

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
October 10, 2017
5:30 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mrs. Tracie Seward, Chair
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

Also present:

Ms. Joan Moore, Executive Director

The following were absent:

Mr. Morris Taylor, Vice-Chair
Ms. Diane Ashley, Ex-Officio Member
Mr. Buck Brockwell, 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 Welton Tyler, Brunswick County
Board of Supervisors, Powellton District
Mr. C. J. Dean, Manager, Town of Lawrenceville
Ms. Leslie Weddington, Assistant County Administrator

I. Call to Order

The Chair, Mrs. Tracie Seward, 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

Motion: Mr. Michael Dotti moved, seconded by Mr. William Brown to approve the agenda as presented.

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

IV. Presentation by Timmons on Meherrin River Withdrawal Permit

The Executive Director gave a brief overview of the project and the current status. She then introduced The Timmons Group staff person, Mr. Bob Roop, who gave a power point presentation on the work that has been completed and the change order that is required to complete the pending DEQ application. The Executive Director requested authority to increase the budget by \$50,000.00 so that the application can be completed.

Motion: Mr. Ray Thomas moved, seconded by Mrs. Gwendolyn McMillan to approve the Executive Director's request of a contract Change Order and \$50,000.00 in additional funding to complete the application to withdraw water from the Meherrin River.

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

V. Citizens Comments

Mr. Ray Sawyer made comments related to the required response time as it relates to FOIA requests.

VI. Approval of Minutes

Regularly Scheduled Meeting – September 12, 2017

Motion: Mr. Ray Thomas moved, seconded by Mr. Michael Dotti to approve the minutes of the September 12, 2017 meeting as presented.

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

VII. Consent Agenda

A. August 2017 Financial Report

B. September 2017 Checkbook Register

Motion: Mr. Ray Thomas moved, seconded by Mr. Michael Dotti to approve the August 2017 Financial Report and September 2017 Checkbook Register as submitted.

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

VIII. New Business

A. Executive Director Search Committee

The Chair opened the discussion with comments on the need to determine how the functions of the Executive Director who is retiring the end of December will be carried out in the most efficient manner. She alluded to the possibility of the director of the newly created County Government economic development administration also fulfilling the IDA Executive Director function. She suggested that the IDA Chair and Vice Chair meet with the Board of Supervisors to get their guidance fulfilling the function. There was extensive discussion by the IDA Board on the need to have a better understanding of the functions of the economic development administration that is being established by

the Board of Supervisors. Board member Mrs. McMillan reminded the Board of the legal separation of authority between the function of the IDA and county government that must be considered. And, she reminded the Chair that the full IDA must be a part of policy discussions. Mr. Hudson interjected that he has information on how it is done by some other counties that he would provide to the IDA Board. The discussion concluded with agreement that the IDA Board and Board of Supervisors need to meet to discuss the matter.

Motion: Mr. Michael Dotti moved, seconded by Mr. Ray Thomas that a Joint Meeting be scheduled between the IDA and Brunswick County Board of Supervisors to discuss the vision of economic growth and development in Brunswick County.

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

B. Ad Hoc Committees

The Chair said the Personnel Committee would meet with the Board of Supervisors to discuss ways to move the IDA Board forward to work alongside the Board of Supervisors for the future of Brunswick County. Board Member Mrs. Gwendolyn McMillan said the Personnel Committee would need to bring any information obtained back to the full IDA Board for discussion. She said everyone must work together.

C. Periodic Letters to Brunswick Business

The Chair said she would like for the IDA to send welcome letters to new businesses that locate in Brunswick County.

IX. Old Business

A. FOIA Requests Moving Forward

The Chair said there has been previous discussions of FOIA violations by the IDA. She said in moving forward she would like to see the IDA do a better job of complying with FOIA requests according to the FOIA Regulations. She also said a fee would be charged for all FOIA request. At this time the IDA Executive Director distributed to Board Members a copy of the most current Weldon Cooper FOIA Guidebook.

B. Media Window

The Chair said the concept behind using the front IDA window to display businesses and activities in Brunswick County is something people would notice. Board Member Mr. Michael Dotti said \$3,500.00 would cover the costs of monitors and software needed to complete the project.

Motion: Mr. Michael Dotti moved, seconded by Mr. Ray Thomas to follow proper purchasing procedures when purchasing items needed to create a media window to showcase Brunswick County in the the front window of the IDA office not to exceed \$3500.00 if funds are available in the IDA budget.

Upon vote of those present, the motion unanimously carried.

