

**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

**Also present:**

Ms. Joan Moore, Executive Director

**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**

Board Member Mr. Michael Dotti requested that the following items be added to the Agenda: Under Item “VIII. Old Business:” A. Shooting Range and B. Purchase of Digital Display Equipment for front IDA window.

Board Member Mr. Bill Hudson requested that the following item be added to the Agenda: Under Item “VIII. Old Business:” C. FOIA Report.

**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 - None**

**V. Approval of Minutes**

*Regularly Scheduled Meeting – November 14, 2017*

**Motion:** Mrs. Gwendolyn McMillan moved, seconded by Mr. Bill Hudson to approve the minutes of the November 14, 2017 meeting as presented.

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

**VI. Consent Agenda**

**A. October 2017 Financial Report**

**B. November 2017 Checkbook Register**

**Motion:** Mr. Mike Dotti moved, seconded by Mrs. Gwendolyn McMillan to approve the October 2017 Financial Report and November 2017 Checkbook Register as submitted.

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

**VII. New Business - None**

**VIII. Old Business**

**A. Shooting Range**

Board Member Mr. Michael Dotti distributed information to Board Members about the possibility of a shooting range locating in the Peebles building in Lawrenceville. He said it appears technology changes have made it must less expensive than originally anticipated. Mr. Dotti said it could be done for less than \$30,000 per lane. He went on to say that he had spoken to Town and County officials as well as citizens and the feedback was good with no major objections to a shooting range being located in the Peebles building. He said in addition to the shooting range he envisions a retail area, snack bar and educational and instructional rooms along with a shoot/don't shoot scenario upstairs. Mr. Dotti said a shooting range would be a good anchor for the Town of Lawrenceville and it would create jobs. The IDA Executive Director said the Peebles building is owned by the Town of Lawrenceville and it was the Town's decision for the use of the building. Board Member Mr. Michael Dotti said he was fact finding and

collecting information about a possible shooting range in Lawrenceville and he said he would like input from other Board Members about the idea of a shooting range locating in Lawrenceville.

**B. Purchase of Digital Display System for the front IDA window**

Board Member Mr. Michael Dotti said there is \$3500.00 available to purchase a Digital Display System for the front IDA window. He said he has found a company that will custom display the design and it includes a software program, monitor, connection equipment and training of staff to use the system. Dr. Woolridge reminded Board Members to follow the procurement process when making purchases. The Executive Director said she explained the procurement process in an email to Board Member Michael Dotti. She said Mr. Dotti must present three bids to be considered for the purchase of a digital display system for the window. Board Member Mr. Michael Dotti said he would forward three bids to the Administrative Assistant and she will bring that information to the next IDA Board meeting.

**C. FOIA Report**

Board Member Mr. Bill Hudson asked that a monthly FOIA report be added to the Agenda of IDA monthly Board meetings.

**IX. Executive Director's Report**

The Executive Director said this would be her final report as Executive Director of the Brunswick County IDA. She thanked the IDA Board of Directors that selected her in 2005 to serve as the Executive Director and also thanked the Board of Supervisors that welcomed her and extended their support.

She said the IDA that she began working for in July 2005 had many financial and other management challenges. It had only \$26,000.00 in its checking account; overwhelming debt; and not a management system in place to operate effectively.

Finances: The IDA is now financially strong with an operating cash flow of about \$2.0 million; cash investment in a reserve fund that totals about \$3.0 million; and total assets of greater than \$15.0 million.

Infrastructure: One of the factors that has strained the ability to attract new industry and support the expansion of existing business is the lack of infrastructure. In 2005 the only public water and sewer system was service offered by the Town of Lawrenceville and Town of Alberta to serve those towns and a short distance beyond the town boundaries along with service offered by the RRSA that includes service to the Town of Brodnax.

