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**BRIGHTER
BOLDER
BUSINESS**

**MINUTES
BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY OF HALIFAX COUNTY, VIRGINIA
JUNE 19, 2020**

RE: MEETING: The Board of Directors of the Industrial Development Authority of Halifax County, Virginia (IDA) held it's monthly meeting on Friday, June 19, 2020 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: Mrs. Nancy Pool, Mr. Rick Harrell, Ms. Mattie Cowan, Mr. Jeremy Satterfield, and Mr. Brandon Scarce.

RE: MEMBERS ABSENT: Mr. Robert Bates and Mr. Ryland Clark were absent at the time the meeting was called to order.

RE: OTHERS PRESENT: Mr. Brian Brown – IDA Executive Director, Mrs. Tracy Mallard – IDA Assistant Director, Mrs. Jennifer Clark – IDA Administrative Assistant

RE: MEETING CALLED TO ORDER: Mr. Satterfield called the meeting to order at 8:32 A.M.

RE: ROLL CALL, DETERMINATION OF QUORUM AND APPROVAL OF AGENDA: Mrs. Jennifer Clark called the roll and Mr. Brian Brown determined that a quorum was present.

Mr. Rick Harrell made a motion to approve the agenda as presented, seconded by Mrs. Pool, and duly carried by the Board.

RE: Election of Officers

A. Chairman

- Ms. Cowan nominated Mr. Robert Bates. Upon motion by Ms. Cowan, seconded by Mrs. Pool, and duly carried by the Board with a roll call vote, Mr. Bates was appointed as Chairman.

B. Vice-Chairman

- Mrs. Pool nominated Mr. Jeremy Satterfield. Upon motion by Mrs. Pool, seconded by Mr. Brandon Scarce, and duly carried by the Board with a roll call vote, Mr. Satterfield was appointed as Vice-Chairman.

C. Secretary/Treasurer

- Mr. Harrell nominated Ms. Cowan. Upon motion by Mr. Harrell, seconded by Mr. Scarce, and duly carried by the Board with a roll call vote, Ms. Cowan was appointed as Secretary/Treasurer.

RE: Project Phoenix:

- Mr. Sterling Edmunds and Mr. Steve Mize spoke about Blue Ribbon Extraction and how the project played out. Mr. Edmunds spoke and gave some background information on how the project began and some history about the name. The name Blue Ribbon Extraction came from a business his grandfather ran (Blue



Ribbon Creamery). He stated he was attending a presentation in Powhatan about a hemp processing plant and got the idea to start one in Halifax County. He talked with Rick Gregory and he was on board with the idea of starting one in their hometown. Rick discussed the idea with Steve Mize who had retired and joined the team. Patricia Walker volunteered to be plant manager. Mr. Edmunds stated they are developing a market for sales on the West Coast. He also stated that Blue Ribbon Extraction received the maximum start up from the Tobacco Commission. He stated there are 75 farmers and 1.2 million pounds of hemp under contract.

- Mr. Steve Mize gave a brief history of his 20 years of living in Halifax County. He stated he has had an interest in Halifax County that is not only business but personal. He stated he's happy to have Patricia on board and he's thrilled to be here. He stated they will be bringing product from other parts of the country. He also stated that if farmers go back to work, everyone will go back to work due to a chain reaction.
- Mrs. Patricia Walker gave a brief history of her growing up in Halifax County, attending Virginia Tech, and returning to Halifax County where she has worked at ABB for 13 years.
- Mr. Tom Raab spoke saying this is the first time he remembers the two IDA's working together on a project. He stated he's glad to partner with the county IDA and glad for the project. He stated things are going well and very positive. He expressed his gratitude to Linda Green for her help and support throughout the project and other times. Mr. Edmunds expressed his gratitude to Ms. Green for her help and work behind the scenes to promote the project. Mrs. Tracy Mallard stated Linda Green is the definition of collaboration and regionalism.

Mr. Ryland Clark entered the meeting during Mr. Edmunds speech.

RE: READING AND APPROVAL OF MINUTES:

Upon motion by Mr. Rick Harrell, seconded by Mrs. Nancy Pool and duly carried, the Board approved the Minutes for the May 15, 2020 Board meeting.

RE: REQUEST TO ENTER INTO CLOSED SESSION:

Motion was made by Mr. Rick Harrell, seconded by Ms. Mattie Cowan, and duly carried that:

1. That this Body go into Closed Session or closed meeting 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:
2. 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 business' 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.



REQUEST TO RETURN TO REGULAR SESSION

Upon Motion by Mr. Brandon Searce, seconded by Ms. Mattie Cowan, and duly carried by the Board, the body returned to regular session.

CERTIFICATION

Upon Motion by Mr. Brandon Searce, that the Board voted to take 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.

