



**Development Authority Conference Room  
and via Zoom Meeting  
November 8, 2023, at 9:30 a.m.**

Abe Ashton, President	Eddie Gochenour
Brad Close, Treasurer	Helen Harris
Montie Hicks, Secretary	Kevin Knowles
Amy Orndoff, Vice Pres.- Joined 10:15 a.m.	Doug Long
Margie Bartles	PJ Orsini
Mary Sue Catlett	Hunter Wilson

**ABSENT:** Jason Barrett, Brandon Smith

**OTHER ATTENDEES:** Jennifer Smith, Executive Director; Krista Hoffman, Associate Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton, Office Administrator

**GUESTS:** Ken Barton, Legal Counsel, Steptoe & Johnson; Mike Bush, Property Management, First Management Group; Jim Linsenmeyer, West Virginia Department of Economic Development; Chris Strovel, Senator Capito’s Office; Zac Wright, Thrasher

- I. Call to Order – President Ashton called the meeting to order at 9:34 a.m.
- II. Determination of Members Present and Existence of a Quorum – President Ashton reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – President Ashton confirmed the meeting agenda was posted to the public Tuesday, October 31, 2023.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on October 11, 2023. No corrections to the minutes were requested and the minutes were accepted.
- V. Public Comments – President Ashton welcomed our visitors.  
  
Zac Wright from Thrasher gave an update on the assessment report for Project Westside.
- VI. President’s Report – President Ashton said he thought the Build-Up Berkeley event was awesome. He thanked the staff for all their hard work on this event. He stated that the RFP for the Office of Emergency Management Space Alterations has been posted. He also said that the lease for the Small Business Development Center has been sent to SBDC. There were no questions.

- VII. Finance/ Audit Committee Report – Chairman Close presented the finance report. He said that the Build-Up Berkeley event cost the Authority nothing and that approximately \$3,000 remained as seed money for the next Build-Up Berkeley event. He talked a little about the great timing the Authority had in paying off loans. He said that those loan payoffs had created about \$21,000 in cash flow. He noted to the board that the budget is now annualized. He said the budget reflects that the staff is doing a good job staying within the budget. There were no questions.

*Mr. Wilson made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Gochenour. Motion approved.*

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Ashton said the Executive Committee did not meet. There were no questions.
- B. Business Development –Chairman Orsini had nothing until Executive Session. There were no questions.
- C. Marketing – Ms. Smith gave the report in absence of Chairman Smith and Mr. Mendoza. She talked briefly about the success of Build-Up Berkeley. There were no questions.
- D. Government Affairs and Infrastructure – Chairman Wilson said the committee did not meet but will be planning a meeting. He shared that the Berkeley County Water District is implementing a mandatory water restriction. There were no questions.

- IX. Property Management – Chairwoman Bartles stated that we are still at 100 % occupancy. She had nothing more until Executive Session.

X. Report of Staff

A. Executive Director – Ms. Smith reviewed her report. She stated that she attended the WVU Stem events and the Broker Tour Event. She was a guest on WRNR and attended the Build-Up Berkeley Pitch Practice. She had several prospect meetings including several meetings with Project Cube, now named Project Luke. She mentioned that we will be hosting the West Virginia Economic Development Conference from September 16-18 in 2024. She said Project Maple is in the feasibility stage. She met with West Virginia American Water to see what they could offer new businesses interested in coming to the area. Ms. Smith mentioned a few other items that are in her report. There were no questions.

B. Associate Executive Director- Ms. Hoffman stated that she had completed Ms. Dalton’s annual review and continues to meet with staff one on one. She assisted Ms. Smith with RFIs, research and other daily duties. She also attended the WVU Stem reception. Ms. Hoffman attended several meetings including CMC Project Update Meeting, 2024 WVEDC Conference Planning Meeting, Regions 7 Workforce Sector Partner Strategies Meeting, Build-Up Berkeley

Meetings, and a meeting with WV House Judiciary Chair Moore Capito. She continues to be a part of the Leadership Berkeley Class. There were no questions.

C. Economic Development Coordinator - Ms. Gantt reviewed her report. She continues to work on the FY2023 Audit and said we needed an extension due to some issues with the bank since they had updated their system. She mentioned that she helped plan and would be attending the EPEF meeting at the Purple Iris tonight. She also attended the WVU Stem reception. She attended the WorkForce WV Job Fair. She said the fair was well attended and she made some new connections. She attended the City National Bank Mixer and the Women's Network Workshop both hosted by the Chamber of Commerce. She was on WRNR with Ms. Smith. She completed a non-profit reel on CCAP/Loaves & Fishes and two Business Spotlights, one on Clorox and one on Treplar. She attended several meetings including the WV Entrepreneurship Ecosystem Builders Monthly Meeting, North American Millwright, BPG-USA, and Moore Capito meeting. She still participates in Toastmasters and attended a Blue Ridge CTC class on "Overcoming Imposters Syndrome". There were no questions.

#### XI. New Business

- A. Water Garden Temporary Easement – Ms. Smith explained that this was for a temporary easement for use during construction.

*Mr. Knowles made the motion for President Ashton to sign a temporary easement agreement for the Water Garden for construction access. Mr. Wilson seconded the motion. Motion approved.*

- B. West Virginia American Water License Agreement – Ms. Smith explained that this would allow WVAW to come onto our property to determine if water is available. They can create a plan and provide us with a cost plan for businesses interested in this site.

*Mr. Wilson made a motion to allow WVAW to come onto the Westside Property to determine if water is available and provide us with a cost and plan for businesses interested in this property. Seconded by Mr. Gochenour. Motion Approved.*

XII. Other Business – There was no other business.

XIII. Executive Session –

*Ms. Bartles made a motion to enter Executive Session at 10:16 a.m. to confer with counsel on real estate matters. Mr. Wilson seconded the motion. Motion approved. The board returned to open session at 11:00 a.m. with no action taken.*

XIV. Action Items -

*Mr. Close made a motion to sign the CMA Purchase and Sales Agreement. Seconded by Mr. Wilson. Motion approved.*

*Mr. Wilson made the motion to sign the Purchase and Sales Agreement for Project White. Seconded by Ms. Harris. Motion approved.*

*As per the recommendation of the Property Management Committee, Ms. Bartles made a motion to modify the Kay Casto & Chaney PLLC lease. Seconded by Ms. Harris. Motion approved.*

XV. Member Informational Reports and Announcements –

Mr. Knowles mentioned some collaboration projects that the city and county are working on together.

Ms. Gantt mentioned the EPEF tonight at the Purple Iris.

Ms. Smith mentioned that Annual Chamber Award Dinner tomorrow at the Holiday Inn.

XVI. Adjournment - There being no further business, the meeting was adjourned at 11:06 a.m.

Respectfully submitted,

Montie Hicks  
Secretary

Abraham Ashton  
President