

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
February 13, 2018
5:30 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mr. Ray Thomas, Secretary/Treasurer
Mr. William Brown, Member
Mr. Michael Dotti, Member
Mr. Bill Hudson, Member
Mrs. Gwendolyn McMillan, Member
Dr. Charlette Woolridge, County Administrator
Ex-Officio Member
Mr. Buck Brockwell, Ex-Officio Member

The following were absent:

Mr. Morris Taylor, Vice-Chair
Ms. Diane Ashley, Ex-Officio Member
Mr. Ben Spence, Ex-Officio Member

Other officials/guests present:

The Honorable John Zubrod, Vice-Chair Brunswick County
Board of Supervisors, Meherrin District
Mr. Carthan Currin, Economic Development Director,
Brunswick County
Mr. C. J. Dean, Manager, Town of Lawrenceville

I. Call to Order

The Secretary/Clerk of the Board, Mr. Ray Thomas, served as Chairman and called the meeting to order at 5:30 p.m.

II. Invocation and Pledge of Allegiance

Board Member Mr. Michael Dotti asked everyone to stand and join him in the Invocation and Pledge of Allegiance to the United States flag.

III. Approval of Agenda

Vice-Chair Mr. Morris Taylor requested that Administrative Assistant Melissa Boucher add the following items to the Agenda in his absence: Under Item "VII.New Business:"
E. Advertisement for IDA Executive Director and F. Election of Officers.

Administrative Assistant Melissa Boucher requested that the following item be added to the Agenda: Under Item "VII. New Business:" G. Getting to Know Brunswick Ad.

Board Member Mrs. Gwendolyn McMillan requested that the following item be added to the Agenda: Under Item "VII. New Business:" H. Removal of Computer from IDA Office.

Board Member Mr. Bill Hudson requested that the following item be added to the Agenda: Under Item "VII. New Business:" I. Virginia Custom Thinning Contract

Motion: Mrs. Gwendolyn McMillan moved, seconded by Mr. Bill Hudson to approve the agenda with the additions as requested.

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

IV. Citizens Comments

Mr. Phil Gilson wanted to know if the IDA office keys were surrendered and the office and computer secured upon the retirement of the IDA Executive Director.

V. Approval of Minutes

Regularly Scheduled Meeting – December 12, 2017

Special Meeting – January 30, 2018

Motion: Mrs. Gwendolyn McMillan moved, seconded by Mr. William Brown to approve the minutes of the December 12, 2017 Regularly scheduled meeting and the January 30, 2018 Special meeting as presented.

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

Board member Mr. Bill Hudson said prior to his appointment to the Board he appeared as a citizen before the monthly IDA Board meetings and his comments were never placed in the minutes.

VI. Consent Agenda

A. November Financial Report

B. December 2017 Checkbook Register

C. December 2017 Financial Report

D. January 2018 Checkbook Register

Motion: Mrs. Gwendolyn McMillan moved, seconded by Mr. Michael Dotti to approve the November 2017 Financial Report, December 2017 Checkbook Register, December 2017 Financial Report and January 2018 Checkbook Register as submitted.

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

VII. New Business

A. Virginia Department of Environmental Quality withdrawal permit for the Meherrin River

Dr. Charlette T. Woolridge advised the IDA Board that per their authorization, she has signed the application to submit to the Virginia Department of Environmental Quality (DEQ) to withdraw water from the Meherrin River. A copy of the signed document was

also provided to the IDA for their files. The IDA currently is pursuing a water withdrawal permit, and is seeking a 6 MGD annual average withdrawal, from the Meherrin River to support industrial growth along the Route 58 East corridor. Mr. Bob Roop, Timmons Group, stated that he expects the permit process to take six months, the permit will be good for 15 years and it is renewable. He went on to say that this effort will put Brunswick County in better position to attract economic development activities to the area.

Furthermore, Mr. Rob Roop, Timmons Group, provided an overview of the utility system. The IDA constructed, owns and operates three separate systems within the County. They are identified as:

1. IDA North system – Sewer and water long Route 46 west from Lawrenceville to US Route 1 and north to the Meherrin River Regional Jail.
2. Route 58 East system – Sewer and water extends from Brooks Crossing Rd. (Rt. 606 near Lawrenceville Brick Company) along Belfield Road and US Route 58 east to the Dominion Energy Brunswick Power Plant.
3. Airport Road system – Water extension from US Route 58 along Airport Road to just approximately 1700LF south of Brooks Crossing Road, and sewer from Virginia Carolina Forest Products facility to Brooks Crossing Road (1700LF).

B. Brunswick County Utility System

Dr. Charlette Woolridge said the Brunswick County Utility System is relative to contract negotiations and needs to be discussed in Closed Session.

C. Who Authorized Executive Director having continued access

Board Members discussed putting a procedure in place that would limit the amount of time an employee has in accessing the office and files once they have terminated employment with the Industrial Development Authority.

