

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
February 25, 2021

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, February 25, 2021, at 3:00 p.m., in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

David Kause, Chairman
Wes Mabe, Vice Chairman
David Carpenter, Treasurer
Michael Cole
Jeff Lucas

MEMBERS ABSENT

Matthew Clarke
Dicky Morgan

EX-OFFICIO MEMBERS PRESENT

Steve Moore, Wytheville Town Manager
Stephen Bear, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

Jason Childers, Rural Retreat Town Manager

JOINT IDA STAFF PRESENT

David Manley, Executive Director
John Matthews, Associate Director
Jessica DeHart, Administrative Assistant

JOINT IDA STAFF ABSENT

None

DETERMINATION OF QUORUM

Chairman Kause called the meeting to order and determined a quorum to be present. He then offered the invocation and led the Pledge of Allegiance.

CITIZENS’ TIME

Chairman Kause welcomed Dr. Beth Taylor, Mayor, Town of Wytheville, Steve Moore, Town Manager, Town of Wytheville, Cathy Pattison, Vice-Mayor, Town of Wytheville, Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce Executive Director, and Mark Bloomfield, Wytheville Town Council member to the meeting. Chairman Kause asked if anyone would like to address the Board. There being none, Chairman Kause continued with the meeting.

APPROVAL OF MINUTES—February 4, 2021

Chairman Kause asked if there were any questions or concerns regarding the minutes from February 4, 2021. There being none, he asked for a motion to approve the minutes as presented. Mr. Carpenter made the motion, which was seconded by Mr. Mabe. With no further discussion, the motion passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause asked if there was a motion to approve the financial statements for January 29th, 2021 through February 25th, 2021 as presented. Mr. Mabe made the motion, which was seconded by Mr. Cole. Upon no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
January 29, 2021 through February 25, 2021**

Check #	Date	Payee	Amount
7855	2/04/21	Town of Wytheville	22,871.20
EFT	2/25/21	Appalachian Power	248.92
EFT	2/25/21	CenturyLink	166.56
EFT	2/25/21	Robert G. Moore	1100.00
EFT	2/25/21	Xerox Corporation	21.68
EFT	2/25/21	First Bank- Mastercard	1349.09
7856	2/25/21	SVAM	50.00
7857	2/25/21	Virginia Crockett	450.00
7858	2/25/21	Wytheville Office Supply	153.29
Total			\$26,410.74

FY 19-20 Audit Presentation

Mr. Manley introduced Mr. Corbin Stone of Robinson Farmer Cox Associates which is the Joint IDA's audit firm to the Board to present the audit FY 2019-2020. Mr. Corbin Stone distributed the audit letter to the Board which stated there were no problems found during said audit. He mentioned there were recommended adjusting journal entries attached to the letter so that the financial report could be presented in accordance with current reporting standards. Mr. Stone summarized the report noting that overall, the audit went very well and asked if there were any questions. He added that adjusting journal entries were common for an authority such as ours and that hiring an accounting firm to prepare financial reports prior to the audit is generally not cost effective and not recommended at this time. All questions asked by the Board were answered by Mr. Stone. Mr. Carpenter made the motion, seconded by Mr. Cole, to approve the audit FY 2019-2020 as presented. With no further discussion, the motion passed unanimously.

STAFF ACTIVITY REPORTS

STAFF REPORT – DEPUTY DIRECTOR

Activity

Annual Report
Business Solutions Unit - Chair
GO Virginia – Region 1 Advanced Manufacturing Workgroup
New River/Mt Rogers Workforce Development Board – Partner Meeting
Project Diego
Project Panel
Properties - Property Owners
Property Search Projects
Revolving Loan Fund Recipients & Applicants
Small Business Assistance
Virginia Economic Development Association's (VEDA) Board of Directors Meeting
Virginia Economic Development Association's (VEDA) Impact ED Webinar
Virginia Economic Development Association's (VEDA) Public Policy/Legislative Day - Co-Chair
Virtual Job Fair Planning
Website
Workforce Center Certification Team
Wythe County Grants - CARES Act and Community Development Block Grant (CDBG) funding for Small Businesses
Wytheville-Wythe-Bland Chamber of Commerce Strategic Planning
Branding Committee

STAFF REPORTS – DIRECTOR

Executive Director's Activity Highlights for period ending February 3, 2021

New or Expanding Business Activity

- **Responded to inquiries from**

- VEDP
- Prospects
- VIAA
- Small businesses
- Developers
- Entrepreneurs
- **Business Contacts and Meetings**
 - Stephen Bear, County Administrator
 - Josh Lewis, VIAA
 - Emily Flippo, VDACS
 - Steve Moore, Town Manager - Wytheville
 - Jonathan Simmons, Impact Solutions
 - Jim Cowan, CowanPerry
 - Eric Chapman, CowanPerry
 - Pandy Brazeau, VEDP
 - Michaela Martin, VEDP
 - Scott Kuehn, Appalachian Power
 - John Griffith, Appalachian Power
 - Connie Long, VEDA
 - Jennifer Atwell, WWB Chamber
 - Jane Orlin, Cushman & Wakefield
 - Ed Blevins, First Bank and Trust
 - Cindy Snider, Virginia Community Capital
 - Sheri Shelton, Town of Wytheville
 - Green Faircloth, Atmos Energy
 - Liz Povar, Riverlink Group
 - David Denny, Sanford Holshouser Economic Development Consulting
 - Others...

Noteworthy or Other Activities

- Budget prep
- Develop press release for project
- Drafting performance agreement(s)
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Project financing discussions
- Project related research
- Various web conferences
- VEDA Board, Executive Committee, Strategic Work Group, Public Policy meetings

OLD OR UNFINISHED BUSINESS

LOAN UPDATES

Mr. Manley stated that Wythe Axe, LLC did satisfy their loan since the last meeting. He also mentioned he spoke with Dan Tolley of Branch Botanicals on February 24th, 2021 who has a loan balance of \$210,048.17 that was due by February 15, 2021. Mr. Tolley told Mr. Manley the company could not make the payment this month but would pay the loan off in full by the next board meeting. Mr. Manley told Mr. Tolley that that period was all that could be provided, and action would be taken after the next board meeting if the loan had not been satisfied.

Concerning the sustainability loans, Mr. Manley mentioned most of the loans were current except Creative K-9 Designs, who is making smaller, more frequent payments than the quarterly payments to catch up with their amortization schedule.

GRANT PROGRAMS

Mr. Matthews stated that three of the grant programs have already been completed, and there are funds still available with the Rent & Mortgage Assistance grant under the Open for Business program, but it is close to completion as well.

OTHER

None

NEW BUSINESS

PROCUREMENT POLICY

Mr. Manley distributed a draft procurement policy to be reviewed by the Board. It was drafted to assert conformity with the Commonwealth's policy and based on a recommended best practice. He noted that this policy states that the JIDA will continue to comply with the State Procurement Code as it had all along.

Procurement Policy

It is the policy of the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat, that its procurement rules conform to the Virginia Public Procurement Act, found in the Code of Virginia at § 2.2-4300 and hereby incorporated by reference.

Affirmed and adopted this the 25th day of February 2021.

After a brief discussion, Mr. Carpenter made a motion, seconded by Mr. Cole to approve the Procurement Policy as written. With no further discussion, the motion carried unanimously.

STRATEGIC PLANNING

Mr. Manley reported that he has been meeting regularly to work on an updated strategic plan that was mentioned in VEDP's Benchmarking Report as a need for the JIDA. Mr. Manley also noted that a proposed contract will be discussed in closed session to review for adoption.

BUDGET DRAFT

Mr. Manley reported that on January 29th a letter from the County was mailed asking the JIDA to prepare the budget for FY 2021-2022. A draft budget was distributed to the Board for review and further discussion if needed. Mr. Manley noted there was an increase in insurance, as the JIDA now covers their own Worker's Compensation insurance. He continued in saying that a budget hearing would be in May for the final adoption of the budget in June.

Mr. Mabe asked about the VIAA line item being increased. Mr. Manley stated that VIAA which is managed by all the County Administrators of Wythe, Smyth, Bland, Carroll, and Grayson, and the City Manager of Galax has mandated more money per citizen, up to \$2.00. Mr. Manley informed the board that VIAA is also contractually undertaking additional local economic development work for some member localities which has altered the dynamic of the organization somewhat. The board requested that Mr. Lewis, VIAA Executive Director, present to them on current activities and future plans. Mr. Manley said he would set it up for the next board meeting.

OTHER

None

Closed Session as permitted by Code of Virginia §2.2-3711(A)(5) [unannounced prospective business including Project Panel], §2.2-3711(A)(7) [Actual or probable litigation], and §2.2-3711(A)(29) [discussion of award of public contract]

Vice Chairman Mabe moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CODE OF VIRGINIA §2.2-3711(A)(5) [unannounced prospective business including Project Panel, Project Honeybee], §2.2-3711(A)(7) [actual or probable litigation], and §2.2-3711(A)(29) [discussion of award of public contract].

The motion was seconded by Mr. Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter
Wes Mabe
Michael Cole
Jeff Lucas
Nay – None

Absent during meeting: Matthew Clarke
Dicky Morgan

The board entered a closed session discussion at 3:39 PM.

At 4:08 PM, Mr. Mabe then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session and that the board further certifies that the only matters discussed in closed session were matters permitted and identified.

The motion was seconded by Mr. Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter
Wes Mabe
Michael Cole
Jeff Lucas

Nay – None

Absent during vote:

Matthew Clarke
Dicky Morgan

A proposal by RiverLink Group for JIDA's strategic planning work was discussed.

Mr. Kause asked if there was a motion to approve the strategic planning proposal by RiverLink Group for Phases one and two. Mr. Mabe made the motion, which was seconded by Mr. Cole. With no further discussion, the motion carried unanimously.

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 4:10 p.m.

David Kause, Chairman

Attest:

Jessica E. DeHart, Secretary