



**Tucker County Development Authority**

PO Box 176

Thomas, WV 26292

(304) 614-8839

tuckercounty@gmail.com

www.TuckerWV.com

---

## **Minutes**

### **Tucker County Development Authority**

September 13, 2018 – 6:00 PM 494 Riverstone Road, Davis, WV 26260

#### **Board Members Present:**

Wayne Smith - President, Alan Tomson - Vice President, Roscoe 'Ronnie' Beall - Treasurer, Cory Chase, Sandra Frank, Ben Nelson, Titus Helmick, JR Helmick, Dan Dilly- (arrived late)

**Board Members Not Present:** Brandon Wilfong, Bruce Kolsun, County Commissioner Patrick Darlington,

Quorum present? Yes

#### **Attendees:**

Steve Leyh, Executive Director, Tucker County Development Authority  
Dave Clark, Executive Director, Woodlands Development Group

#### **Call To Order**

The meeting was called to order at 6:02 PM by Wayne Smith, President.

#### **Minutes**

Ronnie Beall moved to approve the minutes from the August 9, 2018 meeting and the motion was seconded by Ben Nelson. The minutes of the previous meeting were approved unanimously.

#### **Communications and Billing**

An email was received from West Virginia Counties Group Self-Insurance Risk Pool (WVCoRP) notifying TCDA the annual insurance policy had been renewed, but Worker's Compensation Insurance (estimated to be \$250 annually) was not included in the policy. Al Tomson moved that TCDA add Worker's Comp to the insurance policy. Sandy Frank seconded the motion and the motion passed unanimously.



## **Tucker County Development Authority**

PO Box 176  
Thomas, WV 26292  
(304) 614-8839  
tuckercounty@gmail.com  
www.TuckerWV.com

### **Treasurer's Report**

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

### **Executive Director's Report**

#### **International Woodworking Fair Trade Show**

- Staffed the West Virginia Hardwood Alliance Zone booth at IWF in Atlanta from August 21-25. We secured several new leads and distributed hundreds of directories to professionals in the hardwood industry.

#### **Local Economic Development Grant Reduction**

- This fiscal year's grant from the State of West Virginia will be reduced from \$20,000 to \$14,400. This will result in a \$5,600 reduction in revenue.

#### **Job Fair**

- WV Department of Health & Human Resources will be hosting 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. Space is available for free to all employers, colleges and training centers.

#### **Tucker County Day Set for January 16, 2019**

- Tucker County Day will be held on Wednesday, January 16 in Charleston at both the Capitol and Culture Center. The event is once again being organized by both the Chamber of Commerce and Development Authority.

#### **Monongahela Forest Towns Initiative**

- Continue to work with members of the U.S. Forest Service, WVU, CVB, and Planning Commission on developing a Monongahela Forest Gateway Communities economic development initiative.

#### **HomeOwnership Center**

- Kate Somers from the HomeOwnership Center in Elkins met with Commissioner Diane Hinkle, County Planner, Dennis Filler and me, to discuss lending, advising and educating people in Tucker County about home ownership services and predevelopment financing opportunities.

#### **WV Economic Development Council Fall Conference**

- Helping organize the WVEDC Fall Conference to take place at Canaan Resort on September 23-25



## Tucker County Development Authority

PO Box 176  
Thomas, WV 26292  
(304) 614-8839  
tuckercounty@gmail.com  
www.TuckerWV.com

### **New Potomac Highlands Volunteer Center**

- Attended a training workshop and developed the Tucker County Development Authority page on the Tucker Community Foundation's new Potomac Highlands Volunteer Center website.

### **Sheetz Closing**

- Reached out Jason Myers about Parsons Sheetz store closing. Provided him with contact information for Sheetz corporate site selectors to help identify possible future locations.

### **Trades Apprenticeship Program ARC POWER Grant Submitted**

- Grant proposal was submitted by Tucker Community Foundation. The grant would help recruit, retain, and train students of all levels in the trades.

### **Garrett Regional Medical Center**

- Met with Steve Bortz, GRMC's Foundation VP and Miranda Kessel, Marketing Coordinator about their outreach efforts in Tucker County.

