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Board of Directors Minutes July 6, 2010 Meeting

Michael Martin, Chair of the CAEZ Board of Directors, called the meeting to order at 6:03 p.m. A quorum was established.

Board Members Present: Michael Martin, Russell Deering, Linda Rhodes, Micki Boggs, David Boothe, Irene Cantrell, Earl Elliott, Joe Hoffman, Anthony Hofstad, Birl O'Dell, Peter Silitch, and Doyle Tawney.

Board Members Absent: Mike Chapman, Ken Eskew, John Gibson, Earl McCune, Bob Mullins, and Mike Pierson.

Approval of the June 1, 2010 Meeting Minutes: Linda Rhodes made a motion to approve the June 1, 2010 meeting minutes, with the correction under Roane County, Mustang Survival, there is a shell building built behind Wal-Mart, seconded by Peter Silitch. **Motion carried.**

Treasurer's Report: Russell Deering made a motion to approve the June 2010 treasurer's report as presented, seconded by Peter Silitch. **Motion carried.**

The audit for year ending June 30, 2009 was reviewed. Russell Deering made a motion to approve the CAEZ audit for the year ending June 30, 2009 as submitted, seconded by Peter Silitch. **Motion carried.**

Included in the Board packet was a commitment letter from Paul Khoury, CPA, for review. He has stated that he would complete the 2009 – 2010 audit and 990 for \$6,500.00. Peter Silitch made a motion to authorize the CAEZ Chairman to execute the commitment letter for the audit 2009 – 2010, seconded by Earl Elliott. **Motion carried.**

If grants are received within the 2010 – 2011 fiscal year, the Finance Committee will meet to adjust the CAEZ Budget accordingly.

Housing Committee: The Housing Committee met this month to review two loan applications. The Committee reviewed one loan application for Braxton County in the amount of \$6,750.00 for an aeration system. Another loan application was reviewed for central air and heat for a family in Fayette County in the amount of \$7,935.00. The Committee voted to recommend to the CAEZ Board that these loans be approved. Birl O'Dell made a motion to approve the loan for the aeration system in the amount of \$6,750.00, seconded by Peter Silitch. **Motion carried.** Joe Hoffman made a motion to approve the loan for the central air and heat for the family in Fayette County in the amount of \$7,935.00, seconded by Birl O'Dell. **Motion carried.**

CHDO Update – The property in Spencer is under construction. CAEZ will be closing on the Punkin Ridge property in Clay tomorrow for the CHDO project.

CAEZ has received an opportunity to apply for a \$50,000.00 HOME CHDO Operating Expense Grant from WVHDF. A resolution is needed to apply for the grant and an authorization of the submission of the request for operating assistance funds. Peter Silitch made a motion that a resolution be passed allowing the CAEZ Executive Director to apply for the HOME CHDO Operating Expense Grant in the amount of \$50,000.00, and approve the submission of the grant application, seconded by Doyle Tawney. **Motion carried.**

NSP Update: Concerning the NSP Project, two of the properties did not qualify. Connie is trying to find two more eligible properties. CAEZ has two properties that are eligible, one in Ansted and one in Mt. Hope.

Tammie spoke with Chuck Thomas from WVHDF concerning property in Craigsville and faxed the covenants on the deed from the property owner and the HDF found no problem with the covenants. Tammie will continue to work on this property.

Economic Development Committee: The Committee did meet this evening.

Braxton County: Connie did receive approval from the Department of Highways to hire WVU students to complete the Corridor Management Plan for the Scenic River Trail. When the contract is received, it will be reviewed and the plan should be completed within a year. This grant will allow signage to be placed along I-79 and main entrances to Clendenin, Clay, and Sutton to divert people to the scenic drive and through these small towns.

Clay County: Connie reported that she is waiting to hear back from Kenneth Tanner so he and other board members could meet with Dave Cramer from the Department of Highways and their engineer concerning the 10 year plan for the new Clay County High School that may be constructed on the Clay Nicholas Highway.

The Summer Youth Program is working at the college cutting brush and weeds, cleaning tile, and hope to plant flowers this week. Connie has a meeting on the 15th with RESA III who wants to operate the daycare. A coordinator should be hired soon for the daycare. RESA III has started the paperwork with DHHR.

