

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
January 24, 2019

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, January 24, 2019, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Wes Mabe, Vice Chairman
David Carpenter
Dicky Morgan
Michael Cole
Charlie White
Matthew Clarke

MEMBERS ABSENT

David Kause, 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
Virginia Crockett, Administrative Assistant

DETERMINATION OF QUORUM

Vice Chairman Mabe 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

The Vice Chairman welcomed Dr. Beth Taylor, Mayor of the Town of Wytheville; Jennifer Atwell, Wytheville-Wythe-Bland Chamber Commerce; Stephen Bear, Wythe County Administrator; and Wayne Sutherland, Wytheville Town Manager. Mr. Mabe then asked if there was anyone present who would like to address the Board. There being none, the meeting continued.

CORBIN STONE, ROBINSON FARMER COX – 2017-2018 AUDIT PRESENTATION

Mr. Manley introduced Corbin Stone with Robinson Farmer Cox who performs the JIDA audit on a yearly basis. Mr. Stone explained the information in the audit report and letter to the Board. He also mentioned GAAP changes for 2018. After his discussion he asked if there were any questions that the Board may have. There were questions regarding GAAP rules and adjusting journal entries that Mr. Stone answered. Mr. Stone complimented Joint IDA staff on their responsiveness as well as the quality of bookkeeping done throughout the year. Mr. Manley thanked Ginny Crockett, especially, for her hard work. Mr. Stone added that it was as good an audit that could be expected of an organization of this size.

Mr. Manley stated, after the information was presented, that the Board would need to accept the audit as presented. Vice Chairman Mabe asked if there were any further questions and if there was a motion to approve the 2017-2018 Audit as presented. Mr. Carpenter made a motion, seconded by Mr. Clarke, to approve the 2017-2018 Financial Audit as presented. With no further discussion, the motion passed unanimously.

APPROVAL OF MINUTES—January 24, 2019

Vice Chairman Mabe asked if there were any questions or discussion regarding the minutes from the November/December 2018 meeting and he asked for a motion to approve. Mr. Carpenter noted that there was a correction made on page 6 where the date was corrected. Vice Chairman Mabe asked if there were any other questions or concerns. There being none, Mr. Carpenter made a motion, seconded by Mr. Morgan, to accept the minutes as amended. 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 invoices or reports for November/December 2018. There being none, Mr. Morgan made a motion, seconded by Mr. Mabe, to approve the financial reports as presented. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register December 7, 2018 through January 31, 2019

Check #	Date	Payee	Amount
EFT	12-10-18	Appalachian Power Company	148.45
EFT	12-10-18	First Bank – Mastercard	1,120.33
EFT	01-24-19	Appalachian Power Company	169.90
EFT	01-24-19	CenturyLink	163.30
EFT	01-24-19	First Bank – Mastercard	902.85

EFT	01-24-19	Robert G. Moore	1,100.00
EFT	01-24-19	Xerox Corporation	24.29
7599	12-20-18	Virginia M. Crockett – Reimbursement	22.06
7600	12-20-18	Yard Barber	120.00
7601	12-20-18	The Retail Coach	10,000.00
7602	01-24-19	David Manley	250.70
7603	01-24-19	SVAM	50.00
7604	01-24-19	Town of Wytheville	18,215.99
7605	01-24-19	W-W-B Chamber of Commerce	138.00
Total			\$ 32,425.87

STAFF REPORT – ASSOCIATE DIRECTOR

Workshops

Enterprise Zone Grants – How to Apply Workshop, January 16 at the Wytheville Meeting Center

Meetings

Downtown Wytheville & Chamber – Small Business Assistance Planning
Economic Vitality Committee
Enterprise Zone – Boundary Amendment
JIDA Holiday Open House
Pillar – Safety/OSHA Workshop
Properties - Commercial Real Estate Agents
Property Owners
Property Search Projects
Revolving Loan Fund - Applicant
Small Business Assistance
VEDA Day at the VA General Assembly
Work-Based Learning Opportunities

STAFF REPORTS – DIRECTOR

Executive Director’s Activity Highlights for period ending January 23, 2019

New or Expanding Business Activity

- **Responded to inquiries from**
 - VIAA
 - Local Entrepreneurs
 - Utility
 - Realtor
 - Local businesses/industry
- **Business Contacts and Meetings**

