

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, JUNE 4, 2018

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

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

**AGENDA AND DISCUSSION ITEMS**

At 9:33 A.M., the County Commission discussed the proposal by the State to lease the Wood County Holding Center. It was requested that this be placed on the next agenda to discuss and consider a memorandum of understanding for the State employees to work at the Holding Center.

At 10:10 A.M., the County Commission met with the Mark Rhodes, Wood County Clerk. He requested they apply for a grant for new voting machines.

The County Commission announced that a vacancy will exist on the Mid-Ohio Valley Board of Health. (Order M/3921)

At 10:30 A.M., the County Commission declined to approve the new hiring of Alyssa Burch as a Deputy Circuit Clerk and requested Carole Jones, Circuit Clerk, appear before the County Commission on June 7, 2018 to discuss the hire.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3921

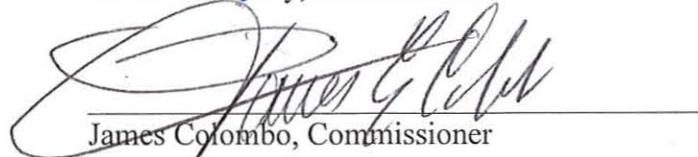
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:52 A.M.

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 June 4, 2018.

Wood County Commission Meeting  
Held June 4, 2018

**Please Print**

1.	<i>Sheriff Steve Stephens</i>
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Wood County Commission  
Agenda

6/4/2018

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discussion of Holding Center transfer	
	Discuss and consider applying for election equipment grant	
	Announce a vacancy on the Mid-Ohio Valley Board of Health	
	Consider Request to Hire – Alyssa Burch as a Deputy Circuit Clerk - \$24,000/yr	
	Administrator's Office	Marty Seufer, County Administrator
	County Commission Reports	

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

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

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Exhibit 1

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

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, impropers 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



Wood County, West Virginia  
**Purchase Proposal Quote**  
 Submitted by Election Systems & Software

Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
<b>Tabulation Hardware</b>		
<b>Model DS200 Precinct Scanner:</b>		
75	Model DS200 (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll and 4GB Jump Drive)	\$431,250.00
75	Tote Bin	\$16,875.00
20	4GB Jump Drive (Additional)	\$2,100.00
<b>ExpressVote Ballot Marking Device:</b>		
300	ExpressVote BMD Terminal (Includes Terminal, Internal Backup Battery, ADA Keypad, Headphones, 4GB Flash Drive and Power Supply with AC Cord)	\$997,500.00
300	Soft-Sided Case	\$52,500.00
<b>Third Party Products</b>		
1	EMS 3rd Party Hardware - No Modems	\$2,232.67
<b>Election Services</b>		
9	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$14,850.00
X	Project Management	
X	Equipment Operations Training	
X	Poll Worker Train-the-Trainer	
X	Software Training	
X	3rd Party Configuration and Installation - ES&S In-House	\$1,300.00
1	Election On-Site Support (One Event includes a person on-site the day before, day of, and day after election)	\$4,525.00
X	Installation/Acceptance Testing	\$40,125.00
X	1 Year Hardware and Software Warranty	Included
<b>Shipping &amp; Other</b>		
X	Shipping and Handling	\$17,250.00
X	Customer Discount	(\$136,962.67)
<b>Total Tabulation Purchase Solution</b>		<b>\$1,443,545.00</b>
<b>Pollbook Hardware</b>		
80	ExpressPoll Tablet with Barcode Scanning and Signature Capture Capabilities. Includes Integrated Pollbook Stand, Integrated Printer with Power Supply and Power Management Board, 4-Port USB Hub, Stylus with Tether, Micro-SD Card w/SD Adapter, 16GB Thumb Drive, USB Dongle, 6-ft Power Cable, Carrying Case, ExpressPoll Software, and Loading of Software on the Unit.	\$96,000.00
80	10 Hour Emergency Backup Battery	\$3,200.00
80	Thermal Printer Paper - 300 ft Roll	\$160.00
20	TP-Link Wireless Router (For devices in one location to communicate with one another)	\$1,020.00
<b>Pollbook Services</b>		
80	Acceptance Testing	\$4,000.00
1	Project Management - Testing	\$1,650.00
1	Process Consultation	\$1,650.00
		\$4,525.00
		\$1,650.00
		\$1,600.00
		<b>\$115,455.00</b>
<b>Total Pollbook Solution</b>		<b>\$1,559,000.00</b>
<b>Lease/Purchase Solution</b>		<b>\$1,559,000.00</b>
<b>Lease</b>		<b>Annual Pmt</b>
<b>Annual</b>		<b>\$311,800.00</b>

in with  
6/4/18  
minutes

- Lease/Purchase Solution
- ES&S is not to provide direct financing for the Total Purchase Price through its affiliate, Nationwide Capital.
  - First Payment due at contract execution and annually thereafter.
  - Payments do not include Annual Post-Warranty License and Maintenance and Support Fees which will be invoiced separately.



