

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
February 27, 2020

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, February 27, 2020, 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
Dicky Morgan
Charlie White
David Carpenter
Michael Cole
Matthew Clarke

MEMBERS ABSENT

Wes Mabe, Vice Chairman

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., 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

JOINT IDA STAFF ABSENT

Virginia Crockett, Administrative Assistant

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 Wayne Sutherland, Wytheville Town Manager; Stephen Bear, Wythe County Administrator; Jennifer Atwell, Executive Director - Wytheville-Wythe-Bland Chamber of Commerce; and Chris Menerick, Wytheville Town Attorney.

Chairman Kause asked if there was anyone who would like to address the Board. There being none, the meeting continued.

PRESENTATION – AUDIT REPORT: CORBIN STONE, ROBINSON FARMER COX ASSOCIATES

Corbin Stone with Robinson Farmer Cox Associates discussed the 2018-2019 audit. He discussed a three-year comparison and noted that all the information was basically the same as in the past. Mr. Stone noted that the audit went well, and the staff was prompt and helpful in supplying any information needed. Mr. Stone asked if there were any questions and answered as they were asked. In sum he characterized the audit as good. Normal journal entries would be made.

APPROVAL OF MINUTES—January 2020

Chairman Kause asked if there were any questions or concerns regarding the minutes from January 2020. There being none, Chairman Kause asked for a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Cole, to approve the minutes as presented. With no further discussion, the motion passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause asked if there were any questions or concerns regarding the financial statements for February 2020. Mr. Clark made a motion, seconded by Mr. Morgan, to approve the financial statements as presented.

**Joint IDA of Wythe County
Check Register
February 1, 2020 through February 29, 2020**

Check #	Date	Payee	Amount
EFT	2-27-20	Appalachian Power Company	166.31
EFT	2-27-20	CenturyLink	276.35
EFT	2-27-20	First Bank MasterCard	4,538.07
EFT	2-27-20	Robert G. Moore	1,100.00
EFT	2-27-20	Xerox	25.82
7682	2-27-20	IEDC	435.00
7683	2-27-20	AAWU Wytheville	250.00
7684	2-27-20	Cowan Perry	9,247.00
7685	2-27-20	David Manley – Reimbursement	502.00
7686	2-27-20	Robin Farmer Cox	8,000.00
7687	2-27-20	Town of Wytheville	18,550.39
7688	2-27-20	Wytheville Meeting Center	118.98

7689	2-27-20	Wytheville Office Supply	37.62
Total			\$ 43,247.54

STAFF REPORT – ASSOCIATE DIRECTOR

Meetings

Annual Reporting Updates
 Business Services Unit - Spring Planning
 Chamber Tourism Committee
 Clarke Precision Machine Visit
 Food City
 Industry Appreciation Golf Tournament
 Made Wythe Pride campaign
 Manufacturing Excellence Program Planning
 Opportunity Zone Workshop
 Project Arrow
 Project Groove
 Project Panel
 Properties - Commercial Real Estate Agents
 Property Owners
 Property Search Project
 Revolving Loan Fund Recipients
 Schaffner Visit
 Tenure Awards

Upcoming Events

March 10 – Atsumi & Somic Tours
 March 17 – Wythe County Community Hospital Tour
 April 2 – Wytheville Job Fair in conjunction with Community Connections Day
 Workshop Series – April 28, May 5, and May 12

STAFF REPORTS – DIRECTOR

Executive Director’s Activity Highlights for period ending February 26, 2020

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - Multiple Prospects
 - VIAA
 - Industrial Contractors
 - Developers

- **Business Contacts and Meetings**
 - Stephen Bear, County Administrator
 - Scott Bortz, Peed & Bortz

- Josh Lewis, VIAA
- Stephen Versen, Va. Dept. of Ag. & Forestry
- Emily Flippo, VDACS
- Michaela Martin, VEDP
- Wayne Sutherland, Town Manager – Wytheville
- Eric Chapman, CowanPerry
- Pandy Brazeau, VEDP
- Dan Tolley, Branch Botanicals
- Pat Gottschalk, Williams Mullen
- Ed Blevins, First Bank & Trust
- Jim Cowan, CowanPerry PC
- Jonathan Simmons, Impact Solutions
- Corbin Stone, RFCA
- Green Faircloth, Atmos
- Jason Vaughan, Agracel
- Richard Blackwell, Agracel
- Tommy Turner, Newmark Knight Frank
- Pat Gottschalk, Williams Mullen
- Steve Willis, Camrett Logistics
- Cameron Peel, Camrett Logistics
- Evan Feinman, Tobacco Commission
- Andy Sorrell, Tobacco Commission
- Jeremy Hoard, First Community Bank
- Jay Johnson, Atlantic Union Bank
- Mike Grundmann, VEDP
- Christy Morton, VEDP

- **Noteworthy or Other Activities**

- Budget development, meeting
- WC BOS meetings
- WC BOS ec. dev. committee meeting
- Grant investigation
- RFI response
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Project and financing negotiations
- ROI, RFI various projects
- Project related research
- Among much more

UPCOMING:

- Tenure Awards – March 26 @ Noon – Bolling Wilson Hotel
- Next Joint IDA Board meeting – March 26 @ 3pm
- ****Potential announcement**** be on lookout soon (again)

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley noted that most of the information will have to be discussed during closed session. He did note that he can report that Sara Yelton from Root'd Threads came by and made a payment and left two checks for additional payments. Chairman Kause noted that he saw in the financial reports that there were three insufficient funds charges from the bank. Mr. Carpenter noted that they were back with the Rogers account. Mr. Manley added that Helheim has approached the JIDA for their third loan. The information was not ready for this Board meeting but will be for the next scheduled meeting most likely.

OTHER

None

NEW BUSINESS

INDUSTRY OF THE YEAR SELECTION FOR TENURE AWARDS

Mr. Manley mentioned at this time the JIDA does not have a recommendation for Industry of the Year. We are not required to award one every year and though tradition would dictate it was a business that did the most recent expansion, because it is owned by a Joint IDA board member such recognition is precluded. He asked if there was anyone the Board would like to recommend. There being none evident the award would be given again next year.

PROJECT UPDATES

Mr. Manley stated that all project updates will be held for closed session. However, he noted that there have been two new RFI's to come in during the past two weeks.

ANNUAL REPORT

Discussed during staff reports.

WORK PLAN FOR 2020

Mr. Manley noted that everyone will be some detail regarding the work plan in the annual report. More information will be presented during the next regular Board meeting.

BUDGET DRAFT

Mr. Manley mentioned that he met with Mr. Carpenter and shared the information with Chairman Kause. He added that he will discuss the information with the Board, if they would like. Mr. Carpenter noted that the budget was gone through heavily prior to submitting it to the jurisdictions. Mr. Manley did point out the one thing that was discussed at some length in email was that the mandatory per capita increase for VIAA. Chairman Kause asked if the VIAA dues went up from the previous year and is everyone contributing. Mr. Bear stated that this is what has been proposed and that some counties have been paying higher than what Wythe County has

been paying. He mentioned that Smyth and Wythe came up to \$1.50 per capita last year and VIAA is trying to get everyone at the \$1.75 per capita. Mr. Bear mentioned that Galax and Bland may stay at a little higher rate because they do not have as much population.

Mr. Carpenter asked which counties VIAA includes. Mr. Bear answered that it includes Smyth County, Bland County, Wythe County, Carroll County, Grayson County, and the City of Galax. He noted that Washington County dropped out some years back to handle their own marketing.

Mr. Carpenter asked if there was a way to tie the funds to the productivity to what VIAA provides to the jurisdictions. Mr. Bear discussed the difficulty of tying investment to performance in economic development and compared it to the work of the Joint IDA. Mr. Manley added that the Joint IDA can point to millions of dollars of investment and dozens of jobs in various projects it had worked on recently but that tracking dollar per impact and return on investment would be quite difficult as many factors are at play and influence business decisions.

OTHER

Mr. Manley mentioned that the Treasurer, Mr. Carpenter, made an inquiry about the JIDA's insurance policy and the coverages. He added that he would like to point to F, the public official's liability is equivalent to directors and officers insurance since the JIDA is a public entity. Mr. Manley shared a coverage summary provided by their insurance carrier. He noted that as the Board could see, most of the coverages (ranging into the many millions of dollars) are much more than the JIDA would ever need in most cases.

CLOSED SESSION AS PERMITTED BY CODE OF VIRGINIA §2.2-3711(A)(5); and/or §2.2-3711(A)(7)

Mr. Clarke 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) [prospective business] and §2.2-3711(A)(7) [actual or probable litigation].

The motion was seconded by David Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman
Dicky Morgan
Charlie White
David Carpenter
Michael Cole
Matthew Clarke
Nay – None

Absent during meeting: Wes Mabe

Mr. Clarke then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session and further certify that the only matters discussed in closed session were matters permitted and identified.

The motion was seconded by David Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman
Dicky Morgan

Charlie White
David Carpenter
Michael Cole
Matthew Clarke
Nay – None

Absent during vote: Wes Mabe

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 4:05 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary