



**MEETING MINUTES  
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**County Administration Building  
122 E Main St  
Bedford, VA 24523  
January 8, 2015 – 5:30 P.M.**

**Economic Development Authority:**

**:Present:**

Dennis Novitzke – Dist. 1; Raymond Sellers – Dist. 2; Matthew Braud – Vice Chairman, Dist. 4; Jim Lusk, Dist. 5; Kim McCabe, Dist. 6; Paul Kelbaugh, Dist. 7

**:Absent:**

Wyatt Walton, Dist. 3;

**Staff Present:** Traci Blido – EDA Secretary; Mark Reeter – County Administrator (partial meeting); Carl Boggess – County Attorney; Jessica Hupp – Transcriber

**Staff Absent:** none

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**(1) APPROVAL OF AGENDA**

**Mr. Braud asked if anyone had any changes they wished to make to the agenda. Mrs. Blido stated the revisions to the agenda included moving the closed session to the end of the meeting since Sheldon Cash would be presenting, and the addition of tree contract approvals. Mr. Kelbaugh moved, seconded by Mr. Lusk, to approve the January 8, 2015 agenda, as amended.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Ms. McCabe, Mr. Sellers**

**Voting no: None**

**Adopted unanimously**

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**(2) APPROVAL OF MEETING MINUTES – November 6, 2014**

**Mr. Braud asked for approval and/or amendments to the Authority's November 6, 2014 meeting minutes. No changes were suggested.**

**Mr. Kelbaugh moved, seconded by Mr. Sellers, to approve the November 6, 2014 meeting minutes, as is.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Ms. McCabe, Mr. Sellers**

**Voting no: None**  
**Adopted Unanimously**

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**(3) SPECIAL PRESENTATION TO OUTGOING EDA MEMBERS**

Mr. Braud asked Mr. Coker to come forward in order for the Board of Supervisors, the EDA, and staff to show appreciation to Mr. Coker for his hard work and dedication through the adoption of the following resolution:

**WHEREAS**, the Bedford County Economic Development Authority (EDA) has been an active and hard-working component of the economic development efforts of Bedford County for many years; and,

**WHEREAS**, the success of the EDA is largely dependent on effective and consistent leadership; and,

**WHEREAS**, Mr. Craig S. Coker has contributed to the success of the EDA through his dedicated leadership and service over five years, having been elected to that position on August 10, 2009 and continuing until December 31, 2014; and,

**WHEREAS**, Craig has not only offered his time and talent in his capacity as a member of the EDA, but has also served as a proactive and successful Chairman for a period of two years, having been appointed to that position on February 7, 2013; and,

**WHEREAS**, in his capacity as Chairman of the EDA he spearheaded an effort to expand electrical infrastructure in the New London Business and Technology Center, supporting the continued growth of the flagship park; and,

**WHEREAS**, Craig also led the acquisition of the Bedford Joint Economic Development Authority's assets in the Bedford Center for Business park.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Bedford County Board of Supervisors hereby recognize Mr. Craig S. Coker for his outstanding dedication and leadership in his capacity as Chairman and member of the Bedford County EDA.

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Mr. Braud also asked Raymond Sellers to come forward in order for the EDA to recognize him for his hard work and dedication, and to adopt the following resolution on its behalf:

**WHEREAS**, the Bedford County Economic Development Authority (EDA) has been an active and hard-working component of the economic development efforts of Bedford County for many years; and,

**WHEREAS**, the success of the EDA is largely dependent on effective and consistent leadership; and,

**WHEREAS**, Mr. Raymond P. Sellers has contributed to the success of the EDA through his dedicated leadership and service; and,

**WHEREAS**, Raymond has offered his time and talent in his capacity as a member of the EDA for a period of sixteen years, having been elected to that position on January 10, 1999 and continuing until January 31, 2015; and,

**WHEREAS**, during his sixteen years of service, Raymond has been the “voice of reason” on important matters and been bold enough to suggest out of the box thinking for the greater good; and,

**WHEREAS**, Raymond served for a time as Vice-Chairman, but was “old enough to know better” than to serve as Chairman.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Bedford County Board of Supervisors hereby recognize Mr. Raymond P. Sellers for his outstanding dedication and leadership as a member of the Bedford County EDA.

