

## ORDERS—Mason County Commission, W. Va.

TERMS \_\_\_\_\_

FEB 13 2025

CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

THE COUNTY COMMISSION OF MASON COUNTY met in the Commission room of the courthouse on Thursday, February 13, 2025, at 4:00 p.m. in regular session. Present were Rick Handley, President; Sam Nibert, Commissioner; Chris Johnson, Commissioner; Diana Cromley, County Clerk; and Jason Bechtle, Administrator.

Rick Handley called the meeting to order. Diana Cromley gave the opening prayer, and Mason County Future Farmers of America President Brena Clutter led the pledge of allegiance.

Shelby Plants, Chief Justice of the West Virginia Youth Leaders for America, and Delaney Pearson, President of Mason County Youth Leaders for America, updated the Commission on the Club's goals and activities.

Students and leaders of the Mason County Future Farmers of America appeared before the Commission. Several students were recognized for recent accomplishments and awards received.

Upon motion by Nibert and unanimous agreement, the Commission signed a Proclamation designating the week of February 15 through February 22, 2025 as National FFA Week. A copy of said proclamation is attached.

Upon motion by Nibert and unanimous agreement, the Commission approved Estate Appointments, Affidavits for Small Estates, Orders Appointing Fiduciary Commissioners, Waivers of Final Settlement, Reports of Receipts and Disbursements, Commissioner's Reports of Claims and Final Settlement, and Applications for Corrections of Erroneous Assessments. Copies of which are attached hereto.

Upon motion by Nibert and unanimous agreement, the Commission minutes from the previous meeting were approved with no omissions or corrections thereto.

The Commission executed the Bills and Purchase Orders as required.

Upon motion by Nibert and unanimous agreement, the Commission approved the following EMS hires: Larry Spencer as a per diem EMT, Robert Johnson as a per diem paramedic and Aaryn Stout as a per diem EMT.

Upon motion by Nibert and unanimous agreement, the Commission approved and executed a WV DEP Dilapidated Properties Program (DLAP) grant extension request.

Upon motion by Nibert and unanimous agreement, the Commission approved the execution of a tax recovery service contract with Government Recovery Services at a 75%-25% split, a copy of which contract is attached.

Upon motion by Nibert and unanimous agreement, the Commission approved the execution of bank account signature cards.

Upon motion by Johnson and unanimous agreement, the Commission approved the hire of Connor Lambert with Home Confinement beginning February 16, 2025.

Upon motion by Nibert and unanimous agreement, the Commission approved and executed the MABC Technology Solutions contract at a cost of \$2,759 per year, a copy of which is attached.

Upon motion by Nibert and unanimous agreement, the Commission approved General Fund Budget Revision #2, a copy of which is attached.

Upon motion by Johnson and unanimous agreement, the Commission approved the proposal for the IBM Operating System contract for \$48,621.33. A copy of Software Systems Incorporated's service estimate is attached.

The Commission reviewed a letter from Rebecca Farley about Mason County hosting Ignite Appalachian Bootcamp, a copy of which letter is attached.

Upon motion by Nibert and unanimous agreement, the Commission approved the submission of a \$72,700 Justice Reinvestment Initiative grant application for the Mason County Day Report Center.

The Commission was informed that the organizers of the Mason County Veterans Memorial Site want the county to take ownership and control of the property.

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Upon motion by Nibert and unanimous agreement, the Commission went into executive session to discuss personnel matters.

Upon motion by Johnson and unanimous agreement, the Commission returned to regular session.

Upon motion by Nibert and unanimous agreement, the Commission moved the March 20 meeting to March 6, 2025, canceled the April 24, 2025 meeting, and moved the May 22 meeting to May 1, 2025.

# National FFA WEEK

FEBRUARY 15-22, 2025

## PROCLAMATION

**Whereas**, FFA and agricultural education provide a strong foundation for the youth of America and the future of food, fiber, and natural resources systems; and

**Whereas**, FFA promotes premier leadership, personal growth and career success among its members; and

**Whereas**, agricultural education and FFA ensure a steady supply of young professionals to meet the growing needs in the science, business, and technology of agriculture; and

**Whereas**, the FFA motto — “Learning to Do, Doing to Learn, Earning to Live, Living to Serve” — gives direction and purpose to these students who take an active role in succeeding in agricultural education; and

