

# Industrial Development Authority of Washington County | 2013

## Board Meeting Minutes

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### **MINUTES OF MEETING**

The Board of Directors of the Industrial Development Authority of Washington County met pursuant to notice on Wednesday, April 10, 2013, at 3:00 p.m. in the Board Meeting Room #2 of the Washington County Government Building located at 1 Government Center Place, Abingdon, Virginia for the regular monthly board meeting.

### **PRESENT:**

Henry Snodgrass, Chairman  
John Roberts, Vice Chairman  
Pat Callebs, Treasurer  
Saul Hernandez  
Larry Hines  
Randy Woodward *Counted as present at 3:14 p.m.*

### **ABSENT:**

Mark Nelson

### **ALSO PRESENT:**

Dan Siegel, *Bond Counsel*  
Fred Parker, *Fiscal Agent for The Highlands*  
Sam Kiser, *Thompson and Litton*  
Christy Parker, *County Dept. of Economic Development & Community Relations* *Counted present at 3:15 p.m.*  
Joe Lyle, *Hale, Lyle and Russell - IDA Legal Counsel*  
Suzanne Lay, *IDA Secretary*  
Neta Farmer, *IDA Recording Secretary*

### **CALL TO ORDER**

Chairman Snodgrass called the regular April board meeting to order and determined that a quorum was present.

### **READING AND APPROVAL OF MINUTES**

A motion was made by Pat Callebs and seconded by Larry Hines to approve the minutes of the regular board minutes of March 13, 2013, meeting as mailed. The vote on the above-mentioned motion was as follows: (5-0-0)

|           |     |         |     |         |     |
|-----------|-----|---------|-----|---------|-----|
| Snodgrass | Aye | Roberts | Aye | Callebs | Aye |
| Hernandez | Aye | Hines   | Aye |         |     |

The hand vote was unanimous.

**REVIEW AND APPROVAL OF FINANCIAL REPORT/PAYMENT OF BILLS**

• **Highlands Project Report – Fred Parker**

Fred Parker, Fiscal Agent for The Highlands, reviewed The Highlands Project Report. A motion was made by John Roberts and seconded by Pat Callebs to accept The Highlands Project Report as presented: The vote on the above-mentioned motion was as follows: (5-0-0)

|           |     |         |     |         |     |
|-----------|-----|---------|-----|---------|-----|
| Snodgrass | Aye | Roberts | Aye | Callebs | Aye |
| Hernandez | Aye | Hines   | Aye |         |     |

The hand vote was unanimous.

• **Oak Park Project Report – Jim Fern**

This item will be tabled until the regular May board meeting.

**UPDATED FINANCIAL REPORT**

Suzanne Lay reviewed the updated financial report with the Board. A motion was made by Larry Hines and seconded by Saul Hernandez. to approve the updated financial report as presented. The vote on the above-mentioned motion was as follows: (5-0-0)

|           |     |         |     |         |     |
|-----------|-----|---------|-----|---------|-----|
| Snodgrass | Aye | Roberts | Aye | Callebs | Aye |
| Hernandez | Aye | Hines   | Aye |         |     |

Randy Woodward abstained from the motion. Motion approved.

**Randy Woodward counted as present at 3:14 p.m. during the updated financial report.**

**BILLS TO BE PAID**

A motion was made by Pat Callebs and seconded by John Roberts to approve the following invoices to be paid: Hale, Lyle and Russell - \$493.86 and \$3,132.00; Fred Parker (*Fiscal Agent for The Highlands*) - \$750.00; Thompson and Litton - \$1,046.54; Hugh Keogh (*Mileage accrued - IDA Planning Retreat*) - \$345.22. The vote on the above-mentioned motion was as follows: (6-0-0)

|           |     |         |     |          |     |
|-----------|-----|---------|-----|----------|-----|
| Snodgrass | Aye | Roberts | Aye | Callebs  | Aye |
| Hernandez | Aye | Hines   | Aye | Woodward | Aye |

The hand vote was unanimous.

