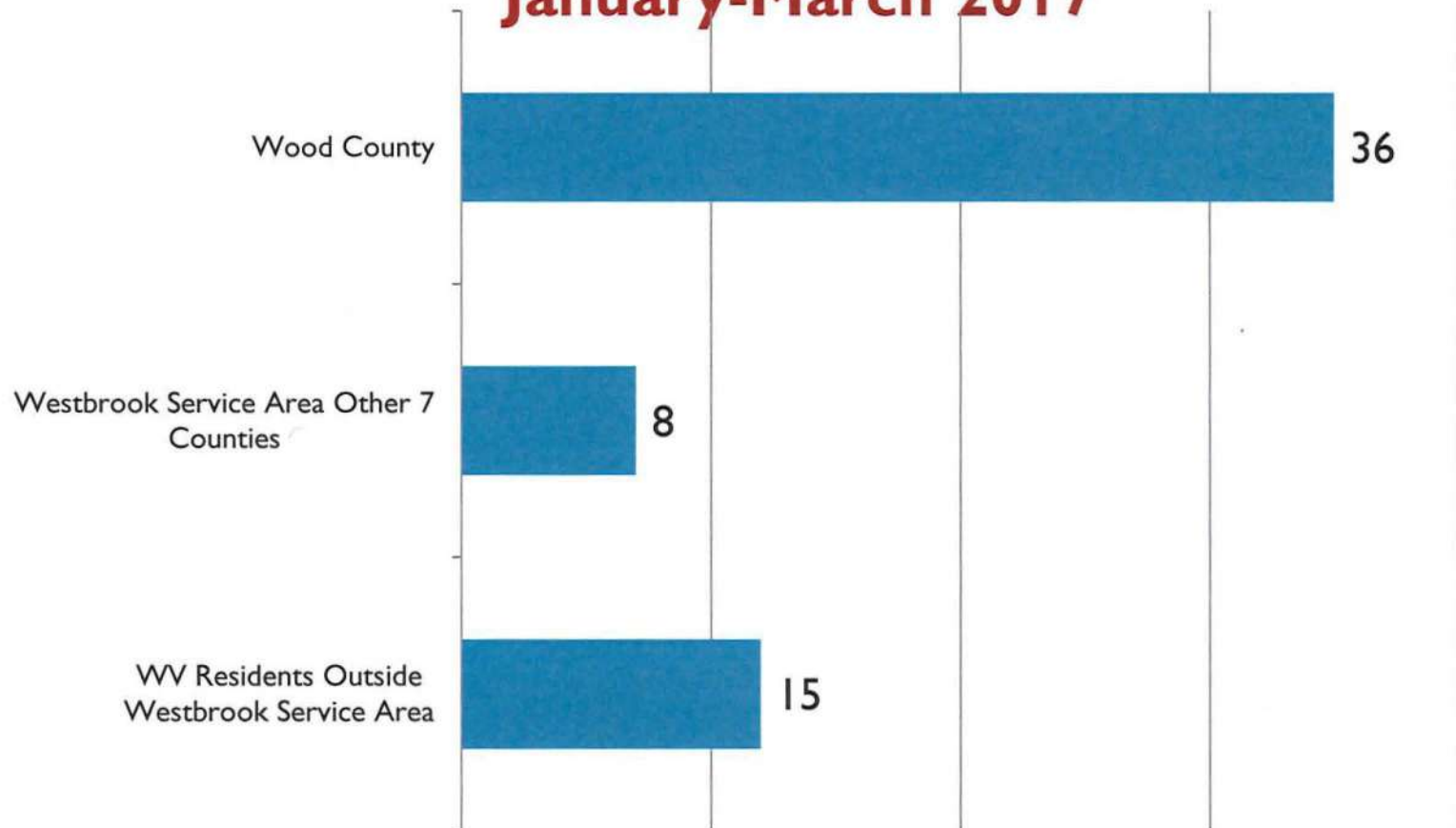


# **1<sup>st</sup> Quarter**

## **Amity Treatment Center**

### **59 Total Admissions, by County**

**January-March 2017**





# January-March 2017

## **Amity Treatment Center Wood County Referrals 1<sup>st</sup> Quarter**

<b>Referral Source</b>	<b>#Admitted</b>	<b>Wood</b>
Corrections/Incarcerated	15	11
Westbrook CSU	12	5
Child Protective Services Directly	1	0
Hospital	12	9
Westbrook Other	3	2
Self Referred	16	9
<b>Total</b>	<b>59</b>	<b>36</b>

# January-March 2017 Funding Source

WV Medicaid: 51  
Charity Care: 6  
(Wood: 4, Jackson: 2)  
Special Billing: 2  
Self Pay: 0

Total: 59

6 total Charity Care for 1st Quarter 2017

JULY 13, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY ORDER THAT THE  
HOTEL OCCUPANCY TAX COLLECTION BE REVISED.

**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, did hereby ORDER that the HOTEL OCCUPANCY TAX COLLECTION pursuant to Chapter 7, Article 18 of the Code of West Virginia, 1931, as amended, be REVISED as follows:

- The Actors Guild of Parkersburg 0.50% with a cap of \$5,000.00
- Artsbridge 1.00%
- Belleville Homecoming 0.38%
- Blennerhassett Historical Foundation, Inc. 0.25% with a cap of \$2,500.00
- Fort Boreman Historical Park 11.00%
- Parkersburg Wood County Convention and Visitors Bureau 50.00%
- Julia-Ann Square Historical Community Association 0.50% with a cap of \$5,000.00
- Oil, Gas and Industrial Historical Association 0.75%
- Parkersburg Art Center 0.75% with a cap of \$10,000.00
- Parkersburg Homecoming, Inc. 1.25%
- Parkersburg News and Sentinel Half Marathon 0.25% with a cap of \$2,500.00
- The Smoot Theater 1.45%
- Veterans Museum of Mid-Ohio Valley 0.55%
- Wood County Historical and Preservation Society 0.25% with a cap of \$2,500.00
- West Virginia Interstate Fair and Exposition 1.88%
- Wood County Parks and Recreation Commission - Mountwood Park 18.00%
- Wood County Veterans Memorial Park 11.24%
- Innovative Programming Grant Fund 0.00%

Any funds in excess of established Caps will be deposited in the Innovative Programming Grant Fund.

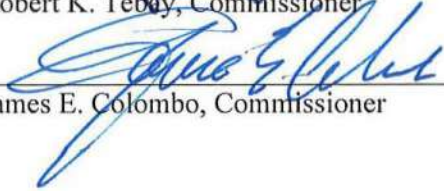
The aforementioned revised percentages shall begin with the distribution of the Hotel Occupancy Taxes for the month of July, 2017.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

Mark Rhodes  
WOOD County 09:29:14 AM  
Instrument No 8757587  
Date Recorded 07/13/2017  
Document Type CDD  
Pages Recorded 1  
Book-Page 73-358



JULY 13, 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  
APPLICATION FOR THE HIGHWAY SAFETY PROGRAM.

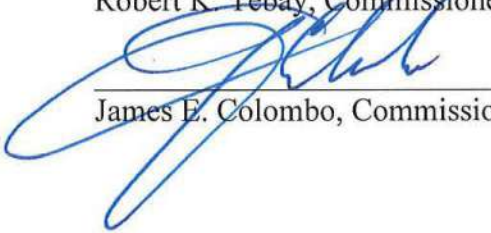
**ORDER**

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 Application for a Highway Safety Grant with the West Virginia Governor's Highway Safety Program. Said grant application is in the amount of two hundred seventy-nine thousand eight hundred dollars and zero cents (\$279,800.00).

A copy of said Application 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/3696

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

*Commissioners*  
David Blair Couch  
Robert K. Tebay  
Jimmy Colombo



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

July 13, 2017

Ms. Jolene Willard  
WV Governor's Highway Safety Program  
5707 MacCorkle Avenue, SE  
PO Box 17600  
Charleston, West Virginia  
25317-0010

Dear Ms. Willard:

Please find enclosed an application from the Wood County Commission for the continuation of the Mid-Ohio Valley Regional Highway Safety Program for the period of October 1, 2017 – September 30, 2018. If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, program administrator, at 304-481-6409 or 304-424-1972. Thank you for your assistance with this matter.

