



Minutes

Tucker County Development Authority

October 10, 2019 – 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, Dennis Filler, Matt Quattro, Robby McClung, Dan Dilly, Cory Chase

Board Members Not Present: Kennetha Greenlief (Excused), Bruce Kolsun (Excused), JR Helmick (Excused), Ben Nelson (Excused), Jon Bush – County Commissioner, Titus Helmick

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority

Call To Order

The meeting was called to order at 6:00 PM by President Wayne Smith.

Minutes

Al Tomson motioned to approve the minutes from the September 19, meeting. The motion was seconded by Ronnie Beall. The minutes of the previous meeting were approved unanimously.

Communications and Billing

An email from WVCORP about the TCDA Workers' Compensation Audit was presented. The physical audit of the workers' compensation payrolls has been prepared for the term of 2018 - 2019. There is no additional contribution due for this coverage period.

Treasurer's Report

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



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Executive Director's Report

Blueprint Communities Chat 'N Chew

- Parsons Blueprint Team will be hosting a Community Chat 'N Chew on Thursday, November 14 from 5 PM to 7 PM at Piccolo Paula's Caffe. The Blueprint team has developed a strategic vision statement and is seeking additional public input on Parsons revitalization.

Hardwood Industry Strategic Planning Sessions

- In collaboration with the Appalachian Hardwood Center at WVU, Preston County Development Authority and West Virginia Hardwood Alliance Zone, the Tucker County Development Authority will be hosting a strategic planning session for the hardwood industry in November.

WV EDC Fall Conference

- Participated in the West Virginia Economic Development Council Fall Conference. Sessions included startup incubation, site selection, talent attraction, access to capital as well as a legislative update.

USDA Rural Broadband Workshop

- Attended the USDA Rural Broadband Workshop at the West Virginia Department of Commerce. The workshop discussed opportunities and challenges associated with the Reconnect Broadband Program.

LED Grant

- After meeting the professional development requirements, I submitted the Local Economic Development Grant application and supporting documentation to the WV Development Office. The grant application is for \$22,727.

New Website

- Continuing development of the new website at TuckerWV.com.

Broadband to IP

- I've been seeking alternatives to bring additional high-speed internet to the industrial park.

Working with Entrepreneurs

- Working with various entrepreneurs in various stages of business development.

Old Business

Workforce Housing / Industrial Park Masterplan



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Executive Director Leyh reported that the Citizens' Institute on Rural Design hosted a summit in Elkins and visited Tucker County today to get a better understanding of the planning work TCDA has completed with bcWorkshop and Woodlands. Woodlands has successfully sought and was awarded additional planning dollars to continue working with bcWorkshop for design work and community engagement.

Industrial Park Expansion

Executive Director Leyh reached out to Western Pocahontas Properties but he hasn't received a response yet.

Tucker Accelerator Project (TAP)

Woodlands Development Group relayed that the workforce housing component of the building was denied funding this round. The reason was due to timing. Without an answer on the AML grant application, the Development Authority could not commit to funding the first-floor space. The workforce housing component of the TAP room building cannot move forward without a firm commitment that the first floor will be funded. We are expecting a response on the AML Grant by December, but the housing component needed a commitment sooner. This delays the project by a few months, but it doesn't mean that it can't be funded in the future. In the meantime, Executive Director Leyh is exploring other options to fund the project if the AML grant isn't awarded.

FY19 Audit Award

The necessary paperwork was submitted to the West Virginia State Auditor's Office reported Executive Director Leyh. They have approved our documentation and executed our contract with BHM CPA Group. The total cost of the FY19 audit is \$2,808.00. It will be completed by November 30.

\$100,000 Certificate of Deposit

Each of the three certificates of deposit have been closed out. Citizens Bank charged a penalty, but Grant County Bank and Mountain Valley Bank did not. The funds were combined with an additional \$100,000, moved from the development authority checking account at Miners and Merchants Bank, and deposited into a new 14-month certificate of deposit at Grant County Bank in the amount of \$282,497.98 on September 26, 2019. Each of the 4 officers (Wayne Smith, Al Tomson, Ronnie Beall and Sandra Frank) have signing privileges along with the Executive Director Leyh. The new CD will earn 2% interest and will generate approximately \$6,600 in interest over the next 14 months. The previous CDs generated approximately \$1,500 a year.



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New Business

Pro Poly Office Construction Request

Tim Dean has requested permission to construct a small office above the bathroom in the shell building. Dennis Filler made a motion to approve the request, Vice President Al Tomson seconded the motion and it pass unanimously.

Participation in West Virginia Purchasing Card Program

The board discussed the West Virginia Purchasing Card Program. Executive Director Leyh explained that BB&T would not increase our credit card limit without depositing funds and establishing a banking relationship with them. Robby McClung moved to contact Grant County Bank about opening a credit card with them since we already have a banking relationship with them. Al Tomson seconded the motion and the motion passed unanimously.

Public Comment

Al Tomson shared that the executive committee met earlier today and completed a performance evaluation of the executive director.

Adjourn

The meeting was adjourned at 7:05 PM following a motion by Cory Chase and a second from Ronnie Beall. The motion carried unanimously.

The next regular Tucker County Development Authority meeting will be held on November 21 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

Approved by the Tucker County Development Authority this **21st** day of **November** 2019.