### **County EMS Meeting**

- Attended a public meeting on August 27 for a proposed new EMS station in Davis. I contacted USDA about accessing Community Facilities Loan to help finance the construction.

### **New Business News**

- I visited new businesses that have opened including Ranger Jane's and Mountain Market in Thomas. Ground has broken for new buildings in both Davis and Thomas. St. George Medical Clinic is celebrating the opening of their new Behavioral Health and Primary Care Service Wing.

*Dan Dilly arrived 6:18 PM*

### **Old Business**

#### ***Land Swap***

The Development Authority is trading 20.59 Acres on the southeastern side of Beaver Creek for 27.45 Acres on the northwestern side of Beaver Creek at the Industrial Park. Both properties appear to be located within 100-year floodplain, but that this will make Beaver Creek the property boundary. Executive Director, Steve Leyh reported that we should be receiving a new copy of the exchange deed from WVDNR for signature within two weeks.



**Tucker County Development Authority**

PO Box 176  
Thomas, WV 26292  
(304) 614-8839  
tuckercounty@gmail.com  
www.TuckerWV.com

***Davis Center Redevelopment***

Executive Director Leyh reported that the master lease has been received from WVDNR and has been approved by Attorney General. It still needs a few minor changes on the document including striking the 1-year termination clause and striking the language about the additional building - Exhibit A. The board suggested the Executive Director reach out to WVDNR to determine if a timely review clause of 90 days for any requests could be added to the master lease.

The discussion then moved to financing the redevelopment project and Executive Director Leyh asked the board for authorization to seek out a \$5,000 grant from the Tucker Community Foundation to help fund project management services. Dan Dillely motioned to seek the grant funds. Al Tomson seconded the motion and it was passed unanimously.

Dave Clark from Woodlands Development Group explained process of using a USDA community facilities loan to fund the project and using an intermediary such as Fahe in Kentucky because it can expedite the process. Al Tomson suggested we reach out to USDA in West Virginia and ask if they will fund the project.

Executive Director Steve Leyh agreed, and then asked the board to also consider passing a resolution to start the financing process with fahe at this meeting because timing was of the essence. The resolution to seek Community Facilities loan financing through Fahe of up to \$325,000 for the redevelopment of the Davis Center was presented. Dan Dilly motioned we adopt the resolution and Ben Nelson seconded the motion. It passed unanimously.

The discussion then moved to water/sewer capacity of the Town of Davis for the Davis Center project at Blackwater Falls. The board discussed how to proceed. Vice President, Al Tomson, recommended the Executive Committee of the Development Authority bring the issue to a Davis Mayor & Council meeting. He suggested the Development Authority should prepare a presentation, the board agreed.



## Tucker County Development Authority

PO Box 176  
Thomas, WV 26292  
(304) 614-8839  
tuckercounty@gmail.com  
www.TuckerWV.com

### ***Industrial Park Protective Covenants & Restrictions***

Steve Leyh reported that the Industrial Park Protective Covenants and Restrictions committee met earlier in the day and recommends the board take the following actions:

- 1.) Research and identify developments that we like.
- 2.) Develop a masterplan for the Industrial Park.
- 3.) Resolve water/sewer issue with Town of Davis.
- 4.) Develop a maintenance fee formula for property before selling it.
- 5.) Collaborate with Town of Davis and County Planning Commission to align our vision and consider dark skies and similar initiatives.

### ***Industrial Park Signage***

WVDOH confirmed placing a sign shouldn't be an issue if TCDA is advertising on their property and for their organization so long as the sign is clear of DOH right-of-way, Executive Director Leyh reported. No further action was taken.

### ***Bylaws***

The bylaw changes couldn't be voted on as WV code dictates they must be sent to the entire board 10 days prior to the meeting. They will be sent out prior to the October board meeting for review.

### ***New Business***

#### ***Letter of Support – County Emergency Services Facility***

The board debated approving a draft letter of support for the County Emergency Services Facility in Davis. The board was supportive of the facility, but shared concerns from citizens about transparency. They also raised questions about how it funded and if the funding is enough to meet the debt service without the EMS fee. Vice President, Al Tomson, motioned to draft a new letter to the County Commission to ask questions and share the board's concerns. It was seconded by Ben Nelson and the motion was unanimously approved.

