



MINUTES

Board of Directors Meeting
Development Authority Conference Room
February 12, 2020, at 9:30 a.m.

Helen Harris, President
Abe Ashton, Vice President
Tony Lewis, Secretary
Montie Hicks, Treasurer
Bob Butler

Brad Close
Dan Dulyea
Steve O'Brien
Brandon Smith
Hunter Wilson

ABSENT: George Karos, Amanda Giangola, Amy Orndoff, and P.J. Orsini
OTHERS PRESENT: Ken Barton, Steptoe & Johnson, Legal Counsel; Mike Bush, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator.
GUESTS: Breanna Francis, The Journal; Eric Kerns, Faith Christian Academy, Jim Linsenmeyer, West Virginia Development Office, Keith McIntosh, Senator Manchin's Office; and Kurt Tiegs, Mountaineer Kitchens and Baths.

- I. Call to order—President Harris called the meeting to order at 9:31 a.m. in the Authority Board Room.
- 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, February 7, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on January 12, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed guests from the public attending today's meeting. Ms. Smith introduced Mr. Kerns and Mr. Tiegs attending today's meeting from this year's Leadership Berkeley Class.
- VI. Report of President —No report given.
- VII. Financial/Audit Committee Report—Finance/Audit Chairman Hicks, reported on the financials for December 2019. The Finance/Audit and Property Management

Committee to meet jointly to review the last six months of financials and determined no changes to the budget were needed at this time. It was also discussed to review the Authority's outstanding property loans and if a strategic plan is needed to pay off any earlier than term.

Mr. Close made a motion to approve the December 2019 financials, subject to audit. Mr. Wilson seconded. Motion approved.

VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee— President Harris said the committee had met. No report at this time.
- B. Business Development Committee —In Mr. Orsini's absence, Ms. Hamilton reported that the committee met and discussed the submissions for the Request for Qualifications (RFQ) for Real Estate Services and next steps will be determined for the top qualified candidates.
- C. Marketing Committee – In Ms. Giangola's absence, the Marketing Committee report was tabled until next meeting.
- D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee will meet in collaboration with the chairs of all committees next week.
- E. Property Management Committee —Mr. Wilson reported on the joint meeting with Finance/Audit Committee to discuss property management budget and to transition from a calendar year to a fiscal year.

IX. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. She reported the audit is currently in process and the upcoming Open Houses with The Clorox Company on the 15th and 18th of this month. 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 distributed monthly report. There were no questions.

X. New Business-Cell Tower on Evans Run Drive

Ms. Hamilton distributed the proposal from American Cell Tower with presented options to lease or purchase the cell tower on Evan Run Drive.

Mr. Wilson made a motion to reject the proposal offer from American Cell Tower; Mr. O'Brien seconded. Motion approved.

XI. Other Business-Stormwater Management. Ms. Hamilton reviewed the development of meetings and discussions between Procter & Gamble and stormwater management of both theirs and the Development Authority's Tabler Station Business Park property.

-Legal Counsel Mr. Barton reported he has met with party's involved recommendations to provide a Memo of Understanding (MOU) *for easements and engineering and construction cost for Authority property along Comet Lane up to \$250,000; and to redesign a parcel approved by the county to enhance the*

impervious surface. Motion made by Mr. Dulyea for the Development Authority to proceed forward with the MOU to be signed by all parties. Seconded by Mr. Wilson. Mr. O'Brien abstained. Motion carried.

- XII. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate and property matters.
No motion to enter into Executive Session was made.
- XIII. Member Informational Reports and Announcements—President Harris announced in observance of Black History Month, an event will be held at the Sumner-Ramer African-American Museum on February 20, 2020. Ms. Smith announced the announcement on February 15, 2020 with Governor Justice to announce recipients of the BRIDGE Grant.
- XIV. Adjournment—There being no further business, the meeting was adjourned at 10:08 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President