Sincerely,

David Blair Couch  
President

GOVERNOR'S HIGHWAY SAFETY PROGRAM  
STATE OF WEST VIRGINIA  
DIVISION OF MOTOR VEHICLES

Application - Page 1

**DATE APPLICATION RECEIVED** (For Highway Safety Use Only)

**NAME OF APPLICANT:** (Must be a government agency)

Wood County Commission

**PROJECT TITLE:**

Mid-Ohio Valley Regional Highway Safety Program

**F.E.I.N. NUMBER:**

556 000 417

**FEDERAL FUNDS REQUESTED:**

\$ 279,800.00

**FEDERAL FUNDS AWARDED:**

\$ \_\_\_\_\_

**AUTHORIZED OFFICIAL:** (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

David Blair Couch, President  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304-424-1984  
304-424-0194 - fax  
seufer@woodcountywv.com

**This Section For Highway Safety Use Only**

Date Logged In: \_\_\_\_\_

Conditions & Assurances Signed: \_\_\_\_\_

Signed Resolution Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

Acknowledgement Letter: \_\_\_\_\_

Copies Distributed To Staff: \_\_\_\_\_

Application: Approved ☐  
Denied ☐

Grant Number: \_\_\_\_\_

Coordinator Assigned: \_\_\_\_\_

Special Conditions: Yes ☐  
No ☐

Award Letter Dated & Mailed: \_\_\_\_\_

Process Contract:  
To Grantee for Signature: \_\_\_\_\_  
To Commissioner for  
Signature: \_\_\_\_\_  
Signed Contract to Grantee: \_\_\_\_\_

**PROJECT DIRECTOR:** (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Toni Tiano  
Tiano-Knopp Associates, Inc.  
1350 Market Street  
Parkersburg, WV 26101  
304-424-1972 or 304-481-6409  
394-485-2925 - fax  
tianoknopp@suddenlink.net

**FINANCIAL OFFICER:** (Name, Title, Mailing Address, Zip Code, Phone, Fax & E-mail)

Mark Rhodes  
Wood County Clerk  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304-424-1850  
304-424-0194  
mrhodes@woodcountywv.com



## FY18 HIGHWAY SAFETY PROGRAM GOALS

REGION: 3 – Mid-Ohio Valley Regional Highway Safety Program

### Crashes, Injuries, Fatalities (Based on 2014/2015/2016 Averages)

1. Reduce Highway Fatalities from 26 to 24
2. Reduce the Fatality Rate per 100 million VMT from 1.20 to 1.06
3. Reduce Ejections in fatal crashes from 6 to 5
4. Reduce A&B Injuries from 482 to 434
5. Reduce Total injuries from 1,440 to 1,325
6. Reduce Total Crashes from 3,753 to 3,453
7. Reduce Ejections in all crashes from 53 to 48
8. Reduce Speeding-related fatalities from 14 to 12
9. Reduce Motorcycle Fatalities from 3 to 2
10. Reduce Unhelmeted Motorcycle Fatalities from 2 to 1
11. Reduce Drivers age 20 or younger involved in fatal crashes from 2 to 1
12. Reduce Pedestrian fatalities from 2 to 1

### Alcohol Related

1. Reduce Alcohol Related Fatalities from 7 to 6
2. Reduce the Alcohol Related Fatality Rate from .433 to .389
3. Reduce Alcohol Related Crashes from 190 to 171
4. Reduce Alcohol Related Injuries from 122 to 110
5. Reduce the percentages of underage successful alcohol buys from 19 to 17

### **Occupant Protection**

1. Increase the seat belt usage at Scientific Survey sites from 87 % to 89 %
2. Increase the percentage of Law Enforcement Agencies who participate in the Highway Safety Program to 80 %
3. Oversee the correct installation of **300** Child Passenger Safety Seats & establish a minimum of one CPS Fitting station with advertised times.

### **Law Enforcement Overtime Activities**

1. Decrease the hours per DUI arrest from FY16 7.75 per hour to 7.50 per Hour by the end of FY18
2. Increase the participation of LE Agencies from FY16 14 to 16 agencies by the end of FY18
3. Increase the Number of LE Officers participating from the FY16 level of 83 to 100 by the end of FY18
4. Increase the Number of Occupant Protection Citations from FY16 from 1,119 to 1,500 by the end of FY18
5. Increase the Number of Speeding Citation from FY16 406 to 500 by the end of FY18
6. Increase the Number of Red light Citations from FY16 98 to 200 by the end of FY18
7. Increase the Number of total Citations from FY16 4,329 to 5,000 by the end of FY18
8. Increase the number of sobriety checkpoints from FY16 11 to 12 by the end of FY 2018
9. Increase the number of DUI Arrests from FY16 103 to 150 by the end of FY 2018

**REQUIRED ACTIVITIES**

Each Regional Safe Community Project supported with GHSP funds is **required** to conduct the following activities within their assigned region:

**COORDINATION / PROJECT DIRECTOR**

1. The Project Director must successfully complete a NHTSA Project Management Class

(Managing Highway Safety Programs).

2. Support or establish at least one (1) Advocacy Group (i.e., MADD, SADD, Safe Kids).

Funds may not be used for general operating costs/support costs of any of these groups. Funding is only available for activities that you are working in conjunction with these groups.

3. Establish and maintain a Task Force of Highway Safety advocates and hold a minimum of three (3) meetings per year. A list of members must be maintained on file in the Coordinator's office.

4. Establish and conduct a Regional Highway Safety Award / Recognition program.

5. Make face to face contact with each (100%) Law Enforcement agency (Executive or designee) in the region's service area and secure Letters of Support and Cooperation (and maintained on file).

6. Develop and support one L.E.L. within ***each*** law enforcement agency.

7. Maintain a relationship with DMV Regional Offices in your area through PI&E.

8. Assist the GHSP with the following surveys:

a. Statewide Seatbelt Use Survey (June – every year)

b. Other Surveys as Needed/Required

9. Obtain a signed Conditions and Assurances/Sub-Grantee Contract from all grant fund

recipients.

10. Provide the GHSP with the following reports by the 20<sup>th</sup> of each month:



- Monthly Activity Report
- Data Report
- CPS Installations
- Media Report
- Equipment Listing
- Request for Reimbursement
- Calendar of **Upcoming** Events
- Evidence-Based Enforcement Forms (submit as completed)

*All reports are to cover the previous month (i.e. the report for June is due July 20) except for the calendar, which should be for the upcoming month (i.e., July calendar of events is due June 20).*

**11.** Complete a Sub-Grantee Risk Assessment Report on all Sub-Grantees by August 20.

**12.** Prepare and submit to the GHSP by the C.O.B. on November 1, a detailed Year End report.

### **ALCOHOL AND OTHER DRUGS**

1. Conduct two (2) law enforcement events per week in the Region
2. Conduct two (2) Media activities per month in the Region. Each Coordinator shall attach a dollar value to earned media and track that value. The number of people that received the message is to be tracked also.
3. Conduct two (2) age group activities per year in the Region
4. Each Coordinator shall work with the GHSP LEL Office to facilitate training opportunities for Impaired Driving.
5. Each Coordinator shall ensure Underage enforcement efforts are conducted at least once per quarter.
6. Participate in the state and national mandated blitz periods – Thanksgiving, Christmas/New Year's, WV Day, Fourth of July weekend, and Labor Day. During these periods, all local law enforcement agencies supported by Highway Safety

funds shall conduct a minimum of four enforcement events during the blitz/mobilization.

7. Develop and support at a minimum one (1) college PI&E activity.
8. Conduct or facilitate Retail Alcohol Training Activities (i.e. TIPS, WeCard)
9. Assist local law enforcement agencies in obtaining funding from the Commission on Drunk Driving Prevention (CDDP).
10. Complete/submit all DMV Form 314 (DUI Information Sheet). Follow up at the request of GHSP to insure 100% submission. This form is available at [www.dmv.wv.gov](http://www.dmv.wv.gov) under Driver Services/Driver's Licenses/Forms.
11. PBT Project – The Governor's Highway Safety Program and the Commission on Drunk Driving Prevention are providing PBTs to local Law Enforcement Agencies. This is an attempt to standardize PBTs in West Virginia.
  - a. Each Coordinator shall receive either the training or train someone in their area to calibrate the local LE PBT's in their area.
  - b. Each Coordinator shall not support any other type of PBT other than the approved standardized PBT.
  - c. Each Coordinator shall assist the GHSP in distributing, tracking, and inventory of the PBTs.

### **OCCUPANT PROTECTION**

1. Participate in the May CIOT Blitz through enforcement and media/public awareness. Provide support and funding to participating law enforcement agencies.
2. Participate in each of the three additional Occupant Protection enforcement waves as outlined in the Strategic Occupant Protection Plan by providing support and funding to participating law enforcement agencies.
3. Conduct "spot check" non-scientific pre- and post- seat belt surveys for each wave to assess results of enforcement.
4. Obtain written seat belt use policies by all law enforcement agencies receiving federal Highway Safety funds, and maintain on file in the Coordinator's office. These policies must be written and outline sanctions for non-compliance.

5. Conduct at least two (2) Earned Media activities per month related to Occupant Protection/seat belt use/seat belt enforcement activities.
6. Conduct at least two (2) PI&E activities per month related to seat belts/child safety seats.
7. Conduct a minimum of four (4) Occupation Protection Informational Checkpoints (i.e. one per quarter).
8. The Coordinator must complete the thirty-two (32) hour CPS Technician course and remain current with certification.
9. Establish and maintain a minimum of three CPS Fitting Station in the Region.
10. Conduct a minimum of four (4) CPS Clinics/Events.
11. Conduct two "age group" specific activities per year (i.e., visit Drivers Education/High Schools/Middle Schools, Grade Schools; High School Seat Belt Challenge).
12. Conduct two (2) child safety seat classes or demonstrations (i.e. 1 to 8 hours) to a captive audience (i.e. hospital, daycare, church, civic, etc.).
13. Conduct PI&E, Enforcement, and media events during Child Passenger Safety Week in September, including direct participation, if possible, in Seat Check Saturday.
14. Maintain a list of current CPS Technicians in your Region, and increase the number of Certified Technicians in your Region.
15. Conduct Nighttime Seat Belt Enforcement at least twice during the year, in addition to at least once during the May CIOT blitz. Nighttime is considered 6:00 p.m. or after.
16. Encourage enforcement of seat belt laws during all enforcement efforts (DUI, speed, etc.).

