

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**  
Board of Directors Meeting  
100 Athletic Field Road – Brunswick County Conference Center  
February 8, 2022  
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  
Dr. Arthur Jarrett Jr., Member, At-Large  
Mr. Will Ford, Meherrin District

**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

**The following were absent:**

Ms. Arnika Green, Member, Powellton District  
Ms. Leslie Weddington, Brunswick County Administrator  
Dr. Alfonzo Seward, Vice-Chair, Brunswick County Board  
Of Supervisors, Sturgeon District, IDA Liason  
Mayor Don Dugger, Ex-Officio Member, Town of Brodnax  
Ms. Rebecca Spengler, Acting Mayor of Alberta

**I. Call to Order**

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

**II. Invocation and Pledge of Allegiance**

The Chair asked Executive Director of the IDA (Mike Dotti) to give the Invocation and the Pledge of Allegiance.

**III. Approval of Agenda**

**Motion:** Dr. Arthur Jarrett moved, seconded by Ray Thomas to approve the Agenda with the following addition, change item IV on the agenda to Special Presentations.

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

**IV. Special Presentation**

The Chair presented Ms. Melissa Boucher (Finance Manager) with a 15 years of service award, The Vice-Chair (Mr. Morris Taylor) with a 10 years of service award and Secretary-Treasurer/Clerk, (Mr. Ray Thomas with a 20 years of service plaque).

## **V. Directors Report**

The Executive Director informed the Board and Citizens on the heavy workload of the IDA office and gave thanks to the Finance Manager and Administrative Service Coordinator for their long hours and dedication.

The Executive Director informed everyone about the three projects under way at the IDA Parks and the Roanoke River Industrial Park in Lacrosse that is shared with the Mecklenburg County IDA has the building permits and DEQ permits, construction is underway. He thanked Ms. Crowder from the Alberta Zoning office for her assistance that determined the current zoning of C-2 meets the requirements for the Vegetable Packaging Facility at the I85 Park which yielded in the issuance of Construction General Permit (VAR10) and also the Frito Lay project is close to completion at the Brunswick Industrial Park. The Executive Director complimented Brunswick County Resident Mark Clary and his crew for an excellent job. He informed the Board and Citizens on the meeting of the Lawrenceville's Business Advisory Board in which he serves, on the great presentation by the Town of Lawrenceville on the water systems. The Executive Director let everyone know that the IDA along with the Town of Lawrenceville and Alberta continue to seek opportunities to maintain and improve the County's water systems and based on the results of the test performed in December the waterworks complies with the THM and HAA5 operational levels and are in compliance with the 4 month running average. He ensured the Board and Citizens that they're all working together to ensure there are adequate water and wastewater capacity for the Counties growth.

The Executive Director let the Board and Citizens know that as part of the DEQ Task Force that were looking for sites to help develop that required environmental cleanup. He mentioned the 23 sites placed in contention and six sites were chosen. Three of the sites selected are in Brunswick County thanks to the hard work of Mr. Everett Gibson (Town of Lawrenceville) and Ms. Alfreda Reynolds (Brunswick County Economic Development Department). One of the site chosen is the ex-rail yard adjacent to the Southern States Building. He informed everyone that the Town of Lawrenceville and the IDA will be hosting the committee as they tour sites in Brunswick County and that the Town of Lawrenceville will be taking the lead on the park project. The Executive Director also informed everyone that The IDA and The Brunswick County Economic Director will help to seek funding and provide logistical support. The process has begun on applying for study and planning grants and Dewberry Engineering along with Commonwealth Preservation Group are working to get pricing.

The Executive Director wanted the Board and Citizens to know that The Southern States Project Marketing Committee is currently working with two prospects on and he meets with one of the prospects multiple times a week on the business plan and also that the Southern States project continues to hold front row status in collaboration efforts with Lawrenceville and the County.

The Executive Director informed the Board and Citizens of the meeting on January 18<sup>th</sup> with the Lawrenceville Revitalization Stakeholders Group and the discussion of ongoing projects with the St. Paul's for Life Group. He mentioned the various organizations in attendance and the projects that can be shared to eliminate duplication. He also informed everyone that the Brownfield Grant is underway, the data center projects are moving forward with supply cost being an issue.

The Executive Director informed the Board that he's creating a timeline of all projects going back as far as 2017 with a goal of having them ready for the March Board Meeting.

The Executive Director informed the Board that Southern Corrosion will pressure wash the water tank at the Meherrin River Regional Jail within the next 30 days. The Town of Lawrenceville will coordinate with those affected. The Finance Manager (Ms. Melissa Boucher) has requested copies of all prior inspection reports.

**VI. Citizens Comments**  
**(Citizens are allotted three (3) minutes to speak)**  
No citizens comment

**VII. Approval of Minutes**  
*Regularly Scheduled Meeting – January 11, 2022*

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve the January 11, 2022 regularly scheduled Board meeting.

