



MINUTES

Board of Directors Meeting
Development Authority Conference Room and Via Zoom
July 9, 2025, at 9:30 a.m.

Brad Close, President	Jason Barrett	John Reisenweber – Arrived at 9:33a.m.
Margie Bartles, Vice President	Eddie Gochenour	Hoy Shingleton – Arrived at 9:36a.m.
Abe Ashton, Treasurer	Kevin Knowles	Donna Van Metre
Mary Sue Catlett, Secretary	Doug Long	Patrick Winkelman
	PJ Orsini	

ABSENT: Brandon Smith, Amy Orndoff

OTHER ATTENDEES: Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton Pevarnik, Office Administrator

GUESTS: Kenneth Barton, Legal Counsel, Steptoe & Johnson; Joe Sturm, First Management Group; Keith McIntosh, WV Economic Development; Chris Strovel, Senator Capito's Office

- I. Call to Order – President Close called the meeting to order at 9:29 a.m.
- II. Determination of Members Present and Existence of a Quorum – President Close reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting – The meeting agenda was posted to the public Tuesday, July 1, 2025.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on June 11, 2025. The minutes were approved.
- V. Public Comments – President Close recognized guests Mr. Strovel and Mr. McIntosh.
- VI. President's Report – President Close said this is the first time he has chaired a committee since 2016. He said since the Marketing Committee has been closed, he has redistributed people. A new committee list was provided by email and was in the board packet. He thanked everyone for their confidence in him in this position and hopes that will continue. He asked everyone to continue supporting the director and her team. There were no questions.
- VII. Finance/ Audit Committee Report –Chairman Ashton presented the financial report. He said the good thing is that you can see the beginning of the year and end of year totals. He stated that we ended with an increase in our income and didn't reduce our cash position. He pointed out that there was an error on the Cash Flow Statement. It says Project White and it should be Project West Side. Ms. Smith said she would have that corrected. President Close stated the investment held by the WVIMB has done well year over year in gaining a little over a 1/2 million dollars. There were no questions.

Mr. Long made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Knowles. Motion approved.

VIII. Reports of Chairpersons of Standing Committees

- A. Executive – President Close stated that the Executive Committee did not meet. There were no questions.
- B. Business Development – Chairman Orsini said they did meet but did not have a quorum. He said he had nothing until after Executive Session. There were no questions.
- C. Marketing – President Close said that the Marketing Committee has been dissolved and will be removed from the agenda. There were no questions.
- D. Government Affairs and Infrastructure –Chairman Reisenweber said that Government Affairs has not met. There were no questions.

IX. Property Management – Chairwoman Bartles said Property Management did meet on Monday and they did have a quorum. She turned the report over to Mr. Sturm who said they discussed lease expirations and renewal. He said they decided to give the current cleaning company 30-day notice and have a new company that will be starting. He also said the expenses on the report were high due to the payment for the windows in the 400 building. Chairwoman Bartles followed up with comments saying they are really looking for multi-year leases to keep the cash flow steady. She also said that there will be a new line on the Property Management report showing the previous year's net income. There were no questions.

X. Report of Staff

A. Executive Director – Ms. Smith said her report was in the packet. Her project report will be handed out during Executive Session. She continues to work with businesses interested in the area. She is working with Golden Shovel on a Marketing Strategy. She said a survey is going out and interviews will be done. She said the website will be redeveloped. She attended several events including the Boost Berkeley Lunch and Learn. She participated in many meetings including one with Region 9 Full Council where they discussed the expansion for sewer and water on the west side. She toured local manufacturers with Treasurer, Larry Pack. She continues to work on Build-Up Berkeley and announced our sponsors. She said we have 14 people registered so far for this year's event. There were no questions.

B. Economic Development Coordinator – Ms. Gantt provided a report in the board packet. She highlighted that she organized the Boost Berkeley with guest speaker Will Miller who spoke about WV BusinessLink. She attended a ribbon cutting at Gourmet Goddesses. She recorded a nonprofit reel on JUMP WV and a Business Spotlight on Saretto's Speakeasy. She attended the WV Entrepreneurship Ecosystem and GEP Toolkit Meetings. She arranged meetings with Proctor and Gamble, Clorox and Chem-Pak to introduce Mr. McIntosh. She also attended meetings with Knauf Insulation and PurgeRite. She participated in the IEDC Entrepreneurial & Small Business Development Strategies training. There were no questions.

XI. New Business

- A. Approval of Change to Employee Handbook – President Close stated that at the last

meeting it was shared that the county was no longer including the Authority under their health insurance policy and changes needed to be made to the handbook. There was discussion.

President Close read the following updated version of the Employee Handbook that was provided by Mr. Barton, with the discussed changes under Health Insurance, for the board to vote on.

Health insurance is available for full-time employees and their dependents, if desired. This insurance is normally effective 30 days following the first day of employment. The Authority shall contribute toward the employee's health insurance premiums an amount not to exceed \$15,000 annually.

The terms and conditions of the Authority's health insurance coverage are controlled by a plan document and are explained in a summary plan description provided to you. In the event of any conflict, the terms of the plan control. If you need a booklet or have any questions, contact the Executive Director.

Employees who wish to voluntarily waive participation in all group term insurance (except for life insurance) will receive \$5,000 of additional compensation to be paid in installments of \$1,250 at the end of every quarter that they work (end of September, December, March and June). In the event that an employee has separated employment from the Authority prior to the end of a quarter, this benefit will be forfeited. All payments will be made subject to payroll tax.

Ms. Bartles made a motion to accept the changes to the handbook. Seconded by Mr. Reisenweber. Motion approved. Mr. Barrett opposed the motion.

B. American Tower Easement – was discussed in Executive Session. No action was taken.

XII. Other Business – There was none.

XIII. Executive Session

Mr. Long made the motion to enter Executive Session at 9:54 a.m. to confer with counsel on real estate matters. Seconded by Mr. Ashton. Motion approved. The board returned to open session at 10:25 a.m.

Mr. Reisenweber made the motion for the Secretary to sign the Resolution for Commercial Property Lot 1 containing 9,74227 acres, Commercial Lot 2 containing 1,57169 acres and Commercial Lot 3 containing 9,27587 acres and for the President to sign the closing documents. Seconded by Mr. Long. Motion approved.

XIV. Member Informational Reports and Announcements

Mr. Long mentioned that the New York Times was coming to the area next Friday.

Ms. Gantt shared that the Authority is sponsoring a Small Business Expo at the Roundhouse Night Market on Friday, July 18th from 4 p.m. to 8 p.m.

XV. Adjournment - There being no further business, the meeting was adjourned at 10:28 a.m.

Respectfully submitted,

Mary Sue Catlett
Secretary

Brad Close
President