



Minutes

Tucker County Development Authority

August 15, 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, JR Helmick, Jon Bush – County Commissioner, Dennis Filler,
Matt Quattro, Robby McClung, Cory Chase, Ben Nelson

Board Members Not Present: Titus Helmick, Kennetha Greenlief (excused), Dan Dilly
(excused) Bruce Kolsun (excused)

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority
Dave Clark, Woodlands Development Group
Emily Wilson-Hauger, Woodlands Development Group

Call To Order

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

Minutes

It was noted that the June 20 date should be July 18. Sandra Frank motioned to approve the minutes from the July 18 meeting as amended, and the motion was seconded by Dennis Filler. The minutes of the previous meeting were approved unanimously as amended.

Communications and Billing

The Development Authority received a letter from West Virginia Division of Highways notifying the board that an informational public meeting will be held on Tuesday, August 20 from 4 – 7 PM at Blackwater Falls State Park Conference Center.

The Development Authority also received notification from the State Auditor that the Development Authority is to procure an audit, and have it completed before November 30, 2019. The audit committee will meet before the September 19, 2019 board meeting to review



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and score the responses. JR Helmick motioned to include both FY19 and FY20 in the RFP if possible. Al Tomson seconded the motion and it passed unanimously.

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 Community Kick-off

- Parsons Blueprint Team held a kick-off ice cream social on July 19, 2019 from 5 – 6 PM at Mill Race Park in Parsons. Approximately 75 people attended the event and provided community feedback on topics ranging from housing and downtown revitalizations to recreation and a community center. Our next public event will be a Cake Walk to be held on September 21 at 5 PM. The Blueprint team will be looking for public input on downtown revitalization.

Corridor H Authority Update

- Senator Capito through her service on the Senate Environment and Public Works Committee introduced America's Transportation Infrastructure Act of 2019.
- The Act authorizes improvements of \$287 billion over five years, including \$259 billion for programs to repair and maintain the country's roads and bridges.
- The legislation provides increased funding for tribal and federal lands transportation programs, which includes \$2.9 billion for the Tribal Transportation Program and \$2.1 billion for the Federal Lands Transportation Program over five years
- Accelerates completion of the Appalachian Development Highway System ("ADHS"), including Corridor H and allows for up to 100% federal funding for ADHS projects.
- West Virginia Division of Highways is reactivating the NEPA process and will hold an informational public meeting on Tuesday, August 20, 2019 from 4:00 - 7:00 PM at Blackwater Falls State Park Conference Room, located 1584 Blackwater Falls Road, Davis, WV on the proposed Corridor H Parsons to Davis project.

Chesapeake Basic Economic Development Course

- I completed the IEDC Basic Economic Development Course in Baltimore.
- Classes including Managing Economic Development Organizations, Marketing & Business Attraction, Small Business & Entrepreneurship, Business Retention & Expansion, Workforce Development and Ethics.
- Field trips included visits to various coworking spaces and real estate reuse and redevelopment sites.



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- Tucker County Development Authority was reimbursed \$771.64 of the cost because I applied for and received an SEDC Scholarship. \$1271 Total - \$675 course / \$596 lodging
- The course will count for 7 professional development credits for the WV LED Grant.

Hardwood Alliance Zone

- The Appalachian Hardwood Center at WVU will soon be releasing a draft of their survey data and will be holding a strategic planning meeting of the hardwood industry businesses in Tucker County this fall.
- HAZ will have a booth to promote the Hardwood Alliance Zone of West Virginia at the National Hardwood Lumber Association Convention in New Orleans this October.

Cellular Phone

- TCDA cell phone is almost paid for and account has been officially transferred.

Certificate of Deposit Letters

- Letters were mailed to the banks in Tucker County at the end of July requesting information on the \$100,000 Certificate of Deposit. They have been asked to respond prior to September 18.

Tucker County CVB Update

- Attended the monthly meeting of the CVB where they introduced a new pocket guide that highlights things to do in Tucker County.

Request for Board Members

- Sent letters to the Towns of Hendricks and Hambleton regarding their vacant seats on the Tucker County Development Authority board.

Pitch Contest

- I'm beginning to organize the annual Tucker County Entrepreneur Pitch Contest.

