

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
July 11, 2017
5:30 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mrs. Gwendolyn McMillan, Chair
Mr. Morris Taylor, Vice-Chair
Mr. William Brown, Member
Mr. Michael Dotti, Member
Mr. Bill Hudson, Member
Ms. Tracie Seward, 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:

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
Mr. C. J. Dean, Manager, Town of Lawrenceville

I. Call to Order

The Chair, Mrs. Gwendolyn McMillan, called the meeting to order at 5:30 p.m.

At this time the IDA Chair welcomed Ms. Tracie Seward and Mr. Bill Hudson as new members of the IDA Board.

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. William Brown to approve the agenda as presented.

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

IV. Citizens Comments

Mr. Ray Sawyer made comments regarding his concern over the accountability of the IDA.

V. Approval of Minutes

Regularly Scheduled Meeting – June 13, 2017

Motion: Mr. Ray Thomas moved, seconded by Mr. Michael Dotti to approve the minutes of the June 13, 2017 meeting as presented.

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

VI. Consent Agenda

A. May 2017 Financial Report

B. June 2017 Checkbook Register

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the May 2017 Financial Report and June 2017 Checkbook Register as submitted.

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

VII. New Business

A. Propose Meeting With IDA Legal Counsel

Board Member Mr. Michael Dotti proposed that the IDA Attorney be asked to attend the next IDA monthly Board meeting to answer questions and concerns Board members have regarding the Brunswick County Industrial Development Authority. Board Member Mr. Ray Thomas suggested that Board Members send their questions to the Executive Director so that they could be forwarded to the IDA Attorney prior to the next IDA monthly Board meeting. This would give him time to be better prepared to answer questions. Board Member Ms. Tracie Seward agreed and suggested that Board Members submit their questions to the Executive Director by Friday, July 14, 2017.

Motion: Mr. Michael Dotti moved, seconded by Mr. Ray Thomas to ask the IDA Attorney to attend the next meeting and to have Board Members forward their questions to the Executive Director to be sent to the IDA Attorney.

Voting Aye: Mr. William Brown, Mr. Michael Dotti, Mr. Bill Hudson, Mrs. Gwendolyn McMillan, Ms. Tracie Seward, Mr. Ray Thomas

Voting Nay: Mr. Morris Taylor

The motion was carried.

B. Brunswick County Conference Center

Board Member Mr. Michael Dotti said he would like to make a motion to have the Brunswick County Conference Center turned over to the County government as they requested. It was noted by Mr. Taylor that a decision had already been made on that matter and it was that the IDA would retain its share. Mr. Dotti said that he wanted to vote on the matter again. After much discussion it was determined there would not be action taken on this motion by Mr. Dotti until there was legal advice from the attorney on how such issues would be handled.

C. Election of Officers

Board Member Mr. Michael Dotti wanted to know the procedure for electing officers of the IDA Board. The Chair Mrs. Gwendolyn McMillan said in the past a Nominating Committee was selected at the July meeting who contacted Board members to determine interests in serving as an officer. Then a slate of candidates was presented at the August meeting to be voted on.. Board Member Mr. Bill Hudson said the bylaws state the officers would be elected at the first meeting in the new fiscal year, which is July. Board Member Ms. Tracie Seward agreed asking why the vote could not be taken at the July meeting since that is what the bylaws state and all board members were present. After some discussion it was determined that the election would take place. Board Chair Mrs. Gwendolyn McMillan said in accordance with the bylaws Board members would proceed with the election of officers for the new fiscal year.

Chair

Board Member Mr. Michael Dotti nominated Ms. Tracie Seward for Chair of the IDA Board for the new fiscal year. Board Member Mr. Morris Taylor nominated Mrs. Gwendolyn McMillan for Chair of the IDA Board for the new fiscal year.

Motion: Mr. William Brown moved, seconded by Mr. Michael Dotti to close the nominations with Mrs. Gwendolyn McMillan and Ms. Tracie Seward as nominees for the position of Chair of the IDA Board for the new fiscal year.

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

Motion: Mr. Bill Hudson moved, seconded by Mr. Michael Dotti that the IDA Board vote by secret ballot.

Voting Aye: Mr. Michael Dotti, Mr. Bill Hudson, Ms. Tracie Seward, Mr. Ray Thomas

Voting Nay: Mrs. Gwendolyn McMillan, Mr. Morris Taylor, Mr. William Brown

The motion was carried to vote by secret ballot.

Votes were cast with three (3) votes for Mrs. McMillan and four (4) votes for Ms. Seward. Ms. Seward was elected Chair for the fiscal year beginning July 2017.

Vice Chair

Board Member Mr. Ray Thomas nominated Mr. Morris Taylor for Vice-Chair of the IDA Board for the new fiscal year. Board Member Mrs. Tracie Seward nominated Mr. Michael Dotti for Vice-Chair of the IDA Board for the new fiscal year.

