NRGRDA/WV Hive – Board Meeting
July 28, 2026 at 11 a.m.
Hinton, WV

Call to Order
Board Chair Allison Taylor called the meeting to order at 11:10 a.m.

ATTENDANCE
NRGRDA BOARD MEMBERS:
IN-PERSON: Donnie Holcomb, Heather Johnson, Lisa Eads
VIRTUAL: Allison Taylor, Anita Groves, Craig Chapman, Heather Ouimette, Ted Kula, Evan Dewey (serving as proxy for Phil Jarrell)
ABSENT: Larry Meador, Tom Louisos (*absent from meetings since July 2025*), Dave Harper

WV HIVE BOARD MEMBERS (also NRGRDA Advisory Board members)
VIRTUAL: Zack Statler, Michelle Rotellini

STAFF:
IN-PERSON: Amy Showalter, Jozy Moore
VIRTUAL: Leah Hurley, Andy Davis

Report from House and Finance Committees:
1. House Committee Chair Ted Kula provided an update to board members regarding the discussion and decisions made during the joint House and Finance Committee meeting which took place prior to the regular board meeting on July 28.
    a. The House Committee made the following decisions:
        i. House committee will serve as the hiring committee for a new NRGRDA Executive Director and utilize Ascend HR to assist
        ii. Approved a job description to advertise executive director position
        iii. Approved salary for new executive director – up to $110,000, former executive director's salary
2. Allison Taylor reported that the Finance Committee approved a recommended budget to send to the full board for a vote.

    a. The Finance and House committees will reconvene as a group in October to discuss staff raises and determine if other budget modifications are necessary

NRGRDA Board Membership Update:

1. Allison Taylor reported that board member Tamara Mullins has resigned from the NRGRDA Board effective July 17, 2026.
    a. Craig Chapman stated that the Nicholas County Commission will discuss a replacement for Tamara at their next commission meeting.
2. The Raleigh County Commission appointed a new member to the NRGRDA Board – Tiffany Kapp.
    a. Allison asked if she was present. Jozy Moore stated she was not present as the staff had received no communication from Tiffany.
    b. Jozy stated that the typical procedure if for the appointing county to introduce new board members to staff and the board.
    c. Allison stated she would reach out to Raleigh County and to Ms. Kapp to invite her to the next meeting.

Approval of Minutes:

1. June 30, 2026 NRGRDA/WV HIVE Board meeting
    a. <u>Motion to approve the June 30, 2026 minutes was made by Donnie Holcomb; seconded by Heather Johnson. Motion passed with none opposed.</u>
    b. It should be noted that the agenda incorrectly stated the month from which the minutes were approved. The correct date for the approved minutes was June 30, 2026, not July 30, 2026.

NRGRDA 2026-27 Budget:

1. Allison Taylor reported that the Finance Committee voted to approve the proposed budget that was provided in the board packet.
2. Allison asked for a motion to adopt the budget though revision could be expected over time
    a. <u>A motion to adopt the present NRGRDA 2026-27 budget was made by Finance Committee Chair, Donnie Holcomb, seconded by Anita Groves. Motion passed with none opposed.</u>

Appalachian Heights Project Update:

1. Jozy Moore provided an update on the ongoing Appalachian Heights project.
    a. Immediate water provider for site will be Beckley Water

        i. Mount Hope no longer a feasible immediate option for water service but could be in the future
        ii. Beckley Water has invested approximately $459,500 of its $500,000 commitment, installing nearly 2,900 feet of water line and bringing service to the edge of the property on the opposite side of Route 19 from Appalachian Heights.
    b. Next phase of the project will be boring under Route 19 to get water to the Appalachian Heights property.
        i. Beckley Water has requested the use of NRGRDA project fund to pay for bore for water and gas
            1. Projected cost is $400,000
            2. Beckley Water has only submitted bids for water bore
                a. Estimates ~$255k to ~$274k
            3. Beckley Water working to obtain bids for gas bore
    c. Jozy Moore requested guidance from board on how to proceed with approving project costs
        i. Project funds include
            1. $1.4M Raleigh County Commission
            2. $250k Fayette County Commission
            3. $250k commitment from property owner
    d. Allison asked for a full project budget before board approves expenditures. Jozy said a full project budget would be difficult and somewhat inaccurate as full costs will depend on how each stage of the project is carried out.
        i. Phase 1: Road Bore – estimated $400K
        ii. Phase 2: Ordering Water Tank ~$600k, year timeframe to order & install
        iii. Phase 3: Water line infrastructure on Appalachian Heights property
        iv. Phase 4: Sewer
    e. Jozy recommended that a small team of board members and staff be given the authority to review and approve Appalachian Heights project expenses
        i. Zack Statler agreed that a small group could review and approve invoices and then update the board each month
        ii. <u>Donnie made a motion to empower a small team to review bids and invoices and approve up to $600,000 for a water tank and up to $400,000 for a road bore.</u>
            1. This team would consist of Board members – Anita Groves, Zack Statler and Donnie Holcomb; Staff – Amy Showalter, Jozy Moore and other relevant staff.

