

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, JUNE 27, 2024

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.

The County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, approved an Erroneous Assessment application in regard to the fire service fee. A copy is attached and shall be made a part thereof.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., 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, did hereby AUTHORIZE David Blair Couch, as President, to EXECUTE a Resolution in regard to the Wood County Home Consortium Plan. (Order A/2973)

At 9:41 A.M., the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE changes to the Wood County Purchasing Policy. (Order A/2972)

At 9:58 A.M., Marty Seufer, Director of the Wood County Planning Commission, presented to the County Commission of Wood County, plats of Apple Hill Manor Subdivision,

Phases Three and Four. Said plats consist of two (2) lots and is being developed by William Gandee. Said Plat was reviewed by the Wood County Planning Commission on May 1, 2024 and approved. Following discussion and review, 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, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the aforementioned plats of Apple Hill Manor Subdivision, Phase five for recordation. Said APPROVAL was for the two (2) lots located in the Union Taxing District. (Order C/200)

At 9:58 A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, 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, Section 4, as amended. Robert K. Tebay, James E. Colombo and David Blair Couch, Commissioners met with Marty Seufer, County Administrator and Pat Lefebure, Wood County Prosecuting Attorney. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by personnel matters. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:05 o'clock A.M. (Order C/199)

Gary McCullough took his oath of office as a Court Services for the Wood County Sheriff's Office.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:20 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

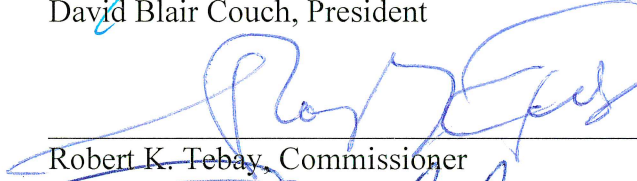
A/2970, A/2971, A/2972, A/2973, A/2974, A/2976, A/2977, C/199, C/200

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

June 27, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider signing a Resolution and Budget for the HOME Consortium Annual Action Plan	Jake Frady, City of Parkersburg
	Consider changes to the County Purchasing Policy	
9:45 A.M.	Consider Approval of Apple Hill Manor LLC, Subdivision, Phase V	
	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

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

Wood County Commission Meeting
Held June 27, 2024

Please Print

1.	Michaiah Newkolls
2.	James Poling
3.	Jake Eraly
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Wood County Commission Fire Service Fee Erroneous Assessment Application

Ticket #	24351, 24352, 24353, 24354, 24355, 24356, 24357
Customer Name	WAREHOUSE L L C
Customer #	22366
Tax Year	2024

Upon the request of customer		WAREHOUSE LLC	
whose address is		46 GLENDALE RD VIENNA, WV 261058108	
aggrieved by an erroneous assessment in		District #	12
Map #	380 000V	0000 0000	in the County of Wood for the 2024 tax year.

The County Commission therefore orders that said property owner be hereby exonerated from the said erroneous assessment from the payment of the said fee so assessed in the 2024

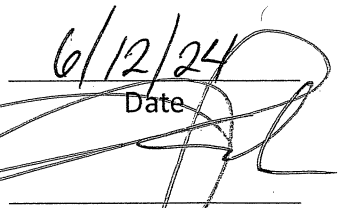
The exoneration is based on the following information:

DUE TO ...THIS STRUCTURE IS ONE BUILDING.			
TICKET 24351:\$ 428.57	24353: \$ 428.57	24355: \$428.57	24357:\$428.58
24352:\$428.57	24354: \$428.57	24356: \$428.57	
Original ticket amount \$	4581.42		
Less amount exonerated \$	1581.42		
Adjusted amount due \$	3000.00		


Wood County Fire Service Board President

Commissioner



County Commission President

6/12/24
Date

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

June 27, 2024.

By: Aleshia Ryan

RECEIVED
JUN 26 2024

County Commission





WOOD COUNTY FIRE SERVICE BOARD • FIRE FEE

PO BOX 2005 • Parkersburg, WV 26102 • Phone: (304) 424-1991

FIRE FEE INVOICE FOR 2024



Customer #: 22366

WAREHOUSE L L C

46 GLENDALE RD
VIENNA, WV 261058108

Table with 5 columns: TICKET, DISTRICT/MAP/PARCEL, LOCATION, SQ FT, AMOUNT. Contains 7 rows of data.

TO AVOID INTEREST, PLEASE PAY BY:
APRIL 15, 2024

Total: \$4,581.42
Delinquent Interest Accrued: \$0.00
TOTAL AMOUNT DUE: \$4,581.42

Due after April 15, 2024: \$4,673.05
Due after May 15, 2024: \$4,764.68
Due after June 15, 2024: \$4,856.31
Due after July 15, 2024: \$4,947.93

METHODS OF PAYMENT: CHECK, MONEY ORDER, OR CASH
WE DO NOT ACCEPT CREDIT OR DEBIT CARDS
BY MAIL AT PO BOX 2005, PARKERSBURG, WV 26102
IN PERSON M-F 8:30-4:30, COUNTY TAX OFFICE 319 MARKET ST PARKERSBURG
DRIVE THRU & DROP BOX IN ALLEY BEHIND TAX OFFICE
(include bottom of bill with payment)

RETURN THIS PORTION WITH YOUR 2024 PAYMENT

MAIL PAYMENTS TO:

WOOD CO. FIRE BOARD
PO BOX 2005
PARKERSBURG, WV 26102



Customer #: 22366

MAKE CHECKS PAYABLE TO:
WOOD COUNTY FIRE SERVICE BOARD

TOTAL AMOUNT DUE: \$4,581.42

DONATION (Optional) \$

TOTAL PAYMENT AMOUNT ENCLOSED \$

CHECK #

WAREHOUSE L L C

46 GLENDALE RD
VIENNA, WV 261058108

MAILING
ADDRESS
CHANGES:

Handwritten signature and vertical stamp: Wood County Joe Gonzales, Clerk Instrument 88336526 4/26/2024 @ 10:29:53 AM COUNTY COMMISSION ORDER Book 78 @ Page 783 Pages Recorded 2

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,317.76 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES JUSTICE ASSISTANCE GRANT 23-JAG-41.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand three hundred seventeen dollars and seventy-six cents (\$3,317.76) which represents reimbursement to Wood County for expenses incurred during the month of January, 2024, in regard to the West Virginia Division of Criminal Justice Services Justice Assistance Grant Number 23-JAG-41. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 78, at Page 291 and bearing the date February 22, 2024, at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

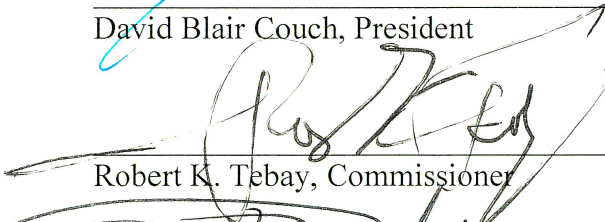
Documentation pertaining to the WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James F. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 8836562
06/27/2024 @ 01:59:37 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 791
Pages Recorded 1

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,317.76 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES JUSTICE ASSISTANCE GRANT 23-JAG-41.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand three hundred seventeen dollars and seventy-six cents (\$3,317.76) which represents reimbursement to Wood County for expenses incurred during the month of February, 2024, in regard to the West Virginia Division of Criminal Justice Services Justice Assistance Grant Number 23-JAG-41. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 78, at Page 380 and bearing the date March 18, 2024, at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

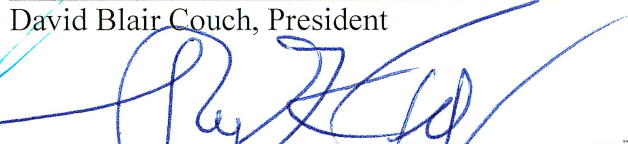
Documentation pertaining to the WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

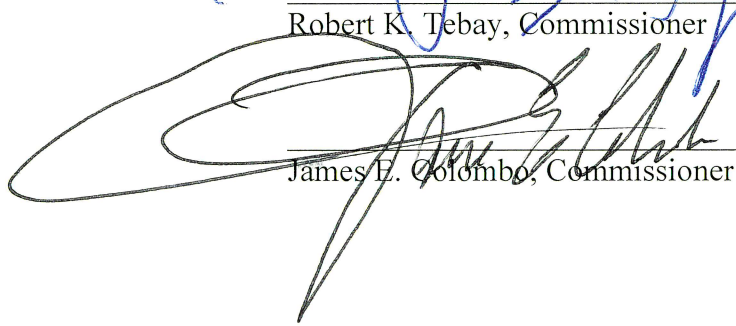
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County
Joe Bonzales, Clerk
Instrument 88336564
06/27/2024 @ 02:03:31 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 792
Pages Recorded 1

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE changes to the Wood County Purchasing Policy.

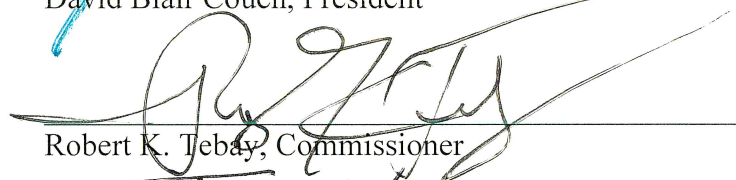
A copy of said Purchasing Policy is attached to this Order and should be made a part thereof.

