

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

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

IDA Board Meeting Minutes

The following Board Members were present:

Mr. Morris Taylor, Vice-Chair
Mr. William Brown, Member
Mr. Michael Dotti, Member
Mr. Bill Hudson, Member
Ms. Renee Rice, Member
Ms. Gloria Wesson Menyweather-Woods, Member
Mr. Buck Brockwell, Ex-Officio Member

The following were absent:

Mr. Ray Thomas, Secretary/Treasurer
Dr. Charlette Woolridge, County Administrator
Ex-Officio Member
Mr. Carthan Currin, Economic Development Director,
Brunswick County
Ms. Diane Ashley, Ex-Officio Member
Mr. Ben Spence, Ex-Officio Member

Other officials/guests present:

The Honorable Barbara Jarrett-Harris, Chair, Brunswick County
Board of Supervisors, Totaro District
The Honorable John Zubrod, Vice-Chair Brunswick County
Board of Supervisors, Meherrin District
The Honorable Bernard L. Jones, Brunswick County
Board of Supervisors, Red Oak District
Ms. Leslie Weddington, Assistant County Administrator
Mr. C. J. Dean, Manager, Town of Lawrenceville

I. Call to Order

The Vice-Chair called the meeting to order at 5:30 p.m.

II. Invocation and Pledge of Allegiance

Board Member Ms. Renee Rice asked everyone to stand and join her in the Invocation and Pledge of Allegiance to the United States flag.

III. Approval of Agenda

Mr. Bill Hudson requested that Items “VII. New Business:” H. Accept Resignation of Ms. Tracie Seward and B. Election of Chair be placed on the Agenda after Item “II. Invocation and Pledge of Allegiance.”

Vice-Chair Mr. Morris Taylor requested that the following item be added to the Agenda: Under Item: “VII. New Business:” N. Sands Anderson Invoice #324636.

Motion: Mr. Michael Dotti moved, seconded by Ms. Renee Rice to approve the agenda with the additions as requested.

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

New Business

H. Accept Resignation of Ms. Tracie Seward

Motion: Mr. Bill Hudson moved, seconded by Mr. Michael Dotti to accept the resignation of Ms. Tracie Seward.

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

B. Election of Chair

Motion: Ms. Renee Rice moved, seconded by Mr. Bill Hudson that Board Member Mr. Michael Dotti serve as Chair of the Brunswick County IDA.

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

**** AT THIS TIME THE CHAIR MIKE DOTTI PRESIDED OVER IDA BOARD MEETING ****

IV. Citizens Comments

Ms. Sylvia Allen said she attended the first planning meeting for the 2018 Taste of Brunswick Festival earlier today.

V. Approval of Minutes

Regularly Scheduled Meeting – February 13, 2018

Motion: Mr. Bill Hudson moved, seconded by Ms. Renee Rice to approve the minutes of the February 13, 2018 Regularly scheduled meeting.

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

VI. Consent Agenda

A. January 2018 Financial Report

B. February 2018 Checkbook Register

Motion: Ms. Renee Rice moved, seconded by Mr. Bill Hudson to approve the January 2018 Financial Report and February 2018 Checkbook Register as submitted.

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

VII. New Business

A. Presentation by Poor Jellyfish on Digital Display System

Mr. Michael Grimm gave a brief overview of the digital display system that will be installed in the front window of the IDA office. He said the 65-inch monitor will be designed to feature local community events, points of interests, local weather and IDA related items for the community to view. The Chair recommended and the Board approved that the Administrative Assistant be given authority to approve the final design to move the project forward.

B. Election of Officers – previously covered above.

C. Remove Executive Director's name from all bank accounts

Motion: Mr. Bill Hudson moved, seconded by Ms. Gloria Wesson Menyweather-Woods to remove the former Executive Director's name from all bank accounts.

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

D. Add New Officers to Bank Documents

Motion: Ms. Gloria Wesson Menyweather-Woods moved, seconded by Ms. Renee Rice to add the new Officers to bank documents.

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

E. Close Visa Account for Former Executive Director

Motion: Ms. Renee Rice moved, seconded by Ms. Gloria Wesson Menyweather-Woods to close the Visa account for the former Executive Director.

