



MINUTES

Board of Directors Meeting
**Development Authority Conference Room
and via Zoom Meeting**
May 12, 2021 at 9:30 a.m.

Helen Harris, President	Harriet Johnson
Abe Ashton, Vice President	Amy Orndorff
Tony Lewis, Secretary	P.J. Orsini
Monte Hicks, Treasurer	Brandon Smith
Brad Close	Hunter Wilson
Dan Dulyea	

ABSENT: Doug Copenhaver, Steve O'Brien and Carey Gano

OTHER ATTENDEES: Mike Bush, Property Management, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator

GUESTS: In person—Moises Cardenas, Social Connection; and via Zoom— Jim Linsenmeyer, WV Development Office; and Kelsey Miller, Steptoe & Johnson

- I. Call to order—President Harris called the meeting to order at 9:30 a.m.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public on Friday, May 7, 2021.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting of April 14, 2021 and a Special Board Meeting on April 19, 2021. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed the guests to the meeting and invited them to introduce themselves.
- VI. Report of the President—President Harris reported that member Bob Butler has retired from the Board and expressed gratitude his service for many years to serving.

- VII. Financial/Audit Committee Report—Chairman Hicks reviewed the financial statements from March 2021, and the Finance Audit Committee will meet on Friday, May 14, 2021.

Mr. Wilson made a motion to approve the Financial Report as presented, subject to audit. Seconded by Mr. Smith. Motion approved.

- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee—President Harris reported she had one item to defer to Executive Session. There were no questions.
 - B. Business Development Committee—Chairman Orsini deferred an item for Executive Session. There were no questions.
 - C. Marketing Committee—Chairman Smith reported the committee and reviewed the first draft of the branding video with Social Connections. The committee is to provide feedback. He also reported that he was briefed on the Strategic Planning Ad-Hoc Committee discussion on the creation of a community-wide survey on quality-of-life initiatives and poll what the community feels it's strength and needs are. There were no questions.
 - D. Government Affairs and Infrastructure Committee—Chairman Lewis reported the committee will meet on April 19, 2021, to review the Request for Proposals (RFP) for the Broadband Infrastructure Master Plan. There were no questions.
 - E. Property Management Committee—Chairman Wilson reported on the property manager's monthly report. There were no questions.
- IX. Report of By-Laws Ad-Hoc Committee—Chairman Lewis reported the committee and staff will meet on Thursday to review the draft and prepare to submit for Board review. There were no questions.
- X. Strategic Plan Ad-Hoc Committee—Chair Orndorff reported the committee met and major point of discussion was Quality of Life and expanded further on the community survey mentioned during the Marketing Committee report.
- XI. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her monthly report and addition of new projects yet to be added. She also reported on the ribbon cutting at the Shenandoah Hotel, the full occupancy of tenants and the wonderful addition it is to the downtown. There were no questions.
 - b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.
 - c. Administrative Services Coordinator—Ms. Price reviewed her monthly report. There were no questions.
- XII. New Business—There was no new business at today's meeting.
- XIII. Other Business: There was no new business at today's meeting.

- XIV. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate matters.

Mr. Wilson made a motion to go into Executive Session at 10:02 a.m. to discuss personnel and real estate matters. Action may be taken. Mr. Ashton seconded the motion. Mr. Orsini exited the session and meeting at 10:35 a.m. Mr. Close and Ms. Johnson exited the session and meeting at 11:00 a.m. The Board returned to open session at 11:00 a.m.

Mr. Wilson made a motion to contract out service providers for property updates and improvement including, plumbing work to Dr. Patthoff's condominium, up to \$4,000 to 300 Foxcroft canopy repair, up to \$15,000 for 400 Foxcroft pylon sign, and up to \$5,000 for 400 Foxcroft electronic lock system. Mr. Dulyea seconded the motion. Motion approved.

Mr. Dulyea made a motion to approve financing for Project Westside. Seconded by Mr. Wilson. Motion approved.

Mr. Ashton made a motion the Ms. Hamilton to hire Patrick Darlington for the position of Assistant Deputy Director of the Development Authority at a starting salary of \$66,000. Mr. Wilson seconded. Motion approved.

- XV. Member Informational Reports and Announcements—no announcements made.

- XVI. Adjournment—There being no further business, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President