



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

Center for Advanced Engineering and Research

1173 Research Way

Forest, VA 24551

September 4, 2014 – 5:30 P.M.

Economic Development Authority:

Present:

Craig Coker – Chairman, Dist. 1; Wyatt Walton, Dist. 3; Matthew Braud – Vice Chairman, Dist. 4; Jim Lusk, Dist. 5; Kim McCabe – Dist. 6; Paul Kelbaugh, Dist. 7

Absent:

Raymond Sellers – Dist. 2

Staff Present: Mark Reeter – County Administrator; Traci Blido – EDA Secretary; Carl Boggess – County Attorney; Jessica Hupp – Transcriber

Staff Absent: None

(1) APPROVAL OF AGENDA

Mr. Coker asked if anyone had any changes they wished to make to the agenda. No changes were suggested.

Mr. Braud moved, seconded by Mr. Kelbaugh, to approve the September 4, 2014 agenda, as is.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: None

Adopted unanimously

(2) APPROVAL OF MEETING MINUTES – July 10, 2014

Mr. Coker asked for approval and/or amendments to the Authority's July 10, 2014 meeting minutes. No changes were suggested.

Mr. Lusk moved, seconded by Mr. Braud, to approve the July 10, 2014 meeting minutes, as is.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: None

Adopted Unanimously

(3) REPORTS

a. Economic Development Director's Report

Mrs. Blido reported she was going to let Bob Bailey give a quick update on the CAER before giving her report. Mr. Bailey reported that B&W has currently withdrawn the warn notice. Ten to 12 employees have left so far, with nine people currently operating on a limited schedule. B&W is continuing to look for outside investors for its mPower program. Mr. Bailey stated the bigger issue for the region is that the nuclear industry across the United States is seeing a similar pattern to the 1980s where major projects were getting pushed out to later dates.

Mr. Bailey reported the CAER is looking at other areas of research, such as building out a mobile radio frequency translator to be used for R&D capabilities and utilized by wireless internet service providers. This project will be presented to the Tobacco Commission next Tuesday. Mr. Coker inquired about the advantages of going mobile, to which Mr. Bailey stated there are no other mobile frequency translators, and with a mobile unit they are able to transfer the solution to other localities.

Mrs. Blido reported Trident Seafood extended their warn notice until the end of November, which will give their current employees more time to find new jobs.

Mrs. Blido stated the CD's have been renewed for another year, building interest at Carter Bank & Trust. The first CD is for \$201,605.88 at 0.65% interest and the second CD is for phase two of New London is \$167,821.05 at 0.55% interest. Mrs. Blido reported that the Bedford Joint EDA audit went well and that the money from BJEDA was transferred to the EDA's accounts.

Mrs. Blido reported the prospect list is very long right now, and has been told that other regions are also seeing an influx in prospect interest. Mrs. Blido reported she would be attending the IMTS tradeshow for the first half of next week, and then attending an event in Maryland with the Virginia Department of Agriculture and Consumer Services the second part of next week.

b. Monthly Financial Report

The EDA looked over the past month's financial report. Mr. Lusk asked how this winter's forecast could affect a change in our budgeting of electricity. Mrs. Blido stated that the EDA budget is more flexible and can be adjusted for the effects of weather. Mr. Lusk also asked about the miscellaneous category with \$100,000. Mrs. Blido reported the \$100,000 was the amount earmarked by the EDA for out of the ordinary expenses that may come up for the newly-acquired Bedford Center for Business. Mr. Coker asked that the miscellaneous category be renamed as a reserve. Mr. Walton asked for the agenda packet pages to be numbered for the next meetings.

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

The authority members present reviewed the paid bills, as presented. Mr. Coker asked about the VACORP's insurance renewal, to which Mrs. Blido explained it was liability insurance on the Bedford Center for Business that the EDA acquired from BJEDA.

d. Existing Business Report

Ms. Hupp reported that September would be a busy month of events for Economic Development. On Thursday, September 18 we will be hosting another Quarterly Business Roundtable meeting at CVCC Bedford Center in the community room from 8:30 – 10 a.m. There will be a complimentary breakfast as usual and the featured speaker will be from NanoTouch Materials, a Bedford County company that produces a proprietary surface that traps and kills bacteria.

Ms. Hupp reported there will also be a Business Appreciation event on Friday, September 26, from 8 – 9:30 a.m. to acknowledge and thank local businesses, specifically those who have hosted tours or internships through the Bedford One Program. Nalgene water bottles have been made as the business appreciation gift for the year, and the businesses that do not attend the event will have one delivered as part of staff's existing business visitations.

e. Ron Lovelace, Norvelles, and Matthews, P.C.