iii. Allison requested separate motions for Donnie's suggestions
    1. <u>Motion to appoint Anita, Zack and Donnie to the Appalachian Heights project team was made by Heather Johnson; seconded by Lisa Eads. Motion passed with none opposed.</u>

iv. Allison requested a motion for up to a certain amount allocated to the road bore and water tank pending the receipt of proper documentation from the contractors regarding the project plan and related expenses. The plan could be revised if costs change, however the funds available from NRGRDA will not exceed the $1.65M from Raleigh and Fayette Counties.
    1. <u>Donnie made a motion to that effect setting the amount for the road bore at up to $400,000 and the water tank at up to $600,000.</u>
    2. Prior to making a second, Lisa Eads asked about the funds NRGRDA has received for the project.
    3. Allison stated that the Fayette County Commission contributed $250,000 which needed to be spent by the end of 2026 to meet Fayette County's requirements for the ARPA funds.
    4. Allison further stated that the $1.4M contributed by Raleigh County was also ARPA money but that Raleigh County advised its funds do not need to be spent by the end of the year.
    5. Jozy stated that no additional funds were being sought for the project as there were no recognized funding gaps, but cost would need to be monitored as construction costs have been trending upwards.
    6. <u>Following this explanation Lisa Eads offered a second to the pending motion. Motion passed with none opposed.</u>

v. Allison asked for a motion to enable Treasurer Donnie Holcomb to sign any bank paperwork should there be a need for a large disbursement related to Appalachian Heights (i.e., the water tank purchase).
    1. <u>Motion made by Lisa Eads, seconded by Ted Kula. Motion passed with none opposed.</u>

Policy for NRGRDA Projects and Priorities

1. Allison stated that a letter should be sent to the member county commissions requesting they send a list of their priorities on current projects.

2. Letter can be sent with list of existing NRGRDA projects.

Properties and Leases

1. Allison said the following leases and property matters are with counsel, and she would work to get an update and send that update to board members. Those are:
    a. Rahall Building & Coronado Coal lease
    b. City Avenue Building (re: hiring a real estate agent)
    c. Summersville Office Space Lease

Pending Contracts

1. <u>Taylor Carnell, PATTERN Textile Center Coordinator</u>
    a. Amy Showalter explained that a contract for Taylor was drafted in March by counsel. The contract would be paid for using technical assistance funds.
    b. Allison Taylor requested that language be added to the contract that "compensation is pending fund availability."
    c. Leah Hurley said there were grant funds available and that the contract was not expected to create a huge expense.
    d. Allison said she would find a point of contact within the SBA for other PATTERN related grant questions, mainly reallocating construction dollars for other related project costs.
    e. Allison asked for a motion to approve Taylor Carnell's contract with the addition she suggested.
        i. <u>Donnie made a motion to that effect. Ted Kula seconded the motion. Motion passed with none opposed.</u>
    f. Allison asked for a motion to empower herself or Amy to negotiate the terms of the PATTERN grant with the grantor.
        i. <u>Motion made by Donnie Holcomb, seconded by Heather Johnson. Motion passed with none opposed.</u>
2. <u>JJN</u>
    a. Amy Showalter explained the contract proposal from JJN – NRGRDA's current contracted multimedia organization.
        i. JJN currently manages NRGRDA's website, social media, 20-30 page impact report, graphics needs and more
        ii. The total cost is $102,000, paid over two years, with a month cost of $4,250.
        iii. In addition to its existing work, as part of the proposal, JJN will do a massive website overhaul – a request made by NRGRDA.

iv. Amy said these costs would be covered by marketing dollars from existing and new grants which is also how the current contract is being paid.
v. Heather Johnson asked if other bids were sought. Amy explained that this proposal represented a renewal and expansion of NRGRDA's existing communications services.
vi. Heather said she would like to see bids from two other companies for these services. Donnie Holcomb agreed.
vii. Amy said she would solicit two other bids, using contacts given to her by the board, and present those at the next board meeting.
viii. Allison asked for a motion to request additional marketing proposals.
    1. <u>Motion made by Heather Johnson; seconded by Lisa Eads. Motion passed with none opposed.</u>