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

F. Bids on Southern States Building Project

Bids were received from Focus Development, LLC, R. F. Howerton, Inc. and Rusty Welding Services, Inc to complete renovations to the former Southern States building. The bids were opened on February 26, 2018 with Board members Ray Thomas and Bill Hudson present. After discussion the Board agreed to accept the lowest bid from Focus Development, LLC in the amount of \$668,000 to complete the renovations to the former Southern States building.

Motion: Mr. Bill Hudson moved, seconded by Ms. Renee Rice to accept the lowest bid from Focus Development, LLC in the amount of \$668,000 to complete the renovations to the former Southern States building.

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

G. Discussion of By-Laws and IDA meeting times

The Chair said a committee is needed to review the IDA By-Laws as well as standard operating procedures and bring recommendations back to the full IDA Board for discussion. He also recommended and the Board agreed that monthly IDA Board meetings begin at 6:00 p.m. instead of 5:30 p.m. on the second Tuesday of the month.

H. Accept Resignation of Tracie Seward – previously covered above.

I. Review of Grass Cutting/Landscaping Contracts for I-85 Park, Brunswick Industrial Park, Brunswick Office Center

Board Member Mr. Bill Hudson said he will review the grass cutting/landscaping contracts.

J. Appointment of two Board members to Survey Industrial Parks Signs/Entrances

Motion: Ms. Gloria Wesson Menyweather-Woods moved, seconded by Ms. Renee Rice that Board Members Bill Hudson and William Brown be appointed to serve on a committee that will survey the signs and entrances of the IDA industrial parks and they will bring their recommendations back to the full IDA Board.
Upon vote of those present, the motion was unanimously carried.

K. Purchase of Flagpole for IDA Office

Motion: Mr. Bill Hudson moved, seconded by Ms. Gloria Wesson Menyweather-Woods to approve the Administrative Assistant purchase of a flag pole for the IDA office.
Upon vote of those present, the motion was unanimously carried.

L. Review Use of Billboard at I-85 Business Park

The Chair said the IDA should utilize the billboard at the I-85 Business Park to market Brunswick County. He suggested having “Open for Business” placed on the sign.

M. Email Communications Between Board Members

Vice-Chair Morris Taylor said e-mail communication between Board members should be in a manner that is conducive with respect for each other and sets a positive tone.

The Chair said due to FOIA regulations Board members should avoid group emails as much as possible.

N. Sands Anderson Invoice #324636

Vice-Chair Morris Taylor questioned two items on Invoice 324636 from the law office of Sands Anderson. He said a Board member contacted the law firm inquiring about the former Executive Director’s return to the office to organize electronic files and other related activity. He said contacting the attorney should be a decision made by the entire board and not an individual. The Chair said every Board member has the right to contact the attorney per Virginia statute.

VIII. Old Business - None

IX. FOIA Update - None

X. Committee Reports

A. Personnel – to be discussed in Closed Session

B. Finance – No report.

C. Property – No report.

D. Marketing – No report.

XI. IDA Board of Directors' Comments - None

XII. Board of Directors' Brainstorming

The Chair said the IDA Board needs to look at funding issues and also review whether or not the IDA wants to continue as landlord of several buildings. He said the IDA needs to be strong in its role working with County government on strengthening economic development in Brunswick County.

Board Member Bill Hudson said he would like for the IDA Board to review the water and sewer contracts and see if there is a more equitable way to share usage with the Town of Lawrenceville.

XIII. Closed Session

MOTION TO CONVENE CLOSED MEETING

March 13, 2018

Mr. Michael Dotti moved, seconded by Ms. Renee Rice that this Board convene in closed meeting to discuss the following:

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

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 Ms. Renee Rice

Roll Call Vote:

Voting Aye: Mr. William Brown, Mr. Michael Dotti, Mr. Bill Hudson, Ms. Renee Rice, Ms. Gloria Wesson Menyweather-Woods, Mr. Morris Taylor

Voting Nay: None

Absent During Vote: Mr. Ray Thomas

Absent During Meeting: Mr. Ray Thomas

XIV. Adjournment

Motion: Ms. Renee Rice moved, seconded by Mr. Bill Hudson that the meeting be adjourned.

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

The March 13, 2018 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 6:55 p.m.