

*Secretary's initials of approval* QOK

*Preparer's initials* AAB

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

**Board of Directors Meeting**

100 Athletic Field Road

Brunswick County Conference Center

October 8, 2024, at 6:00 P.M.

**IDA Board Meeting Minutes**

**The following Board Members were present:**

Mr. Morris Taylor, Chairman, Red Oak District  
Mrs. Jean Moody, Vice-Chair, Meherrin District  
Mr. Quintin Kelly, Secretary / Treasurer, Powellton District  
Mr. Ervin Moore, At-Large  
Ms. Gloria Menyweather-Woods, Sturgeon District  
Dr. Ronald Thornhill, Totaro District

**Also Present:**

Ms. Tessie Bacon, IDA Attorney  
Ms. Leslie Weddington, County Administrator, Brunswick County  
Ms. Anne Williams, Town Council, Town of Lawrenceville  
Mr. Buck Brockwell, Town Council, Town of Lawrenceville  
Ms. Sylvia Allen, Brunswick Gazette, Reporter  
Mr. Fank Arthur, Citizen

**The following were absent:**

Dr. Arthur Jarrett Jr., At-Large  
Dr. Barbara Jarrett-Harris, Board Liaison, Brunswick County Board of Supervisors  
Ms. Alfreda Jarrett-Reynolds, Economic Director, Brunswick County  
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 6:01 p.m.

**II. Invocation**

Mrs. Jean Moody gave the Invocation

**III. Approval of Agenda**

**Motion:** Mrs. Jean Moody motioned, seconded by Mrs. Gloria Menyweather-Woods, to approve the board meeting agenda.

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

**IV. Approval Of Minutes**

**Motion:** Mrs. Gloria Menyweather-Woods motioned, seconded by Mrs. Jean Moody to approve September 10,2024, regular schedule board meeting minutes, September 26, 2024, special board meeting minutes and September Board Meeting Motions.

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

**V. Consent Agenda**

**Motion:** Dr. Ronald Thornhill motioned, seconded by Mrs. Jean Moody to approve the August 2024 Financial Statement and September 2024 Bank Reconciliations, Check List & Deposit List.

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

**VI. Project Associate Director Report**

**Greenhouse Project:**

- The anticipated groundbreaking will be March 2025 to avoid winter conditions.

**Brunswick County Packing Project:**

- Bidding was opened September 23<sup>rd</sup>, 2024. Prebid virtual meeting was on October 3<sup>rd</sup>, 2024. Notice of award will be November 24<sup>th</sup>, 2024, notice to proceed will be December 2<sup>nd</sup>, 2024, and construction will start January 2<sup>nd</sup>, 2025. The updated estimate provided by Dewberry for the project is \$8.1M.

**Turntable Park:**

- A meeting was held on September 23<sup>rd</sup> with the Technical Assistance Brownfields (TAB) team to discuss details of next steps. A consultant for TAB will be getting back with me potentially in November or early December to go over the “roadmap” for funding opportunities.
- I’m scheduling meetings with investors to partner which could include potential sponsors for such things as the splash park or other components of the park.
- The Town of Lawrenceville held a Public Input Meeting for the updated Comprehensive Plan on September 24<sup>th</sup>, 2024, where the park concepts were displayed, which addresses community requests for recreation and public spaces such as the farmers’ market.

### Sledge & Barkley:

- Tessie Bacon has sent the Board approved agreements to Sledge & Barkley Lofts LLC's attorney for review and signing and we are awaiting a closing date, likely early to mid-November.
- The buyer has expressed his deep appreciation to the IDA Board and staff for our unwavering commitment to revitalizing Lawrenceville. In a recent email, they shared gratitude, stating, "Thank you for your incredible hard work on my Lawrenceville projects, especially Sledge & Barkley. Your contributions are truly a benefit to the community."

### New Prospect:

- Continue to collaborate with the Clients from the BioChar Company interested in the remaining 7.5 acres in the 85 Business Center Park, working on potential alternative fuel sources.

### Water/Wastewater Committee:

- Met with Town of Lawrenceville, County Administration, and the IDA Water/Wastewater Committee. Highlights include:
  - No wastewater capacity for marketing of large industry.
  - Revision submitted to DEQ for an additional 250,000 gallons per day (GDP). This is a type of "cushion" has no fees associated with the addition.
  - Future wastewater capacity: The Town, SPDC, County and the IDA are working to find funding sources for the \$20M upgrade.
  - Capital cost was mentioned, to potentially include tap fees, increase wastewater rates, and identifying additional funding sources.
  - Water – currently limited capacity is available for marketing large industry.
  - The need for consolidation of the water systems to save on operation and maintain costs for the Town was restated.
  - The Town of Lawrenceville held a public input meeting on September 24<sup>th</sup> for citizens for the comprehensive plan.
  - Future meeting date: First week of October – SPDC, Town, County & IDA small group to discuss grant funding.

## VII. Citizens Comments

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

No Citizens Commented

## VIII. New Business

### i. FOIA Training

Ms. April Beaty informed the Board that all Board members will need to register to take the FOIA training. Ms. Beaty notified all Board members of the upcoming dates Wednesday, November 13 at 10am and Wednesday, December 4 at 10am. FOIA training can be done at the Board Members convenience. She told the Board member, upon completion, please e-mail her so the request for certificate of completion can be obtained. The certificates of completion will be presented at the December board meeting.

### ii. Plumbing / 304 Hicks Street

**Motion:** Dr. Ronald Thornhill motioned, seconded by Gloria Menyweather-Woods to approve RVA Roofing company to repair 304 Hicks Street 4inch drain line in the drop ceiling.

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

### iii. Southeast Crescent Regional Commission Agreement

The Board received the agreement for their review. Mr. Quintin Kelly pointed out the provision in the service agreement are things the IDA could be paying the Project Associate Director to do and questioned why is the IDA paying for things to be outsourced or done by third party? The work can be done in-house or by exiting personnel or the incoming new executive director. The Project Committee agreed to assess the terms of the document and report back to the full board with their decision.

**Motion:** Mr. Quintin Kelly motioned, seconded by Dr. Ronald Thornhill, that the Project Committee will review the Southeast Crescent Regional Commission Agreement terms and report back to the full board within a 2-week period.

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

## IX. Old Business

### i. Executive Director Job Description

Per the last board meeting, the Board decided to revisit the Executive Director Job Description. Changes to the Salary Range have been modified.

**Motion:** Mrs. Gloria Menyweather-Woods motioned, seconded by Dr. Ronald Thornhill to approve the Executive Director Job Description as presented and publish the job posting.

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

ii. **Lawn Care – RFP Bids**

**Motion:** Mr. Quintin Kelly motioned, seconded by Gloria Menyweather-Woods to accept the bid from Frank’s Lawn Service.

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

iii. **Nutrient Credit Purchase Agreements**

**Motion:** Mrs. Gloria Menyweather-Woods motioned, seconded by Mrs. Jean Moody to approve the Chairman and Secretary / Treasurer to sign Nutrient Credit Purchase & Sale Agreement w/ Eco-Cap, LLC for the Greenhouse Project, consentient on execution of the sharing of a cost agreement signed prior to actual signage of the board members.

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

iv. **Stream & Wetland Mitigation Credits Agreement**

**Motion:** Mrs. Jean Moody motioned, seconded by Dr. Ronald Thornhill allowing the Chairperson and Secretary/Treasurer to sign Reservation Agreement to purchase and sale of Stream & Wetland Mitigation Credits agreement w/ Bunrootis, LLC for the Greenhouse Project permitting.

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

X. **IDA Board Comments**

No Board Members Commented

XI. **Closed Session**

**MOTION TO CONVENE CLOSED MEETING**

**October 8, 2024**

Mr. Quintin Kelly motioned, seconded by Mrs. Jean Moody 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) (1), a personnel matter involving Performance Evaluation or job assignments of specific employees-Administration
- ii. As permitted by Virginia Code Section 2.2 – 3711 (a) (3), Disposition of publicly held real property.
- iii. As permitted by Virginia Code Section 2.2-3711 (a) (4),

- iv. As permitted by Virginia Code Section 2.2-3711(a) (5),
- v. As permitted by Virginia Code Section 2.2-3711(a) (7), consultation with legal counsel, pertaining to 304 New Hicks Street, 139 Hicks Street and 804 Builders invoices. The pending case of probable litigation.
- vi. As permitted by Virginia Code Section 2.2-3711 (a) (8), a matter involving consultation with legal counsel employed by the IDA regarding the provision of legal advice.

### CERTIFICATION AFTER CLOSED SESSION

Motion by Mr. Quintin Kelly 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:** Mr. Morris Taylor, Chair, Red Oak District | Mrs. Jean Moody, Vice-Chair, Meherrin District | Mr. Quintin Kelly, Powellton, District Secretary / Treasurer | Mr. Ervin Moore, Jr., At-Large | Ms. Gloria Menyweather-Woods, Sturgeon District | Dr. Ronald Thornhill, Totaro District

**Voting Aye:** Mr. Morris Taylor, Chair, Red Oak District | Mrs. Jean Moody, Vice-Chair, Meherrin District | Mr. Quintin Kelly, Powellton, District Secretary / Treasurer | Dr. Arthur Jarrett Jr., At-Large | Mr. Ervin Moore, Jr., At-Large | Ms. Gloria Menyweather-Woods, Sturgeon District | Dr. Ronald Thornhill, Totaro District

**Voting Nay:**

**Absent During Vote:** Dr. Arthur Jarrett Jr., At-Large |

**Absent During Meeting:** Dr. Arthur Jarrett Jr., At-Large |

**Motion:** Mr. Quintin Kelly, seconded by Mrs. Gloria Menyweather-Woods, approve that the Chairman and Secretary/Treasurer sign documents related to release of real property regarding 304 New Hicks Street.

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

**Motion:** Mr. Quintin Kelly, seconded by Mrs. Gloria Menyweather-Woods, approve to authorize the Tessie Bacon, IDA Attorney, to pursue the foreclosure process regarding 139 Hicks Street property.

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

**Motion:** Mr. Quintin Kelly, seconded by Mrs. Gloria Menyweather-Woods, to approve the Deed of Trust agreement for JKS Esquire regarding Sledge & Barkley purchase.

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

## **XII. Adjournment**

**Motion:** Mr. Quintin Kelly motioned, seconded by Mrs. Gloria Menyweather-Woods that the meeting be adjourned.

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

The October 8, 2024, Board of Directors meeting of the Industrial Development Authority of Brunswick County was adjourned at 7:03pm.