**THE HIGHLAND PROJECT PUBLIC INFRASTRUCTURE FACILITIES**

**REVENUE REFUNDING BOND, SERIES 2013**

• **Resolution Authorizing the Issuance of the 2013 Refunding Bond for the Benefit of Washington**

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### **County, Virginia**

Dan Siegel discussed the 2013 revenue refunding bond for the benefit of Washington County, Virginia, with the Board. Mr. Siegel also answered questions and concerns regarding the refunding. A motion was made by Pat Callebs and seconded by Larry Hines to approve the resolution authorizing the issuance of the 2013 refunding bond for the benefit of Washington County, Virginia. The vote on the above-mentioned motion was as follows: (5-0-1)

|         |     |          |     |           |     |
|---------|-----|----------|-----|-----------|-----|
| Roberts | Aye | Callebs  | Aye | Hernandez | Aye |
| Hines   | Aye | Woodward | Aye |           |     |

Chairman Snodgrass abstained from the motion due to a possible conflict of interest since he works with The Bank of Marion. Motion passed.

### **ATTORNEY'S REPORT – JOE LYLE**

#### **~PERFORMANCE AGREEMENTS~**

- **INNOVATIVE TECHNOLOGIES**

Legal Counsel reported that Chairman Snodgrass had signed the affidavit needed by the court. Legal Counsel will submit it to the court.

- **COLUMBUS MCKINNON**

Chairman Snodgrass discussed the meeting that was held with the plant manager of Columbus McKinnon three weeks earlier. There was an additional meeting with plant manager Lance Lacombe, David Henry – Commissioner of Revenue, Christy Parker – Department of Economic Development and Community Relations, and Henry Snodgrass – IDA Chairman to discuss specific items used in the Damascus facility. This is an effort to capture all equipment that can be counted towards the machine and tool tax levy of Washington County. Chairman Snodgrass noted that industry is still working on employment numbers that is needed for the Virginia Tobacco Commission. The Board discussed this item with Legal Counsel.

- **APPALACHIAN CAST PRODUCTS**

Legal Counsel reported that the performance agreement documents had been signed. Suzanne Lay had followed up with an email regarding the disbursement of the funds and had not received a response at the time of the board meeting.

- **AGC FLAT GLASS**

Legal Counsel reported that he would be talking to the Commissioner of Revenue regarding AGC Flat Glass reporting of machinery and tools for 2012.

- **CLEAN ENERGY R & D**

Christy Parker reported that the Clean Energy R & D Performance Agreement had not been presented to the Board of Supervisors at the time of the IDA board meeting.

- **OAK PARK SEWER AGREEMENT WITH WCSA**

Legal Counsel reported that he and Chairman Snodgrass had met with Robbie regarding the WCSA Oak Park Sewer Agreement. The agreement will be presented to both Boards for approval after some additional updates are made to the agreement.

**CLOSED SESSION**

It was the consensus of the Board that a Closed Session was not needed at the regular April board meeting.

**PROPOSED PLAN FOR OAK PARK - Pat Callebs**

Pat Callebs discussed a proposed plan for developing lot #15 in Oak Park. The Board discussed this item. A motion was made by Saul Hernandez and seconded by Pat Callebs for the IDA to engage Thompson and Litton to do preliminary grading of this lot and for it not to exceed \$4,000.00. The vote on the above-mentioned motion was as follows: (5-0-1)

|           |     |          |     |         |     |
|-----------|-----|----------|-----|---------|-----|
| Snodgrass | Aye | Roberts  | Aye | Callebs | Aye |
| Hernandez | Aye | Woodward | Aye |         |     |

Larry Hines abstained from the motion. Motion passed.

**COMMUNITY SERVICES BUILDING**

- **Architectural Services**

Chairman Snodgrass reported that Charlie Day had submitted two concepts to the department of Social Services and they were reviewing the information internally. It was his opinion that Randall Blevins would be attending the May regular board meeting.

**Saul Hernandez Left the meeting at 5:05 p.m.**

- **Update on Janitorial Services**

Chairman Snodgrass reported that the County Attorney was currently working on a contract between the County and the IDA regarding janitorial services for the Community Services Building.

- **Mowing RFP**

Chairman Snodgrass reported the need to secure someone to mow the Community Services property. A motion was made by Larry Hines and seconded by Randy Woodward to authorize Chairman Snodgrass to secure someone to mow the community services property until bids can be secured for the service. The vote on the above-mentioned motion was as follows: (5-0-0)

|           |     |          |     |         |     |
|-----------|-----|----------|-----|---------|-----|
| Snodgrass | Aye | Roberts  | Aye | Callebs | Aye |
| Hines     | Aye | Woodward | Aye |         |     |

The hand vote was unanimous.

