



MINUTES

Board of Directors Meeting
 Development Authority Conference Room and Via Zoom
 February 11, 2026, at 9:30 a.m.

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| Brad Close, President | Doug Long | Hoy Shingleton |
| Abe Ashton, Treasurer | Amy Orndoff | Brandon Smith |
| Mary Sue Catlett, Secretary | PJ Orsini | Donna Van Metre |
| | John Reisenweber | Patrick Winkelman |

ABSENT: Margie Bartles, Vice President; Jason Barrett; Eddie Gochenour; Kevin Knowles

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 9:31 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 on Thursday, February 5, 2026.
- IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on January 14, 2026, and Special Board Meeting on January 28, 2026. The minutes were approved.
- V. Public Comments – President Close had the guest introduce themselves.
- VI. President's Report – President Close had no report just a few opening comments.
- VII. Finance/ Audit Committee Report – Treasurer Ashton gave his report. Financials were provided to the board in their packets. Treasurer Ashton also stated that the revised FY 2025 audit needed to be re-approved because the Monument Stormwater funds were not properly reflected in the original audit.

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

Mr. Shingleton made a motion to re-approve the FY2025 Audit. Seconded by Mr. Long. Motion Approved.
- VIII. Reports of Chairpersons of Standing Committees
 - A. Executive – Did not meet. There were no questions.
 - B. Business Development –Chairman Orsini said the committee had met but he had nothing for open session. There were no questions.

- C. Government Affairs and Infrastructure – Did not meet. There were no questions.
- IX. Property Management – In the absence of Chairwoman Bartles Mr. Sturm gave a brief report stating that the suite in the 400 Building is still available. A Property Management Report was provided in the packet. There were no questions.
- X. Report of Staff
 - A. Executive Director – Ms. Smith presented her report. There were no questions.
 - B. Economic Development Coordinator – Ms. Gantt presented her report. There were no questions.
- XI. New Business
 - A. YesWV Ready Sites Program Grant Award MOU
Ms. VanMetre made a motion to accept the YesWV Ready Sites grant contingent upon the removal of all use restrictions. Seconded by Mr. Reisenweber. Motion approved.
- XII. Other Business – There was none.
- XIII. Executive Session
Ms. Reisenweber made the motion to enter Executive Session at 9:56 a.m. to confer with counsel on pending legal matters and real estate matters. Seconded by Mr. Ashton. Motion approved. The board returned to open session at 10:25 a.m.
No action was taken.
- XIV. Member Informational Reports and Announcements
Ms. Smith stated that a Developer Presentation is being given during a Business Development Committee Meeting on March 10 at 1:00 p.m. and all are welcome to attend.
- XV. Adjournment - There being no further business, the meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Mary Sue Catlett
Secretary

Brad Close
President