



1100 Confroy Drive
Suite 1
South Boston, VA 24592

**BRIGHTER
BOLDER
BUSINESS**

**MINUTES
BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY OF HALIFAX COUNTY, VIRGINIA
MARCH 17, 2023**

RE: MEETING: The Board of Directors of the Industrial Development Authority of Halifax County, Virginia (IDA) held an Annual IDA Board meeting on Friday, March 17, 2023, at 8:30 A.M. in the IDA Conference Room.

RE: MEMBERS PRESENT: Those in attendance at the time the meeting was called to order include Mr. Rick Harrell, Mr. Jeremy Satterfield, Mrs. Nancy Pool, Mr. Robert Bates, Mr. Ryland Clark, Dr. Nettie Simon-Owens and Mr. Jeremy Catron.

RE: MEMBERS ABSENT:
None

RE: OTHERS PRESENT: Mrs. Kristy Johnson – IDA Executive Director, Ms. Blair Jeffress – IDA Operations Manager and Mr. Scott Simpson – County Administrator

RE: MEETING CALLED TO ORDER: Mrs. Kristy Johnson called the meeting to order at 8:31 a.m. It was determined that a quorum was present with all members in attendance.

RE: APPROVAL OF AGENDA: Mr. Jeremy Satterfield made a motion to approve the agenda, seconded by Mr. Ryland Clark, and duly carried by the Board.

RE: ELECTION OF OFFICERS:

Mrs. Johnson opened the floor for nominations for Chair.

Mr. Jeremy Satterfield nominated Mr. Rick Harrell, seconded by Mr. Ryland Clark.

Dr. Nettie Simon-Owens made a motion to close the nominations, seconded by Mr. Robert Bates and duly carried by the Board. Mrs. Johnson then noted that the motion had been made and properly seconded. All members then voted in favor of the nomination of Mr. Rick Harrell as Chair.

Mr. Rick Harrell opened the floor for nominations for Vice Chair.

Mrs. Nancy Pool nominated Mr. Jeremy Satterfield, seconded by Mr. Robert Bates

Dr. Nettie Simon-Owens made a motion to close the nominations, seconded by Mrs. Nancy Pool and duly carried by the Board. Mr. Harrell then noted that the motion had been made and properly seconded. All members then voted in favor of the nomination of Mr. Jeremy Satterfield as Vice Chair.

Mr. Rick Harrell opened the floor for nominations for Secretary Treasurer.

Dr. Nettie Simon-Owens nominated Mrs. Nancy Pool, seconded by Mr. Ryland Clark.

Dr. Nettie Simon-Owens made a motion to close the nominations, seconded by Mrs. Nancy Pool. Mr. Harrell then noted that the motion had been made and properly seconded. All members then voted in favor of the nomination of Mrs. Nancy Pool as Secretary Treasurer.





RE: READING AND APPROVAL OF MINUTES: Mr. Jeremy Catron made a motion to approve the February 17, 2023 and February 28, 2023 meeting minutes, seconded by Mr. Ryland Clark and duly carried by the Board with an abstention from Dr. Nettie Simon-Owens in regards to the February 17, 2023 meeting minutes.

RE: REQUEST TO ENTER INTO CLOSED SESSION: Motion was made by Dr. Nettie Simon-Owens seconded by Mr. Jeremy Satterfield, and duly carried by the Board that the Board go into closed session pursuant to Virginia Code Section 2.2-3711. That the purposes which are to be the subject of said executive or closed meeting shall be as follows:

- To discuss a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the businesses or industry's interest in locating or expanding facilities in the community, pursuant to Virginia Code Section 2.2-3711.A.5.
- To discuss real estate matters, Virginia Code Section 2.2-3711.A.3.
- To discuss personnel matters, pursuant to Virginia Code Section 2.2-3711.A.1.
- To discuss the award of a public contract involving the expenditure of public funds, including interviews of bidder or offerors, and discussion of the terms or scope of such contract, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the Board pursuant to Section 2.2-3711 A. 29. of the Code of Virginia (1950), as amended.

RE: REQUEST TO RETURN TO REGULAR SESSION

Upon motion by Mr. Jeremy Satterfield, seconded by Mr. Robert Bates then duly carried by the Board, that the body return to regular session.

CERTIFICATION

Upon motion by Mr. Jeremy Catron and seconded by Mr. Jeremy Satterfield the Board voted to take a roll call certifying that to the best of the member's knowledge (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard discussed or considered in the meeting by the public.

Mr. Harrell, Yes
Mrs. Pool, Yes
Mr. Satterfield, Yes
Mr. Clark, Yes
Mr. Catron, Yes
Mr. Bates, Yes
Dr. Nettie Simon-Owens, Yes

RE: Action Taken on Items in Closed Meeting

Mr. Jeremy Satterfield made a motion to ratify a lease with EZEPhysical Therapy for office space in the former Suite 1 of 1100 Confroy Drive, seconded by Mrs. Nancy Pool and duly carried by the Board.

Mr. Robert Bates made a motion to authorize the executive director to negotiate and execute a third lease amendment with ChemQuest for office space at 1100 Confroy Drive, seconded by Dr. Nettie Simon-Owens and duly carried by the Board.

RE: Reports of Standing Committees and Officers**A. Finance Committee****Current Financials**

Mrs. Nancy Pool discussed the February 2023 financials with the Board and stated that everything appears to be normal and there is nothing out of the ordinary.