- **Security RFP**

A motion was made by Pat Callebs and seconded by John Roberts to obtain bids for a security system for the Community Services Building. The vote on the above-mentioned motion was as follows: (5-0-0)

|           |     |          |     |         |     |
|-----------|-----|----------|-----|---------|-----|
| Snodgrass | Aye | Roberts  | Aye | Callebs | Aye |
| Hines     | Aye | Woodward | Aye |         |     |

The hand vote was unanimous.

### **OAK PARK PHASE III & IV/ ACCESS ROAD PROJECT**

- **TVA GRANT-Sign update**

A motion was made by Pat Callebs and seconded by John Roberts to direct the IDA Park Committee to look at concepts for a sign at Oak Park and to put out for bids. The committee will make a report at the regular May IDA meeting.

The vote on the above-mentioned motion was as follows: (5-0-0)

|           |     |          |     |         |     |
|-----------|-----|----------|-----|---------|-----|
| Snodgrass | Aye | Roberts  | Aye | Callebs | Aye |
| Hines     | Aye | Woodward | Aye |         |     |

The hand vote was unanimous.

- **SINKHOLE REPORT**

Sam Kiser reported that the land needed to be drier before they could get the concrete truck to work on the sinkhole.

### **PLANNING RETREAT**

- **Cardinal Report**

Chairman Snodgrass reviewed the highlights from the Cardinal's report with the Board. He also recommended the IDA Board meet with BOS after having settled on a strategic plan.

Christy Parker announced that Tom Elliott would attend the regular May board meeting to discuss the aCorridor.

Chairman Snodgrass asked that the Board review the list of IDA committees that was handed out at the meeting and plan to discuss and make adjustments at the regular May board meeting.

It was the consensus of the Board that the planning session was a success.

Christy Parker discussed how the IDA Board could move forward with the recommendations that came from the Cardinals report. The following are the notes that Ms. Parker discussed at the meeting.

- IDA going to two meetings a month

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- Management/ staffing/ bylaws
- External Marketing - website, marketing materials, target industry, aCorridor, advertising/trade shows
- Existing industry
- Small business/entrepreneurs
- Workforce development
- IDA assets CSB/Industrial Parks
- Commercial development
- BOS relations/ Budget Have an annual meeting with BOS and provide them with an annual summary
- Sources of funding

The Board discussed the best way for the IDA to move forward with the information that was given at the planning retreat held on March 1<sup>st</sup>. A motion was made by Pat Callebs and seconded by Larry Hines for the IDA Board to start meeting on the fourth Wednesday of each month to discuss numerous topics how the Board could move forward. The Board will be discussing the IDA Mission Statement at the April meeting. The first meeting will held on Wednesday, April 24, 2013, at 3:00 p.m. in the meeting room #2 of the county government building. A reminder will be sent out to the Board.

The vote on the above-mentioned motion was as follows: (6-0-0)

|           |     |         |     |          |     |
|-----------|-----|---------|-----|----------|-----|
| Snodgrass | Aye | Roberts | Aye | Callebs  | Aye |
| Hernandez | Aye | Hines   | Aye | Woodward | Aye |

The hand vote was unanimous.

### **UPDATE ON MOVING TO ELECTRONIC FORMAT**

Randy Woodward reminded the Board to log on to the IDA website and change their passwords for their email address. He also stated that he and Neta Farmer would be meeting with the county IT Department to continue to transition to electronic format.

### **FTZ REPORT**

Christy Parker reported that the letter was sent to the New River FTZ and they had accepted the IDA as a member of the foreign trade zone. Randy Woodward asked that a representative from New River come and talk to the Board.

### **CHAIRMAN'S REPORT Henry Snodgrass**

#### **• Industrial Appreciation Event - June 5, 2013**

Chairman Snodgrass reminded the Board of the Industrial Appreciation Event slated for June 5. A lunch will be held at Glenrochie Country Club prior to the golf outing at 1:30 p.m. The golf awards will be given out later that day.

Christy Parker reported that a breakfast would be held in May to train everyone that would be helping with the Industry visitations.

### **ADJOURNMENT**

A motion was made by John Roberts and seconded by Pat Callebs to adjourn the regular April board meeting. The

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meeting was adjourned at 6:45 p.m. The vote on the above-mentioned motion was as follows: