



Tucker County Development Authority

PO Box 176

Thomas, WV 26292

(304) 614-8839

tuckercounty@gmail.com

www.TuckerWV.com

Minutes

Tucker County Development Authority

February 16, 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, Jody Flanagan, Mike Rosenau - Commissioner

Board Members Absent: Cory Chase (excused), Robby McClung (excused), April Miller, Bruce Kolsun

Quorum present? Yes

Guests:

Steve Leyh, Executive Director, Tucker County Development Authority

Call To Order

The meeting was called to order at 6:00 PM by President, Dan Dilly.

Minutes

Vice President, JR Helmick motioned to approve the minutes from the January 19, 2023, regular meeting. The motion was seconded by Ronnie Beall. The minutes of the previous meetings were approved unanimously.

Communications and Billing

None.

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 Low Unemployment Rate

- Tucker County unemployment rate was 3.4% in December 2022



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Tucker County Real Estate Market

- The median listing home price in Tucker County, WV was \$347,700 in January 2023 trending down - 6% year-over-year
- The median home sold price was \$211,300 in January

West Virginia Economic Development Council Legislative Conference

- Participated in the WV EDC Legislative Conference in Charleston
- Sessions included Federal Funding, WV Grant Resource Center, Utilities, County Economic Success Stories and Site Readiness
- Legislative Update

West Virginia Tourism Reception

- Participated in the West Virginia Tourism Reception at the Culture Center
- Networked and discussed challenges and opportunities to grow the tourism industry with business owners, professionals, and lawmakers

SAM Renewal

- Spent multiple days resolving an issue with our SAM registration
- Finally resolved and SAM registration was renewed for another year

Insurance

- Prepared necessary documentation for WVCorp for insurance renewal

Taxes / 1099 / Annual Report

- Submitted quarterly taxes, 1099s, and filed annual report with state

Department of Economic Development Visit

- Hosted Michael Garcia from the West Virginia Department of Economic Development and toured the Tucker County Industrial Park

Hardwood Alliance Zone

- Participated in the February meeting of the Hardwood Alliance Zone
- NHLA convention is scheduled for this October

Housing Solutions in Rural Recreation Community Webinar

- Discussion for rural outdoor recreation gateway communities
- Multiple housing challenges including – lack of affordable housing and available financing
- Provided an overview of USDA's funding opportunities and HUD's federal programs to support housing projects



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Southern Economic Development Council Appointment

- Southern Economic Development Council is the oldest and largest regional economic development association in North America with members in 17 states
- I've been appointed to the Long-Range Planning Committee for SEDC
- This committee will concentrate its efforts on the association's multi-year strategic plan, to include program and financial planning for the future

Assisting Small Businesses

- Continue to counsel and assist entrepreneurs

Unfinished Business

Davis / Thomas Wastewater Projects

Executive Director Leyh reported that the force main sewer line that serves the Tucker County Industrial Park and the Rubenstein Center has been replaced. The new force main alignment follows the North side of the access road from the pump station, passes under the driveway aprons of the Pro Poly of America plant, before crossing into the utility corridor along Route 48 and turning towards Davis. The Town of Davis, RK&K Engineers, along with Region VII Planning & Development Council worked quickly to secure West Virginia Infrastructure and Jobs Development Council (IJDC) emergency funding to make this critical repair. The Town of Davis also received a \$200,000 design loan from IJDC for its \$6 million sewer system improvements project. That project is currently in the design phase and could begin construction as early as this summer.

Thomas Mayor Jody Flanagan reported that smoke testing was under way in Thomas and it is going well. The City of Thomas will be seeking funding to correct the remainder of the city's inflow and infiltration issues.

Development of New Public Service District

Commissioner Mike Rosenau reported that the County Commission is working with the law firm of Steptoe & Johnson to form the new Blackwater Public Service District (PSD). The County Commission would like to have three representatives on the new PSD including the Mayors of both Thomas and Davis. The PSD will have to be approved by the West Virginia Public Service Commission this Spring.

FY22 & FY23 Audit

The FY22 Audit is complete and although it was delayed, it has been submitted to the WV



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Auditor's office. The audit was clean, meaning the Tucker County Development Authority's audit did not have any findings.

