

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
August 15, 2017
(Rescheduled August 8, 2017 Meeting)
5:30 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mrs. Tracie Seward, Chair
Mr. Morris Taylor, Vice-Chair
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
Ms. Diane Ashley, Ex-Officio Member

Also present:

Ms. Joan Moore, Executive Director

The following were absent:

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
Mr. Ben Emerson, Esq., IDA Attorney

I. Call to Order

The Chair, Mrs. Tracie Seward, 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

Motion: Mr. Ray Thomas moved, seconded by Mr. Michael Dotti to approve the agenda as presented.

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

IV. Citizens Comments - None

V. Approval of Minutes

Regularly Scheduled Meeting – July 11, 2017

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the minutes of the July 11, 2017 meeting as presented.

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

VI. Consent Agenda

A. June 2017 Financial Report

B. July 2017 Checkbook Register

Motion: Mrs. Gwendolyn McMillan moved, seconded by Mr. Morris Taylor to approve the June 2017 Financial Report and July 2017 Checkbook Register as submitted.

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

VII. New Business

A. Signatures on Bank Documents

1. Citizens Community Bank

2. First Citizens Bank

The Executive Director informed the Board that Citizens Community Bank has changed its policies and now requires a copy of IDA Board minutes that reflect action taken by the Board to put specific names on bank records as those authorized to sign documents. She said the Board needs to take action that will put the IDA Chair, Vice-Chair and Secretary/Treasurer as official signatures on bank documents at Citizens Community Bank and First Citizens Bank. She also said the banks are requiring more information than in the past and the IDA Finance Manager will provide the information on the required documents to the Chair, Vice-Chair and Secretary/Treasurer.

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to have the IDA Chair, Vice-Chair and Secretary/Treasurer as official signatures on bank documents at Citizens Community Bank and First Citizens Bank.

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

VIII. Old Business - None

IX. Executive Director's Report

The Executive Director stated that her report had been provided for reading at the Board's convenience and she would just bring to the Board's attention a couple of things.

Projects/Activities: The IDA has signed the requisite change order with Biggs Construction to complete the project requested by the ESAB and it is anticipated the work will be completed by the end of September 2017.

This concluded the Executive Director's report.

X. Committee Reports

A. Personnel – No report.

B. Finance – No report.

C. Property – The Property Chair informed the Board that regarding the incident related to Dr. Ackerman's office, Lawrenceville Primary Care office, in which a lady fell when exiting the front door, the IDA insurance carrier has offered \$5,000.00 for medical costs.

D. Marketing – No report.

XI. IDA Board of Director's Comments

Board Member Mr. Ray Thomas said he appreciated the support from the community at the Lawrenceville Rotary Club Blood Drive at Lawrenceville Baptist Church last Friday.

Board Member Mr. Michael Dotti said a Brunswick County Cancer Association is being formed and members are needed.

XII. Board of Directors Brainstorming - None

XIII. Closed Session

MOTION TO CONVENE CLOSED MEETING

August 15, 2017

Mr. Ray Thomas moved, seconded by Mr. Morris Taylor that this Board convene in closed meeting to discuss the following:

As permitted by Virginia Code Section 2.2-3711(a)(7), consultation with Legal counsel.

CERTIFICATION AFTER CLOSED SESSION

Motion by Mr. Morris Taylor 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 Mr. Michael Dotti

Roll Call Vote:

Voting Aye: Mrs. Tracie Seward, Mr. William Brown, Mr. Michael Dotti, Mr. Bill Hudson, Mrs. Gwendolyn McMillan, Mr. Morris Taylor

Voting Nay: None

Absent During Vote: Mr. Ray Thomas

Absent During Meeting: None

Motion: Mr. Michael Dottie moved, seconded by Mr. Morris Taylor to have the IDA Attorney review the By-Laws of the Brunswick County Industrial Development Authority.

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

XIV. Adjournment

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

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

The August 15, 2017 Board of Directors Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:00 p.m.