#### ***Appointment of Audit Committee***

Executive Director Steve Leyh explained that we were notified by the Chief Inspector Division of the West Virginia State Auditor's office that Tucker County Development Authority was placed on the Available for Audit list (also known as the bid list) on August 2, 2018. A Request for



## Tucker County Development Authority

PO Box 176  
Thomas, WV 26292  
(304) 614-8839  
tuckercounty@gmail.com  
www.TuckerWV.com

Proposals (RFP) had been drafted and will be sent to all 29 firms that have been appointed to conduct audits and reviews of local government entities on September 14, 2018. TCDA will be seeking bids from CPA firms to provide us with Code B audits for both FY17 & FY18. Bids are due on October 10, 2018. TCDA must award a contract prior to November 2, 2018 and the audit must be completed by December 15, 2018. TCDA will need to 3-5 people to form an Audit Committee.

President Wayne Smith appointed Vice President, Al Tomson, Treasurer, Ronnie Beall and Ben Nelson to the Audit Committee along with Executive Director Steve Leyh. The Audit Committee agreed to meet on Thursday, October 11, 2018 at 5 PM before the regular board meeting to score the RFPs and award the contract.

### ***Workforce Housing Development Site***

Dave Clark, Executive Director from Woodlands Development Group presented information about a grant that he was seeking to develop a community land trust for workforce housing. He discussed using the grant funds to hire a non-profit firm from Washington DC to help develop what a land trust might look like, how it would function, and to develop a plan for a piece of property. He requested the Development Authority consider using some of the land in the industrial park for the plan. Executive Director Steve Leyh explained that the industrial park restrictions will be ending in less than 3 years and we need a plan for affordable workforce housing. He stated that housing is a major issue facing our existing businesses and will limit future economic growth.

Dave Clark, Woodlands, added that while this specific grant is focused on housing, the firm could incorporate the industrial park's commercial and industrial space into a plan if the board contributed financially to the project. Sandy Frank motioned the Development Authority commit \$5,000 towards the project and that the entire industrial park property be part of the plan. Ben Nelson seconded the motion and the motion was unanimously approved.

### ***Industrial Park Tenant Lease***

Executive Director Leyh reported that the lease of the shell building was signed with on May 23 by Stumptown Ales. On Wednesday, August 29, the owners had reported they had experienced some delays getting the water hooked up from the Town of Davis and that they had finally just resolved the issue, but that it had taken significant amount of time. It also provided them time



## Tucker County Development Authority

PO Box 176  
Thomas, WV 26292  
(304) 614-8839  
tuckercounty@gmail.com  
www.TuckerWV.com

to rethink their decision to move. On September 5, Stumptown sent an email notifying us that they would like to terminate their lease early. Per our agreement, they can terminate the lease by paying liquidated damages in the amount of \$9,000. They also owe approximately \$150 for electric after we transferred it over to them and used a credit. They are asking the board for some leniency on the damage's clause since they haven't been able to move into the building.

The board discussed the lease and the water/sewer issue. Dan Dilly motioned to reduce the liquidated damages clause from \$9,000 to \$3,000 including the electric bill. Ben Nelson seconded the motion and the board approved with Sandy Frank abstaining from the vote.

### ***Miner's & Merchants Bank Building Acquisition***

Executive Director, Steve Leyh, spoke to Renee Dibacco at Miners' & Merchants Bank about the bank building asking price. She stated they would consider any proposal we put forth. The board requested the Executive Director to arrange a tour of the building perhaps including an architect. Al Tomson, motioned that the Development Authority order an appraisal on the building and Ronnie Beall seconded. The motion passed approved unanimously.

### **Public Comment**

No Public Comment

### **Adjourn**

The board voted to adjourn the meeting at 7:53 pm after a motion from Cory Chase. The motion was seconded by JR Helmick. The motion passed unanimously.

The next Tucker County Development Authority meeting will be held on October 11, 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.