



Minutes

Tucker County Development Authority

December 19, 2018 – 6:00 PM 494 Riverstone Road, Davis, WV 26260

Board Members Present:

Wayne Smith - President, Al Tomson - Vice President, Roscoe 'Ronnie' Beall - Treasurer, Sandra Frank – Secretary, Dan Dilly, Dennis Filler, Bruce Kolsun, Cory Chase, JR Helmick, Matt Quattro, Patrick Darlington - County Commissioner

Board Members Not Present: Brandon Wilfong, Ben Nelson, Titus Helmick

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority
Dan Bucher, Development Director, Cortland Acres
Alex Snyder - Guest

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 November 8, 2018 meeting and the motion was seconded by Ronnie Beall. The minutes of the previous meeting were approved unanimously.

Communications and Billing

A letter from Senator Manchin about supporting the Land & Water Conservation Fund was presented.

President Wayne Smith read a letter from Mountain Valley Bank about renewing an existing Certificate of Deposit. Vice President, Al Tomson motioned to renew the CD. The motion was seconded by Dennis Filler and it passed unanimously.



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President Smith read a letter from Town of Davis regarding the town's representative on the Development Authority. Commission Darlington asked if the board could provide guidance to the County Commission on the appointment. Al Tomson spoke highly of and provided background on each of the three candidates. Sandra Frank noted that candidate Robbie McClung was very active in the community and is developing the Canaan Valley Half Marathon. Al Tomson motioned Robbie McClung be recommended to the County Commission as the Davis Representative. Cory Chase seconded the motion. The board voted in favor of the motion with Patrick Darlington abstaining.

Special Presentation – Dan Bucher, Cortland Acres

Dan Bucher, Development Director for Cortland Acres provided a history of the facility and their economic impact. Cortland has cared for over 1,900 residents, provided housing in their retirement community for over 180 individuals, provided therapy services for over 3,000 outpatients in their rehab center. Mr. Bucher described their 2030 concept with an expanded 145-acre campus complete with new assisted living homes, intergenerational programming, an employee residential community, 5-acre solar farm, apple orchard, event center and a logistics hub.

Treasurer's Report

The financial report was emailed to the board. 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

WV Local Economic Development Grant

- Prepared all the necessary documentation to apply and secure the FY19 LED Grant.

Hardwood Alliance Zone Meeting

- Participated in the monthly meeting of the Hardwood Alliance Zone by conference call where we discussed workforce issues related to manufacturing.

CVB Meeting

- Attended the November CVB meeting where we discussed financial support for the Culture District Authority as they pursue a Benedum Foundation Grant.

Tucker County Day



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- Continued planning and coordination of 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.

Canaan Valley Roundtable

- Attended the second meeting Canaan Valley Roundtable meeting at Canaan Resort. The group discussed securing a facilitator for the next meeting and preparing a SWOT analysis.

Meeting with FreedomWorks LLC

- Met with Tim Williamson from FreedomWorks LLC to discuss the proposed Big Run Pump Storage Hydro Project.

FY17/18 Audits

- Researched and prepared all the necessary documentation for the FY17/18 audits.

Rubenstein Christmas Party

- President Wayne Smith and I both attended the Rubenstein Christmas dinner on December 6.

Conference Call with Smart Growth America

- Commissioner Lowell Moore, County Planner Dennis Filler and Planning Commission President Ben Herrick and I discussed a technical assistance grant for broadband capabilities with representatives from Smart Growth America.

Purchased New Office Equipment

- Office now has multi-purpose color laser printer/scanner as well as conference calling speaker and projector.

TuckerWV.com

- Started preliminary work on new website for TuckerWV.com. It should be completed and ready for launch in Spring 2019.

Showing Shell Building

- Now that the lease with Stumptown has been terminated and the electric has been switched back to TCDA, I have been showing the shell building to prospective tenants again.

Southern Economic and Development Council

- I was elected as a new member of the Southern Economic and Development Council. I was nominated by the West Virginia State Director - Robbie Morris from Randolph County. SEDC is the oldest regional economic development organization in the nation and represents a 17-state



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territory.

Unemployment Rate

- Tucker County unemployment rate reached an 18-year low in September at 4.3%.

Corridor H BUILD Grant

- Senators Capito and Manchin announced 20-million-dollar BUILD grant was awarded to West Virginia for paving, traffic control measures and guardrails on the section of Corridor H under construction to Parsons.

Tucker County Business Startups / Expansions

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

Old Business

Davis Center Redevelopment

Executive Director Leyh reported that he has asked WVDNR if they would consider selling the Davis Center property instead of leasing it. WVDNR did not dismiss the idea, but has not yet responded. If TCDA could find an anchor tenant, or funding comes through for St. George, the long-term lease is still an option.

Tucker County Day at the Legislature – January 16

Tucker County Day at the Legislature is set for Wednesday, January 16 in Charleston. Executive Director Leyh explained that this is a collaborative planning effort between the Development Authority and the Chamber of Commerce. The event is free and open to the public. Business owners, non-profit organizations and community members are encouraged to attend the event. Meetings will be scheduled throughout the day with various state legislators and agencies followed by an evening reception at the Culture Center beginning at 5 PM. Exhibitor space is available for Tucker County businesses at the Culture Center reception by calling the Chamber of Commerce office at 304-259-5315.

