



Minutes

Tucker County Development Authority

November 8, 2018 – 6:00 PM 494 Riverstone Road, Davis, WV 26260

Board Members Present:

Wayne Smith - President, Al Tomson - Vice President, Roscoe 'Ronnie' Beall - Treasurer, Dan Dilly, Ben Nelson, Dennis Filler, Bruce Kolsun, Titus Helmick (arrived late), Sandra Frank – Secretary (arrived late), Patrick Darlington - County Commissioner (arrived late)

Board Members Not Present: Brandon Wilfong, Cory Chase, JR Helmick

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority

Call To Order

The meeting was called to order at 6:01 PM by Wayne Smith, President.

Minutes

Vice President, Al Tomson moved to approve the minutes from the October 11, 2018 meeting and the motion was seconded by Bruce Kolsun. The minutes of the previous meeting were approved unanimously.

Communications and Billing

President Wayne Smith read a letter from Grant County Bank about renewing an existing Certificate of Deposit. Treasurer, Ronnie Beall motioned to renew the CD and Vice President, Al Tomson seconded the motion and it passed unanimously.

President Smith presented an invitation to the Rubenstein Annual Christmas Dinner on Thursday, December 6 from 5 PM – 7:30 PM. Board members should RSVP by calling 304-259-5241.

6:09 PM – Titus Helmick and Sandra Frank Arrived



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A notice of Preliminary Permit Application from Federal Energy Regulatory Commission about FreedomWorks LLC pump storage hydro project was presented as well a fully-executed termination of lease agreement from Stumptown Ales.

6:13 PM – Patrick Darlington Arrived

Treasurer's Report

The financial report was emailed to the board and President Wayne Smith asked if there were any questions about the report. Dennis Filler asked what is being depreciated and Executive Director, Steve Leyh presumed the shell building, but he will confirm with the accountant. The financial report will be placed on file for audit.

Executive Director's Report

Hardwood Alliance Zone Meeting

- Participated in the monthly meeting of the Hardwood Alliance Zone in Elkins where we discussed the results of the National Hardwood Lumber Association (NHLA) Convention in Toronto.

Corridor H Authority Meeting

- Attended the quarterly meeting of the Corridor H Authority in Elkins. The board discussed annual funding from the associated counties. The Authority also received an update on progress and discussed federal legislative initiatives to fund the highway.

Tucker County Commission Roundtable

- Provided an update about the work we are doing at the Development Authority at the Tucker County Commission Roundtable held at the Mountaintop Senior Center in Thomas.

CVB Meeting

- Took part in the October CVB meeting where we discussed the upcoming Winter advertising campaign.

St. George Medical Clinic Grand Opening

- Attended the grand opening of The Woody Nestor Behavioral Health and Primary Care Service Wing.

Cortland Acres 40th Anniversary



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- Joined in the 40th Anniversary event at Cortland Acres where they unveiled their vision for their campus in 2030. Cortland would like to present to the Development Authority at our December meeting.

US Agency for International Development

- Presented information about sustainable development to approximately 50 economic developers from around the world at the US Agency for International Development luncheon.

Audit RFP

- Finalized the FY17 & FY18 Audit contract with BHM CPA Group. Prepared and transmitted all supporting documentation to the West Virginia State Auditor's Chief Inspector Division for review and approval. Notified successful and unsuccessful bidders. Audits should be completed by December 15, 2018.

County Budget Appropriation

- Provided a letter requesting TCDA's FY19 budget appropriation from the county commission. We were funded at \$35,574.

Tucker County Day

- Started planning Tucker County Day at the Legislature in collaboration with the Tucker County Chamber of Commerce. The event is scheduled for January 16, 2019 at the State Capitol and Culture Center.

Stumptown Lease Termination

- Finalized the lease termination agreement with Stumptown Ales for the shell building.

WV Land Trust

- Attended a presentation by the West Virginia Land Trust about their proposal to purchase 900 acres of land from Vandalia Heritage Foundation they are calling the Yellow Creek Preserve. It is located along Route 48, east of the Industrial Park property and adjacent to the future NYSF camp. It adjoins the Canaan Valley National Wildlife Refuge and Little Canaan Wildlife Management Area. The property also includes Moon Rocks, a rock formation that is a popular destination for hikers and mountain bikers.

Canaan Valley Roundtable

- Attended the Canaan Valley Roundtable meeting at Canaan Resort. Very positive meeting with a great turnout. Workforce housing, shuttle service, broadband and events were among the major themes of the meeting.



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Meeting with Rick Watson

- Met with Rick Watson about the Industrial Park sewer issue. He suggested hiring an engineering firm to conduct a feasibility study to look at all the issues and determine the best path forward.

Miners & Merchants Bank

- Met with Renee Dibacco again about the Miners & Merchants Bank building. She suggested we develop a proposal for the building.