Mr. Coker introduced Ron Lovelace as a potential financial advisor to the EDA as needed during project development. Mr. Lovelace explained he had 13 years experience at Coleman-Adams where he developed a large clientele, and also has his real estate license. With Coleman-Adams, he participated in the management of putting the Bedford side of Wyndhurst together. Mr. Lovelace stated he had a very different experience in his individual practice, concentrating on working with clients from a broad range of financial positions. He helps clients to analyze financials on a monthly basis to keep a closer eye on accounts.

Mr. Kelbaugh asked what we would do in a case of conflict of interest. Mr. Lovelace responded he would step away from the particular situation, and believes that is the right thing to do and supports that decision when necessary.

Mr. Coker explained that since the EDA is moving into the world of property management and maintenance planning, it will be beneficial for Ron to help guide the authority with more complicated transactions. Mr. Walton asked how our interactions with Mr. Lovelace would occur, to which Mr. Boggess stated it would most likely be on a case-by-case basis.

Mr. Lusk made a motion, seconded by Mr. Walton, for the use of Mr. Ron Lovelace's financial advising services on a case-by-case basis.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: None

Adopted Unanimously

(4) Old Business

a. 2015 EDA Budget Approval

Mrs. Blido stated she would like the authority to write in “Dissolution of BJEDA” across from the earmarked \$100,000 for Bedford Center for Business, in both its expenditures and revenue. Mr. Coker stated he would like that category to be renamed BJEDA beginning balance. Mrs. Blido asked the authority if they would like to continue to see the capital assets part of the budget on a monthly basis, to which the authority stated they would like the full budget packet every month.

Mr. Braud made a motion, seconded by Mr. Kelbaugh, to approve the fiscal year 2015 EDA budget as amended.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: None

Adopted Unanimously

(5) New Business

a. Approval of Youth Hunt

Mr. Boggess introduced Bernie Kennedy, who is in charge of the Youth Hunt. Mr. Kennedy explained to the EDA where they plan to conduct the hunt, and stated that a supervisor scouts and sets up blinds in appropriate areas. Mr. Kennedy stated the new construction has caused no new concern for the youth hunt and that safety measures have been taken to ensure the safety of all participants and of the buildings in the park. The possible dates for the Youth Hunt would range from the first Saturday in November through the first Saturday in January. The contract needs to be signed and sent to the game warden for them to move forward.

Mr. Coker asked about when Simplimatic would be opening and wanted to make sure they could coordinate with Simplimatic in case the youth hunt fell during their opening. Mr. Kelbaugh asked about the experience of the youth that go hunting. Mr. Kennedy explained that most of the youth have shot or hunted before, have been through a hunter’s education course, and all will be supervised by the instructors who have located and marked clear shooting zones. The instructors are completely in charge, and notify the students to when and where they are able to shoot.

Mr. Coker pointed out to Mr. Kennedy that Southside is, as of this month, a current occupant of the park. Mr. Kennedy ensured the board that there would be no hunting on or across their property, or near the substation.

Ms. McCabe made a motion, seconded by Mr. Lusk, to allow the Youth Hunt to be held on New London Business and Technology Center grounds.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: None

Adopted Unanimously

(6) New London Business & Technology Center

A. Capital Considerations

1. Improvements

a. Substation project update

Mr. Boggess reported that Southside Electric sent us the first large bill for the substation and that his assistant would be reviewing and paying the bill within the next few weeks. Mr. Boggess stated after that, he would give the authority a brief update on where we stand financially on the project. Mr. Boggess stated an agenda item needed to be added for the next meeting about landscaping around the substation, and that a lock would need to be put on the double gate around the substation to prevent ATV's from riding through.

Mr. Boggess stated an attorney has asked for representations to certify the work that has been done on the substation thus far, the permits, and Mr. Boggess' role as project manager. Mr. Boggess stated he would need authorization from the authority to have Mr. Coker sign such certification.

Mr. Braud made a motion, seconded by Mr. Walton, to authorize the authority chairman to sign the certification of representations on the substation project.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: None

Adopted Unanimously

B. Operating Considerations

1. Operating Expenses

a. Landscaping RFP

Mrs. Blido reported that she and Mr. Boggess still needed to put together the landscaping RFP but did discuss today how to structure it. Mrs. Blido stated she believed they could reduce costs by having the RFP allow company's to bid on each specific job of landscaping, bush hogging and shoveling for each of the parks and if the EDA decides the selected bidder should do maintenance for every park, they can extend the offer. Mrs. Blido and Mr. Boggess are looking to get the RFP out in October.

