



**MEETING MINUTES**  
**ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA**  
**Bedford County Administration Ground Floor Training Room**  
**122 E Main Street**  
**Bedford, VA 24523**  
**August 4, 2022**  
**5:30 p.m.**

**Economic Development Authority:**

**Present:** David Wells (District 1); Vicki Gardner (District 2); Wyatt Walton (District 3); Matthew Braud (District 4); Kristy Milton (District 5); Jimmy Robertson (District 6); Jim Messier (District 7)

**Staff Present:** Pam Bailey – EDA Director; Holley Scheffel – Business Programs Coordinator; Doug Coffman – Public Works Director; Patrick Skelley – County Attorney; Robert Hiss – County Administrator

**Guests:** Charla Bansley (District 3); Edgar Tuck (District 2)

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**(1) CALL TO ORDER**

Chairman Robertson called the meeting to order at 5:30 PM.

**(2) APPROVAL OF AGENDA**

Chairman Robertson called for a motion to approve the agenda as presented. Mr. Messier moved, and a second was made by Mr. Wells, to approve the agenda.

Voting yes: Mr. Wells, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier.

Voting no: None

Adopted Unanimously

**(3) APPROVAL OF MEETING MINUTES – July 7, 2022**

Chairman Robertson called for a motion to approve the July 7, 2022, meeting minutes. Mr. Messier moved, and a second was made by Mr. Braud, to approve the July 7, 2022, meeting minutes.

**Voting yes: Mr. Wells, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier.**

**Voting no: None**

**Adopted Unanimously**

#### **(4) REPORTS**

A. Economic Development Director's Report – Ms. Bailey provided an extensive recap of the previous fiscal year's accomplishments by the EDA. She also reviewed some goals of the EDA that were implemented because of the EDA's strategic plan. In addition, she shared some new activities such as the launch of the new website for the Office of Economic Development, an upcoming Business Roundtable, and recent tours and conversations with state officials, state senators, and local delegates.

One of the main topics of conversation with officials is the childcare crisis. Ms. Bailey reported that for every 1 childcare vacancy, there are 23 children available to fill it, indicating a critical shortage of childcare facilities in Bedford County. This topic created a long discussion about reasons contributing to this issue and some possible ways of addressing it. Ms. Bailey reported that countywide, there are 180 children on wait lists for childcare.

B. Business Programs Report – Ms. Scheffel reported that she is on the Workforce Development Committee which meets every two weeks and is comprised of representatives from CVCC, BCPS, the Bedford Chamber, and the Office of Economic Development. The purpose of the committee is to address workforce concerns through a teamed approach. After the last meeting, Mrs. Scheffel agreed to meet with Josh Weeks, business owner of Wicked Diesel, and Carl Booth, General Property Manager of Clayton Homes, in hopes of strengthening the existing internship program with Susie G. Gibson and expanding the internship program to the building trades.

Mrs. Scheffel also spoke with CTE Director with Roanoke County Public Schools to get a better understating of their internship program. This was prompted by Ms. Bailey's participation as a judge in The Gauntlet, a program that provides opportunities for innovative entrepreneurs looking to start small businesses, and her experience with a Roanoke-based business that had an intern. It was determined that RCPS offers a Registered Apprenticeship Program (RAP) there. After learning more about RAP, Mrs. Scheffel reached out to the Department of Labor and Industries and set up a teleconference with a representative there to meet with local school officials and the Office of Economic Development to discuss Registered Apprenticeship and what that could look like for Bedford County. It should be noted that an Internship and a Registered Apprentice Program are not the same.

Mrs. Scheffel also spoke with Bedford Fire Chief, Chief Todd Stone who was recently published in the Bedford Bulletin stating that he would like to grow his junior internship program. This prompted a conversation with CVCC and the County Administration on how best to move forward with this sort of initiative.

C. Monthly Financial Report - Ms. Bailey shared the year-to-date financial report along with the current balance for the account as of July 28. She also noted that a new finance person will be starting towards the end of the month and will be assigned to work with Economic Development. Mr. Hiss indicated that the audit will be complete in December 2022. Accounts payable and accounts receivable are all current as of this date.

D. Monthly Accounts Payable Report – (see July bills that have been paid)

Mr. Braud asked if we could exclude the Bank of the James principal and interest payment from the “at a glance” line expenses. He felt that it was an outlier and did not need to be included. The board agreed and that expense will no longer be shown on page 1 of the board packet.

