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Board of Directors Minutes February 1, 2011 Meeting

Michael Martin, Chair of the CAEZ Board of Directors, called the meeting to order at 6:10 p.m. A quorum was established.

Board Members Present: Michael Martin, Russell Deering, Earl McCune, Irene Cantrell, Joe Hoffman, Anthony Hofstad, Birl O'Dell, Mike Pierson, Peter Silitch, and Doyle Tawney.

Board Members Absent: Linda Rhodes, Micki Boggs, David Boothe, Gary Ellyson, Earl Elliott, John Gibson, and Bob Mullins.

Approval of the January 4, 2011 Meeting Minutes: Russell Deering made a motion to approve the January 4, 2011 meeting minutes, seconded by Peter Silitch. **Motion carried.**

Treasurer's Report: Peter Silitch made a motion to approve the January 2011 treasurer's report as presented, seconded by Birl O'Dell. **Motion carried.**

The Finance Committee did meet in January to review the current budget but there were no revisions.

Housing Report: The Housing Committee did not meet this month. The loan status was reviewed. Concerning the New Home Construction loan, the papers for the transfer of the property is on hold for the time being. The West Virginia Housing Development Fund is undergoing an audit and when this is complete, the transfer will be reviewed.

CHDO Update: Clay: CAEZ awaits the Notice to Proceed on the CHDO Punkin Ridge property. Connie will meet with the contractor to make some changes to the cost of the home. The West Virginia Housing Development Fund has an issue with the septic system at the site. The old system was used for both homes. It was suggested that CAEZ build only one home on the site instead of two.

Nicholas: The owner of the prospective CHDO Craigs ville property will be contacted to see if he is still interested in selling that property.

Roane: Spencer: Construction is on schedule with the CHDO home in Spencer. The electric drop needs to be hooked up. The kitchen cabinets are in and the floor coverings are down. The projected sale date is May 2011.

Fayette: The attorneys on the Stadium Terrace property are working to transfer the deed to CAEZ on Friday. Construction can begin as soon as this transfer is complete. Three homes will be constructed on this property.

NSP Update: Fayette: NSP Projects: On the Hilltop property, the electrical needs to be brought up to code. A change order has to be requested for this issue.

On the Mt. Hope property, Mountaineer Gas is to send out an engineer to locate the gas lines on the property.

Concerning the Ansted property, the budget has to be recalculated. The new plans have been approved by the WVHDF architect.

Economic Development Committee: The Committee did meet this evening.

Braxton County: An issue has come up with the Recreational Trails Project. The owner of one of the properties the trail goes through has reservations about the trail crossing her property. Also, there are right-of-way issues. The Intent to Apply has been submitted to the Department of Transportation for funding.

The grant for the Elk River Water Trail has been submitted to the Department of Transportation by the Braxton County Convention and Visitors Bureau. This trail will start at Sutton and end at the mouth of Elk River in Kanawha County.

The Elk River Scenic Byways project is progressing. A professor from WVU, along with its students, is touring the Elk River taking pictures and documenting historical sites in the project area. Plans are to have public meetings in Clay, Braxton, and Clendenin for public input.

Clay County: Connie will be in a meeting this week concerning the Clay/Nicholas Highway.

When the weather breaks, the gutters will be replaced at the Kanawha Valley Community and Technical College.

The college is doing well. They now have a class for land research.

The new daycare at the Kanawha Valley Community and Technical College is now open. They have five full time students.

Connie has received verbal approval from the Clay County Sanitarian for the permit for the sewer project at the campground. It now has to be approved by the State DEP. Connie has been working with Connie Anderson from the DEP on this matter. CAEZ has all documents needed from the contractor for the installer of the peat moss system.

Connie was authorized to check with an attorney concerning the grant from Senator Byrd for the interior of the JG Bradley Lodge. Conley Salyer, Attorney, mailed his opinion letter regarding the Davis-Bacon Act Provisions. Mr. Salyer has been working with Vivian Parsons, the Executive Director of the West Virginia County Commission Association. This issue has been placed on the agenda for the next Clay County Commission meeting for review.

Capital Resource Agency has closed its office in Clay. Connie has been in contact with Joe Richards the Executive Director of CRA. He has asked if CAEZ would allow CRA to have an employee at least once a week at the CAEZ Office to conduct its business. This will have to be approved by the Clay County Commission as well. The Economic Development committee voted to recommend to the CAEZ Board that CRA be allowed to use the CAEZ office, at least one day a week, CRA to pay a utility allowance, the agreement to have a renewable date and a termination clause. Peter Silitch made a motion upon the above recommendation that CRA be allowed to use the CAEZ

office, at least one day a week, CRA to pay a utility allowance, the agreement to have a renewable date and a termination clause, seconded by Russell Deering. **Motion carried.**

Fayette County: Discussion was on the Dunlop Creek buyout and how that can be tied in with the CHDO and NSP projects.

Nicholas County: The Federal Park Service is purchasing more property in Nicholas County. The park will extend from Swiss into Meadow River.

On the Gauley River PSD water project, the contractor has stated that he will have that project complete by May 3rd. If it is not completed, a fine will assessed each day until the project is complete.

Roane County: Mustang Survival hired 19 employees last week. They are still in need of employees. They work four ten hour days a week at \$8.50 an hour with benefits. There is no experience needed.

Loan Committee: The Loan Committee did not meet. CAEZ may have an application for review next month.

Connie has tried to contact all loans that are past due.

CAEZ has not sold the Dodge Dakota yet but have had several inquiries.

Other: The March Board meeting will need to be rescheduled because Connie will be out for training. Russell Deering made a motion to reschedule the March meeting for Monday, March 7, 2011, seconded by Earl McCune. **Motion carried.**

The April Board meeting will also need to be rescheduled. Connie will not be in attendance. Peter Silitch made a motion to table this matter at the March meeting, seconded by Anthony Hofstad. **Motion carried.**

CAEZ has received approval for the HOME Operating Expense Grant in the amount of \$50,000.00. This will help pay CAEZ's expenses for the CHDO project. A resolution is needed authorizing the execution of documents for the CHDO Operating Expense Grant. Peter Silitch made a motion to approve the resolution authorizing the execution of documents for the CHDO Operating Expense Grant, seconded by Birl O'Dell. **Motion carried.**

Connie informed the Board that there will be a free training for specific counties for "Behavior-Based Interviewing."

New Business: None.

Birl O'Dell made a motion to adjourn at 7:08 p.m., seconded by Earl McCune. **Motion carried.**

Micki Boggs, Gary Ellyson, Earl Elliott, David Boothe, and Linda Rhodes called to say they could not attend the meeting this evening.