D. Who made the decision to not secure the office after Executive Director left

Board Member Mr. Bill Hudson said he thinks the IDA Board should give the Administrative Assistant permission to have the locks changed on the IDA office doors and set a final time for the former Executive Director to come into the office and retrieve any personal belongings. He said allowing the Executive Director continued access to the files in the IDA office should not be allowed. Board Member Mr. Michael Dotti said he thinks a procedure needs to be in place when a person leaves the IDA. He said having an exit procedure in place is standard business operating practice and allowing a past employee continued access to the office and files is unacceptable.

E. Advertisement for IDA Executive Director position

Administrative Assistant Ms. Melissa Boucher said the Vice-Chair Mr. Morris Taylor requested that in his absence the job description for the Executive Director that was advertised in 2005 be distributed to Board members for their review. Board Member Mr. Ray Thomas said he thinks the Personnel Committee should

meet to discuss the Executive Director's position and bring recommendations back to the Board for consideration. Dr. Charlette Woolridge said the County recently hired an Economic Development Director and having two Economic Development Directors in the County might be confusing for prospects wanting to locate their business to the area. She said she hopes the County and the IDA can work collaboratively on moving Brunswick County forward. Dr. Woolridge said she will schedule a Joint Meeting between the Board of Supervisors and the IDA Board to discuss the direction as it relates to economic development in Brunswick County.

F. Election of Officers

Administrative Assistant Ms. Melissa Boucher said Election of Officers would be added to the Agenda for next month's IDA Board meeting.

G. Getting to Know Brunswick ad

Administrative Assistant Ms. Melissa Boucher said Womack Publishing is producing a Getting to Know Brunswick magazine and the costs for a full page ad is \$300.00.

Motion: Mr. Michael Dotti moved, seconded by Mr. Bill Hudson to approve a \$300.00 ad in the Getting to Know Brunswick magazine being produced by Womack Publishing.

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

H. Removal of Computer from IDA Office

Board Member Mrs. Gwendolyn McMillan said she had concerns about a IDA Board member removing computer equipment from the IDA office without approval from the full IDA Board and she wanted the IDA minutes to reflect her concerns.

I. Virginia Custom Thinning Contract

Board Member Mr. Bill Hudson said a citizen expressed to him his concern over Virginia Custom Thinning cutting timber and the job not being advertised. He also said the contract with Virginia Custom Thinning was never signed by IDA Executive Director.

VIII. Old Business

A. Digital Display System for IDA Front Window

Motion: Mr. Michael Dotti moved, seconded by Mr. Bill Hudson to accept a proposal from Poor Jellyfish to install a Digital Display System in the IDA front window at a cost not to exceed \$3400.00.

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

IX. FOIA Update

Melissa Boucher said there were two FOIA requests in December and both were responded to within the required time.

X. Financial/Administrative Issues

Financial Manager Ms. Anne Burke said the Financial Report for the year ending June 30, 2017 was included in each Board member's packet for their review. She said a

representative from Robinson, Farmer, Cox Associates would be available if Board members have any questions regarding the audit report.

Motion: Mr. Michael Dotti moved, seconded by Mrs. Gwendolyn McMillan that Board member Mr. Ray Thomas be granted the authority to sign all financial documents for the Board in the absence of a IDA Executive Director.

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

XI. Committee Reports

A. Personnel

Board Member Mr. Ray Thomas read a letter from the Finance Manager announcing her retirement effective June 30, 2018.

Motion: Mr. Michael Dotti moved, seconded by Mrs. Gwendolyn McMillan to accept the retirement of the Finance Manager effective June 30, 2018 and begin the recruitment process for a new Finance Manager.

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

B. Finance – No report.

C. Property – Property Chair Mr. Ray Thomas thanked the Administrative Assistant Ms. Melissa Boucher for contacting the contractors needed to make necessary repairs recently at DSS and Dr. Ackerman’s office.

D. Marketing – previously discussed Under Item “VII. New Business:” G. Getting to Know Brunswick ad.

XII. IDA Board of Directors’ Comments - None

XIII. Board of Directors’ Brainstorming - None

XIV. Closed Session

MOTION TO CONVENE CLOSED MEETING

February 13, 2018

Mr. Michael Dotti moved, seconded by Mrs. Gwendolyn McMillan that this Board convene in closed meeting to discuss the following:

As permitted by Virginia Code Section 2.2-3711(a)(29), a matter involving contract.

CERTIFICATION AFTER CLOSED SESSION

Motion by Mr. Michael Dotti 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.

Motion seconded by Mrs. Gwendolyn McMillan

Roll Call Vote:

Voting Aye: Mrs. Gwendolyn McMillan, Mr. William Brown, Mr. Michael Dotti, Mr. Bill Hudson, Mr. Ray Thomas

Voting Nay: None

Absent During Vote: Mr. Morris Taylor

Absent During Meeting: Mr. Morris Taylor

XV. Adjournment

Motion: Mrs. Gwendolyn McMillan moved, seconded by Mr. William Brown that the meeting be adjourned.

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

The February 13, 2018 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:15 p.m.