Mr. Coker asked if Simplimatic had been paying the common area maintenance fee, to which Mr. Boggess stated that Simplimatic is aware of its inclusion in their contract and that it would be good for Mrs. Blido to get a letter to Simplimatic to remind them of their payment in early December.

Mr. Coker asked if the topsoil had been removed from site A. Mr. Boggess stated someone has taken care of it.

(7) Bedford Center for Business

A. Closed Session

Mr. Braud moved, seconded by Mr. Kelbaugh, 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. Coker, Mr. Walton, Mr. Braud, Mr. Lusk, Mr. Kelbaugh, Ms. McCabe
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. Coker, Mr. Walton, Mr. Braud, Mr. Lusk, Mr. Kelbaugh
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 4th day of September 2014, 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 4th day of September, 2014, 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.

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

A. Capital Considerations

1. Improvements

a. Handicap Items

Mrs. Blido stated that worked in collaboration with a Department on Aging and Rehabilitative Services engineer to see what accommodations are needed at CVCC for disabled students. Mrs. Blido stated that CVCC has their first disabled student this year that is currently unable to enter the building without calling for someone to let her inside. The EDA looked over the quotes.

Mr. Walton made a motion, seconded by Mr. Braud, to approve the modifications to handicap doors at CVCC.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: none

Adopted unanimously.

B. Operating Considerations

1. Leases

a. East Coast Lease discussion

Mr. Boggess stated the EDA had already given instructions of the lease, but he has been unable to get in touch with Mr. McGrath.

2. Operating Expenses

a. RFP Master Plan

Mr. Coker stated he had put together a request for proposal seen in the packet to help better inform the EDA of the condition of the Bedford Center for Business, its infrastructure, and what needs to be maintained, so a maintenance plan can be created for the park. The master plan can also help the EDA get a sense of what they would like to do with remaining 60 acres in the park. Mr. Coker explained that the master plan would be paid for out of the earmarked money they set aside when setting this year's budget.

Mr. Braud asked what this type of project would cost, to which Mr. Coker responded between \$10,000-\$15,000.

Mr. Lusk asked if we would use multiple contractors to separate the marketing from the engineering. Mrs. Blido stated it is possible but that some teams are able to complete the entire project on their own.

A motion by Mr. Braud, followed by a second from Mr. Kelbaugh to release the RFP to qualified firms in the area.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: none

Adopted unanimously.

b. Landscaping/Snow removal

Mrs. Blido reported that the RFP for bid process is in the works and will be presented in the following months.

C. Maintenance Issues

1. HVAC contract

Mr. Coker stated that Sheldon Cash suggested going with Roy Carter Control out of the list of contracts listed in the packet. Mrs. Blido explained the reasoning behind Mr. Cash's suggestion is that although the price is higher, it should even out after the other companies adjust their prices with add-ons. Roy Carter Control has also provided the Town's HVAC work since 1970 and knows the equipment and people at CVCC very well. Mr. Cash believes Roy Carter Control has a thorough understanding of past HVAC issues.

Mr. Boggess stated the Court House used another vendor in the packet and the vendor ended up costing more than quoted. Mr. Boggess also suggests the use of Roy Carter for our air conditioning at CVCC.

Mr. Lusk made a motion, seconded by Mr. Kelbaugh, to approve the use of Roy Carter Control for the maintenance of HVAC at CVCC.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: none

Adopted unanimously.

(8) Montvale Center for Commerce

A. Capital Considerations

B. Operating Considerations

1. Maintenance Issues

a. Landscaping – hay removal

Mr. Lusk stated that while he was passing through he noticed that a huge hay field needs to be cut. Mrs. Blido stated there is a farmer that has been cutting it for years, and she has contacted Parks and Recreation to find out when it may be cut.

(9) Adjournment

A. BOS-EDA joint meeting agenda

Mr. Coker stated the joint meeting agenda for Tuesday, Oct. 14 was included in the packet for the authority's review. He proposed to discuss with the Board of Supervisors a past year snapshot to include news on Simplimatic, the substation, the authority's inheritance of Bedford Center for Business, our fiscal year 2015 budget, and to show them that the EDA is now a net revenue producing body. Mr. Coker stated he would also like to discuss the EDA's priorities moving forward and how the EDA and staff should assist the Town of Bedford with marketing distressed properties in the Town. Mr. Boggess stated he believed the new candidates looking to be elected for town council will push economic development more within the Town of Bedford. Mr. Boggess believes in another year or two, it may be pertinent to work with the town to get another person working on economic development.

Mrs. Blido stated she believes the EDA and staff should be active in the prospects for the Town, because the Town is in the County and has many assets with the properties it can market.

7:42 p.m.

APPROVED:

Chairman

Secretary