APPROVED:

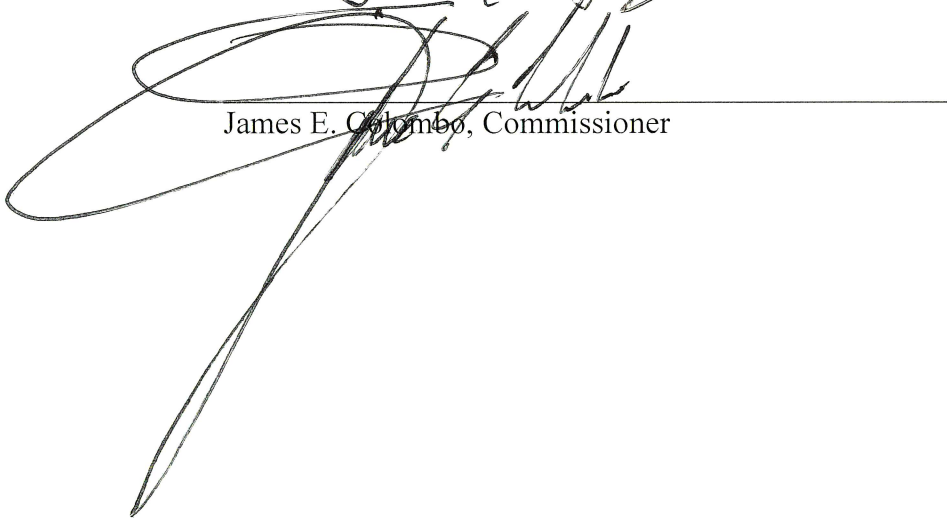
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2972

WOOD COUNTY PURCHASING POLICY

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. A requisition is required for all purchase orders for their creation, but does not need to be approved by the County Commission. Upon receipt of a requisition, a purchase order will be created and submitted to the County Commission for approval. 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.

WOOD COUNTY PURCHASING POLICY

4. To encourage competition, verbal pricing from three vendors should 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). Three written quotes are required for purchases between fifteen thousand dollars and zero cents (\$15,000.00) and twenty-four thousand nine hundred ninety-nine dollars and ninety-nine cents (\$24,999.99). Purchases twenty-five thousand dollars and zero cents (\$25,000.00) 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.

WOOD COUNTY PURCHASING POLICY

APPROVED:

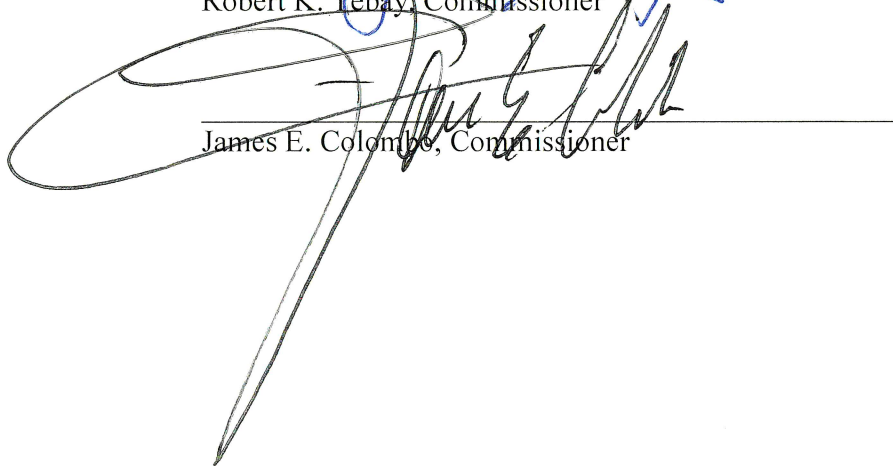
THE COUNTY COMMISSION OF WOOD COUNTY



David Blait Couch, President



Robert K. Tebay, Commissioner



James E. Colombe, 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
Amended March 4, 2024
Amended June 27, 2024

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.

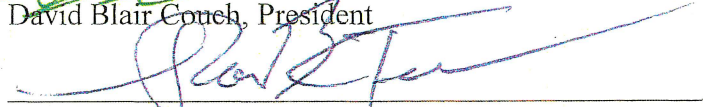
A copy of said Amended Purchasing Policy is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3892

Wood County
Joe Gonzales, Clerk
Instrument 88336861
06/27/2024 @ 01:56:28 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 786
Pages Recorded 5

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A
RESOLUTION RELATING TO THE WOOD COUNTY HOME
CONSORTIUM PLAN.

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, did hereby AUTHORIZE David Blair Couch, as President, to EXECUTE a Resolution in regard to the Wood County Home Consortium Plan.

A copy of said Resolution 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

A/2973

RESOLUTION

**A RESOLUTION OF THE WOOD COUNTY COMMISSION AUTHORIZING PARTICIPATION IN THE
PARKERSBURG/WOOD COUNTY HOME CONSORTIUM FOR THE PERIOD OF
July 1, 2024 to June 30, 2025**

And

**APPROVING THE FY 2024 ANNUAL ACTION PLAN, AND AUTHORIZING THE FILING OF THE
PLANS WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

Whereas, TITLE II of the National Affordable Housing Action of 1990 provides for the creation of the HOME Investment Partnership Program, hereinafter referred to as "HOME" and

Whereas, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

Whereas, there is still a need throughout Wood County, West Virginia to provide affordable housing for low- and moderate- income residents; and

WHEREAS, the City of Parkersburg's Development Department has prepared a FY 2024 Annual Action Plan, which proposes how the entitlement grant funds will be expended to address the housing needs identified in the Five-Year Consolidated Plan; and

WHEREAS, a draft of the FY 2024 Annual Action Plan, was on public display from June 5, 2024 through July 8, 2024 and a series of public meetings and hearings were held on said plans and comments of citizens were taken into consideration in the preparation of the final documents.

Whereas, the Wood County Commission, the City of Parkersburg, the City of Vienna, and City of Williamstown, West Virginia have formed a Consortium which has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to an annual funding; and

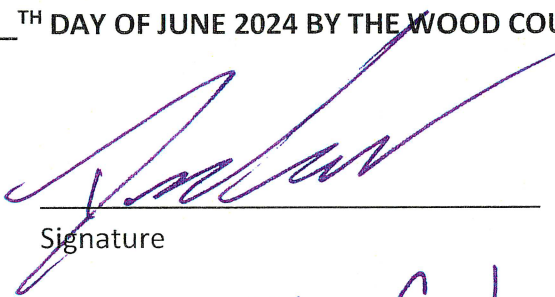
Whereas, the U.S. Department of Housing and Urban Development has awarded the Parkersburg/Wood County HOME Consortium a HOME grant in the amount of \$265,112.00 for Fiscal Year 2024; and

Whereas, the City of Parkersburg recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

Now, Therefore, Be It Resolved by the Wood County Commission that:

1. The Wood County Commission will continue to cooperate with the City of Parkersburg in a Consortium for participation in the HOME Program.
2. A copy of this resolution is to be submitted in the request to HUD to approve funding of the Parkersburg/Wood County HOME Consortium for the above fiscal year 2024 HOME Investment Partnership Program.

ADOPTED INTO A RESOLUTION THIS 27th DAY OF JUNE 2024 BY THE WOOD COUNTY COMMISSION WEST VIRGINIA.



Signature

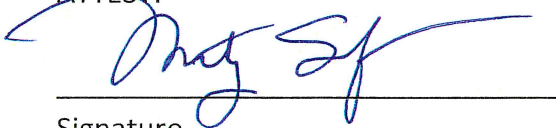
DAVID BLAIR COOK

(Typed Name)

PRESIDENT

(Title)

ATTEST:



Signature

MARY SENTER

(Typed Name)

COUNTY ADMINISTRATOR

(Title)

Wood County
Joe Gonzales, Clerk
Instrument 8836578
06/27/2024 @ 02:21:14 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 795
Pages Recorded 3

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A GRANT CONTRACT AGREEMENT FOR A COMMUNITY CORRECTIONS GRANT NO. 24-BIPP-29.

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 a Grant Contract Agreement for a Batterer Intervention and Prevention Program (BIPP) Training Grant, No. 24-BIPP-29 with the West Virginia Division of Administrative Services, Justice and Community Services Section. Said grant Agreement is in the amount of nine hundred ninety-five and zero cents (\$995.00).

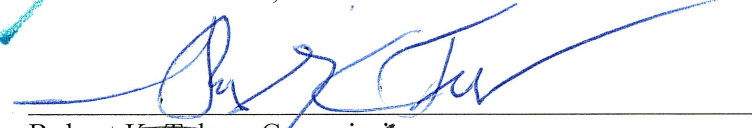
A copy of said Grant Contract Agreement is attached to this Order and should be made a part thereof.

APPROVED:

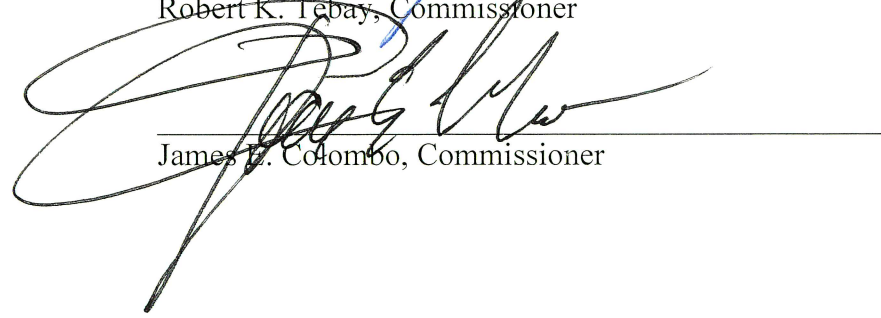
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

GRANT CONTRACT AGREEMENT
BETWEEN
DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE AND COMMUNITY SERVICES SECTION
AND THE
WOOD COUNTY COMMISSION

24-BIPP-29

This **AGREEMENT**, entered into this **1st Day of June 2024** by the Assistant Director of the Division of Administrative Services, Justice and Community Services Section, hereinafter referred to as "JCS", and the Wood County Commission, hereinafter referred to as "Grantee."

WHEREAS JCS is the recipient of Community Corrections Grant Funds from the State of West Virginia; and

WHEREAS the Grantee is an eligible applicant who is desirous of receiving funds for: **These funds will be used to complete Batterer Intervention and Prevention Program (BIPP) Training offered through Domestic Abuse Intervention Programs (DAIP).**

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. JCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application, which is attached hereto and made part hereof.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by JCS all duties, tasks, and functions necessary to implement the application which is hereto attached.
4. The Grantee will commence its duties under the Agreement on **June 1, 2024** and shall continue those services/activities until **June 30, 2025**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Grantee, the sum of up to **\$995.00** shall be obligated by JCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that JCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. JCS has determined that the program **will** receive an upfront scheduled allocation of funds.