**Mr. Lusk moved, seconded by Mr. Kelbaugh, to adopt the above resolutions in honor of Mr. Craig Coker and Mr. Raymond Sellers and to make them a part of the January 8, 2015 EDA minutes.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Ms. McCabe, Mr. Sellers**

**Voting no: None**

**Adopted Unanimously**

#### **(4) REPORTS**

##### **a. Economic Development Director’s Report**

Mrs. Blido reported that she has recently been working with the Broadband Advisory Committee on plans to fill in “the last mile” of broadband in Montvale, Huddleston, and Big Island. The committee met with the Board of Supervisors in their last work session and the board made a commitment to allow funds to be used to get the first phase of meeting high speed Internet needs in Montvale. Mid-Atlantic Broadband is willing to donate a tower and the committee is now looking at where to place the tower in Montvale. Mrs. Blido stated these have been big strides in the right direction for Internet availability in the county. Mr. Lusk asked if there will be a cabling system set up on the tower, to which Mrs. Blido stated that internet providers will set up their own equipment on Mid-Atlantic’s tower, but that they haven’t gotten into many details yet.

Mrs. Blido stated she has been working with Region 2000 recently, as they hosted Mid-Atlantic Broadband’s Sarah Johnson a few weeks ago. Ms. Johnson’s job is to help find west coast companies to move to Virginia’s tobacco regions. Each locality was able to show off their county’s assets and Mrs. Blido held a tour at Harris Corp. on Rt. 460 to show a strong example of a technology manufacturing firm in Bedford County. Mrs. Johnson was extremely impressed and stated she would take what she learned back with her to California in her quest to market our region. Region 2000 also hosted a luncheon for Staff at the Virginia Economic Development Partnership (VEDP) at the Bear & Bull Club in Richmond. At the luncheon, each county was able to share news with the state economic developers to familiarize them with our localities.

Mrs. Blido stated that she and Jessica have been going around delivering business appreciation bottles to different companies as much as possible as a way to work on existing business relations.

Mrs. Blido reported that Trident Seafoods will be shutting down operations next week and is hosting a career fair tomorrow at their facility for other companies to attend and talk to Trident's current employees. Trident has confirmed six different companies that will be attending.

Mrs. Blido reported that Simplimatic has now acquired Dramco Machine Technologies (DMT) and will be acquiring 15 new employees from DMT. This will help Simplimatic with their current incentive agreement with the EDA as they move into New London Business and Technology Center in February.

Mrs. Blido reported that she met with Bob Bailey about B&W mPower which has recently reduced staff and funding greatly. The mPower project no longer has Department of Energy (DOE) funding and they have turned off the hot test equipment for now until they are able to decide what to do with it long term. Mr. Bailey has been working with B&W and DOE on ways the test equipment can be started back up for education purposes and says he will go after grants to do so because all parties involved recognize the importance of this unique asset for the future of mPower reactors to be brought to market. Mr. Bailey also briefed Mrs. Blido on internal CAER reductions that will help them sustain operations while long-term options are being addressed. Mr. Braud asked how the other tenants at CAER were doing, and Mrs. Blido stated that those tenants are fine while B&W is still holding a lease at the CAER. All ideas for long-term sustainability at the CAER are being explored and Mrs. Blido said she would keep them informed on progress.

**b. Monthly Financial Report**

Mrs. Blido reviewed the monthly financial report with the EDA.

**c. Monthly Accounts Payable Report – bills that have been paid**

The Authority members present reviewed the recently paid bills, as presented.

**d. Existing Business Report**

Ms. Hupp stated that the Bedford One program finished out its final tours for last year on November 18 at Johnson's Health Center and Centra's Center for Simulation and Virtual learning. The steering committee has already begun planning tours for 2015, with one set in January at Harris and Sentry Equipment, a Dentistry and Physical Therapy tour, and another Health Care tour at Bedford Science and Technology's Health Sciences Academy.

