

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

NO. 1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, OCTOBER 26, 2023

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

**AGENDA AND DISCUSSION ITEMS**

At 9:41 A.M., the County Commission met with E-911 Director, Mike Shook. Mr. Shook gave an update on the new E-911 building. It is due to be turned over to the County on November 3, 2023.

At 10:00 A.M., Todd Anderson from the Mineral Wells Public Service District met with the County Commission to discuss a possible water project for Five Mile Run Road. Mr. Anderson stated they intend to add this water line to Phase II of the Pond Creek Water Project.

At 10:20 A.M., the County Commission approved the hiring of Brooke Conley as a Deputy Clerk for the Circuit Clerk's Office and Amanda Berry as a Day Report Center employee.

The County Commission was in receipt of a response to a letter they sent to the Union Williams Public Service District in regard to their office doors being locked during regular business hours. The response letter is attached to these minutes and shall be made a part thereof.

Having no scheduled appointments or further business to attend to, the County Commission adjourned at 10:26 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



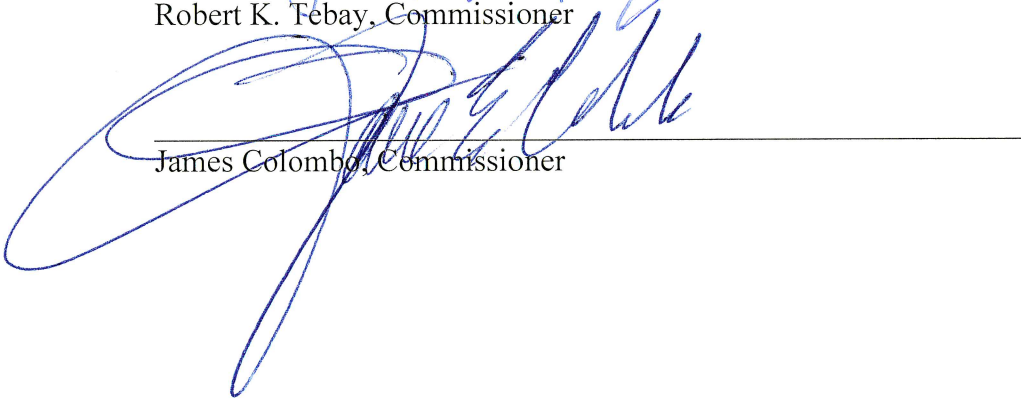
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James Colombo, Commissioner

Wood County Commission Meeting  
Held October 26, 2023

**Please Print**

1.	Mike Shook
2.	Todd R. Anderson
3.	Calvin Cox
4.	Draven Doss
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Wood County Commission  
Agenda

October 26, 2023  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Update on new E-911 Building	Mike Shook, E-911 Director
	Consider Request to Hire Brooke T. Conley as a Deputy Clerk for the Circuit Clerk's Office - \$32,000.00/yr	
	Consider Request to Hire Amanda Berry as a Wood County Case Manager/Counselor for the Wood County Day Report Center - \$45,000.00/yr	
10:00 A.M.	Discuss water project for Five Mile Run Road	Todd Anderson, Mineral Wells PSD and Calvin Cox, property owner
	Administrator's Report	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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**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**

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**FIVE MILE ROAD WATER MAIN EXTENSION PROJECT**  
**BIDDING CONSTRUCTION COST & ENGINEERING PROJECT ESTIMATE**  
**October 2023**

**Construction**

Construction Contract	\$82,000.00
Construction Contingency	\$8,000.00

**Technical Services**

Preliminary Design	\$4,000.00
Final Design	\$14,000.00
Bidding Phase Services	\$5,200.00
Construction Phase - Contract Administration & RPR	\$18,500.00

**Legal & Fiscal**

Project Attorney	\$8,000.00
Accounting	\$2,500.00
Project Coordinator	\$5,000.00

**Sites and Other Lands**

Site and Lands/Rows	\$1,000.00
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**Miscellaneous**

WVBPH Permit	\$300.00
WVDOT Permit	\$500.00

**Project Contingency**

	\$5,500.00
<b>Total</b>	<b>\$154,500</b>

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FIVE MILE ROAD WATER MAIN EXTENSION PROJECT  
CONSTRUCTION COST ESTIMATE - OCTOBER 2023**

