

**Directors**  
James Taylor  
Ray Tuck  
Tommy Loflin  
Eric Johnsen  
Steve Baffuto



*Norman Winstead*  
**Chairman**  
*John Tuttle*  
**Vice-Chairman**  
*Brian T. Hamilton*  
**Secretary/Treasurer**  
*Martin M. McMahon*  
**Attorney**

**Minutes**  
Tuesday, October 16, 2018 – 11:30 A.M.  
Board of Directors Regular Meeting  
Economic Development Authority of Montgomery County, Virginia  
Montgomery County Government Center  
755 Roanoke Street, Suite 2H, Christiansburg, VA  
Doug Winstead - Chair, Presiding

The Economic Development Authority of Montgomery County, Virginia held a regular meeting on Tuesday, October 16, 2018 at the Montgomery County Government Center, Christiansburg, VA. Those in attendance were: Chair Norman Winstead; Vice-Chair John Tuttle; and Directors: Tommy Loflin, Eric Johnsen, Tay Taylor, Ray Tuck, and Steve Baffuto. Also in attendance were: Brian Hamilton, Economic Development Director; Craig Meadows, County Administrator; Marty McMahon, County Attorney; Angie Hill, Finance Director; Brenda Rigney, Project Manager; Ashlyn Shrewsbury, Project Manager; Rachel Cline, Economic Development Assistant; and Nancy Turner, Program Assistant.

**OPENING REMARKS**

**Declaration of Quorum**

Chair Winstead declared a quorum was present, and called the meeting to order at 11:35 A.M.

**Approval of Agenda**

On a motion by Vice-Chair Tuttle, seconded by Director Loflin, and carried unanimously, the agenda was approved.

**Introduction of Guests**

There were no guests present.

**CONSENT AGENDA**

**Approval of Minutes of the September 21, 2018 meeting- Exhibit Tab 1**

On a motion by Director Taylor, seconded by Director Loflin, and carried unanimously, the minutes dated September 21, 2018 were approved as presented.

**Review and Acceptance of the Treasurer’s Report – Exhibit Tab 2**

Ms. Hill presented the financial statement dated September 30, 2018, included in the agenda packet. She said that under net assets there were no significant changes. On the statement of revenues and expenses, she reminded the directors that at the last meeting, they discussed adjusting the professional services line where it appeared to be over budget due to expenses at FBCP for which the County had provided funds. She pointed out that professional services had been adjusted to show a separate line from here on out. Finally, on the cash flow statement, she said that the net increase in cash since July can pretty much be accounted for by the \$62,000 from the County for the stormwater, which came out of the maintenance reserve.

On a motion by Director Loflin, seconded by Director Taylor, and carried unanimously, the Treasurer’s Report dated September 30, 2018, was accepted as presented.

**EDA Meeting Time**

Chair Winstead asked whether or not the directors would be interested in changing the EDA meeting time from 11:30 A.M. to an earlier time on Tuesday mornings. The general consensus from the directors was that the lunch meeting time worked better than trying to meet before work, and the official meeting time was not changed.

**INTO CLOSED MEETING**

On a motion by Director Johnsen, seconded by Vice-Chair Tuttle, and carried unanimously, BE IT RESOLVED, The Economic Development Authority hereby enters into Closed Meeting for the purpose of discussing the following:

§2.2-3711

(2) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel

1. Performance Agreement - Wolverine

(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 businesses or industries interest in locating or expanding its facilities in the Community

1. Project 2018013
2. Project 2018025
3. Project 2018028

**OUT OF CLOSED MEETING**

On a motion by Director Johnsen, seconded by Vice-Chair Tuttle, and carried unanimously,

BE IT RESOLVED, The Economic Development Authority hereby ends its Closed Meeting and returns to Regular Session.

**CERTIFICATION OF CLOSED MEETING**

On a motion by Director Johnsen, seconded by Director Loflin, and carried unanimously,

WHEREAS, The Economic Development Authority of Montgomery County, Virginia has convened a closed meeting on this date in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires certification by the Economic Development Authority of Montgomery County, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, That the Economic Development Authority of Montgomery County, Virginia hereby certifies that, to the best of each Director’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 conveying the closed meeting were heard, discussed, or considered by the Economic Development Authority of Montgomery County, Virginia.