**Whereas**, FFA promotes citizenship, volunteerism, patriotism and cooperation.

**Therefore**, I do hereby designate the week of Feb. 15-22, 2025, as National FFA Week.

*Rick Handley*

SIGNATURE

2-13-25

DATE





Government  
Recovery  
Services LLC

**2025**

**A RESPONSE TO:**

**MASON COUNTY COMMISSION**

**REQUEST FOR PROPOSAL (RFP)  
FOR TAX RECOVERY SERVICES**

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CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99



7412 Summerfield Road Box 1022 Summerfield NC 27358  
304 220 0321

January 29, 2025

Mason County Commissioners  
Mason County Commission  
200 Sixth Street  
Point Pleasant, WV 25550

Amy Qualman, President & CEO  
Government Recovery Services, LLC  
336.413.8145 (c)  
AmyQ@TheGRSFirm.com

Dear Commissioners,

Government Recovery Services LLC (GRS) is excited about the prospect of working with Mason County, WV to increase personal property tax revenue and decrease personal property tax delinquencies! We understand that personal property tax is a supportive financial pathway for many integral parts of the county, including but not limited to the educational system, the county tax office, the sheriff's office, emergency response departments, and other public services. The tax system is in place to support these necessary levying bodies for a functional and thriving community. We also understand that taxpayer outreach is a delicate balance which our firm has successfully managed for many West Virginia counties.

By way of introduction, I founded GRS along with my partner, Treg Qualman, following the closure of my previous employer, a company with over 200 years of experience in the collections industry. With over a decade of experience in the collection industry, we have managed to position GRS as a leader in the WV Personal Property Tax sector. Our leadership team is further strengthened by Kandi Marler, our President of Client Strategy & Development, who brings over 10 years of experience in identifying and recovering past-due taxes, with a specialized focus in West Virginia government entities. Our company proudly stands as a majority woman-owned and military veteran-owned firm.

GRS's primary focus and purpose is the discovery and recovery of personal property taxes. Our experience and expertise in this niche area strongly aligns with your tax recovery needs in identifying, recovering, and remitting unpaid taxes back to Mason County. Our firm is looking forward to the opportunity to partner with Mason County to accomplish its goals. Thank you for your time and consideration during this process.

Warmest Regards,

*Amy Qualman*

Amy Qualman



7412 Summerfield Road Box 1022 Summerfield NC 27358  
304 220 0321

### Our Approach

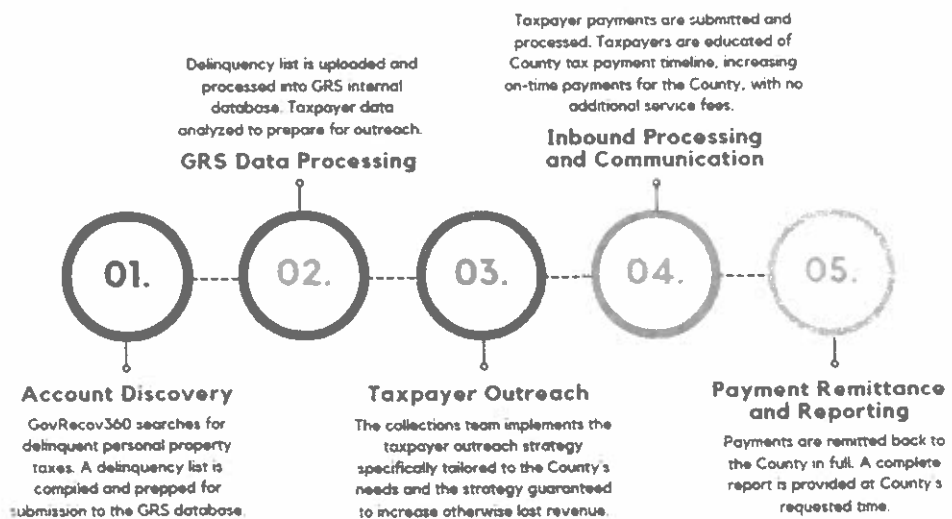
Since its inception, GRS has been committed to discovering and recovering delinquent taxes while keeping our Chief Tax Deputies and their teams top-of-mind. Our goal is to help alleviate the burden past due taxes has on the Sheriff’s Tax office. With this in mind, we’ve remained steadfast in constantly improving our own processes, leading to the creation of our internal proprietary software: GovRecov360.

GovRecov360 was designed with Chief Tax Deputies and their staff in mind. Our automated tax discovery solution eliminates the burdens typically associated with traditional collection agencies, which often require staff to manage frequent reports to maintain data accuracy within the collection agency. This creates additional workloads for tax office staff that they simply do not have time for.

