

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, JULY 25, 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.

AGENDA AND DISCUSSION ITEMS

At 9:40 A.M., the County Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby EXECUTE an application for a Help America Vote Act (HAVA) Grant with the State of West Virginia. Said grant application is in the amount of fifteen thousand one hundred forty-five dollars and zero cents (\$15,145.00). (Order A/3000)

At 9:49 A.M., the County Commission approved the hiring of Andrew Campbell as a Home Confinement Officer and Tessa Hickman as a Tax Deputy.

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 March, 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 569 and bearing the date April 11, 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. (Order A/2986)

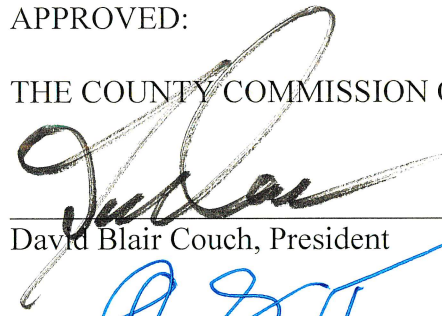
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:11 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/3000 and A/2986

APPROVED:

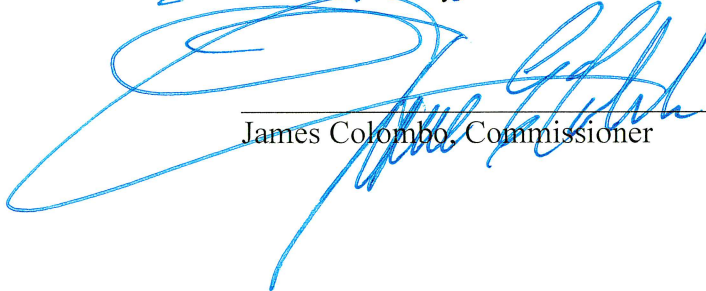
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held July 25, 2024

Please Print

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Wood County Commission
Agenda

July 25, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider HAVA Grant Application for election equipment	Alisha Cross, Deputy Clerk and Joe Gonzales, County Clerk
	Consider Request to Hire Andrew D. Campbell as a Home Confinement Officer with the Sheriff's Department - \$36,101.52/yr.	
	Consider Request to Hire Tessa M. Hickman as a Tax Deputy for the Sheriff's Department - \$34,400.00/yr.	
	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

JULY 25, 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.

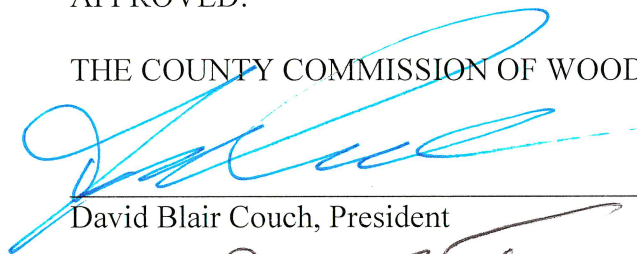
ORDER

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 April, 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 677 and bearing the date May 20, 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.

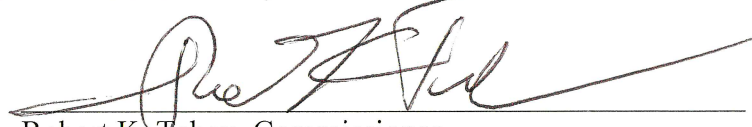
Documentation pertaining to the WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

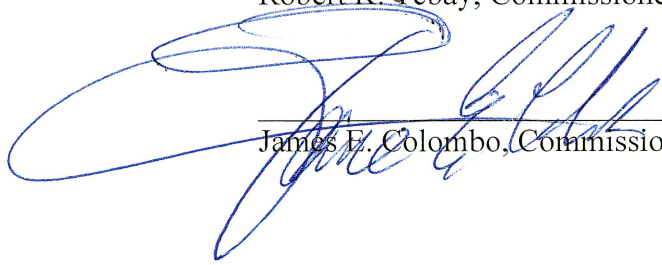
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2986

Wood County
Joe Gonzales, Clerk
Instrument 88338142
07/25/2024 @ 12:28:08 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 32
Pages Recorded 1

JULY 25, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE
AN APPLICATION FOR A HAVA GRANT.

