



Tucker County Development Authority

PO Box 176

Thomas, WV 26292

(304) 614-8839

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www.TuckerWV.com

Minutes

Tucker County Development Authority

April 15, 2021 – 6:00 PM

Due to COVID-19 health concerns the meeting was held by videoconference.

Board Members Present (by teleconference):

Wayne Smith – President, Al Tomson – Vice President, Roscoe ‘Ronnie’ Beall – Treasurer, Sandra Frank – Secretary, JR Helmick, Ben Nelson, Dennis Filler, Cory Chase

Board Members Absent: Commissioner Mike Rosenau (excused), April Miller, Bruce Kolsun, Robert McClung, Steven Sponaugle (excused), Dan Dilly

Quorum present? Yes

Attendees:

Steve Leyh, Executive Director, Tucker County Development Authority

Mark Staud, Triad Engineering

Dave Graham, Triad Engineering

Jody Flanagan, City of Thomas

Call To Order

The meeting was called to order at 6:01 PM by President Wayne Smith.

The board introduced themselves to Jody Flanagan who will be the new representative from Thomas replacing Matt Quattro.

Minutes

Cory Chase motioned to approve the minutes from the March 18, 2021 regular meeting. The motion was seconded by Dennis Filler. The minutes of the previous meetings were approved unanimously.

Communications and Billing

No communications or billing.

Treasurer’s Report

The financials were sent to board members prior to the meeting. They will be filed for audit.



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Executive Director's Report

CVB Board Retreat

- Attended the annual Convention and Visitors Bureau Board Retreat at Canaan Valley Resort. The CVB board reviewed our progress over the last year, discussed website and social media statistics and a mockup of the new visitor's guide. Tourism continues to grow in the county.
- My 3 year-term on the CVB ends in August and I have given notice that I do not plan to renew for another 3 years.

Meeting with Western Pocahontas Properties

- WPP requested a meeting with the Mayors of Davis/Thomas as well as the President of the County Commission and President of the Planning Commission to discuss future development of their property. Much of the discussion was about the need for infrastructure and workforce housing.

Insurance / Insurance Representative Visit

- We have submitted all the paperwork for FY21-22 insurance coverage.
- Our insurance provider, WVCorp, sent a representative to inspect the shell building.

IEDC American Rescue Plan Act (ARPA) Webinar

- Attended a webinar on the American Rescue Plan Act with economic developers from around the nation.
- \$50 billion for small business relief largely administered by the SBA.
- EDA will receive \$3 billion dollars. This could be potential funding for a future sewer project.
- Tucker County will receive an estimated \$1.33 million directly.
- Municipalities estimated: Parsons \$580,000, Davis \$260,000, Thomas \$230,000, Hendricks \$110,000 and Hambleton \$90,000. More guidance is forthcoming, but funds can be used for investments in water, sewer, or broadband infrastructure.

Planning Commission Meetings

- Continuing to be engaged in Planning commission conversations and providing an update on the wastewater feasibility study project.

County Commission Work Session / Annual Update

- Attended a County Commission work session to provide update on some of the projects we are working on.
- Attended the April 14 County Commission meeting to provide the Tucker County Development Authority Annual Report.

Middle Mile Broadband Project



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- Assisting Woodlands Development Group as they apply for ARC and EDA funding for a middle mile fiber project that would connect Davis through Canaan Valley to Harman and over Route 33 to Elkins.

Resignation from Highlands Trail Foundation

- My professional workload and personal responsibilities have rapidly increased in the last few months, so I felt it was best to go ahead and resign from the board.

Showing Industrial Park Property

- Continue to show the Industrial Park property to potential tenants.

Old Business

Wastewater Feasibility Study

The Tucker County Development Authority has received the contract from Potesta & Associates for the Wastewater Feasibility Study, but the contract needs additional indemnification language to comply with TCDA insurance. That language is being added and a new contract will be sent for signature. TCDA has also requested a certificate of insurance from Potesta's insurance carrier to list TCDA named as an additional insured.

The first meeting for the Wastewater Feasibility Study will be next week with the leadership of the towns to introduce the Potesta team and discuss next steps. There will be additional stakeholder engagement opportunities as we proceed.

Workforce Housing at Industrial Park

Woodlands Development Group submitted the grant application to the West Virginia Housing Development Fund for predevelopment funding. Woodlands is applying for up to \$20,000 for preliminary engineering and a site assessment. The grant should be announced by mid-May.