8. If the Grantee is not receiving an upfront scheduled allocation of funds: To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Reimbursement of Funds once per month to JCS. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the application, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
9. If the Grantee is receiving an upfront scheduled allocation of funds, the Grantee hereby agrees to adopt a schedule of payments dictated by JCS: To be eligible for any and all scheduled allocation of funds of the total grant amount, the Grantee shall submit a Request for Funds to JCS which adheres to the schedule of payments. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the application, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
10. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a state agency, the completed application signed by the agency head is sufficient.
11. Grantee agrees to abide by the grant conditions, terms, assurances, and certifications which are attached and such other special terms and conditions that JCS has set forth is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
12. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the JCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the JCS reasons for taking said action.
13. JCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
14. If for any reason funds received by JCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.
15. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to JCS a final report on forms provided by JCS. Said reports shall reflect actual costs incurred or expended during the terms of this Agreement.

16. The parties hereto agree that notice shall be given electronically to the appropriate agency email addresses.
17. The Grantee shall hold and save JCS and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.



David Blair Couch
President
Wood County Commission

Marty A. Hatfield
Assistant Director
Justice and Community Services Section



Division of Administrative Services
Justice and Community Services (JCS)
SCHEDULE OF PAYMENTS

The following Schedule of Payments is hereby recognized and adopted by the Wood County Commission.

Project Number: 24-BIPP-29

Total Award: \$995.00

<u>Payment No.</u>	<u>Date</u>	<u>Amount</u>
1	6/1/2024	\$995.00

A large, stylized handwritten signature in black ink, which appears to read "David Blair Couch". The signature is written over a solid horizontal line.

David Blair Couch
President
Wood County Commission



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019
Revision History: Method of correspondence changed to electronic on March 15, 2023.
§12-4-14 reporting requirements added on September 11, 2023.
§15-9B-3 requirements added on February 14, 2024.
Condition #46 added on April 27, 2024.

The following Standard Conditions and Assurances apply to all grant programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be emailed to the designated JCS Program Specialist.

- 1. LAWS OF WEST VIRGINIA:** This grant 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 JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement bases" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
- 2. LEGAL AUTHORITY:** The applicant hereby certifies it has the 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 the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
- 3. RELATIONSHIP:** The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
- 4. COMMENCEMENT WITHIN 60 DAYS:** This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. **OPERATIONAL WITHIN 90 DAYS:** If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.
6. **SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:
- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
 - 60 or more days late in submitting reports;
 - Failure to submit reports;
 - High Risk Grantee as determined by the JCS High Risk Assessment; or
 - Any other cause shown.
7. **SANCTIONS FOR NONCOMPLIANCE:** In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:
- Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
 - Cancellation, termination, or suspension of the contract, in whole or in part;
 - Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
 - If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
 - If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
 - If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
 - Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.
8. **ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other

sources; further, funds received on an upfront basis from JCS for one program may not be commingled with funds received on an upfront basis for another JCS program.

9. **REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
10. **COMPLIANCE WITH WV CODE §12-4-14:** The grantee agrees to comply with §12-4-14 of the West Virginia Code, also known as the West Virginia Grant Transparency and Accountability Act. This Act is intended to develop a coordinated, nonredundant process for the effective oversight and monitoring of grant recipients, thereby ensuring quality programs, and limiting fraud, waste, and abuse.
11. **WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal, or otherwise) before those changes are executed.
12. **OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
13. **USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
14. **ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
15. **PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148-CSR-1 of the West Virginia Code.
16. **PROJECT INCOME:** All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
17. **MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

18. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
19. **NON-SUPPLANTING:** Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
20. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
21. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
22. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
23. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
24. **PROPERTY ACCOUNTABILITY:** The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
25. **COMPUTER EQUIPMENT:** Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
26. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.
27. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient

purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

28. **ACCESS TO RECORDS:** JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
29. **CIVIL RIGHTS COMPLIANCE:** Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. §20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
30. **RELIGIOUS ACTIVITIES:** Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
31. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
32. **CONFLICT OF INTEREST:** No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code § 6B-1-1 through 6B-3-11).
33. **FREEDOM OF INFORMATION ACT:** All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in

the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

34. **NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
35. **SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:** The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
36. **JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:** Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974.
- Deinstitutionalization of status offenders (DSO).
 - Separation of juveniles from adults in institutions (separation).
 - Removal of juveniles from adult jails and lockups (jail removal).
 - Reduction of disproportionate minority contact (DMC), where it exists.

Additionally, the grantee agrees to comply with 101-CSR-1 of the West Virginia Code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities, and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

37. **COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:** Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.

- 38. USE OF DATA/EXCHANGE OF INFORMATION:** With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon request, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
- 39. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 40. EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.
- 41. VETERANS PREFERENCE:** This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.
- 42. IMMIGRATION AND NATURALIZATION VERIFICATION:** The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.
- 43. POLITICAL ACTIVITY:** The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government, and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C.

employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.). Please reference West Virginia Code § 29-6-20 for state restricted activities.

44. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING: Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

45. COMPLIANCE WITH WV CODE §15-9B-3: If applicable, the grantee agrees to comply with §15-9B-3 of the West Virginia Code. Effective July 1, 2025, any Victims of Crime Act (VOCA) Victim Assistance Program and/or STOP Violence Against Women Formula Grant Program (VAWA) applicant operating in a county without a written plan for accessing sexual assault forensic exams that is approved by the Sexual Assault Forensic Examination Commission will be ineligible to receive VOCA and/or VAWA grant funds.

46. DETERMINATION OF SUITABILITY REQUIRED, IN ADVANCE, FOR CERTAIN INDIVIDUALS WHO MAY INTERACT WITH PARTICIPATING MINORS: The following award condition is incorporated by reference into many Department of Justice, Office of Justice Program (OJP) awards, starting in calendar year 2019. This condition applies to this award if it is indicated -- in the application for the award (as approved by JCS), the DOJ or JCS funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the DOJ/OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official [please print]: DAVID BLAIR GUCH

Authorized Official Signature: 

Date: 5-27-24

Wood County
Joe Gonzales, Clerk
Instrument 88337060
06/27/2024 @ 01:53:38 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 799
Pages Recorded 13

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
THE APPROVAL OF THE WOOD COUNTY EMERGENCY
OPERATIONS PLAN.

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 the Adoption and Approval of the Wood County Emergency Operations Plan.


Said Plan was presented by Ronald Utt, Chairperson of the Wood County Local Emergency Planning Committee.

APPROVED:

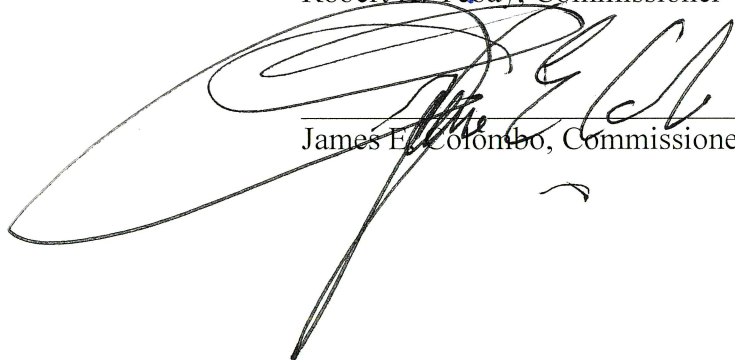
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



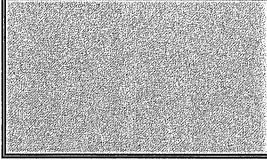
James E. Colombo, Commissioner

A/2976

WOOD COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN

<i>Related Federal ESFs</i>	<ul style="list-style-type: none"> • NRF Base Plan (Roles and Responsibilities, Concept of Operations)
<i>Related State Annexes</i>	<ul style="list-style-type: none"> • EOP Basic Plan
<i>Primary Agencies</i>	<ul style="list-style-type: none"> • Wood County Commission • Wood County Office of Homeland Security-Emergency Management
<i>Support Agencies</i>	<ul style="list-style-type: none"> • WV Division of Homeland Security & Emergency Management (WVDHSEM) • US Department of Homeland Security (USDHS)
<i>Authorities</i>	<ul style="list-style-type: none"> • See VIII. Authorities for more details. • WV Code, Chapter 15, Article 5, as amended. • WV Executive Order 20-04, December 23, 2004.
<i>References</i>	<ul style="list-style-type: none"> • United States Department of Homeland Security. (December, 2008). <i>National Incident Management System</i>, Washington, D.C. • United States Department of Homeland Security. (2008). <i>National Response Framework</i>. Washington, D.C. • United States Department of Homeland Security. (2005). <i>Local and Tribal NIMS Integration: Integrating the NIMS Into Local and Tribal Emergency Plans and Standard Operating Procedures</i>, Version 1.0. Washington, D.C. • United States Environmental Protection Agency. (n.d.). <i>National Oil and Hazardous Substances Pollution Contingency Plan</i>. Washington, D.C. • United States Department of Homeland Security. (November, 2010). <i>Comprehensive Preparedness Guide 101: Guide to Developing and Maintaining Emergency Operations Plans</i>. Washington, D.C. • United States Department of Transportation. (2012). <i>Emergency Response Guidebook</i>. Washington, D.C. • National Response Team. (2001). <i>Hazardous Materials Emergency Planning Guide</i>, NRT-1. Washington, D.C. • National Response Team. (1991). <i>Developing a Hazardous Materials Exercise Program</i>. Washington, D.C. • West Virginia Division of Homeland Security and Emergency Management. (2010). <i>West Virginia State Hazard Mitigation Plan</i>. Charleston, WV. • West Virginia Division of Homeland Security and Emergency



Management. (2006). *West Virginia Emergency Operations Plan*. Charleston, WV.

- Mid-Ohio Valley Regional Council. (2011). *Hazard Mitigation Plan for the Mid-Ohio Valley Region*.

I. PURPOSE AND SCOPE

A. Purpose

This plan provides an efficient, standardized response capability for Wood County during emergencies and major disasters. It predetermines, where possible, actions to be taken by the responsible elements of the governments within Wood County and its municipalities. The plan outlines an effective response to actual disaster occurrences and provides for recovery in the aftermath of an emergency.

