

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
February 14, 2017
5:30 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mrs. Gwendolyn McMillan, Chair
Mr. William Brown, Member
Mr. Michael Dotti, Member
Mrs. LaVerne Jolly, Member
Dr. Robert Satcher, Member
Mr. Ray Thomas, 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 Barbara Jarrett-Harris, Chair, Brunswick County
Board of Supervisors, Totaro District

I. Call to Order

The Chair, Mrs. Gwendolyn McMillan, called the meeting to order at 5:35 p.m.

II. Approval of Agenda

The Executive Director requested that the following item be added to the Agenda:
Under Item “VII. Old Business:” B. Brunswick County Conference Center Operation
and Use.

Motion: Mr. Ray Thomas moved, seconded by Dr. Robert Satcher to approve the
agenda with the addition as requested.

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

III. Citizens Comments

Ms. Sylvia Allen said she attended a public hearing held on Monday, February 13, 2017 to receive citizen input on a request submitted by Verizon Wireless to construct a 199-foot monopole tower in the northeast corner of the intersection of Boydton Plank Road and Selma Street in the Town of Alberta.

IV. Approval of Minutes

Regularly Scheduled Meeting – January 10, 2017 (Rescheduled to January 24, 2017)

Motion: Mr. Ray Thomas moved, seconded by Dr. Robert Satcher to approve the minutes of the January 10, 2017 (Rescheduled to January 24, 2017) as presented.

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

V. Consent Agenda

A. December 2016 Financial Report

B. January 2017 Checkbook Register

Motion: Dr. Robert Satcher moved, seconded by Mr. Ray Thomas to approve the December 2016 Financial Report and January 2017 Checkbook Register as submitted.

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

VI. New Business

VII. Old Business

A. Brunswick County Conference Center HVAC Repair – Change Order

The Executive Director said included in each Board Member’s packet was a copy of a Change Order received from Jones Electric as it relates to the repairs of the HVAC system at the Brunswick County Conference Center. She said the Brunswick County Conference Center Joint Committee met recently and Mr. Jones, with Jones Electric, explained to the Joint Committee that he was unable to locate new replacement valves for the HVAC and recommended that a new complete control system be installed at a cost of \$34,000.00. This cost would be shared equally by the the IDA and County government. The Brunswick County Conference Center Joint Committee agreed to the Change Order request that a new complete control system be installed at a cost of \$34,000.00. The Executive Director requested approval by the IDA Board to accept the Change Order from Jones Electric to install a new control system on the HVAC system at the Brunswick County Conference Center at a cost of \$34,000.00.

Motion: Mrs. LaVerne Jolly moved, seconded by Mr. Mike Dotti to approve the Change Order from Jones Electric to install a new control system on the HVAC system at the Brunswick County Conference Center at a cost of \$34,000.00.

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

B. Brunswick County Conference Center – Operation and Use

The Executive Director recommended that the IDA Board of Directors ask the Brunswick County Board of Supervisors to allocate funds to establish a

Budget Line-Item for the operation of the BCCC. She said this would allow making the building available for a number of uses that it appears the public would like to see; such as exercise classes provided by the YMCA that had been suggested by the Lawrenceville Town Council according to a newspaper article. She also mentioned other recreation opportunities; such as getting private sector assistance to repair the bowling alley and making it available for youth and senior citizen groups to use for activities. She went on to say that she thought this could be done with about a \$200,000.00 budget. County Administrator Charlette T. Woolridge commented that the IDA and Board of Supervisors bought the conference center jointly and the request for the County Government to pay for the operating costs was a shift. The IDA Executive Director noted that the IDA has assumed half of the costs for purchasing the building and repairs to the building, as well as utility costs so far to get the building up and going. But the building could be used for a number of citizen activities and services; in addition to the DMV Select that has been put in the building. The County Administrator said she would take the request back to the Supervisors. IDA Chair Mrs. Gwendolyn McMillan said the conference center should be offered to Brunswick County citizens since it was paid for using tax dollars. She said the center would be an asset for marketing Brunswick County and a way to begin building relationships towards a better Brunswick County.

Motion: Mr. Ray Thomas moved, seconded by Dr. Robert Satcher that the IDA Board ask the Brunswick County Board of Supervisors to allocate funds to operate and maintain the Brunswick County Conference Center.

Voting aye: Mrs. Gwendolyn McMillan, Mr. Ray Thomas, Dr. Robert Satcher, Mrs. LaVerne Jolly, Mr. William Brown

Voting no: Mr. Michael Dotti

Absent During Meeting: Mr. Morris Taylor

Absent During Vote: Mr. Morris Taylor

Upon vote of those present, the motion carried.

VIII. 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.

A Dominion representative will speak about Solar Farms at the April IDA Board meeting.

Virginia Economic Development Partnership (VEDP): The new VEDP president and CEO that assumed the position January 2017 will be traveling through Southside Virginia this month to become acquainted with the area. Also, VEDP staff will meet with the VGA Marketing Committee this week to assist in the development of a marketing plan for the region.

Virginia Growth Alliance (VGA): The VGA Executive Director informs the participating localities of inquiries he receives regarding industrial sites, building space and other commercial interests. During the month of January the IDA was informed of four (4) business prospect inquiries.

Visioning and Planning Project: The final draft of the Economic Development Strategic Plan update is being discussed with Community Partners Inc., the consulting firm contracted to do the work. The meeting that was anticipated to be held this month will be held in March. We would like to have the meeting to discuss findings and recommendations with the community and get comments before finalizing the plan. The plan is to hold the work session at the Brunswick County Conference Center.

Water and Sewer System Expansion Project: Timmons submitted the draft application and met with DEQ on February 1 to discuss the Brunswick County permit renewal to withdraw water from the Meherrin River. This was a courtesy meeting to review the submittal and discuss related matters. DEQ agreed to extend the existing permit until the final application for the permit renewal is reviewed and approved. DEQ is requiring additional wetland evaluations.

Budget/Finance: The Proposed IDA FY 18 Operating and Capital Budget was submitted to the County Administrator and County Finance Director on February 3, 2017 to meet the established deadline. The IDA Executive Director will present the budget at the hearing on February 21, 2017.

Administration: The IDA has been informed by Williams/Transcontinental Gas Pipe Line Company, LLC that last week Transco received authorization from the Federal Energy Regulatory Commission (FERC) to construct its Virginia Southside Expansion Project II in Brunswick and Greensville counties. The project is expected to begin before the end of this month. This project is to provide natural gas to the Greensville Dominion Power Plant under construction.

Tobacco Commission: On January 10, 2016 the Tobacco Commission approved the IDA application for funding to assist in the build-out of the old Southern State warehouse for a small business prospect. The project is now pending the prospect completing requirements to insure they are ready to establish the venture at the location.

This concluded the Executive Director's report, but stated she would be pleased to answer any questions by the Board.

Board Member Mr. Ray Thomas asked the Executive Director if there was any update on the group that is planning on purchasing the St. Paul's College property. The Executive Director said it was her understanding that they are looking to close on the property during the month of February.

IX. Committee Reports

A. Personnel – None

B. Finance – None

C. Property – The Property Chair said a mini manhole has been added to the intake area of the Virginia Carolina water line.

D. Marketing – None

X. IDA Board of Directors' Comments

Board Member Mr. Ray Thomas reminded everyone that the 14th Annual Brickyard 5-Miler will be held on April 15, 2017. He said bench press competition is being added to this year's event.

XI. Board of Directors Brainstorming

Ex-Officio Mr. Buck Brockwell distributed to Board Members copies of a VirginiaScan building and site data inventory form. He said this is the type of information that is needed when owners are trying to sell their property. He also said a selling price must be listed on the form. Mr. Brockwell said the inventory forms are available on the VEDP website.

Mr. Thomas cautioned Board Members to be careful about making comments regarding the possible closing of local businesses during IDA Board meetings. There was a recent situation in which comments were misinterpreted and the business owner informed the IDA the misinformation was damaging to his business.

XII. Closed Session - None

XIII. Adjournment

Motion: Mr. Ray Thomas moved, seconded by Dr. Robert Satcher that the meeting be adjourned.

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

The February 14, 2017 Board of Directors Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:08 p.m.