LED Grant

- Actively preparing the LED Grant to be submitted by early October.

US EDA – Tucker County Industrial Park

- The restrictions on the use of the Industrial Park will sunset on September 18, 2021. That is the date that the regional director signed the grant, so that is the date that determines the 20-year term. TCDA will need to write a letter prior to September 18, 2021 to ask EDA to drop the restrictions. In the meantime, if we want to sell or lease land in the park, we need to develop a



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master lease or sales agreement that includes the language in the EDA grant for their approval.

Pro Poly Growth

- I met with Tim Dean and he informed me that their plant is now operating with 5 employees and they will be adding another person to their staff soon. They soon will begin building a complete truck body. It will be their first one and it will happen here in West Virginia.

New Website

- I'm currently developing our new website at TuckerWV.com. The site has been moved to a new server and design work is underway.

Office Closed

- The office will be closed from Tuesday, August 20 – Thursday, August 29 for vacation.

Old Business

Workforce Housing / Industrial Park Masterplan

Dave Clark and Emily Wilson-Hauger from Woodlands Development Group presented some of the findings of the Workforce Housing Task Force Committee. One of the recommended models was to develop a community land trust. This model is used in many resort communities to help make housing permanently affordable.

Dave and Emily presented a couple of options for the organizational structure including the Development Authority holding the land with specific covenants and being the developer of the housing. Another option would be a community land trust model that could fall under Woodlands Development Group with a partnership agreement with the Development Authority. If a community land trust was developed, it would be the first in West Virginia. A final report is forthcoming from BCWorkshop, but Woodlands would like to continue into the next phase of design.

Industrial Park Expansion

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

Tucker Accelerator Project (TAP)

Dave Clark from Woodlands Development Group explained that the housing component of the project is continuing to move forward and it is looking good that it will be funded, however the AML Grant will be the critical piece to make the project happen.



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New Business

Pro Poly of America Shell Parking Lot Improvements

Pro Poly of America is requesting permission to pour a concrete slab that is approximately 16' x 12' for easier loading of their finished products on the southwest bay door (closest to the main road) of the shell building in the Tucker County Industrial Park.

Dennis Filler motioned to approve allowing Pro Poly to pour a concrete slab. JR Helmick seconded the motion and it passed unanimously.

Submitting Written Comments for Corridor H (Parsons to Davis)

West Virginia Division of Highways and United States Federal Highway Administration are re-starting the Corridor H Parsons to Davis Project. This is approximately 10-mile section of new location, four-lane, divided highway. They are seeking comments before September 20, 2019.

Vice President Tomson motioned to write a letter of support from the Tucker County Development Authority. Dennis Filler seconded the motion and it passed unanimously.

Changing October Meeting Date

The October meeting is currently set for Thursday, October 17 but there is a Blueprint Team meeting in Bridgeport that day. Executive Director Leyh asked if the October meeting could be changed to another date. The board agreed to move the meeting date to Thursday, October 10.

Homeless Veterans Housing

Al Tomson explained that he is working with a statewide bipartisan group of veterans that is looking to help homeless veterans in West Virginia. Al Tomson made a motion the Development Authority would support a program for veterans housing that would be folded into and incorporated into the Industrial Park housing plan. The actual building of the structures, maintaining the structures, and processing the rents would not fall on upon the Development Authority. Ronnie Beall seconded the motion and it carried unanimously.

Authorizing Officer Credit Card



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Steve Leyh reached out to Chase about securing a new credit card and they pointed him to their website. The website specifies that the applicant is liable, both individually and jointly with the Company, for payment of all balances on any account opened pursuant to this application; and that he is the authorizing officer of the company with significant responsibility to control, manage or direct the company.

The state recommended using a purchasing card. He asked if the Development Authority would consider using a purchasing card through the state. JR Helmick motioned to pursue securing a purchasing card. It was seconded by Sandra Frank and passed unanimously.

Public Comment

There was no public comment.

Adjourn

The meeting was adjourned at 7:19 PM following a motion by Ronnie Beall and a second from Robbie McClung. The motion carried unanimously.

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

Approved by the Tucker County Development Authority this ____ day of _____ 2019.