B. Scope

This plan applies to all Wood County agencies that are assigned tasks in the document. To ensure an understanding of these tasks, these agencies have been involved in the planning process. The plan serves as a guideline to enhance the effectiveness of emergency responses in Wood County. The document does not direct tasked agencies as to “how” they should fulfill their responsibilities; it functions on the assumption that the agencies tasked herein will individually maintain a capability to fulfill those responsibilities.

To ensure an understanding of these tasks, the Wood County Office of Homeland Security-Emergency Management, including the Director and Assistant Director have been designated the Planning Committee for the Basic Plan, and have been involved in the planning process.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Appraisal of the Threat

- a. Wood County's Hazard Mitigation Plan, located within the *Hazard Mitigation Plan for the Mid-Ohio Valley Region* contains a detailed risk assessment outlining how the following hazards threaten the county.
 - i. Winter Storms
 - ii. Severe Winds
 - iii. Flooding

- b. Additional man-made and technological hazards that could affect Wood County include:
 - i. Hazardous Materials Incidents
 - ii. Infrastructure Failure
 - iii. Biological Events (Pandemic Flu, Novel Disease Outbreaks, etc.)
 - iv. Terrorism

- c. Industrial sites which could be a source for Emergency Incidents include:
 - i. DuPont/Chemours - Washington Bottom
 - ii. Sabic - Washington Bottom
 - iii. Hino Motors - Williamstown.

2. Geographic and Demographic Characteristics

- a. The land area of Wood County is 365 square miles with a population of 86,965 (2010 data).
 - b. The City of Parkersburg is the county seat and has a population of 31,492 (2010 data).
 - c. Incorporated Municipalities
 - i. Parkersburg
 - ii. Williamstown
 - iii. Vienna
 - iv. North Hills

 - d. Other unincorporated communities within the county are:
-

- i. Boaz
- ii. Waverly
- iii. Red Hill
- iv. Davisville
- v. Mineral Wells
- vi. Pettyville
- vii. Lubeck
- viii. Washington Bottom

e. Education

i. Elementary

- Blennerhassett Elementary
- Criss Elementary
- Emerson Elementary
- Fairplains Elementary
- Franklin Elementary
- Gihon Elementary
- Greenmont Elementary
- Jefferson Elementary
- Kanawha Elementary
- Lubeck Elementary
- Madison Elementary
- Martin Elementary
- McKinley Elementary
- Mineral Wells Elementary
- Neale Elementary
- Vienna Elementary
- Waverly Elementary
- Williamstown Elementary
- Worthington Elementary

ii. Middle Schools

- Blennerhassett Middle School
 - Edison Middle School
 - Hamilton Middle School
 - Jackson Middle School
 - Parkersburg Catholic Elementary School
 - Van Devender Middle School
- iii. High School
- Caperton Center for Applied Technology Wood County Technical Center
 - Parkersburg Catholic High
 - Parkersburg High
 - Parkersburg South High
 - Williamstown High
 - Wood County Technical Center
- f. The economy of Wood County can be classified into the following primary employment categories:
- i. Education and Health Services
 - ii. Retail Trade
 - iii. Government
 - iv. Leisure and Hospitality
- g. Transportation
- i. **Interstate:** Interstate-77
 - ii. **US Routes:** 50
 - iii. **State Routes:** 2, 14, 31, 47, 68, 95, 618, 892
 - iv. **Railway:** CSX
- h. Climatology
- i. Temperature
 - Mean Annual Average: 54 °F
 - January: 22.°F (low), 38 °F (high)

- July: 65 °F (low), 84 °F (high)

ii. Precipitation

- Annual Average Total – 41.5 in
- Annual Snowfall Range – 25-30 in

(http://www.wvcommerce.org/app_media/assets/pdf/counties/wood.pdf)

3. Other situations are included in each functional annex relevant to the subject being addressed.

B. Assumptions

1. Emergencies and disasters will occur in Wood County.
2. In addition to hazards listed above, catastrophic events, including but not limited to a large plane crash, school shooting, hostage situation, etc. may occur.
3. When required, a local “State of Emergency” will be declared by local officials who will activate the provisions of this plan and the county Emergency Operations Center (EOC).
4. Assistance may be provided by higher levels of government if local resources are exhausted or overwhelmed.
5. Depending on the severity and magnitude of the situation, the affected area may be able to cope effectively with the situation. However, it may be necessary to request assistance from volunteer organizations, private enterprises, mutual aid organizations, or state and/or federal sources.
6. Some incidents may occur after implementation of warning and other preparedness and public protection measures, but others may occur with little or no warning.
7. During large incidents or events encompassing several separate incidents, the response activities of differing functional areas will overlap. Incident command and resource management must be completed with this overlap in mind.
8. Additional assumptions are addressed in each functional annex that are relevant to the subject of the annex.

III. CONCEPT OF OPERATIONS

A. Basic Policies

1. The responsibility of the Wood County Commission and the Wood County Office of Homeland Security-Emergency Management is to protect life and property from the effects of hazardous events.
 - a. The ultimate authority to activate this plan rests with the Wood County Commission. Such activation will most likely be based on recommendations from the Wood County Office of Homeland Security-Emergency Management or other emergency services providers.
 - b. The Chief Executive Official (CEO) of incorporated areas is ultimately responsible for protecting lives and property within their jurisdiction. During events contained entirely within the boundaries of incorporated areas, these CEOs may request the activation of this plan for support purposes.
 - c. Based on recommendations from the Wood County Office of Homeland Security-Emergency Management, the county commission may declare a “State of Emergency” and activate this plan and the county EOC. **In order for assistance from a higher level of government to be rendered, a “State of Emergency” should be declared.**
 - d. Municipalities may also declare a “state of emergency” for their jurisdiction which would activate any emergency plans or procedures they may have in place. It is assumed that a municipality will request resource assistance from neighboring municipalities and/or the county emergency management structure **prior** to requesting assistance from the state or federal level. For this reason, **all requests for state (and subsequently federal) assistance in Wood County should be channeled through the WVDHSEM.**
2. This plan is activated for major county emergencies, not for minor local emergencies. If a minor local emergency escalates to the point that external resources, public information, or operational support is necessary, then the appropriate portions of this plan should be activated.

3. When the emergency exceeds the county's capability to respond, assistance may be requested from the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM). Federal assistance may be requested and coordinated by the WVDHSEM. (See VIII.C.3.b. below.)
 - a. While assistance can be requested from the state and federal government, emergency response is primarily a local endeavor. The *National Response Framework* (NRF), from which the *West Virginia Emergency Operations Plan* and this plan are derived, is based on the concept that incident management activities should take place with the "lowest" jurisdictional level possible.
 - b. Requests from higher levels of government should conform to National Incident Management System (NIMS) criteria.
4. Resources, such as the American Red Cross (ARC), Salvation Army, the Mid-Ohio Valley Community Emergency Response Team (MOVCERT), Wood County, WCEC, the Arc, hospitals, Non-Governmental Organizations (NGOs), Voluntary Organizations Active in Disaster (VOADs), and other private enterprises may be called upon to supplement local government resources.
5. When appropriate, services for special needs populations (e.g., handicapped, elderly, non-English speaking, children, incarcerated, etc.) should be considered and implemented.
6. From an operational standpoint, the NIMS outlines the management of an emergency response with three (3) components: the Incident Command System (ICS), a Multi-Agency Coordination System (MACS), and a Joint Information System (JIS).
 - a. The ICS is used to manage activities on-scene. The ICS is detailed in Annex A: Direction and Control.
 - b. The Wood County EOC is an example of a MACS. EOC operations are detailed in Annex A: Direction and Control.
 - c. Emergency public information and some notification/warning information, as well as media relations, are managed by a JIS. The county's JIS is detailed in Annex D: Public Information.

7. Several agencies throughout Wood County offer training opportunities, such as
 - a. The WVU Extension Office
 - b. WVU-Parkersburg
 - c. The Wood County LEPC

8. Individual agencies' Standard Operating Guidelines (SOGs) detail other training requirements.

9. Emergency services organizations should conduct periodic exercises to confirm the effectiveness of training received and responsibilities in this plan as well as overall NIMS implementation. The WCHSEM maintains an exercise schedule with the appropriate sections of the WVDHSEM.

10. The Wood County LEPC shall maintain a 5-year exercise plan.

IV. DIRECTION, CONTROL, AND COORDINATION

- A. The Wood County Commission is responsible for the policy making, coordination, and direction and control over all emergency management activities within Wood County that occur outside of municipal jurisdictions. Policy decisions may be based on recommendations or other information provided by the WCHSEM, the MOVHD, Emergency Responders, and law enforcement including the Sheriff's Department.
- B. Emergency response to an incident takes place under the direction and control of the local government having jurisdiction. If an incident occurs within municipal boundaries, the affected municipality has direction and control. Incidents occurring in the unincorporated portions of the county are under the direction and control of the county commission.
- C. If an incident expands to include multiple jurisdictions, direction and control still remains with the local governments having jurisdiction. In other words, local governments retain control over their own resources throughout the response. On-scene command transitions to a unified or area command structure, with the lead likely coming from the jurisdiction in which the incident originated. County government and resources from higher levels of government, through the WCHSEM, is available to support the operation.
- D. In basic terms, Wood County responders utilize the ICS to manage on-scene activities. The ICS, including how an Incident Commander (IC) is selected, is detailed in Annex A: Direction and Control.
- E. The Wood County EOC is an example of a MACS that facilitates policy and decision-making, coordination, and overall direction and control of emergency responders when an incident exceeds the capabilities of the ICS organization. The Wood County EOC is the primary and centralized location for multi-jurisdictional direction and control of emergency response activities in the county. EOC capabilities are further detailed in Annex A: Direction and Control.
- F. Public information is managed through a JIS to ensure consistency from release to release. A physical Joint Information Center (JIC) may be established within or near the EOC to coordinate and manage the JIS.

V. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

- A. General information collection and analysis are discussed throughout the remainder of this document.
- B. Information sharing and communications are based on plain English principles as outlined by the National Incident Management System (NIMS) as well as the use of appropriate Incident Command System (ICS) forms.

VI. COMMUNICATIONS: See Annex B: Communications.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management protocols and SOGs.
2. Specific agency roles and responsibilities are addressed in the annexes of this plan. Responsibilities for certain organizations that are not a part of local government are also presented.

B. Assignment of Responsibilities

1. Primary

a. Wood County Commission

- i. Appropriate funds for emergency management.
- ii. Ensure that personnel, equipment, and supplies are available for emergency operations.
- iii. Delegate appropriate authorities to the Wood County Office of Homeland Security-Emergency Management Director to ensure efficient emergency management.
- iv. Establish a local EOC to support emergency operations and officially activate it during times of emergency.
- v. Establish and reference mutual aid agreements with public and private agencies.
- vi. If appropriate and upon recommendation from experts at the local level, declare a "State of Emergency".

b. Wood County Office of Homeland Security-Emergency Management

- i. Advise county and municipal governments on matters of emergency management.
- ii. Prepare and maintain a plan for emergency response and management activities.
- iii. Design and conduct exercises to ensure the plan is current and effective.
- iv. During emergencies, activate, and manage the EOC.

- v. Serve as liaison to state and federal officials during local states of emergency.
- vi. Offer training, as applicable and in accordance with NIMS criteria, to ensure that local responders are qualified and prepared to undertake emergency operations.
- vii. Develop and maintain a properly categorized and typed resource manual (per NIMS requirements) to assist in the emergency procurement of necessary resources.

2. Support

a. West Virginia Division of Homeland Security and Emergency Management

- i. Develops, tests, and maintains the *West Virginia Emergency Operations Plan*.
- ii. Receives local resource requests.
- iii. Coordinates state agency response to an incident.
- iv. Activates and staffs the State EOC, if appropriate.
- v. Requests and coordinates federal assistance to an emergency.

b. United States Department of Homeland Security

- i. As per Executive Order #12148, the USDHS coordinates all federal disaster assistance, including military support provided to state and local governments.
- ii. Coordinates ESF #5 (of the NRF) operations with all other activated ESFs to ensure the federal response is integrated with state and local objectives.

C. Extraordinary Responsibilities Listed in the NRF

- 1. The local CEO requests state and, if necessary, federal assistance through the governor of West Virginia (accessed through the State EOC) when all local capabilities have been exhausted.
- 2. In some instances when federal agencies maintain local offices, the resources of that local federal agency office may be utilized during the response. The WCHSEM, upon direction by the county commission,

negotiates mutual aid agreements with those offices. Federal agency office personnel respond under their appropriate Emergency Support Function (ESF) of the NRF.

3. Specific interactions between local agencies and the federal government (as outlined in the NRF) are discussed in the individual annexes of this plan.

D. Preservation of Records

1. Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions, as well as all records and documents necessary for the continued operation of the local government. It is further the responsibility of all Wood County and municipal officials to ensure that all records are secured and protected from damage or destruction at all times.
2. Elected officials shall ensure that all legal documents of a public and private nature recorded by the designated official (i.e., clerks, assessors, tax collectors) be protected and preserved in accordance with state law. An alternate location for safeguarding vital records has been designated and is presently not at risk; also, essential records have been prioritized by all governmental offices throughout Wood County.
3. Responsibilities of Local Governments
 - a. Identify, in advance, priority categories of essential records. Categories should include records necessary to continue critical government functions, records required to protect the rights and interests of citizens, records that may be needed during an emergency response, etc.
 - b. Label all records within the priority categories with identifiable markings, **TO INCLUDE PRIORITY OF EVACUATION.**
 - c. Assess the vulnerability of stored records to direct and secondary damage from various hazards.
 - d. Evaluate and designate alternate storage locations with respect to potential hazards.
 - e. Make arrangements for the transport of records to the alternate storage location(s).
 - f. Safeguard vital computer information and records.

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Administration

1. Administration of emergency management activities in Wood County is conducted on a daily, non-emergency basis by the WCDHSEM.
2. During the response and recovery phases, the emergency management program is coordinated by the Wood County Office of Homeland Security-Emergency Management Director with responders and CEOs at the scene (via the ICS) and in the activated EOC in accordance with the written procedures set forth in this plan and in organizational Standard Operating Guidelines (SOGs).
3. General Resource Management Administrative Requirements
 - a. **Resource Procurement Actions before a Declaration of Local “State of Emergency”**: Every effort should be made to meet requirements with local government resources. County/municipal officials should be contacted without regard to normal business hours to assist in obtaining those necessary items that are not readily available in the stocks of committed local governments. Unless specifically authorized by the appropriate municipal/county official, normal procurement guidelines should prevail.
 - b. **Resource Procurement Actions after a Declaration of Local “State of Emergency”**: See II.A.3. and II.C.
4. Continuity of Government
 - a. General
 - i. Each element of Wood County’s government is responsible to have taken or take actions to:
 - Pre-designate lines of succession.
 - Pre-delegate authorities for the successors to key personnel.
 - Make provisions for the preservation of records.
 - Develop plans and procedures for the relocation of essential departments.
 - Develop specific procedures to deploy essential personnel, equipment, and supplies to maximize their survival.

- ii. Each jurisdiction should include continuity of government in its emergency operations plan.

b. Lines of Succession

Lines of succession are developed to ensure that decisions can be made to direct response and recovery efforts. If the responsible individual is, for whatever reason, unable to fulfill his/her duties, the backups identified herein are notified and assume applicable responsibilities.

i. County Commission

- President
- President ProTemp
- Commissioners in order of seniority
- County Administrator

ii. Wood County Office of Homeland Security-Emergency Management

- Director
- Assistant Director
- Assistant Director II

iii. County Departments

- Lines of succession for county departments are specified in individual Standard Operating Guidelines (SOGs).

5. After-Action Critique

- a. See Appendix 2 of the Basic Plan

6. All legal issues regarding emergency preparedness, response, and recovery are addressed by the county's legal counsel.

B. Finance

1. Required reports should be submitted to the appropriate authorities in accordance with individual annexes.

2. Each participating department/agency is required to submit an after-action report to the Wood County Commissioners/WVOEM within 10 days after the termination of emergency response activities. Records of expenditures and obligations in emergency operations must be maintained by local governments and agencies employing their own bookkeeping procedures (including personnel overtime, equipment used, contracts initiated, etc.). Emphasis must be placed on meeting applicable audit requirements. (See Appendix 2 of this Basic Plan.)
3. Various programs, such as the USDHS' (FEMA) Public Assistance (PA) and Individual Assistance (IA), loans/grants through the Small Business Administration (SBA), etc. may be available to recover disaster-related costs.

C. Logistics

1. In the event that the county's resources prove to be inadequate during a response, requests can be made for assistance from other jurisdictions, higher levels of government, and other agencies.
 - a. Resource requests should be in accordance with existing mutual aid agreements.
 - b. Requests to higher levels of government should include NIMS resource types and categories (see Annex I: Resource Management).
2. Guidelines have been identified to ensure that authorized personnel are in-place at all times to approve emergency resource procurement and expenses.
3. State and Federal Involvement
 - a. State
 - i. For emergency situations that exceed the combined capabilities of all local emergency response organizations, the State of West Virginia, through the WVDHSEM, can provide direct services and assistance to the affected county and can act as a channel of obtaining and providing additional resources from outside the state and from the federal government.

- ii. When the WVDHSEM provides emergency assistance, which may include on-site representation, the overall command and control authority remains with the local jurisdiction, unless local control is otherwise relinquished or if state or federal law requires the transfer of authority to a specified state or federal agency.
- iii. The West Virginia EOP calls for all state departments and agencies with emergency responsibilities to provide direct assistance to local jurisdictions where possible and to participate in local EOP activities.
- iv. The West Virginia EOP expects local jurisdictions to have fully committed and depleted all locally available resources before requesting assistance from a higher level of government.

b. Federal

- i. **Requests for federal assistance should come from the State EOC (SEOC).**
- ii. Federal to local coordination is most likely to be through state representatives.
- iii. During incidents for which a federal response may be necessary, the Secretary of Homeland Security, in coordination with other federal departments and agencies, initiates actions to prevent, prepare for, respond to, and recover from the incident. These actions are taken in conjunction with state and local authorities and may occur regardless of whether federal assistance is requested.
 - Federal representatives should coordinate with state and local jurisdictions to establish the Joint Field Office (JFO) if federal assistance has been requested or deployed.
 - Local and state representatives may be invited to participate in the JFO to manage the integration of on-going local and state incident management objectives/operations into the federal response.
- iv. Overall federal support to the incident command structure on-scene is coordinated through the JFO.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. This plan has been developed by the WCHSEM in accordance with guidance provided by the WVDHSEM and the United States Department of Homeland Security.
- B. The WCHSEM Director should ensure that this plan is periodically updated.
 - 1. After an exercise
 - 2. After a real event
 - 3. At least 1 annex per quarter per EMPG requirements
 - 4. No less than once every 5 years
- C. The WCHSEM is responsible for distributing plan updates.
- D. Training
 - 1. The following training (most recent course versions), at a minimum, should be completed by all new employees, recruits, and first responders who have a direct role in emergency preparedness, incident management, or response for NIMS compliance.
 - a. IS-100 (Introduction to ICS)
 - b. IS-200 (Basic ICS)
 - c. IS-700 (NIMS: An Introduction)
 - d. IS-800 (NRF)
 - 2. Emergency responders with the potential to hold command positions (e.g., officers, etc.) should also take IS-300 (Intermediate ICS) and IS-400 (Advanced ICS).
 - 3. More detailed courses may also be completed as part of an on-going training program. Such courses include:
 - a. IS-402 (ICS for Local Elected Officials),
 - b. IS-702 (Public Information), and
 - c. IS-703 (Resource Management).

