

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, MARCH 22, 2018

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 minutes of March 12, 2018.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission authorized an amendment to the Wood County Purchasing Policy. (Order M/3892)

The County Commission worked on the Fiscal Year 2018/2019 budget.


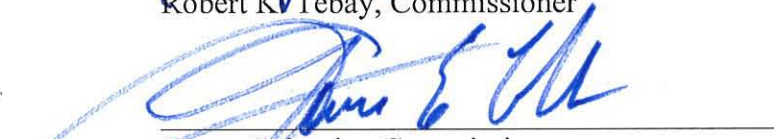
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3892, M/3897

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 1:00 P.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 March 22, 2018.

Wood County Commission Meeting  
Held March 22, 2018

**Please Print**

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Wood County Commission  
Agenda

3/22/2018

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Budget preparation	
	Administrator's Report	Marty Seuffer, 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, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials



MARCH 22, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 15-VA-129. SAID REQUEST IS IN THE AMOUNT OF \$7,874.31

**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, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 15-VA-129. The Request for Reimbursement is in the amount of seven thousand eight hundred seventy-four dollars and thirty-one cents (\$7,874.31) for the month of February, 2018. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Monthly Progress Reports and the Monthly Statistical 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 Victims of Crime Advocate 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/3897

<b>WEST VIRGINIA</b> <b>DIVISION OF JUSTICE AND COMMUNITY SERVICES</b>	<b>Request for</b> <b>Reimbursement</b>
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<b>RECEIVED</b> <b>(For DJCS Use Only)</b>	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV
		26101
	Project #:	15-VA-129
	FEIN#:	556 000 417
Funds are hereby requested to cover expenditures		
FROM: 2/1/18 TO: 2/28/18		

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$7,874.31
Travel/Training	-0-
Space	
Other	
<b>TOTAL</b>	<b>\$7,874.31</b>

**CERTIFICATION:**

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 at our office.

BY: David Blair Couch, President  
 TYPED NAME & TITLE

  
 SIGNATURE

3/22/18  
 DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY	
<b>ADMINISTRATIVE APPROVAL:</b>  This request is approved in the amount of \$ _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Initials</span> <span>Date</span> </div> Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">           _____  <b>Date</b> </div> <div style="width: 60%;">           _____  <b>Program Accountant</b> </div> </div>	

Mark Rhodes  
 WOOD County 09:02:52 AM  
 Instrument No 8780452  
 Date Recorded 03/22/2018  
 Document Type 000  
 Pages Recorded 2  
 Book-Page 74-814

MARCH 22, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN  
AMENDMENT TO THE COUNTY PURCHASING POLICY.

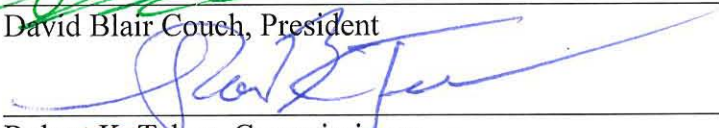
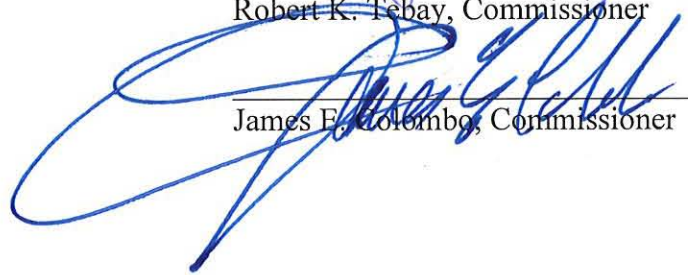
**ORDER**

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 an AMENDMENT to the Wood County Purchasing Policy. Said AMENDMENT adds section three regarding the purchasing and procurement process.

A copy of said Amended Purchasing 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/3892

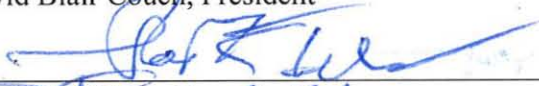
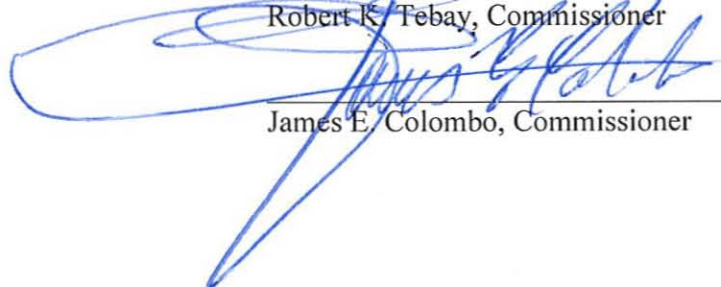


1. Purchases shall be made by the use of the County Purchase Order system. The County Commission recognizes that from time to time issues will arise that prevent the purchasing department from obtaining a purchase order prior to making certain purchases. In the event that circumstances require such a purchase, the purchasing department shall obtain a purchase order the next business day.
2. The County Administrator's office will create purchase orders upon the request of a purchasing department, provided that the purchasing department has adequate funds for purchases. However, such purchases shall not be made until approved by the Wood County Commission. Upon obtaining said signed purchase order, the purchasing department may proceed with said purchase.
3. The following is the purchasing and procurement process: The purchasing department requests purchase orders by submitting a requisition to the County Administrator's office. The purchase order is assigned a system generated chronological number. The purchase order number is not released to the purchasing department until it has been approved by the Wood County Commission by signature. The purchase orders are then sent to the purchasing department and a copy is maintained by the County Clerk. The purchasing department then makes the purchase and matches the purchase order to the vendor invoice to create a voucher package. When vouchers are paid the voucher package is marked with the check information (check number, date and amount). The voucher package is signed by the purchasing department. A list of vouchers are approved by the County Commissioners.
4. 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.

5. Invoices appearing on the Wood County Commission Approved Vendor List may be paid prior to authorization.
6. This purchasing policy shall not apply to travel and related expenses. Said expenses shall be in compliance with the Travel Policy.
7. 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.
8. 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. Febay, 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  
Amended August 10, 2017  
Amended March 22, 2018

Mark Rhodes  
WOOD COUNTY 09:04:58 AM  
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