

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Board of Directors Meeting  
116 West Hicks Street – IDA Office  
Lawrenceville, Virginia 23868  
June 13, 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  
Mr. Buck Brockwell, Ex-Officio Member

**Also present:**

Ms. Joan Moore, Executive Director

**The following were absent:**

Mr. Morris Taylor, Vice-Chair  
Dr. Charlette Woolridge, County Administrator  
Ex-Officio Member  
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. 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.

**II. Invocation and Pledge of Allegiance**

Board Member Dr. Robert Satcher asked everyone to stand and join him in the Invocation and Pledge of Allegiance to the United States flag.

**III. Approval of Agenda**

The Executive Director requested that the following item be added to the Agenda:  
Under Item “VIII. Old Business:” A. Approval of Audit Report for year ending June 30, 2016.

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

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

**IV. Citizens Comments**

Mr. Bill Hudson expressed concern that his statements made during the Citizens Comments were not reflected in the minutes. He also said the IDA Executive Director has failed to respond to his request for FOIA refunds.

**V. Approval of Minutes**

*Regularly Scheduled Meeting – May 9, 2017*

**Motion:** Mr. Ray Thomas moved, seconded by Mrs. LaVerne Jolly to approve the minutes of the May 9, 2017 meeting as presented.

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

**VI. Consent Agenda**

**A. April 2017 Financial Report**

**B. May 2017 Checkbook Register**

**Motion:** Mrs. LaVerne Jolly moved, seconded by Dr. Robert Satcher to approve the April 2017 Financial Report and May 2017 Checkbook Register as submitted.

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

**VII. New Business - None**

**VIII. Old Business**

**A. Approval of Audit Report for Year Ending June 30, 2016**

The Executive Director requested approval of the audit report by Robinson, Farmer, Cox, Associates for the year ending June 30, 2016.

**Motion:** Mrs. LaVerne Jolly moved, seconded by Mr. Ray Thomas to approve the audit report by Robinson, Farmer, Cox, Associates for the year ending June 30, 2016.

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

**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.

Brunswick County Industrial Park: There was one (1) prospect visit to the Brunswick County Industrial Park during the past month.

I-85 Business Park in Alberta: There was no prospect visit to the I-85 Park during the past month.

Roanoke River Regional Business Park (RRRBP): The Mecklenburg IDA, which manages this park, did not report any new prospect activity during the past month.

*Bush Hogging and Maintenance of Entrance:* Mecklenburg informed the Brunswick IDA that Green Acres Landscaping was the low bidder for this work. The bush hogging will be \$9,500.00 and the maintenance of entrance and roadway will be \$275.00 twice a month or as needed. The Brunswick County IDA will be responsible for 50% of these costs.

Virginia Growth Alliance: During the month of May the Brunswick County IDA received information from the VGA Executive Director regarding two (2) prospects; one of which visited Brunswick County.

Prospects/New Industrial Projects: The IDA met with one (1) new prospect in May. The IDA continues to work with one (1) prospect that is considering a location in Brunswick County.

Projects/Activities: 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.

US Route 58 East water and waste water system: Construction 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 the 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; which it has not yet been able to do. The IDA engineers have made changes to the construction design plan twice based on the instructions of the ESAB and property owner. Also, the easement document has been done and re-done based on the request of the ESAB and property owner. This project will have to be closed-out very soon because the contractor has requested final payment. The IDA's attorney has been asked to review for the final time changes to the easement document requested by the property owner through the ESAB.

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. Those bids are now being reviewed.

Brunswick County Conference Center Property: A use plan for the BCCC is being developed in phases. The first phase will consist of use of the two event rooms. There was a joint meeting of the Board of Supervisors and IDA Board of Directors on June 6, 2017 to review a draft plan for making these two rooms available for use by the public.

This concluded the Executive Director's report.

Board Member Mr. Michael Dotti asked the Executive Director when the lights were going to be repaired and the grass cut at the I-85 Business Park in Alberta, Va. He also wanted to know if there were any plans to advertise the I-85 Business Park on the billboard located at the park. The Executive Director said the billboard was placed at the park some years ago to meet one of the requirements of the Tobacco Commission that there had to be signage in the park. A year later the IDA had an industrial park sign constructed. She said the IDA Board has not made a decision whether to remove the billboard or use it in a promotion for Brunswick County. Regarding the grass cutting, yes the Park does need to be bush hogged and that will be done. She said a local company has expressed an interest in bush hogging the I-85 Business Park but a Request for Proposal (RFP) must be issued first.

Mr. Dotti asked for a status update with the landowner on the US 58 East Water and Wastewater Project. The Executive Director said it is not the IDA but the Emergency Services Advisory Board (ESAB) who is responsible for working with the landowner to get an easement to use a small portion of the landowner's land. She said hopefully an agreement will be reached soon between the ESAB and the landowner so the project can be closed out.

Board Member Mr. Michael Dotti asked if KASS, USA had signed a lease agreement with the Town of Lawrenceville. The Executive Director said the Lawrenceville Town Manager is working on that and she is sure he will let her know when a lease agreement has been signed by KASS, USA. Mr. Dotti said he had been doing research on KASS, USA and could not find any information about their product on the internet. The Executive Director said KASS, USA is a new start up business.

Mr. Dotti asked the Executive Director if a new draft of the proposed use of the Brunswick County Conference Center was available for review. The Executive Director said she is working with the County Administrator on a new draft and it should be available for review soon.

## **X. Committee Reports**

**A. Personnel** – The Personnel Committee met on June 6, 2017 and the results of that meeting will be discussed in Closed Session.

**B. Finance** – No report.

**C. Property** – The Property Chair said that 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 \$4,400.00.

**D. Marketing** – No report.

## **XI. IDA Board of Director's Comments**

Board Member Mrs. Laverne Jolly said her term on the IDA Board is expiring June 30, 2017. She said it has been a pleasure serving on the board through the years and she wished the IDA success in going forward with community efforts.

Board Member Dr. Robert Satcher said his term on the IDA Board is expiring June 30, 2017. He expressed his deep appreciation for the opportunity to serve on the IDA Board for eleven years. He said it had been very professionally enhancing.

At this time the Chair, Mrs. Gwendolyn McMillan, presented plaques to Mrs. Jolly and Dr. Satcher and thanked them for their commitment and years of hard work on the IDA Board and service to the community.

The IDA Executive Director said she was grateful for the leadership and support Board Members Mrs. LaVerne Jolly and Dr. Robert Satcher gave while serving on the IDA Board. She said it has been an honor and privilege to work under their leadership. She expressed a deep appreciation for Mrs. Jolly's knowledge and skills as Chair of the IDA Finance Committee. She went on to say 12 years ago the IDA was experiencing extreme financial challenges. But with Mrs. Jolly's help the IDA is now financially strong.

Board Member Mr. Ray Thomas said the 44<sup>th</sup> annual Virginia Pork Festival is Wednesday, June 14, 2017 in Emporia, Va. He said this year's festival is being dedicated in the memory of Mr. Bobbie Pecht. He also said the Lawrenceville Rotary Club is having a blood drive on Thursday, June 15, 2017 from 1:00 p.m. until 6:00 p.m. in the fellowship hall at Lawrenceville Baptist Church.

## **XII. Board of Directors Brainstorming**

There was not a brainstorming session. However, the Chair noted everyone needs to be positive in trying to move Brunswick County forward. She said that is the sentiment of County citizens.

## **XIII. Closed Session**

### **MOTION TO CONVENE CLOSED MEETING**

May 9, 2017

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

As permitted by Virginia Code Section 2.2-3711(a)(1), Performance valuation or job assignments of specific employees.

### **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. LaVerne Jolly.

**Roll Call Vote:**

**Voting Aye:** Mrs. Gwendolyn McMillian, Mr. William Brown, Mr. Michael Dotti, Mrs. LaVerne Jolly, Dr. Robert Satcher, Mr. Ray Thomas

**Voting Nay:** None

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

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

**Motion:** Mr. Michael Dotti moved, seconded by Dr. Robert Satcher to extend the IDA Executive Director's contract until December 31, 2017.

**Voting Aye:** Mrs. Gwendolyn McMillan, Mr. William Brown, Mr. Michael Dotti, Mrs. LaVerne Jolly, Dr. Robert Satcher, Mr. Ray Thomas

**Voting Nay:** None

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

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

**Upon Vote of those present the motion carried.**

**XIV. Adjournment**

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

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

The June 13, 2017 Board of Directors Meeting of the Brunswick County Industrial Development Authority was adjourned at 6:50 p.m.