#### **(5) TOWN OF BEDFORD**

Ms. Bailey shared that on August 15 she has a Business Retention and Expansion visit scheduled with East Coast Fabrication. After that, she will visit Central Virginia Manufacturing along with Mary Zirkle from the Town, Shirley Dodson from the state, and Jamie Gillespie from the Lynchburg Regional Business Alliance.

Ms. Bailey also received a concerning phone call from Blue Ridge Optics regarding Bedford Power. They have had 12 power outages in the last 20 days. If the power “blips” they lose a full day’s work. For every interruption in service, it costs the company between 150k-200k. Mr. Coffman also noted that the county also experiences outages like these. He also shared that the county has generators, backup servers, and emergency power along with other systems in place to plan for outages.

#### **(6) BEDFORD CENTER FOR BUSINESS**

There has been no decision made yet by the prospect who had expressed interest in this park. The prospect shared that they have identified a neighboring locality that has an existing building in place. However, there is no room to expand as they have indicated.

Mr. Coffman noted that the sprinkler issue at CVCC appears to have been resolved. The relief valve is still expected to be installed. BRWA had tested the lines and system. The sewer also failed this week at CVCC/East Coast Fabricators, but that issue has also been resolved.

#### **(7) MONTVALE CENTER FOR COMMERCE**

Motiva has cleared its property of its tanks and they have 30 acres available currently for sale. The property also includes a 7,200 sq. ft. building and they are asking for just shy of \$1,000,000 for that property. Ms. Bailey has contacted their home office to request a site visit of the property so that she is able to identify possible businesses for that space.

**(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER**

A. Meade Road progress report – Mr. Coffman shared that the county engineer put a package together regarding the trench drain and sidewalk improvements and sent it out for bid. Varying pricing packages were received, and the least expensive company sought \$26k for the job. There was a discussion about the remaining funds in the Meade Road extension grant and it was determined that utilizing the remainder of those funds would require the EDA to pay approximately \$18k for expenses.

**Mr. Messier moved, seconded by Mr. Braud, to authorize staff not to exceed 26.5k to repair the trench drain and sidewalk to meet VDOT's approval.**

**Voting yes: Mr. Wells, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier.**

**Voting no: None**

**Adopted Unanimously**

\*The Board also requested the County Attorney follow up with a letter to Hurt & Proffitt about errors and omissions regarding this specific project.

B. Virginia Business Ready Sites Program status update – Ms. Bailey has sent the pre-application for Phase 2 of New London. She will find out the status of this on August 15. If approved, the application will need to be submitted by September 13.

Regarding Project Dovetail, Ms. Bailey shared that the customer has gone through major restructuring which is why there has been no movement in the past six months on the site. However, there is a large company meeting at the end of August and more details should be available after that meeting. She did receive their traffic study late today but has not had a chance to review it at this time.

**(9) WASHINGTON STREET PROPERTY**

A. Parking lot status report – Ms. Bailey stated that she met with Hurt & Proffitt this week about the parking lot. Patterson's Brother's paving will be meeting with county officials tomorrow to get anecdotal numbers for this large-scale project.

**(10) OTHER BUSINESS**

A. Grant extension request for Valtim – Ms. Bailey reported Valtim's 2019 grant is due in September 2022. They purchased a \$750k piece of equipment at that time but have struggled with hiring the additional 8 people per their agreement. They had 96 employees in 2019 but employment has been flat since then due to Covid. They have requested a one-year extension for this grant. Additionally, The EDA provided Valtim with a second \$15k grant in August of 2022 for a \$620k piece of equipment and a promise of hiring two more employees within two years. Chairman Robertson requested that there be a business meeting 30-60 days prior to the extension deadline to see what their forecast looks like and to ensure that both pieces of equipment are working properly.

Mr. Messier motioned, seconded by Mr. Braud, to extend Valtim's 2019 performance agreement by one year.

Voting yes: Mr. Wells, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier.

Voting no: None

Adopted Unanimously

Mr. Walton motioned, seconded by Mr. Braud to enter a closed session.

Voting yes: Mr. Wells, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier.

Voting no: None

Adopted Unanimously

**(11) CLOSED SESSION**

*Closed Session pursuant to Section 2.2-3711 (A) (5), Discussion 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.*

Mr. Braud motioned, seconded by Mr. Walton to come out of the closed session.

Voting yes: Mr. Wells, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier.

Voting no: None

Adopted Unanimously

**(12) ADJOURNMENT**

6:57 PM

**APPROVED:**

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**Chairman**

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**Secretary**