

A meeting of the Botetourt County Economic Development Authority was held on **Friday, May 26, 2023**, at 2:00 p.m. at the Botetourt County Administration Center at Greenfield in Room 229.

Members Present:

Mr. John Kilby - Chairman	Mr. John Alderson
Mr. John Griffin – Vice Chairman	Mr. Jeff Emry
Mrs. Mary Bess Smith	Mr. Lyn Hayth

Members Absent:

Mr. David Bryan

Others In Attendance:

Mr. Gary Larrowe	Mr. Ken McFadyen
Dr. Richard Bailey	Mr. Luke Campbell
Mr. Webster Day	Ms. Kim Stewart
Mr. David Moorman	

Call To Order and Public Comment

Mr. Kilby called the meeting to order and, hearing no public comment, moved to the approval of minutes.

Approval of Minutes

Mr. Hayth made a motion that the Authority approve the minutes of April 28, 2023, as submitted. Mr. Alderson seconded. With all in favor and none opposed, the minutes were approved.

AYES: Mr. Kilby, Mr. Griffin, Mr. Emry, Mr. Alderson, Mrs. Smith, Mr. Hayth

NAYES: None

ABSENT: Mr. Bryan

ABSTAINING: None

Financial Reports

Mr. Kilby asked for comments on the April 2023 bank statement. Mr. McFadyen explained that there are still some questions regarding some lines on the financial statement and that the line of \$1.1M due to the County relates to the Munters sewer extension. He also said he thinks the EDA Finance Committee should meet before the June meeting to review financial statement line items, discuss some other financial items, and the Fiscal Control Policy. Mr. Alderson motioned for the financial reports and bank statement be approved as submitted. Mr. Griffin seconded the motion. With all in favor and none opposed, the motion was approved.

AYES: Mr. Kilby, Mr. Griffin, Mr. Emry, Mr. Alderson, Mrs. Smith, Mr. Hayth

NAYES: None

ABSENT: Mr. Bryan

ABSTAINING: None

Robinson Farmer Cox FY23 Audit Letter – Mr. Ken McFadyen

Mr. McFadyen briefly laid out the terms of the proposed Robinson, Farmer, Cox FY23 Audit Letter. Mr. David Moorman said the EDA's fee is located in the County's proposal and amounts to \$7,700. This is an increase from the previous year. Mrs. Smith said the Town of Fincastle has to pay around the same amount. Pre-audit services have increased as well. Mrs. Smith made a motion the audit letter be approved. Mr. Hayth seconded the motion, and with all in favor and none opposed, the motion passed.

AYES: Mr. Kilby, Mr. Griffin, Mr. Emry, Mr. Alderson, Mrs. Smith, Mr. Hayth

NAYES: None

ABSENT: Mr. Bryan

ABSTAINING: None

Resolution for Local Economic Development Performance Agreement with Altec Industries – Mr. Ken McFadyen

Mr. McFadyen explained that this performance agreement between the EDA and Altec involves 9.9 acres to be sold to Altec for \$112,500. The performance agreement includes a local job creation incentive that matches the Virginia Jobs Investment Program state incentive Altec is receiving. This will be a job expansion of 150 new employees. The property to be conveyed is at the corner of South Center Drive and International Parkway and a 7.9 acre triangular property adjacent to Altec's campus. Mr. Day mentioned that the survey work has not been completed and the title has not been completed so the County doesn't know what easements might be on the 7.9 acre parcel. Mr. McFadyen suggested the EDA consider a motion approving the performance agreement requirements contingent upon Altec accepting the agreement and also review the pending survey and title work of this parcel 88-20C for any easements the EDA should retain. He stated that that should be sufficient to allow the County to get the survey done, to evaluate any easements on the property or that may be needed, and also to give the EDA some flexibility should Altec ask for any substantive changes to the document. Furthermore, he stated that Altec just received the document earlier the same week and so their legal staff hasn't had time to review and come back with questions or comments. Mr. McFadyen answered a question regarding the 2 acre portion at the corner of the property, that it should have been conveyed in 2014 and was missed. Mr. Day provided a resolution to Mr. McFadyen later in the meeting specifying the terms just suggested. Mr. Kilby called for a motion to approve the resolution. Mr. Griffin motioned and Mr. Hayth seconded, and Mr. Emry abstained from the vote. With all others in favor and none opposed, the resolution was approved.