The IDA in partnership with the County Government has significantly expanded and improved the infrastructure without requiring a significant financial investment by county citizens. This has been done by leveraging economic projects such as the Regional Jail and Dominion Plant. New infrastructure includes the following:

- Built about 9 miles of new waterlines and appurtenances – 4 miles in the Route 46/US Route 1 corridor which includes service to the Meherrin River Regional Jail; 4 miles along US 58 east to serve the Dominion Plant; and 1 mile along Airport Drive to provide service to Virginia-Carolina Wood Products.
- Built about 12 ½ miles of new sewer lines and appurtenances – 7 ½ in the Route 46/US Route 1 corridor; 4 miles along US 58 east; and 1 mile along Airport Drive.

- It is also important to note that the Town of Alberta was allowed to connect to the sewer system built in the Route 46/US Route 1 corridor which alleviated the problem it was having with its system so that the Town did not have to build a new treatment plant.
- A plan to further expand water and sewer to attract industry has been undertaken by the IDA through renewal of the DEQ permit obtained by the County in 2002 with a 2017 expiration date. The renewed permit will allow Brunswick County to withdraw a peak of 6 million gallons of water per day from the Meherrin River in the southeast area of the county. The renewal required a new plan for withdrawal and operation which is near completion through the help of the Timmons group.
- Natural gas is essential to attract many industries. Through the development of plans for building the Dominion Plant, a large capacity of natural gas was brought to the area south of US 58 which was made possible by a lateral that connects to the Williams Company south-north natural gas pipeline from Texas to the Northeast United States. The building of the lateral was made economically feasible by the Tobacco Commission investing \$30.0 million; a project that the Brunswick County IDA managed.
- Tax Base and New Jobs: The IDA has continuously worked to expand the tax base and generate new jobs by supporting the growth of existing industry and attracting new industry. Its greatest success was the attraction of the Dominion Plant which was a \$1.3 billion investment and in the construction phase employment peaked at 1,400 plus. Nine (9) percent of these direct employees were from Brunswick County.

The building of water and sewer lines to Virginia-Carolina helped the company overcome a problem it was having with DEQ because of its wastewater disposal capacity. With this infrastructure, the company was able to make expansion and production improvement plans; thereby retaining jobs and increasing jobs.

### Current Project Updates

- Old Southern States Warehouse buildout for KASS USA – contract has not been signed yet by the contractor.
- DSS office mole remediation and repair work completed.
- Meherrin River Water permit – Timmons still working to submit in December.
- Legal case related to Lawrenceville Primary Care/Dr. Ackerman’s office – no resolution yet. Dr. Ackerman’s office lawyer is working with IDA lawyer in denying the claim.
- VRA reimbursement request totals \$60,000 plus and will be submitted tomorrow.
- Audit report for the year ending June 2017 almost completed.

This concluded the Executive Director’s report.

Dr. Charlette Woolridge thanked the Executive Director for all of her work relevant to infrastructure. She said she had done a phenomenal job to get Brunswick County to this point but it doesn’t stop there; it is critical that the work be continued in an effective manner. She said there are still a few things that need to be taken care of related to the Meherrin River Water permit. She also said there are a couple of other projects the Executive Director and Timmons have been working on that will put Brunswick County in

the game in terms of economic development. Dr. Woolridge again thanked the Executive Director for all of her work and said she will continue to interface with Timmons as it relates to those projects. She said she would schedule a meeting with Timmons in January to work out a schedule and she will provide the IDA with updates. She asked that the IDA Board take action to authorize her to continue the infrastructure work. The Executive Director commented that she thinks that is a good idea since she and the County Administrator had been working closely on water and waste water projects.

**Motion:** Mr. Michael Dotti moved, seconded by Mr. Bill Hudson to continue current infrastructure projects under the supervision of Dr. Charlette Woolridge with regular progress reports given to the IDA Board.