Mrs. Nancy Pool made a motion to approve the February 2023 financials, seconded by Mr. Robert Bates and duly carried by the Board.

B. Prospects & Properties Committee

Mr. Satterfield thanked the prospects and properties committee and the IDA staff for setting aside time to meet with companies about providing services for the shell building design and reviewing the RFP's for the Brownfields Assessment Grant. He stated that the process will be ongoing and the committee will keep the Board informed.

C. Executive Committee

None

D. Executive Director Report

Mrs. Johnson mentioned the ongoing items from the finance committee and prospects and properties committee meetings. She stated that the finance committee along with the IDA staff has started the process of budgeting and reviewing the timing of strategic planning items. She explained that the IDA staff would like the IDA Board to provide guidance on some of the strategic planning items and the timing of when they will occur.

Mrs. Johnson stated that the IDA staff has a working draft 10-year pro forma that has been presented to the finance committee. She presented a document that included strategic planning items and the costs associated with them. She mentioned that the IDA is strategically planning for the next fiscal year and identifying which items to tackle this fiscal year.

Mrs. Johnson stated that there are a few items listed under fiscal year 2023 that are in progress. She expressed that the items included in the strategic plan that pertain to the rebranding of the IDA are significant from a financial and staffing capacity standpoint. She mentioned that there are funds listed in the budget that are allocated to the IDA's marketing efforts, but the IDA will need to decide how to best use these funds.

Mrs. Johnson suggested that the IDA should use the marketing funds available to refresh the website before the beginning of the next fiscal year. She stated that the IDA can undertake a website refresh within budget this fiscal year.

Dr. Simon-Owens inquired about outsourcing the website refresh.

Mrs. Johnson answered and said that the website refresh will be outsourced but some of the upkeep of the website material will be done in-house.

Mr. Satterfield expressed that he feels a website refresh would be a wise use of IDA funds and he agrees with Mrs. Johnson's suggestion.

Mrs. Johnson stated that the IDA staff will work to update the strategic planning items document to reflect suggestions from the Board. She mentioned that the prospects and properties committee will need to meet to discuss items that will be incorporated into the fiscal year 2024 budget. She explained that the committee will need to review the capital improvement plan to identify items the IDA needs to focus on.

Mrs. Johnson mentioned that the IDA is working on an RFP for landscaping and snow removal services. She stated that this RFP will be advertised over the next few weeks. She stated that the IDA may also be advertising an RFP for janitorial services for SVTP building one.

Mrs. Johnson informed the Board that IDA staff are working to relocated within building one. She mentioned that EZEPhysical Therapy will be the new tenant in the former suite one. She stated that IDA received permission from the Tobacco Commission to sell a few equipment projects that are no longer in use on Gov Deals. Mrs. Johnson stated that the telepresence and the CAVE are in the process of being liquidated. She mentioned that the IDA will identify other items to list on Gov Deals for a surplus sale in the coming months.

Mrs. Johnson stated that the IDA received four responses for the EPA Brownfields Assessment Grant. She mentioned that the IDA will evaluate the responses with partners in the EPA Brownfields Coalition Grant Program to include Halifax County, the Town of South Boston, and the Town of Halifax.

Mrs. Johnson mentioned that the IDA is continuing to work with the Chamber of Commerce and other organizations such as the Longwood Small Business Development Center on the Community Business Launch Grant opportunity.

Mrs. Johnson stated that the site identification study is in progress, and she has provided the Dewberry team with all relevant information to help move this process along. She mentioned that the IDA Board and two members of the Board of Supervisors will hold a special called meeting on April 3, 2023 to discuss the results with the Dewberry team.

Mrs. Johnson informed the Board that the IDA has had several BRE visits with the VEDP along with Mr. Scott Simpson. She discussed some of the issues that were brought up during these meetings and stated that the BRE visits were efficient and effective.

Mrs. Johnson stated the IDA attended the Presto ribbon cutting for the opening of their new warehouse. She mentioned that she anticipates the IDA will have more BRE visits in the coming weeks.

Mrs. Johnson mentioned that the IDA Board may need to consider rescheduling the April and May Board meetings due to scheduling conflicts. Several Board members expressed that they would like the April Board meeting to be moved to April 28, 2023.

Mr. Harrell proposed the May Board meeting be moved to May 26, 2023.

Several Board members agreed on May 26, 2023 as the new May Board meeting date.

RE: Old Business:



None

RE: New Business:

A. Open Comment Period

- Mr. Robert Bates: None
- Mr. Jeremy Catron: None
- Mr. Satterfield: He thanked Mr. Ryland Clark for participating in the Southern Virginia session of LEAD Virginia. He mentioned that the LEAD Virginia group will be here in May.
- Mrs. Nancy Pool: She informed the Board about the Go VA Region 3 All Hands Meeting in May. She mentioned that she anticipates that this will be a wonderful event and she encouraged the Board to attend.
- Mr. Clark: None
- Dr. Nettie Simon-Owens: None
- Mr. Harrell: He thanked the Board and IDA staff for their continued hard work.

RE: PUBLIC COMMENT:

None

RE: NEXT MEETING DATE:

The IDA will hold a special called meeting on April 3, 2023, at 8:30 A.M. in the Halifax IDA conference room.

RE: ADJOURNMENT:

Motion to adjourn was made by Mr. Rick Harrell seconded by Mr. Jeremy Satterfield and then duly carried by the Board.

Respectfully Submitted:

Mrs. Kristy Johnson, IDA Executive Director

Acknowledged:

Mr. Rick Harrell, Chair