### **MEDIA**

1. Facilitate earned media for local, regional and national highway safety activities.



2. Cooperate with the DMV/GHSP Public Information staff in statewide media campaigns.
3. Maintain a media file with all the activity generated by the Regional Program and report the activities to the GHSP Public Information Officer AND GHSP Program Manager on a monthly basis. Share photographs and other media item of events with the GHSP for inclusion on social media pages/Highway Safety publications.
4. Conduct media buys in accordance with the GHSP Media Planning Guide.

### **TRAFFIC RECORDS**

1. Support efforts to convert law enforcement agencies to electronic reporting.
2. Each Coordinator is to ensure their Region's section of the CDDP/Highway Safety Data Base is maintained in a timely and accurate manner. All information is to be entered within one week after an activity has occurred and double checked for accuracy.
3. Upon request by the GHSP Director, Coordinators are to facilitate the submission of fatality reports that have not been submitted.

### **OTHER TRAFFIC SAFETY INITIATIVES**

1. Conduct or facilitate a minimum of one ATV Safety Activity yearly.
2. Conduct or facilitate a minimum of one Motorcycle Safety Activity, coordinating with the GHSP Motorcycle Safety Program Manager, i.e., Motorcycle Simulator presentations in Driver's Education classes.
3. Participate in the annual Target Red (Red Light Running) Campaign (generally in August) through enforcement and media activities.
4. Conduct an enforcement campaign during School Bus Safety Week in October.
5. Conduct at least one Distracted Driving (Cell Phone/Texting) enforcement event per quarter.
6. Conduct or facilitate at least one activity/media event on Distracted Driving (Cell Phone/Texting) per quarter.

7. Conduct at least one (1) PI&E/Law Enforcement effort for Back to School in August/September.
8. Conduct a minimum of two (2) Speed/Aggressive Driving Enforcement efforts per year.
9. Based on the identification of a Pedestrian/Bicycle Safety problem in the Region, conduct at least one PI&E event during the year.

**REV. 6/17**

GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
SAFE COMMUNITIES 402 Grantee: Wood County Commission Budget Categories: F18-HS-03-402	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
<b>Salaries and Benefits</b>			\$ 36,000.00	SA18-18-03
Project Coordinator Salary	\$ 36,000.00			
<b>Travel &amp; Conferences</b>			\$ 8,000.00	SA18-18-03
Coordinator Travel	\$ 4,000.00			
Other Travel	\$ 4,000.00			
<b>Other Admin Expenditures</b>			\$ 3,350.00	SA18-18-03
Office Administration	\$ 2,000.00			
Storage Units	\$ 1,350.00			
<b>MADD/SADD/Task Force Support</b>			\$ 2,500.00	SA18-18-03
Task Force Support	\$ 2,500.00			
<b>Police and Other Training</b>			\$ 2,000.00	PT18-07-03
LE Training (non-alcohol related)	\$ 2,000.00			
<b>Incentives/Banquest/Awards</b>			\$ 1,000.00	SA18-18-03
Regional Awards Banquet	\$ 1,000.00			
<b>Enforcement</b>			\$ 24,000.00	
Target Red Enforcement *Aug 1-15, 2018	\$ 10,000.00			PT18-07-03
Speed Enforcement	\$ 12,000.00			SE18-21-03
School Bus Safety Enforcement	\$ 1,000.00			SB18-19-03
*October 16-20, 2017				
Back To School Safety Enforcement	\$ 1,000.00			SB18-19-03
<b>Public Information &amp; Education</b>			\$ 5,000.00	OP18-05-03
ATV/Bicycle Safety/OP/Pedestrian PI&E	\$ 5,000.00			
<b>Paid Media</b>			\$ 8,500.00	PM18-26-03
Distracted Driving	\$ 1,500.00			
Misc. -Bike Safety/ATV/Back to School	\$ 750.00			
Bus Ads-PM	\$ 5,500.00			
Target Red-PM	\$ 750.00			
<b>High School/College Safety Efforts</b>			\$ 5,000.00	OP18-05-03
HS/College Challenge	\$ 5,000.00			
<b>TOTAL PROJECT COSTS:</b>	\$ 95,350.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 95,350.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 95,350.00	



GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
OCCUPANT PROTECTION 405b Grantee: Wood County Commission Budget Categories: F18-HS-03-405b	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
<b>Fitting Station/CPS/Recerts/Clinics/PI&amp;E</b>			\$ 6,000.00	CPS18-04-03
CPS Technician Training/Recert/Stipends	\$ 3,500.00			
Fitting Station Supplies	\$ 500.00			
Child Seat OT	\$ 2,000.00			
<b>Enforcement</b>			\$ 30,000.00	HV18-01-03
CIOT May Blitz (May 11-28, 2018)	\$ 15,000.00			
CIOT Mini Waves				
* November 3-19, 2017	\$ 5,000.00			
* March 2-18, 2018	\$ 5,000.00			
* August 3-19, 2018	\$ 5,000.00			
<b>Public Info &amp; Education</b>			\$ 3,500.00	PE18-03-03
CPS PI&E	\$ 500.00			
OP PI&E	\$ 3,000.00			
<b>Child Safety Seats</b>			\$ 1,750.00	CR18-23-03
Seat Purchases	\$ 1,750.00			
<b>Paid Media</b>			\$ 3,000.00	PE18-03-03
Occupant Protection/CPS	\$ 3,000.00			
 *CPS Week: Sept 23-29, 2018 **Nat'l Seat Check Saturday: Sept 29, 2018				
<b>TOTAL PROJECT COSTS:</b>	\$ 44,250.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 44,250.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 44,250.00	

GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
IMPAIRED DRIVING 405d Grantee: Wood County Commission Budget Categories: F18-HS-01-03-405d	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
<b>Enforcement</b>			\$ 53,200.00	HV18-01-03
DUI Enforcement	\$ 40,000.00			
Sobriety Checkpoints	\$ 10,000.00			
Underage Compliance Checks	\$ 1,000.00			
Underage Stipends	\$ 200.00			
PBT Recalibrations	\$ 1,000.00			
DRE Enforcement	\$ 1,000.00			
<b>Travel/Conferences</b>			\$ 10,000.00	TR18-07-03
Statewide DUI Conference	\$ 10,000.00			
*May 23-25, 2018				
<b>Police and Other Training</b>			\$ 500.00	TR18-07-03
TIPS	\$ 500.00			
<b>Public Info and Education</b>			\$ 3,000.00	X18-11-03
Alcohol-Related PI&E	\$ 3,000.00			
<b>Training</b>			\$ 4,000.00	TR18-07-03
Impaired Driver Training	\$ 2,000.00			
DRE Training/Travel	\$ 2,000.00			
<b>Paid Media</b>			\$ 1,750.00	PM17-06-03
Alcohol-Impaired Driving	\$ 1,750.00			
*Impaired Driving State Blitz---				
Thanksgiving Nov 22-27, 2017				
WV Day June 19-21, 2018				
Fourth of July 3-5, 2018				
**Nat'l Impaired Driving Crackdown--Dec 13-31, 2017				
Labor Day: Aug 17-Sept 3, 2018				
<b>TOTAL PROJECT COSTS:</b>	\$ 72,450.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 72,450.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 72,450.00	

GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
SEATBELT PERFORMANCE INCENTIVE 406 Grantee: Wood County Commission Budget Categories: F18-HS-03-406	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
Child Safety Seat Purchases Child Safety Seat Purchases	\$ 2,750.00		\$ 2,750.00	CR18-23-03
TOTAL PROJECT COSTS:	\$ 2,750.00			
TOTAL LOCAL FUNDS:		\$ -	\$ -	
TOTAL FEDERAL FUNDS:			\$ 2,750.00	
TOTAL APPROVED PROJECT:			\$ 2,750.00	



**GOVERNOR'S HIGHWAY SAFETY PROGRAM**  
**West Virginia Division of Motor Vehicles**  
**STATE OF WEST VIRGINIA**

**FISCAL SUMMARY**

**Page 4**

<b>TRAFFIC SAFETY DATA SYSTEMS 408</b> <b>Grantee: Wood County Commission</b> <b>Budget Categories: F18-HS-03-408</b>	<b>Estimated Project Costs</b>	<b>Local Funds [Match]</b>	<b>Federal Funds Approved</b>	<b>Highway Safety Account #:</b>
<b>Equipment</b> Electronic Submission Equipment	\$ 40,000.00		\$ 40,000.00	K18-01-03
<b>TOTAL PROJECT COSTS:</b>	\$ 40,000.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 40,000.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 40,000.00	

**GOVERNOR'S HIGHWAY SAFETY PROGRAM**  
**West Virginia Division of Motor Vehicles**  
**STATE OF WEST VIRGINIA**

**FISCAL SUMMARY**

Page 4

<b>DIV OF HIGHWAYS-DISTRACTED DRIVING</b> <b>Grantee:</b> <b>Budget Categories: F18-HS-03-DOHDD</b>	<b>Estimated Project Costs</b>	<b>Local Funds [Match]</b>	<b>Federal Funds Approved</b>	<b>Highway Safety Account #:</b>
<b>Enforcement</b> Distracted Driving Enforcement *Distracted Driving Awareness Month: April 2018	\$ 20,000.00		\$ 20,000.00	DD18-01-03
<b>TOTAL PROJECT COSTS:</b>	\$ 20,000.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 20,000.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 20,000.00	

## FISCAL SUMMARY

Page 4

DIV OF HIGHWAYS-WORK ZONE SAFETY	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
Budget Categories: F18-HS-03-DOHWZ				
Enforcement			\$ 5,000.00	WZ18-01-03
Work Zone Enforcement	\$ 5,000.00			
TOTAL PROJECT COSTS:	\$ 5,000.00			
TOTAL LOCAL FUNDS:		\$ -	\$ -	
TOTAL FEDERAL FUNDS:			\$ 5,000.00	
TOTAL APPROVED PROJECT:			\$ 5,000.00	



### CONDITIONS & ASSURANCES

The applicant hereby certifies and assures that it shall comply with the following regulations, policies, guidelines, and requirements of the Governor's Highway Safety Program as further clarified in the Highway Safety Administrative Manual.

1. The applicant hereby certifies it has legal authority to apply for the grant: that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of this proposal/application, including all understandings and assurances contained therein, and directly authorizes the person identified as the authorized representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **RELATIONSHIP.** The relationship of the Sub-Grantee to the Governor's Highway Safety Program shall be that of an independent contractor, not that of a joint enterprise. The Sub-Grantee shall have no authority to bind the Governor's Highway Safety Program for any obligation or expense without the express prior written approval of the Governor's Highway Safety Program.
3. **LAW OF WEST VIRGINIA.** The proposal/application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the Governor's Highway Safety Program.
4. **ACCESS TO RECORDS.** The Governor's Highway Safety Program through any authorized representative will have access to and the right to examine all records, books or documents related to the proposal/application/contract/grant, and to relevant books and records of contractors.
5. **USE OF FUNDS.** Funds awarded by the Governor's Highway Safety Program may be extended only for the purpose and activities specifically covered by the Sub-Grantee's approved project description and budget.
6. **ALLOWABLE/UNALLOWABLE COSTS.** The allowability/unallowability of costs incurred under this grant shall be determined in accordance with general principles and standards for selected cost items set forth in the Highway Safety Administrative Manual.
7. **REPORTS & SUSPENSIONS.** The Sub-Grantee shall submit, at such times and in such form as may be prescribed, such reports as the Governor's Highway Safety Program may reasonably require, including but not limited to fiscal and program progress reports. Failure to submit any required report (i.e. Progress, Fiscal, Activity, etc.) by close of business (C.O.B.) on the designated due date may result in suspension of the project. To reinstate the project, a letter of explanation signed by the Authorized Official, the Project Director, and the Fiscal Director must be submitted promptly to the Governor's Highway Safety Program. More than one suspension in any twelve (12) month project period will automatically terminate the project for the remainder of the project's funding period.
8. **SANCTIONS FOR NONCOMPLIANCE.** In the event of the Sub-Grantee's noncompliance with the terms, conditions, covenants, rules or regulations of this grant, the Governor's Highway Safety Program shall impose such contract sanctions as it may deem appropriate, including but not limited to: a) Withholding of payments to the Sub-Grantee until the Sub-Grantee complies, or b) Cancellation, termination or suspension of the contract in whole or in part, or c) Refrain from extending any further assistance to the Sub-Grantee until satisfactory assurance of future compliance has been received from the Sub-Grantee.
9. **WRITTEN APPROVAL OF CHANGES.** The Sub-Grantee must obtain prior written approval from the Governor's Highway Safety Program for all changes relating to the scope of the project and for all financial adjustments between major budget categories.
10. **MATCHING CONTRIBUTION.** The Sub-Grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in the proposal as "Local Funds" and as approved by the Governor's Highway Safety Program.
11. **PROJECT INCOME.** All income earned by the Sub-Grantee as a result of the conduct of this project, must be accounted for and included in the total budget.
12. **DISCRIMINATION PROHIBITED.** No person shall, on the grounds of race, color, sex, national origin, religion, disability, or age be excluded from participation in, be refused the benefits of, or to be otherwise subjected to discrimination under grants awarded by the Governor's Highway Safety Program.
13. **FEDERAL GRANT REQUIREMENTS AND CONTRACTS.** The agency shall comply with the following statutes and implementing regulations as applicable: The Agency shall comply with the following statutes and implementing regulations as applicable: a) 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other relevant Federal regulations covering the Highway Safety Program; b) 5 U.S.C. §1501-1508 and 5 CFR Part 151 "Political Activity of State and Local Offices, or Employees" (HATCH ACT); c) 23 U.S.C. §313 Buy America; and d) NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 ([www.nhtsa.gov](http://www.nhtsa.gov)) and additions or amendments thereto. e) 23 USC Chapter 4 – Highway Safety Act of 1966, as amended; 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs; 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.



14. **FEDERAL LOBBYING.** The Agency agrees that no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
15. **STATE LOBBYING.** None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect ("grassroots") lobbying activities.
16. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS.** a) The prospective lower tier participant (the Agency) certifies, by submission of this contract proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Federal Agency. b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.
17. **PROHIBITION OF USING GRANT FUNDS TO CHECK FOR HELMET USAGE.** The State and each sub-recipient will not use 23 U.S.C. Chapter 4 Grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.
18. **AUDIT.** It is the responsibility of the Sub-grantee to provide for the performance of an independent audit as detailed in the Highway Safety Administrative Manual. The Sub-Grantee further agrees to submit a copy of each audit to the Governor's Highway Safety Program, including a systematic statement for the timely and appropriate resolution of findings or recommendations.
19. **CONSULTANT/CONTRACTS.** No agreement or contract may be entered into by the Sub-Grantee for the execution of project activities or provisions of service which is not incorporated in the approved grant, and/or without the prior written permission of the Governor's Highway Safety Program. Grant approval does not constitute consultant/contract approval.
20. **PROPERTY ACCOUNTABILITY.** The Sub-Grantee shall establish and administer a system to control, protect, preserve, use, maintain, and dispose of any property or equipment furnished by the Governor's Highway Safety Program. The obligation continues as long as the property is retained by the Sub-Grantee notwithstanding the expiration of this agreement. Prior to the sale, trade-in, or disposal of property, disposition instructions will be obtained from the Governor's Highway Safety Program. The Sub-Grantee assures that all property shall be made available to the Governor's Highway Safety Program for inspection/inventory at the request of the Governor's Highway Safety Program.
21. **ACCOUNTING REQUIREMENTS.** Sub-Grantee agrees to record all project funds and costs following generally accepted accounting principles. A separate account number or cost recording must separate all project costs from the Sub-Grantee's other or general expenditures. Adequate documentation for all project costs and incomes must be maintained. Adequate documentation of financial and supporting materials, as defined in the Highway Safety Administrative Manual, must be retained and be available for audit purposes.
22. **OBLIGATION OF PROJECT FUNDS.** Funds may not, without prior written approval from the Governor's Highway Safety Program, be obligated prior to the effective date or subsequent to the termination date of the project period. Obligations outstanding as of the termination date shall be liquidated within thirty days.
23. **ASSUMPTION OF FUNDING.** The Sub-Grantee will assume the funding of improvements after a reasonable period of assistance.
24. **REPORTING OF IRREGULARITIES.** Sub-Grantees are responsible for reporting promptly to the Governor's Highway Safety Program the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action determined by the Governor's Highway Safety Program.
25. **PUBLIC AVAILABILITY OF INFORMATION.** The Sub-Grantee agrees to comply with the terms and conditions of pertinent Federal and State Freedom of Information Acts, and to require its contractors to comply with these requirements.
26. **CONFLICT OF INTEREST.** No public official or employee of the State of West Virginia, who performs any duties under the project, may participate in any administrative decision with respect to this project, if such a decision can be expected to result in any benefit or remuneration to him or his or his immediate family.



**GOVERNOR'S HIGHWAY SAFETY PROGRAM**  
**STATE OF WEST VIRGINIA**  
**DIVISION OF MOTOR VEHICLES**

**Application - Page 7**

27. **CANCELLATION PROVISION.** If this project is not started within thirty days of the grant award, the Sub-Grantee will report to the Governor's Highway Safety Program by letter the steps taken to initiate the project. If after sixty days from the date of the grant award the project is still not operational, a further statement explaining the delay will be submitted by the Sub-Grantee to the Governor's Highway Safety Program. Upon receipt of the sixty-day letter, and unless warranted by extenuating circumstances, the Governor's Highway Safety Program will cancel the project and redistribute the funds to other projects.
28. **CRIMINAL PENALTIES.** Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property which are the subject of this grant, or whoever knowingly and willingly falsifies, conceals or covers up by trick, scheme, or device any material fact in any application/contract for assistance submitted to the Governor's Highway Safety Program shall be subject to prosecution.
29. **MEETINGS.** Sub-Grantee assures that the Project Director, Fiscal Officer (or designee), and/or the Authorized Official (or designee) will attend any meeting, conference, workshop, or other similar function as deemed necessary by the Governor's Highway Safety Program for administration of this project. Additionally, the Sub-Grantee assures that the Project Director will cooperate and fully participate with staff of the Governor's Highway Safety Program and Law Enforcement Liaisons during statewide initiatives and campaigns.
30. **TRAVEL.** All out of state travel to be reimbursed under any Highway Safety grant must receive written approval in advance from the Governor's Highway Safety Program. All estimated travel expenses (per diem, registration, transportation, etc.) must be included with the request for out of state travel. All Requests for Reimbursements for travel expenses must be submitted to the Governor's Highway Safety Program within 2 months of the travel dates.
31. **PARTICIPATION.** Law enforcement agencies/officers must be an active participant in Highway Safety/NHTSA funded initiatives in order to receive any Highway Safety Program/NHTSA funded benefit, such as highway safety related equipment, training, conference attendance, reimbursement for enforcement (not to exceed the officer's time and one half rate of pay), etc.
32. **STATEWIDE MEDIA.** Statewide media costs incurred by the GHSP are accepted and recognized by the Grantee as a supplemental benefit to complement their local and regional law enforcement efforts.
33. **SEAT BELT POLICY.** Any law enforcement agency receiving Highway Safety funds must have a written seat belt use policy in place for their agency. A copy of this policy, which must outline sanctions for non-compliance with the policy, must be on file with their respective Regional Coordinator.
34. **REGIONAL COORDINATOR.** In the event that the position of Regional Coordinator becomes available, the Governor's Highway Safety Program must be involved in the selection process of filling the position, and must give final approval of hiring the individual selected.
35. **REQUIRED ACTIVITIES.** Failure to complete the "Coordinator's Required Activities" may result in temporary or permanent suspension of the program. It is imperative to the success of the Highway Safety Program that these activities be implemented. If a particular activity cannot be completed, a written detailed explanation must be submitted to the Program Manager as to why it cannot be completed.
36. **FINAL REQUEST FOR REIMBURSEMENT.** Sub-grantees must submit a Final Request for Reimbursement to the Governor's Highway Safety Program no later than November 15 for the preceding fiscal year, and must include all expenditures made prior to October 1. Any Request for Reimbursement submitted after November 15 for funds expended prior to October 1 of the preceding fiscal year will be denied.
37. **EQUIPMENT.** Computers/laptops/tablets may not be purchased by any sub-grantee without prior written approval by the Director, Federal Programs Administrator, or State Programs Administrator of the GHSP. Any equipment with a total cost of \$5,000 or more per item must receive written prior approval from the NHTSA Region 3 office (and submitted by the GHSP). Additionally, any individual item costing \$5,000 or more must meet the BUY AMERICA guidelines set forth by NHTSA.

**In accordance with the Conditions and Assurance Pages 5 - 7, and without limiting same, we certify this application is an accurate and complete description of the project to be considered for receiving Highway Safety funds. We further agree this application shall be binding upon the applicant, assignees, transferees, lessees, and successors in interest. These assurances shall also be binding through every modification or amendment to the project.**

\_\_\_\_\_  
Signature of Authorized Official  
(Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Project Director  
(Required)

\_\_\_\_\_  
Date





1350 Market Street  
Parkersburg, WV 26101  
304/428-7760  
304/485-2925 – fax  
304/481-6409- cell  
[tianoknopp@suddenlink.net](mailto:tianoknopp@suddenlink.net)

### **AGREEMENT**

THIS AGREEMENT, is made and entered into this 13<sup>th</sup> day of July 2017, by and between the Wood County Commission of Wood County, West Virginia, (hereinafter "Commission") and Tiano-Knopp Associates, Inc., located at 1350 Market Street, Parkersburg, West Virginia 26101 (hereinafter "TKA").

### **RECITALS**

1. Whereas the Commission is the recipient of grant funds from the State of West Virginia's Department of Transportation - Division of Motor Vehicles – WV Highway Safety Program - for the purpose of operating a Highway Safety/Safe Community Program in the Mid-Ohio Valley Region of West Virginia.
2. Whereas TKA is in the business of providing administrative and management consultation services regarding overseeing the grant and its activities.
3. Whereas the parties desire that TKA provide these services for the Commission to benefit the efforts regarding the aforementioned program.

NOW THEREFORE, in consideration of the promises made each to the other and other good and valuable consideration, the Commission and TKA hereby agree as follows:

### SERVICES

TKA shall provide administrative, management, and project oversight services to the Commission regarding their grantee status as to this program.

Some of the items will include:

- Assembly of information from funded components of the Highway Safety Grant.
- Coordination of the distribution of grant funds to the program components.
- Coordination of the receipt of funds by program components.
- Coordination and oversight of all program components and activities of the grant.
- Coordination of quality assurances and report of funded components.
- Coordination of all reports to be made to the appropriate agent of the grant.
- Coordination of all planning and actual activities as outlined in the grant.
- Coordination of planning for continuance of grantee status for the Commission for the subsequent grant years.
- Coordination of the development for new programs for future consideration by the approved agent of the grantee.
- Any other activity, project, etc. which is required by the grant guidelines and/or may be necessary for the successful operation of the highway safety/safe community program.

### MATERIALS

All materials that are necessitated in the carrying out of the service provisions of this Agreement shall be structured to be funded as indicated in the provisions of the grant.

### **TRAVEL/TRAINING**

Grant funds shall be provided for travel and training of TKA and other appropriate individuals. West Virginia State Travel Regulations shall be followed as well as other guidelines and requirements of the Governor's Highway Safety Program.

### **COMPENSATION**

The Commission shall compensate TKA the sum of \$36,000 from the Highway Safety Grant funds for 1,920 hours of service throughout the year.

TKA shall submit monthly time sheets, invoices, and appropriate grant reports for payment purposes. Upon review of these documents, they will be forwarded to the Commission for their approval and payment. These invoices shall be paid in accordance with the Grant Program guidelines.

Additional funds been earmarked for overtime funds for TKA to perform child safety seat clinics during evening/weekend hours. The hourly rate for these clinics shall be \$28.13. A separate invoice shall be submitted each month for any of these hours worked during the previous month.

### **TERM OF AGREEMENT**

This Agreement shall begin October 1, 2017 and will terminate on September 30, 2018. If, however, any of the following circumstances arise, this Agreement may be terminated at an earlier date.

1. This Agreement may be terminated for just cause by either party upon thirty (30) days written notice given by one party to the other.
2. If for any reason the Commission shall lose the funding provided for this Program from the WVDOT, this contract shall terminate immediately.



3. If TKA does not comply fully with the mandated services of this Agreement, the Commission shall terminate this Agreement immediately upon the written notice being provided to TKA by the Commission of such reason.

4. This Agreement may also be terminated upon circumstances beyond the control of TKA such as her death or disability precluding continuation of services to be provided.

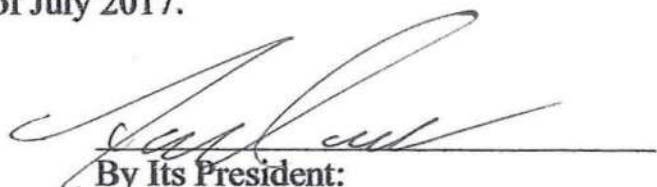
5. In any of the above circumstances, damages shall be limited to payment for services rendered as of the date of termination.

If for any reason the conditions or provisions of this Agreement are not carried out by TKA, the Commission shall pursue all administrative, contractual, and legal remedies available by law, including such sanctions and penalties which may be available through these remedies.

#### **MODIFICATIONS TO AGREEMENT**

The terms contained in this Agreement may be modified or amended at any time by mutual consent of the Commission and TKA. Any change or amendment shall be reduced in writing and signed by all parties and made part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on this the 13<sup>th</sup> day of July 2017.



By Its President:

David Blair Couch

County Commission of Wood County  
West Virginia



Tiano-Knopp Associates, Inc.

**COMPENSATION October 1, 2017 - September 30, 2018: \$36,000.00**

October 2017	\$3,150.00
November 2017	\$3,000.00
December 2017	\$2,850.00
January 2018	\$3,000.00
February 2018	\$3,000.00
March 2018	\$3,300.00
April 2018	\$3,000.00
May 2018	\$3,450.00
June 2018	\$3,000.00
July 2018	\$2,250.00
August 2018	\$3,150.00
September 2018	\$2,850.00

JULY 13, 2017

COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

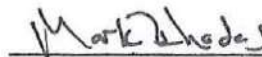
A RESOLUTION TO AUTHORIZE THE FILING OF A GRANT  
APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY  
COMMISSION TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM

Be it resolved by the Wood County Commission, Parkersburg, West Virginia that the President of the Commission, be and is hereby authorized to, submit a grant application to the West Virginia Governor's Highway Safety Program to continue the operation of the Mid-Ohio Valley Regional Highway Safety Program.

Dated this 13<sup>th</sup> day of July 2017.

  
David Blair Couch, President  
Wood County Commission

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on July 13, 2017.