Motion: Mr. Bill Hudson moved, seconded by Mr. Ray Thomas to close the nominations with Mr. Morris Taylor and Mr. Michael Dotti as nominees for the position as Vice-Chair of the IDA Board for the new fiscal year.

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

Votes were cast with four (4) votes for Mr. Morris Taylor and three (3) votes for Mr. Michael Dotti. Mr. Taylor was elected Vice-Chair.

Secretary/Treasurer

Board Member Mr. Michael Dotti nominated Mr. Ray Thomas for Secretary/Treasurer of the IDA Board for the new fiscal year. There were no other nominations.

Mr. Ray Thomas received six (6) votes and there was one write-in vote for Secretary/Treasurer. Mr. Thomas was elected Secretary/Treasurer.

The IDA Board Officers for the fiscal year beginning July 1, 2017 are:

Ms. Tracie Seward - Chair

Mr. Morris Taylor – Vice Chair

Mr. Ray Thomas – Secretary/Treasurer

IDA Chair Mrs. Gwendolyn McMillan congratulated Ms. Tracie Seward on being elected as the new Chair of the IDA Board for the upcoming fiscal year.

At this time the new IDA Chair Ms. Tracie Seward began presiding over the remainder of the monthly IDA Board meeting.

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.

Virginia Economic Development Partnership: The VEA Executive Director is participating with VEDP in the AWFS Fair in Las Vegas July 19 – 22, 2017. This fair will have over 15,000 participants and VEA will use it as a way to promote the region to the wood industry.

A meeting is being scheduled for the consultant that has been contracted by VEDP to develop a new strategic plan to meet with the economic development directors in the VEA region. This meeting will take place within the next 30 days.

A copy of the 2017 – 2018 Guidebook for Local Officials prepared by VEDP was provided by the Executive Director to each of the IDA Board Members. This guidebook provides important information to help the reader understand the basics and dynamics of economic development.

Prospects/New Industrial Projects: The IDA met with one (1) new prospect in June.

Visioning And Planning Project: The Economic Development Coordinating Council (EDCC) met on June 7, 2017. The discussion focused on revitalization of the Saint Paul's College site; the need for better internet coverage in the area; and the Remote

Area Medical event scheduled for June 24 through 25, which appears to have been a great success. Regarding Saint Paul's College, the IDA Executive Director received a call from J. P. Morgan on June 28 inquiring if Brunswick might be interested in acquiring the property. J.P. Morgan stated that none of the interests that were being considered worked out and in the future they would only consider more established and sound expressions of interests.

Water and Sewer System Expansion Project: *Water and waste water system* has been completed. However, the project has not been closed out because of construction requested by the ESAB. The ESAB requested additional constructions at two locations to make it easier for fire trucks to load water. One of these constructions was completed two years ago. The second required using a small portion of privately owned land. The ESAB is responsible for obtaining use of that land from the owner. The Executive Director went on to say that she believes use of the land has recently been resolved with the landowner. The County Administrator then interjected that Board of Supervisors Honorable Bernard Jones and Honorable John Zubrod met with the landowner the previous week and the easement document was signed by the landowner and effort is now underway to have the document notarized.

Administration: **Prospect and Old Southern States Warehouse Build-Out:** The IDA continues to work closely with KASS USA as the business develops plans to locate at this building. In response to the IFB to build-out space for KASS bids were received from two (2) contractors. The bids came in much higher than projected and negotiations are underway to reduce the bid construction costs.

Brunswick Office Center: _As an update to 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 communicated on June 15, 2017 that an offer for medical pay was made but there has not been a response.

IDA Audit for the Year Ending June 30, 2017: The Auditor will be working in the IDA office on September 14 and 15, 2017.

Southern Virginia GO Region 3: An announcement was made that the Southside Planning District Commission (SPDC) has been selected to serve as the Region 3 Support Organization and Fiscal Agent.

This concluded the Executive Director's report.

X. Committee Reports

A. Personnel – No report.

B. Finance – No report.

C. Property – The Property Chair said that another one of the air conditioning units went out at the Department of Social Services and Jones Electric replaced the unit with a new one at a cost of \$4,600.00.

D. Marketing – No report.

XI. IDA Board of Director's Comments

IDA Vice-Chair Mr. Morris Taylor welcomed Ms. Tracie Seward and Mr. Bill Hudson as new members to the IDA Board.

Board Member Mr. Ray Thomas said the Brunswick County Chamber of Commerce monthly meeting is scheduled for Wednesday, July 12, 2017 and invited everyone to attend.

XII. Board of Directors Brainstorming

There was not a brainstorming session. However, Board Member Mr. Ray Thomas reminded everyone to forward any questions they may have to the Executive Director by the end of the week for the IDA Attorney to address at the next monthly Board meeting.

XIII. Closed Session - None

XIV. Adjournment

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor that the meeting be adjourned.

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

The July 11, 2017 Board of Directors Meeting of the Brunswick County Industrial Development Authority was adjourned at 6:45 p.m.