

Pendleton County Economic & Community Development Authority

Place: Pendleton Community Center, Franklin, WV
Date: February 10, 2021
Time: 7:00 p.m.

Members Present: Joan Ashley, Laura Brown, Kristin Dingess, Carl Hevener,
Bob Horan, Daniel Taylor, Carl Warner and Kim Ruddle, Administrator

Guests Present: Shawn Stinson

Members Absent: Ryan Boggs, Brianna Bruns, Dayne Davis, Jeremy Harper,
Kenneth Harper, Bill Loving,

I. Call To Order

Chairman Kristin Dingess called the meeting to order at 7:03p.m.

II. Approval of the Meeting Minutes

A. Approval of the December 9, 2020, Regular Meeting Minutes

Joan **moved** to approve the December 9th minutes as presented. Bob Horan **seconded** the motion. The motion **carried** unanimously.

III. Approval of the Financial Statement

A. Financial Statements for the period ending December 31, 2020

Bob Horan **moved** to accept the financial statements as presented. Joan Ashley **seconded** the motion. The motion **carried** with a unanimous vote.

B. Financial Statements for the period ending January 31, 2021

Carl Hevener **moved** to accept the January financial statement. Bob Horan **seconded** the motion. The motion **carried** unanimously.

IV. Committee Reports

A. Personnel Committee Meeting

Kristin Dingess reported that at the last meeting with the County Commission, the Commission requested a metric to qualify work expectations of the Executive Director position, to first be approved by the EDA board. The committee came up with the following:

Year one – 5% increase over baseline in business, money and other items in job description

Year two -10% increase over baseline in these areas

Year three – 15% increase over baseline in these areas

This will be a full-time position. Applications will close 30 days after advertising.

Joan Ashley **moved** to accept the above metric and authorize the Personnel Committee to take this to the County Commission. Daniel Taylor **seconded** the motion. The motion **carried** with a 6-0 vote with Carl Hevener abstaining.

Daniel Taylor also gave a report from the Opportunities Committee. There are groups within our county as well as Snowshoe and the International Biking Association who are interested in promoting mountain biking within the county. Through discussions with others who are interested in this, we have found that they develop lists which are several places to ride with a common theme. Those who complete the lists receive a metal.

Daniel had two list suggestions:

Get Drunk on the Potomac – participants go to the headwaters of the Potomac areas and take a drink of water.

Get Stoned on the Potomac – participants go to Seneca Rocks, Seneca Caverns, N Rocks, etc.

He suggested this be something that the new director and Kim Ruddle work on.

V. **Old Business**

A. *Audit Approval*

Kim Ruddle stated that our audit report came back without any issues out of the ordinary. Sometimes auditors will note an issue with segregation of duties. However, at this time with one employee it cannot be helped. Perhaps when we get a director, we can look at ways to improve on this.

Carl Hevener **moved** to approve the audit as presented. Joan **seconded** the motion. The motion **carried** with a unanimous vote.

B. *Shell #1 Lease*

Laura Brown reported that Swilled Dog has not signed the lease on the lot behind Shell #1.

Swilled Dog contacted us saying that they no longer needed the land, and we should have our attorney to prepare a release from the original contract for the land. Nothing has been done, since the EDA contends that the land was not part of the original lease.

There was some discussion and the Board decided that there was no action to be taken on this.

Carl Hevener stated that if the board is agreeable, the person who made the hay last year would be willing to reseed the lot in which corn had been planted for the right to make hay without cost for one year. Carl indicated that he had calculated the cost for us to have this done and it comes out about the same as the hay rental.

He would rather this person do it so we have more control over the type of grass seed used.

Daniel **moved** to allow Jordan Mongold to reseed the field in lieu of a hay rental payment. Bob Horan **seconded** the motion. The motion **carried** unanimously.

Carl Hevener also brought another item for approval. Tom Simmons requested to use the land at Hanover to pen bulls for the annual bull sale on the second Saturday in March. Last year this was approved. Mr. Simmons paid \$200 last year and is willing to do the same this year. They would begin setting pens up a couple days before the sale and take them down a couple days afterward.

Daniel **moved** to allow the bull display and the set up of pens as described above. Joan Ashley **seconded** the motion. The motion **carried** with a unanimous vote.

VI. New Business

A. Banking Resolution

Every time there is a change of officers the bank needs new signature cards and a new banking resolution. This authorizes the bank to require 2 of the 4 officers signatures on banking documents like checks and loans. This is a standard form that we approve and complete on a regular basis.

Daniel **moved** to adopt the banking resolution to include two signatures of officers which are Kristin Dingess, Chairperson; Dayne Davis, 1st Vice Chair; Jeremy Harper, 2nd Vice-Chair and Joan Ashley, Secretary/Treasurer. Bob Horan **seconded** the motion. The motion **carried** unanimously.

VII. Office Report

The office report was presented as attached.

There was additional discussion on the contact Kim Ruddle made with Jim Estep, Matthew Roiz, Jim Mosby and Todd Hooker regarding Project Opportunity Move.

Daniel Taylor suggested Kristin Dingess and Gene McConnell follow up with this as a united group effort to bring federal operations into the Navy Base.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Daniel Taylor **moved** to adjourn the meeting. Joan Ashley **seconded** the motion. The motion **carried** unanimously. Chairperson, Kristin Dingess adjourned the meeting at 7:50 p.m.