Our truly unique approach begins with comprehensive data analysis to identify delinquent accounts. We utilize advanced data analytics and proprietary algorithms to cross-reference multiple data sources, ensuring that no account goes unnoticed. Once identified, our automated system generates customized taxpayer outreach through letters, emails, and phone calls, all tailored to encourage compliance while maintaining a professional and respectful approach. And while we have ‘baselines’ for all our processes, GRS is flexible enough to accommodate different processes from each county tax office, remaining true to our goal of always keeping the tax office staff top-of-mind.

GRS also provides ongoing support to tax offices by educating taxpayers regarding personal property tax due dates and encouraging them to pay their tax tickets on time going forward. This benefit is a courtesy to our clients, and counties are not charged when taxpayers pay current-year taxes. Our dedicated team is available to address any inquiries from both county officials and taxpayers, ensuring a seamless and efficient process.

### HOW IT WORKS





7412 Summerfield Road Box 1022, Summerfield, NC 27358  
304.220.0321

## Experience and Qualifications

GRS brings over two decades of combined expertise in revenue recovery and collection services, with a specialized focus on West Virginia government entities. Our proven track record of increasing tax revenue for counties across the state positions our firm as a trusted partner for Mason County. With deep industry knowledge and innovative approaches to our processes, our leadership team consistently delivers results that exceed client expectations.

### ***Amy Qualman, President and CEO***

Amy Qualman brings over a decade of invaluable experience in the collections industry to GRS, complemented by her strong background in information technology. Her unique blend of skills positions her at the forefront of integrating cutting-edge technology with traditional collection practices. Amy uses data-driven strategies to enhance collection efforts, and her business acumen has been instrumental in developing customer-centric approaches and ensuring compliance within ever-changing industry regulations.

### ***Treg Qualman, President and CTO***

Treg Qualman's leadership and information technology skills have been crucial in positioning GRS as a forward-thinking firm in the collections industry, particularly in adopting emerging technologies like AI and machine learning for more effective and efficient collection processes. Treg leverages data management and analysis to constantly improve GRS's ability to always "go the extra mile" for our clients, providing the option of more services designed to make partnering with us seamless and efficient.

### ***Kandi Marler, President of Client Strategy & Development***

Kandi also has over ten years of experience in the discovery and recovery of WV taxes, working directly with cities and other municipalities all over the state of West Virginia. Kandi's proven recovery methods have been implemented into GRS's processes and procedures, giving our company a unique advantage over other firms due to Kandi's ability to locate and contact business owners who have fallen behind in delinquent personal property taxes.





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304 220 0321

## Fee Structure

GRS employs a straightforward fee structure designed for transparency and simplicity. Our fee is 25% of the recovered delinquent tax amount. This fee encompasses all costs associated with taxpayer contact, including collection notices. We do not charge any fees for current-year taxes paid. We also do not charge any fees for exonerated accounts, regardless of the time for resources invested. Our invoice is based solely on the amount recovered; if no money is recovered on an account, there is no charge for our services.

### Key points:

- 25% fee on recovered delinquent taxes only
- No additional charges for taxpayer contact or current-year taxes
- No fees for exonerated accounts
- No recovery means no fee

## Client References

### Kanawha County Sheriff's Tax Office

Allen Bleigh, Chief Tax Deputy

304.357.0290

allenbleigh@kanawhasheriff.us

### Fayette County Sheriff's Tax Office

Terri Robinson, Chief Tax Deputy

304.574.4306

terri.robinson@fayettecountywv.gov

### Gilmer County Sheriff's Tax Office

Sandra Luzader

304.462.0914

sandra.luzader@gilmercountywv.gov

**GRS**

## Government Recovery Services, LLC

This contract for revenue recovery services (hereinafter referred to as "Contract") is entered into on 13<sup>th</sup> day of February, 2025 by and between Mason County, WV (hereinafter referred to as "Client") and Government Recovery Services, LLC (hereinafter referred to as "GRS, LLC").

### ***GovRecov360 Solution and Implementation for Mason County, WV Revenue Recovery Solution for Delinquent Personal Property Taxes***

GRS, LLC agrees to make every reasonable effort to recover delinquent personal property tax revenue as authorized by Client (hereinafter referred to as "accounts"), ensuring compliance with all relevant federal, state, and local laws. Client acknowledges that they are not currently engaged in collecting the accounts entrusted to GRS, LLC, nor is any other entity acting on Client's behalf in this regard. Client affirms that there are no known significant disputes regarding the authenticity of any account approved for outreach and revenue recovery efforts. Client acknowledges that the information in GRS, LLC's possession is accurate and is supported by records maintained as part of Client's regular business operations.

