

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**July 27, 2014**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, July 27, 2014, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

Linda DiYorio, Chairman  
Dana Pack  
Jennifer Atwell

Tom Jones  
David Kause

**MEMBERS ABSENT**

Foy Patton

**EX-OFFICIO MEMBERS PRESENT**

C. Wayne Sutherland, Jr., Wytheville Town Manager  
Michael S. James, Rural Retreat Town Manager  
R. Cellell Dalton, Wythe County Administrator

**EX-OFFICIO MEMBERS ABSENT**

None

**DETERMINATION OF QUORUM**

Chairman DiYorio called the meeting to order and determined a quorum to be present. Chairman DiYorio offered the invocation and Mr. Jones led the Pledge of Allegiance.

**CITIZENS' TIME**

Chairman DiYorio welcomed Wayne Sutherland, Wytheville Town Manager, Cellell Dalton, Wythe County Administrator, Michael James, Rural Retreat Town Manager, and Mr. and Mrs. David Perkins of DASH Transportation, LLC to the meeting and asked if there was anyone present who would like to address the Board.

Mr. Kause made a presentation of an award to a local transportation provider for their excellent service provided to the Mid-Atlantic. Mr. and Mrs. David Perkins of DASH Transportation, LLC has been awarded the 2013 Quaker/Gatorade "Carrier of the Year" for the Mid-Atlantic Region.

DASH Transportation, a Wytheville, Virginia based carrier, won the Carrier of the Year award for meeting and exceeding the many different criteria Quaker/Gatorade used to determine the award. First and foremost, service must be top notch, other criteria include carrier's drop trailer pool stability, ability to handle business surges and continued "above and beyond" performance. DASH delivered almost 800 customer loads from Blue Ridge Gatorade in 2013 and also hauled Plant to Plant transfer loads in addition to handling over 125 inbound loads from material suppliers and other QTG plants.

The Joint IDA Board, as well as the jurisdiction official's congratulated Mr. and Mrs. Perkins and DASH Transportation, Inc. for their outstanding performance.

#### **ELECTION OF OFFICERS (SEE ATTACHMENT FOR EXPIRATION OF DIRECTORS' TERMS)**

Chairman DiYorio turned the nomination of Board Chairman over to Mr. Kause. Mr. Kause asked if there were any nominations for Board Chairman for the fiscal year 2014-2015. Mr. Pack, seconded by Mr. Jones, nominated Mr. Kause as Chairman of the Board for the fiscal year 2014-2015. With no other nominations, Chairman DiYorio took over the nominations and asked if there were any other nominations. With there being none, Mr. Kause was nominated by acclamation. Chairman DiYorio continued with the nomination of Vice Chairman. Mr. Pack nominated Ms. DiYorio to fill the position of vice chairman. Chairman DiYorio stated that she will be leaving the Board in November. Mr. Kause suggested that the position remain vacant until new Board members are appointed by the jurisdictions. Chairman DiYorio asked for a motion to keep the vice chairman position unfilled until Board appointments are made. Mr. Kause made a motion, seconded by Mr. Pack, to keep the vice chairman position vacant until Board appointments by the jurisdictions are made. With no other questions, the motion passed unanimously. Ms. Atwell was nominated treasurer by acclamation. Virginia Goodwin was nominated secretary by acclamation.

#### **APPROVAL OF MINUTES—June 26, 2014**

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the June 26, 2014, meeting and if there was a motion to approve the minutes as presented. There being none, Mr. Jones made a motion, seconded by Mr. Pack to approve the minutes as presented. With no further discussion, the motion passed unanimously.

#### **APPROVAL OF INVOICES**

Chairman DiYorio asked if there were any questions or discussion regarding the invoices for May 2014 and if there was a motion to approve the invoices as presented. Ms. Atwell asked what the check to T.C. Repair was for, Mr. Manley answered that it was for mowing at the Joint IDA office. Mr. Pack asked what the check to the Lutheran Parish was for, Mr. Manley stated it was for a memorial. Chairman DiYorio asked if there were any other questions and if there was a motion to approve the invoices. There being none, Mr. Pack made a motion, seconded by Mr. Jones, to approve the invoices for May 2014. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
For the Period from July 1, 2014 through July 31, 2014**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
7140	7-24-14	Appalachian Power Company	148.10
7141	7-24-14	CenturyLink	144.49
7142	7-24-14	FirstBank	1,833.11
7143	7-24-14	Pinchy's Lawn Service	85.00
7144	7-24-14	Robert G. Moore	1,100.00
7145V	7-24-14	Town of Wytheville	Void
7146V	7-24-14	Virginia Goodwin - Reimbursement	Void
7147V	7-24-14	Alan Hawthorne Consulting	Void
7148V	7-24-14	Wytheville Office Supply	Void
7149	7-24-14	Alan Hawthorne Consulting	830.00
7150	7-24-14	Town of Wytheville	17,644.84
7151	7-24-14	Virginia Goodwin – Reimbursement	5.10
7152	7-24-14	Wytheville Office Supply	62.91
<b>Total</b>			<b>\$ 21,853.55</b>

**OLD BUSINESS**

**HABITAT FOR HUMANITY HOUSE UPDATE**

Mr. Manley reported that he had made several visits to the Habitat House to check on the condition of the grass on the property. Joint IDA staff has called the gentleman to mow the property as soon as the rain has stopped. He noted that he had written a letter to Mr. VanAntwerp's council, but had not heard anything back from them and stated that there was a ten day notice in the letter for a response. Mr. Manley mentioned that he had spoken with Andy Kegley regarding the conference room table. Mr. Kegley stated that they would offer to leave the table to whomever may need it. Mr. Manley checked the other inventory in the house and noted that there seems to be several building supplies that were donated and some personal property that could be disposed of.

Mr. Dalton, Wythe County Administrator, stated that the County received a call regarding the items in the house and said they would be removed. He was not involved in the conversation, but thought that the gentleman was Mr. VanAntwerp's father.

Mr. Pack asked if there were any ideas as to what would happen to the house. Mr. Kause asked if there had been an inspection done on the house. Mr. Manley noted that Mr. Massie from the Town of Wytheville had inspected the house. He distributed a copy of the inspection record to all Board and Ex-Officio members. Chairman DiYorio noted that the house did not look to be in bad condition and suggested that a committee be appointed to decide what needs to be done with the house. Chairman DiYorio appointed Mr. Jones, Mr. Kause, and Mr. Manley to the committee. Chairman DiYorio asked that the committee bring their suggestions and recommendations back to the Board when decided.

## **2014-2015 FINANCIAL BUDGET**

Discussion deferred.

## **OTHER**

Ivanhoe property - Chairman DiYorio stated that she had spoken with Mr. Dalton, Wythe County Administrator, and found that the Joint IDA was the holdup on the Ivanhoe property sale. Ms. Atwell asked why the JIDA was a holdup. Chairman DiYorio stated that she was not sure and mentioned that once the deed for the property is drawn up and presented to the Board it will be signed. Chairman DiYorio asked if there was a motion to sign the deed turning the Ivanhoe property over to Wythe County and be placed for sale. Mr. Pack made a motion, seconded by Mr. Jones, that the JIDA Board sign the deed as soon as it is presented to turn the property over to Wythe County. With no further questions, the motion passed unanimously.

## **NEW BUSINESS**

### **AUDIT ENGAGEMENT LETTER JOINT IDA**

Mr. Manley noted that the audit engagement letter had been received from Robinson, Farmer, and Cox Associates regarding the 2013-2014 audit for both the Joint IDA and CRFIA. He noted that the letters were the same as in past years and were just a formality of the audit process, officially engaging the accounting firm for its services. The audit has been scheduled for early September 2014. Mr. Manley will sign the commitment letters and return them to the auditors.

### **AUDIT COMMITTEE APPOINTMENTS**

Chairman DiYorio noted that Alan Hawthorne has been asked to assist with the preparation of the audit information. She asked Mr. Kause, Ms. Atwell, and Mr. Manley if they would serve on the 2013-2014 Audit Committee, all agreed. The Joint IDA staff will setup a meeting of the committee once the financial statements for the audit are complete.

### **PROJECT UPDATES**

None at this time.

### **CLOSED SESSION TO DISCUSS PERSONNEL MATTERS**

Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(1) of the Virginia Freedom of Information Act, Code of Virginia to discuss personnel matters related to the executive director position. The motion was seconded by Mr. Kause, and passed unanimously. Following return to open session, Ms. Atwell moved that the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. The motion was seconded by Mr. Kause, and passed.

The following roll call vote was required after the motion for certification:

AYES:           Linda DiYorio                           Tom Jones  
                  Dana Pack                             David Kause  
                  Jennifer Atwell

NAYS:           None

ABSENT DURING MEETING:   Foy Patton  
ABSENT DURING VOTE:       Foy Patton

#### **OTHER**

Mary Rae Carter – Chairman DiYorio mentioned that she had spoken with Mary Rae Carter, Special Advisor for Rural Partnerships and that she had invited the Joint IDA Board to come to Richmond and meet with various officials including the Secretary of Commerce and Trade Maurice Jones. Chairman DiYorio noted that she will be in touch with Ms. Carter to get further details.

Activity Report – Mr. Manley went over the Joint IDA activities for the month of July. Some of the highlights of the activities included inquiries from various individuals, industry contacts, events attended, ongoing projects, meetings attended, and other pertinent research items.

Revolving Loan Fund – Mr. Manley mentioned that he had met with Craig Barbrow, Rural Business Specialist with USDA Rural Development last week and last month to determine way to effectively use the revolving loan fund which had been static for some time. Mr. Manley and Mr. Barbrow worked on various ways to re-program the Revolving Loan Fund to better suit the needs of our citizens, our businesses, the strategic plan, an our organization. Mr. Manley noted that the potential is large and the impact could be broad and added that this could help with downtown revitalization, corridor economic growth, and with any other type of project the Board sees fit.

#### **ADJOURN**

There being no other business, Chairman DiYorio adjourned the meeting at 4:40 p.m.

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Linda DiYorio, Chairman

Attest:

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Virginia M. Goodwin, Secretary