AYES: Mr. Kilby, Mr. Griffin, Mr. Alderson, Mrs. Smith, Mr. Hayth
NAYES: None
ABSENT: Mr. Bryan ABSTAINING: Mr. Emry

Lumos/VATI 1 Approval of Payment: EDA to Lumos – Mr. Ken McFadyen

Mr. McFadyen reminded the EDA that VATI Project #1 served 548 households south of Buchanan and that the construction is now complete and the service is available to those customers. So included in the packet is a conditional closeout for the first project. The County's share of the final payment to Lumos, not including the County retainage, is \$183,424.49. He said that it has been reviewed by the State and Mr. Zerilla has prepared the payment from the County to the EDA, and Mr. McFadyen recommended the EDA approve a release of payment of \$183,424.49 to Lumos. Mr. Hayth motioned and Mr. Griffin seconded. With all in favor and none opposed, the motion passed.

AYES: Mr. Kilby, Mr. Griffin, Mr. Emry, Mr. Alderson, Mrs. Smith, Mr. Hayth
NAYES: None
ABSENT: Mr. Bryan ABSTAINING: None

Closed Session

Mr. Kilby then called for a motion to go into Closed Session:

Motion to go into closed session to discuss the acquisition and disposition of real property for purposes of economic development, in the Amsterdam district (including Greenfield) where discussion in an open meeting would adversely affect the Authority's bargaining position or negotiating strategy, pursuant to Section§ 2.2-3711 (A) (3) of the Code of Virginia of 1950, as amended.

Motion to go into closed session to discuss prospective businesses or industries or the expansion of existing businesses or industries, in the Amsterdam (including Greenfield, Buchanan, and Blue Ridge), where no

previous announcement has been made of the businesses' or industries' interest in locating or expanding facilities in the community, pursuant to Section§ 2.2-3711 (A) (5) of the Code of Virginia of 1950, as amended.

Motion to go into closed session for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice regarding the Roanoke Valley Broadband Authority, pursuant to Section§ 2.2-3711 (A) (8) of the Code of Virginia of 1950, as amended.

Mr. Griffin made the motion, which was seconded by Mr. Hayth, and which passed unanimously.

AYES: Mr. Kilby, Mr. Griffin, Mr. Emry, Mr. Alderson, Mrs. Smith, Mr. Hayth
NAYES: None
ABSENT: Mr. Bryan ABSTAINING: None

Return to Open Session

Mr. Kilby read the following resolution:

BE IT RESOLVED, it is certified that to the best of each Authority member's knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motions to go into Closed Session were heard, discussed, or considered during the Closed Session.

The EDA then returned to Open Session with Roll Call:

AYES: Mr. Kilby, Mr. Griffin, Mr. Emry, Mr. Alderson, Mrs. Smith, Mr. Hayth
NAYES: None
ABSENT: Mr. Bryan ABSTAINING: None

Old and New Business

Mr. McFadyen and Mr. Campbell summarized their marketing trips to Select USA (Mr. Campbell) and the Consultants Forum with VEDP (Mr. McFadyen), emphasizing the importance of making contacts with consultants and remaining visible to them. Mr. McFadyen noted that the consultants said that whereas the data is important, the story and crafting the narrative of the County is more important to prospects. The group expressed that Botetourt County needs to be more visible to prospects and consultants.

Mr. Campbell then spoke about a new childcare opportunity called Wonderschool. The business's passion is enabling people to start home-based childcare businesses where a center may not want to locate, but a licensed childcare in-home provider could be established. Wonderschool partners with the Virginia Early Childhood Foundation. The State has agreed to give Wonderschool \$21,000 for a pilot program, which will enable a Wonderschool recruiter to look throughout the County for people interested in starting home-based childcare. Wonderschool will train interested individuals through a 12-week course through the Wonderschool platform. Participants will receive their license as well as training for running a childcare program. Wonderschool also provides bookkeeping and marketing services. They try to remove all the obstacles and equip prospective home-based childcare providers with the skills to be successful.

Finally, Mr. Campbell mentioned that he was working on the EDA's insurance policy renewal and asked for confirmation that all members have current automobile insurance. All Authority members confirmed.

Adjourn

Mr. Kilby asked if anyone had anything more to present, and with nothing else presented, he called for a motion the meeting be adjourned. Mr. Hayth motioned and Mr. Griffin seconded, and with all in favor and none opposed, the meeting was adjourned.

AYES: Mr. Kilby, Mr. Griffin, Mr. Emry, Mr. Alderson, Mrs. Smith, Mr. Hayth

NAYES: None

ABSENT: Mr. Bryan

ABSTAINING: None