ROLL CALL

Mr. Jeremy Satterfield, Mr. Brandon Searce, Mrs. Nancy Pool, Mr. Rick Harrell, Ms. Mattie Cowan, Mr. Ryland Clark

RE: Action Taken on Items in Closed Meeting

None

RE: Reports of Standing Committees and Officers

A. Finance Committee

1. Current Financials

a. FY 2019/2020 Cash Flow Statement and Balances through May 31, 2020

- Ms. Cowan stated that the balance sheet had been updated to show all IDA accounts. Mr. Brown stated that since the May 2020 financials had been printed, some money has been taken out of the Benchmark Reserve account for Project Select and Project Phoenix. He also stated that the American National Money Market account is incumbered because of the ABB expansion project. Mr. Brown stated that the Shell Building and Project Phoenix were not in the budget and due to them being fast paced, it is causing the funds to drain fast.
- Ms. Mattie Cowan made a motion to approve the May financials, seconded by Mr. Brandon Searce, and duly carried by the board.

b. Budget Amendment for FY2020

- Mrs. Nancy Pool made a motion to approve the Budget Amendment for the FY 2020, seconded by Mr. Brandon Searce, and duly carried by the board with a roll call vote.

c. FY 2020/2021 Budget Resolution

- Mr. Brandon Searce made a motion to approve the FY 2020/2021 Budget Resolution, seconded by Mr. Rick Harrell, and duly carried by the Board with a roll call vote.

B. Properties & Prospect Committee

1. The Committee met June 9, 2020

C. Executive Committee

1. The Committee last met on February 11, 2020.

RE: Old Business

None

RE: New Business**A. Presentation on Building Improvements and Needs**

- Mr. Sean Madigan gave an overview of each of the IDA owned buildings with focus on maintenance and up-keep of the buildings. Mr. Ryland Clark questioned whether some tenants are responsible for maintenance and other CIP improvements. Mr. Madigan stated it depends on what is listed in the lease for each property as to what each tenant is responsible for. Ms. Cowan questioned whether grass cutting and cleaning of the properties is included in the capital improvement plan. Those items are budgeted into the annual budget and just capital improvements are included on the spreadsheet.
- During the overview, Mr. Madigan stated that the lease had been changed for 1130 Industrial Park to include the IDA providing some maintenance. It was stated that if tenants ask for opinions or help about different contractors, he will help them. It was stated some trees were removed to increase the lifespan of the roof at 1130 Industrial Park.
- The 1201 Industrial Park property was also discussed. It was stated that if the tenant decides to occupy space that is currently unoccupied, maintenance will increase due to when it rains, water becomes an issue. Mr. Rick Harrell questioned the fire suppression system and what prevents it from freezing. Mr. Madigan stated the heating system prevents the fire suppression system from freezing.
- The SVAMC building brought questions from the board members. There were concerns about the fire system. It was stated there is money allocated for improvements if they arise. Mr. Satterfield questioned about fire sprinklers being throughout the building and Mr. Madigan stated it depends on the use of each section and how many fire sprinkler heads are required for the type of use. The different buildings were discussed as well as how each is being used. Sunshine and Lazy C Farms leases a portion of SVAMC. Sunshine does a year to year lease but the IDA is trying to get a longer lease so roof repairs may be made. Mr. Scarce stated that if the DEQ gives a clean form for the SVAC building, there is potential to market the building fully.
- Building One and Two in the SVTP park were discussed. It was stated that Confroy Drive is maintained by the state and the landscaping is contracted. The roof of each building was discussed and whether there were issues or not.
- Mr. Scarce stated it would be helpful to have Mr. Madigan's input about building repairs when leases or other things are being discussed. He also asked for a number of employees be listed for each site.

B. Consideration of 5 year Capital Improvements Plan

- Mr. Brandon Scarce made a motion to adopt the framework of the Capital Improvements Plan, seconded by Mrs. Nancy Pool, and duly carried by the Board with a roll call vote.

C. Consideration of Capital Incentives Policy

- Mr. Brandon Scarce made a motion to approve the Capital Incentives Policy, seconded by Mr. Rick Harrell, and duly carried by the Board with a roll call vote.

D. Consideration of Economic Development Incentive Policy

- Ms. Mattie Cowan made a motion to approve the Economic Development Incentive Policy with minor corrections, seconded by Mr. Brandon Scarce, and duly carried by the Board with a roll call vote.

E. Consideration on Project Participation Policy



- Mr. Brandon Scarce made a motion to approve the Project Participation Policy, seconded by Mrs. Nancy Pool, and duly carried by the Board with a roll call vote.
- F. Open Comment Period for all Board Members**
- None

RE: NEXT MEETING DATE

The IDA will hold the next scheduled meeting on July 17, 2020 at 8:30 A.M. in the Halifax IDA Conference Room.

RE: ADJOURNMENT:

Motion was made by Ms. Mattie Cowan, seconded by Mrs. Nancy Pool, and duly carried to adjourn.

Respectfully Submitted:

Mr. Brian Brown, IDA Executive Director

Acknowledged:

Robert Bates, Chair

Mattie Cowan, Secretary/Treasurer