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**THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON FEBRUARY 7, 2013 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: DAVID A. WHITE, PRESIDENT, RONALD L. FEATHERS, MEMBER, AND TIMOTHY C. IRVINE, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD WITH THE PLEDGE OF ALLEGIANCE TO OUR FLAG. MR. FEATHERS LED THOSE ATTENDING IN PRAYER.**

Also attending were Christian Hudspeth of *The Marietta Times*, Administrator Paul Cunningham, and Clerk Rick Peoples.

#### **COMMISSIONERS AGENDA**

**February 7, 2013**

9:00 Business Meeting  
9:30 State Auditors - Pre-Engagement Conference  
10:00 Kathy Gramkow - Workforce Investment  
10:30 Terry Tamburini - Southeastern Ohio Port Authority Update  
2:30 Sheriff Larry Mincks, Judge Ed Lane - Courthouse Security  
3:00 Eric Skomra, Bill McFarland - Financial Management System Project Update

#### **UNFINISHED BUSINESS**

Utility Construction Permits  
Transportation Enhancement Agreement - WP Snyder

#### **NEW BUSINESS**

Approve Agenda  
Approval of previous meeting's minutes  
Bills from various departments  
Resolution to Create New Fund for Behavioral Health  
Additional Appropriation - Sheriff (3)  
Additional Appropriation - WCBDD  
Then & Now's  
Travel - FCF (2)  
Travel - JFS  
Project Review - Matamoras Water System Improvement Project  
Family & Children First Agreement with Darylann Boley  
Letter to ODOT - WP Snyder Grant  
Letters to Delinquent Sewer Account Holders  
Certification of Delinquent Sewer Accounts to County Auditor  
County Wellness Incentive Program  
Engineer - Bid Specifications for Liquid Bituminous Materials, 2013  
Engineer - Bid Specifications for Asphalt Materials, 2013  
Engineer - Bid Specifications for Aggregates, 2013  
Engineer - Bid Specifications for Diesel Fuel, 2013 - 2016

#### **INFORMATION**

Eastern Ohio Development Alliance, 10:00 a.m., **Friday**, February 8, Salt Fork State Park  
Commissioners' Training Seminar, **Sunday thru Tuesday**, February 10-12, Deer Creek State Park  
Courthouse Closed, **Monday**, February 18, Presidents Day  
Public Hearing for 2013 CDBG Formula Projects, 7:00 p.m., **Tuesday**, February 19  
Evening meeting at Watertown VFD, 6:00 p.m., **Thursday**, February 28

#### **RE: AGENDA**

Mr. Irvine moved and Mr. Feathers seconded a motion to accept the agenda, with the following addition:

Appointment to Southeastern Ohio Joint Solid Waste District Board of Directors

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

#### **RE: APPROVAL OF MINUTES**

Mr. Irvine moved and Mr. Feathers seconded a motion to dispense with the reading of the January 31, 2013 minutes, and to approve them as submitted.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

#### **RE: PAYMENT OF BILLS**

Mr. Feathers moved and Mr. Irvine seconded a motion to approve the payment of bills from various departments.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: RESOLUTION TO CREATE NEW FUND**

Mr. Irvine moved and Mr. Feathers seconded a motion to create Fund 210-0615, WCBHB SFY2011 Strategic Prevent Framework State Incentive Grant, as requested by County Auditor Bill McFarland.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: ADDITIONAL APPROPRIATIONS**

Mr. Irvine moved and Mr. Feathers seconded a motion to approve the following requests for additional appropriations:

Sheriff	200-0382-54000	\$ 1,000.00
Sheriff	200-0383-57400	\$ 28,610.00
Sheriff	200-0386-57400	\$ 61,202.62
Bd. of Dev. Dis	200-0620-55300	\$ 25,000.00

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: THEN & NOW'S**

Mr. Irvine moved and Mr. Feathers seconded a motion to approve the following Then & Now's:

Dept	Account	Vendor	Amount
Treasurer	200-0131-5-7400	Marietta Times	\$ 8,685.66
Commissioners	100-0109-5-3200	AT & T	\$ 1,918.65
Commissioners	100-0109-5-3000	Lang's Flooring	\$ 2,000.00
MR/DD	210-0620-5-3000	Medicaid Consulting Group	\$ 500.00
Sheriff	100-0384-5-4000	Evident	\$ 101.00
Treasurer	100-0130-5-7400	County Treasurers Assoc.	\$ 2,128.56
Commissioners	100-0102-5-7401	Insight	\$ 64,705.55
Commissioners	100-0102-5-7401	Insight	\$ 4,727.04
Commissioners	100-0102-5-7401	Insight	\$ 567.41
Commissioners	100-0102-5-7401	Insight	\$ 247.91
Commissioners	100-0109-5-3101	Dominion	\$ 549.51
Marietta Municipal Ct.	200-0350-5-3000	LifeSafer, Inc.	\$ 1,118.00
Sheriff	100-0384-5-3000	Internet Video & Imaging	\$ 500.00
Commissioners	100-0109-5-3200	AT & T	\$ 946.50
MR/DD	200-0620-5-7403	Brittany Smith Betts	\$ 219.08
Engineer	200-0540-5-2000	Roger Wright	\$ 110.00
Engineer	200-0540-5-4300	Sharon Stone Co.	\$ 1,983.10
Engineer	200-0540-5-4300	Cumberland Limestone	\$ 247.60
Sheriff	100-0384-5-4400	Statewide Emergency	\$ 116.91
Sheriff	100-0384-5-4400	Statewide Emergency	\$ 6,259.00
Sheriff	100-0384-5-4400	Statewide Emergency	\$ 3,859.00
Sheriff	100-0384-5-4400	Statewide Emergency	\$ 3,900.00
Sheriff	100-0381-5-4200	US Food Service	\$ 1,164.24
Engineer	200-0540-5-4201	Sherlock Oil Co.	\$ 2,552.90
Engineer	200-0540-5-4303	Truck Sales & Service	\$ 109.74
Engineer	200-0540-5-4201	Marathon	\$ 287.25

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: TRAVEL REQUESTS**

Mr. Irvine moved and Mr. Feathers seconded a motion to approve the following requests for reimbursement of expenses for training and travel pursuant to the policies and procedures and in compliance with the Annual Appropriations for Fiscal Year 2013 and any and all amendments subsequent thereto:

FCF

Cindy Davis: One-day trip to Columbus to attend Ohio Family & Children First Coordinators Association Executive Committee Meeting; February 8, 2013.

JFS

Candy Nelson, Mashellda Gibbs: Two-day trip to Newark to attend Ohio Council on Welfare Fraud Training Conference; March 21 and 22, 2013.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

Mr. Feathers moved and Mr. Irvine seconded a motion to table the travel request of Cindy Davis to travel to Columbus on February 22, 2013 to attend the Ohio Family & Children First Coordinators Association meeting.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: PROJECT REVIEW, MATAMORAS WATER SYSTEM IMPROVEMENTS**

Mr. Irvine moved and Mr. Feathers seconded a motion to acknowledge receipt of the Area Clearinghouse Transmittal for the Matamoras Water System Improvement Project, to indicate on it "Clearance of the project should be granted.", to allow Mr. White to sign the form, and to return the form to Buckeye Hills-Hocking Valley Regional Development District.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: FAMILY & CHILDREN FIRST AGREEMENT WITH DARYLANN BOLEY**

Mr. Irvine moved and Mr. Feathers seconded a motion to approve the Agreement between Washington County Family & Children First and Darylann Boley for her to provide service for the Strengthening Families 10-14 Program for a maximum of seven classes each session during the Winter and Spring 2013 terms, as well as any Booster Sessions through SFY 2013, at the rate of \$12.00 per hour for a maximum of three hours per class session, as requested by Cindy Davis, Family & Children First.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: TRANSPORTATION ENHANCEMENT AGREEMENT, W.P. SNYDER**

Mr. Irvine moved and Mr. Feathers seconded a motion to move from Unfinished Business discussion of the Transportation Enhancement Agreement for the W.P. Snyder.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

Mr. Irvine commented that the local museum *W.P. Snyder* is in need of major renovations. The Ohio Department of Transportation (ODOT) has awarded federal and state funds to be used for those repairs and upkeep, and the Commissioners agreed to be the Local Public Agency (LPA) in cooperation with ODOT and the Ohio Historical Society. An additional agreement has also been prepared between the Washington County Commissioners and the Ohio Historical Society relieving Washington County of any and all responsibility for the project.

Mr. Irvine moved and Mr. Feathers seconded a motion to approve the following documents relative to the refurbishment of the floating vessel *W.P. Snyder*, an integral part of the Ohio River Museum, after having been reviewed and approved by County Prosecutor Jim Schneider:

- Contract between the State of Ohio, Department of Transportation, the Ohio Historical Society, and Washington County Commissioners, for ODOT to provide up to \$736,842 to the Historical Society for the repair and restoration of the *W.P. Snyder*
- LPA Federal Local-LET Project Agreement between the State of Ohio, Department of Transportation, and Washington County Commissioners for the purpose of restoring the *W.P. Snyder* with federal funds provided by ODOT
- Agreement for Administration of the Restoration of the *W.P. Snyder* between the Washington County Commissioners and the Ohio Historical Society, transferring responsibility for the administration of the project from the Commissioners to the Historical Society

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

Mr. Feathers noted that this action is not approving the project, but merely the flow of funds and project administration and responsibility.

