

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Board of Directors Meeting  
116 West Hicks Street – IDA Office  
Lawrenceville, Virginia 23868  
September 11, 2018

**IDA Board Meeting Minutes**

**The following Board Members were present:**

Mr. Michael Dotti, Chair  
Mr. Ray Thomas, Secretary/Treasurer  
Mr. William Brown, Member  
Mr. Bill Hudson, Member  
Ms. Gloria Wesson Menyweather-Woods, 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  
Mr. Henry Robinson, Member

**Other officials/guests present:**

Honorable Barbara Jarrett-Harris, Chair, Brunswick County  
Board of Supervisors, Totaro District  
Mr. Carthan Currin, Economic Development Director,  
Brunswick County  
Mr. C. J. Dean, Manager, Town of Lawrenceville  
Mr. Phil Gilson, Council Member, Town of Lawrenceville  
Ms. Tessie Bacon, Attorney  
Mr. Bob Roop/Timmons Group

**I. Call to Order**

The Chair called the meeting to order at 6:00 p.m. He introduced Ms. Jeannell Jones as Finance/Project Manager to Board members.

**II. Invocation and Pledge of Allegiance**

The Chair asked everyone to join him in the Invocation and Pledge of Allegiance to the United States flag.

**III. Approval of Agenda**

The Chair requested that Item “VIII. Old Business: “A: Board Member Henry Robinson Letter to Board of Supervisors be added to the Agenda.

**Motion:** Mr. Ray Thomas moved, seconded by Mr. William Brown to approve the agenda with the addition as requested.

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

**IV. Citizens Comments - None**

**V. Approval of Minutes**

*Regularly Scheduled Meeting – August 14, 2018*

**Motion:** Mr. Bill Hudson moved, seconded by Mr. Ray Thomas to approve the minutes of the August 14, 2018 monthly board minutes.

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

**VI. Consent Agenda**

**A. July 2018 Financial Report**

**B. August 2018 Checkbook Register**

**Motion:** Mr. Bill Hudson moved, seconded by Ms. Gloria Wesson Menyweather-Woods to approve the July 2018 Financial Report and August 2018 Checkbook Register as submitted.

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

**VII. New Business**

**A. Meherrin River Water Renewal Update/KASS Update**

Mr. Bob Roop with the Timmons Group provided an update to IDA Board members on the Meherrin River Water Supply Renewal Permit process. He said the Meherrin River Water Renewal Permit was submitted on February 15, 2018. He also said the USACOE requested that a water plant treatment site be added to the permit. He went on to say that he expects the permit to be issued in about 90 days with a 30-day public notification period. The tiered permit based on actual demand is valid for 15 years and will allow for 6 MGD average annual withdrawal from the Meherrin River.

Dr. Charlette T. Woolridge, County Administrator, provided an update on the KASS project. The business will be located in the former Southern States building at 409 West Fifth Avenue owned by the Town of Lawrenceville. Dr. Woolridge said KASS Foods focuses on manufacturing healthy snack products in various segments including organic, sweet and savory. She said the project is a partnership between Ajay and Kareena Sujunami, owners, the Brunswick County Industrial Development Authority, Town of Lawrenceville, County of Brunswick, Virginia Tobacco Region Revitalization Commission, Virginia’s Growth Alliance, Virginia Department of Housing and Community Development and Southside Planning District Commission. She said the project is moving forward on time and a ribbon cutting will be scheduled in the near future. The IDA Chair thanked Dr. Woolridge for providing a summary of the project.

**VIII. Old Business**

**Board Member Henry Robinson Letter to BOS**

The IDA Chair said a letter was mailed to the Brunswick County Board of Supervisors in regards to IDA Board Member Henry Robinson and his failure to attend monthly Board meetings or participate in IDA functions. A second letter was also to the Board of Supervisors requesting that the IDA be added to the Board of Supervisors monthly board meeting Agenda in order to provide updates.

**IX. Chairman's Report**

The IDA Chair the interest meeting to bring a YMCA to Brunswick County was held at the Brunswick County Conference Center recently and there was a very successful turnout of citizens interested in making this possible. He said the Project Manager is working to update site inventory on the VEDP website. He said she is also doing the framework to identify all commercial, industrial and agricultural properties in Brunswick County including the three Towns. Mr. Dotti said another project is identifying vacant properties throughout the County. He went on to say that a letter to all business owners in Brunswick County is being planned. He also said the annual audit of the IDA's finance was recently conducted in the IDA office by the firm of Robinson, Farmer, Fox, Associates. He thanked the office staff for their work on the many projects currently underway at the IDA and thanked Board Members for their active roles on various issues.

This concluded the Chair's report.

**X. Committee Reports**

**A. Personnel** – No report

**B. Finance** – Previously discussed.

**C. Property** – Previously covered under Chairman's Report

**D. Marketing** – A full page ad was placed in the Taste of Brunswick Festival publication.

**XI. IDA Board of Directors' Comments** – No Comments.

**XII. Closed Session**

**MOTION TO CONVENE CLOSED MEETING**

September 11, 2018

Mr. Ray Thomas moved, seconded by Ms. Gloria Wesson Meny-weather Woods that this Board convene in closed meeting to discuss the following:

As permitted by Virginia Code Section 2.2-3711(a)(5), discussion concerning the expansion of an existing business or industry.

As permitted by Virginia Code Section 2.2-3711(a)(3), a matter involving the acquisition of real property for public use.

**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.

Motion seconded by Ms. Gloria Wesson Menyweather Woods.

**Roll Call Vote:**

**Voting Aye:** Mr. William Brown, Mr. Michael Dotti, Mr. Bill Hudson, Ms. Gloria Wesson Menyweather-Woods, Mr. Ray Thomas

**Voting Nay:** None

**Absent During Vote:** Mr. Morris Taylor

**Absent During Meeting:** Mr. Morris Taylor

**Motion:** Mr. Bill Hudson moved, seconded by Ms. Gloria Wesson Menyweather-Woods that the IDA pursue acquiring property as discussed in Closed Session.

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

The IDA Chair said he failed to mention in his report that plans are underway to host a two-day Jazz festival in the County next year. Mr. Greg Thrift has agreed to assist in coordinating the two-day event planned for 2019 in Brunswick County.

**XIII. Adjournment**

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Gloria Wesson Menyweather-Woods that the meeting be adjourned.

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

The September 11, 2018 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:15 p.m.