Client affirms and guarantees that any accounts authorized for outreach and revenue recovery efforts by GRS, LLC are legitimate and legally enforceable debts owed by the persons connected to those debts to the best of their knowledge. Client shall provide documentation that supports these debts and is generated in their regular business operations, should such need for documentation arise. Client will also abide by all federal, state, and local laws before and after authorizing these accounts for outreach and revenue recovery.

Client acknowledges that GRS, LLC must adhere to rules, protocols, and processes established by the federal Consumer Financial Protection Bureau (CFPB). Client consents to collaborate with GRS, LLC in supporting its compliance efforts with CFPB



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regulations, procedures, and protocols. Client's cooperation encompasses but is not restricted to aiding GRS, LLC in responding to complaints filed via the CFPB consumer complaint portal. Client agrees that GRS, LLC may divulge any data concerning a taxpayer or the taxpayer's account(s) that is required by the CFPB to enable a prompt and accurate response.

Client acknowledges that GRS, LLC must adhere to rules, protocols, and processes established by the Fair Debt Collection Practices Act (FDCPA). Client consents to collaborate with GRS, LLC in supporting its compliance efforts with FDCPA regulations, procedures, and protocols. Client's cooperation encompasses but is not restricted to aiding GRS, LLC in responding to complaints filed via the FDCPA. Client agrees that GRS may divulge any data concerning a taxpayer or the taxpayer's account(s) that is required by the FDCPA to enable a prompt and accurate response.

Client agrees to allow GRS, LLC to initiate taxpayer outreach and revenue recovery efforts upon completion of Client onboarding after the implementation of this Contract. Client acknowledges that GRS, LLC adheres to the laws established by the state of West Virginia. As specified in West Virginia Code §11A-1-7a "...if payment for any personal property is found to be delinquent for the preceding year, he or she shall note the fact on his or her current receipts and shall decline to receive current taxes on any personal property where it appears to his or her office that a prior year's personal property taxes are unpaid." Client agrees to allow GRS, LLC to proceed with outreach and revenue recovery efforts for all outstanding delinquent tax accounts, adhering to any parameters outlined in Appendix (A) set forth by Client and mutually agreed upon by and with GRS, LLC. This practice enables GRS, LLC to execute maximum revenue recovery efforts for Client while maintaining taxpayer confidence in both the county (Client) and in GRS, LLC by clearly communicating all delinquent balances at one time. This proven process also guarantees Client maximum revenue with minimal Client involvement.

Additionally, GRS, LLC affirms the responsibility of generating the initial delinquency list (See Appendix A) and subsequent annual delinquent tax list (See Appendix B) to be reviewed by Client, at no additional cost to the Client. Client will receive a full delinquency list of all eligible delinquent tax accounts, adhering to any mutually agreed upon parameters set forth by Client in Appendix (A) of this Contract. Exact delinquency dates will be clearly established during Client onboarding. Client will receive aforementioned initial list within seven (7) days upon the implementation date of this Contract. Outreach and revenue recovery efforts will begin (immediately after the list review period ends) by GRS, LLC, unless or until notification of necessary changes from Client. Subsequently, annual delinquency lists will be generated and emailed to Client automatically. Outreach and revenue recovery efforts will commence with the annual delinquency list immediately after the list review period ends.

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Government Recovery Services, LLC  
7412 Summerfield Road, Box 1022  
Summerfield, NC 27358

336.866.0465



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In addition, Client affirms they will not authorize GRS, LLC to commence outreach and revenue recovery efforts on any accounts that are knowingly part of an existing or pending bankruptcy case. If a bankruptcy notice is provided to Client after recovery efforts have commenced, Client will inform GRS, LLC within a reasonable amount of time of receiving such notification that involves any account GRS, LLC has in their system.

The Parties agree to indemnify and hold each other harmless from all claims (including third party claims), losses, liabilities, damages, suits, actions, government interventions, taxes, penalties, interest, and legal expense, including reasonable attorney fees, resulting from each other's negligence, willful misconduct, and/or failure to fulfill obligations under this Contract or as applicable as a matter of law. Each Party shall include all employees, officers, affiliates, vendors, agents, and directors.

### Pricing

Client agrees to pay GRS, LLC per the Fee Structure(s). (See Fee Structure) If more than one service is rendered to Client, GRS, LLC will produce Client with additional Fee Structures. In such cases where multiple services are rendered, Client agrees to Fee Structures based on service type. GRS, LLC will produce a new Fee Structure per service and will detail service offerings on each Fee Structure. GRS, LLC will produce individual invoices based on services rendered. Fee Structure(s) is subject to modification, and Client will receive written notice of any changes at least thirty (30) days in advance.

Client recognizes that some taxpayers may choose to make direct payments to Client for any reason. Multiple payment methods and payment sources are imperative to restore lost revenue. Therefore, Client commits to paying GRS, LLC the performance rate specified in the Fee Structure regardless of payment source. Client also acknowledges that GRS, LLC's efforts may lead taxpayers to explore alternative means of settling their debts. Regardless of the payment recipient or the source of funds, Client agrees to remit the agreed-upon commission to GRS, LLC monthly for all accounts settled while under GRS, LLC's care, as stated in the Fee Structure. All payments from Client to GRS, LLC shall be in USD.

In some cases, debtors may round off their payment amounts unintentionally or otherwise, resulting in unpaid balances of \$1 USD or less. In such cases, Client agrees to consider the account paid in full.





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**Terms**

This Contract will remain in effect until either party terminates the Contract. Contract termination shall be notified by either party in written form to the notice contacts listed within this Contract. Upon termination from either party, GRS, LLC will begin the wind-down period of closing accounts from its database and ceasing taxpayer outreach processes, not to exceed thirty (30) days past termination notice. This period will henceforth be known as the Termination Period. During the Termination Period, GRS, LLC will close all accounts and return remaining accounts to Client within thirty (30) days of termination notice. Client will pay all fees owed to GRS, LLC, including prior to and during the Termination Period; all outstanding payments must be made within sixty (60) days of date of Termination notice to GRS, LLC.

Notices to Client

Attn: Nancy Wamsley  
Address: 200 Sixth Street Point Pleasant, WV 25550  
Email: n.wamsley@sheriff.state.wv.us  
Phone: 304-675-1047

Notices to GRS, LLC

Attn: Amy Qualman  
Address: 7412 Summerfield Road, Box 1022, Summerfield, NC 27358  
Email: AmyQ@theGRSfirm.com  
Phone: 336-413-8145

If any issues arise from this Contract, both Parties agree to waive any right to a trial by a jury regarding any action, legal or equitable, arising out of this Contract. Prior to any legal action, both Parties agree to make a good faith effort to utilize a mediator. The mediator shall be chosen by the West Virginia Bar Association.

In the event any provision or part of this Contract is found to be invalid or unenforceable, only that particular provision or part so found and not the entire Contract will be inoperative.

The relationship of the parties is that of independent contracts and neither party will incur any debts or make any commitments for the other party except to the extent expressly provided in this Contract.

Unless otherwise stated above, any modification to this Contract must be in writing and signed by both parties.

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This Contract is the outcome of negotiations between the parties, and no ambiguity in this Contract shall be interpreted against either party due to their involvement in drafting this Contract.

This Contract constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior understandings and agreement both written and oral, between the parties.

**Signatures**

Date February 13<sup>th</sup>, 2025

County Name Mason

Street Address: 200 Sixth Street

City, St, Zip Point Pleasant, WV 25550

Mason County Rick Handley, President  
County Name and Title (Print)

Rick L Handley  
Signature

**Amy Qualman, CEO**

\_\_\_\_\_  
GRS, LLC Name and Title (Print)

Amy Qualman  
\_\_\_\_\_  
GRS, LLC Signature

Government Recovery Services, LLC

Federal ID Number 92-3117984

Government Recovery Services, LLC  
7412 Summerfield Road, Box 1022  
Summerfield, NC 27358

336.866.0465



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## Appendix (A)

### Specified Parameters and Details of Process – Initial List

The purpose of this Appendix is to provide details of the initial comprehensive recovery process, known as GovRecov360, enforced by GRS, LLC, and to specify any changes or additions to those processes agreed upon by Client and GRS, LLC based on internal Client policies and procedures.

#### Initial Delinquency List

- Initial delinquency list provided by GRS, LLC at no additional cost to Client.
  - Client will receive a full and complete list of delinquent accounts from GRS, LLC within one (1) week of Contract commencement.
  - Who in your office should receive the initial delinquency list of accounts?

*Nancy Wainster*

- Are there any specific accounts that GRS, LLC should not include in the initial delinquency list?

- Outreach and revenue recovery efforts by GRS, LLC will begin no sooner than seven (7) days after the initial delinquency list is sent to Client.
  - Because balance and taxpayer changes could potentially occur within the period of Client list review, the delinquency list will be updated automatically by GRS, LLC before recovery efforts begin at no extra cost to client.
  - If Client requires additional review time, Client may request additional time via email or verbally. GRS, LLC will honor "hold" requests from Client.



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CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

## Appendix (B)

### Specified Parameters and Details of Process – Annual List

The purpose of this Appendix is to provide details of the annual comprehensive recovery process, known as GovRecov360, enforced by GRS, LLC, and to specify any changes or additions to those processes agreed upon by Client and GRS, LLC based on internal Client policies and procedures.

#### Annual Delinquency List

- Annual delinquency list provided by GRS, LLC at no additional cost to Client.
  - Client will receive a complete list of delinquent prior-year accounts from GRS, LLC no sooner than September 1 of each year.
  - Who in your office should receive the annual delinquency list of accounts?

*Nancy Wamsley*

- Unless otherwise noted or discussed, GRS, LLC will adhere to any aforementioned parameters when populating the annual list of delinquent accounts.
- Outreach and revenue recovery efforts by GRS, LLC will begin no sooner than seven (7) days after the annual delinquency list is sent to Client.
  - Because balance and taxpayer changes could potentially occur within the period of Client list review, the annual delinquency list will be updated automatically by GRS, LLC before recovery efforts begin at no extra cost to client.
  - If Client requires additional review time, Client may request additional time via email or verbally. GRS, LLC will honor “hold” requests from Client.



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GRS

Government Recovery Services, LLC

Fee Structure

25% Performance Rate

Fee Structure of 25% Performance Rate – Client agrees to pay said rate for the implementation and successful revenue recovery efforts via GovRecov360.

Please sign and date this form to complete your Contract with Government Recovery Services, LLC.

February 13<sup>th</sup>, 2025

Date

Mason County, WV

County

Rick L Handley, President Mason County Commission

Name and Title (Print)

Rick L Handley

Signature

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Government Recovery Services, LLC
7412 Summerfield Road, Box 1022
Summerfield, NC 27358

336.866.0465



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FEB 13 2025



## MABC Technology Solutions

January 30, 2025

Mr. Jason Bechtle  
Mason County Commission  
200 6<sup>th</sup> Street  
Point Pleasant, WV 26550

Dear Mr. Bechtle,

The MABC Maintenance for your Avaya IP Office phone system at the Mason County Court House expires February 28, 2025. Maintenance provides break/fix of all hardware excluding phones, labor for break/fix, software support with patches and upgrades. Please note that labor for software upgrades is **not** included. In addition, as an MABC Maintenance customer, you receive a 35% discount on our standard labor rate. Both the travel and site visit fees are waived.

MABC Maintenance Renewal Coverage for:

- IP Office 500 Control Unit
- Dell R240 Server for Voicemail
- IP Office System Software
- 8 Port Digital Circuit Cards
- 8 Port Analog Circuit Cards
- PRI/T1 Module
- Digital Station Modules 16
- Digital Station Modules 30
- Combo Line Card
- Voice Mail

**Maintenance Renewal: 3/01/2025 – 2/28/2026**

**Price: \$2,759.00**

If you have any questions or need additional information, please feel free to contact me at 804-237-6526.

Sincerely,

Mindy McCall  
Account Support Representative

**“Everything You Expect... And Then Some”  
Since 1991**

Corporate Office: 701 PortCentre Parkway • Portsmouth, VA 23704 • Toll Free 888.398.2622  
Branch Office: 9830 Mayland Drive Suite F • Richmond, VA 23233

Web Site: [www.mabc.com](http://www.mabc.com) Email: [corporate@mabc.com](mailto:corporate@mabc.com)

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CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

Proposal Acceptance— MABC Maintenance for Avaya IP Office

Mason County Commission  
200 6<sup>th</sup> Street  
Point Pleasant, WV 26550

<i>Rick Handley</i>	<i>President</i>
Authorized Signature	Title

2-13-25

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Date

**“Everything You Expect... And Then Some”  
Since 1991**

Corporate Office: 701 PortCentre Parkway • Portsmouth, VA 23704 • Toll Free 888.398.2622  
Branch Office: 9830 Mayland Drive Suite F • Richmond, VA 23233

Web Site: [www.mabc.com](http://www.mabc.com) Email: [corporate@mabc.com](mailto:corporate@mabc.com)

# ORDERS—Mason County Commission, W. Va.

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LGSD BR (Ver. 2023)

Ora Ash, Deputy State Auditor  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301  
Phone: 627-2415 ext. 5101 or ext. 5118  
Fax: 304-340-5090  
Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
FY 2025  
Fund 1  
Rev No 2  
Pages 1

Mason County Commission  
GOVERNMENT ENTITY

Person To Contact Regarding Request

Name: **Jason Bechtle**  
Phone: **304-675-1110**  
Fax: **304-675-4982**  
Email: [jbechtle@masoncountywv.gov](mailto:jbechtle@masoncountywv.gov)

200 Sixth Street  
STREET OR PO BOX  
Point Pleasant  
CITY  
25550  
ZIP CODE

COUNTY  
Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
311	Payment in-Lieu of Taxes		60,000		60,000
347	Special Patrol/Security Systems		80,340		80,340
351	Jail Fees		36,325		36,325
362	Regional Jail Operations Partial Reim.		25,000	25,000	
366	Miscellaneous Revenue		28,504		28,504
388	Transfers From Other Funds		22,698		22,698
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>227,867</b>		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,126,796	11,320		1,138,116
404	Sheriff-Treasurer	314,795	5,240		320,035
425	Other Buildings	93,000	17,500		110,500
428	Data Processing	40,000	42,000		82,000
429	Regional Development Authority	5,000	2,298		7,298
699	Contingencies	697,112		151,754	545,358
700	Sheriff-Law Enforcement	1,616,900	187,378		1,804,278
716	Dog Warden/Humane Society	199,520	1,500		201,020
801	Mental Health		2,800		2,800
808	Solid Waste Authority	15,000	109,585		124,585
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>227,867</b>		

APPROVED BY THE STATE AUDITOR

BY: \_\_\_\_\_ Date \_\_\_\_\_  
Deputy State Auditor, Local Government Services Div.

*Ruth L. Handley* 2-13-25  
AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

ORDERS—Mason County Commission, W. Va.

FEB 13 2025

TERMS

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

RESOLUTION

At a regular session of the county commission, held (Month, day and year) February 13<sup>th</sup>, 2025 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Mason. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 2, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Nibert, and duly seconded by JOHNSON

the vote thereon was as follows:

<u>Rick L. Handley</u>	<u>Yes</u> or No
<u>Sam D. Nibert</u>	<u>Yes</u> or No
<u>Chris A. Johnson</u>	<u>Yes</u> or No

WHEREUPON, Rick L. Handley, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

**ORDERS—Mason County Commission, W. Va.**

TERMS FEB 13 2025

CASO & HARRIS, INC. SPENCER, WV RE-ORDER NO. 7393D-99



23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 – 2568 FAX: (304) 292 - 9836

February 11, 2025

Mason County Commission  
200 Sixth Street  
Point Pleasant, WV 25550

Dear Commission,

This proposal is for a new AS/400 (System i) in your county. Mason County’s current system was installed in April 2017 and runs Software Systems’ Tax Collection, Internet Tax Inquiry, Sheriff’s Accounting, Online Tax Payment, Assessor’s Supplemental, and Budget Accounting software. The proposed system is an IBM 9105-41B that comes with a 4-Core 3.9 GHz Power10 Processor card (one processor activated), 64 GB memory; RDX SSD backup solution; and two 800GB SSD PCIe4 drives. The Operating System is version 7.4 with a license transfer for the users. Included is a UPS that will function with the new system with an additional battery for longer downtimes. **This system comes with a three year IBM Hardware and Software Maintenance.** The RDX solid state drive backup solution will ensure your data is protected and will greatly reduce your operating costs over previous technologies.

Included in our proposal are installation and migration services to install the IBM System i, install Client Access on end-user systems, update end-user system and printer settings in the office, and migrate Software Systems applications and data.

**The total price of products and services for this offering to Mason County: \$48,621.33**

**Products**

Description	Qty	Price	Ext Price
IBM Hardware (9105-41B) + UPS Includes 3-year hardware warranty	1		\$26,137.03
RDX Cartridge	10	\$200.00	\$2,000.00
IBM Software (i5/OS v7.4) Includes 3-year software maintenance	1		<u>\$13,630.00</u>
		<b>Product Total</b>	<b>\$41,767.03</b>

# ORDERS—Mason County Commission, W. Va.

TERMS \_\_\_\_\_ **FEB 13 2025** \_\_\_\_\_

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99



23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 - 2568 FAX: (304) 292 - 9836

### Services

Installation Services	40 hrs.	\$145.00	\$5,800.00
Travel and Expenses			<u>\$ 1,054.30</u>
		<b>Services Total</b>	<b>\$6,854.30</b>

This is a service estimate. Please let me know what questions you may have and how you would like to proceed. This price on this proposal is only good for 30 days, as hardware and software becomes updated the price may change after the 30-day period.

Sincerely,

Michael C Manley



Mr. Handley,

I am writing to propose an exciting opportunity for Mason County to host the IGNITE Appalachia Bootcamp, an eight-week business bootcamp designed to support entrepreneurs in launching or expanding their business ventures. The program made possible by the Appalachian Regional Commission (ARC) through the ECDI Women's Business Center of Central Appalachia at Shawnee State University (SSU), provides participants with hands-on training in business development, helping them master the Business Model Canvas, improve their marketing strategies, and create compelling effective business pitches.

Participants will also have the option to compete in the rePOWER Appalachia Business Pitch competition, with the potential to win seed funding at both the county and regional levels. This initiative offers a tremendous opportunity to cultivate entrepreneurial spirit, attract new businesses, and foster economic growth right here in Mason County.

To bring this opportunity to our area, we would need to cover facilitator fees and prize money, totaling \$15,000. It is important to note that the businesses benefiting from this program must be established or expanded in Mason County, although participants may reside outside the county. This requirement ensures that Mason County will directly benefit from the economic activity and job creation the program generates.

I would also like to share that I have served as a facilitator for this program in Gallia County, Ohio, for the past two years. I have seen firsthand the transformative impact it can have on entrepreneurs and local businesses. I am fully committed to facilitating the program in Mason County and ensuring that our participants receive the best support and mentorship possible.

I believe this initiative aligns perfectly with Mason County's goals of supporting small businesses, empowering local entrepreneurs, and promoting economic development. Hosting the IGNITE Appalachia Bootcamp will not only build a network of entrepreneurs but also provide no-cost training and mentoring that will help participants perfect their business plans and enhance their chances for success.

I am excited about the potential of this program to inspire and support new business ventures in our community. I kindly ask for your consideration and support in helping bring this opportunity to Mason County.

Please feel free to contact me with any questions or if additional information is needed. I would be happy to discuss further how we can make this project a reality.

Thank you for your time and thoughtful consideration.

Rebecca S Farley

Commission Meeting February 13, 2025

**ESTATE APPOINTMENTS**

GLADYS JUANITA BORDMAN  
BARBARA ANN CARR  
LORETTA J COOPER  
JOHN F COOPER  
SANDRA KAY GRIMM  
DELORIS JEAN KILLINGSWORTH  
EDWARD LESLIE KINCAID  
LUE ANN SMITH

**AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT**

PAULETTA VIRGINIA KING  
EVERETT CHARLES THOMAS  
ROYALL ESTES BEATTIE  
PAMELA KAY MOWREY

**FINAL SETTLEMENT**

JOE EDDY SMITH

**CERTIFICATE OF COMPLETION OF ANCILLARY ADMINISTRATION**

JOHN VERNON BURRIS II  
LINDA DIANE BURRIS

ORDERS—Mason County Commission, W. Va.

BOOK

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TERMS \_\_\_\_\_

**FEB 13 2025**

CASO & HARRIS, INC. SPENCER, WV RE-ORDER NO. 7393D-99

**APPLICATION FOR CORRECTION OF ERRONEOUS ASSESSMENT**

DAWSON TRAVIS

ACCT: 00110801

WHITTINGTON RACHAEL

ACCT: 99002868

DAWSON TRAVIS

ACCT: 00110801

STURGEON LEISA LOUISE

ACCT: 06851302

OWENS VIRGINIA D

ACCT: 06141301

ORDERS—Mason County Commission, W. Va.

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CASO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

Upon motion by Handley and unanimous agreement, this meeting was adjourned.

*Rick Handley*

RICK HANDLEY, PRESIDENT

*Sam Nibert*

SAM NIBERT, COMMISSIONER

*Chris Johnson*

CHRIS JOHNSON, COMMISSIONER

*Diana N. Cromley*

DIANA N. CROMLEY, CLERK