**WATER SYSTEM IMPROVEMENTS PROBABLE CONSTRUCTION COSTS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>TOTAL QUANTITY</b>	<b>UNITS</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
1	Mobilization	1	LS	\$7,500.00	\$7,500
2	2" DR 11 HDPE Water Main, Non-Stream Crossing	1810	LF	\$20.00	\$36,200
3	2" DR 11 HDPE Water Main, Stream Crossing	25	LF	\$53.00	\$1,325
4	4" Highway Crossing, Open Cut	30	LF	\$60.00	\$1,800
5	2" Corporation Stop and Box	1	EA	\$1,200.00	\$1,200
6	2" Flush Hydrant Assembly	1	EA	\$3,500.00	\$3,500
7	Connection to Existing Main 6" Watermain	1	EA	\$2,500.00	\$2,500
8	3/4" Service Clamp and Corporation Stop	6	SY	\$550.00	\$3,300
9	3/4" Service Tubing, Outside R/W	60	EA	\$20.00	\$1,200
10	3/4" Service Tubing, Inside R/W (Road Crossing)	90	EA	\$26.00	\$2,340
11	Water Meter Assembly for 3/4" Connection	3	EA	\$1,100.00	\$3,300
12	Granular Backfill	25	CY	\$75.00	\$1,875
13	Water Main Testing and Disinfection	1825	LF	\$0.25	\$456
14	Pavement Replacement, Type D	50	SY	\$24.00	\$1,200
15	Berm and Shoulder Stone Replacement	145	LF	\$15.00	\$2,175
16	Streambank Protection	10	CY	\$180.00	\$1,800
17	Grading and Seeding	2384	SY	\$3.50	\$8,344
18	Videotaping	1	EA	\$1,100.00	\$1,100
<b>WATER SYSTEM IMPROVEMENTS PROBABLE CONSTRUCTION COSTS SUBTOTAL</b>					<b>\$81,115</b>

# PROPOSED - Five Mile Road-Line Hydraulics - Table 1 - 2" DR11 HDPE

Residual pressure (Calculated Peak Flow) at proposed customer meter location in the Mineral Wells PSD - Five Mile Road Area.

Analysis of proposed 2" DR 11 HDPE (200 psi) water mains from existing 2" DR21 PVC Water main on Five Mile Road at peak flow. Friction loss calculations based upon Hazen Williams formula, utilizing demands from 6 customers with design coefficient ("C") of 130 for New Pipe and 120 for Older Pipe.

Wednesday, October 25, 2023

Peak Flowrate GPM <sup>1</sup>	MGD	Pipe Inside Diameter	Segment Length	Total Length	Friction Hydraulic Loss (ft)	Residual Hydraulic Gradient	Ground Elevation	Residual Pressure Head (ft)	Residual Pressure (psi) *	Pipe Location/Notes	Water Meter Static Pressure (psi)	Home Elev. (ft)	Home Static Pressure (psi)	Home Residual Pressure (psi)
<b>EXISTING WATER SYSTEM</b>														
N/A	N/A	N/A	N/A	N/A	N/A	945	931	14	6.1	Wolf Run 108,000 Gallon Storage Tank. Tank Base 931'. Tank Height 29'. Assumed Water Elevation - 945'	N/A	N/A	N/A	N/A
25.00	0.04	6.090	0	0	0.00	925.00	654.00	271	117.5	Intersection of WV Rt 21 and Five Mile Rd. Ground Elevation, per Google Earth, 645'	N/A	N/A	N/A	N/A
25.00	0.04	1.920	1,200	1,200	28.75	925.00	668.00	228	98.9	#230 Five Mile Road - Existing Customer (Friese)	120.1	674.0	117.5	108.8
23.50	0.03	1.920	180	1,380	3.85	896.25	675.00	217	94.2	End of existing 2" DR21 PVC Pipe	N/A	N/A	N/A	N/A
<b>PROPOSED WATER SYSTEM EXTENSION</b>														
23.50	0.03	1.920	635	2,015	11.70	896.25	674.00	211	91.3	#391 Five Mile Road - New Customer (Owens)	117.5	678.0	115.7	94.6
22.00	0.03	1.920	85	2,100	1.39	884.55	674.00	209	90.7	#395 Five Mile Road - New Customer (Brown)	117.5	682.0	114.0	87.8
20.00	0.03	1.920	365	2,465	4.99	883.16	684.00	194	84.2	#465 Five Mile Road - New Customer (Cox)	113.1	826.0	51.6	24.8
18.00	0.03	1.920	300	2,765	3.38	878.17	697.00	178	77.1	#506 Five Mile Road - New Customer (Lucas)	107.5	696.0	107.9	79.0
14.00	0.02	1.920	450	3,215	3.18	874.80	710.00	162	70.1	#675 Five Mile Road - New Customer (Davis Real Estate Holdings)	101.9	716.0	99.3	68.8

