

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON OCTOBER 24, 2013 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: DAVID A. WHITE, PRESIDENT, RONALD L. FEATHERS, VICE PRESIDENT, 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 THEN LED THOSE ATTENDING IN PRAYER.

Also attending were Muskingum Township Trustee Gary Doan, Evan Bevins from *The Marietta Times*, County Administrator Paul Cunningham, and Clerk Rick Peoples.

**Washington County Commissioners
AGENDA
October 24, 2013**

9:00 Business Meeting
9:30 Dawn Rauch, Washington-Morgan Community Action Program – Moving Ohio Forward

UNFINISHED BUSINESS

None

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Resolution to Create New Fund, Homeland Security
Additional Appropriation – Family & Children First
Transfer – Veterans
Transfer – Marietta Municipal Court (2)
Then & Now's
Travel – Treasurer's Office
Travel – Child Support Enforcement Agency
Travel – Clerk of Courts (2)
Drawdown #9, Ohio Public Works Commission, Woodlawn Acres Project
Pooled Funding, Family & Children First (5)
Contract for Elderly & Disabled Transit Fare Assistance Program
Service Agreement for Wheelchair lift & Hydraulic Passenger Elevator, JFS
Authorization for Outside Legal Counsel
Request for Proposal, Non-Emergency Transportation Services, JFS
Letter to Kaleigh Davis, Westview Elementary School
Purchasing Procedures

INFORMATION

Emergency Operations Center Open House, 2:00 p.m., **Today**, October 24
Begin Departmental Budget Hearings, **Monday**, October 28
Evening Commissioners' Meeting, 7:00 p.m., **Thursday**, November 14, Lawrence Elementary School

RE: AGENDA

Mr. Feathers moved and Mr. Irvine seconded a motion to accept the agenda.

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 October 17, 2013 minutes and 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 the following new fund, as requested by the County Auditor:

210-0406 WCSO FY13 Homeland Security

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

RE: ADDITIONAL APPROPRIATION

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

Family & Children First 602-2032-55000 \$ 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: TRANSFERS

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

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Veterans	100-0701-53000		\$ 1,500.00
	100-0701-54000		\$ 2,250.00
	100-0701-57401		\$ 1,000.00
	100-0700-53000		\$ 2,500.00
	100-0700-54400		\$ 9,000.00
	100-0700-57401		\$ 1,350.00
		100-0701-51104	\$ 17,600.00
Municipal Court	200-0351-55200	200-0351-51001	\$ 5,000.00
	200-0351-55000	200-0351-51001	\$ 20,000.00

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

<u>Dept</u>	<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
Commissioners	100-0101-55200	Langs Flooring	\$ 2,299.51
Common Pleas Court	100-0209-53000	Christina Thomas	\$ 332.50
Sheriff's Department	100-0384-54000	Bestone Computers	\$ 79.90
DJFS	200-0720-53400	RSVP Volunteer Program	\$ 398.85
CSEA	200-0730-57403	Mels	\$ 180.95
Commissioners	100-0109-53000	Mancan	\$ 573.60
Marietta Municipal Court	200-0351-55000	L & P Services	\$ 221.39
Commissioners	100-0101-55200	Davis Pickering	\$ 10,091.68

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:

Treasurer

Tammy Bates: Three-day trip to Columbus to attend County Treasurers Convention; November 19 – 21, 2013.

Child Support Enforcement Agency

Betty Lynch: One-day trip to Zanesville to attend 2013 Self-Assessment Prep Session; November 7, 2013.

Clerk of Courts

Brenda Wolfe & Three Deputy Clerks: One-day trip to Cambridge to attend OCCA Dinner Meeting; November 6, 2013.

Brenda Wolfe: One-day trip to Columbus to attend monthly OCCA Meeting; October 23, 2013.

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

RE: DRAWDOWN OF FUNDS FROM OPWC

Mr. Irvine moved and Mr. White seconded a motion to approve Drawdown #9 for the Woodlawn Acres Sanitary Sewer Improvements Project, in the amount of \$23,307.03, from the Ohio Public Works Commission (OPWC), and to allow Mr. Feathers to sign the Drawdown, as prepared and requested by County Administrator Paul Cunningham.

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

RE: POOLED FUNDING AGREEMENTS

Mr. Irvine moved and Mr. Feathers seconded a motion to approve five (5) Pooled Funding Agreements, as prepared and 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: CONTRACT WITH ODOT FOR ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE

Mr. Feathers moved and Mr. Irvine seconded a motion to approve a contract with the Ohio Department of Transportation (ODOT) for the Elderly and Disabled Transit Fare Assistance Program, contract number EHTA-0084-014-141, in the amount of \$6,683.00, to offset the fare box loss incurred during calendar year 2012 as a result of offering a reduced fare on Community Action Bus Line transports of the elderly and people with disabilities, and to allow Mr. White to sign the Grant, as prepared and provided by the Ohio Department of Transportation.

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

RE: MAINTENANCE AGREEMENT FOR WHEELCHAIR LIFT AND HYDRAULIC ELEVATOR AT JFS

Mr. Irvine moved and Mr. Feathers seconded a motion to approve a contract with Emar Corporation to service and maintain the wheelchair lift and hydraulic passenger elevator at the Washington County Department of Job and Family Services, for the amount of \$175.00 per month for a two-year period from the mutually-agreed upon commencement date, as requested by Tom Ballengee, Job and Family Services.