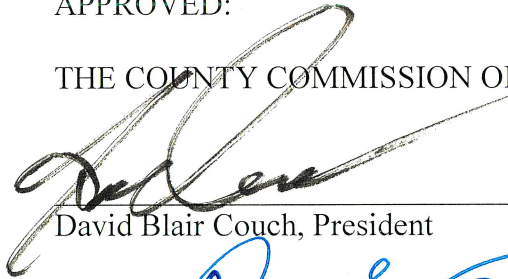
ORDER

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 EXECUTE an application for a Help America Vote Act (HAVA) Grant with the State of West Virginia. Said grant application is in the amount of fifteen thousand one hundred forty-five dollars and zero cents (\$15,145.00).

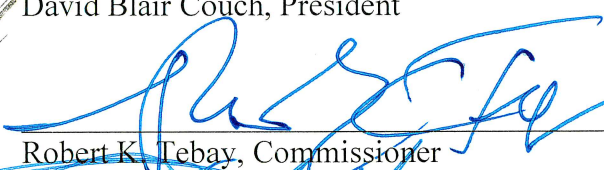
A copy of the Application is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3000



Joe Gonzales
County Clerk

Office of the Wood County Clerk

Wood County Courthouse
1 Court Square
P.O. Box 1474
Parkersburg, WV 26102-1474

Phone: 304-424-1850

July 25, 2024

West Virginia Secretary of State
Attn: Matt Gallagher

Wood County Commission is requesting HAVA funds to help facilitate purchasing election equipment for the November 5, 2024 Statewide General Election and any future elections. This equipment is being requested due to a shortage of equipment noticed during the 2024 Statewide Primary Election. It will also be used as an emergency back up and /or replacement for all future elections. The source of funds for the Wood County match will be supplied from the Wood County General Fund Budget.

Sincerely,

A handwritten signature in blue ink that reads "Joe Gonzales".

Joe Gonzales, Clerk
Wood County Commission

JG/ac
Enclosures(5)

Attachment A

**WEST VIRGINIA SECRETARY OF STATE
2024 HAVA SECURITY SUB-GRANT INFORMATION**

Agreement Number: EAC-ELSEC18WV **CFDA** 90.404 **Budget Period:** 03/24/2024 - ??

Applications for a 2024 HAVA Security sub-grant must be submitted with required documentation to the Secretary of State during the open application period of June 26 to July 26, 2024.

State & County Election Funds:

All Federal funds and State cash matching funds must be deposited in the County Assistance Voting Equipment Fund as described in Section 104 (d) of HAVA. Expenditures under state budget authority and in-kind match expenditures require the same documentation as federal funds under 2 C.F.R. § 200. Interest earned on these awarded funds, and any net program income, shall be retained in the County Assistance Voting Equipment Fund and used for allowable activities described in Section 101 of HAVA and under state law.

Grant Administration

Award recipients and sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200). These requirements include maintaining an inventory list of all equipment purchased with federal funds. Inventory lists shall include the item description, serial number, source of funding, who holds the title, acquisition date, the cost per unit, % of federal participation, location, and use/condition and any ultimate disposition data. Any revenues that can be attributed to HAVA-funded activities are considered program income; therefore, all interest earned on grant money received must be tracked for financial reporting.

Award Contingencies

Implement or have implemented the Drug-Free Workplace Requirements of 2 C.F.R. § 182.200 and comply with subpart C of 2 C.F.R. Part 180- Debarment & Suspension & include in lower-tier covered transactions.

Acknowledgement

By drawing down funds under this grant and submitting a 2024 HAVA subgrant application, the county will need to agree to comply with all terms and conditions of this program.