**RE: LETTER TO ODOT, W.P. SNYDER**

Mr. Irvine moved and Mr. Feathers seconded a motion to approve sending the following letter to Steve Williams of the Ohio Department of Transportation District 10 Office in Marietta:

*February 7, 2013*

*Steve Williams, P.E., District Deputy Director  
Ohio Department of Transportation District 10  
338 Muskingum Drive  
Marietta, Ohio 45750*

**CERTIFICATION OF RIGHT OF WAY**

*Dear Mr. Williams:*

*Pursuant to 23 CFR 635.309, the status of rights of way for subject project is certified as follows:*

- a. *All necessary construction work for this project will be performed within existing rights of way.*
- b. *No utilities are involved on this project.*
- c. *There will be no displacement of persons on this project.*
- d. *There are no encroachments on this project.*

*Sincerely,*

**/s/ WASHINGTON COUNTY COMMISSIONERS**

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: DELINQUENT SEWER ACCOUNTS**

Mr. Feathers moved and Mr. Irvine seconded a motion to approve sending notification to the following residents that their sewer accounts are seriously delinquent and payment must immediately be made: Angela Rhodes Lewis, Kenneth Vigneron, Christopher and Patty Carver, Curt Rhodes, Daniel and Karen Anstatt, Michael Cameron, Kelly Offenberger, Jean Yost (for 765 Warrior Drive), Kelly Ollom, Debora Wingrove, Randy and Stephe Johnson, Norm Dowler (for Norm's Garage).

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: CERTIFICATION OF DELINQUENT SEWER ACCOUNTS**

Mr. Feathers moved and Mr. Irvine seconded a motion to certify to County Auditor Bill McFarland the following delinquent sewer accounts, and requesting him to add the delinquent amounts to property tax bills: MIE (DPSG Bottling Group), Dawn Rachell Yost, Sherry Fulton, Donald Tallman.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: WELLNESS INCENTIVE PROGRAM**

Mr. Irvine presented a proposal on behalf of the Wellness Incentive Committee to provide financial incentive to participants in a newly developed program for employees. He noted that:

- Several County employees served on a Wellness Incentive Committee, which met several times over the past few months.
- The Committee determined a feasible means to encourage better health is through an incentive program that will allow for a 2% reduction in employee's contribution to 2014 health insurance premiums if sufficient points are/were earned during the period September 1, 2012 through October 31, 2013.
- The program was modeled from a very successful program in another Ohio county.
- The program is entirely voluntary, and will be offered to all County employees enrolled in the County's health insurance plan.
- A scorecard has been developed to record points earned throughout the year.
- The scorecard and program have been designed to promote healthy habits.
- Adult children covered under an employee's plan will need to complete the on-line health risk assessment, but there are no requirements for children under 18.
- Spouses covered in an employee's plan must accumulate the minimum points as well as the employee.

Mr. Irvine moved and Mr. Feathers seconded a motion to implement a voluntary Wellness Incentive Program, offering discounted premiums in 2014 to those Washington County employees participating and earning sufficient points on a program scorecard during the period September 1, 2012 through October 31, 2013, as more fully described in the Program guidelines.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: BID SPECIFICATIONS FOR MATERIALS AND FUEL, COUNTY ENGINEER**

Mr. Feathers moved and Mr. Irvine seconded a motion to approve the following specifications for sealed bids, as requested by County Engineer Roger Wright:

Liquid Bituminous Materials, 2013  
Asphalt Materials, 2013  
Aggregates, 2013  
Diesel Fuel, 2013 - 2016

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

**RE: APPOINTMENT TO JOINT SOLID WASTE MANAGEMENT DISTRICT BOARD OF**

## **DIRECTORS**

Mr. Irvine moved and Mr. Feathers seconded a motion to appoint Mr. White as a representative to the Southeastern Ohio Joint Solid Waste Management District Board of Directors during 2013.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

## **RE: EXECUTIVE SESSION**

Mr. Feathers moved and Mr. Irvine seconded a motion to enter into Executive Session to discuss confidential matters pertaining to the Auditor of State's Pre-Engagement Conference for the County's 2012 Audit, and to invite County Administrator Paul Cunningham, County Prosecutor Jim Schneider, County Auditor Bill McFarland, Sheriff Larry Mincks, Sheriff's Fiscal Officer Jenna Casto, and Auditor of State representatives Doug Heiss, Denise Blair, and Brad Paradis to attend.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed, and the meeting entered Executive Session at 9:35 a.m.

The meeting returned to Regular Session at 9:55 a.m.