Letters have been sent to each municipality asking if they had specific issues they would like to discuss. The county commission has requested meetings with our local delegation to discuss taxing wind turbines as well as WVDOH to discuss Corridor H and a truck route around Thomas.



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A discounted room block for both Tuesday and Wednesday nights is available for \$107 plus tax at the Four Points by Sheraton in Charleston under the code 'Tucker County'.

The board members suggested setting up a meeting with the Development Office to discuss cuts to the Local Economic Development Grant program.

FY17 & FY18 Audits

The FY17 & FY18 audits have been completed explained Executive Director Leyh. Development Authority board members were emailed the audit reports. BHM CPA group also sent their letter of Communication to Those Charged with Governance. Copies of this letter was placed in each board members meeting packet. The audit reports had two material weakness findings: Segregation of Duties – due to the size of the operation and a staff of one. The second finding was Financial Reporting, specifically we didn't have an internal detailed capital asset listing and depreciation schedule. Due to the size of our operation, it was recommended our audits take place every two years.

Ronnie Beall moved that the Development Authority wait two years before undertaking another audit. Dennis Filler seconded the motion. Patrick Darlington discussed possible changes to the organization could affect the need or frequency of audits. The board agreed that changes could be made in the future. The motion carried unanimously that FY19 and FY20 would be audited together.

Miner's & Merchants Bank Building

Executive Director Leyh reported Miners & Merchants Bank has asked if the Development Authority is still interested in purchasing their building in Thomas. The board asked the Executive Director to arrange a full tour of the building in January.

New Business

Smart Growth America Broadband Workshop

Dennis Filler explained Tucker County was selected as one of six communities in the United States to fund a two-day technical assistance workshop by a Smart Growth America tentatively in June 2019 and specifically looking at broadband. Dennis Filler as County Planner has been taking the lead on this project.



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6:52 PM - Mayor Matt Quattro left the meeting

Local Economic Development Grant Resolution

Tucker County Development Authority grant request from the West Virginia Development Office in the amount of \$14,400 for our operations has been approved.

Executive Director Leyh explained in order to receive the funds, the board must pass a resolution that authorizes the Executive Director to enter into a contractual agreement and administer the grant funds. President Wayne Smith read the resolution and Vice President, Al Tomson motioned to pass the resolution. Sandra Frank seconded the motion and it passed unanimously.

Workforce Housing Industrial Park Masterplan Grant

Woodlands Development Group was awarded \$20,000 to help develop a plan for workforce housing on land at the Tucker County Industrial Park reported Executive Director Leyh. The Tucker County Development Authority agreed to contribute 7 acres of land and \$5,000 towards the project to help develop a master plan for the entire park. The money was awarded from the West Virginia Housing Development Fund. A housing committee made up of community members will be formed and meet monthly between January and June 2019 to provide input and community engagement in the process. The housing committee and Development Authority will have the opportunity to collaborate with bcWorkshop, a non-profit community design firm based in Texas with offices in Washington DC who will help create the plan. The plan should provide guidance on how to best implement a "campus atmosphere" where offices, commercial, light industrial and workforce housing can co-exist.

Dennis Filler also suggested the Development Authority look at Windwood Resort that was recently up for auction, but did not sell, to be considered for workforce housing.

Parsons Blueprint Community Commitment

Parsons Revitalization Organization onTRAC (PROonTRAC) is applying to become a Blueprint Community through the WV Community Development HUB. If selected, Parsons will be one of six new communities in West Virginia to join the program in 2019. The Blueprint Community program is a year-long program of monthly training, coaching, and workshops to help Parsons develop a community revitalization strategy. Part of the application requires an Economic Development Professional be identified to join each team. Dr. Cindy Kolsun on behalf of PROonTRAC has graciously extended that invitation to Executive Director Leyh to join the Parsons team. He asked the board for their support on the project since it would be a significant time commitment.



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Bruce Kolsun motioned to support the project and allow the Executive Director to be on the Parsons team. Sandy Frank seconded the motion and the board voted unanimously to approve the Executive Director's participation in the project.

Industrial Park Sewer Project

Vice President, Al Tomson explained that we are working with Rick Watson of RCAP towards developing a Request for Proposal for a Preliminary Engineering Report that would look at all the needs and looking for a solution that would look for the most economical solution that would address everything at once. In February, the Development Authority will approach both Thomas and Davis Town Councils to explain the issues, ideas, and get agreement on next steps.

Public Comment

Dennis Filler explained that The Tucker County Development Authority will be holding a special joint meeting with the Planning Commission on Wednesday, January 9 at 1 PM in the Tucker County Courthouse Courtroom to meet with Tim Williamson of FreedomWorks LLC to discuss the proposed Big Run Pump Storage Hydro Project. A public meeting will be held at 6 PM that same day in the Courthouse Courtroom. Dennis also created a webpage at: <http://www.tinyurl.com/TCPSH>

Adjourn

The board voted to adjourn the meeting at 7:28 PM after a motion from Ronnie Beall. The motion was seconded by Cory Chase and passed unanimously.

The next regular Tucker County Development Authority meeting will be held on Thursday, January 17 at 6 pm in the Clower Run Conference Room at the National Youth Science Foundation Building, 494 Riverstone Road, Davis West Virginia.

A special joint meeting will be held on January 9 at 1 PM in the Tucker County Courthouse Courtroom to discuss the proposed Big Run Pump Storage Hydro project.

Minutes respectfully submitted by Sandra Frank, Secretary.