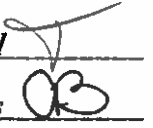


Secretary's initials of approval

Preparer's initials



BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting

100 Athletic Field Road

Brunswick County Conference Center

January 11, 2024 at 6:00 P.M.

IDA Board Meeting Minutes

The following Board Members were present:

Ms. Gloria Menyweather-Woods, Chair, Sturgeon District
Mr. Ray Thomas, Secretary / Treasurer, At-Large
Mr. Quintin Kelly, Powellton District
Mrs. Jean Moody, Meherrin District

Also Present:

Ms. Tessie Bacon, IDA Attorney
Dr. Alfonzo Seward, Brunswick County Board of Supervisors, Chair, Sturgeon District
Dr. Barbara Jarrett-Harris, Board Liaison, Brunswick County Board of Supervisors, Totaro District
Ms. Alfreda Jarrett-Reynolds, Economic Director, Brunswick County
Ms. Leslie Weddington, County Administrator, Brunswick County
Ms. Beverly Ambs, Executive Director, Chamber of Commerce
Ms. Sylvia Allen, Brunswick Gazette, Reporter
Ms. Anne Williams, Town Council, Town of Lawrenceville

The following were absent:

Mr. Morris Taylor, Vice-Chair, Red Oak District
Dr. Arthur Jarrett Jr., At-Large
Dr. Ronald Thornhill, Totaro District
Ms. Lawanda Tatum, Mayor of Lawrenceville
Ms. Robert Hayes, Mayor of Alberta
Mayor Don Dugger, Town of Brodnax Mayor

I. Call to Order

The Chair called the meeting to order at 6:00 p.m.

II. Invocation and Pledge of Allegiance

Mr. Ray Thomas gave the Invocation

III. Approval of Agenda

Motion: Mr. Ray Thomas motioned, seconded by Mr. Quintin Kelly to add item v. Change April Beaty's title and add item vi. BORING testing at Sledge & Barkley.

Upon vote of those present motion was unanimously carried.

IV. Approval of Minutes

- Continued Meeting – November 14, 2023 Minutes & Motions
- Regularly Scheduled Meeting - December 12, 2023 Minutes & Motions

Motion: Mrs. Jean Moody motioned, seconded by Mr. Quintin Kelly to approve the continued November 14th Meeting Minutes and Motions , regularly scheduled December 12th Meeting Minutes and Motions.

Upon vote of those present motion was unanimously carried.

V. Consent Agenda

- **November 2023 Financial Statement**

Motion: Mrs. Jean Moody motioned, seconded by Mr. Quintin Kelly to approve the November 2023 Consent Agenda.

Upon vote of those present motion was unanimously carried.

VI. Project Associate Directors Report

Cherie Nielsen, Project Associate Director for the Brunswick County IDA,

Ag Project: In the Board Members packet a cost sheet provided by Ann Taylor Wright for the Ag Project, however; going forward we will call this Project the Brunswick County Produce Project. I'm seeking approval for the updated of A&E design for \$32,000 provided by Dewberry Engineers. To date, the IDA has not provided any funding for this project. We have invited Brandon Jordan and Ann Wright here this evening to provide updates on this project.

Sledge & Barkley: Received email from Matt Glass and TJ Tame of Ringenburg Construction, work is forecasted to be completed for Phase I in early February.

We are still waiting on grant award announcements from the Governor's Office for the funding of Phase II work.

The architecture firm, WPA had notified the Project Committee and I of an apartment unit on the second floor of the main building potentially having to be a studio apartment rather than a one bedroom due to the stairwell and elevator on the side of the building. After discussing the proposed moving the stairwell and elevator to the outside of the building with Ray and Quintin, along with advisement of Paige Pollard from Historical Preservation, we determined that one apartment does not warrant the need for additional cost and space from the pocket park. We are leaving the stairwell and the elevator within the building.

In your Board of Directors packet are two quotes for one from Bolling & Robertson and one from Hurt & Proffitt to complete a Geotechnical engineering analysis for subsurface testing (BORING) for Phase II as outlined in Dewberry's Engineering procedure's. I am seeking approval to proceed with Hurt & Proffitt to complete the Geotechnical engineering analysis.

Virginia Tech planning update for Turn Table Park:

Tessie Bacon is waiting on a closing date from the seller's attorney for the project.

Virginia Tech is on break until January 16th, however; I have been communicating with Elizabeth Gilboy, the Director of the Community Design Center at Virginia Tech. They are working on renderings of new buildings to allow us to compare using the existing buildings vs. new buildings. We received a letter from Hill Felton, Jr. concerning the interest of F.M. Arthur's desire to purchase the site and plant from Felton Brothers. I spoke with Andy Wells from Southside Planning, who is managing the RRRT account from Southside Planning District. He informed me that due to the Tobacco Commission's agreement, the sale of the property must be for the betterment of the greater community, otherwise a large percentage of the grant must be returned to the Tobacco Commission.