Tucker County Business Startups / Expansions

- Working with numerous individuals throughout the county to start or expand their operations.

Old Business

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;

Ben Nelson motioned to go into executive session under Chapter 6, Article 9A, Section 4, 2A to discuss the Executive Director's employment agreement. Bruce Kolsun seconded the motion and the board unanimously to enter executive session at 6:50 PM. Executive Director Steve Leyh left the meeting.

At 7:21 PM, Commissioner Patrick Darlington motioned to exit executive session, the motion was seconded by Vice President, Al Tomson and passed unanimously.

Ben Nelson motioned to amend the Executive Director's employment agreement to provide a \$3,000 raise. Motion not seconded; motion failed.

Ben Nelson motioned to amend the Executive Director's employment agreement to strike a clause within Section 10: Resignation, that would require the employee to reimburse the



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Development Authority for costs incurred in pursuit of IEDC Certified Economic Developer Certification if employee voluntarily resigns prior to November 5, 2022. Vice President, Al Tomson seconded the motion. Vote was 7-2 against; motion failed.

Executive Director Leyh returned to the meeting.

Davis Center Redevelopment

The final version of the master lease is back from DNR. DNR agreed to lease TCDA the entire property, all the buildings, for 40 years Executive Director Leyh explained. The lease did not include to the timely response clause for requests. TCDA was not awarded a grant from the Tucker Community Foundation for project management fees. The Tucker Community Foundation applied for an AML Grant for the Davis Center and it was not funded.

USDA was contacted about financing the project and they communicated that they would consider it, if the Development Authority would use the shell building or similar property for collateral, however they will not have funds to loan until December at the earliest.

St. George is unable to get financing currently. It would be at least a year before they could get financing for the project. They shared concerns about gaining approval from both TCDA and DNR for future development. Executive Director Leyh shared those concerns with DNR and they suggested St. George make all their requests in advance for approval.

Mountain Laurel is still interested in the project, but it does not currently cash flow. TCDA could re-approach DNR about negotiating a lease for only a portion of the property. The board suggested the Executive Director reach out to DNR about purchasing the property outright.

Land Swap

The land swap has been completed and recorded in the Tucker County Clerk's Office explained Executive Director Leyh. Tucker County Development Authority exchanged Parcels A&B (20.59 acres) for Parcel D (27.45 acres) to West Virginia Division of Natural Resources for \$0.

New Business

Local Economic Development Grant

Executive Director Leyh provided an overview of the State of West Virginia for a Local Economic Development Grant. The process requires the Development Authority to adopt an action plan and submit it to the state for approval. Copies of a draft 2019 action plan were presented to board members and the board reviewed it. Dennis Filler motioned to adopt the 2019 action



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plan as presented, Bruce Kolsun seconded the motion and it passed unanimously. President Smith signed a certification letter for the grant.

Office Equipment Purchases

Executive Director shared with the board that \$800 of the office expenses budget line will be used for new office equipment including: All-in-one laser printer, copier and scanner with toner, a Bluetooth conference calling device, and a projector to use for board meetings and community presentations.

New Website

Executive Director shared with the board that \$600 of the advertising and marketing budget line will be used for a new website to launch in Spring 2019.

Tucker County Day at the Legislature - January 16

President Wayne Smith presented a letter from the Tucker County Chamber of Commerce requesting a \$250.00 donation for Tucker County Day at the Legislature. Vice President, Al Tomson motioned to donate \$250 to the Chamber of Commerce for Tucker County Day. Patrick Darlington seconded the motion and it passed unanimously.

The Development Authority arranges day meetings with various state agencies as well as our legislative delegation. Executive Director, Steve Leyh asked the board to think about what issues we want to discuss with government officials. Patrick Darlington suggested amusement tax and windmill tax, Ronnie Beall suggested sewer system and Ben Nelson suggested the Thomas bypass.

2019 Meeting Schedule

The Development Authority's accountant requested the board consider moving meetings to the third Thursday of each month, so she has ample time to prepare our financials and prepare checks, explained Executive Director, Steve Leyh. Dan Dilly motioned we move Development Authority meetings to the third Thursday of each month at 6 PM beginning in January 2019. The motion was seconded by Ben Nelson and passed unanimously.

Vice President, Al Tomson requested the date of the December 2018 meeting be changed. Ben Nelson motioned to move the December 2018 meeting of the Development Authority to Wednesday, December 19 at 6 PM. Dennis Filler seconded the motion and it passed unanimously.

Public Comment

No Public Comment.



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Adjourn

The board voted to adjourn the meeting at 7:58 PM after a motion from County Commissioner, Patrick Darlington. The motion was seconded by Ben Nelson, and passed unanimously.

The next Tucker County Development Authority meeting will be held on Wednesday, December 19 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.