X. AUTHORITIES

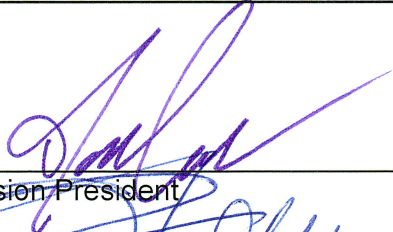

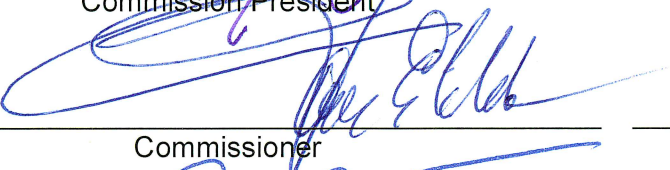

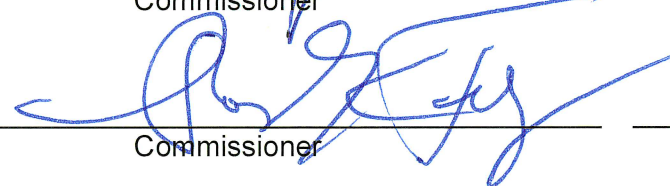
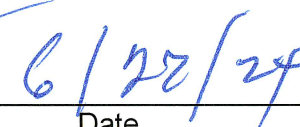
A. Federal

1. *The Homeland Security Act of 2002*, Public Law 107-296, 6 USC 101 et. seq., November 25, 2003.
2. *The Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, 42 USC Section 5121, et. seq.
3. *The Public Health Security and Bioterrorism Preparedness and Response Act of 2002*, Public Law 107-188, 42 USC 247d.
4. National Plan for Telecommunications Support in Non-Wartime Emergencies.
5. Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CFR Part 13.
6. *The Price-Anderson Amendments Act*, Public Law 100-408, 102 Stat. 1066, 1988.
7. *The Comprehensive Environmental Response, Compensation, and Liabilities Act (CERCLA)*, as amended by *The Superfund Amendments and Reauthorization Act of 1986*, 42 USC 9601, et. seq., and *The Federal Water Pollution Control Act (Clean Water Act)*, as amended, 33 USC 1251, et. seq.
8. *The National Emergencies Act*, 50 USC §1601-1651, as amended.
9. *Emergencies Involving Chemical or Biological Weapons*, 10 USC § 382, as amended.
10. *Emergencies Involving Nuclear Materials*, 18 USC 831(e), as amended.
11. *The Occupational Safety and Health Act*, 29 USC § 651-658, as amended.
12. *The Cooperative Forestry Assistance Act of 1978*, 16 USC § 2101-2114, as amended.
13. Executive Order 12148, Designation of the USDHS as the Primary Agency for Coordination of Federal Disaster Relief, Emergency Assistance, and Emergency Preparedness.
14. Executive Order 12333, United States Intelligence Activities.
15. Executive Order 12382, President's National Security Telecommunications Advisory Committee (NSTAC).
16. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
17. Executive Order 12580, Superfund Implementation.

18. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities.
19. Executive Order 12742, National Security Industrial Responsiveness.
20. Executive Order 12777, Implementation of Section 311 of the Federal Water Pollution Control Act.
21. Executive Order 12919, National Defense Industrial Resources Preparedness.
22. Executive Order 13284, Amendment of Executive Orders and Other Actions in Connection with the Establishment of the Department of Homeland Security.
23. Executive Order 13286, Amendment of Executive Orders and Other Actions in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security.
24. Executive Order 13295, Revised List of Quarantinable Communicable Diseases.
25. Executive Order 13354, National Counterterrorism Center.
26. Executive Order 13356, Strengthening the Sharing of Terrorism Information to Protect Americans.
27. Homeland Security Presidential Directive – 1: Organization and Operation of the Homeland Security Council.
28. Homeland Security Presidential Directive – 2: Combating Terrorism through Immigration Policies.
29. Homeland Security Presidential Directive – 3: Homeland Security Advisory System.
30. Homeland Security Presidential Directive – 4: National Strategy to Combat Weapons of Mass Destruction.
31. Homeland Security Presidential Directive – 5: Management of Domestic Incidents.
32. Homeland Security Presidential Directive – 6: Integration and Use of Screening Information.
33. Homeland Security Presidential Directive – 7: Critical Infrastructure Identification, Prioritization, and Protection.
34. Presidential Policy Directive 8: National Preparedness.

35. Homeland Security Presidential Directive – 9: Defense of United States Agriculture and Food.
36. Homeland Security Presidential Directive – 10: Biodefense for the 21st Century.
37. Homeland Security Presidential Directive – 11: Comprehensive Terrorist-Related Screening Procedures.
38. Homeland Security Presidential Directive – 12: Policy for a Common Identification Standard for Federal Employees and Contractors.
39. Homeland Security Presidential Directive – 13: Maritime Security Policy.
40. Homeland Security Presidential Directive – 14: Domestic Nuclear Detection.
41. Homeland Security Presidential Directive – 15: *[on the war on terrorism]*

XI. AUTHORIZATION

	
Commission President	Date
	
Commissioner	Date
	
Commissioner	Date

XII. LIST OF APPENDICES

- Appendix 1: Sample Emergency Proclamation
- Appendix 2: After-Action Report
- Appendix 3: Glossary

Emergency Response Plan Approval Sheet

This document acknowledges that WOOD County Local
Emergency Planning Committee hereby certifies that the Emergency
Response Plan has been reviewed and is satisfactory.

Signature: JH Moore Date: 5-13-24

Name Printed: T H Moore Title: Chairman LEP

Wood County
Joe Gonzales, Clerk
Instrument 8837977
06/27/2024 @ 10:50:25 AM
COUNTY COMMISSION ORDER
Book 79 @ Page 1
Pages Recorded 28

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY GIVE APPROVAL TO THE BY-LAWS OF THE WOOD COUNTY LOCAL EMERGENCY PLANNING COMMITTEE.

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 give APPROVAL by signature to the By-Laws of the Wood/Wirt County Local Emergency Planning Committee as presented by Ronald Utt, Chairman of the Wood County/Wirt Local Emergency Planning Committee.

A copy of said By-Laws is attached to this Order and shall be made a part thereof. The County Commission does further ORDER that a copy of this Order, along with the By-Laws, be certified by the Clerk of the County Commission for entry in the Office of the Clerk of the County Commission.

APPROVED:

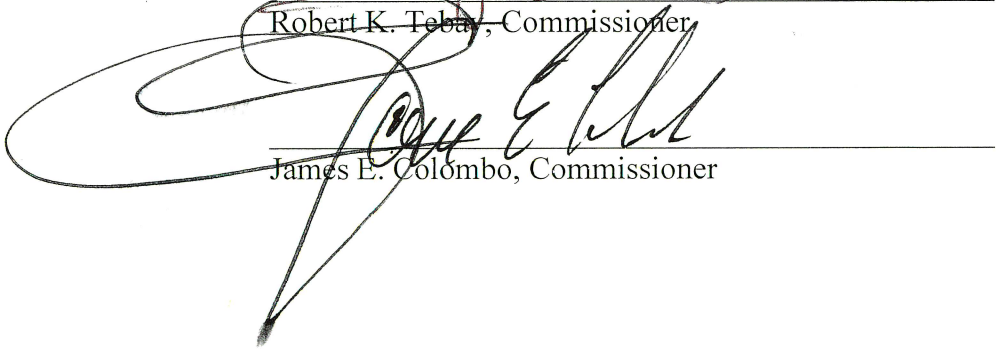
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2977

BYLAWS OF
THE WOOD/WIRT COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

ARTICLE I

NAME AND PURPOSE

Section 1. Name. The name of this organization shall be the Wood/Wirt County Local Emergency Planning Committee, hereinafter referred to as the "LEPC".

Section 2. Purpose. The purposes of the LEPC are those set out in SARA Title III/EPCRA and any other lawful purposes which are assigned to it or permitted by the County and/or the State Emergency Response Commission (WV SERC) in West Virginia. In keeping with the intent of the SARA Title III/EPCRA regulations, all activities of the LEPC will be conducted in a manner encouraging input and participation from all segments of the community. The LEPC will develop an Emergency Response and Preparedness Plan for the planning district and establish procedures for conducting its public information and education responsibilities. The plan shall be reviewed and updated as necessary on a regular annual basis, in accordance with Section 303 of SARA Title III.

The LEPC shall, in addition:

- Receive and process requests for information from the public.
- Notify the public of all LEPC meetings or activities.
- The LEPC will perform a hazard analysis based on the information from facilities operating within the jurisdiction of the LEPC including the county's transportation risks.
- Establish and maintain a database of Hazardous and Extremely Hazardous Substances (EHS) locations and quantities in the county utilizing "TIER II Manager" operated by the WV SERC.

The LEPC will establish, and notify the public that all meetings, including sub-committee and ad hoc committee meetings, are open to the public. The LEPC will implement such other and related activities as may hereafter be legally required by the federal government and/or the WVSERC. The LEPC will make assessments of resources necessary to implement the

Emergency Response and Preparedness Plan, and make recommendations to appropriate people, agencies, and organizations regarding additional resources needed to implement the plan. The LEPC shall be instrumental in fulfilling the purpose of the Community Right-to-Know laws to increase the protection of the community from exposure to chemicals produced, used, stored, and/or transported within the planning district. Transportation hazards analysis will include those risks to the district from commercial transportation by rail, highway, aircraft and waters of commerce.

ARTICLE II MEMBERSHIP

Membership will always include, at a minimum, representatives of the groups listed in Section 301 of SARA Title III. This includes equal representation of elected state and local officials, law enforcement, emergency management, firefighting personnel, first aid/EMS personnel, health personnel, local environmental personnel, hospital personnel, transportation personnel, broadcast and print media personnel, community groups and owners or operators of local facilities. The members will be nominated by the LEPC and approved by the Wood or Wirt County Commission as applicable. Membership updates will be provided to the WVSEPC on an annual basis.

Section 1. Qualification. The organization shall consist of those members nominated by the LEPC and approved by the Wood or Wirt County Commission as applicable. Those persons names shall represent the various professional and community groups as designated by EPCRA. Members of the LEPC shall be residents or conduct business in the jurisdictional area of the LEPC.

Section 2. Officers. Officers shall be elected to conduct meetings, appoint subcommittees, keep minutes, and to otherwise accomplish the work of the committee.

Section 3. Terms of Office. The membership of the LEPC will be for a period of one year. Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for this jurisdiction. The term of office shall be provided in Article III, Section 3.

Section 4. Vacancies. Any vacancy occurring in the LEPC by reason of the resignation, death or disqualification of a member will be filled by appointment in accordance with Article II, Section 1. The Executive Committee may make suggestions for candidates to fill vacant positions to the County Commission.

Section 5. Duties. The LEPC shall assist established emergency planning offices within the county with planning emergency response and public information as directed by laws.

Section 6. Meetings. The LEPC shall meet quarterly. Regular quarterly meetings will be held at the Office of Emergency Management starting at 12:00 on the second Tuesday of the quarter i.e., July, October, January April. If there is a change or cancellation of this meeting all members will be notified by email. The Chairperson may call special meetings of the LEPC at such time and place as the Chairperson may determine. All members will be notified by email.

Section 7. Quorum. The presence of five members and the Chairperson or Vice- Chairperson of the LEPC at the opening of the meeting shall constitute a quorum for the transaction of business by the LEPC.

Section 8. Agenda. Any member may request that the Chairperson place an item on the meeting agenda. If the chairperson should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the Chairperson of the Committee.

Section 9. Rules of Order. The deliberations of all meetings of the LEPC and its subcommittees shall be governed by Robert's Rules of Order, Newly Revised.

Section 10. Notice of Meetings. An annual notice of the regular meeting schedule of the LEPC shall be published in a newspaper with regular circulation in Wood County in accordance with SARA Title III (EPCRA). This notice shall specify the meeting designated specifically for the receipt of public comments on the emergency plan.

ARTICLE III OFFICERS

The Officers of the LEPC shall be a Chairperson and a Vice-Chairperson who shall be elected by the committee in a manner herein provided. Together they are addressed as the Executive Committee. All officers shall be members of the LEPC.

Section 1. Nomination and Election of Officers. Prior to the expiration of the officer's term of service, nomination and election of officers shall occur. Nominations will be accepted from the floor for the positions of Chairperson and Vice-Chairperson. The election shall be by ballot, except that when there is only one nomination for each office, election may be by voice vote. These officers shall be selected by the majority of the members of the LEPC present and voting at the meeting. The regular elections will be held during the first meeting of each calendar year.

Section 2. Term of Office. The term of the officers elected at the organizational meeting shall expire after the next regular election each year.

Section 3. Chairperson. The Chairperson shall preside at all meetings of the LEPC; shall serve as ex officio member of all committees; and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC.

Section 4. Vice-Chairperson. Upon resignation or death or in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice- Chairperson shall perform such other duties as may be assigned by the Chairperson.

Section 5. Secretary. The Emergency Management receptionist will act as Secretary for each meeting to keep a true record of the proceedings of all meetings of the LEPC. In the absence of a secretary the duties can be appointed to another member by the Chairperson or Vice-Chairperson.

Section 6. Public Information Officer (PIO). The PIO will be provided by Emergency Management as required.

ARTICLE IV MISCELLANEOUS PROVISIONS

Section 1. Fiscal Year. The fiscal year shall be considered to run from July 1 to June 30.

Section 2. Indebtedness. All indebtedness incurred by the LEPC shall be approved by the Chairperson before payment by the Vice-Chairperson.

Section 3. Approval of By-Laws. These by-laws shall become effective upon approval by a majority of those in attendance at the organization meeting.

ARTICLE V AMENDMENTS

Section 1. Amendments. These by-laws may be amended by a two-thirds vote of members present and voting (as defined by section 7, Article II, Quorum) at any meeting of the LEPC provided that any amendments to these by-laws be submitted to the members in writing at least one week in advance of the meeting. Any member of the LEPC shall have the right to comment on or suggest revision to the by-laws.

ARTICLE VI RULES

EPCRA requires that the LEPC "shall establish rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of the emergency plan." The final rules are attached to these by-laws.

Section 1. Adoption of Rule: Publication of Proposals. The LEPC may, as necessary and proper, adopt rules of general application governing the execution of responsibilities under EPCRA and related applicable regulations. Such rules must first be published in proposed form not less than 10 days prior to final adoption by the LEPC. Proposed rules are subject to public comment during the 10-day period. The LEPC Chairperson is encouraged, but not required, to email

notices of the proposed rulemaking to interested local government officials, industries, and citizens.

Section 2. Method of Initiating proposed Rulemaking. Any member of the LEPC may recommend the initiation of proposed rulemaking. Any proposed rules shall be considered by the LEPC membership. If the LEPC membership, by majority vote approves the proposed rule, it shall thereafter proceed to publication as provided in the preceding section.

Section 3. Method of Adopting Final Rules. Following the expiration of the 10-day comment period, the LEPC shall then vote on the adoption of the proposed rule. If the vote is favorable, the rule shall take effect immediately upon the time and date the notice of adoption is first published.

Section 4. Notice of Adoption. Upon adoption of any rule by the LEPC, the Chairperson shall also publish the LEPC's response to comments received and any changes to the proposal made in response to such comments. Publication of the final rule shall be in the same manner as that for the proposed rule.

Section 5. Emergency Rules. In emergency circumstances, the LEPC may adopt rules without prior public notice and comment, provided that no such rule will remain in effect for more than 90 days.

FINAL RULES

Public Access to Information

- All requests of information, including FOIA requests from the public will be directed to the WV SERC. The WV SERC will determine how to best answer these requests and pass the appropriate information back to the LEPC. The LEPC will present this information to the requester.
- All information requested to be photocopied by any member of the public, shall be provided at the sole expense of such persons. The cost of such photocopying shall be set from time to time by the Wood County Emergency Manager as the supporter of LEPC administration.

Information requests can be hand delivered to Wood County Emergency Management at 911 Core Rd 26104 or send via US Mail to the same address with Attention LEPC.

Copies of the LEPC bylaws, proposed rules or rules shall be provided at no charge to the public.

THIS DOCUMENTS THE CONSTITUTION AND BY-LAWS OF THE WOOD/WIRT COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) ADOPTED AT THE REGULAR MEETING OF THE LEPC ON THE 5 DAY OF May, IN THE YEAR 2024.

Signature

LEPC Chairperson:

Y J Moore Date: 5-13-24

Signature

President, County Commission:

[Signature] Date: 5-13-24

Wood County
Joe Gonzales, Clerk
Instrument 88337975
05/27/2024 @ 10:45:27 AM
COUNTY COMMISSION ORDER
Book 78 @ Page 873
Pages Recorded 7

JUNE 27, 2024

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 27th day of June, 2024, at 9:58 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, 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, Section 4, as amended.

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

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by personnel matters.

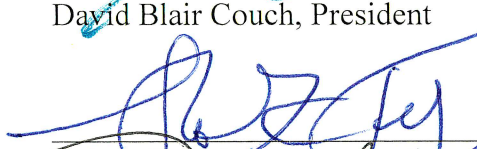
The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:05 o'clock A.M.

APPROVED:

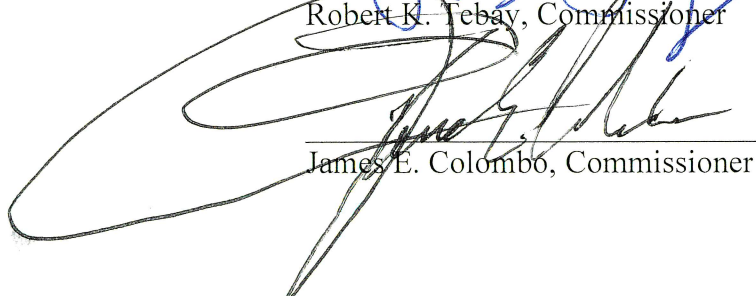
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/199

Wood County
Joe Bonzales, Clerk
Instrument 88336570
06/27/2024 @ 02:14:44 PM
COUNTY COMMISSION ORDER
Book 70 @ Page 793
Pages Recorded 1

JUNE 27, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE THE PLAT OF APPLE HILL MANOR SUBDIVISION, PHASE FIVE.

ORDER

On this date, Marty Seufer, Director of the Wood County Planning Commission, presented to the County Commission of Wood County, plats of Apple Hill Manor Subdivision, Phases Three and Four. Said plats consist of two (2) lots and is being developed by William Gandee. Said Plat was reviewed by the Wood County Planning Commission on May 1, 2024 and approved.

Following discussion and review, 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, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the aforementioned plats of Apple Hill Manor Subdivision, Phase five for recordation. Said APPROVAL was for the two (2) lots located in the Union Taxing District.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/200

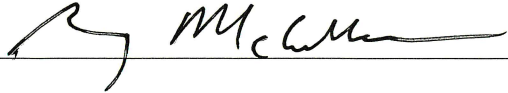
Wood County
Joe Gonzales, Clerk
Instrument 8836574
06/27/2024 @ 02:17:56 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 794
Pages Recorded 1

STATE OF WEST VIRGINIA
COUNTY OF WOOD

}

TO -WIT:

I, Gary McCullough do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Court Services for the Wood County Sheriff in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before the County Commission of Wood County, West Virginia,
this 27th day of JUNE, 2024.

