



**MEETING MINUTES**  
**BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**County Administration Building**  
**122 E Main St**  
**Bedford, VA 24523**  
**November 6, 2014 – 5:30 P.M.**

**Economic Development Authority:**

**:Present:**

Raymond Sellers – Dist. 2; Wyatt Walton, Dist. 3; Matthew Braud – Vice Chairman, Dist. 4; Jim Lusk, Dist. 5; Paul Kelbaugh, Dist. 7

**:Absent:**

Craig Coker – Chairman, Dist. 1; Kim McCabe, Dist. 6

**Staff Present:** Traci Blido – EDA Secretary; Carl Boggess – County Attorney; Jessica Hupp - Transcriber

**Staff Absent:** Mark Reeter – County Administrator

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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 she would like to add a brief introduction of new EDA board member Mickey Johnson to her Economic Development Director's report and to add a (7) A. 1. b. for discussion of sprinkler system repairs at CVCC.

Mr. Lusk moved, seconded by Mr. Walton, to approve the November 6, 2014 agenda, as amended.

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

Voting no: None

Adopted unanimously

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**(2) APPROVAL OF MEETING MINUTES – October 14, 2014**

Mr. Braud asked for approval and/or amendments to the Authority's October 14, 2014 meeting minutes. No changes were suggested.

**Mr. Walton moved, seconded by Mr. Sellers, to approve the October 14, 2014 meeting minutes, as is.**

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

**Voting no: None**

**Adopted Unanimously**

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### **(3) REPORTS**

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

Mr. Johnson introduced himself to the Authority. He expressed his gratitude for being appointed as a new member, and discussed his experience as Chairman of the Smith Mountain Lake Chamber board and his passion for Bedford County. The authority welcomed Mr. Johnson and said they were looking forward to his first meeting.

Mrs. Blido reported that Blue Ridge Optics was named Technology Company of the Year by the Region 2000 Technology Council on Oct. 21. Mrs. Blido stated that the county has hired a new Community Development Director, Greg Zody, who made his official introductions to staff a few days ago. Mr. Zody is filling the position previously held by Tim Wilson.

Mrs. Blido reported that she recently attended CoreNet, which is a site selector and real estate conference at Mount Vernon hosted by the Virginia Economic Development Partnership (VEDP). She attended with economic development directors from Region 2000 and Region 2000 CEO, Megan Lucas. Mrs. Blido reported that Megan Lucas has scheduled a shared regional targeted industry cluster meeting this week to see what each of the Region 2000 counties have in common and how we can market the region as a whole to businesses.

Mrs. Blido reported the EDA had a successful audit, and the report is provided in the EDA packet. Mrs. Blido stated that the Broadband Advisory Committee will be presenting a memo to the Board of Supervisors this week, and will be requesting a work session on December 8. The memo will present several options on how to fill the in last mile of broadband. Mrs. Blido stated that one of the options being presented is providing incentives from the EDA. Mrs. Blido wanted to alert the Authority in advance to what the type of ideas are being proposed. Mrs. Blido stated they hope to create hot spots by putting up towers in areas with the greatest need, or put up a tower in a pilot area. Maps have been used to identify these key areas, which include Big Island, Montvale, and Huddleston. The hope is to locate a tower that can service as many county residents as possible.

Mrs. Blido reported that Mr. Sellers will be leaving the EDA and that it has been a pleasure working with him. She also congratulated Jim Lusk, who was reappointed for another four years. Mrs. Blido reported she met with a prospect yesterday who was interested in New London. She stated Simplimatic has been a good marketing tool to other companies interested in the business park, because she received this client through Simplimatic's banker.

Mr. Lusk asked how much Region 2000 had to do with bringing the Chinese company into Appomattox, to which Mrs. Blido stated not very much because Mrs. Lucas just recently began her job with Region 2000. Mrs. Blido stated that the economic development director of Appomattox has been working very hard on this project for a very long time.

Mr. Walton asked about the audit and if it occurred before the dissolution of BJEDA. The dissolution was included in the audit.

**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 paid bills, as presented.

Mrs. Blido explained to the Authority that the large amount of bills were due to the replacement of compressors at CVCC.

**d. Existing Business Report**

Ms. Hupp stated that staff has been working a lot on media-related items in the office the past month. The substation press release was sent out just yesterday for the November 13 energizing. Ms. Hupp reported the bi-monthly newsletter will be sent out by the end of the week to announce some articles recently added to the webpage.

Ms. Hupp reported they are also sending out the beginning information for Trident Seafood's Career Fair that will take place on January 9, 2015 and are aiming to have it around mid-day. Forty-eight percent of the current employees at Trident are the only wage earners in their home, so it is important to spread the word to help these qualified employees find new jobs.

Ms. Hupp reported that she met with Mickey Johnson earlier in the day to give him an overview of EDA information before his first meeting next year.

**(4) Old Business**

Mr. Kelbaugh asked Mr. Braud if it would be possible to move the closed session to the end of the meeting so that Mr. Johnson could hear what the EDA has recently been discussing.