b. Wolf Creek Parking Landscaping
  i. Amy explained the contract for standard lawn care at Wolf Creek Park through November at a cost of $200 per cut to occur once a month
  ii. Amy said an additional proposal has also been submitted for other landscaping upgrades to Wolf Creek Park entrance – laying down mulch or rock. Rock is the recommended upgrade as it is more durable, the estimated cost is a few thousand dollars.
  iii. Allison stated that she felt that Fayette County should pay for these landscaping costs.
  iv. Allison also stated that the Fayette County Commission was considering requesting the Board transfer ownership of Wolf Creek Park back to Fayette County to its Land Reuse Agency to enable it to market its development.
  v. Allison stated the Fayette County Commission had concerns that NRGRDA was not marking the property “aggressively” enough by merely listing it on its available land site and that the Fayette LRA is better poised to market it.
  vi. Jozy Moore stated that the NRGRDA is actively engaged in conversation with partners regarding the conservation of the undevelopable portion of Wolf Creek Park and that should be part of the consideration before relinquishing the entire property to another body. Allison advised she is well aware of this and will ask Andy to attend the meetings at which this matter is discussed.

vii. Allison asked for a motion to approve prepaying the $200 per cut mowing services until the discussion can be had with Fayette County to assume those costs.

1. <u>Motion to that effect made by Lisa Eads; seconded by Heather Johnson. Motion carried with none opposed.</u>

Reports from Transition Committee

1. Proposal for Interim Executive Director
    a. The Board discussed extending Amy Showalter's appointment as Interim Executive Director and clarifying her authority to conduct the day-to-day operations of the organization during the transition period.
    b. Discussion included authority for:
        i. Grant administration
        ii. Routine operational decisions
        iii. Contract execution
        iv. Banking and grant system access
        v. Financial approvals within normal operations
    c. Leah Hurley mentioned that grant administration should stay internal due to frequent last-minute deadlines and signatures that are required. To address a recent grant submission, Donnie Holcomb had to be called in at 8:30 a.m. on a Monday because he was listed as an admin on a grant.
    d. Donnie agreed that Amy should be empowered to sign and manage grant administration.
    e. Allison mentioned the board had empowered Amy to handle these matters but her authority had expired on July 10.
2. PCB Line of Credit
    a. Allison Taylor asked for a motion to ratify the use of the remaining PCB line of credit by NRGRDA.
        i. <u>Donnie made a motion to that effect; Heather Johnson seconded. Motion carried with none opposed.</u>
        ii. Allison asked for a motion to add Leah and Amy to that PCB account.
            1. <u>Donnie made a motion to that effect; Heather Johnson seconded. Motion carried with none opposed.</u>
3. Transition Committee
    a. Allison asked for a motion to rename the transition committee to transition team. She said the intent was never that this "team" would make decisions, just meet and make recommendations to the board. Allison stated that she did not think this "team" needed to go through all the meeting notices

required of NRGRDA committees since it is merely an advisory group and has no decision-making authority.

    i. A motion to reclassify the transition committee as a transition team was made by Anita Groves; seconded by Lisa Eads. Motion carried with none opposed.

Executive Session

1. Allison asked for a motion to go into executive session to continue discussion on the interim leadership proposal and to give a legal update on the Bowles Rice grant compliance inquiry.
    a. Motion made by Lisa Eads; seconded by Heather Ouimette.
    b. Amy Showalter remained for executive session. All other staff was asked to leave. Evan Dewey, treasurer for the City of Beckley and serving as proxy for Phil Jarrell, was also asked to leave for executive session since Phil's proxy hadn't been received by the board chair before the meeting began.
    c. Executive session began at 12:31 p.m.
    d. Executive session concluded at 1:25 p.m. No decisions were made.

Proposal for Interim Executive Director cont.

1. Allison asked for a motion to appoint Amy Showalter as interim executive director of NRGRDA backdating to July 10, 2026.
    a. Motion made by Lisa Eads; seconded by Anita Groves. Motion carried with none opposed.
    b. Allison said this will be effective until an executive director is hired or until Amy opts to discontinue serving in that role.
2. Allison asked for a motion to allow her to sign a contract with Amy with the terms discussed during executive session from the position description describing Amy's responsibilities in this role.
    a. Motion made by Ted Kula; seconded by Heather Ouimette. Motion carried with none opposed.
3. Allison asked for a motion to empower Amy to enter into new contracts up to $10,000 and up to 1 year on behalf of NRGRDA.
    a. Motion made by Ted Kula; seconded by Lisa Eads. Motion carried with none opposed.
4. Allison asked for a motion to assert that Amy has the authority to spend against existing project plans from those project funds.
    a. Motion made by Anita Groves; seconded by Heather Ouimette. Motion carried with none opposed.

Reports from Transition Committee cont.

1. Allison said the Transition Team has scheduled a standing weekly meeting on Tuesdays.
2. She added that additional House and Finance Committee meetings may also need to be scheduled.

Adjournment:

1. Meeting adjourned at 1.28 p.m. following motion by Anita Groves; seconded by Heather Ouimette

__________________________ Accepted: ______________________

Allison R. Taylor, Chair