Attachment B


2024 HAVA Security Sub-Grant Request Cover Page

Agreement Number: EAC-ELSEC18 **WV CFDA** 90.404 **Budget Period:** 3/24/2024

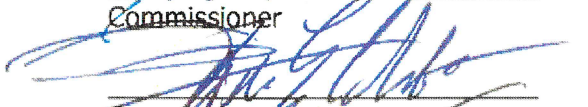
The County Commission of Wood County, on the 25th day of July, 2024 herein make application for a 2024 HAVA Security sub-grant or reimbursement in the total amount of \$ 15,145.00, as reflected in the "request" in Attachment C.

Regarding required matching funds, the County Commission represents that it has the required percentage of matching funds as required by Code of State Rules §153-10; and that the County has the authority and ability to spend the requested funds through lawful purchasing procedures no later than one hundred twenty (120) days from receipt of the award.

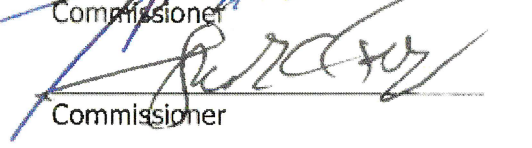
We, the undersigned, hereby affirm and swear by our signatures below that the County Commission has met and passed a resolution authorizing the County to purchase or request reimbursement in the request form (Attachment C) to enter into this grant agreement.



Commissioner



Commissioner



Commissioner

07-25-2024
Date

07-25-2024
Date

07-25-2024
Date

*Commissioner

Date

*Commissioner

Date

*If applicable

The foregoing instrument was acknowledged before me on the following date:



Clerk of the County Commission

07-25-2024
Date

Attachment C

County: Wood

Date: July 25, 2024

2024 HAVA SECURITY ACT SUB-GRANT REQUEST

Requests for sub-grants may be requested by submitting all the following documents to the Secretary of State's Office. Guidance on the 2024 HAVA SECURITY Act Sub-grant can be found in the Instructions and the Grant Notification. Any request that does not include all required documentation may be rejected and the additional requirements will be requested to be submitted for consideration:

All requests:

Itemized sub-grant request descriptions:

VENDOR & DESCRIPTION

1. ES&S ExpressPoll System Includes Tablet, Stand, Barcode Reader, Carrying Case, Mobile Device Management and Express Poll Software Application (5 units requested)	\$	1,335.00/unit
2. ExpressPoll Thermal Receipt Printer (5 units requested)	\$	230.00/unit
3. Thermal Receipt Paper Roll (5 units requested)	\$	2.00/unit
4. ExpressVote Printer (5 units requested)	\$	800.00/unit
5. Pollbook Universal Soft case (5 units requested)	\$	45.00/unit
6. Pollbook Equipment Installation (5 units)	\$	1,975.00
7. Estimated Shipping and Handling	\$	<u>1,110.00</u>
	\$	<u>15,145.00 Total</u>

See attached ES&S Quote

Additional information required:

Recipient sub-grants (grant of funds to make purchase) must include attachments including:

1. Three vendor quotes or cost estimates for product or services, when applicable to procurement policies

Reimbursements of qualified purchases that have been made must also include:

1. Proof of payment for all items
2. Invoice from the vendor or vendors, if applicable
3. Acceptance of Delivery documentation for purchased items or services
4. List of equipment identification or serial numbers

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

Purchase Solution Includes:

