

VIRGINIA: A MEETING OF THE ECONOMIC DEVELOPMENT AUTHORITY OF SURRY COUNTY HELD ON JANUARY 3, 2019 AT 5:00 P.M. IN THE GENERAL DISTRICT COURTROOM OF THE COUNTY GOVERNMENT CENTER.

PRESENT: Mr. SAM EDWARDS, III; CHAIRPERSON
Mr. LAFAYETTE POWELL; VICE CHAIRPERSON
Mrs. GLADYS W. HARDY
Mr. ROBERT CHANDLER
Mrs. GWENDOLYN BROWN

ABSENT: Mrs. JENNIFER GWALTNEY
Mrs. Gwaltney arrived soon after the meeting started.
Mr. JASON SEWARD

ALSO

PRESENT: Ms. MELISSA ROLLINS ASST. COUNTY ADMINISTRATOR
Mrs. CAROL SWINDALL. EDA TREASURE, COUNTY INTERIM FINANCE DIRECTOR

CALL TO ORDER

Mr. Sam Edwards called the meeting to order.

MOMENT OF SILANCE

Mr. Sam Edwards called for a moment of silence.

PLEDGE OF ALEAGENCE

Mr. Sam Edwardes called for the Pledge of Allegiance

APPROVAL OF MINUTES

Mr. Edwards called for the approval of past meting minutes.

1. August 29, 2018 (previously not approved due to missing comments from Mr. Brendan Hefty's presentation)

Mr. Chandler commented that he had reviewed both the recorded EDA meeting and Board of Supervisors (BOS) meeting at which Mr. B. Hefty had provided comment associated with what actions the BOS must take to move forward with the county's recommended Store Project. Neither recording contained the comments that Mr. Chandler and Mr. Powell remembered Mr. Hefty had made. The comments thought to be missing, as remembered, were as follows: Mr. Hefty had stated the BOS must redeed property purchased to the EDA and turn the project over to the EDA for development and construction.

Mr. Edwards commented that he had already reached out to Mr. Hefty and recommended that we hold off approval until Mr. Hefty responded.

Mr. Chandler made a motion to not approve the minutes until Mr. Hefty responded to Mr. Edwards.

Mrs. Hardy seconded the motion.

Mr. Edwards call for a vote. The motion was approved by all Directors present.

2. October 18, 2018 Minutes

Mr. Chandler commented that the minutes provided by Ms. Rollins were her best recollection of the meeting because the recorder failed to record the meeting. He also commented that the minutes were accurate as he recalled and asked if Mr. Powell had any comments.

Mr. Powell responded that he did not but commented that the Board need to move forward because we were not going to be able to get additional information.

Mr. Edwards commented that Board had taken actions to ensure the Board had obtained its own recorder and we had elected a new secretary which should make improvement as the Board moves forward.

Mr. Powell commented that the Board should accept the minutes provided by Ms. Rollins under duress because no recording was made.

Mr. Edwards commented he thought the lack of a recording was the result of either an honest misstate of faulty recorder.

Mr. Edwards call for a motion.

Mr. Chandler Made a motion that the minutes be accepted as presented based on the best recollections of Ms. Rollins

Mrs. Hardy seconded the motion.

Mr. Edwards called for a vote. The motion was approved by all Directors present voting yes.

3. December 3, 2018 Called meeting

Mr. Edwards noted four minor corrections to the minutes which Mr. Chandler took action to correct.

Mr. Chandler made a motion that the minutes be accepted with corrections as noted.

Mrs. Hardy seconded the motion.

Mr. Edwards asked if there were addition comments. There were none

Mr. Edwards call for a vote. The motion was approved by all Directors present voting yes.

TREASURER'S REPORT

Mr. Edwards introduced Mrs. Swindell our newly elected Treasurer.

Mrs. Swindell commented that she used the current existing report format to make her report and asked for input from the Board as she intended to change the report format in the future.

Mrs. Swindell reported the EDA account balance at the start of October was \$562,547.05 and ended with interest income and a grant of \$500,000.00 to Prince George Electric (PGE) to support accelerating the installation of internet fiber optic Cable for Surry County PGE customers. The ending balance is \$62,551.25.

Mrs. Swindell reported the balance at the start of November was \$62,551.25. There is credit of \$5,665,91 for the Windsor Mill Bond fee payment, a credit of an interest payment of \$2.41, Stipend payments of \$746.00 leaving a final balance of \$67,473.80

Mrs. Swindell reported the balance at the start of the December Bank Statement was \$67,473.80, a credit of \$2,667.67 bond fee payment from Sentara with an ending balance \$70,140.47.

Mr. Edwards asked Mrs. Swindell the frequency of the fee payments for the Windsor Mill bond.

Mrs. Swindell replied the payments were made annually at a rate of 1/8 of 1% of the bond value.

COMMITTEE REPORTS

Mr. Edwards call for Committee reports.

A. Bylaws Committee: Mr. Chandler presented the final draft of the EDA Bylaws as reviewed by the County Attorney and approved by them for final approval. He also pointed out that he had initiated revision control that would allow the tracking of the most current and approved version of the Bylaws.