  
Mark Rhodes, County Clerk  
Wood County Commission

Mark Rhodes  
WOOD County 09:34:51 AM  
Instrument No 8757593  
Date Recorded 07/13/2017  
Document Type CDD  
Pages Recorded 27  
Book-Page 73-362



JULY 13, 2017

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 F17-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$4,918.80

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-402. The Request for Reimbursement is in the amount of four thousand nine hundred eighteen dollars and eighty cents (\$4,918.80) for the month of June, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Wood County Sheriff's Department, the Calhoun 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:

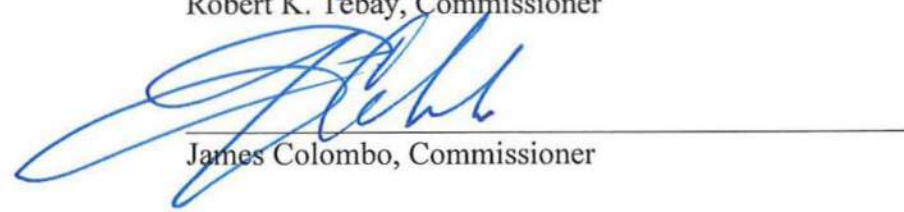
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

M/3697

**#2 Hale Street, Suite 100  
Charleston, West Virginia 25301**

**Fax: (304) 558-6083**

REQUEST FOR REIMBURSEMENT		
(For GHSP Use Only)	<b>Sub-Grantee:</b>	<b>Wood County Commission</b>
	<b>Address:</b>	One Court Square Parkersburg, WV 26101
	<b>P. O. Number</b>	<b>MV1703402</b>
	<b>Grant Number:</b>	<b>F17-HS-03-402</b>
	<b>FEIN Number:</b>	556 000 417
	<b>Funds are hearby requested to cover expenditures</b>	
	<b>FROM:</b>	June 1, 2017 <b>TO:</b> June 30, 2017
Date Posted	Initials	

Account Number	Amount
	\$1,670.89
<b>TOTAL</b>	<b>\$ 4,918.80</b>

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 for inspection at the request of the Governor's Highway Safety Program.

(Typed Name And Title) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
(Authorized Official or Grant Financial Officer Only)

	(Approved)	(Date)

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

Mark Rhodes  
X WOOD County 09:21:15 AM  
Instrument No 8757579  
Date Recorded 07/13/2017  
Document type CDO  
Pages Recorded 2  
Book-Page 73-349

JULY 13, 2017

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 F17-HS-03-405d. SAID REQUEST IS IN THE AMOUNT OF \$1,802.00

**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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-405d. The Request for Reimbursement is in the amount of one thousand eight hundred two dollars and zero cents (\$1,802.00) for the month of June, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Harrisville Police Department, the Jackson County Sheriff's Department, the Parkersburg Police Department, the Wood County Sheriff's Department and the Monthly Progress Report have been submitted.

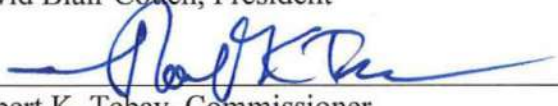
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

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

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

M/3698



# 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>	<b>Wood County Commission</b>
	<b>Address:</b>	<b>One Court Square, Suite 203 Parkersburg, WV 26101</b>
	<b>P. O. Number</b>	<b>MV1703405d</b>
	<b>Grant Number:</b>	<b>F17-HS-03-405d</b>
	<b>FEIN Number:</b>	<b>556 000 417</b>
	<b>Funds are hereby requested to cover expenditures</b>	
	<b>For the period of: 6/1/17 - 6/30/17</b>	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$1,802.00
TOTAL	\$1,802.00

### 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: David Blair Couch, President 7/13/2017  
(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 09:26:24 AM  
Instrument No 8767584  
Date Recorded 07/13/2017  
Document Type CDO  
Pages Recorded 2  
Book-Page 73-365

JULY 13, 2017

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 F17-HS-03-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$743.70


**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-402. The Request for Reimbursement is in the amount of seven hundred forty-three dollars and seventy cents (\$743.70) for the month of June, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Wood County Sheriff's Department, 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

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James Colombo, Commissioner

M/3699



# 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

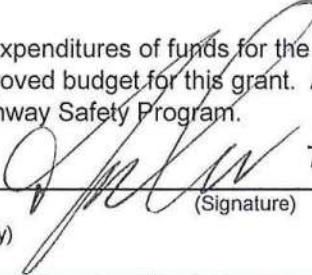
(For GHSP Use Only)	<b>Sub-Grantee:</b>	<b>Wood County Commission</b>
	<b>Address:</b>	<b>One Court Square, Suite 203 Parkersburg, WV 26101</b>
	<b>P. O. Number</b>	<b>MV1703DOHDD</b>
	<b>Grant Number:</b>	<b>F17-HS-03-DOHDD</b>
	<b>FEIN Number:</b>	<b>556 000 417</b>
	<b>Funds are hereby requested to cover expenditures For the period of: 6/1/17 - 6/30/17</b>	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$743.70
<b>TOTAL</b>	<b>\$743.70</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: David Blair Couch, President  7/13/2017  
(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 09:24:31 AM  
Instrument No 8737583  
Date Recorded 07/13/2017  
Document Type 000  
Pages Recorded 2  
Book-Page 73-263



JULY 13, 2017

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 F17-HS-03-405b. SAID REQUEST IS IN THE AMOUNT OF \$2,106.45.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-405b. The Request for Reimbursement is in the amount of two thousand one hundred six dollars and forty-five cents (\$2,106.45) for the month of July, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Jackson County Sheriff's Department, Harrisville Police Department, the Parkersburg 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:

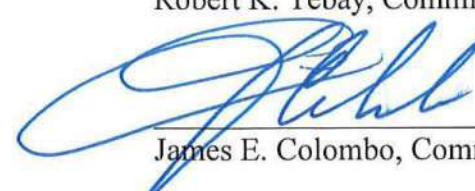
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, 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

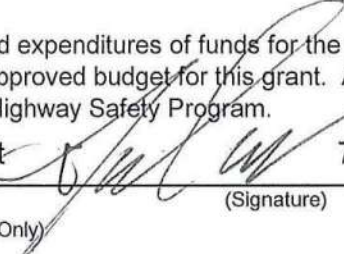
(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1703405b
	Grant Number:	F17HS-03-405b
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 7/1/17 - 7/31/17	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$2,106.45
TOTAL	\$2,106.45

### 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: David Blair Couch, President  7/13/2017  
(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 09:22:45 AM  
Instrument No 8757581  
Date Recorded 07/13/2017  
Document Type 000  
Fees Recorded 2  
Book-Page 73-351

JULY 13, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


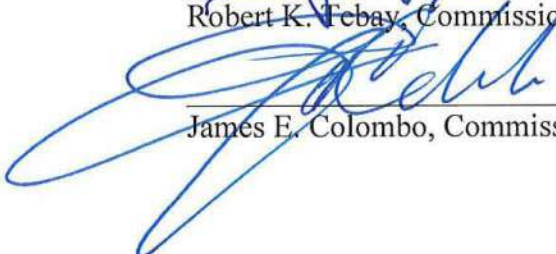
IN RE: THE COUNTY COMMISSION REJECTED THE BIDS FOR A ROOF  
REPLACEMENT AT 328 2<sup>ND</sup> STREET

**ORDER**

On this date, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby REJECT all bids for roof replacement on the county building located at 328 Second Street Parkersburg, West Virginia. Such sealed bids were received for review on June 22, 2017.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James E. Colombo, Commissioner

M/3706

1  
Mark Rhodes  
WOOD COUNTY 07:33:27 AM  
Instrument No 8757592  
Date Recorded 07/13/2017  
Document Type C00  
Pages Recorded 1  
Book-Page 73-361



JULY 13, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED LLOYD SMITH TO  
THE WOOD COUNTY FIRE BOARD.

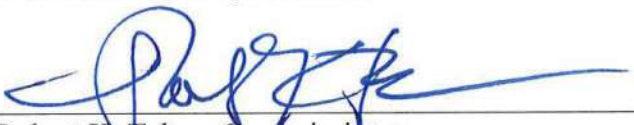
**ORDER**

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, appointed Lloyd Smith to the Wood County Fire Board, as authorized in West Virginia State Code 7-17-6. Mr. Smith's term will expire June 5, 2020.

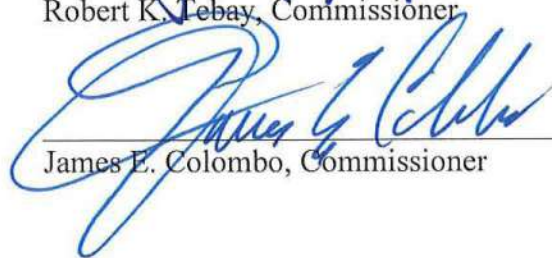
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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



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



\_\_\_\_\_  
James E. Colombo, Commissioner

A/1785

Mark Rhodes  
WOOD COUNTY 07:30:41 AM  
Instrument No 8757588  
Date Recorded 07/13/2017  
Document Type CDD  
Pages Recorded 1  
Book-Page 73-359

JULY 13, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED HOWARD  
BALDWIN TO THE MINERAL WELLS PUBLIC SERVICE  
DISTRICT.