Greenhouse Project: The Railroad agreement has been received and Attorney Tessie Bacon is reviewing it. Once she completes her review, we will be able to sign a five year agreement for crossing the railway.

Will Arney (Business Manager in Business Investment), with Virginia Economic Development Partnership introduced Ann Wright and myself to Johnathan Liss (State Program Section Manager) with VDOT pertaining to grant funding

available for the alternate road plans when the agreement with the Railroad Authority expires in 2029. Mr. Liss explained that the overall funding potential could be \$150,000 with a \$50,000 match from the IDA for A&E, and the construction portion of the grant \$750,000 with no match needed. Mr. Johnathan Liss mentioned there is a high possibility that we could secure this grant funding.

I am currently waiting on Calhoun Mulching to get back with me on procurement to remove the timber located at the 85 Industrial Park. I anticipate the timber will be removed prior to the end of March.

EV Charging Stations Project: Attorney Tessie Bacon is making changes to the terms and conditions agreement with GreenSpot. Waiting to receive the changes from her to send back to GreenSpot for review.

GreenSpot has sent engineered drawings for us to review, however; before proceeding with approval of the drawings the contract agreement needs to be approved.

Other Business: In mid-December I attended a two day virtual conference held by Virginia Economic Development Association which focused on the importance of roles the IDAs/EDAs play in economic and community developments. I learned from leading industry professionals, viewed the latest financial programs and techniques, how to package and market our community assets, and more. I met with Ms. Anne Williams on January 3rd where we discussed thinking outside the box and moving Brunswick County forward. Ms. Williams has lots of ideas that may be helpful to our community.

I took the liberty of creating a check list, which is in your packet, to utilize for the implementation of the Strategic Plan, once approved.

In accordance with the Strategic Plan, I drafted a 29 page application to be used for participants seeking BCIDA's financial assistance, along with a Project Assistance guide document for staff to use which has been given to Ray and Quintin for review.

In your packet is a copy of the Lake Gaston Regional Chamber of Commerce application. I am seeking approval to join the Chamber to broaden our reach within the greater community. This networking could potentially help us find local contractors and businesses to potentially expand, or move to Brunswick County, along with advertise properties we currently own and are ready to be leased or sold.

VII. Presentation – Ann Taylor Wright / Brandon Jordan – ODO

Mr. Brandon Jordan could not make it to this Board Meeting but, Mrs. Ann Taylor Wright, a contracted Consultant with the IDA, was able to speak to the Board about the ODO Project. Mrs. Wright shared with the Board the project partners; Brunswick County, Southern Virginia Vegetable Packing (SVVP) and Old Dominion Organics (ODO). She mention, the reason for this project is because tobacco farming is going away, and the farmers are not making any money. Switching to Organic projects, it seemed to be a reliable and profitable alternative. With the closet Packaging plant in the surrounding areas like; Rocky Mount, N.C, Danville, VA and North of Richmond, with fresh produce farmers would need a processing plant nearby. Bringing the Produce Plant to Alberta, VA will create 60 jobs and retain 143 full time equivalent.

Mrs. Wright mentioned, the total federal project cost is on the IDA, EDA is 20%, and Tobacco Commissions is 9%, VEDP is 4%, the County-Cash is at 2% and IDA-Cash is 1%, plus the 2 Million loan from the IDA, that will be repaid by the farmers, in the form of rental payments on the facility. Once you add in the 5.2 Million in equipment that the farmers will bring in, that will put them at 67%.

Mrs. Jean Moody voiced her concern, the Brunswick County residents and the IDA to fund a large portion of this project through a loan on a project that is not guaranteed. If the project goes belly up in a year or two, then the Brunswick County residents and the IDA are on the hook. There is no guarantee investment, because we have never done this before.

Mrs. Wright stated and emphasized that if the project does not happen, 3.2 Million in grant money will have to get turned back in which will look bad for Brunswick County and the IDA and it will lessen the chance of the County and IDA's future of grant funding.

VIII. Citizens Comments

(Citizens are allotted three (3) minutes to speak)

Ms. Anne Williams addressed the Board and stated that she attended the Elected Officials Conference on Friday, which is mainly for Mayors and Local Officials. She stated many people across the state were at attendance and while Northern Virginia and other bigger cities across the state have a vested interest in their agendas and predominant majority of the state is rural and small jurisdictions, we have to have a bigger voice in the Virginia Municipal League.

Ms. Williams also stated, on the IDA website, the board meeting minutes are supposed to be posted on the agency's website within seven (7) days after the board meeting.

