



Tucker County Development Authority

PO Box 176

Thomas, WV 26292

(304) 614-8839

tuckercounty@gmail.com

www.TuckerWV.com

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## Minutes

### Tucker County Development Authority

January 19, 2023 – 6:00 PM

NYSC - 494 Riverstone Road, Davis, WV 26260

#### Board Members Present:

Dan Dilly – Vice President, Sandra Frank – Secretary, Roscoe ‘Ronnie’ Beall –Treasurer, J.R. Helmick, Ben Nelson, Lucinda Nestor, Bruce Kolsun, Cory Chase, Jody Flanagan

**Board Members Absent:** Gary Roy, Robby McClung (excused), Mike Rosenau - Commissioner (excused), April Miller (excused)

**Quorum present?** Yes

#### Guests:

Steve Leyh, Executive Director, Tucker County Development Authority

John Cole, RK&K

Rhiannon Dodge, RK&K

#### Moment of Silence

A moment of silence was held to honor Wayne Smith who passed away on December 25, 2022. Wayne Smith had served as President of the Tucker County Development Authority for the past 11 years.

#### Call To Order

The meeting was called to order at 6:01 PM by Vice President, Dan Dilly.

#### Minutes

Ronnie Beall motioned to approve the minutes from the November 17, 2022, regular meeting. The motion was seconded by Ben Nelson. The minutes of the previous meetings were approved unanimously.

#### Communications and Billing

A letter communicating that PEIA (Health Insurance) is planning a 9.7% increase for non-state agencies in FY24.



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### **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**

#### **Record Growth in Tourism Direct Spending**

- Tucker County travel spending:  
2021- \$81.1 Million  
2020 - \$37.4 Million  
2019 - \$50.3 Million

#### **Record Low Unemployment Rate**

- Tucker County unemployment rate was 3.5% in November 2022

#### **Small Business Growth**

- The Secretary of State reported Tucker County has added 85 business entities during 2022 – Annual growth rate of 15.15%
- 2021 - 17.84%
- 2020 - 18.49%
- 2019 - 13.75%
- 2018 - 16.01%
- 2017 - 11.43%

#### **Tucker County Real Estate Market**

- The median listing home price in Tucker County, WV was \$257,900 in December 2022 trending down -13.7% year-over-year
- The median home sold price was \$187,000 in December 2022

#### **County Commission FY23 Contribution**

- County Commission annual contribution of \$40,574 was deposited on December 19, 2022

#### **GS Millwork Site Visit**

- Arranged a productive site visit with a representative from the Department of Economic Development and the owners of GS Millwork in Parsons

#### **Rural Business Development Grant Webinar**

- Participated in a webinar for Rural Business Development Grants



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### **Assisting Small Businesses**

- Continue to counsel and assist entrepreneurs

The authority agreed to change the order of the agenda to hear from representatives from RK&K Engineering regarding Industrial Park Development.

### **New Business**

#### **Industrial Park Development**

On January 5, a selection committee interviewed three firms to serve as our engineering firm for the ongoing development of the Tucker County Industrial Park. The committee recommended RK&K Engineering. The firm has an office in Keyser.

#### **Introduction - RK&K Engineering**

John Cole & Rhiannon Dodge from RK&K were introduced to the board. The RK&K team discussed some of the initial tasks including a review of covenants, a property boundary survey, and an updated wetland delineation to help define buildable areas of the industrial park property. RK&K is working in collaboration with Downstream Strategies to identify possible funding sources. The objective is to update mapping to incorporate new property boundaries, utilities, and potential lot sizes to prepare the property for prospects.

#### **Engineering Firm Task List & Contract**

The board also reviewed a 3-year master contract with RK&K. No further action was taken at this meeting.

### **Unfinished Business**

#### **Industrial Park Protective Covenants & Restrictions**

On December 1, 2022, the board held a work session with our attorney Josh Jarrell to review the covenants. The draft covenants will be reviewed by the engineering firm as part of their task list. The protective covenants will be adopted at a future meeting.

#### **Davis / Thomas Wastewater Projects**

Construction of the new industrial park force main sewer line is beginning soon. The new line will follow the industrial park access road from the pump station to Route 48. The Town of Davis has received an earmark in the amount of \$5 million towards their stormwater separation project. This represents approximately 80% of the total cost of the project. The City of Thomas is working on an inflow & infiltration study.