A focus group of potential residents will meet virtually next Tuesday evening on Zoom. The purpose of the meeting is to get their feedback on the housing designs and proposal.

Also, a public open house meeting about the workforce housing project will be held on Thursday, April 22 in both Davis and Thomas. TCDA, Woodlands and the architect will be setting up on Front Street in Thomas from 3:00 – 4:15 PM followed by Davis in front of the CVB from 4:30 PM – 6:00 PM. This will be an opportunity for residents to learn about the project and gather community feedback.



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Industrial Park Protective Covenants & Restrictions

Work continues updating the Industrial Park Protective Covenants & Restrictions. Tasks remaining to be completed including integrating the development guidelines for the Town of Davis and rebranding the industrial park and incorporating the new name in the Protective Covenants and Restrictions. Once those tasks are completed, and the board is satisfied, legal counsel for final review will be consulted.

New Business

CD Matures – May 28, 2021

The board discussed what action to take on the 6-month Grant County Bank Certificate of Deposit matures in May. Ronnie Beall motioned to let the CD automatically roll over when it matures. The motion was seconded by JR Helmick and passed unanimously. It was agreed that TCDA would access the CD in future and transfer funds to the TCDA checking account as needed for operations.

FY22 Draft Budget

The board reviewed and discussed the FY22 Draft Budget. Secretary, Sandra Frank suggested including additional funding to hire a part-time assistant for the Executive Director. Vice President, Al Tomson suggested reapproaching the County Commission about increasing funding for the Tucker County Development Authority. Steve Leyh, Executive Director would be grateful for the help, but suggested waiting a few more months before deciding to hire.

Dennis Filler motioned to approve the FY22 Budget. The motion was seconded by Sandra Frank and passed unanimously.

Pro Poly of America Lease

Pro Poly have exercised an option to extend their lease of the building in the industrial park for another two years. Their rent will increase by \$500 a month beginning June 1. They will continue to occupy the building until May 31, 2023.

They need the driveway be widened to accommodate tractor trailers. I am working to get a quote on what this might cost to address.

Letter of Support – Friends of Blackwater



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Friends of Blackwater are seeking a Letter of Support for ARC funding to support the Blackwater River Loop Trail Project, and to support a feasibility study for expanding the Loop Trail into a long-distance trail from Blackwater Falls State Park and the Monongahela National Forest near Thomas, West Virginia to Cumberland, Maryland.

The board discussed the matter at length. Dennis Filler made a motion to not approve sending a letter of support. The motion was seconded by JR Helmick and passed unanimously. A letter of support will not be sent.

Industrial Park Property

Steve Leyh, Executive Director cited that TCDA is losing approximately \$30,000 a year and the organization will be out of funding in 6-7 years if funding remains flat and annual expenses modestly increase. Assuming adequate wastewater capacity, only 24 acres in the industrial park are developable – land that could be sold or leased without spending additional dollars on major utility extensions and new roads. This does not include any of the land that could be used for workforce housing or additional commercial sites closer to Davis.

With increased interest in the Industrial Park property, he recommended the board seek an updated appraisal of 4 lots to help determine the new value. He further recommended that depending on the appraised value of the lots, the board could consider leasing the highly visible 5.22-acre lot at the entrance to the park and the 9.65-acre lot that fronts the highway.

Ben Nelson motioned to update the existing appraisal. The motion was seconded by Dennis Filler and passed unanimously.

Public Comment

The board discussed possible in-person venues for the May meeting but agreed to continue to meet virtually on Zoom for now.

Mark Staud and Dave Graham from Triad Engineering offered to help with subdivision of the industrial park lots and to review previous Geotech work.

Ronnie Beall requested the Tucker County Development Authority seek official copies of the plans developed by Western Pocahontas Properties. Cory Chase agreed they should be pursued with a vengeance. Steve Leyh explained that the Tucker County Planning Commission has made that request to Western Pocahontas Properties, but to his knowledge no copies have not been obtained. Steve agreed to follow up.



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Adjourn

The meeting was adjourned at 7:34 PM after a motion by Ronnie Beall, seconded by Cory Chase.

The next regular meeting of the Tucker County Development Authority will be held on Thursday, May 20, 2021 at 6 PM on Zoom.

Minutes respectfully submitted by:

Sandra Frank, Secretary