Mr. Chandler made a motion that the Bylaws be approved as presented.

Mr. Powell seconded the motion.

Mr. Edwards asked if there were additional comments. There were none.

Mr. Edwards call for a vote. The motion was carried by a unanimous vote of all Directors present.

B. Planning Commission:

Mr. Edwards reported that there had not been a meeting of the commission, and the next meeting was scheduled later in January.

C. Economic Development Office:

Ms. Rollins reported on the Obici Health Care Grant to Surry County valued at \$50,000.00 for the use of expanding the County's Farmers Market. The Grant will be used to construct a building.

Ms. Rollins explained the particulars of the grant including the submitted budget of approximately \$74,000.00. The County will provide approximately \$16,500.00 of service in kind. Mr. Rollins also commented on the importance of the Farmers Market and the contribution the new building will make to the people in the county.

Mr. Powell asked Ms. Rollins how many days a week the new building would be used.

Ms. Rollins responded that the usage level has not yet be set, but currently the market is used only one day a week. However, the Parks and Recreation Department would be responsible for its use and would invest gate other possible uses to maximize its use.

Mr. Powell and Ms. Rollins discussed the type of building and its use comparing it to the normal farmers market where the farmers would set up their tents.

Ms. Rollins responded that the Parks and Recreation Department had looked into this and found that the use of a pavilion servers the framers better, and the use of a building also meet the requirement of being able to request a grant. Ms. Rolling offered to have addition information provided if necessary.

Mr. Edwards ask if the budgeted time that county employs would contribute is "in kind" services.

Ms. Rolling responded yes it was and explained the meaning of "in kind" service.

Mr. Powell asked Ms. Rollins how the man-hours associated with the "in kind" service was developed.

Ms. Rollins responded the man-hours were just an estimate of how much time staff personal may expend on the project. She also noted that sometimes it was just a shot in the dark. However, we must be able to demonstrate the county's participation in the project

Mrs. Brown commented on this and Ms. Rollins stated that the county must report its man-hour participation in the project.

Mr. Edwards congratulated Ms. Rollins on the county obtaining the Grant. Then asked if there were additional questions or comments. There were none.

OLD BUSINESS

Mr. Edwards call for the Old Business items.

A. Creation of EDA Seal.

Mr. Chandler reported that he and Mr. Powell had developed the seal as presented.

Mr. Edwards and Mr. Chandler discussed the use of the County Seal in conjunction with the words "of Surry County" on the seal. They agreed on the continued use of the words on the seal.

Mr. Edwards requested a motion on the approval of the proposed seal.

Mrs. Hardy made a motion that the seal be adopted as presented.

Mrs. Brown seconded the motion.

Mr. Edwards asked if there were any additional questions or comments.

Mr. Edwards requested an estimate on possible cost.

Mr. Chandler responded that the cost would be at least \$100.00 and possibly more, but the cost covers not only the seal but the device to use it.

Mr. Edwards asked that the motion be amended to include the cost. He proposed \$200.00.

Mr. Chandler amended his motion to include the max cost of \$200.00.

Mrs. Brown seconded the amended motion.

Mr. Edwards asked if there were additional questions or comments. There were none.

Mr. Edwards called for a vote. The motion was carried by a unanimous vote of all Directors present.

B. Adoption of the EDA bylaws.

Mr. Edwards noted the EDA bylaws had been adopted earlier.

NEW BUSINESS

A. Election of Officers:

Mr. Edward identified that this is for the election of officers for 2019 and asked if there were comments or questions.

Mr. Chandler commented that the Board of Directors are working very well together, and a good team is developing with all Directors working well with each other and that he would recommend that we leave the team and leadership as it is for this upcoming year. There was agreement among the Directors.

Mr. Chandler made a motion nominating Mr. Edwards as Chairman.

Mrs. Hardy recommended that the motion be amended to include all current officer.

Mr. Chandler amended his motion and nominated Mr. Edwards as Chairman, Mr. Powell as Vice-Chair, and himself as Secretary.

Mrs. Hardy seconded the motion.

Mr. Edwards asked if there were additional questions or comments. There were none.

Mr. Edwards called for a vote. The motion carried with a unanimous vote of all Directors present.

Mr. Edwards asked the Board about the position of Treasurer.

Mrs. Gwaltney noted that the new Acting Finance Director Mrs. Swindall had been nominated and elected as the EDA Treasurer in the December 3, 2018 meeting.

Mr. Edwards agreed noting that this was recorded in the meeting minutes thus there was no need to reelect Mrs. Swindell.

B. ANNUAL BUDGET

Mr. Edwards commented that he had discussed the process with Mr. Wanner, Interim County Administrator, and that he had noted the county budget was developed by each department and then summed. He also noted that there has not yet been input from the County's

Economic Development Office thus additional action is to be taken associated with the development of a budget for the EDA. He requested input for Board members.

Mr. Chandler commented that he had meet with Mrs. Little his district representative on the Board of Supervisors, and that she had brought up the subject that there had in the past been an item in the budget for economic development. She remembered it being approximately \$80,000.00 but did remember what it consisted of.

Mr. Edwards noted with the lack of information at this time and that this item will be discussed again at the next meeting. He then asked if there were additional questions or comments. There were none.

C. ESTABLISH THE ANNUAL MEETING SCHEDULE

Mr. Edwards presented the dates for the 2019 schedule which merrows the meeting date for the Board of Supervisors meeting the first Thursday of every other month. Meeting to commence at 5:30 p.m. in the General District Courtroom in the county's administrative building at 45 School Street in Surry. A discussion among the directors initiated by Mr. Powell on the start time of the meeting. An agreement was reached that the start time be changed to 5:00 p.m.

Mr. Edwards asked for a motion to change the start time to 5:00 p.m.

Mrs. Gwaltney made a motion to commence the meetings at 5:00 pm.

Mrs. Hardy seconded the motion.

Mr. Edwards restated the motion identifying the new start time, dates and location of meetings. He then asked if there were additional questions or comments. There were none.

Mr. Edwards call for a vote. The motion was carried with a unanimous vote from all directors' present.

Mr. Edwards introduced two (2) additional items.

The first, was associated with how to work toward getting a bridge or tunnel constructed across the James River. He has had discussions with VDOT on how to move forward. He has received a letter from VDOT noting that a letter is need from The County Planning District Commotion (PDC) or a local government meaning the Board of Supervisors (BOS) or maybe the EDA. He noted he felt the BOS being an elected group would hold a position of more authority than the EDA thus the EDA should write a letter to the BOS asking for their support for a bridge or tunnel across the James to support economic development in the county.

Mr. Edwards pointed out that even with a request from the BOS a bridge or tunnel would take many years of planning and would not occur for fourth or fifty years.

Mr. Edwards made a motion that he draft a letter for the EDA to the BOS requesting they vote on forwarding a letter to Virginia Department of Transportation supporting a bridge or a tunnel crossing the James River that would support economic development in the county.

Mrs. Hardy commented on her support of the motion pointing out the importance of the EDA and the BOS working together moving forward with county economic development.

Mr. Chandler seconded the motion.

Mr. Edwards asked if there were additional questions, comments or concerns. There were none.

Mr. Edwards called for a vote. The motion was carried with a unanimous vote of all Directors present.

The second item Mr. Edwards introduced was a request from Mrs. Brown to have a student representative working with the EDA similar to the County School Board.

Mr. Edwards agreed that using the School board as an example was an excellent point but shared his concerns with the idea associated with the EDA. A discussion ensued among the Directors with Mrs. Brown explained her idea of student participation but agreeing with Mr. Edwards comment that we should study this for a few months before taking action. Mr. Powell commented with his idea that a student representative from the School Board bring questions to the EDA.

Mr. Edwards asked who on the Board of Directors would be the EDA liaison with the School Board.

Mr. Chandler made a motion nominated Mr. Brown.

Mr. Powell seconded the motion

Mr. Edwards called for a vote. The motion was approved with a unanimous vote from all Directors present.

Mrs. Gwaltney recommended that a new item be added to that agenda when the EDA commences working with a student representative. The purpose is to allow a discussion between the student representative and members of the board of Directors. All agreed to add a new agenda item.

Mrs. Hardy commented on a Smithfield Times story noting the lack of citizen comments on actions being taken by the BOS associated with a possible grocery store and internet broadband initiatives. She requested ideas on how to improve citizen participation.

Mr. Powell commented that in his district people are uninformed on what is going on in the county. The ability to keep the citizen informed is difficult without proper tools to do so. If they do not attend meetings, they do not know what is going on. Citizens in his district are asking him what is going on.

Mrs. Hardy suggested we develop a news letter and provide it to local churches, with phone numbers available for groups working on internet broad band installation so the information becomes more available. Discussion continued with no conclusion reached because of the diversity of information providers, people and location of citizens.

Ms. Rolling presented the New Economic Development webpage on the County's website along with possible uses for helping with information flow. She noted that the webpage has just been activated and by the next EDA meeting it will contain additional information.

Mr. Chandler initiated a discussion of "Foreign Trade Zones" by noting that Isle of Wright Count has designated the entire count as a Foreign Trade Zone asking Ms. Rollins why Surry County has not designated an area a Foreign Trade Zone. Ms. Rollins discussed this with the Directors and explained some of the information associated with Foreign Trade Zones. No action was taken at this time.

Mr. Edwards wrapped up the discussions on how to improve information flow to the citizens and offered EDA help. He also said he would discuss the topic with Mr. Wanner.

With all scheduled business being completed Mr. Edwards called for public comments.

PUBLIC COMMENTS

There were no comments

ADJOURNMENT

Mr. Edwards call for a motion to adjourn.

Mr. Powell made a motion to adjourn

Mrs. Hardy Seconded the motion.

Mr. Edwards called for a vote and the motion was carried with a yes vote by all Directors present.

