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## Minutes

### Tucker County Development Authority

November 21, 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, April Miller, Dennis Filler, Matt Quattro, Robert McClung, Bruce Kolsun, JR Helmick, Ben Nelson, Christopher Pharres, Jon Bush – County Commissioner, Dan Dilly (arrived late), Cory Chase (arrived late)

**Board Members Not Present:** Kennetha Greenlief

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**

Bruce Kolsun motioned to approve the minutes from the October 10, meeting. The motion was seconded by Ronnie Beall. The minutes of the previous meeting were approved unanimously.

*6:03 PM Dan Dilly arrived*

#### **Communications and Billing**

The board was invited to the Rubenstein Center Christmas Dinner on Thursday, December 12 from 5:00 to 7:30 PM. RSVP by calling 304-259-5241.

Board Member Titus Helmick submitted his resignation letter from the Tucker County Development Authority effective November 14, 2019

*6:07 PM Cory Chase arrived*



## **Tucker County Development Authority**

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### **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.

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

#### **Blueprint Communities Recreation Meeting & Community Chat 'N Chew**

- Our Parsons Blueprint Team hosted a meeting with recreation partners to discuss how Parsons could better utilize its recreational assets to help spur community revitalization. A follow up meeting for recreation will be held on Wednesday, January 29 from 1 – 3 PM. The team also hosted a Community Chat 'N Chew on Thursday, November 14 to discuss and receive feedback on the Parsons vision statement, priority and four outcomes around recreation, housing, business and community engagement.

#### **Hardwood Industry Strategic Planning Session**

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

#### **Corridor H**

- Congressman Mooney introduced H.R. 4896, which is the Advancing Infrastructure Development in Appalachia Act or the AID in Appalachia Act. Senator Shelley Moore Capito introduced the companion Senate bill S. 2271. The idea is that certain states could give up their Appalachian Highway funds and would be compensated with an equal number of new federal highway dollars.

#### **DEP Permits**

- Met with WV Department of Environmental Protection (DEP) to inspect the park and close out two construction permits that had been issued to the Development Authority. The first permit dated back to 2002 for the construction of the industrial park. The second permit was for an area known as the Rock Borrow site and was issued in 2014. We are awaiting final paperwork for the permits to be closed permanently.

#### **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.



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### **Working with Entrepreneurs**

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

### **Old Business**

#### **Workforce Housing / Industrial Park Masterplan**

Executive Director Leyh reported Woodlands Development Group was awarded \$60,000 in additional grant funding from LISC and Enterprise Housing for the workforce housing project at the Tucker County Industrial Park. The funds will be used to engage bcWorkshop for continued site design as well as building design. It will also allow the Workforce Housing Task Force Committee to continue working with the WVU Land Use and Sustainable Development Law Clinic to help structure a community land trust model.

#### **Industrial Park Expansion**

Mr. Flanigan from Western Pocahontas Properties met with Executive Director Leyh about our need for a road easement to gain access to the industrial park from Davis. He explained to him how the Development Authority is working to address workforce housing in the county. Mr. Flanigan was sympathetic to our needs and agreed to share our concerns with management.

#### **Tucker Accelerator Project (TAP)**

Executive Director Leyh reported that we are expecting to hear about the AML grant by the end of the year. In the meantime, he applied to the Center for Rural Innovation for a Rural Innovation Initiative grant to receive technical assistance to execute an innovation hub strategy: an economic development model that works to educate and train residents in digital skills, employ them in new economy jobs, and empower them to launch the startups that will drive their digital economy.

#### **FY19 Audit Award**

The FY19 Audit has been completed. A draft report has been sent to the Tucker County Development Authority. The FY18 audit had two audit findings – Material Weakness – Financial Reporting and Material Weakness – Segregation of Duties.

Executive Director Leyh reported that the FY19 audit only had one finding: Material Weakness – Segregation of Duties. The financial reporting finding was corrected for FY19. The final report will be sent to the West Virginia State Auditor's Office by November 30, 2019 by the auditing firm.



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### **New Business**

#### **Changing December, February, & March Meeting Dates**

The board agreed to change the December 19 meeting to Wednesday December 18. They also agreed to move the February 20 meeting to Thursday, February 13 and the Thursday, March 19 meeting to Thursday March 12 because of scheduling conflicts.

#### **Add Additional Signatories on Checking Account**

Vice President Al Tomson motioned to designate President Wayne Smith, Vice President Al Tomson, Treasurer Roscoe Beall, Secretary Sandra Frank, Executive Committee Member Cory Chase and Executive Director Steven Leyh authorized signers on the Tucker County Development Authority checking account at Miners & Merchants Bank. Dennis Filler seconded the motion and it passed unanimously.

#### **New Credit Card**

Grant County Bank graciously offered the Development Authority a Visa credit card with a \$5,000 limit. The BB&T Bank credit card will be closed.

#### **Local Economic Development Grant Resolution**

The following resolution was presented to the board: Be it resolved that the Tucker County Development Authority hereby authorizes Steven B. Leyh, Executive Director of the Tucker County Development Authority to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the FY 2020 Local Economic Development Grant Program.

Sandra Frank motioned to pass the resolution, the motion was seconded by Bruce Kolsun and was approved unanimously.

#### **Modifying Executive Director's Contract**

President Smith read the following: 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



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or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting;

At 6:30 PM, Dennis Filler motioned to enter executive session. The motion was seconded by Al Tomson. Executive Director Leyh exited the meeting.

At 6:34 PM, Treasurer, Ronnie Beall motioned to exit executive session. The motion was seconded by JR Helmick. Executive Director Leyh returned to the meeting.

Vice President, Al Tomson, motioned to provide a salary adjustment and increase the Executive Director's salary to \$60,000 per year beginning this fiscal year - July 1, 2019. Secretary, Sandra Frank seconded the motion and it passed unanimously.

It was noted that the Executive Director is owed back pay and that the Employment Agreement dated October 11, 2018 will be automatically amended to reflect the new salary adjustment, pursuant to Section 3-B of Employment Agreement.

**Letter of Support for Tandem Truck Lengthening**

The board discussed sending a letter of support for tandem truck lengthening. No action was taken.

**Industrial Park Wastewater Project**

Vice President Al Tomson explained that the Town of Davis will await the news of the AML grant before pursuing funding for a feasibility study on their own.

**Redevelopment of Board of Education Building**

Executive Director Leyh informed the Development Authority that he has been involved in preliminary discussions for the redevelopment of the Board of Education Building in Parsons. Built circa 1938 as Parsons High School, today, it provides space for the Tucker County Board of Education, the Tucker Community Foundation and the Tucker County Family Resources Network. Some of the ideas being discussed is using the first floor for office space and the second floor for apartments. One of the topics of discussion is who will own the building if it is transformed into commercial and residential space. The Development Authority has been discussed as an option because legally we can own and develop commercial property. He asked the board if the project didn't cause additional financial hardship for the authority, is ownership of the building something the board would consider? Dennis Filler motioned to continue working on the project. It was seconded by Sandra Frank and passed unanimously.



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**Public Comment**

No public comment.

**Adjourn**

The meeting was adjourned at 6:48 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 Wednesday, December 18 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 **18th** day of **December** 2019.