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**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

**Board of Directors Meeting**

100 Athletic Field Road

Brunswick County Conference Center

March 14, 2023 at 6:00 P.M.

**IDA Board Meeting Minutes**

**The following Board Members were present:**

Ms. Gloria Menyweather-Woods, Chair, Sturgeon District  
Mr. Morris Taylor, Vice-Chair, Red Oak District  
Mr. Ray Thomas, Secretary / Treasurer, At-Large  
Dr. Arthur Jarrett Jr., At-Large  
Mr. Quintin Kelly, Powellton District  
Dr. Ronald Thornhill, Totaro District

**Also Present:**

Mr. Michael Dotti, Executive Director  
Ms. Tessie Bacon, IDA Attorney via Zoom  
Ms. Alfreda Jarrett-Reynolds, Economic Director, Brunswick County  
Dr. Barbara Jarrett-Harris, Business Liaison, Brunswick County Board of Directors  
Ms. Leslie Weddington, County Administrator, Brunswick County  
Ms. Anne Williams, Town Council, Town of Lawrenceville  
Ms. Sylvia Allen, Brunswick Gazette, Reporter  
Ms. Beverley Ambs, Executive Director, Brunswick Chamber of Commerce  
Mr. David Kyte, Citizen  
Mrs. Susan Kyte, Mecklenburg Sun, Reporter  
Mr. Erwin Moore, Citizen

**The following were absent:**

Mr. Will Ford, Meherrin District  
Ms. Lawanda Tatum, Mayor of Lawrenceville  
Mayor Don Dugger, Town of Brodnax Mayor  
Ms. Robert Hayes, 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**

Mr. Ray Thomas gave the Invocation and Pledge of Allegiance

**III. Approval of Agenda**

**Motion:** Mr. Ray Thomas motioned, seconded by Mr. Quintin Kelly to approve the Agenda.  
**Upon vote of those present motion was unanimously carried.**

#### IV. Approval of Minutes

- *Regularly Scheduled Meeting & Motions- February 14, 2023*

**Motion:** Dr. Ronald Thornhill motioned and seconded by Mr. Quintin Kelly to approve the February 14, 2023 Meeting Minutes and Motions.

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

#### V. Consent Agenda

- *February 2023 Bank Reconciliation*
- *February 2023 Check Register*
- *February 2023 Deposits*

**Motion:** Dr. Arthur Jarrett Jr., seconded by Dr. Ronald Thornhill to approve the Consent Agenda February 2023 Bank Reconciliation, Check Register and Deposits.

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

#### VI. Directors Report

The I-85 Business Park in Alberta, Project Green, we are still working with the prospects and have reached out to engineers to provide us with cost estimates, so we are able to apply for grants to assist with funding this project.

St Paul's 418 Acres, The harvesting of the Timber began under the supervision of Board of Director's member Will Ford of the Meherrin District. The timber on this particular section was sold prior to the existing sales contract for the entire property. Per our last board meeting, Ms. Carla Bailey would like to have a meeting. To date, no meeting has been scheduled. As of today, the purchasers has not contacted Planning and Zoning and has not made us aware of site visits or engineering that has begun. Will Ford will continue to monitor the site with security cameras at the main entrance.

Economic Development Partners continue to work to attract industries to IDA Properties and the County. Staff has updated and further refined the VEDP website featuring Brunswick County properties under our jurisdiction, as well as all other potential industrial sites in the County. The IDA is actively targeting businesses that can utilize the 58 Business Industrial Park & I-85 Park.

Inquiries were received Thirteen (13) in January (inquiries are defined as requests for general information regarding Brunswick County as a potential location choice for a business). More definitive inquiries are being pursued with two (2) business prospects.

We have received a \$63,000 Planning Grant from DHCD to pay for a Small Business Incubator Feasibility Study at Sledge & Barkley. This study will provide data that will verify the feasibility and the necessity for economic development and the need for additional funding for the IDA to undertake the development of the Sledge & Barkley Building. Once completed the IDA will apply for the IRF Grant to move forward with the development of Sledge and Barkley.

The IDA is moving forward to develop plans related to Areas of Development Opportunity. Our focus is not only to bring new business but to also focus on businesses that will utilize the services of existing businesses. Our location is central to many very large regional Agriculture Projects, Plenty in Chesterfield County and Aero Farms in Pittsylvania County.

With the proper effort, these projects should benefit Brunswick County. The IDA continues to identify both priority projects and geographic locations in the County while preparing our goals as part of our long-range plans.

The Brunswick County Agricultural Task Force was originally created in 2019 by the BCIDA Board of Directors, the Ag Task Force directly influenced the decision of Old Dominion Organics Farms to move its operations to the IDA I 85 Industrial Park. The task force became the Project task for the Organic packing Facility. With the influx of potential agricultural opportunities, the Task Force will once meet again in February. The composition of the Task is still being determined. It will consist of educators, funders, consultants, farmers and educators. The Task Force operates at no additional cost to citizens.

Regarding the Strategic Plan, there will be a joint meeting of the IDA Board of Directors and the Brunswick County Board of Supervisors, this meeting will be open to the public. At this meeting we will also discuss IDA project funding.

I 85 Chlorine Residual Project, THHM-Mr. Proctor is up to date on all the progress, as for the mixers, Dominion has secured the easement across the Brunswick Square property for the electrical part of that project. We have extended the schedule for the Consent Order.

## **VII. Rise & Shine Presentation**

The Executive Director asked LaVern to give an update on the Rise & Shine Program latest event, and mentioned the program began in Brunswick County through the Resurgence grant funded entrepreneurial program. Brunswick County's Rise & Shine event is top in the region in the area of attendance and effectiveness and could not have been done without the support of SOVA Innovation Hub, the County and Mid Atlantic Broadband. LaVern Dillard the facilitator & April Beaty work hard to make this program successful.

LaVern Dillard explained to the Board and the citizens about the past Rise & Shine event, which took place at the Brunswick High School. Normally the Brunswick County Rise & Shine meet the first Wednesday of each month, where as in March the location changed in order to better prepare the students for there up and coming FBLA Regional conference at Longwood. We did an activity in February, where attendees were asked to name some projects they would like to see happen in the county. The students along with some county officials / leaders were in groups. They listed what projects they would like to see happen in the county. Once completed they passed the list to the group right. As the groups read out loud their projects it unanimous the students and officials/leaders had similar ideas for projects in the county. At our March meeting the projects they chose were affordable housing, transportation, and after school activities programs. Based on the three (3) projects, five (5) questions were asked; who can assist with the projects, Why are the project needed, what are the next steps, When, Where and How. There will be three teams developed based on the projects and leaders from town, county, IDA and outside community leaders for each to assist the students in all areas to see if the projects are feasible and to assist with the research and resources this will be coming up in April's Rise & Shine meeting. Ms. Dillard hopes that more leaders can come out and participate with these projects, she mentioned the students have wonderful ideas and they see what is needed in there county. At the March Rise & Shine meeting one of the board members Mr. Kelly told the students to look at the vision 2035 that Brunswick has and see how many activities and projects are on the list and compare notes to see what can be done. There were 18 students who went to the FBLA Regional competition and more than half will be going to the state competition. Ms. Regina Williams mentioned about some sponsorships that they were having to actually raise money because she didn't want to leave any student behind. So with that, our board member Mr. Quintin Kelly, Powellton District, Mr. Mike Dotti, IDA Executive Director & Mrs. Katherine Beale a consultant at the Longwood Small Business Development Center (SBDC), all sponsored students for the trip along with someone outside of the organization Mrs. Beale, also wanted to sponsor some students for their trip. Brunswick High School FBLA students will also have a Chick-fil- A fundraiser on this upcoming Saturday, March 18<sup>th</sup> where you can pre-order your meal and pick it up a the SP4Life building drive thru.

The IDA office staff will also put together “goodie bags” for the trip.

Dr. Ronald Thornhill, Totaro District, and Principal of Brunswick High School was excited and delighted to be partnering with the IDA in support of the high school students, The students not only were they excited but Ms. Williams mention how well they did in the competition, and to have the community support is just phenomenal. The administrative team at the high school wanted to especially thank the IDA for what they are doing and appreciated.

Mr. Kelly stated he was blown away by the amount of talent in this county and out of 18 students he sponsored six (6), Mr. Dotti sponsored four (4), and Mrs. Beale sponsored three (3), so that leaves five (5) and he made a motion for the IDA to donate \$1,000 to the Brunswick High School FBLA organization.

**Motion:** Mr. Quintin Kelly moved, seconded by Mr. Ray Thomas for the IDA to donate \$1000 to Brunswick High School, Future Business Leaders of America (FBLA) organization.

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

## **VIII. Citizens Comments**

**(Citizens are allotted three (3) minutes to speak)**

There were none.

## **IX. New Business**

### **i. CTE - Internship**

The Executive Director and Ms. Dillard serve on the Brunswick High School Career and Technical Education Advisory Committee. The advisory board’s main objective is to allow students to learn about and explore their career option. This include visits at businesses and internships. The Executive Director will work with the Education Committee to help review the program before bringing it to the full board.

### **ii. Committee Membership**

Ms. Lavern Dillard mention to the Board she was invited to attend an event at the SOVA Innovation Hub in South Boston, VA and was asked to possibly become a member of their organization and sit on one of their committees. Southern Piedmont Technology Council (SPTC) is a member based organization consisting of technology companies and advocates from Southern Virginia. Through networking, conferences and banquets, they have aimed at building their membership base, educating the community facilitating discussions with an increase in Southern Piedmont exposers to other parts of Virginia.

### **iii. Start-up Champion Network Summit Eco System (June 7<sup>th</sup> & 8<sup>th</sup>)**

Ms. Lavern Dillard mention to the Board there will be a Start-Up Champion Network Summit June 7<sup>th</sup> & 8<sup>th</sup> in Washington, D.C. They meet twice a year in person to connect and share knowledge and experience at the local host ecosystem. The summit has three fundamental goals in mind; (1) to help the ecosystem builders connect with key peers and resources; (2) improve ecosystem builder’s knowledge and best practices; (3) help the ecosystem builders develop mission critical skills. There is opportunities to help network and bring different resources, programs and activities back to the county to help grow our ecosystem.

## **X. Old Business**

### **i. ODO – Bid Update**

The Executive Director let the Board know the IDA, Dewberry Engineering and the Southside Planning District Commission has posted the Invitation to Bid on the Alberta Organic Packing Facility and can be viewed on our website and social media platforms, as well as in the local Brunswick Times-Gazette and Richmond Times newspaper. This information has also been shared with the County Administrator.

### **ii. RFP - Sledge**

The Executive Director mentioned to the Board members Southside Planning District has advertised a Request for Proposal for Phase 1 of the construction. Phase 1 will be to repair and stabilize the brick walls, roof and the retail area. A \$250,000 Department of Historic Resources Grant and a \$500,000 Tobacco Region Revitalization Commission Grant are funding Phase 1.

### **iii. Budget DRAFT**

The Board was given a draft copy of 2023/24 Budget. The budget shows an increase to the IDA staff in order to manage over \$27 million in active and prospective projects. The Executive Director stated to the board, the IDA need to hire a Project Manager and currently the staff continues to monitor the process and have improved financial accounting and reporting, policies and overall office organization.

### **iv. Strategic Plan & Capital Request**

The Executive Director stated, the Board Chair has sent the Capital Request and Enterprise Zone Allocation request to the Board of Supervisors. The Executive Director has requested time to sit with the Board of Supervisors finance committee to discuss the IDA's funding requirements. The requested amount is 3% of the total project cost and approximately 62% of the increased costs for the IDA to facilitate and manage.

The Executive Director also mentioned to the Board, The Enterprise Zone allocation is legally binding, therefore it is the law that we are to receive funding for projects in order to maintain the enterprise.

Mr. Kelly read to the Board and Citizens the Enterprise Zone Article IV Ordinance. He referenced Ord. of 5-20-2015 (1), Art.1. Sec.14-95, Sec. 14-96, and Sec. 14-98.

Mr. Dotti stated there will be a joint board meeting with the IDA's Board of Directors and the Board of Supervisors on March 28<sup>th</sup>. He requested this meeting in order for Commonwealth Preservation Group to get the input needed to complete the Strategic Plan in which Paige Pollard will facilitate. We will also use that time to update the Board of Supervisors on current projects.

### **v. Committee Assignments**

The Executive Director mentioned to the Board in there packet is the Committee Assignments and schedule. Ms. Beaty will send reminders for the meetings 48 hours prior to the committee meeting. Also included in the packet is a hard copy of the calendar, please note some dates will occasionally change due to State Holidays. Committee meetings will review activity as it relates to their area of responsibility. The committee's will present the information and make recommendations to the full board at our meetings. Staff will handle all record keeping, agenda, minutes and distribution of information.

**XI. IDA Board of Directors Comments**

The Chair mentioned the Board received two Thank You cards. One Thank you card is from the Board of Directors at James Solomon Russell/St. Paul's & College & Museum. The other one was from the Chair, personally thanking the Board of Directors for the donation to the museum. She mentioned the state legislature designated March 28<sup>th</sup> by resolution be James Solomon Russell Day across the State of Virginia. This year would be our second celebration. It was suggested to them to take the celebration out of Brunswick County into an area where there were a lot of St. Paul's Alumni. It will be held at Virginia State University Gateway building. The JSR/SPCM Board thanks the additional corporate sponsors and community partners and stated we have 300 invited guest. People were responding so quickly that they had to cut off the invitation tickets and start a waiting list. The Chair stated there will be some state legislators, someone from The Smithsonian, The Russell Family members in attendance. The event time is from 4pm to 7pm and also a meet & greet, then dinner. After dinner the documentary premiere by Nikki Carr will be shown. The Chair thanked everyone for their support and sponsorship. The meals for tonight's meeting were prepared by The Kitchen Table in Gasburg, VA. There were no reports from the committees.

**XII. Closed Session**

**MOTION TO CONVENE CLOSED MEETING**

**March 14, 2023**

Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett, Jr. that The Industrial Development Authority of Brunswick County Virginia Board Members convene in closed meeting to discuss the following:

- i. As permitted by Virginia Code Section 2.2-3711(a) (7), probable investigation and another matter requiring the provision of legal advice by counsel on a project issue.

**CERTIFICATION AFTER CLOSED SESSION**

Motion by Mr. Ray Thomas 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:** Ms. Gloria Menyweather-Woods, Chair, Sturgeon District

Mr. Morris Taylor, Vice-Chair, Red Oak District  
Mr. Ray Thomas, Secretary / Treasurer, At-Large  
Dr. Arthur Jarrett Jr., At-Large  
Mr. Quintin Kelly, Powellton District  
Dr. Ronald Thornhill, Totaro District

**Voting Aye:** Ms. Gloria Menyweather-Woods, Chair, Sturgeon District

Mr. Morris Taylor, Vice-Chair, Red Oak District  
Mr. Ray Thomas, Secretary / Treasurer, At-Large  
Dr. Arthur Jarrett Jr., At-Large  
Mr. Quintin Kelly, Powellton District  
Dr. Ronald Thornhill, Totaro District

**Voting Nay:**

**Absent During Vote:** Mr. Will Ford, Meherrin District

**Absent During Meeting:** Mr. Will Ford, Meherrin District

**XIII. Adjournment**

**Motion:** Mr. Ray Thomas motioned and Mr. Quintin Kelly seconded that the meeting be adjourned.

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

The March 14, 2023, Board of Directors meeting of the Industrial Development Authority of Brunswick County was adjourned at 6:50 p.m.