

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting

100 Athletic Field Road – Brunswick County Conference Center

October 12, 2021

6:00 P.M.

IDA Board Meeting Minutes



The following Board Members were present:

Ms. Gloria Menyweather-Woods, Chair, Sturgeon District
Mr. Morris Taylor, Member, Vice-Chair, Red Oak District
Mr. Ray Thomas, Member, Secretary/Treasurer, At-Large
Mr. George Smith, Member, Totaro District
Mr. Will Ford, Member, Meherrin District
Ms. Arnika Green, Member, Powellton District
Dr. Arthur Jarrett Jr., Member, At-Large

Also present:

Mr. Michael Dotti, Executive Director
Ms. Tessie Bacon, IDA Attorney
Ms. Alfreda Jarrett Reynolds, Economic Director, Brunswick County
Ms. Anne Williams, Ex-Officio Member, Town of Lawrenceville
Dr. Alfonzo R. Seward, Board of Supervisors, Sturgeon District
Ms. Rebecca Spengler, Acting Mayor of Alberta

The following were absent:

Mayor Don Dugger, Ex-Officio Member, Town of Brodnax

I. Call to Order

The Chair called the meeting to order at 6:00 p.m.

II. Invocation and Pledge of Allegiance

The Chair began the meeting with the Invocation Prayer, no flag present for the Pledge of Allegiance.

III. Introduce LaVern Dillard, Administrative Services Coordinator

The Chair asked all Board Members and Board Affiliates to introduce themselves and who they represent. This process will help Ms. Dillard to associate faces to names when phone calls are made to the IDA office.

IV. Approval of Agenda

Mike Dotti mentioned there is a change to the Agenda. Item B is to be removed and replaced with Fiscal Year 2021 Audit. No other corrections or additions needed.

Motion: Mr. Ray Thomas moved to approve the Agenda with changes, seconded by Mr. Will Ford.

Upon vote of those present the motion was unanimously carried.

V. Citizens Comments – Ms. Anne Williams, EX-Officio Member, Town of Lawrenceville (Citizens are allotted three (3) minutes to speak)

Speaking as a Citizen and agrees with Ms. Alfreda Jarrett-Reynolds that everyone work in content with each other. Ms. Williams stated that Brunswick County has the highest or is number one in timber for the State of Virginia and the timber is going to Suffolk to make pallets. She feels we have to be creative in our Economic Development. Ms. Williams asked why Brunswick County couldn't be a leader in wooden toy manufacturing and is in the technology industry. Ms. Williams suggest working together as a team to format a forum for the citizens to brainstorm and make some suggestions on Economic Development being it's a symbiotic relationship. The Chair thanked Ms. Williams for her comments and referred her to Mrs. Melissa Boucher on the Timber Conference hosted by the Brunswick County Industrial Development Authority. Mrs. Boucher stated the Timber Conference was held in February of 2019 and well attended. She will get information to Mrs. Williams.

VI. Approval of Minutes

Regularly Scheduled Meeting – October 12, 2021

Mike Dotti mentioned having a change to the September 14th meeting. Mrs. Boucher stated the Board needed to make a Motion to correct the loan amount to the Town of Alberta from \$14,000 to \$15,500 in the minutes of the September IDA Board meeting.

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to change the loan amount for the Town of Alberta from \$14,000 to \$15,500.

Upon vote of those present the motion was unanimously carried.

Motion: Mr. Ray Thomas moved to approve and change the loan amount to the Town of Alberta from \$14,000 to \$15,500 in the September 14, 2021 regularly scheduled Board Meeting minutes, seconded by Ms. Arnika Green.

Upon vote of those present the motion was unanimously carried.

**** It should be noted that the 25 yr. old recorder failed to work at the September 2021 Board meeting and computer housing the software was reviewed by IDA IT Tech and determined to be corrupt. A new recorder and software was ordered for future meetings. ****

VII. Consent Agenda

- Cash Register September 2021
- Checkbook Register September 2021

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the Consent Agenda's Cash and Checkbook Register for September 2021.