**ORDER**

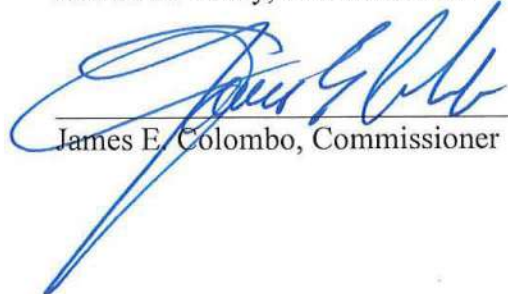
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, reappointed Howard Baldwin to the Mineral Wells Public Service District. Said appointment is due to the fact that Mr. Baldwin's term will expire July 16, 2017. Mr. Baldwin's new term will expire July 16, 2023.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

  
\_\_\_\_\_  
James E. Colombo, Commissioner

A/1786

Mark Rhodes  
WOOD COUNTY 07:28:06 AM  
Instrument No 8757586  
Date Recorded 07/13/2017  
Document Type 000  
Pages Recorded 1  
Book-Page 73-357

JULY 13, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION APPOINTED TIM NORTHRUP,  
KATHY ROEDERSHEIMER AND STEVE SHAFFER TO THE  
WOOD COUNTY BUILDING COMMISSION.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed Tim Northrup, Republican; Kathy Roedersheimer, Democrat and Steve Shaffer, Republican, to the Wood County Building Commission. Mr. Northrup's term will expire December 20, 2017. Ms. Roedersheimer's term will expire December 20, 2021 and Mr. Shaffer's term will expire December 20, 2018.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James E. Colombo, Commissioner

A/1787

Mark Rhodes  
Wood County 07:32:42 AM  
Instrument No 8757590  
Date Recorded 07/13/2017  
Document Type CDD  
Pages Recorded 1  
Book-Page 73-360



JULY 13, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
A REVISION TO THE COUNTY PURCHASING POLICY

**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 James E. Colombo, did hereby AUTHORIZE a Revision to the Wood County Purchasing Policy. Said Revision requires a signed purchase order for all non-emergency purchases prior to purchase.

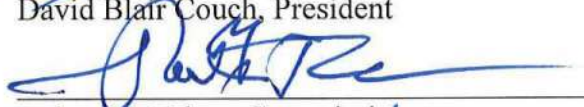
A copy of said Policy is attached to this Order and should be made a part thereof.

APPROVED:

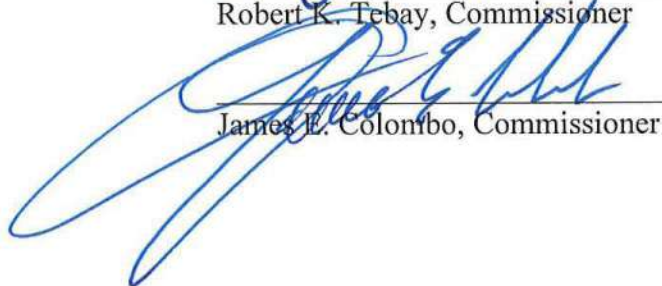
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3707 purchasing

1. Purchases shall be made by the use of the County Purchase Order system. The County Commission recognizes that from time to time issues will arise that prevent the purchasing department from obtaining a purchase order prior to making certain purchases. In the event that circumstances require such a purchase, the purchasing department shall obtain a purchase order the next business day.
2. The County Administrator's office ~~shall issue~~ will create purchase orders upon the request of a purchasing department, provided that the purchasing department has adequate funds for purchases. ~~in amounts less than one thousand five hundred dollars and zero cents (\$1,500.00) during the months of May and June. During all other months of the year, the purchase ceiling will be set at five thousand dollars and zero cents (\$5,000.00).~~ However, such purchases shall not be made until approved by the Wood County Commission. Upon obtaining said ~~purchasing~~ signed purchase order, the purchasing department may proceed with said purchase.
3. ~~For purchases greater than one thousand five hundred dollars and zero cents (\$1,500.00), a request for a purchase order shall be made to the Wood County Administrator's Office. However, such purchases shall not be made until approved by the Wood County Commission.~~ To encourage competition, the County Commission requests that pricing from three vendors be submitted with each proposed purchase between five thousand dollars and zero cents (\$5,000.00) and fourteen thousand nine hundred ninety-nine dollars and ninety-nine cents (\$14,999.99). Purchases fifteen thousand dollars and zero cents (\$15,000.00) and over shall be based upon the county's Ordinance Regulating Purchasing by Competitive Bids.
4. The County Finance Office is authorized to make payment on invoices on the list of approved vendors and invoices submitted by a purchasing department that meet the following conditions:
  - (a) ~~The invoice is less than one thousand five hundred dollars and zero cents (\$1,500.00).~~ There is a signed purchase order.
  - (b) The corresponding budget line item has sufficient funds.
  - (c) The invoice does not exceed the original purchase order by more than ten percent.

5. This purchasing policy shall not apply to travel and related expenses. Said expenses shall be in compliance with the Travel Policy.
6. The use of a County Purchasing Card is recognized as a form of payment. Purchases made using the Purchasing Card shall follow the purchasing policy.
7. Purchasing cards shall not be used for auction based websites. A single purchasing card shall be established through the County Administrator's Office for purchases on such sites using forms of payment such as Paypal and other similar forms of payment. Purchase orders and authorization for such purchases shall be obtained through the County Administrator's Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

---

David Blair Couch, President

---

Robert K. Tebay, Commissioner

---

James E. Colombo, Commissioner

Adopted May 30, 2013  
Amended June 2, 2014 (nunc pro tunc May 29, 2014)  
Amended August 11, 2014  
Amended July 13, 2017

Mark Rhodes  
WOOD County 02:57:00 PM  
Instrument No 8757674  
Date Recorded 07/13/2017  
Document Type CDD  
Pages Recorded 3  
Book-Page 73-390



JULY 13, 2017

IN RE: EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 13<sup>TH</sup> day of July, 2017 at 9:43 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended:

WHEREUPON, the said David Blair Couch, President of the Commission, Robert K. Tebay and James E. Colombo, Commissioners, met with Marty Seufer, County Administrator, and Wood County Prosecuting Attorney, Pat Lefebure.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for attorney/client privilege.

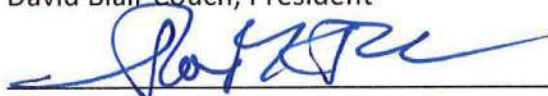
The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 9:55 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3708

Mark Rhodes  
WOOD County 02:53:54 PM  
Instrument No 8757672  
Date Recorded 07/13/2017  
Document Type CDD  
Pages Recorded 1  
Book-Page 73-389

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Description

1/2 INT OIL&GAS 88-A WALKER CR

Tax Ticket: **45355**

Tax Year: **2016**

Upon the application of **HALL T C** whose address is **1859 LOUDEN HTS RD CHARLESTON, WV 25314** aggrieved by an erroneous assessment in WALKER District (11) Map 9999 Parcel 11000449, in the County of Wood, for the **2016** 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 **2016** 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 2 ACCOUNTS WERE CREATED FOR ONLY 1 EXISTING OIL AND GAS ACCOUNT. T C HALL RESEVERED HIS 1/2 OIL AND GAS RIGHT IN DEED BOOK 1908 PAGE 50. THE RESEVE WAS LEFT OFF THE BOOK AND PUT BACK ON FOR 2015.**

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
07/01/2016	BILLING	3	20.30	2.206800	3	920
05/26/2017	PENDING EXONERATION	3	-20.30	2.206800	3	-920
Adjusted Net Taxes			0.00	Adjusted Net Value		
						0

Map 9999 Parcel 11000449

PHONE # 304 342 7188

Taxpayer

Prosecutor

Assessor

Commissioner

County Commission President

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 July 13, 2017

RECEIVED

JUN 28 2017

RECEIVED

JUL 07 2017

County Administrator

Mark Rhodes  
+ WOOD County 03:02:33 PM  
Instrument No 8757677  
Date Recorded 07/13/2017  
Document Type CDD  
Pages Recorded 1  
Book-Page 73-395

By: Mitchell Cole

Application Printed On

Friday, May 26, 2017 12:53 pm

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6873	BFS PETRO	BFS PETROLEUM	REGULAR	07/05/2017	73.17	
6874	CAS CABLE	CAS CABLE	REGULAR	07/05/2017	500.00	
6875	DIRECTV	DIRECTV	REGULAR	07/05/2017	702.88	
6876	DOMINIONH	DOMINION HOPE	REGULAR	07/05/2017	96.06	
6877	PUREWATER	PURE WATER PARTNERS	REGULAR	07/05/2017	58.00	

E-911 FUND Bank Id 107 Totals

1,430.11

Report Totals

1,430.11

A large, stylized handwritten signature is written over the lower right portion of the page. To its right, there are handwritten initials or a second signature.



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6626	JK DATA	JK DATA	REGULAR	07/05/2017	905.97	
6627	MOUNTAINEERC	MOUNTAINEER GAS COMPANY	REGULAR	07/05/2017	33.44	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					939.41	
Report Totals					939.41	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5306	MOVDRC	MID-OHIO VALLEY DAY REPORT CENTER	REGULAR	06/30/2017	153.00	
TEEN DRUG COURT Bank Id 177 Totals					153.00	
Report Totals					153.00	

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3366	WCC	WOOD COUNTY COMMISSION	REGULAR	06/30/2017	29,198.97	
3367	FEDERAL	FEDERAL EXPRESS CORP	REGULAR	06/30/2017	34.10	
HOME CONFINEMENT Bank Id 108 Totals					29,233.07	
Report Totals					29,233.07	





# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6870	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	06/30/2017	164,780.72	

E-911 FUND Bank Id 107 Totals

164,780.72

Report Totals

164,780.72

A large, stylized handwritten signature in black ink, consisting of several loops and a long vertical stroke.

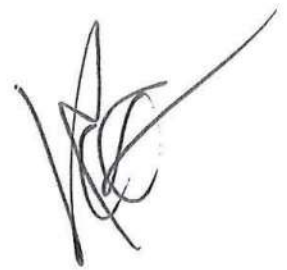
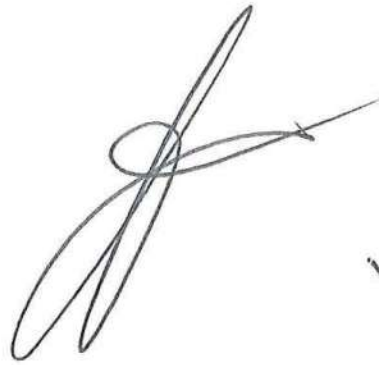
# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6623	INTOXIMET	INTOXIMETERS, INC	REGULAR	06/30/2017	266.50	
6624	ODEPOT	OFFICE DEPOT	REGULAR	06/30/2017	90.73	
6625	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	06/30/2017	417.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					774.23	
Report Totals					774.23	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6870	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	06/30/2017	164,780.72	
6871	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	06/30/2017	885.00	
6872	ODEPOT	OFFICE DEPOT	REGULAR	06/30/2017	89.99	
E-911 FUND Bank Id 107 Totals					165,755.71	
Report Totals					165,755.71	





# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2320	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	06/30/2017	0.00	
2321	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	06/30/2017	84,161.29	
2322	FSA	TASC	REGULAR	06/30/2017	2,464.00	
2323	CHILD	CHILD SUPPORT ENF DIV	REGULAR	06/30/2017	800.33	
2324	EMPOWER	EMPOWER RETIREMENT	REGULAR	06/30/2017	45.00	
2325	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	06/30/2017	25,259.83	
2326	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	06/30/2017	775.89	
2327	MONPOWER	MON POWER	REGULAR	06/30/2017	48.66	
2328	DENTAL	RENAISSANCE	REGULAR	06/30/2017	1,651.96	
163321	COFFEE	CITY OF PARKERSBURG	REGULAR	06/30/2017	6,021.62	
163322	AMERICAN	AFLAC	REGULAR	06/30/2017	184.30	
163323	GREAT LAKES	GREAT LAKES HIGHER ED. GUARANTY CORPORATION	REGULAR	06/30/2017	129.11	
163324	MAGISTRATE	WOOD COUNTY MAGISTRATE COURT	REGULAR	06/30/2017	140.52	
163325	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	06/30/2017	1,885.00	
163326	PHEAA	PHEAA	REGULAR	06/30/2017	432.31	
163327	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	06/30/2017	11,386.00	
163328	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	06/30/2017	1,808.66	
163329	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	06/30/2017	306.36	
163330	WESTFIELD	LINCOLN FINANCIAL GROUP	REGULAR	06/30/2017	29.00	
163331	WVLOAN	WV CONSOLIDATED PUBLIC RETIREMENT BOARD	REGULAR	06/30/2017	166.50	
163332	AAP	ADVANCE AUTO PARTS	REGULAR	06/30/2017	341.26	
163333	ASTORG DODGE	ASTORG DODGE CHRYSLER JEEP	REGULAR	06/30/2017	232.75	
163334	BREWER	BREWER & CO. OF WV, INC.	REGULAR	06/30/2017	725.00	
163335	BROWN W	WILLIAM M BROWN	REGULAR	06/30/2017	700.00	
163336	CASTO	CASTO & HARRIS, INC.	REGULAR	06/30/2017	3,440.00	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
163337	DOMINIONH	DOMINION HOPE	REGULAR	06/30/2017	123.00	
163338	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	06/30/2017	9,647.36	
163339	GLOCKPRO	GLOCK PROFESSIONAL INC	REGULAR	06/30/2017	55.00	
163340	GRAINGER	GRAINGER	REGULAR	06/30/2017	107.10	
163341	LAMP	LAMP PESTPROOF	REGULAR	06/30/2017	90.00	
163342	LEXIS	LEXIS NEXIS	REGULAR	06/30/2017	1,855.15	
163343	LOWES	LOWE'S COMPANIES, INC.	REGULAR	06/30/2017	109.86	
163344	MAHONE TI	MAHONE TIRE CO	REGULAR	06/30/2017	160.00	
163345	MATHENY A	MATHENY AUTO SERVICE	REGULAR	06/30/2017	271.90	X
163345	MATHENY A	MATHENY AUTO SERVICE	VOID	06/30/2017	(271.90)	X
163346	ODEPOT	OFFICE DEPOT	REGULAR	06/30/2017	215.95	
163347	PIFER'S S	PIFER'S SERVICE CENTER	REGULAR	06/30/2017	300.00	
163348	RAY ALLEN	RAY ALLEN MANUFACTURING	REGULAR	06/30/2017	2,519.98	
163349	RUNYON	RUNYON LOCK SERVICE	REGULAR	06/30/2017	31.00	
163350	SAMS CLUB	SAM'S CLUB	REGULAR	06/30/2017	544.17	
163351	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	06/30/2017	3,176.01	
163352	UNION WIL	UNION WILLIAMS PUBLIC SE	REGULAR	06/30/2017	95.43	
163353	VCA	VCA DUDLEY AVENUE ANIMAL CLINIC	REGULAR	06/30/2017	331.34	
163354	WATERBOY	WATERBOY LLC	REGULAR	06/30/2017	22.00	
163355	WINANS	WINANS SERVICES	REGULAR	06/30/2017	112.60	
163356	WOOD CO FIRE	WOOD CO FIRE BOARD	REGULAR	06/30/2017	17.50	
163357	WORKINGMA	WORKINGMAN'S STORE	REGULAR	06/30/2017	309.98	
GENERAL FUND Bank Id 101 Totals					162,958.78	
Report Totals					162,958.78	

# Check Register Report for Wood County Commission


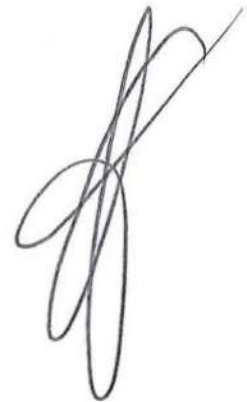
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3366	WCC	WOOD COUNTY COMMISSION	REGULAR	06/30/2017	29,198.97	

HOME CONFINEMENT Bank Id 108 Totals

29,198.97

Report Totals

29,198.97





# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
153	WCC	WOOD COUNTY COMMISSION	REGULAR	06/30/2017	57,887.70	

FIRE SERVICE FEE Bank Id 120 Totals 57,887.70

Report Totals 57,887.70


# Check Register Report for Wood County Commission

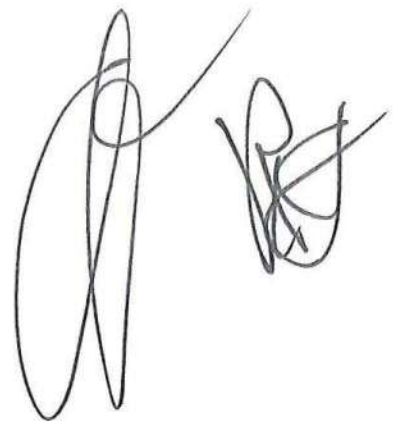
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
142	CAS CABLE	CAS CABLE	REGULAR	06/28/2017	279.59	
143	DOMINIONH	DOMINION HOPE	REGULAR	06/28/2017	18.56	
144	FINLEY FI	FINLEY FIRE EQUIPMENT	REGULAR	06/28/2017	158.84	
145	KEMP	KEMP ROOFING & GUTTERS	REGULAR	06/28/2017	1,980.00	
146	LIFETITE	LIFETITE METAL PRODUCTS	REGULAR	06/28/2017	556.35	
147	MINIGAINT	MINI-GAINTS, INC	REGULAR	06/28/2017	332.92	
148	MONPOWER	MON POWER	REGULAR	06/28/2017	243.98	
149	NOE OFFIC	NOE OFFICE EQUIPMENT	REGULAR	06/28/2017	270.00	
150	PERRYASSOC	PERRY & ASSOCIATES, CPA'S A.C.	REGULAR	06/28/2017	1,800.00	
151	UNION WIL	UNION WILLIAMS PUBLIC SE	REGULAR	06/28/2017	213.16	
152	WORKINGMA	WORKINGMAN'S STORE	REGULAR	06/28/2017	150.40	

**FIRE SERVICE FEE Bank Id 120 Totals**

6,003.80

**Report Totals**

6,003.80

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
163358	LAM-TAT	LAMBERT-TATMAN	REGULAR	07/05/2017	250.00	
163359	NOLANS	NOLAN'S SERVICES LLC	REGULAR	07/05/2017	7,948.47	
163360	RICOH	RICOH USA INC	REGULAR	07/05/2017	248.65	
163361	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	07/05/2017	2,250.00	
163362	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	07/05/2017	595.00	

GENERAL FUND Bank Id 101 Totals

11,292.12

Report Totals

11,292.12

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.