- Stephen Bear, County Administrator
- Scott Bortz, Peed & Bortz
- Josh Lewis, VIAA
- John Smolak, AEP
- John Loftus, VEDP
- Connie Long, VEDA Executive Director
- Robin Sheffey and Adam Sheffey, Movin' Dogs
- Stephen Versen, Va. Dept. of Agriculture and Forestry
- David Clark, Seven Sisters Brewery
- Nelson Tidwell, Seven Dogs Brewery
- Dan Tolley, Branch Botanicals
- Randy Rose, VEDP workforce
- Christy Morton, VP @ VEDP
- Jay Langston, Shenandoah Valley Partnership
- Steve Harrison, VA Beach Ec. Dev.
- Ryan Touhill, Alexandria EDC
- Stephanie Landrum, Alexandria EDC
- Deborah Flippo, Draper Aden Assoc.
- Mike Woods, Troutman Sanders Strategies
- Mark Boenke and John Caldwell, Pillar OMA
- Del. Israel O'Quinn
- Del. Jeff Campbell
- Aides to Sens. Chafin and Carrico
- Del. Jeff Bourne
- Del. Matthew James
- Florence Kingston, Newport News Development
- Debbie Melvin, VEDP Workforce
- Chris Lloyd, McGuireWoods Consulting

Noteworthy or Other Activities

- Enterprise Zone wrap-up
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- RLF meetings
- VEDA Board of Directors meeting
- Smart Scale discussions
- WC BOS Ec. Dev. Committee
- VEDA Day @ General Assembly (Chair)
- Preliminary budget work
- NR/MR Workforce Development Board meeting
- Headhunting for Wythe Co. representative to NR/MR WDB
- SVAM CoE Board of Directors meeting
- Small business class discussions w/ WWB Chamber and Downtown Wytheville

- SBDC meetings with small business/potential borrower
- Wytheville Town Council work session
- VEDA Public Policy conference calls
- Millwald Theatre Board of Directors
- Downtown Wytheville Economic Vitality Committee
- Wythe-Bland YP Steering Committee

UPCOMING

- VEDA Legislative Reception, Jan. 28, 2019
- Meet the Consultants, March 20-21, 2019

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley noted there had been a spike in interest in the RLF in the past couple of months. He added that the two delinquent borrowers, Rogers and Yelton, were yet delinquent. He added that all other borrowers are paying. He wanted to especially note that Vivian Womble was making payments at least once a month and often twice.

Mr. Manley stated that both Ms. Rogers and Ms. Yelton are in business currently but are in arrears. Mr. Matthews has made several attempts to contact both parties and secure payment. Mr. Carpenter suggested a letter mentioning legal activity be sent with the board prepared to act accordingly. The Board was in consensus to demand payment by the next board meeting, Feb. 28, 2019. Mr. Manley suggested the Board could then act in whatever way it saw fit to further collection activities. Mr. Carpenter asked that the Board receive an email copy of the letter to look over prior to being mailed. Mr. Manley agreed.

ANNUAL AWARDS LUNCHEON

Mr. Manley reminded the Board that the annual Special Recognition Award and Tenure Awards luncheon will be held on Thursday, February 28, 2019, at the Bolling Wilson Hotel at noon.

OTHER

None

NEW BUSINESS

IRS 2019 MILEAGE RATE

Mr. Manley informed the Board that the IRS mileage reimbursement rate has changed from \$0.545 per mile in 2018 to \$0.58 per mile in 2019.

VEDA LEGISLATIVE DAY

Covered during Staff Reports.

SMALL BUSINESS CLASSES

Addressed by Mr. Matthews during his Staff Report.

OTHER

Vice Chairman Mabe noted that he and Mr. Morgan received their notification from the Wythe County Board of Supervisors that they had been reappointed to the JIDA Board for another four-year term.

PROJECT UPDATES

None

CLOSED SESSION AS PERMITTED BY CODE OF VIRGINIA §2.2-3711(A)(5)

None

ADJOURN

There being no other business, Vice Chairman Mabe adjourned the meeting at 4:30 p.m.

Wes Mabe, Vice Chairman

Attest:

Virginia M. Crockett, Secretary