USDA has asked if CAEZ would be willing to secure a line of credit for the sewer system at the campground. The only system that will work at the campground is the moss filtering system. There is one company in the area that is qualified to install the system. The paperwork has been submitted to USDA stating that this company is the only one qualified in the area. In obtaining the line of credit, the Valley Fork property will be used as collateral. The moss filtering system will cover the lodge building, which will house five rooms, each with a bathroom, three extra bathrooms, one for staff and the other for visitors, a dump station, ten RV hookups, several cabins, and at least one permanent residence. The cost of the system will be approximately \$250,000.00. The Economic Development Committee voted to recommend to the CAEZ Board to authorize the Executive Director to proceed with securing a line of credit in the amount of \$200,000.00 at the Clay County Bank, and to ask if it could be unsecured, but if not use the Valley Fork property as collateral. Peter Silitch made a motion upon the recommendation of the Economic Development Committee that the Executive Director be authorized to proceed with securing a line of credit at the Clay County Bank in the amount of \$200,000.00, and to ask if it could be unsecured, but if not use the Valley Fork property as collateral, seconded by Linda Rhodes. **Motion carried.**

CAEZ previously voted and approved to allow Solomon Secret, an outdoor drama, to use the campground this year. Connie spoke with Forest Land Group and they stated that they will allow the drama to be there for the two weekends in September. The Board of Directors of Forest Land Group will meet to see if they will allow CAEZ to sublease to the drama permanently. When they get back with Connie, Connie will let Jerold Murphy, President of BC&G Railroad know and all interested parties.

Nicholas County: Phase I of the water project started May 1st. There is pipe on the ground. The contractor for the project is from Ripley. On Phase II, the project is before the Public Service Commission for final report. Phase III has not received funding.

Roane County: Concerning the property transfer on Summit Street in Spencer from Roane Rural Housing, the paperwork is with the attorneys. The City of Spencer stated they would take care of the road if CAEZ fixed the slip first.

Concerning the Newton school property, Doyle asked that Connie not write the letter to the Board of Education. There are reversion clauses in the deed. The judge will have to rule on this.

Other: Governor Manchin honored GTR Labs, Inc., owned by Peter and Elizabeth Silitch, as one of the state's export businesses.

Amanda Moore, Economic Development Coordinator for Clay County, stated she is working on the Transportation Enhancement Grant. The Intent to Apply is due in September. This grant is used for projects of historical value and has to measure transportation. She hopes to incorporate the old courthouse in Clay with an ADA Grant to the Veterans Memorial at the new courthouse and the swinging bridge at Elkhurst in the grant proposal. This program will help restore old means of transportation which does not mean that it will be open for vehicle traffic but could be for walking, bicycle trail, etc. They look for a trail with a circular pattern.

Ms. Moore also met with Sue Talbot who is head of the Main Street Program in Webster Springs which deals with beautification and clean ups for the community. She is also looking at starting an Eternal Light Program. She would try partner with the local funeral home with their "In Lieu of Flowers Program" which consists of family members donating money to purchase a street light and when enough money is collected, a memorial plaque will be placed on the post. Connie and Amanda have spoken about trying to incorporate this idea in with the Streetscape Program to create a match money pool to help for the next phase of the grant to use this program to help offset the cost of the lamp posts. She will be meeting with the Town Council next month to pitch this idea to them.

The Clay County Business Development Authority is in the process of acquiring the old State Road Garage at Two Run for the possibility of a multi-purpose public facility. Ms. Moore has also met with Jackie Byers in hopes to get an Americorps team for Clay County next summer. They will work in Clay for four to eight weeks and could possibly work on cleaning community buildings. This site is a Brownsfield site.

The town has tried before to get a Farmers Market in Clay. Ms. Moore is working with the health dept and the county commission. She will be assisting the health department in writing a grant to USDA to acquire funds to have a farmers market in town. The market could be mobile so that the entire community can has access to it.