The vote on the foregoing motion was as follows:

<u>Aye</u>	<u>Nay</u>	<u>Absent During Vote</u>	<u>Absent During Meeting</u>
Norman Winstead			
John Tuttle			
Tommy Loflin			
Eric Johnsen			
James Taylor			
Ray Tuck			
Steve Baffuto			

## **GENERAL BUSINESS**

### **VEDP Sites Development Grant – Exhibit Tab 3**

Ms. Shrewsbury reminded the directors that they had applied for a Virginia Business Ready classification for FBCP Phase II and were ranked as a tier three, meaning the next step is a site development grant to help move the classification up to a tier four. She said they are waiting to hear back from Hurt and Proffitt about the cost, but that the grant would cover half of the engineering cost for plans to develop the road, grade the site, and install utilities. Mr. Hamilton added that it could come in between \$200,000 and \$300,000 for the engineering costs, so being able to get half of that expense covered would be a big help.

Mr. Hamilton said that the next step in the process would be for the County to indicate a willingness to match any awarded funds. Mr. Meadows said that they are about to start looking at next year, and that there are a lot of programs out there that could help with funding, but almost all of them require a match. He said that if they finish the year with a strong financial position, which seems likely, they may need to start looking at setting aside funds in the budget toward applying for these types of grants.

When asked if the engineering plans and costs estimates will have a shelf life, Mr. Hamilton said that the plans will typically work for about five years, unless there is a change in, for example, stormwater regulations. If the application cannot go through immediately for some reason, those plans would simply need to be updated later on rather than being completely redone.

On a motion by Vice-Chair Tuttle, seconded by Director Johnsen, and unanimously carried, the execution of the grant application was authorized, subject to County approval of matching funds should the grant be awarded.

### **Go Virginia**

Mr. Hamilton said that at the end of September, he went to the Christiansburg Town Council to discuss Go Virginia. Because Go Virginia has to be a regional application with at least one partner, TOC will have to be involved. The Town approved up to \$300,000 for water and sewer on FBCP Phase II.

Mr. Hamilton said that because the County will have to contribute funds for grading, they are going to wait for the next round of applications in January or February so they can work on those matching funds from the County. He said that a firm number has not been discussed with the County yet, but it would likely be around \$1.4 million, meaning they might not even be able to apply until the next fiscal year, but with Christiansburg already on board for the water and sewer, he said that they are working in the right direction.

### **Falling Branch Corporate Park**

#### **VDOT EDA Program**

Mr. Hamilton said that he met with Paul Brown, and they can apply for access funds for FBCP Phase II. He explained that the Town of Christiansburg has submitted a Smart Scale application

to pay for the road connecting North Franklin St. to Parkway Drive, as well as a walking trail. He wanted to discuss when they should look into applying for access funds, as he was concerned about applying without having a plan or funding in place for grading. Mr. Meadows agreed, and said that he felt they should have funds in place for grading before applying for the access funds.

The directors asked about a time frame for applying for the VDOT funds, and Mr. Hamilton explained that you are only allowed to ask one time per year. The directors agreed that it would be better to have more solid plans in place before applying, and the consensus was to hold off on turning in an application for now.

#### **Stormwater Pond – Exhibit Tab 4**

Mr. Hamilton reminded the directors that the repairs to the Falling Branch stormwater pond were originally contracted at \$62,000, but further rain damage required an additional \$4,000 change order, for which the County appropriated funding. He said that both forebays held up well through Hurricane Michael, and beyond the contractor coming back and cleaning up a little, the work is essentially finished. The contractor can now bill up to 90 percent, and the last 10 percent would be held back until the seeding is completed.

Mr. Hamilton also discussed the possibility of putting down gravel on the temporary access road created for maintenance. He explained that they have to cut down the bank every year to allow for inspections, so leaving that road in permanently may help with those costs in the long run. He also mentioned that it is difficult as of now to get a four-wheel-drive vehicle in there, and while the Town of Christiansburg is okay with it as of now, they could in the future say that changes need to be made to make it easier to inspect. Mr. Hamilton said that he will look at estimates on getting gravel put down to make the access road more permanent.