Wood County, West Virginia  
**Purchase Proposal Quote**  
 Submitted by Election Systems & Software

Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
<b>Annual Post-Warranty License and Maintenance and Support Fees (Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)</b>		
<b>Annual Post-Warranty Firmware License and Maintenance and Support Fees:</b>		
75	Firmware License - DS200	\$6,000.00
300	Firmware License - ExpressVote	\$19,500.00
<b>Annual Post-Warranty Software License and Maintenance and Support Fees:</b>		
80	ExpressPoll Software License and Maintenance and Support Fee	\$8,200.00
<b>Total Annual Post-Warranty License and Maintenance and Support Fees</b>		<b>\$33,700.00</b>
<b>Estimated Data Conversion Fees (Per Election if ES&amp;S is Performing the Data Conversion):</b>		
1	Set-Up/Configuration Fee Includes Data Analysis, Delivery of Sample Data, and Delivery of Final Data Configuration File Customization - Screen Customization - Options Setting	\$750.00
Testing/Validation		
- Validation of Final Record Counts		
- Baseline Validation of Application Workflows & Active Functions		
- Testing of Special Configuration or Customer Options		
60,000	Processing Fee Per Registered Voter	\$1,500.00
0	Signature File Processing	TBD
0	Voter Images Processing	TBD
0	Pollbook Database Update (fee per update)	TBD
0	Voter History Update (fee per update)	TBD
0	Custom Report Generation	Per Quote
0	Custom VR Voter History Import File Creation	TBD
0	Reconversion Fee	TBD
0	Pollbook Screen Revision	TBD
0	Poll Location Map Display	TBD
0	Custom Conversion per Hour	TBD
<b>Estimated Pollbook Data Conversion Fees Per Election</b>		<b>\$2,250.00</b>

**Footnotes:**

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.
5. The pricing set forth above does not include fees associated with the license, maintenance and support of ES&S' Election Reporting Manager (ERM) software module which is currently being used by the County. The ERM license, maintenance and support fees for the County are currently being paid for by the State of West Virginia. In the event the State of West Virginia discontinues paying for the County's ERM license, maintenance and support or fails to pay such ERM license, maintenance and support fees, the County shall be responsible for all fees associated with the license, maintenance and support of the County's ERM software.

JUNE 4, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY WILL EXIST ON THE MID-OHIO VALLEY BOARD OF HEALTH.

**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, announced that a vacancy will exist on the Mid-Ohio Valley Board of Health. Said vacancy is due to the fact that Sean Smith's term expires June 30, 2018.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

M/3921

WOOD COUNTY 10:37:26 AM  
Instrument No 8789385  
Date Recorded 06/04/2018  
Document Type 000  
Pages Recorded 1  
Book-Page 75-2  
Mark Rhodes

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
672	AIRGAS M	AIRGAS MID AMERICA	REGULAR	05/31/2018	199.08	
673	BREATHING	BREATHING AIR SYSTEMS	REGULAR	05/31/2018	57.44	
674	CAS CABLE	CAS CABLE	REGULAR	05/31/2018	290.87	
675	DOMINIONH	DOMINION HOPE	REGULAR	05/31/2018	78.69	
676	FINLEY FI	FINLEY FIRE EQUIPMENT	REGULAR	05/31/2018	771.63	
677	FRONTIER	FRONTIER	REGULAR	05/31/2018	219.33	
678	IEH	IEH AUTO PARTS LLC	REGULAR	05/31/2018	245.50	
679	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	05/31/2018	164.15	
680	MARIETTAOFFIC	MARIETTA OFFICE SUPPLY	REGULAR	05/31/2018	81.40	
681	MINI	MINI-GIANTS, INC	REGULAR	05/31/2018	745.17	
682	MONPOWER	MON POWER	REGULAR	05/31/2018	211.15	
683	NUTTERD	DARRIN NUTTER	REGULAR	05/31/2018	6.20	

**FIRE SERVICE FEE Bank Id 120 Totals**

3,070.61

**Report Totals**

3,070.61

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
684	NUTTERDA	DARRIN NUTTER	REGULAR	06/01/2018	1,000.00	

FIRE SERVICE FEE Bank Id 120 Totals

1,000.00

Report Totals

1,000.00

A handwritten signature in black ink, appearing to be 'D. Nutter', is located in the lower right quadrant of the page.