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

RE: AUTHORIZATION FOR OUTSIDE LEGAL COUNSEL

Mr. Feathers moved and Mr. Irvine seconded a motion to acknowledge receipt of a letter from County Prosecutor Jim Schneider authorizing the Commissioners to retain the legal services of Timothy C. Campbell, of Hanna, Campbell & Powell, Akron, Ohio, to represent the County's interests in a lawsuit filed in Washington County Common Pleas Court by Carol S. Grayson, Case No. 13-WC-00314.

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

RE: REQUEST FOR PROPOSAL, NON-EMERGENCY TRANSPORTATION SERVICES

Mr. Irvine moved and Mr. Feathers seconded a motion to allow Job and Family Services to proceed with solicitation of sealed proposals to provide non-emergency transportation services through June 30, 2015 as detailed in the specifications, with sealed proposals to be submitted to the Commissioners by 2:00 p.m. on November 21, 2013, as requested by Dawn Lucas, Job and Family Services.

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

RE: LETTER TO KALEIGH DAVIS

Mr. Feathers moved and Mr. Irvine seconded a motion to approve the following letter to Kaleigh Davis, a fourth grade student at Westview Elementary School in Jackson, Ohio, who requested information about Washington County for a school project:

October 24, 2013

*Kaleigh Davis
Westview Elementary
16439 Beaver Pike
Jackson, Ohio 45640*

Dear Kaleigh:

We received your letter on October 21, 2013 requesting information about Washington County, Ohio. It is exciting to learn about different parts of your state, and we're glad you chose our county in Southeastern Ohio.

We're sending you some reference materials about Washington County and the City of Marietta. The Washington County Courthouse is in Marietta.

In the materials you'll find that Washington County is one of the largest of Ohio's 88 counties. In the County we have 22 townships. Washington County is on the Ohio River, and across the river is the State of West Virginia. A large part of Wayne National Forest is in Washington County, providing areas for hunting, camping, horseback riding, hiking, and fishing. Other recreational activities in the County include boating and bicycling.

Tourists regularly visit our County to experience our rich heritage. Washington County residents are very proud of our history, and we make every effort to preserve it and share it with others. In this County you'll find everything from museums to sternwheel boats, and from blues music festivals to hiking trails!

The County is full of interesting history. Marietta is the first permanent settlement in the Northwest Territory, and throughout the City we have Indian burial mounds. Many of the streets in Marietta are named after generals who served in the Revolutionary War. Throughout Washington County you'll find covered bridges and beautiful farms. Our County is now entering an era of gas and oil exploration and development, as there is apparently an abundance of valuable fuel deep in the ground in this part of the State of Ohio.

We encourage you to look through the 2013 Official Visitors' Guide for Marietta and Washington County, Kaleigh. In it you'll find much information you can use for your project. You might also go to www.washingtongov.org, the County's official web site. We hope someday soon you'll have the opportunity to visit us in Southeast Ohio to learn first-hand what a beautiful, historic part of the State of Ohio it is.

Good luck with your project, Kaleigh!

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: PURCHASING PROCEDURES

The Commissioners considered changes to the County's Purchasing Procedures, which was adopted January 28, 2010.

Mr. Feathers said he believes it is time to change the procedures to make it easier for County departments to get work done in a timely manner. He suggested changing the policy to segregate jobs/projects from supplies/equipment, and to have two levels of requirements within each, as follows:

Jobs/Projects

- Up to \$500.00, no competitive quotes/bids required
- Greater than \$500.00, two or more quotes required, preferably from Washington County vendors

Supplies/Equipment

- Up to \$250.00, no competitive quotes/bids required
- Greater than \$250.00, two or more quotes required, preferably from Washington County vendors

He noted the new guidelines will apply to purchases less than the \$25,000 minimum requiring purchase by competitive bids, and all purchases must continue to be made utilizing the County's purchase orders. He said County departmental staff and vendors would appreciate these changes.

Mr. Cunningham said he would prefer to maintain the requirement that purchasers of supplies exceeding \$100.00 in value must receive competitive quotes. He suggested three quotes instead of two. He also recommended all purchases of jobs/projects or supplies/equipment exceeding \$10,000.00 be through a sealed bid process. He said he believes these steps save money and are appropriate when using taxpayers' resources.

All agreed that emergency situations may warrant exceptions to the policy in place.

Mr. Feathers said he is comfortable with the County Administrator's proposal, but suggests two quotes are sufficient rather than three.

Mr. Irvine moved and Mr. Feathers seconded a motion to update existing Purchasing Procedures as follows, but to maintain compliance with Ohio Revised Code requirements:

Jobs/Projects

- Up to \$500.00, no competitive quotes required
- Greater than \$500.00, minimum of two competitive quotes required, preferably from Washington County vendors

Supplies/Equipment

- Up to \$100.00, no competitive quotes required
- Greater than \$100.00, minimum of two competitive quotes required, preferably from Washington County vendors

Sealed bids must be solicited for all purchases of \$10,000.00 or more, unless declared an emergency.

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

The Commissioners asked Mr. Cunningham to draft an update to the policy with these changes in place.

RE: MOVING OHIO FORWARD

Mr. Feathers moved and Mr. Irvine seconded a motion to approve requests for reimbursement from the Moving Ohio Forward Program for the recent demolition of the following structures, as requested by Dawn Rauch, Washington-Morgan Community Action Program, and to allow Mr. White to sign the requests:

1685 Brackenridge Road, Vincent, Ohio	\$ 12,038.00
308 Main Street, New Matamoras, Ohio	\$ 12,248.00

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

RE: ADJOURNMENT

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

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 9:35 a.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk