



Minutes

Tucker County Development Authority

October 11, 2018 – 6:00 PM 494 Riverstone Road, Davis, WV 26260

Board Members Present:

Wayne Smith - President, Al Tomson - Vice President, Roscoe 'Ronnie' Beall - Treasurer, Patrick Darlington - County Commissioner, Sandra Frank, Ben Nelson, JR Helmick, Dennis Filler

Board Members Not Present: Brandon Wilfong, Bruce Kolsun, Cory Chase, Titus Helmick, Dan Dilly

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority
Matt Quattro, Mayor of Thomas

Call To Order

The meeting was called to order at 6:01 PM by Wayne Smith, President. Commissioner Patrick Darlington announced that Dennis Filler was appointed to the Development Authority by the County Commission today. Dennis was welcomed to the board.

Minutes

Vice President, Al Tomson moved to approve the minutes from the September 13, 2018 meeting and the motion was seconded by Ben Nelson. The minutes of the previous meeting were approved unanimously.

Communications and Billing

President Wayne Smith read an invitation to the board of the Development Authority from St. George Medical Clinic to celebrate the opening of The Woody Nestor Behavioral Health and Primary Care Service Wing on October 19.

Treasurer's Report



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The financial report was emailed to the board and President Wayne Smith asked if there were any questions about the report. The financial report will be placed on file for audit.

Executive Director's Report

Hardwood Alliance Zone Meeting

- Attended the monthly meeting of the Hardwood Alliance Zone in Elkins where we discussed the IWF Trade Show and planned the WVEDC Conference.

West Virginia Economic Development Council Fall Conference

- Participated in the WVEDC Fall Conference at Canaan Resort September 23-25. Presenters included USEDA, WV Community Development HUB, update on Opportunity Zones and a Legislative Update.

Job Fair

- WV Department of Health & Human Resources hosted an Employment & Training Fair on Thursday, October 11 from 3 PM – 6 PM at the Parsons Senior Center at 217 Senior Lane in Parsons, WV.

Workers Compensation

- Worked with WVCorp to obtain workers compensation insurance for the Development Authority.

Meetings

- Met with Steve Drumheller of Canaan Resort, Andy Snyder of Tucker Chamber of Commerce, Mayor Matt Quattro of Thomas about various development issues.

Audit RFP

- Prepared Audit Request for Proposals and sent it to all qualified firms.

Land and Water Conservation Fund

- Sent letters to Senators Manchin and Capito to reauthorize the Land and Water Conservation Fund.

Connect America Fund Phase II

- Three internet companies will receive 12 million combined in federal funding to provide internet access in West Virginia. Tucker County census tracts were awarded to Viasat. The California based company uses satellite broadband and is required to provide download speeds of at least 25 megabits per second to receive funding.

Old Business



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Land Swap

President Wayne Smith announced the new exchange deed for the land swap was signed, notarized, and sent to Charleston today.

Davis Center Redevelopment

Executive Director Leyh reported that he submitted minor changes to the Master Lease including striking the 1-year termination clause, striking the map with Exhibit A language, and requested a timely response (120 days). He has not received a response from WVDNR or received a final version. He also reported that he applied for a \$5,000 grant from Tucker Community Foundation to put towards Project Management fees. The grant should be decided before the end of October. He continues to seek financing for the project from both USDA and Fahe.

Modifying Bylaws

The bylaw amendments were emailed more than 10 days prior to the meeting. Executive Director Leyh explained the major changes included modifications to the Organization section:

B. Terms:

5. Absence from three (3) consecutive meetings without prior excuse, per fiscal year, will constitute automatic removal from the board.

C. Meetings:

2. The election of Officers shall be held at the annual meeting of the Board, defined as the first meeting of the fiscal year. The newly elected Officers shall take office immediately following the close of the meeting at which they are elected.

Secretary Sandy Frank motioned to amend the bylaws as presented, the motion was seconded by Vice President, Al Tomson and the motion passed unanimously.

Audit

Vice President Al Tomson reported that the Audit Committee met today before the meeting. The Development Authority received 3 bids and 4 letters from firms who declined to bid. The Audit Committee scored the audit bids according to a formula provided by the Auditor's office. The Audit Committee recommends awarding the contract, after approval from the West Virginia Auditor's office, to BHM CPA Group who received the highest score. The audits will be conducted for FY17 & FY18.



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Commissioner Patrick Darlington motioned to accept the audit committee's recommendation and award the bid to BHM CPA Group. Dennis Filler seconded the motion, and it passed unanimously.

Workforce Housing Development Site

All the necessary documentation was provided to Woodlands Development Group to pursue the \$20,000 grant for workforce housing and a masterplan of the Industrial Park property. Executive Director Leyh explained the deed, as well as a memorandum of understanding committing 7 acres of land for workforce housing planning and future development, as well as \$5,000 from the Development Authority for architectural services to produce site plans, financing strategy and legal framework was also submitted.

The board discussed infrastructure of the project, specifically its sewer needs as it relates to Davis. Mayor Matt Quattro explained that the Thomas sewer system has capacity to handle additional sewage if a connection was made.

Miners & Merchants Bank Building Acquisition

Executive Director Leyh reported that Renee DiBacco of Miners & Merchants Bank informed him that the bank building already has a potential buyer and therefore an appraisal could not be completed at this time. He requested the Development Authority be informed if the potential buyer falls through.

New Business

Industrial Park Land Lease for Rob Porter

President Wayne Smith recited a proposal from Rob Porter to lease land in the industrial park for a workshop next year. The board requested more information before deciding to move forward.

Additional Funding Request from County Commission

Executive Director Leyh informed the board the WV State Local Economic Development Grant will likely be cut from \$20,000 to \$14,400. Resulting in a \$5,600 reduction in revenue to the organization. He asked if the board would consider requesting additional funding from the Tucker County Commission. Commissioner Patrick Darlington recommended the Development Authority meet with the County Commissioners in late winter when they are preparing the budget. Ben Nelson motioned to meet with the County Commission then, and it was seconded by Dennis Filler. The board voted approved the motion with Commissioner Patrick Darlington abstaining.



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Executive Director's Contract

President Wayne Smith noted that Pursuant to the Open Meetings Act, West Virginia Code, Chapter 6, General Provisions Respecting Officers, Article 9A Open Governmental Proceedings, Section 4 - Exceptions

A public agency may hold an executive session and exclude the public to consider:

2.A. Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting;

Secretary, Sandy Frank motioned to go into executive session under Chapter 6, Article 9A, Section 4, 2A to discuss renewing the Executive Director's employment contract. Commissioner Patrick Darlington seconded the motion and the board unanimously to enter executive session at 6:51 PM. Mayor Quattro and Executive Director Steve Leyh left the meeting.

At 7:12 PM, Commissioner Patrick Darlington motioned to exit executive session, the motion was seconded by Vice President, Al Tomson and passed unanimously. Mayor Quattro and Executive Director Leyh returned to the meeting.

Vice President Al Tomson presented the employment agreement.

Vice President Al Tomson motioned to offer Executive Director Leyh the new employment agreement. Secretary Sandra Frank seconded the motion and the board passed the motion unanimously. Executive Director Leyh thanked the board.

7:28 pm Ronnie Beall left the meeting.

International Economic Development Council IEDC Dues

Executive Director Leyh asked the board to renew the Tucker County Development Authority's IEDC dues.

Commissioner Patrick Darlington motioned to renew the IEDC annual dues of \$420. The motion was seconded by Vice President Al Tomson and passed unanimously.



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Public Comment

Thomas Mayor Matt Quattro provided information about the Thomas bypass and asked for the Development Authority's assistance in getting the project started. He explained that the bypass is part of the Corridor H plan but needs to be a priority as truck traffic through the town increases.

Adjourn

The board voted to adjourn the meeting at 7:48 pm after a motion from Vice President Al Tomson. The motion was seconded by Ben Nelson. The motion passed unanimously.

The next Tucker County Development Authority meeting will be held on November 8, 2018 at 6 pm in the Clower Run Conference Room at the National Youth Science Foundation Building, 494 Riverstone Road, Davis West Virginia.

Minutes respectfully submitted by Sandra Frank, Secretary.