The Land Use Master Plan passed at the June 28th commission meeting. The plan will be mailed to the Office of Coalfield Community Development to be reviewed and hopefully approved.

Connie and Amanda have been working on the FOCUS Grant. There will be a community meeting on July 22nd to bring community in to help in identifying brownsfield sites in the county.

Ms. Moore put in a grant application cover to the Department of Environmental Protection Agency for the REAP Grant. This grant will be used to complete a feasibility study to see if a recycling program can be implemented in Clay County. Since the county has tried this concept before, it was recommended by DEP that this grant be used for the completion of a feasibility study so that long term planning can be laid out for recycling programs and green programs. This has to be completed within 30 days.

Ms. Moore received a scholarship for training to the Basic Economic Development Education in August. She attended the Community Development Institute training in Bridgeport and made several contacts.

Loan Committee: The Loan Committee did not meet. The loan status was reviewed.

Concerning Business Loan #8, it was stated that the business has a prospect that would like to purchase the business. It is in the paperwork stages right now. The prospective buyer has several contracts for timber. It was asked if CAEZ could trade lumber for monies off their loan.

Other: The By Laws were mailed to each member and asked if anyone had suggested changes, give them to Connie or Michelle so they can be presented at the August Board meeting and voted on at the Annual Meeting in September.

It was asked if there were any other Empowerment Zones. There may be some in Georgia that retained their designation and then some that went on to get their Round II designation.

Linda Rhodes stated that she will be moving to Virginia for at least six weeks, maybe permanently.

Michael recited a poem that was read by Senator Robert C Byrd at the ribbon cutting ceremony for the New River Gorge Bridge, entitled Bridge Builder.

New Business: None.

Linda Rhodes moved to adjourn at 7:26 p.m.

Next Board Meeting: Tuesday, August 3, 2010, at 6:00 p.m. at the CAEZ Office.

Earl McCune, John Gibson, and Ken Eskew called to say they could not attend the Board meeting this evening.

Monthly Activity Report for July 2010

July 1, 2010

Worked on Board Packets
Meeting with WV Housing Development Fund
Meeting for NSP

July 2, 2010 Michelle and Tammie, took NMLS test

July 5, 2010 HOLIDAY
Connie administration

July 6, 2010 Economic Development Meeting
Board Meeting

July 7, 2010 Punkin Ridge property closing

July 8 and 9, 2010 Administration
Worked on NSP Grant

July 12, 2010 Meeting with Amanda Moore, Dave Cramer, DOH, and Kenneth Tanner,
Board of Education
Worked on Administration

July 13, 2010 Worked on Administration
Court
Worked on NSP

July 14, 2010 Worked on Administration
NSP Conference Call
Worked on NSP Grant

July 15, 2010 Worked on Administration
Pre Bid Meeting in Beckley – NSP
Meeting with RESA - Daycare

July 16, 2010 Meeting with architect - CHDO
Met with new daycare coordinator – Connie Schoonover
Worked on NSP

July 19, 2010 Worked on Administration
Worked on NSP – conference call

July 20, 2010 Fayette County - Administration
Meeting – Federal Home Loan Bank – NSP
Meeting – Steve Bailey, WVHDF – NSP

July 21, 2010 Met with Todd Schoolcraft – Valley Fork – landscaping
Worked on NSP – Conference Call

July 22, 2010 Worked on Board Packets
Met with Janelle Bedard and Amanda Moore – FOCUS Grant and
Community meeting
Administration

July 23, 2010 Worked on Board Packets
Worked on NSP Grant
Worked on HOME CHDO Operating Expense Grant
Worked on audit

July 24, 2010 SATURDAY
Worked on Audit
Operating Expense Grant

July 26, 2010 Worked on Board Packets
Worked on NSP Grant
Worked on HOME CHDO Operating Expense Grant

July 27 and 28, 2010 Worked on Board Packets
Worked on NSP Grant
Worked on HOME CHDO Operating Expense Grant

July 29, 2010 Bid Acceptance for NSP
Meeting at Valley Fork Daycare
Worked on Board Packets

July 30, 2010 WVHDF - NSP Grant and Operating Expense Grant due
Tammie and Michelle – studied for NMLS test