Ms. Hupp reported that Liberty High School hosted their first career fair for students in November and she was there with an Economic Development Office booth. The fair served as a good opportunity to explain the importance of young people coming back to Bedford County to work.

Ms. Hupp reported that she and Mrs. Blido had recently submitted their departmental budget request, and as part of the process have been working on updating the marketing plan for 2015-2016. Pending approval of proposed funds, staff has set marketing goals they would like to complete including video/photo testimonials for our website, more listings in national economic development directories, a billboard, and new business park brochures.

Ms. Hupp stated they've set a date for the next Quarterly Business Roundtable meeting on February 10 at CVCC Bedford Center from 8:30-10:00 am. There will be a short presentation from Citadel Plastic's new

Site Manager Scott McMillan.

- (5) **Old Business**
- (6) **New Business**
- (7) **New London Business & Technology Center**

**A. Capital Considerations**

**1. Improvements**

**a. Substation project completion update**

Mr. Boggess stated the project is pretty much finished and that he reached out to Southside once the contractors were out to get locks on the gates to the substation. Now no one else can get in except Southside and the County Staff. The EDA has still not gotten their final bill. Mr. Boggess said the only thing that still needs to be done is having the new Chairman sign the new covenants.

Mrs. Blido added that \$1,508,472.61 has been spent on the substation so far for everything including the RFP, but staff will have a better figure after receiving the final and last bill.

**b. Contract award for tree planting**

Mr. Boggess stated that there needed to be replanting of several different tree species for the creek crossing buffer with the transmission line in New London. Mr. Boggess stated he reached out to three companies for pricing. Only one local company responded with a price that he thought seemed reasonable. They would plant approximately 100 sapling, elderberry, and dogwood-type trees that grow to 1-3 feet in height for a cost of \$847.00.

**Mr. Sellers moved, seconded by Mr. Kelbaugh, to enter into a contract with Kennedy's Forest Service for the planting of trees in New London.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Ms. McCabe, Mr. Sellers**

**Voting no: None**

**Adopted Unanimously**

**B. Operating Considerations**

**1. Operating Expenses**

**a. Landscaping & Snow Removal contracts for New London and BCB**

Mrs. Blido stated that we would discuss all landscaping and snow removal contracts in this section. She stated in the packet there was a matrix of all bids received. Staff went with the lowest price but felt good about the contractors with the lowest bid, which had good references and proper insurance.

Ms. Hupp reported that the EDA would spend \$4,000 less with A-plus for New London and the CAER/Lot 1, and will be spending a little more with Peakview than the previous year. Peakview was still the lowest bid. Ms. Hupp stated that the snow removal price is level in both parks in terms of pricing compared to last year. Mr. Braud asked if we've ever used A-Plus, to which Mr. Boggess stated we have

not, but that he was pleased with the bid responses we received and that only one company submitted an incomplete bid sheet. Mrs. Blido added that A-plus has a good service reputation among clients.

Ms. McCabe asked if any of the companies came from Bedford to which Mr. Boggess stated that Peakview Landscaping is based in Bedford. He stated the contract would be a one-year contract with four, one-year renewals if the EDA is pleased with their work.

Mr. Novitzke asked why there was such a price difference between different companies for plant care. Ms. Hupp stated that at the pre-bid meeting bidders were allowed to ask questions for clarification and that the bid prices should reflect that.

Ms. McCabe stated she was disappointed staff couldn't find more contractors from Bedford to award the contracts to. Mr. Boggess stated he made sure that all previous contractors and other contractors in Bedford received the IFB and that we had to choose from the companies that submitted a completed bid.

Mr. Braud asked if the four, one-year renewals would be at the same rate proposed on the matrix or if some sort of escalator would be included in the contract. Mr. Boggess responded that he had no intention of putting an escalator in the contract, and it was not stated in the IFB, but if it comes up, an addendum could be added to the existing contract.

**Mr. Sellers moved, seconded by Mr. Kelbaugh, to enter into a contract with Rosser Design and Landscaping for snow removal for a period of one year with the possibility of four (one year) renewals in New London and the CAER/Lot 1, and authorize the Chairman to sign the contracts.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Sellers**

**Voting no: Ms. McCabe**

**Adopted: 5-1**

**Mr. Sellers moved, seconded by Mr. Kelbaugh, to enter into a contract with A-Plus Lawn Care Service for landscaping for a period of one year with the possibility of four one-year renewals in New London and the CAER/Lot 1, and authorize the Chairman to sign the contracts.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Sellers**

**Voting no: Ms. McCabe**

**Adopted: 5-1**

**Mr. Sellers moved, seconded by Mr. Kelbaugh, to enter into a contract with Peakview Landscaping for snow removal and landscaping for a period of one year with the possibility of four (one-year) renewals in the Bedford Center for Business, and authorize the Chairman to sign the contracts.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Ms. McCabe, Mr. Sellers**

**Voting no: None**

**Adopted Unanimously**

**(8) Bedford Center for Business**

**A. Capital Considerations**

**1. Improvements**

**a. LED lighting for East Coast Fabricators**

Mr. Cash distributed information about the pricing and installment of LED lighting at East Coast Fabricators. Mr. Cash reported that East Coast had only 7-10 lumens in the left side of their facility and that 15-20 lumens are needed to have adequate lighting. Mr. Cash explained that the left hand side of the building has newer lighting and that should be sufficient for a while; however the EDA may want to consider updating these fixtures as the facility ages. Mr. Cash stated that the fluorescent lighting cost would be \$4,100, and the LiteSheet product cost is \$15,309. Mr. Cash stated if the EDA is at all familiar with the lighting industry, they will recognize a trend moving towards LED lighting. Mr. Cash stated they should also note that the installation cost is higher for the LED lights because it requires a need to get up higher for the installment. The estimated operating hours of a fluorescent bulb is 3,000 hours, whereas LED has an estimated 450,000 hours. LED lights have a lower maintenance cost and 5-year warranty and expend considerably less energy to the tune of about 40%. Mr. Cash stated that although the EDA wouldn't reap those benefits directly because the tenants pay utilities, it's very lucrative to the current tenant, and LED is cheapest when compared to energy consumption.

Mrs. Blido asked how many years it would take to recoup the initial investment on the light fixtures to which Mr. Cash stated East Coast would make the price up in utility costs in 3-4 years. Mr. Cash stated they would be using A&L electric for the installment which is a local company.

Mr. Kelbaugh stated he believed moving forward with the LED lighting would show that the EDA is willing to move with new technologies and is pleased that the fixtures and installment are both local to Bedford.

**Mr. Kelbaugh moved, seconded by Mr. Lusk, to approve the project of installing LED light fixtures into the right side of East Coast Fabricators not to exceed the price of \$34,000.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Ms. McCabe, Mr. Sellers**

**Voting no: None**

**Adopted Unanimously**

#### **b. Update on CVCC handicapped accessible items**

Mr. Cash stated that from the 20-page report we received about ADA requirements for CVCC, almost all items have been completed. He stated that a lot of the work cost little to no money except for the doors which the EDA has already approved. The handicap accessible doors are now installed on the left hand side at CVCC's entrance. Mr. Cash stated that maintenance staff has been trying their best to address everything in the report and only a few additional items are left to complete including restroom work and striping the parking lot. However, the temperature has to be above 50 degrees for several days before the parking lot can be striped so they will have to be at mother nature's mercy until the weather gets warmer.

### **B. Operating Considerations**

#### **1. Master Plan RFP authorization**

Mrs. Blido reported that she sent the master plan out to the EDA with Draper Aden Associates chosen by the selection committee (Wyatt Walton, Traci Blido, and Carl Boggess). Draper Aden stated there is a lot of information they can use from the documents we already have. The overall cost will be \$40,000, but the EDA may want to put a \$5,000 contingency for outstanding marketing pieces to be able to add into

the plan. The EDA can approve with the idea that if there is extra marketing work to be done, it will be discussed beforehand.

Mr. Boggess expressed his concern for overlapping work in Bedford Center with roads and land that belong to the town. Mr. Braud asked for staff to clarify about overlapping with the town and report back to the EDA.

