

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
December 12, 2013

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, December 12, 2013, 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
William Dixon
Foy Patton
David Kause

Tom Jones
Dana Pack
Jennifer Atwell

MEMBERS ABSENT

None

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager

EX-OFFICIO MEMBERS ABSENT

R. Cellell Dalton, Wythe County Administrator
Michael S. James, Rural Retreat Town Manager

DETERMINATION OF QUORUM

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

CITIZENS' TIME

Chairman DiYorio welcomed Wayne Sutherland, Wytheville Town Manager, to the meeting and asked if there was anyone present who would like to address the Board. There being none, Chairman DiYorio proceeded with the meeting.

APPROVAL OF MINUTES—October 24, 2013

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the October 24, 2013, meeting and if there was a motion to approve the minutes as presented. There being none, Mr. Dixon made a motion, seconded by Mr. Kause, 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 November and December 2013. Mr. Dixon asked how much was still owed to Branch Highways, Inc. Dr. Hawthorne stated that there is still approximately \$725,000 outstanding for mitigation and retainage payments that would have to be made before all invoicing is complete. Chairman DiYorio asked if there were any further questions or discussion and asked if there was a motion to approve the invoices as presented. There being none, Mr. Pack made a motion, seconded by Mr. Jones, to approve the invoices for November and December 2013. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register For the Period From November 1, 2013 through December 31, 2013

Check #	Date	Payee	Amount
6986	11-22-13	Alan R. Hawthorne	\$ 4,354.95
6987	11-22-13	Kimberly B. Simmons	2,579.35
6988	11-22-13	Virginia M. Goodwin	1,793.70
6989	11-22-13	Appalachian Power	79.47
6990	11-22-13	Alan Hawthorne - Reimbursement	181.47
6991	11-22-13	Anthem Southeast Dental	69.78
6992	11-22-13	Anthem Blue Cross and Blue Shield	2,163.67
6993	11-22-13	Branch Highways, Inc.	167,211.55
6994	11-22-13	CenturyLink	139.03
6995	11-22-13	D&D Trophies	45.00
6996	11-22-13	Dell Business Credit	99.99
6997	11-22-13	ACS/BNY Mellon HSA	850.00
6998	11-22-13	The Mt. Rogers Development Partnership	7,309.05
6999	11-22-13	Principal Life Insurance Co.	42.81
7000	11-22-13	Robert G. Moore	1,100.00
7001	11-22-13	Virginia Goodwin - Reimbursement	8.94
7002	11-22-13	Xerox	16.28
7003	12-12-13	Alan R. Hawthorne	5,677.56
7004	12-12-13	David A. Kause	207.79
7005	12-12-13	Dana R. Pack	207.79
7006	12-12-13	Foy W. Patton	207.79
7007	12-12-13	Jennifer W. Atwell	207.79
7008	12-12-13	Kimberly B. Simmons	3,027.67
7009	12-12-13	Linda DiYorio	207.79

7010	12-12-13	Tom Jones	207.79
7011	12-12-13	Virginia M. Goodwin	1,793.70
7012	12-12-13	William M. Gixon	207.79
7013	12-12-13	Appalachian Power	149.12
7014	12-12-13	Alan Hawthorne - Reimbursement	207.46
7015	12-12-13	Anthem Southeast Dental	69.78
7016	12-12-13	Anthem Blue Cross and Blue Shield	1,708.81
7017	12-12-13	Branch Highways, Inc.	70,800.00
7018	12-12-13	CenturyLink	139.03
7019	12-12-13	ACS/BNY Mellon HSA	900.00
7020	12-12-13	Principal Life Insurance Co.	42.81
7021	12-12-13	Robert G. Moore	1,100.00
7022	12-12-13	Xerox	19.14
Total			\$ 275,134.65

OLD BUSINESS

WORKING SESSION HIGHLIGHTS—STRATEGIC PLANNING MEETING

Linda DiYorio asked if there were any comments regarding the completed draft Strategic Plan. Chairman DiYorio and Mr. Dixon met with the Town Councils of Wytheville and Rural Retreat and the Wythe County Board of Supervisors' Economic Development Committee to discuss the Strategic Plan. Mr. Kause asked if the plan was well received and asked if any of the jurisdiction members had questions. Chairman DiYorio stated that all of the meetings went very well and the plan was well received by all jurisdictions. She noted that each member appreciated the Joint IDA Board's addition of increased economic development focus to the plan. Mr. Dixon stated that the Wythe County Board of Supervisors asked for a minor change in the job description regarding Economic Development.

Dr. Hawthorne stated that the Board had been working on the plan since March or April and that their efforts have been well received and rewarded.

CHAMBER DINNER SUMMARY

Chairman DiYorio stated that the annual Wytheville-Wythe-Bland Chamber of Commerce dinner went well and that she felt that the Joint IDA's Special Recognition Award was well received by Wythe Stone. Chairman DiYorio commended the Chamber on an excellent job. Mr. Kause did mention that he had asked if the names of the recipients of the awards could be included in the program, but it was explained that most of the awards are a surprise to the recipients. He did suggest that maybe after the award is given that a slide show could run behind the speakers as they speak. Mr. Kause noted that he had no idea who some of the winners were. Chairman DiYorio stated that the slide show behind the speaker was a good suggestion. Mr. Kause mentioned that he was impressed with the attendance of the Leadership Development Program this year.

LOT 24 CONSTRUCTION CONTRACT CLOSE-OUT ITEMS

Dr. Hawthorne reported on the close-out items for the Lot 24 construction contract. He stated that there is approximately \$400,000 left in mitigation fees and \$325,000 remaining in retainage fees remaining to be paid. He added that mitigation work goes on at different times of the year and that December has not been a good month for the work. The Joint IDA is paying down the \$800,000 advance payment from the Tobacco Indemnification and Community Revitalization Commission (TICRC). Once that amount is paid down, possibly in January and February, the TICRC grant will be closed out.

One of the closeout items is the guarantee that grass coverage and other items are done. These items will be monitored throughout the winter months. Branch Highways, Inc. (BHI) will be looking over some critical areas to insure that everything is rock solid. They will do a compaction survey grid to document site construction performance. This will be useful data when working with a prospective company's engineering team. Should any areas require spot seeding this will be done in the spring.

Mr. Kause asked if the project plan was to just put in one access road. Dr. Hawthorne noted that the access from Kents Lane was not feasible for a truck entrance, but an employee entrance could be constructed from the south. He noted that the company or manufacturer who purchases the property could install an entrance at their expense, if needed. Mr. Kause noted that BHI did a good job to the lot on the Kents Lane side and that it looked very professional. Dr. Hawthorne added that there may be aerial photos taken of the lot sometime during the holidays.

HABITAT FOR HUMANITY HOUSE UPDATE

Dr. Hawthorne stated that he had been checking with local non-profits, including Andy Kegley, to see if there would be a non-profit group who would be interested in using the former Habitat for Humanity house for a minimal yearly rent. He added that he has not been successful in finding such a tenant for the house. He noted that Habitat for Humanity is currently moving their items from the premises and would be turning the house back over to the Joint IDA at the end of December. Dr. Hawthorne mentioned that he would officially ask the Town of Wytheville and Wythe County if they had any use for the house. He noted that once the house is vacated he would winterize it by cutting off the water, putting anti-freeze in the commodes, etc. to prevent any damage to the home. Ms. Atwell asked if the Joint IDA would be carrying insurance on the house. Dr. Hawthorne stated that the Board would have to decide to carry insurance. He added that the property is considered a commercial building site and at some point a commercial entity would purchase all of the property including both houses, and they would then be torn down. Chairman DiYorio stated that the brick home could not be removed until the family moves out. Dr. Hawthorne asked the Board what they would like to do about insurance on the home. Mr. Dixon suggested that the Joint IDA staff get a quote. Mr. Patton asked what the value of the home was. Dr. Hawthorne stated that the assessment value of the home is about \$50,000. The Joint IDA staff will get quotes from various insurance companies and report the outcome at the next Board meeting in January.

OTHER

None

NEW BUSINESS

EXISTING INDUSTRY UPDATE—KIMBER SIMMONS

Kimber Simmons, Associate Director, gave a quarterly existing industry and activities update. She discussed unemployment, visits and contacts of existing industries and the highlights of the visits, and challenges of the existing industries. She also reported that she had visited with the local temporary services agencies to discuss their role and activities in manufacturing and other facilities in the area. Ms. Simmons talked about workforce development and other items that she and Dr. Hawthorne had been involved in during the past quarter.

UPDATE ON HEALTH INSURANCE OPTIONS

Dr. Hawthorne mentioned to the Board that the health insurance for the Joint IDA employees would be changing in January 2014. The new policy year will begin in January and run through December. There will be a 20-25% reduction in health insurance premiums, primarily due to the lesser dependency of premiums on age.

Mr. Dixon mentioned that during the discussions regarding the executive director job description and strategic plan the option of having HR services provided by one of the jurisdictions was discussed. Both entities were receptive to the idea and the possibility of changing how human resources services are being handled for the Joint IDA staff would be looked at. He mentioned that the Joint IDA during its initial decade fell under the policies and payroll of the Town of Wytheville. If the Joint IDA were to join with one of the jurisdictions all policies and procedures would have to be followed accordingly.