**Mr. Kelbaugh moved, seconded by Mr. Lusk, to move the closed session from Section (5) A. to section (9) All Other EDA business as may be appropriate.**

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

**Voting no: None**

**Adopted Unanimously**

**(5) New Business**

**A. None**

**(6) New London Business & Technology Center**

**A. Capital Considerations**

**1. Improvements**

**a. Substation project update**

Mr. Boggess stated there was nothing new to report and that the substation was ready to be electrified. Mr. Boggess stated he was working on getting bids for replanting near the substation.

Mr. Lusk asked if we were able to use CIP funds to replant, to which Mr. Boggess stated anything related to substation could be taken out of CIP funds.

## **B. Operating Considerations**

### **1. Operating Expenses**

#### **a. Landscaping RFP**

Mr. Boggess stated the IFB for landscaping has not yet gone out because he wanted to create a bid sheet in order for all bidders to be comparable across the board. Mr. Boggess asked the authority their opinion of whether it should give the companies the opportunity to bid on a "per cut" basis or a per year basis.

Mr. Kelbaugh stated that he believes a per cut basis could be taken advantage of, and the grass may be cut more often than needed in order to make more money. Mr. Boggess agreed, and stated he would not give the bidders a per cut option. The RFP should go out in the next week to selected companies and an advertisement will be placed in the paper.

## **(7) Bedford Center for Business**

### **A. Capital Considerations**

#### **1. Improvements**

##### **a. Handicap action items decision**

Ms. Hupp explained how the items were prioritized on the chart given to the Authority. Priorities were labeled as A and B, with A priorities being most important. Tasks labeled with M's were items our own county maintenance could complete, and items labeled with C were priorities needing to be contracted out. Items highlighted in red are priorities deemed most important to finish before the end of the year.

Mr. Lusk asked if some of the priorities had been changed. Ms. Hupp explained that the parking lot was still kept as top priority and that the county had just recently had the parking lot lines repainted. If the EDA sticks with the company who painted before, the cost would range from \$400-\$1,000 to paint van accessible and handicap accessible spaces.

Ms. Hupp reported that items highlighted in blue and labeled A were items specifically asked by CVCC to do as soon as possible, and can be carried out by maintenance. The only other item that was prioritized for next year was the installment of new ADA toilets with levers on the appropriate side. The installment of toilets should cost around \$260 a piece.

Ms. Hupp reported the priorities CVCC is expected to be responsible for are listed below the chart, and include all indoor signage.

**Mr. Walton moved, seconded by Mr. Kelbaugh, to approve the project as prioritized within a budget of \$2,500.**

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

**Voting no: None**

**Adopted Unanimously**

**b. Simplex sprinkler repairs**

Mrs. Blido reported that when the EDA took over the CVCC building the fire sprinklers had not been tested in a very long time. Sheldon Cash was pleasantly surprised that the quotes for the sprinklers and work needed to be done will cost \$999.54. Mr. Cash explained that East Coast needs sprinklers in its paint shop to make sure that it is up to Fire Marshal standards.

**Mr. Walton moved, seconded by Mr. Kelbaugh, to approve the completion of work for both CVCC and East Coast Fabricators sprinkler systems at the cost of \$2,600.**

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

**Voting no: None**

**Adopted Unanimously**

**B. Operating Considerations**

**1. Master Plan RFP update**

Mrs. Blido stated we had four proposals come in for the Bedford Center for Business RFP, and out of the four proposals the committee selected two companies to interview, which include Wiley Wilson and Draper Aden. The selection committee will be interviewing both companies next week on November 13. Mrs. Blido stated she has asked both companies to explain their approach, what they believe really needs to be done, and a thorough breakdown of the cost.

Mr. Boggess stated they wanted a breakdown of the cost in order to help prioritize what should be done. In addition, the EDA received proposals from Timmons Group and Thompson Lidden. All three committee members were unanimous that Wiley Wilson and Draper Aden were the two companies best fit for the project.

**(8) Montvale Center for Commerce**

**A. Capital Considerations**

**B. Operating Consideration**

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

**Mr. Braud moved, seconded by Mr. Sellers, 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. Walton, Mr. Braud, Mr. Lusk, Mr. Kelbaugh, 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. Walton, Mr. Braud, Mr. Lusk, Mr. Kelbaugh, 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 6<sup>th</sup> day of November 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 6<sup>th</sup> day of November, 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.

**MEMBERS:**

Craig S. Coker, Chairman  
Matthew Braud, Vice-Chairman  
Raymond P. Sellers  
Wyatt H. Walton, III  
James A. Lusk  
Kimberly A. McCabe  
Paul C. Kelbaugh

**VOTE:**

Absent  
Yes  
Yes  
Yes  
Yes  
Absent  
Yes

(10) Adjournment

- 6:50 p.m.

APPROVED:

  
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Vice Chairman

  
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Secretary