Mr. Novitzke asked if all the material Draper Aden needs is available. Mrs. Blido stated that we have a lot of documentation on the Bedford Center for Business that she offered to let Draper Aden look through. Mr. Boggess said some of the building documents might be missing, but there is some engineering work that was done recently that can help supplement them.

Mr. Braud asked from which account the EDA would take that money from to which Mrs. Blido stated that we have \$100,000 set aside for Bedford Center for Business regular operational expenses and another \$100,000 in reserves. Mrs. Blido stated she believed the RFP fell under operational expenses, nevertheless the EDA has enough money to carry out what the RFP entails.

Mr. Lusk asked who would identify stakeholders, to which Mrs. Blido stated she could assist with that as well as Faith McClintic, who is working in collaboration with Draper Aden to identify marketing needs. Mr. Lusk further asked for a definition of stakeholders to which Mr. Boggess said East Coast Fabricators and CVCC if interested, plus the town, and so on.

**Mr. Lusk moved, seconded by Mr. Kelbaugh, to accept the recommendation of the selection committee to employ Draper Aden Associates to provide services put forth in the procurement and allow staff to negotiate fees to the project not to exceed the current quote of \$40,000.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Ms. McCabe, Mr. Sellers**

**Voting no: None**

**Adopted Unanimously**

**(9) Montvale Center for Commerce**

**A. Capital Considerations**

**B. Operating Consideration**

**(10) All Other EDA Business as may be appropriate**

**A. Closed Session**

**Mr. Kelbaugh moved, seconded by Mr. Lusk , that the Bedford County Economic Development Authority go into a closed session under Section 2.2-3711(A)(5) discussion or consideration concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community and Section 2.2- 3711(A)(7) for consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigation posture of the public body.**

**Voting yes: Mr. Novitzke, Mr. Braud, Mr. Lusk, Mr. Kelbaugh, Ms. McCabe, Mr. Sellers**



**Voting no: None**  
**Adopted unanimously**

**Authority member Mr. Braud made a motion, seconded by Authority member Mr. Kelbaugh, to go back into regular session.**

**Voting yes: Mr. Novitzke, Mr. Braud, Mr. Lusk, Mr. Kelbaugh, Ms. McCabe, Mr. Sellers**  
**Voting no: None**  
**Adopted unanimously**

**On a motion made by Authority member Mr. Braud, which was seconded by Authority member Mr. Kelbaugh, which carried on a vote of yes, the following resolution was adopted:**

**Whereas, the Bedford County Economic Development Authority has convened a Closed Meeting on this the 8<sup>th</sup> day of January 2015, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and**

**Whereas, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Economic Development Authority that such closed meeting was conducted in conformity with Virginia Law.**

**Now, Therefore Be It Resolved on this 8<sup>th</sup> day of January 2015, that the Bedford County Economic Development Authority does hereby certify 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 certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Economic Development Authority.**

<b><u>MEMBERS:</u></b>	<b><u>VOTE:</u></b>
<b>Dennis Novitzke</b>	<b>Yes</b>
<b>Matthew Braud, Vice-Chairman</b>	<b>Yes</b>
<b>Raymond P. Sellers</b>	<b>Yes</b>
<b>Wyatt H. Walton, III</b>	<b>Absent</b>
<b>James A. Lusk</b>	<b>Yes</b>
<b>Kimberly A. McCabe</b>	<b>Yes</b>
<b>Paul C. Kelbaugh</b>	<b>Yes</b>

**B. 2015 EDA Meeting Calendar and Planning Day**

Mrs. Blido reported that because we are having the Bedford Center for Business master plan being updated she was wondering if we may decide to move our planning day to June so that we could all discuss what Draper Aden presents for us. Mr. Novitzke asked when we typically had our planning meetings to which Mrs. Blido stated we generally have it in March on a Friday or Saturday for half a day.

Mr. Boggess stated he believes we should leave off the planning day altogether and just wait until we hear back from Draper Aden. Mrs. Blido stated that for now we will have a regular meeting in March on the


5<sup>th</sup>. Mr. Boggess stated we would formally adopt the meeting calendar at our organizational meeting next month.

**(11) Adjournment**

- 7:46 p.m.

APPROVED:

  
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Chairman

  
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Secretary