#### **Technology Manufacturing Building Stair Repair/Replacement – Exhibit Tab 5**

Mr. Hamilton said that he consulted the Town of Blacksburg about the external staircases that needed addressing at the TMB, and he was told that they will require new drawings with an architect's stamp, so he has been in talks with Tom Koontz. The new design will be \$3,500, and because the structural engineer said the stairs must be replaced instead of just being repaired, the stairs themselves are estimated at around \$8,000 each.

Mr. Hamilton said that he would like to replace the two staircases because they serve as emergency exits. He suggested that the EDA authorize funds for the new design and fabrication of two sets of stairs, and the next step would be to get bids from three different stair manufacturers and find someone who can weld them on.

On a motion by Director Johnsen, seconded by Director Taylor, and carried unanimously, the EDA approved \$25,000 for the design and build of two new sets of stairs at the TMB, subject to appropriation of the funds by the County.

### **AED Replacement**

Mr. Hamilton explained that the current AED unit on the Luna side of the building, which was installed several years ago by Cobham when they leased the space, is now out of date. He said that the options are to either remove the current unit and inform Luna that they will be responsible for replacing it if they wish to have an AED unit on site, or to install new units on both sides of the building and add that into the building management responsibilities, although it would likely cost around \$2,500 to do two new units and the cabinets they sit in.

When asked if safety equipment is required as part of the lease, Mr. Hamilton clarified that they are only responsible for the exterior and anything physically part of the building. For example, they are not required to install the fire extinguishers, but are required to maintain the fire sprinklers because they are part of the building itself.

The directors agreed that the best course of action would be to inform Luna that the current unit was being removed and that if they wanted an AED unit on hand, they would be responsible for installing a new one.

### **Trane Contract – Exhibit Tab 6**

Mr. Hamilton discussed the annual Trane contract, reminding the directors that a new Trane building control unit was installed at the TMB earlier in the year.

He pointed out that the contract has a three percent increase, which is covered in the budget, and that through the contract, Trane maintains things such as belts coming loose, replacing filters, and tune ups with no additional cost, adding that he believes they are largely responsible for the equipment lasting as long as it has.

On a motion by Director Taylor, seconded by Vice-Chair Tuttle, and unanimously carried, the EDA authorized the execution of the annual maintenance contract with Trane.

### **ECONOMIC DEVELOPMENT DIRECTOR'S REPORT**

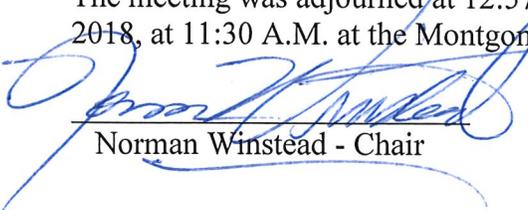
Ms. Shrewsbury briefly mentioned that she has been looking at covenants at other parks again as they move into Phase II on FBCP. She said that she has looked at six so far, and that the main differences she is seeing between those and the covenants currently in place for Phase I is that the other parks seem to be a little more explicit on the things they prohibit in their parks. Some of the covenants also had specific statements about build times from the time of buying.

Mr. Hamilton informed the directors that Ms. Shrewsbury had recently passed her exam to become a certified economic developer on the first try, explaining that the pass rate on the first try is about 30 percent.

The directors asked about the progress on exploring marketing the TMB as discussed last month, to which Mr. Hamilton said that he had reached out to Poe and Cronk with general information about the leases and revenue, and is waiting to hear back from them. He also mentioned that he is hesitant to attempt to get too many free estimates from realtors, as they are going to think they will get the listing.

**ADJOURNMENT**

The meeting was adjourned at 12:57 P.M. The next meeting will be held Tuesday, December 4, 2018, at 11:30 A.M. at the Montgomery County Government Center in Christiansburg, VA.



Norman Winstead - Chair



Brian T. Hamilton, Secretary/Treasurer