## **RE: WORKFORCE DEVELOPMENT**

Kathy Lott-Gramkow from Washington-Morgan Community Action Program talked with the Commissioners about workforce development. She is a member of the Area 15 Workforce Investment Board, representing Washington County among four counties in Southeast Ohio. She explained that:

- From the Workforce Investment Act (WIA), Washington County receives funds to enable youth and adults to improve their skills to return to the workforce.
- She also helps individuals write resumes, prepare for interviews, and assess their job skills.
- WIA funds are provided to work with Washington County residents age 14 and above.
- All layoffs in the County directly or indirectly impact our economy.
- A Rapid Response Team is available to assist workers laid off from their jobs.
- Local WIA funds are used for individuals to be trained, such as at Washington State Community College and Washington County Career Center.
- Area 15 receives approximately \$804,600 in WIA funds, which is then distributed according to a State formula to the four counties.

The Commissioners thanked Ms. Lott-Gramkow for the information, and asked her to keep them informed.

## **RE: SOUTHEASTERN OHIO PORT AUTHORITY**

Terry Tamburini, Executive Director of the Southeastern Ohio Port Authority, updated the Commissioners on the following projects:

Ingenuity Center  
Triad Hunter  
A Texas company interested in purchasing local acreage  
Lease of buildings on the Stacy Farm in Reno  
Colony Theatre  
Remington Rand building renovation and program plan  
Mill Creek Road improvements  
Kraton  
New hotel in Marietta  
Acceptable sites for plants to use

## **RE: FACILITIES**

Tim Marty, Building and Grounds Supervisor, informed the Commissioners a circulating pump in the Courthouse has failed and he has secured two quotes for replacement:

Lane's Boiler Repair	\$ 4,850.00
CAM's Refrigeration	\$ 7,700.00

Mr. Feathers moved and Mr. Irvine seconded a motion to approve the purchase and installation of a new circulating pump for the Courthouse from Lane's Boiler Repair for \$4,850.00

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

The Commissioners also asked Mr. Marty to proceed with developing a plan to repair and/or replace the wall material throughout the Commissioners' Office entryway, staff area, Assembly Room, and corridor.

**RE: COURTHOUSE SECURITY**

Mr. Irvine moved and Mr. Feathers seconded a motion to enter into Executive Session to discuss security matters, disclosure of which could be expected to jeopardize the security of the Courthouse, and to invite Sheriff Larry Mincks, Captain Steve Summers, Judge Ed Lane, and County Administrator Paul Cunningham to attend.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed, and the meeting entered Executive Session at 2:30 p.m.

The meeting returned to Regular Session at 3:00 p.m.

**RE: FINANCIAL MANAGEMENT SYSTEM**

I.T. Director Eric Skomra and County Auditor Bill McFarland updated the Commissioners on the status of the Financial Management System project. Also attending were Pam Sullivan and Trena Brooker from the Auditor’s Office and Peggy Shiflett from Probate-Juvenile Court.

Mr. McFarland noted that he, Pam and Trena have recently spent about 15 to 30 hours in telephone conversations with counties using or intending to use financial management systems provided by either SSI or Tyler Technologies. They selected counties of comparable population to Washington County. Mr. McFarland noted:

- SSI’s county product is new to the market and there is no site yet ready for visit to determine if it would be suitable for our use.
- A few counties are currently installing SSI’s system, including one that began the process in 2010.
- SSI may have been premature in marketing their product to counties.
- The conversion by Washington County to the currently-used SSI system was good.
- Tyler Technologies’ product has been used in counties for several years.
- The selected counties are not fully utilizing Tyler’s scanning capabilities and the newest version of the product.
- All the counties indicated the conversion to Tyler’s system was difficult and time-consuming.
- Counties using the Tyler system are generally satisfied.
- In general, County Auditors of the selected counties made the decision as to which product to use, and proposals were, for the most part, solicited without a formal bidding process.
- We should anticipate the need for at least two full-time staff members dedicated solely to the development, installation, and conversion process.

During their conversations with Coshocton County, which is currently using an SSI system comparable to Washington County’s, Mr. McFarland and his staff realized there may be features in the system that Washington County is not now using.

Mr. McFarland suggested:

- He will determine if the SSI system now in use in the Auditor’s Office can be enhanced.
- The County should wait until SSI’s newly developed county product has been used in other counties to determine their level of satisfaction.
- The County should segregate the Human Resources and Sewer modules from the proposal, and consider moving forward with them at an earlier date than the financial management system.
- Department heads should be informed as to the status of the project since several had expressed enthusiasm throughout the selection process, and are anticipating the use of a system that is flexible and suitable for their needs.

**RE: ADJOURNMENT**

Mr. Feathers moved and Mr. Irvine seconded a motion to adjourn.

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 4:00 p.m.

\_\_\_\_\_, President

\_\_\_\_\_, Vice President

\_\_\_\_\_, Member

\_\_\_\_\_, Clerk