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

Board Member Mr. Bill Hudson asked the Executive Director if the agreement between the Town of Lawrenceville and the IDA had been signed as it relates to the KASS, USA project. The Executive Director said an agreement had not been signed. She said the Town Manager had expressed concern that the Town of Lawrenceville did not feel it was being given equal rights to lease the building if this business did not work out. The agreement is being changed to address this concern.

## **X. Committee Reports**

**A. Personnel** – No report

**B. Finance-** No report

**C. Property** – Previously discussed under the Executive Director’s report. The Property Chair added that a new hot water heater was installed at DSS to replace the old one that was leaking.

**D. Marketing** –No report

## **XI. Board of Directors Comments**

Board Member Mrs. Gwendolyn McMillan thanked the IDA Executive Director for her years of service to the County as Executive Director of the IDA.

Board Member Mr. Morris Taylor said he would like to ditto what Mrs. McMillan said. He said it has been a pleasure working with the IDA Executive Director since 2011. He also said Mrs. Moore did a very professional job working with State and Local agencies on behalf of the IDA. He said he appreciated her hard work and she will be truly missed.

Board Member Mr. Ray Thomas said he wanted to ditto the comments made by Board Members Mrs. Gwendolyn McMillan and Mr. Morris Taylor. He said he still remembers the day that he and the Executive Director rode around the I-85 Park searching for a graveyard. He also spoke of the time when the two of them toured Tiger Fiber facility only to have to return a short time later due to a fire in the building. He said he got a kick out of attending State events with the Executive Director such as the time when he met the governor at the Dominion Plant announcement. He said he did not have any identification on him that day and Senator Frank Ruff told the security guard that he was o.k. and allowed him to attend the event. Mr. Thomas said he has many fond memories of working

with the Executive Director and he wishes her the very best in her retirement. He said it has been his pleasure to serve on the Executive Director's Board.

The Honorable Welton Tyler, Brunswick County Board of Supervisor, Powellton District, said the IDA Executive Director has done an excellent job. He said if you look at the numbers the numbers will speak for themselves. He said the IDA went from \$26,000.00 in its checking account to a strong operating cash flow of about \$2.0 million under her leadership. He went on to say that he personally loves the IDA Executive Director and wished her well in her retirement. He said he was speaking not only from a personal level but as a Brunswick County Board of Supervisor as well.

The Honorable Bernard L. Jones, Brunswick County Board of Supervisor, Red Oak District, said he wanted to ditto what Supervisor Tyler has said. He then asked the Executive Director and Dr. Woolridge if he could turn in his chauffeur's license. He said the three of them had traveled many miles together while working on projects that would benefit Brunswick County.

The Honorable John Zubrod, Brunswick County Board of Supervisors, Meherrin District, thanked the IDA Executive Director for her service.

**XII. Board of Directors Brainstorming - None**

**XIII. Closed Session**

**MOTION TO CONVENE CLOSED MEETING**

December 12, 2017

Mr. Ray Thomas 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)(1), Salary or other compensation of a specific employee

**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 Mrs. Gwendolyn McMillan

**Roll Call Vote:**

**Voting Aye:** Mrs. Gwendolyn McMillian, Mr. William Brown, Mr. Michael Dotti, Mr. Bill Hudson, Mr. Morris Taylor, Mr. Ray Thomas

**Voting Nay:** None

**Absent During Vote:** Mrs. Tracie Seward

**Absent During Meeting:** Mrs. Tracie Seward

**Motion:** Mr. Michael Dotti moved, seconded by Mr. Morris Taylor to approve a lump sum payment for the balance of unused and duly accrued annual leave credits, up to a maximum of fifteen (15) days and a sum equal to twenty-five percent (25%) of accrued sick leave, not to exceed \$5,000 to the IDA Executive Director for retirement from her position with the Brunswick County Industrial Development Authority.

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

**XIV. Adjournment**

**Motion:** Mr. Ray Thomas moved, seconded by Mrs. Gwendolyn McMillan that the meeting be adjourned.

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

The December 12, 2017 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 6:45 p.m.