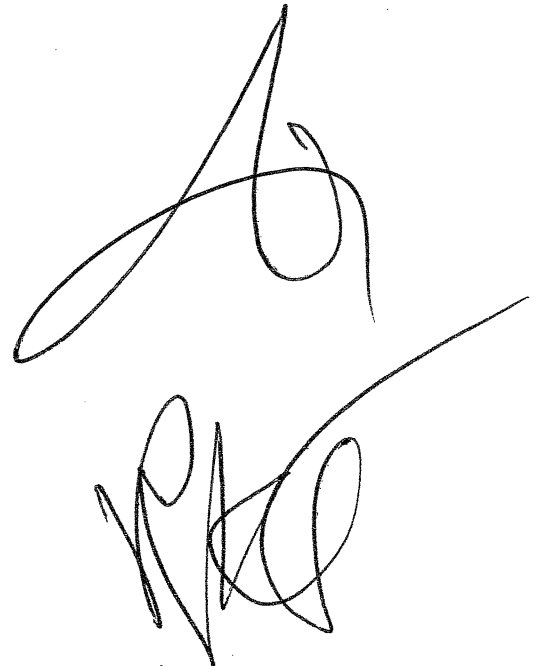


County Commission of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 88356402
06/27/2024 @ 03:02:19 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 767
Pages Recorded 1

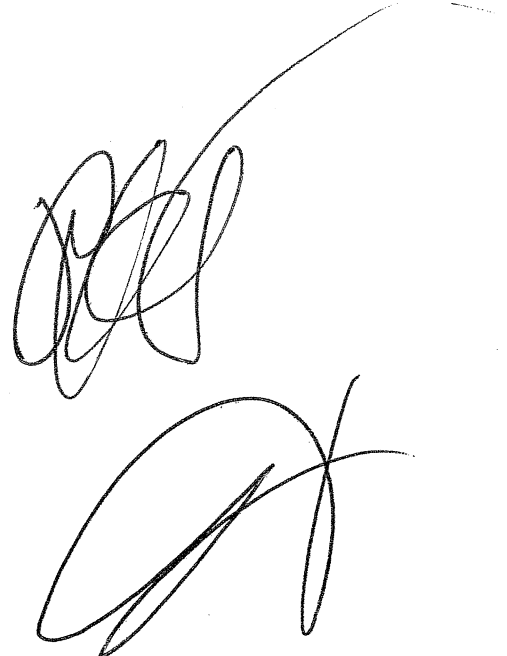
Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5444	HEALTH	HIGHMARK WEST VIRGINIA	HAND	06/24/2024	4,287.83	
5445	HEALTH	HIGHMARK WEST VIRGINIA	HAND	06/24/2024	10,370.15	
GENERAL FUND Bank Id 101 Totals					<u>14,657.98</u>	

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
8990	CAPITAL	CAPITAL RESERVE FUND	REGULAR	06/21/2024	575,000.00	
8991	WCC	WOOD COUNTY COMMISSION	REGULAR	06/21/2024	63,654.29	
E-911 FUND Bank Id 107 Totals					<u>638,654.29</u>	
Report Totals					<u>653,312.27</u>	

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5446	CHILD	CHILD SUPPORT ENF DIV	REGULAR	06/30/2024	737.08	
5447	EMPOWER	EMPOWER RETIREMENT	REGULAR	06/30/2024	65.00	
5448	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	06/30/2024	107,904.16	
5449	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	06/30/2024	1,694.00	
5450	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	06/30/2024	1,443.53	
5451	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	06/30/2024	27,341.27	
178087	AMERICAN	AFLAC	REGULAR	06/30/2024	54.99	
178088	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	06/30/2024	20.40	
178089	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	06/30/2024	755.95	
178090	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	06/30/2024	54.10	
178091	COPFEE	CITY OF PARKERSBURG	REGULAR	06/30/2024	5,886.12	

PAYROLL FUND Bank Id 101 Totals

145,956.60

Report Totals

145,956.60



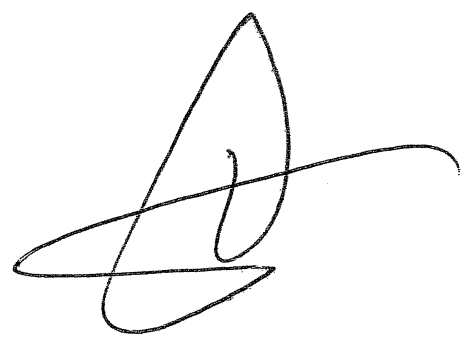
Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
178073	AAP	ADVANCE AUTO PARTS	REGULAR	06/25/2024	593.64	
178074	AHART'S	AHART'S CONCRETE	REGULAR	06/25/2024	2,100.00	
178075	ALLAMERICANU	ALL AMERICAN UNIFORM	REGULAR	06/25/2024	3,101.82	
178076	AMERICANF	AMERICAN FLAGS & POLES	REGULAR	06/25/2024	803.00	
178077	BOSOLIND	BOSO LINDSEY A	REGULAR	06/25/2024	184.13	
178078	CUSTOMIMAGES	CUSTOM IMAGES, LLC	REGULAR	06/25/2024	1,918.18	
178079	ELITESIGNS	ELITE SIGNS	REGULAR	06/25/2024	432.00	
178080	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	06/25/2024	581.00	
178081	HINKLEB	BRENDA HINKLE	REGULAR	06/25/2024	666.10	
178082	JOHNFLORA	JOHN FLORA CONTRACTING LLC	REGULAR	06/25/2024	13,120.46	
178083	RON'S	RON'S PORTA JOHNS, INC.	REGULAR	06/25/2024	412.50	
178084	ROUTE95AUTO	ROUTE 95 AUTO REPAIR	REGULAR	06/25/2024	150.00	
178085	VERIZONW	VERIZON WIRELESS	REGULAR	06/25/2024	81.22	
178086	WATERBOY	WATERBOY LLC	REGULAR	06/25/2024	37.50	
GENERAL FUND Bank Id 101 Totals					24,181.55	




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8992	COAST	COAST TO COAST	REGULAR	06/25/2024	220.41	
8993	FLEECARL	FLEENOR CARL AARON	REGULAR	06/25/2024	31.77	
8994	FRONTIER	FRONTIER	REGULAR	06/25/2024	6,189.22	
8995	LAMP	LAMP PESTPROOF	REGULAR	06/25/2024	295.00	
8996	RODRLUCI	RODRIGUEZ LUCILA	REGULAR	06/25/2024	75.00	
E-911 FUND Bank Id 107 Totals					<u>6,811.40</u>	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3591	ALARM	ALARM SYSTEMS PRO, LLC	REGULAR	06/25/2024	4,989.00	
3592	AMERIGAS	AMERIGAS	REGULAR	06/25/2024	99.00	
3593	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	06/25/2024	214.10	
3594	BLAVOS	BLAVOS DIESEL REPAIR	REGULAR	06/25/2024	1,214.03	
3595	BOUND	BOUND TREE MEDICAL LLC	REGULAR	06/25/2024	1.44	
3596	CARDINAL	CARDINAL PHARMACY	REGULAR	06/25/2024	544.02	
3597	CAS CABLE	CAS CABLE	REGULAR	06/25/2024	422.26	
3598	DOMINIONH	HOPE GAS INC.	REGULAR	06/25/2024	35.71	
3599	EASTWOOD	EASTWOOD VOLUNTEER FIRE DEPT	REGULAR	06/25/2024	1,353.86	
3600	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	06/25/2024	117.00	
3601	MILLER DO	MILLER DOOR INC	REGULAR	06/25/2024	1,007.00	
3602	MODERNM	MODERN MARKETING	REGULAR	06/25/2024	2,522.61	
3603	MONPOWER	MON POWER	REGULAR	06/25/2024	320.41	
3604	PERRYASSOC	PERRY & ASSOCIATES, CPA'S A.C.	REGULAR	06/25/2024	1,950.00	
3605	STANLEY ELECT	STANLEY ELECTRIC	REGULAR	06/25/2024	111.28	
3606	WEX	WEX BANK	REGULAR	06/25/2024	530.18	
3607	WV STATE FIRE	WV STATE FIREMEN'S ASSOCIATION	REGULAR	06/25/2024	100.00	
FIRE SERVICE FEE Bank Id 120 Totals					15,531.90	



Check Register Report for Wood County Commission


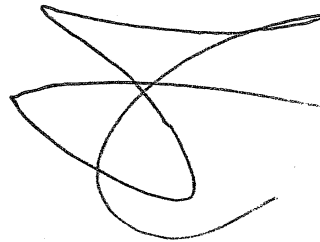
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
400	EVANSCONSOLE	EVANS CONSOLES INC	REGULAR	06/25/2024	14,992.44	

SPECIAL BLDG FUND Bank Id 244 Totals

14,992.44

Report Totals

64,887.51



Check Register Report for Wood County Commission

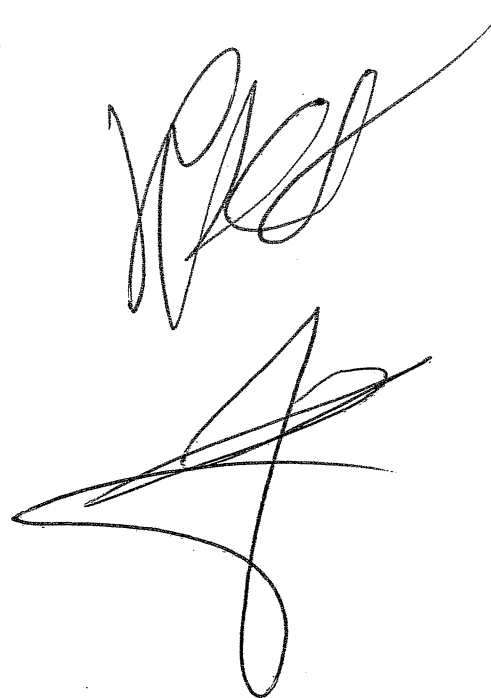
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8825	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	06/25/2024	115.75	
8826	LAMP	LAMP PESTPROOF	REGULAR	06/25/2024	128.40	
8827	MONPOWER	MON POWER	REGULAR	06/25/2024	110.65	
8828	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	06/25/2024	1,353.48	
8829	TYLER	TYLER MOUNTAIN WATER CO INC	REGULAR	06/25/2024	9.95	
8830	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	06/25/2024	1,605.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					3,323.23	



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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1085	ALLAMERICANU	ALL AMERICAN UNIFORM	REGULAR	06/25/2024	46.99	
SPECIAL LAW ENFORCEMENT Bank Id 173 Totals					46.99	

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



Wood County Commission
Agenda

June 27, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider signing a Resolution and Budget for the HOME Consortium Annual Action Plan	Jake Frady, City of Parkersburg
	Consider changes to the County Purchasing Policy	
9:45 A.M.	Consider Approval of Apple Hill Manor LLC, Subdivision, Phase V	
	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