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

**VIII. Consent Agenda**

- Cash Register December 2021
- Checkbook Register December 2021
- Project Reconciliation

**Motion:** Mr. Ray Thomas moved, seconded by Mr. George Smith to approve the Consent Agenda's Cash Register December 2021, Checkbook Register December 2021 and Project Reconciliation.

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

**IX. New Business**

**A. Updating Personnel Manual**

The Executive Director informed the Board that the IDA has relied in the past on the Brunswick County personnel manual and the IDA will be creating an in house policy manual following the guidelines with Brunswick County's Personnel Policies.

**B. Change Logo**

The Executive Director informed the Board the IDA has changed the logo from the pastel blue to gold & black that appears on the business card distributed to all members.

**C. Longwood Small Business Development Center Funding**

The Executive Director informed the Board that the IDA has been supporting Longwood University and the Small Business Development Center for years with a donation of \$3,000. He informed them of the work they are doing at the Innovation Hub in Danville, Mid-Atlantic Broadband and will assist the IDA and County by providing consulting for small businesses as part of the Resurgence Grant. Longwood University has requested that the IDA increase funding to \$5,000 for the next budget year. A Motion from the Board is required. Board Member Dr. Arthur Jarrett asked the Executive Director what his recommendation was on the increase of funding. The Executive Director's informed everyone that the increase is a good idea. Secretary-Treasurer/Clerk Ray Thomas informed everyone that at one time the IDA was paying \$6,000 but was eliminated before the Executive Director came on board. The Secretary-Treasurer/Clerk asked the Executive Director if the Longwood Small Business Development Center can make more of an appearance doesn't feel enough citizens take advantage of a one day program.

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett to increase the funding to Longwood Small Business Development Center from \$3,000 to \$5,000 for the next fiscal year budget.

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

**D. Lawrenceville Chamber of Commerce Membership**

The Executive Director informed the Board that the IDA will renew the membership with The Brunswick County Chamber of Commerce.

**X. Old Business**

**A. Hurt v LPC/BCIDA goes to court on Feb. 23, 2022**

The Executive Director asked the Secretary-Treasurer/Clerk Mr. Ray Thomas to speak on this case, which happened several years ago. Mr. Thomas informed everyone that a lady fell outside of Lawrenceville Primary Care facility, investigations were done, steps were in good repair, and now it's finally going to court. The Executive Director will be in attending the court proceedings that day. The Chair asked if the IDA had insurance and the Secretary-Treasurer/Clerk along with the Executive Director confirmed having insurance and attorney fees covered.

**B. Committee Reports**

The Executive Director touched on the Committee Reports in the Directors Reports, letting the Board know that the committees have met and will meet monthly or as required by projects and all meetings will be held prior to the Board meeting. He thanked all the Board Members for the countless hours they give to the citizens of the County.

(a) Personnel (Closed Session)

(b) Finance (no report)

(c) Property/Project (Closed Session)

(d) Land Park Management (Closed Session)

(e) Prospect Review (Closed Session)

(f) Education Review (Vice-Chair Mr. Morris Taylor informed everyone that he and Board Member Dr. Arthur Jarrett met briefly and will have more information forthcoming at the next monthly Board Meeting.

**XI. IDA Board of Directors Comments**

The Chair announced that the meals for tonight came from Food Lion.

The Secretary-Treasurer/Clerk informed everyone that on Wednesday at noon the Executive Director (Mr. Dotti) will be presenting and speaking at the Chamber of Commerce Meeting.

**XII. Closed Session**

**MOTION TO CONVENE CLOSED MEETING**

February 8, 2022

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

As permitted by Virginia Code Section 2.2-3711(a) (1) a personnel matter involving other specific personnel matter.

As permitted by Virginia Code Section 2.2-3711(a) (5) a matter concerning a

prospective business or industry.

### **CERTIFICATION AFTER CLOSED SESSION**

Motion by Mr. Ray Thomas and seconded by Dr. Arthur Jarrett 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, and Dr. Arthur Jarrett, Jr., Mr. Will Ford

**Voting Nay:** None

**Absent During Vote:** Ms. Arnika Green

**Absent During Meeting:** Ms. Arnika Green

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett to increase the funding for the downtown building projects by \$50,000, shorten the lease period of the purchaser and accelerate the purchase date.

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

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarret to start the process, the job description and advertising for a third position in the IDA office.

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

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to correct the Executive Director's contract to be in line with the Brunswick County Fringe Benefits with respect to the accrual of annual leave.

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

### **XIII. Adjournment**

**Motion:** Mr. Ray Thomas moved, seconded by Mr. George Smith that the meeting be adjourned.

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

The February 8, 2022, Board of Directors meeting of the Brunswick County Industrial Development Authority was adjourned at 6:52 p.m.