Upon vote of those present the motion was unanimously carried.

VIII. New Business

A. ODO Resolution

The Executive Director stated to the Board that the ODO Resolution, as a requirement of the EDA grant application, approve the Resolution and allow the Executive Director to work in the Board's interest. The Resolution was reviewed by the projects attorney and a Motion to approve is required. The Executive Director stated that the wording couldn't be changed and that comes from the Federal Government.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the ODO Resolution.

Upon vote of those present the motion was unanimously carried.

B. Fiscal Year 2021 Audit

The Executive Director informed the Board that on November 19, 2021, the BCIDA Fiscal Year End 2020-2021 audit will be conducted by Mr. Josh Roller and team of Robinson, Farmer, Cox Associates, IDA Finance Manager Melissa Boucher and Trina Stahl of Stahl Accounting.

C. American Rescue Plan Act (ARPA). BOS request

The Executive Director Mike Dotti informed the Board that he will be presenting to the Board of Supervisors on Wednesday, October 20, 2021 to request funds from the American Rescue Plan. The funds granted to Brunswick County will assist with capital projects related to COVID-19 and infrastructure. The requested funds will be used for improvements to the Brunswick North water lines, a project the IDA Board approved in the spring. The Executive Director will be requesting \$180,000 from the grant. No motion is needed or required and members of the Board may attend but it's not required.

IX. Old Business

A. ODO Update

The Executive Director directed the Board that in the packets they received a funding source document along with the construction schedule for their review. The project is on schedule and moving along, Dewberry Engineers and the Agricultural Task Force are doing a great job. The Executive Director informed the Board that at the last meeting, The Tobacco Commission approved the grant for \$500,000 along with a contingency loan of \$300,000 and an approved amount of \$400,000 from the Agricultural Forestry Industries Fund (APHID). This APHID grant was announced by Governor Northam at Brunswick County Industrial Park. The Executive Director informed the Board of the Tobacco Commission meeting in Bedford, Virginia and the opportunity to network and create allies for Brunswick County and our cause. The Executive Director mentioned how Delegate Taylor and Frank Ruff did a great job on working for the citizens and advocating for all levels of government Local and Federal. Bettina Ring the Secretary of Agriculture Forestry is in support of the project and pledged to help in any way possible. The Executive Director informed the Board that the last meeting is scheduled for Thursday, October 21, 2021 before the bid process begins. It has been guaranteed and ensured that there is ample water for operation of the packing facility and the additional large Federal Grant is now ready for submission. The Executive Director will be sending monthly updates to the Board and if an immediate change happens the Board will know quickly.

B. Sledge & Barkley Water Damage Repair

Our consultants and I met with Harrison Jamison, County Board Building Inspector to consider the next steps for the water damage, a solid plan is in place and the architectural and engineering work is currently process. The first stage is to move the outside deck and all environmental concerns, such as asbestos, tile and oil tanks. This stage must be completed by December 21, 2021, Paige Pollard and her staff are helping coordinate the bid process for overseeing the first and second stages. The Executive Director stated that stage three will consist of roof repairs and brick work this stage will utilize the Hurricane Grant. All hurricane damage must be completed within two years. The Executive Director informed the Board of the utilization of the Commonwealth Preservation Group due to the procurement policies already in place. This project is being paid for with two separate grants totaling \$300,000, the IDA staff is monitoring the steps for grant compliance and working closely with Southside Planning District. There is approximately \$38,000 remaining on our initial grant that can be used towards matching funds on these grants. There will be additional conversations in the spring on the next steps, everything is covered right now and not requiring any expenses or additional expenditure of funds from the Board.

C. 139 Hicks Street Dance Studio Update

The Executive Director will cover in the Directors report

D. Parking Lot Lights

The Executive Director informed the Board that with the help of Scott Martin and Everett Gibson the lights are finally working. It took about twelve weeks to get the parts and after installation there was still an issue but with assistance from Mark Matthews with the Town of Brunswick the issue was resolved.