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### **Development of New Public Service District**

As part of Tucker County Day, meetings were held with the Water Development Authority and DEP officials regarding the various sewer projects in the area. The creation of the new Blackwater Public Service District was top of the list. The County Commission has submitted the paperwork to the Public Service Commission to consider creation of the entity. They are anticipating the PSC will consider the matter during April. In the meantime, Region VII Planning & Development Council has submitted a Community Development Block Grant (CDBG) application to help fund some of the planning activities of the new PSD. That grant application is currently under review, but if awarded would help jump-start the process.

### **FY22 & FY23 Audit**

Executive Director Steve Leyh reported that the WV Auditor approved our FY22 audit contract on November 15, 2022. The FY22 audit was due to be completed on November 30, 2022. As a result of the delayed approval by the state, an extension was granted on December 7. The new deadline was January 15, 2023. On the evening of Friday, January 13, Executive Director Leyh received an email from the auditing firm requesting copies of all minutes, leases, insurance, board roster, etc. I spent most of the weekend uploading these documents. On Monday, January 16 he was notified that the firm was unable to complete the audit on time and they needed two weeks of additional time.

Executive Director Leyh immediately contacted the WV Auditor's office for guidance, and they stated that because the audit is already delinquent [as of January 15, 2023], they are unable to approve an extension. In accordance with section 1.13 of the Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments, "Extension must be submitted at least 7 business days prior to the current completion date." The state provided guidance that the contract was breached by the firm due to the audit not being issued/submitted to our office by January 15, 2023. However, the firm should complete the audit as soon as possible. Otherwise, a rescission can be requested by the firm or entity of the contract by completing/signing a rescission request. The board asked Executive Director Leyh to use his discretion moving forward, but to encourage the firm to complete the audit as soon as possible.

### **West Virginia Public Employees Retirement System**

The Development Authority became a member of the WVPERS as of January. Payments have begun; however, the staff will not be able to calculate the costs of retroactive service until next month's meeting.

### **Strategic Planning Sessions**



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President Smith, Secretary Frank, and Executive Director Leyh met with Karen Jacobson in December to discuss how to best implement strategic planning for the full board. Following President Smith's passing, we agreed to restart those planning sessions after the board had a chance to regroup. The new President will participate in future planning meetings.

### **Tucker County Day at the Legislature**

Tucker County Day at the Legislature was held on Tuesday, January 17, 2023. A delegation of approximately 20 people from Tucker County traveled to Charleston to participate. A lunch meeting sponsored by the Tucker County Chamber of Commerce was held in the Capitol with members of the Tucker County legislative delegation. In addition, meetings were held with executives from DEP, Water Development Authority, Commerce, Economic Development, Tourism, DNR and State Parks.

### **New Business**

#### **Officer Vacancies**

With President Wayne Smith's passing, the board nominated and elected a new President. Vice President, Dan Dilly was nominated by Secretary Sandra Frank to be the new President and to complete the term of former President Smith. The motion was seconded by Treasurer, Ronnie Beall. The board unanimously voted to approve Dan Dilly as President.

The resulting vacancy of Vice President was then considered by the Authority. Treasurer, Ronnie Beall nominated JR Helmick to be Vice President and serve the remainder of the term. The motion was seconded by Jody Flanagan. The board voted to unanimously approve JR Helmick as Vice President.

#### **Updating Bank Signature Cards**

It was agreed that the new signers on the Tucker County Development Authority Checking Account at Miners & Merchants Bank will be President - Dan Dilly, Vice President - JR Helmick, Secretary - Sandra Frank, Treasurer - Roscoe 'Ronnie Beall' and Executive Director - Steven Leyh. Dan Dilly will replace Wayne Smith as President and JR Helmick will replace Dan Dilly as Vice President.

The new signers on the Sewer Study Checking Account at Miners & Merchants Bank will be Dan Dilly - President, Roscoe 'Ronnie' Beall - Treasurer & Executive Director - Steven Leyh. Dan Dilly will replace Wayne Smith as President.



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The new signers on the Grant County Certificate of Deposit will be President - Dan Dilly, Vice President - JR Helmick and Treasurer - Roscoe 'Ronnie' Beall. Dan Dilly will replace Wayne Smith as President. JR Helmick will be replacing Dan Dilly as Vice President.

It was reported that after the minutes are submitted, the officers will be responsible for updating the bank signature cards at both Grant County Bank and Miners and Merchants Bank.

**Public Comment**

JR Helmick noted that interest rates are rising. The board instructed the Executive Director to inquire if a better rate is available from the four county banks for the existing certificate of deposit.

**Adjourn**

The meeting was adjourned at 7:01 PM after a motion by Ronnie Beall, seconded by Jody Flanagan.

The next meeting of the Tucker County Development Authority will be held on February 16, 2023.

Minutes respectfully submitted by:

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Sandra Frank, Secretary