C. Brunswick County Conference Center

The Chair said she would like for the Board to re-visit having Brunswick County assuming full responsibility for the Brunswick County Conference Center. The IDA Executive Director said at last month's Board meeting there was discussion and the

County Administrator said she did not know if the Board of Supervisors was interested in sole ownership of the Brunswick County Conference Center but said she would ask and report back their interests in obtaining sole ownership. County Administrator Dr. Charlette Woolridge said the Board of Supervisors would be interested in purchasing and taking sole ownership of the Brunswick County Conference Center if the IDA was interested in selling their ownership. The Executive Director said the selling price would be determined after looking at repairs and other costs that the IDA and Brunswick County have already invested in the Brunswick County Conference Center. The Chair suggested including this discussion at Joint Meeting being scheduled between the IDA and the Board of Supervisors. Board Member Mr. Ray Thomas suggested keeping this issue separate and suggested having the IDA Executive Director compile a selling price and bring that information to the next IDA Board meeting for discussion. Board Member Mrs. Gwen McMillan said at the time of the purchase of the Brunswick County Conference Center by both the IDA and the Board of Supervisors it was about working together to move Brunswick County forward. She said she feels that the IDA selling the Brunswick County Conference Center to the Board of Supervisors is moving backwards again. She said everyone needs to work together to build a strong Brunswick County.

X. 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 Growth Alliance (VGA): At the September 20, 2017 meeting the Tobacco Commission awarded the VGA a \$100,000 grant, per its application, to assist in the costs related to marketing activity; particularly travel by the Executive Director. (The VGA Executive Director participates in international and national VEDP/State government Trade missions to market the VGA region.)

Water and Sewer System Expansion Project: Construction of the *US Route 58 East water and waste water system* has been completed. One of these constructions was completed two years ago. The second required using a small portion of privately owned land. That easement was finally obtained two months ago and the work was completed in September. Pending receipt of the final invoices from the contractor this project will be closed out.

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 effort was undertaken to reduce the costs for preparing the space for the business/fund additional costs. Working in cooperation with KASS changes have been made to reduce the cost and the Tobacco Commission approved an addition of \$100,000.00 in the grant it had awarded. The project will be rebid as soon as design changes are completed.

VRA Financing for US Route 58 East Water and Sewer Project: Now that the work requested by the ESAB has been completed the contract with Biggs Construction will be closed out and a final reimbursement request will be sent to VRA.

DSS Office Repairs: Francisco Cleaning and Construction was contacted several months ago regarding clean-up and remediation work required because of water leak and damage in the kitchen area and hallway of the office. The contractor visited the office to assess the work but because of larger jobs has not been able to get the work done. Another contractor was contacted which visited the office on September 11, 2017 and will provide the IDA a proposal for completing the clean-up, remediation and repair. This will include repairing the floor and replacing tiles in the kitchen and an area of the hallway.

Southern Virginia GO Region 3: The Southern Virginia GO Region 3 Council announced on October 4, 2017 that Project Applications can now be submitted for review by completing the Project Application form available on the website located at www.southsidepdc.org.

This concluded the Executive Director's report.

XI. Committee Reports

A. Personnel – No report

B. Finance- No report

C. Property

Motion: Mr. Ray Thomas moved, seconded by Mrs. Gwendolyn McMillan to authorize the Executive Director to contact a contractor to do the cleanup, remediation and repairs at the DSS office not to exceed \$25,000.00.

Upon vote of those present the motion was unanimously carried.

D. Marketing –No report

XII. Board of Directors Comments

Board Member Mr. Ray Thomas invited everyone to attend the monthly Chamber lunch meeting on Wednesday, October 11, 2017 beginning at Noon at Elm Acres. He said representatives from RAM (Remote Area Medical) will present the program. He said the Taste of Brunswick Festival is scheduled for October 14, 2017 at SVCC and invited everyone to attend. He also said the Brunswick County Committee of the Virginia World War I and World War II Commemoration Commission will hold a Veterans Day Ceremony on Friday November 10, 2017 at 10:00 a.m. in front of the Brunswick County Government building. Mr. Thomas went on to say that the Family YMCA of Emporia-Greenville will be leading cardio fit on Mondays at 5:30 p.m. and Silver Sneakers Classic on Tuesdays at 10:00 a.m. at the Brunswick County Library.

Board Member Mr. Michael Dotti said the Honorable Barbara J. Harris is hosting a Community Transformation Conference on Saturday, November 4, 2017 from 9:00 a.m. until 1:30 p.m. He said the conference will be held at the Brunswick County Conference Center and breakfast and lunch will be provided.

XIII. Board of Directors Brainstorming

Board Member Mr. Michael Dotti asked Board Members to bring to the next monthly Board meeting ideas of a business that could be started in Lawrenceville that would serve as an anchor to bring more business and economic development to Brunswick County.

- XIV. Closed Session - None**
 - A. Legal**
 - B. Personnel**
 - C. Prospect and Inquiries**

XV. Adjournment

Motion: Mr. Ray Thomas moved, seconded by Mr. Michael Dotti that the meeting be adjourned.

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

The October 10, 2017 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 6:50 p.m.