



Tucker County Development Authority

PO Box 176

Thomas, WV 26292

(304) 614-8839

tuckercounty@gmail.com

www.TuckerWV.com

Minutes

Tucker County Development Authority

October 20, 2022 – 6:00 PM

NYSC – 494 Riverstone Road, Davis, WV 26260

Board Members Present:

Dan Dilly – Vice President, Sandra Frank – Secretary, Roscoe ‘Ronnie’ Beall –Treasurer, Jody Flanagan, J.R. Helmick, Ben Nelson, Robby McClung, Lucinda Nestor, Commissioner - Mike Rosenau, Dennis Filler, Bruce Kolsun (via Telephone)

Board Members Absent: Wayne Smith – President (excused), Gary Roy, Cory Chase (excused)

Quorum present? Yes

Guests:

Steve Leyh, Executive Director, Tucker County Development Authority

Fred Davis, Tucker County Commissioner

Lowell Moore, Tucker County Commissioner

Tim Knotts

Call To Order

The meeting was called to order at 6:05 PM by Vice President, Dan Dilly.

Minutes

Dennis Filler motioned to approve the minutes from the September 15, 2022, regular meeting and the October 7 emergency meeting. The motion was seconded by Ronnie Beall. The minutes of the previous meetings were approved unanimously.

Communications and Billing

Executive Director Leyh reported that the Authority had received a letter from Steptoe & Johnson for an outstanding balance from February 2022 related to the industrial park title work. Through a series of phone calls and emails he was able to provide supporting documentation that all invoices have all been satisfied. Steptoe & Johnson noted that in the Tucker County Development Authority file and with their accounting department.



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WVCorp performed a physical audit of the Development Authority's Workers' Compensation payroll for the term of 2021 - 2022. Executive Director Leyh reported a letter had been received and noted no additional contribution is due for the coverage period.

Treasurer's Report

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

Executive Director's Report

Unemployment Rate Level

- Tucker County unemployment rate was 4.1% in August up slightly from 3.9% in July.

Small Business Growth Accelerating

- Tucker County has added 70 business entities in 2022 - Growth rate of 12.20%
- Tucker County ranked #18 for new business growth in the state

Tucker County Real Estate Market Holding Steady

- The median listing home price in Tucker County, WV was \$275K in September 2022
- The median home sold price was \$294.5K in September 2022
- According to Realtor.com, the trend for median days on the market has gone up since last month, and slightly up since last year

WV Economic Development Council Education Seminar

- Marie Prezioso, Executive Director of the West Virginia Water Development Authority discussed their new Economic Enhancement Grant Fund
- West Virginia State Auditor's Office presented information on new reporting requirements

ARC One Appalachia Conference

- Watched the opening session of the conference virtually

National Wildlife Refuge

- Participated in meetings related to Visitors Services Planning for the Canaan Valley National Wildlife Refuge

Business Retention Visits

- Matt Baker new General Manager at Canaan Valley Resort
- Follow up with Kingsford Charcoal



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WVOasis System

- Working with WVOasis System to update our entity name

Assisting Small Businesses

- Continue to counsel and assist entrepreneurs

Old Business

Industrial Park Protective Covenants & Restrictions

The board reviewed and discussed the draft of the Industrial Park Protective Covenants & Restrictions. Ronnie Beall motioned to request the attorney attend the next board meeting to help explain the document. Sandra Frank seconded the motion and the motion carried.

Davis / Thomas Wastewater Projects

There was a lengthy discussion among the members of the Authority and guests regarding the sewer line that serves the industrial park and Rubenstein Center and whether it could be sent to Thomas rather than to Davis for treatment.

Request for Qualifications Engineering Consultant – Industrial Park

The board reviewed and approved the draft Request for Qualifications. The board also approved a selection committee with members Jody Flanagan, Ben Nelson, Dan Dilly, Dennis Filler, and Steve Leyh. Secretary, Sandra Frank motioned to approve, and the motion was seconded by Commissioner Mike Rosenau and carried unanimously.

New Business

Local Economic Development Grant Resolution

The Tucker County Development Authority was once again awarded a Local Economic Development Grant in the amount of \$22,727 from the West Virginia Department of Economic Development for FY2023. These funds support the Development Authority as we work to enhance economic development opportunities in Tucker County.

The board approved a resolution to receive and administer grant funds for the FY23 Local Economic Development Grant. The motion was made by Dennis Filler and seconded by Secretary Sandra Frank and carried unanimously.

FY22 & FY23 Audit Procurement

The Tucker County Development Authority Request for Proposals was sent out to more than 30



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firms who are qualified to perform audits. Only one firm responded to the request for a proposal. Most declined to bid. The Audit Committee met on Friday, October 14 and recommends approving the bid of \$4,980.00 bid from Ahmad Associates Ltd. P.C. for each audit year. The Development Authority is a component unit of government and therefore any delay by the Authority could cause delays with the County Commission. The Audit Committee did not feel like it was responsible to hold up the County.

Dennis Filler motioned to accept the single bid for the Audits. Ben Nelson seconded the motion and the motion carried.

Industrial Park Force Main Sewer Line & Right-of-Way

On October 7, the Development Authority called an emergency meeting after the Town of Davis discovered one of their sewer lines had broken in the industrial park. At that meeting, the Development Authority authorized the Town of Davis to reroute the force main along the industrial park access road. An emergency funding application was sent to West Virginia Water Development Authority /West Virginia Infrastructure and Jobs Council and was approved for critical needs funding. The new right-of-way at the industrial park needed to be surveyed and that work has been completed. RK&K Civil Engineering is actively designing the project and the design work should be completed in the next week or so. The project still needs to be permitted through DEP and the Health Department. An easement request from the Town of Davis to the Development Authority will be forthcoming.

Dennis Filler made a motion that Executive Director Leyh be authorized to expedite the completion of an easement agreement. Secretary Sandra Frank seconded the motion and it carried unanimously.

Development of New Public Service District

The creation of a new public service district for Davis and Thomas is continuing to move forward. On October 5, a few of us traveled to Charleston for a meeting at IJDC to discuss various funding scenarios and timelines for the development of a new wastewater treatment facility. The consensus was that the creation of the new PSD is critical to accessing various funding sources, therefore it should be prioritized. Region VII Planning and Development Council is working with both communities and the County Commission to form the new PSD. Commissioner Mike Rosenau reported that the County Commission authorized \$50,000 towards the creation of the new PSD. Commissioner Moore reported two public hearings will be held at the Tucker County Courthouse regarding the new Public Service District. The first will be on Wednesday, October 26 at 3:30 PM and the second will be on November 16 at 8:30 AM.



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Executive Director's Performance Review

The Executive Committee met earlier in the day to review the Executive Director's annual performance. Dennis Filler shared that the Executive Committee felt Executive Director Leyh is doing a fantastic job and nobody on the committee expressed any reservations about his performance. The committee recommended providing a new four-year contract for Steve's consideration with clauses providing additional flexibility in his work location and a flexible work schedule. In addition, Mr. Filler further asked the full board to consider potential enrollment in the state retirement system (the current cost of would be 9% of the Executive Director's annual salary) since he has no retirement benefits. Ronnie Beall suggested an inquiry be made to see if the previous 5 years of service could be counted.

JR Helmick moved that the full board approve the Executive Committee's recommendations and the items outlined (flexible work location, flexible schedule, and retirement benefits) into a new four-year contract. Ronnie Beall seconded the motion and it passed unanimously.

Secretary, Sandra Frank noted that one thing that could help the Executive Director is additional support from the board and clearly defined priorities and expectations from the board. She suggested a longer meeting and maybe bringing in an outside facilitator to help.

Corridor H Route

Ben Nelson noted that there is a group asking the Division of Highways to consider routing Corridor H to the North of Thomas. Ben suggested the Development Authority get involved in facilitating the discussion to help the community. JR Helmick stated Ben's point is well taken, but that it is unlikely to find a consensus among the members of the Authority on the route, and therefore the best thing for the board to do is to remain neutral. Ben thanked the board for allowing him to bring the topic up.

Public Comment

Dennis Filler commented that the election is coming up and the EMS excess levy is on the ballot. He encouraged everyone to go vote whatever their views are.

Adjourn

The meeting was adjourned at 7:34 PM after a motion by Ronnie Beall seconded by Mike Rosenau.

The next meeting of the Tucker County Development Authority will be held on Thursday, November 17, at 6 PM.



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Minutes respectfully submitted by:

Sandra Frank, Secretary