E. Frito Lay Update

The Executive Director will cover in the Directors report

F. Renovation Update

The IDA Office has been painted and furniture ordered with delivery expected on Monday, October 18, 2021.

X. Directors Report

The IDA is actively involved with five ongoing projects and working with three active prospects. The majority of time is spent working with grants, grant writers, funding agencies and engineers. The construction on The Dance Studio at 139 Hicks Street is currently underway. Dewberry Engineers conducted the Phase 1 inspection, the results are forthcoming. The Brownfield Grant is expected to be funded this month and after consultation with the Building Inspector a decision was made that new business owners would do much of the work themselves to keep cost down for them.

The Executive Director reinstated the IDA's mission, which is to work with anyone wanting to open or improve a business in Brunswick County and the tools to assist them.

The Frito Lay Warehouse is under construction and dirt is turning at the 58 Park. No completion time has been determined and construction is expected to take 180 days. The

project is expected to employ 14-16 people once completed. The developer is handling all the bidding. A local contractor Mikey Clary is working on the site with 8-10 of his employees. ReMac has also leased a truck for them to haul dirt, this project will not only generate future jobs; it's currently generating paychecks in the county.

Per Board approval the IDA Office furniture is ordered and on the way, the finance manager solicited prices from Wayfair, Amazon and National Business furniture. After taking in consideration shipping costs, speed of delivery and availability, the order was placed with National Business Furniture.

The IDA has utilized local surveyors to complete small projects, this is in accordance with the IDA's small purchase policy. The IDA is seeking surveyors located primarily in Brunswick County to provide services for quick jobs. The current project is recording the 85.9 acre land sale at the 85 Park that's being handled by Wright Surveying located in Lawrenceville, Virginia. Bradley surveying of Gasburg, Virginia is also on the contact list. Larger jobs will be contracted with a broader bid process.

There are grant opportunities coming in every week and The Executive Director continues to work on creating the Grant Writer position description which is expected to be completed by November 30, 2021 and ready for review by the Personnel Committee.

XI. Committee Reports

None

XII. IDA Board of Directors Comments

The Chair informed the Board that tonight's "Meals to Go" bags were prepared by Pino's Pizza in Lawrenceville, Virginia.

XIII. Closed Session

MOTION TO CONVENE CLOSED MEETING

October 12, 2021

Mr. Ray Thomas moved, seconded by Mr. Will Ford that the Board convene in closed meeting to discuss the following:

As permitted by Virginia Code Section 2.2-3711(a)(7) another matter requiring the provision of legal advice by counsel.

CERTIFICATION AFTER CLOSED SESSION

Motion by Mr. Ray Thomas and seconded by Mr. Morris Taylor that the Board certify that to the best of each Board member's knowledge:

- (i) only public business matters lawfully exempted from the open session requirement by Virginia law were discussed in closed session to which this certification applies, and

- (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

Roll Call Vote:

Voting Aye: Ms. Gloria Menyweather-Woods, Mr. Morris Taylor, Mr. Ray Thomas, Mr. George Smith, Dr. Arthur Jarrett, Jr., Mr. Will Ford, Ms. Arnika Green

Voting Nay: None

Absent During Vote: None

Absent During Meeting: None

Motion: Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett, Jr. to adopt the resolution as presented by the Boards Attorney Tessie Bacon for the cross contamination, flow and backflow plan in the Emergency Management Plan, and also name Mr. Dotti as Interim Director of the Emergency Management Plan, CCP and Emergency Services Coordinator for the purpose of implementation of the ESB.

Upon vote of those present, the motion was unanimously carried.

XIV. Adjournment

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford that the meeting be adjourned.

Upon vote of those present the motion was unanimously carried.

The October 12, 2021 Board of Directors meeting of the Brunswick County Industrial Development Authority was adjourned at 6:40 p.m.