Total Friction Hydraulic Loss (ft) - 57.23      24.77      psi

Total Project	Customers	Peak Flow	Customers	Peak Flow
Existing Customers on Five Mile Road	1	70	9	29
Proposed Customers on Five Mile Road	5	66	8	28
<b>Total Customers -</b>	<b>6</b>	<b>48</b>	<b>5</b>	<b>23.5</b>
		43	4	22
		37	3	20
		30	2	18
		30	1	14

Per Table 64-77E use 25 GPM for 6 customers



REVISIONS	
NO.	DESCRIPTION DATE

JOB NO:	PR58349
DATE:	OCT. 2023
DESIGNED BY:	N/A
DRAWN BY:	N/A
CHECKED BY:	N/A
APPROVED BY:	N/A
SCALE:	NONE
FIVE MILE ROAD EXISTING AND PROPOSED WATER MAINS	







# Union Williams

PUBLIC SERVICE DISTRICT

This Institution is an equal opportunity provider and employer  
P.O. Box 243 ■ Waverly, WV 26184 ■ 304-464-5121 ■ Fax 304-464-4793

October 23, 2023

The County Commission of Wood County  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101

Dear County Commissioners,

I am writing in response to your letter dated October 19, 2023, concerning Union Williams PSD District office door being locked during regular business hours. Union Williams PSD has suffered several incidents in which customers have become verbally and physically abusive while visiting the office. While the Wood County Sheriff's Office was able to respond in a timely manner, this did not always keep property damage and verbal abuse of employees, including threats of violence, from happening.

Our Board of Directors and myself made the difficult decision to lock our doors for the safety and security of our employees. Customers that have business in which they would like to handle in a face-to-face meeting are encouraged to call to schedule an appointment. Our staff is available for these appointments during regular business hours.

Please don't hesitate to reach out to me if you have any further questions.

Sincerely,

Kelley Sanders  
General Manager



# County of Wood

CELESTE RIDGWAY  
CIRCUIT CLERK  
cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK  
Wood County Judicial Building - Room #133  
#2 Government Square  
Parkersburg, WV 26101-5353

Phone: 304-424-1700  
FAX: 304-424-1804

October 23, 2023

To: Wood County Commission

Re: Deborah Jacks

*I have been advised by Deborah Jacks that she is resigning her position as Deputy Clerk to seek Retirement. This will become effective on October 31, 2023. Deborah was hired on 07/08/2011 and has been an asset to my office for 12 years. She will have used all her accumulated vacation days by 10/31/23.*

*I Am requesting to change Deborah Jacks from Full time status to part time status. She will work 15 hours per week. I have money in my budget line item # 140310109 to cover this expense. Deborah will start if approved in part time status on 11/14/23.*

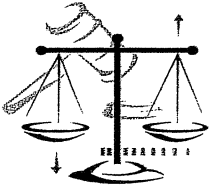
Thank you,

Celeste Ridgway  
Wood County Circuit Clerk  
#2 Government Square  
Rm 133  
Parkersburg, WV 26101  
Phone: (304) 424-1700  
Fax: (304) 424-18004

Cc: Finance Office

Wood County  
Joe Gonzales, Clerk  
Instrument 88320178  
10/23/2023 @ 03:22:55 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 813  
Pages Recorded 1





## MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

**304-422-8570 \* Fax: 304-422-8579**

To: Wood County Commission  
From: Amy Church, DRC Personnel Director  
Date: 10/24/2023  
Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Amanda Berry as a full-time, Wood County Case Manager/Counselor at the rate of \$45,000 per year. Ms. Berry will bring a lot of knowledge, experience and resources to the Day Report Center. She has worked in the field of substance abuse treatment for several years, has counseling experience. She does have a Master's Degree in Criminal Justice and is ready to test for the advanced credential of AADC (Advanced Alcohol and Drug Counselor).

If this request is approved, she will be ready to begin her employment on November 1, 2023.

This hiring is necessary in order fill the vacancy created by Crystal Butcher.

It is my hope that you will act on this request as quickly as possible. I will be happy to provide any other information related to this matter which you might deem necessary.

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

Wood County  
Joe Gonzales, Clerk  
Instrument 08520179  
10/26/2023 @ 03:25:57 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 014  
Pages Recorded 1

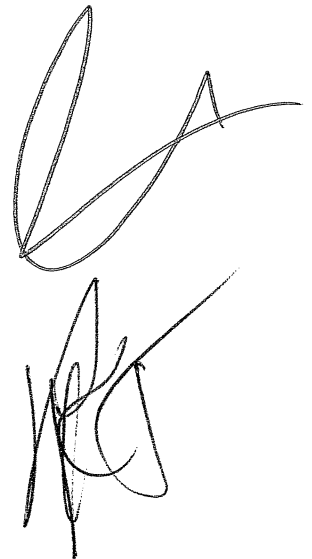
10/26/23

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5217	DENTAL	RENAISSANCE	REGULAR	10/24/2023	1,204.05	
176669	AAP	ADVANCE AUTO PARTS	REGULAR	10/24/2023	699.00	
176670	BROGGREG	BROGDON II GREGORY S	REGULAR	10/24/2023	28.76	
176671	CAS CABLE	CAS CABLE	REGULAR	10/24/2023	244.59	
176672	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	10/24/2023	16.00	
176673	CUSTOMIMAGES	CUSTOM IMAGES, LLC	REGULAR	10/24/2023	5,664.60	
176674	DASH	DASH GLOVES	REGULAR	10/24/2023	152.84	
176675	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	10/24/2023	13,898.43	
176676	FAM CARPE	FAMILY CARPET OUTLET	REGULAR	10/24/2023	2,508.00	
176677	FEDERAL	FEDERAL EXPRESS CORP	REGULAR	10/24/2023	53.98	
176678	FRAMES ETC	Optometric Physicians	REGULAR	10/24/2023	120.00	
176679	FRONTIER	FRONTIER	REGULAR	10/24/2023	525.00	
176680	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	10/24/2023	15.00	
176681	HARRISTECH	HARRIS TECHNOLOGY SERVICES	REGULAR	10/24/2023	5,352.75	
176682	INSIGHT	INSIGHT	REGULAR	10/24/2023	2,929.84	
176683	LEADS	LEADSONLINE	REGULAR	10/24/2023	4,151.00	
176684	MASONBARRY	MASON BARRY HVAC	REGULAR	10/24/2023	575.00	
176685	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	10/24/2023	175.00	
176686	NORTUM W	WILLIAM E NORTUM	REGULAR	10/24/2023	17.29	
176687	PHILTHECUP	PHIL THE CUP UP	REGULAR	10/24/2023	510.00	
176688	RICOH	RICOH USA INC	REGULAR	10/24/2023	1,078.28	
176689	S W RESOU	S W RESOURCES	REGULAR	10/24/2023	82.50	
176690	SAFELITE	SAFELITE FULFILLMENT INC	REGULAR	10/24/2023	528.60	
176691	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	10/24/2023	5,578.07	
176692	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	10/24/2023	3,291.92	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
176693	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	10/24/2023	3,269.19	
176694	VERIZONW	VERIZON WIRELESS	REGULAR	10/24/2023	81.25	
176695	WORKINGMA	WORKINGMAN'S STORE	REGULAR	10/24/2023	1,365.00	
176696	WV-DEPT E	WORKFORCE WEST VIRGINIA	REGULAR	10/24/2023	1,744.00	
176697	XEROX	XEROX FINANCIAL SERVICES	REGULAR	10/24/2023	410.00	
176698	STUARTOIL	STUART OIL COMPANY	REGULAR	10/24/2023	850.00	
<b>GENERAL FUND Bank Id 101 Totals</b>					57,119.94	
<b>Report Totals</b>					57,119.94	



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176673	CUSTOMIMAGES	CUSTOM IMAGES, LLC	REGULAR	10/24/2023	5,664.60	
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176691	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	10/24/2023	5,578.07	
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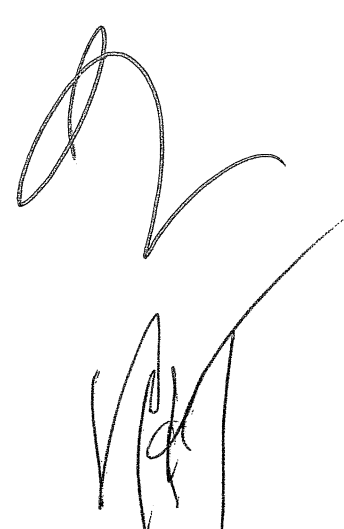
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176697	XEROX	XEROX FINANCIAL SERVICES	REGULAR	10/24/2023	410.00	
<b>GENERAL FUND Bank Id 101 Totals</b>					<u>56,269.94</u>	

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# Check Register Report for Wood County Commission