LETTER NOTIFYING BOARD OF IMPENDING RETIREMENT OF EXECUTIVE DIRECTOR

Chairman DiYorio mentioned that the retirement of Dr. Hawthorne was officially formalized. The Board members received a copy of the letter of intent to retire at the end of March 2014 provided by Dr. Hawthorne at the last working session.

REPORT ON EXECUTIVE DIRECTOR RECRUITMENT

Mr. Dixon updated the Board on the executive director recruitment activity. He noted that the job description had been completed and that he and Chairman DiYorio has discussed it with the jurisdictions. He noted that the advertisement is ready to be posted, but they were still working on an application. He stated that once the application is ready the position will be posted.

2014 CALENDAR DISCUSSION/APPROVAL

Chairman DiYorio noted that the Board had the draft calendar for 2014. She asked if there were any questions regarding the calendar and if there was a motion to accept as presented. Ms. Atwell asked why the Board no longer met in Rural Retreat. Dr. Hawthorne explained that the Board decided a couple of years ago that the meetings should be held in Wytheville unless there is a specific need to have a meeting in Rural Retreat. Mr. Patton confirmed that regular meetings did not need to be held in Rural Retreat. Mr. Dixon made a motion, seconded by Mr. Pack, to accept the 2014 calendar as presented. With no further discussion, the motion passed unanimously.

FALL 2013 NEWSLETTER

Chairman DiYorio noted that the Board members had received a copy of the 2013 Fall Newsletter. Dr. Hawthorne noted that there was a delay in getting the newsletter out because the unemployment rates were late from the VEC. Chairman DiYorio asked if there were any questions regarding the newsletter. There being none Chairman DiYorio continued with the meeting.

FINANCIAL DISCLOSURE STATEMENTS - DUE JANUARY 14, 2014

Chairman DiYorio noted that the Board members had a copy of the Financial Disclosure Statement that needed to be completed and returned to the Joint IDA office or to the office of their jurisdiction by January 14, 2014.

PROJECT UPDATES

Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(5) of the Virginia Freedom of Information Act, Code of Virginia to discuss unannounced projects. The motion was seconded by Mr. Dixon, and passed unanimously. Ms. Atwell made a motion, and Mr. Dixon seconded, 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. Jones, and passed.

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certificate by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat, hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat.

Motion was passed with the following roll call vote:

AYES: Linda DiYorio
Foy Patton
Dana Pack
Tom Jones

Bill Dixon
David Kause
Jennifer Atwell

NAYS: None

ABSENT DURING MEETING: None

ABSENT DURING VOTE: None

OTHER

Quarterly activities report - Kimber Simmons, Associate Director, distributed copies of the activities report discussed earlier in the meeting.

Budget addition - Dr. Hawthorne noted that the Joint IDA would be receiving \$5,000 from American Electric Power (AEP) to assist with the data center site marketing. He added that the new Joint IDA executive director would be attending a couple of data center conferences in 2014. He also indicated that Virginia's aCorridor received a similar grant to help with marketing.

Virginia Tech - Dr. Hawthorne stated that Virginia Tech would soon be finishing the research they are doing for the Workforce Investment Board. The researchers will be making a presentation to the Wythe County Board of Supervisors (BOS) and several other organizations once completed. The presentation to the BOS will be scheduled for a day meeting on the fourth Tuesday in January or February 2014. Mr. Dixon asked if the results would be released to the media. Dr. Hawthorne that it would be done at a later time and that the report is currently in draft form.

Enterprise Zone - Dr. Hawthorne mentioned that he has been working on an Enterprise Zone amendment to be filed with the extension to keep the EZ active for the next five years. He added that the amendment would extend the Enterprise Zone for areas in the Town of Wytheville, the Town of Rural Retreat, and the eastern section of Wythe County.

Governor transition team - Chairman DiYorio noted that she had been selected to serve on the Governor elect's transition team to help find candidates for the new administration's secretaries positions. She noted that the person that would fill the Secretary of Commerce and Trade position is very important for the rural areas of the Commonwealth.

Executive Director - Mr. Pack asked if there was a requirement that the Joint IDA executive director live in the county. Dr. Hawthorne stated that it cannot be forced, but is encouraged.

Thank you - Chairman DiYorio thanked all of the Board members for their hard work, attendance, and allegiance to the Joint IDA. She stated that she appreciated everyone's dedication and service.

ADJOURN

There being no other business, Chairman DiYorio adjourned the meeting at 4:20 p. m.

Linda DiYorio, Chairman

Attest:

Virginia M. Goodwin, Secretary