



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Central Virginia Community College – Bedford Campus
1633 Venture Blvd.
Bedford, VA 24551
(Room 310)**

July 10, 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; Paul Kelbaugh, Dist. 7

:Absent:

Raymond Sellers – Dist. 2; Kim McCabe – Dist. 6

Staff Present: Traci Blido – EDA Secretary; Carl Boggess – County Attorney

Staff Absent: Mark Reeter – County Administrator

(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 July 10, 2014 agenda, as is.

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

Voting no: None

Adopted unanimously

(2) APPROVAL OF MEETING MINUTES – June 5, 2014

Mr. Coker asked for approval and/or amendments to the Authority's June 5, 2014 meeting minutes. Mr. Kelbaugh suggested one correction to reflect that Mark Reeter, County Administrator, was absent from the previous meeting.

Mr. Braud moved, seconded by Mr. Kelbaugh, to approve the June 5, 2014 meeting minutes, with that correction.

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

Voting no: None

Adopted Unanimously

(3) REPORTS

a. Economic Development Director's Report

Mrs. Blido reported there has been a high-tech manufacturing prospect for the Bedford Center for Business (BCB) in the past few weeks. Simplimatic's locating to Bedford initially sparked their attention. Even though the company is currently located in Virginia, they are still considering South Carolina and Tennessee as potential locations. As a result, Mrs. Blido has informed the state that there is competition in hopes that state involvement may sway the prospect. Mrs. Blido met with the VEDP last week and has looked into a total incentive package with the state, but is waiting on the company to provide her with clearer numbers. Mr. Braud inquired about which business parks the prospect looked at, to which Mrs. Blido stated they viewed each park, but preferred Bedford Center for Business because of its location near CVCC. Mr. Coker asked how the pricing per acre at BCB compared to other parks, to which Mrs. Blido responded that it is significantly less than the New London Business and Technology Center.

Mrs. Blido reported that the Bio International 2014 show went well. Gov. McAuliffe was in attendance and there was a great Virginia pavilion present at the show. Sarah Johnson, Economic Development Director for Mid-Atlantic Broadband, has started a campaign, GO-SOVA, to lure California companies and others to Southern Virginia. Mrs. Blido stated she paired up with Mrs. Johnson to visit different country booths such as Brazil and various countries in Europe, and worked together to put Southern Virginia on their radars.

Mrs. Blido stated that she is also looking to attend IMTS this Fall, an industrial automation show, and Pro-Mat, a supply chain and manufacturing trade show, in the Spring. She will decide which to go to based on the presence Virginia and GoSova will have at each.

On July 21, Region 2000 Director Megan Lucas has invited Economic Development and Chamber of Commerce board chairs and directors to an Alliance Roundtable. Mrs. Lucas is looking to find out what the Chambers of Commerce organizations are doing in economic and workforce development, what those in the county are doing, and to get a better understanding overall of what needs to be done at the regional level. Mr. Coker asked Mrs. Blido to send a list of potential questions to discuss at the meeting.

Mrs. Blido reported the Regional AFID grant meeting will be on July 17, 2014 at 5:15 p.m. at Region 2000, where the local government council will hear and adopt the regional plan for agriculture and forestry. Mrs. Blido stated that the Agricultural Economic Development Advisory board is currently looking into the creation of a mobile processing unit. They plan to reach out to Eco-Friendly Foods first, because Eco-Friendly is already USDA approved for processing.

Mrs. Blido stated the Bedford Artisan trail now has 86 sites and will be printing new brochures. A launch party is being scheduled to celebrate their accomplishments.

Mr. Lusk asked if Mrs. Blido had heard of the investigation of the Tobacco Commission. Mrs. Blido said she had not heard anything recently, but knew they were audited by the Joint Legislative Audit and Review Commission (JALARC). She stated the Tobacco Commission will likely be making some changes to have the board create resolutions for future incentive deals, as well as having prospects put up a certain amount of money as part of a surety or bond upon signing incentive agreements.

Mr. Coker inquired about the status of Trident Seafood, to which Mrs. Blido stated she had not heard a specific date but that it would be sometime in September. Mr. Coker asked about any new activity in Bedford. Mrs. Blido stated she received a call from the media stating that Valley Processing has grown and invested more, but she said she was unable to verify that, and hopes to meet with them soon.

b. Monthly Financial Report

Mrs. Blido reviewed the monthly financial report with the EDA. Mrs. Blido noted the Office of Economic Development would be changing the format of the monthly financial reports. Mr. Boggess suggested the creation of a capital report.

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

The authority members present reviewed the paid bills, as presented.

d. Existing Business Report

Ms. Hupp reported the Quarterly Business Roundtable meeting at the Bedford Welcome Center was on June 12 and had an excellent turnout of 23 attendees. The meeting had great presentations from LiteSheet Solutions' Rob Archer and FEVA's Gary Hostutler. The meeting received positive feedback, and as a result the planning of a tour/meeting with Cintas is now in the works.

The Bedford One steering committee will be meeting next week, and will begin making connections with businesses for tours to take place in the fall. The committee also hopes to begin planning for a Business Appreciation week in mid- to late-October.

Ms. Hupp reported she will be attending the Basic Economic Development course at UNC Chapel Hill. The focus of the course is on marketing and business attraction, business retention/expansion, workforce development, and strategic planning.

(4) Old Business

a. Consideration of Financial Review for EDA projects

Mr. Coker stated he had sent the board a link with two potential candidates who would be suitable as financial advisors to the EDA. Mr. Boggess suggested finding a retired commercial banker. The two individuals being considered are Tina Neal with Perseverance Capital and Ron Lovelace, a retired banker.

Mr. Boggess stated he spoke with Liz Povar who also believed a retired banker could be the best, as well as someone local, who charges by the hour. Mrs. Blido stated if the board is just looking for someone to speak on credit-worthiness and can look at paper-work, she agrees with Mr. Boggess, however someone like Ms. Neal will understand all the different financing structures, what has worked best for other

EDA's, and what is the best structure for a specific type of project. Mr. Braud suggested using two individuals for different needs. Mr. Coker stated he would call Mr. Lovelace and ask about his hourly rate, as well as attending a future meeting.

(5) New Business

a. BJEDA Dissolution and Lease Discussion

Mr. Boggess stated he received the BCB deed signed by the chairman of BJEDA, which Mr. Coker can sign this evening, and then the Board of Supervisors Chairman will sign the deed to complete the process. Mr. Boggess suggested considering an engineering firm to get a better understanding of the land and buildings the EDA is acquiring. As of right now, all we have on the park is a plat, and engineering work from 1997. There is a great need to figure out more about the water, sewer, and electrical lines.

Mrs. Blido stated she looked at the park with Mr. Berry, and he stated BJEDA had originally intended to fit four more businesses on the park property. Mr. Coker suggested talking to Wiley and Wilson about working up a scope. Mrs. Blido stated the authority also has the opportunity to put it out for bid.

Mrs. Blido explained the renegotiation of the East Coast Fabrication lease as ownership transfers from BJEDA to EDA and what the lease money from Mid-Atlantic Broadband entails. By the recommendation of Mr. Kelbaugh and Mr. Walton, the board suggested renegotiating the East Coast lease as three years at \$4 per square foot, with the option to renew 3, 1-year additional terms.

Mrs. Blido stated that the town manager, Charlie Kolakowski, requested that \$25,000 of the transferred BJEDA money be earmarked for incentive programs within the town of Bedford. The authority noted the request and will take it into consideration.

b. 2015 EDA Budget Review

Mrs. Blido pointed out the transfer fund amount from BJEDA to the EDA of \$316,639. Mr. Coker inquired about the CD interest accounts and asked if any of the accounts are being liquidated. Mrs. Blido reported one CD was liquidated this week, but another CD was opened.

Mr. Boggess suggested creating a separate capital budget, with CIP money, reserve fund phase 2, both CD's, and cash accounts listed. Mr. Boggess stated there is a need for a capital budget to be set aside for BCB as well. Mr. Coker stated he would like to create some capital expense accounts in order to fix problems CVCC has encountered recently. Mr. Coker suggested changes to the budget including changing the current title to operating budget, raising the property maintenance budget to \$100,000 to include engineering support, earmarking \$87,106 for net capital for BCB, and setting up each park as a profit center, showing revenue and expenses of each.

Mr. Walton asked if \$163,000 from primary government was projected or allotted, to which Mrs. Blido responded the board allotted \$163,000 to the EDA this fiscal year. Mrs. Blido informed Mr. Coker the next meeting may entail signing contracts with businesses who have previously done work with BJEDA and will continue to serve as maintenance to the park.

(6) New London Business & Technology Center

a. Substation project update.

Mr. Boggess stated Southside is about ready to set the transformer and put a transmission line in at the New London Business and Technology Center. The completion of the project is expected for the end of September. Mr. Boggess suggested the EDA may want to set up a tour to see the substation for the September meeting. Mr. Kelbaugh mentioned making a media event out of the opening of the substation, with a ribbon cutting, to showcase the success story. Mr. Boggess said he would reach out to Southside to make sure such an event on their property would be okay with them.

b. BRWA Project Committee updates

Mrs. Blido reported that she met with Tom Dinardo and Bedford Regional Water Authority (BRWA) board members and staff. She stated three members, including the chairman, are very economic development minded, and said they are willing to work from the front end on incentives in the future with our department. The meeting focused on brainstorming ways to help Simplimatic and other businesses who may locate in the New London Business and Technology Center. Due to the counties help in building the park, and the moral obligation with BRWA's water tower, they are willing to work with businesses that locate to New London, as they did with Simplimatic.

Mrs. Blido stated she was aware of the need to get the county, town, and BRWA to work together on solutions for these issues and has organized a meeting for July 22 to focus on water. Future meetings may change focus, but will always have the overarching focus of economic development. Mr. Coker asked if BRWA controls water in the town as well, to which Mrs. Blido responded they do.

Mr. Braud asked about how other municipalities have worked with their local water authority. Mr. Boggess pointed out that the City of Lynchburg operates theirs through public works, so they're subsidized, and the best way to make this work for us is to have the county subsidize water projects. Mr. Coker commented that an issue to new businesses may be seeing the BRWA prices online before visiting. Mr. Boggess suggested finding comparative examples before having governing body meetings. Mrs. Blido stated she needed to remind Mr. Key about the comparative chart of surrounding counties and their water/sewer prices that Mr. Hodge said were available.

(7) Montvale Center for Commerce

No additional business. A prospect visited Montvale, Bedford Center for Business, and New London.

(8) All other EDA business as may be appropriate

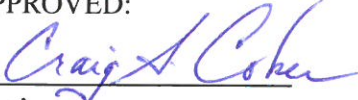
Mr. Walton inquired about the response from Waukeshaw Development on the EDA's help to their Bedford Loft project, to which Mrs. Blido responded Mr. McCormack was appreciative.

Mr. Coker restated staff action items for the upcoming meeting, including a meeting with Mrs. Blido to create a scope of work for Bedford Center, to get in contact with LiteSheet concerning East Coast lighting needs, have Sheldon find a fire sprinkler tester for CVCC, and updating the maintenance plan derived from the engineering scope.


(9) Adjournment

7:07 p.m.

APPROVED:



Chairman



Secretary