Quantity	Item Description	Unit Price	Extended Price
Tabulation Hardware			
5	DS200 Poll Place Scanner and Tabulator: DS200 (includes Internal Backup Battery, Plastic Ballot Box with Removable Carrying Case, Paper Roll and One (1) Standard 4GB Memory Device)	\$6,820.00	\$34,100.00
5	Tote Bin	\$395.00	\$1,975.00
5	ExpressVote Universal Voting System: ExpressVote BMD (includes Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, and One (1) Standard 4GB Memory Device)	\$3,660.00	\$18,300.00
5	ExpressVote Soft-Slided Case	\$250.00	\$1,250.00
Pollbook Hardware			
5	ExpressPoll System including Tablet, Premium Stand, Integrated Barcode Reader, Carrying Case, Mobile Device Management and ExpressPoll Software Allocation	\$1,335.00	\$6,675.00
5	ExpressPoll Thermal Receipt Printer	\$230.00	\$1,150.00
5	Thermal Receipt Paper Roll	\$2.00	\$10.00
5	ExpressVote Printer (For Printing of ExpressVote Activation Cards)	\$800.00	\$4,000.00
5	Pollbook Universal Printer Soft Case	\$45.00	\$225.00
Services			
X	Tabulation Equipment Installation		\$1,975.00
X	Pollbook Equipment Installation		\$1,975.00
X	1 Year Hardware and Software Warranty		Included
X	Estimated Shipping and Handling		\$2,225.00
X	Customer Discount		(\$4,750.00)
Total Purchase Solution			\$69,110.00
Payment Terms			
	Amount due within thirty (30) calendar days of contract execution:		\$34,555.00
	Amount due within thirty (30) calendar days of delivery of Hardware and/or Software:		\$34,555.00

Footnotes:

- This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
- Rates valid for thirty (30) days and thereafter may change.
- Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
- Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
WOOD COUNTY COMMISSION	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: <input type="text" value="JOE"/> Middle Name: <input type="text"/>
* Last Name: <input type="text" value="GONZALES"/>	Suffix: <input type="text"/>
* Title: <input type="text" value="WOOD COUNTY CLERK"/>	
* SIGNATURE: <input type="text" value="Joe Gonzales"/>	* DATE: <input type="text" value="07-25-2024"/>

Wood County
Joe Gonzales, Clerk
Instrument 88339373
07/25/2024 @ 10:17:48 AM
COUNTY COMMISSION ORDER
Book 79 @ Page 65
Pages Recorded 7

WOOD COUNTY



SHERIFF'S OFFICE

(304) 424-1834
(304) 424-1832 fax

401 Second Street Suite# 11
Parkersburg, W.Va. 26101

R.L. Woodyard, Sheriff

July 29, 2024

Wood County Finance,

Presley Snodgrass will begin working as a deputy on August 1, 2024. His salary will be from line item 700-10-103 at \$48,417 during his probationary year.

Sincerely,

R L Woodyard, Sheriff

Wood County
Joe Gonzales, Clerk
Instrument 88338543
07/29/2024 @ 03:53:50 PM
COUNTY SUBMISSION ORDER
BOOK 79 @ Page 49
Pages Recorded

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
178202	ACTOR	THE ACTORS GUILD OF PARKERSBURG	REGULAR	07/19/2024	181.01	
178203	ARTSBRIDG	ARTSBRIDGE	REGULAR	07/19/2024	362.02	
178204	BELL HOME	BELLEVILLE HOMECOMING	REGULAR	07/19/2024	135.76	
178205	BHFI	BLENNERHASSETT HISTORICAL FOUNDATION INC	REGULAR	07/19/2024	90.51	
178206	JULIA-ANN	JULIA-ANN SQUARE HISTORICAL COMM. ASSOC.	REGULAR	07/19/2024	181.01	
178207	OIL	OIL AND GAS MUSEUM	REGULAR	07/19/2024	271.52	
178208	P-ART	PARKERSBURG ART CENTER	REGULAR	07/19/2024	271.52	
178209	P-HOMECOM	PARKERSBURG HOMECOMING	REGULAR	07/19/2024	452.53	
178210	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	07/19/2024	22,626.37	
178211	PMARATHON	PARKERSBURG NEWS & SENTINEL	REGULAR	07/19/2024	90.51	
GENERAL FUND Bank Id 101 Totals					24,662.76	
Report Totals					24,662.76	



[Handwritten Signature]