

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
May 9, 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
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:

Ms. Diane Ashley, Ex-Officio Member
Mr. Ben Spence, Ex-Officio Member

Other officials/guests present:

The Honorable Bernard 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.

II. Invocation and Pledge of Allegiance

The Chair, Mrs. Gwendolyn McMillan asked everyone to stand and join her in the Invocation and Pledge of Allegiance to the United States flag. She said each monthly Board meeting would begin with a Board Member leading those present 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 “VII. New Business:” A. Board of Supervisors Action on IDA Funding.

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 - None

V. Approval of Minutes

Regularly Scheduled Meeting – April 11, 2017

Motion: Mr. Ray Thomas moved, seconded by Mr. Michael Dotti to approve the minutes of the April 11, 2017 meeting as presented.

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

VI. Consent Agenda

A. March 2017 Financial Report

B. April 2017 Checkbook Register

Motion: Dr. Robert Satcher moved, seconded by Mr. William Brown to approve the March 2017 Financial Report and April 2017 Checkbook Register as submitted.

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

VII. New Business

A. Board of Supervisors Action on IDA Funding

The Executive Director stated that at the Board of Supervisors meeting in March a motion was made and carried by the three Supervisors present to discontinue funding to the IDA and to use those funds to create an Economic Development office under the County Administrator. She said the action taken by the Board of Supervisors will have significant ramifications for the operation and work of the IDA. She said there needs to be some clarification on Capital Projects the IDA is working on such as issues related to the withdrawal of water from the Meherrin River and other work that is scheduled to be done later in the year. The IDA Chair said it was not fully understood why the Brunswick County Board of Supervisors made such a drastic move without any discussion with the IDA Board. Board Member Mr. Morris Taylor said the IDA received a letter from the Chair of the Board of Supervisors that they were going to consult with the County Attorney about the possibility of putting the IDA under the County Administrator. But without any discussion or communication with IDA Board members the Board of Supervisors voted to eliminate funding to the IDA and form an economic development office under the County Administrator. Mr. Taylor agreed that clarification was needed. Board Member Mr. Ray Thomas said it would be a good idea for the IDA Board Finance Chair to meet with the Executive Director to explore options, and bring that information back to the full IDA Board for review.

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.

The Executive Director attended the Southern Virginia Go Region 3 Council meeting on May 2, 2017. A press release was distributed to Board members that gave an overview of the Southern Virginia Go Region 3 initiatives. The ultimate goal is for each Region to come up with major industrial or commercial projects that will generate high paying jobs.

I-85 Business Park in Alberta: There was one (1) prospect visit to the I-85 Park during the past month. The prospect was interested in looking at sites in the I-85 corridor.

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. The construction work will be done when the requisite easement is obtained by the ESAB and County government.

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. On last Friday, May 5th, the Executive Director met with KASS USA and Baskerville, the architect, to refine plans for the build-out. The completed design work and construction package that will be used to issue a Request for Bids is scheduled to be delivered to the IDA on May 15th. The IDA Attorney has prepared an agreement between the IDA and Town of Lawrenceville, as required by the Tobacco Commission, related to the control of the space for industry for a period of time. The document has been sent to Lawrenceville for review.

Department of Social Services Office Building: An environmental assessment of the air quality of the DSS office was conducted on Wednesday, April 5, 2017. The DSS had expressed concern that they believed there was an unhealthy build-up of mold which was affecting the health of their workers. The company found no such mold problem. However, because of wetness damage a company that specializes in environmental related issues will be brought in to do the repairs that have been discussed; e.g., removal and replacement of tiles in the kitchen and east hallway, and removal and replacement of water damaged ceiling tiles. That company, Francisco Cleaning and Construction, went to the DSS office on yesterday to assess the work required.

This concluded the Executive Director's report.

X. Committee Reports

A. Personnel – None

B. Finance – None

C. Property – previously covered in the Executive Director’s report.

D. Marketing – The Marketing Chair provided a report on the advertisement placed last October in Business Facilities magazine to promote Brunswick County. As a result, the IDA received 83 leads, requests from companies interested in Brunswick County. He said 40 requested additional information and 5 made actual visits to Brunswick County. He went on to say that advertising can get businesses interested in Brunswick County and the IDA needs to continue its advertising campaigns to attract industry.

XI. IDA Board of Director’s Comments

The IDA Chair invited everyone to attend Relay for Life on May 19, 2017 from 4:00 p.m. until 10:00 p.m. at Brunswick High School.

Board Member Mr. Ray Thomas said the Brunswick County Chamber of Commerce monthly meeting is scheduled for Wednesday, May 10, 2017 at the Elm Acres Community Center. He said the Student of the Month will be from Brunswick High School. He also said the recent passing of Coach Freddie Reekes was a big loss for the community.

XII. Board of Directors Brainstorming

Board Member Mr. Michael Dotti said he continues to work on forming a focus group consisting of the IDA, County Administrator, each of the Incorporated Towns, Tourism, Churches, NAACP, BBG and other groups to meet and brainstorm ways to move Brunswick County forward in growth and development. He said he also has a list of facilitators and their fees but wants to see the results of the upcoming IDA financial meeting before he pursues a facilitator for the focus group. Board Member Mr. Ray Thomas said it might be helpful if Mr. Dotti provide the IDA Board Finance Chair with a list of the fees for a facilitator prior to the finance committee meeting.

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)(3), a matter involving the disposition of publicly held real property.

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 Mr. Morris Taylor

Roll Call Vote:

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

Voting Nay: None

Absent During Vote: None

Absent During Meeting: None

Motion: Mrs. Laverne Jolly moved, seconded by Mr. Morris Taylor that the IDA retain co-ownership of the Brunswick County Conference Center with the Brunswick County Board of Supervisors.

Voting Aye: Mrs. Gwendolyn McMillan, Mr. Morris Taylor, Mr. William Brown, Mrs. LaVerne Jolly, Dr. Robert Satcher

Voting Nay: Mr. Michael Dotti, Mr. Ray Thomas

Absent During Vote: None

Absent During Meeting: None

Upon Vote of those present the motion carried.

Comments Before Adjournment

The Executive Director distributed to Board Members a copy of the Robinson Farmer Cox Financial report for the year ending June 30, 2016 for their review.

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 May 9, 2017 Board of Directors Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:35 p.m.