

**BOARD OF DIRECTORS MEETING**

**OF THE**

**WEST VIRGINIA ECONOMIC DEVELOPMENT AUTHORITY**

**April 17, 2025**

**West Virginia Economic Development Authority  
Conference Room  
180 Association Drive  
Charleston, West Virginia**

The Board of Directors Meeting of the West Virginia Economic Development Authority was held at 11:01 a.m., April 17, 2025, at the West Virginia Economic Development Authority Conference Room, 180 Association Drive, Charleston, West Virginia.

The following members were present:

Todd Johnston*	Chairman
Matthew Irby	Secretary
Robert Hartley	Member
Sen. Glenn Jeffries	Member, ex officio
Douglas Ritchie	Member
Del. Clay Riley*	Member, ex officio
Treasurer Larry Pack	Member

The following members were not present:

Joe Canterbury	Member
David Lorenze	Member
Roberta Robinson Olejasz	Member
Vicki Dunn Marshall Dionne	Member
Eric Hall	Member

Others present:

Steve Webb	Associate Director
Joe Brouse	Senior Loan Officer
Terri Helmick	General Counsel
Martha Phillips	Loan Officer
Joey Browning	Loan Officer
Taylor Bailey	Loan Officer
Taylor Cole	Accountant
Karen Wolfe*	Documentation Specialist
Sarah Hartwell*	Accounting Specialist III
Samantha Chapman	Accounting Specialist III
Wendy McCoy	HR and Documentation Specialist

Samantha Batten  
Vannessa King  
Andy Zulauf  
Kelli Poling  
Ben Adkins

Operations Manager  
Administrative Assistant  
WVJIT Executive Director  
WVJIT Investment Manager  
WVJIT Investment Analyst

**Members of the Public:**

Stephen Higgins\*  
the Town of West Union, West Virginia

Kay Casto and Chaney, PLLC, representing

\*Joined by videoconference

\*\*Joined by teleconference

The meeting was called to order by Chairman Johnston. Chairman Johnston noted that a quorum was present and that the meeting could lawfully conduct business.

**MINUTES**

A motion was made by Mr. Hartley to approve and dispense with the reading of the March 20, 2025 Board of Directors meeting minutes. The motion was seconded by Mr. Irby and unanimously carried.

A motion was made by Mr. Irby to approve and dispense with the reading of the March 27, 2025 Board of Directors special meeting minutes. The motion was seconded by Mr. Ritchie and unanimously carried.

**TREASURER'S REPORT**

Chairman Johnston called upon Ms. Cole to present the Treasurer's Report to the board for their review. A motion was made by Mr. Hartley to accept the report as presented. The motion was seconded by Mr. Irby and unanimously carried.

The Commitments Outstanding list was presented to the board for their review.

## **OLD BUSINESS**

### **Loan Commitment Extensions**

Upon recommendation of the staff, a motion was made by Mr. Ritchie to approve the following extensions. The motion was seconded by Mr. Irby and unanimously carried.

	<b><u>Date</u></b> <b><u>Approved</u></b>	<b><u>Amount</u></b> <b><u>Committed</u></b>
1.) Charles Point Crossing, LLC One (1) month extension New expiration date: May 31, 2025	02/15/2024	\$11,000,000.00
2.) Temple Homes, LLC One (1) month extension New expiration date: May 31, 2025	12/21/2023	\$ 252,000.00
3.) Holl's Chocolates, Inc. Six (6) month extension New expiration date: July 31, 2025	12/21/2023	\$ 320,000.00

### **Loan Commitment Expirations/Rescissions**

**Chairman Johnston stated that there were no loan commitment expirations/rescissions to report this month.**

### **Property and Lease Reports**

Ms. Cole presented the Property and Lease Reports to the board for their review.

### **Insurance Reports**

Ms. Cole presented the Insurance Reports to the board for their review.

### **West Virginia Private Activity Bond CAP Allocation Report.**

Ms. Batten presented the West Virginia Private Activity Bond CAP Allocation Report to the board for their review.

### **NEW BUSINESS**

Chairman Johnston stated that there was no New Business to be brought before the board this month.

#### **A. Public Comment Session**

There were no public comments.

### **INFORMATIONAL REPORT**

Mr. Webb presented the updated WVEDA Organizational Chart as approved by the Board of Directors at the March 20, 2025 meeting.

Pursuant to West Virginia Code 6-9A-4, the Chairman will now consider a motion that the WVEDA board enter into executive session for the purpose of discussing the development of property, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or material that would cause an invasion of an individual's privacy if disclosed; or matters involving the purchase or development of property or advance construction planning.

A motion was made by Mr. Hartley to go into Executive Session. The motion was seconded by Mr. Irby and unanimously carried.

Mr. Higgins left the meeting.

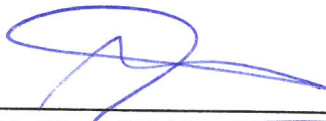

GENERAL SESSION

Other Business

**A. Conveyance of 0.17 acres and a Right of Way to the Town of West Union for the replacement of a sewer pump station on the North Central Regional Jail property in Doddridge County, West Virginia.**

A motion was made by Treasurer Pack to approve the conveyance as presented. The motion was seconded by Mr. Hartley and unanimously carried.

There being no further business, Mr. Pack moved that the meeting be adjourned. The motion was seconded by Mr. Irby and without objection the Chairman declared the meeting adjourned.

  
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Matthew R. Irby  
Secretary  
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A. Todd Johnston  
Chairman