West Virginia Public Employees Retirement System

Retroactive retirement service for the last five years is available for the Executive Director. The current costs as of today are \$34,369.76 for the employer, and \$20,615.49 for the employee. Both parties must agree to the purchase and send their respective checks together. Executive Director Leyh requested this item be considered at another time.

Strategic Planning Sessions

Karen Jacobson will be facilitating two strategic planning sessions for the entire board of the Development Authority to discuss goals for the organization. The board discussed holding the first session during the last week of March and the second in April. The sessions will take place on a weekday evening and last between 2-3 hours. The sessions will take place in Davis and Parsons respectively.

Industrial Park Development

Engineering Firm Task List & Contract

Executive Director Leyh has been working with RK&K Engineering to develop a scope of work to prepare the Tucker County Industrial Park for development. The initial tasks are to analyze the property and update mapping to help the Development Authority clearly communicate the attributes of the property to prospects. These initial tasks are important because the property was originally developed as an industrial park nearly 25 years ago, long before a highway was constructed. Understanding the current characteristics of the property and if those characteristics have changed will help mitigate any risk both to the organization and potential businesses.

A three-year task-based contract for engineering services from RK&K was presented for consideration. There is no monthly retainer. The Authority will only pay for tasks as assigned to the firm. The first of 3 tasks were presented for consideration and will cost a total of \$38,200. Grant funding isn't practical if the Development Authority wants to have property ready for sale this year.

Ben Nelson motioned to approve the 3-year engineering services contract and initial tasks from RK&K, and authorized President Dan Dilly to sign the contract and Executive Director Leyh to authorize and sign for the initial three tasks. Sandra Frank seconded the motion. The motion passed unanimously.



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New Business

Accounting Services Contract

A new accounting services contract for 2023 from Vandevander & Nypl Certified Public Accountants was presented for consideration. Monthly services shall not exceed \$350. Ronnie Beall motioned to approve the new contract. Ben Nelson seconded the motion and the motion carried.

Financing Industrial Park Development

After considerable discussion, Ben Nelson motioned to utilize funds in the Tucker County Development Authority's Certificate of Deposit at Grant County Bank to take a secured loan that renews annually in the amount of \$40,000 at 5% interest from Grant County Bank. The loan payment will be based on five years and the President – Daniel Dilly, Treasurer – Roscoe 'Ronnie' Beall, and Executive Director – Steven Leyh shall have signing privileges. Commissioner Mike Rosenau seconded the motion, and the motion passed unanimously.

Certificate of Deposit

Grant County Bank offered to increase the interest rate on the Tucker County Development Authority's Certificate of Deposit to 4% interest for a 1-year term. The board unanimously agreed to accept the new term and rate. The signers on the Grant County Certificate of Deposit will be President - Dan Dilly, Vice President – JR Helmick and Treasurer - Roscoe 'Ronnie' Beall. Dan Dilly who will replace Wayne Smith as President. JR Helmick will be replacing Dan Dilly as Vice President.

Checking Account

Ben Nelson motioned to authorize the Executive Director to investigate interest rates on checking accounts at both Miners & Merchants Bank and Grant County Bank, and to place the checking account where it generates the most interest. Commissioner Mike Rosenau seconded the motion. The motion passed unanimously.

It was agreed that the new signers on the Tucker County Development Authority Checking Account will be President - Dan Dilly, Vice President – JR Helmick, Secretary – Sandra Frank, Treasurer – Roscoe 'Ronnie Beall' and Executive Director – Steven Leyh.

Public Comment

Ronnie Bell commented about the urgent need to find a home for the food pantry.



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Commission Rosenau addressed questions regarding Tucker County Day. He explained the reason the County Commissioners were not in attendance at every meeting is because they were unexpectedly called to the Legislature because of a committee hearing regarding the proposed amusement tax. The Commissioners also met with the West Virginia Division of Highways about pressing needs, so they were unable to attend every meeting throughout the day.

Adjourn

The meeting was adjourned at 7:35 PM after a motion by Ben Nelson seconded by Ronnie Beall.

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

Minutes respectfully submitted by:

Sandra Frank, Secretary