IX. New Business

i. Town Of Lawrenceville Easter Egg Hunt / Turntable Park

As of right now the IDA is in the process of purchasing the Turntable Park. It will another 6 weeks before the sale is finalized. At this time the IDA does not legally own property and cannot grant the Town of Lawrenceville request at this particular time.

Mr. Ray Thomas suggested we adopt the Brunswick County Park Use Policy and Procedures as well as a form to be filled out at the time of request.

ii. Request to join the Lake Gaston Chamber

The Chair asked the Board to approve the Project Associate Director's request to join the Lake Gaston Chamber of Commerce.

Motion: Mr. Quintin Kelly motioned, seconded by Ray Thomas to approve the Project Associate Director's request to join the Lake Gaston Chamber of Commerce.

Upon vote of those present motion was unanimously carried.

iii. IDA Greenhouse Funding

Nothing to Report

iv. Approve Project Associate Director for an IDA FCB Visa Card

The Chair asked the Board to approve the Project Associate Director's request to have a First Citizens Bank Credit/Debit Card.

Motion: Mrs. Jean Moody motioned, seconded by Quintin Kelly to approve the Project Associate Director's request to have a First Citizens Bank Visa Credit/Debit Card.

Upon vote of those present motion was unanimously carried.

v. Change April Beaty's Title

The Chair ask the Board to approve the change of April Beaty's title from Executive Administrative Assistant to the new title Office Manager.

Motion: Mr. Ray Thomas motioned, seconded by Mrs. Jean Moody to approve April Beaty's new title as Office Manager.

Upon vote of those present motion was unanimously carried.

vi. **BORING at Sledge & Barkley**

The Project Associate Director asked the Board to approve the lowest bid for the BORING, submitted by Hurt and Proffitt for Sledge & Barkley project phase II in the amount of \$6,980.

Motion: Mr. Ray Thomas motioned, seconded by Mr. Quintin Kelly to approve the lowest bid for the Boring at Sledge & Barkley project, phase II for \$6,980.

Upon vote of those present motion was unanimously carried.

X. **Old Business**

i. **IDA Monthly Committee & Workshop Meetings**

The Chair asked the Board Members to continue to have the monthly meetings. Mrs. Nielsen asked that if there is a date that is be suited please communicate by email or a phone call with your suggestions.

ii. **Strategic Plan Final Draft**

The Chair mentioned to the Board in November that the Strategic Plan was completed and the Board of Directors need to approve and adopt the Strategic Plan

Motion: Mr. Quintin Kelly motioned, seconded by Mrs. Jean Moody approved to adopt the Strategic Plan.

Upon vote of those present motion was unanimously carried.

XI. **IDA Board of Directors Comments**

None of the Director's commented.

XII. **Closed Session**

MOTION TO CONVENE CLOSED MEETING

January 11, 2024

Mr. Ray Thomas motioned, seconded by Mr. Quintin Kelly that The Industrial Development Authority of Brunswick County Virginia Board Members convene in closed meeting to discuss the following:

- i. As permitted by Virginia Code Section 2.2-3711(a) (1), a personnel matter involving, Administration.
- ii. As permitted by Virginia Code Section 2.2-3711(a) (7), probable litigation and another matter requiring the provision of legal advice by counsel.
- iii. As permitted by Virginia Code Section 2.2-3711(a) (8), a matter involving provision of legal advice by counsel.

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.

Roll Call Vote: Ms. Gloria Menyweather-Woods, Chair, Sturgeon District | Mr. Ray Thomas, Secretary / Treasurer, At-Large | Mr. Quintin Kelly, Powellton District | Mrs. Jean Moody, Meherrin District

Voting Aye: Ms. Gloria Menyweather-Woods, Chair, Sturgeon District | Mr. Ray Thomas, Secretary / Treasurer, At-Large | Mr. Quintin Kelly, Powellton District | Mrs. Jean Moody, Meherrin District

Voting Nay:

Absent During Vote: Mr. Morris Taylor, Vice-Chair, Red Oak District | Dr. Arthur Jarrett Jr., At-Large | Dr. Ronald Thornhill, Totaro District

Absent During Meeting: Mr. Morris Taylor, Vice-Chair, Red Oak District | Dr. Arthur Jarrett Jr., At-Large | Dr. Ronald Thornhill, Totaro District

Motion: Mr. Ray Thomas motioned, seconded by Mr. Quintin Kelly, to designate Mrs. Cherie Nielsen, to act as the Executive Director in order to implement the small purchase policy for the Brunswick County IDA.

Upon vote of those present the motion was unanimously carried.

XIII. Adjournment

Motion: Mr. Ray Thomas motioned, seconded by Mr. Quintin Kelly that the meeting be adjourned.

Upon vote of those present the motion was unanimously carried.

The January 11, 2024, Board of Directors meeting of the Industrial Development Authority of Brunswick County adjourned at 7:34 p.m.