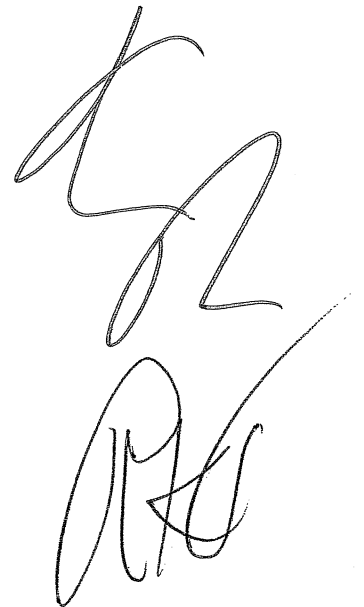
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8798	AFFORDABLEL	AFFORDABLE LAWN WORX LLC	REGULAR	10/24/2023	235.00	
8799	AT&T MOBILE	AT&T MOBILITY	REGULAR	10/24/2023	609.22	
8800	DOMINIONH	DOMINION HOPE	REGULAR	10/24/2023	48.72	
8801	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	10/24/2023	282.59	
8802	EVERBRIDGE	EVERBRIDGE INC	REGULAR	10/24/2023	26,692.97	
8803	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	10/24/2023	58.00	
8804	SHIRT	SHIRT FACTORY	REGULAR	10/24/2023	223.92	
8805	STUARTOIL	STUART OIL COMPANY	REGULAR	10/24/2023	128.97	
8806	WV ENHANC	WV ENHANCED 9-1-1 COUNCIL	REGULAR	10/24/2023	368.96	
8807	WVUMED	WVU MEDICAL CORP OR UNIVERSITY HEALTH	REGULAR	10/24/2023	255.00	
<b>E-911 FUND Bank Id 107 Totals</b>					28,903.35	



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# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3676	WVDTL	WV DRUG TESTING LABORATORIES, INC	REGULAR	10/24/2023	605.00	
HOME CONFINEMENT Bank Id 108 Totals					<u>605.00</u>	

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# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3245	ALARM	ALARM SYSTEMS PRO, LLC	REGULAR	10/24/2023	1,018.80	
3246	ARMSTRONG GR	ARMSTRONG	REGULAR	10/24/2023	170.26	
3247	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	10/24/2023	13,132.16	
3248	BLAVOS	BLAVOS DIESEL REPAIR	REGULAR	10/24/2023	13,824.61	
3249	CAS CABLE	CAS CABLE	REGULAR	10/24/2023	122.33	
3250	CLAYWOOD	CLAYWOOD PARK PUBLIC SERVICE DIST	REGULAR	10/24/2023	33.91	
3251	DOMINIONH	DOMINION HOPE	REGULAR	10/24/2023	28.00	
3252	EMERGENCY M	EMERGENCY MEDICAL PRODUCTS INC	REGULAR	10/24/2023	127.12	
3253	FORE TIMB	FORE TIMBER COMPANY INC	REGULAR	10/24/2023	67.00	
3254	KAESER	KAESER & BLAIR INC	REGULAR	10/24/2023	2,691.05	
3255	LUBECKVFD	LUBECK VFD	REGULAR	10/24/2023	51.81	
3256	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	10/24/2023	78.00	
3257	MODERNM	MODERN MARKETING	REGULAR	10/24/2023	1,224.05	
3258	MONPOWER	MON POWER	REGULAR	10/24/2023	516.77	
3259	PARMAROIL	PAR MAR OIL COMPANY	REGULAR	10/24/2023	920.00	
3260	SECKMAN	SECKMAN PEST CONTROL	REGULAR	10/24/2023	150.00	
3261	VISA IL	VISA	REGULAR	10/24/2023	4,195.12	
3262	VOYAGER	VOYAGER	REGULAR	10/24/2023	795.22	
3263	WEX	WEX BANK	REGULAR	10/24/2023	441.73	

**FIRE SERVICE FEE Bank Id 120 Totals**

39,587.94

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8598	APP-POWER	APPALACHIAN POWER	REGULAR	10/24/2023	96.33	
8599	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	10/24/2023	92.75	
8600	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	10/24/2023	174.81	
8601	LAMP	LAMP PESTPROOF	REGULAR	10/24/2023	128.40	
8602	MONPOWER	MON POWER	REGULAR	10/24/2023	72.11	
8603	TYLER	TYLER MOUNTAIN WATER CO INC	REGULAR	10/24/2023	28.95	
8604	VERIZONW	VERIZON WIRELESS	REGULAR	10/24/2023	436.29	
8605	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	10/24/2023	1,713.03	
<b>COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals</b>					<b>2,742.67</b>	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
383	GRAE-CON	GRAE-CON CONSTRUCTION INC	REGULAR	10/24/2023	5,079.49	
SPECIAL BLDG FUND Bank Id 244 Totals					5,079.49	
Report Totals					136,123.74	

