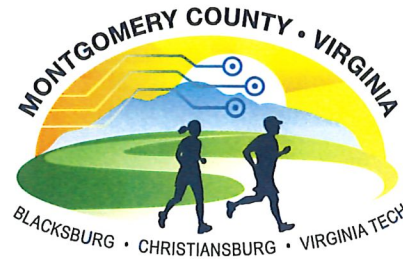


Directors
James Taylor
Joe Ferrell
Steve Baffuto
Tessa Wright



John Tuttle
Chairman
Tommy Loflin
Vice-Chairman
Brian T. Hamilton
Secretary/Treasurer
Martin M. McMahon
Attorney

Minutes
Tuesday, July 14, 2020– 12:00 P.M.
Board of Directors Called Meeting- Zoom
Economic Development Authority of Montgomery County, Virginia
John Tuttle – Chair, Presiding

The Economic Development Authority of Montgomery County, Virginia held a called meeting via Zoom on Tuesday, July 14, 2020. Those in attendance were: Chair John Tuttle; Vice-Chair, Tommy Loflin; and Directors: Joe Ferrell, Tay Taylor, and Tessa Wright. Also in attendance were: Craig Meadows, County Administrator; Marty McMahon, County Attorney; Brian Hamilton, Economic Development Director; Brenda Rigney, Project Manager; Ashlyn Shrewsbury, Project Manager; and Nancy Turner, Program Assistant. Absent was: Director Steve Baffuto. Also absent were: Angie Hill, Finance Director; and Rachel Cline, Economic Development Assistant.

OPENING REMARKS

Declaration of Quorum

Chair Tuttle declared a quorum was present, and called the meeting to order at 12:01 P.M.

Public Notification

Chair Tuttle read the following public notification aloud for the EDA directors and any guests attending the meeting via Zoom:

The Economic Development Authority of Montgomery County, Virginia, (EDA) to meet virtually on Tuesday July 14, 2020, at 12:00 P.M.

The EDA Board of Directors will have its annual meeting, and vote on FY 21 EDA Officers. The EDA will enter into a Closed Meeting for the purpose of Discussion or Consideration of the Acquisition of Real Property for Public Purpose or Disposition of Publicly Held Property. The EDA will take action on the Economic Development Website, and on the FBCP Phase II Road Design.

DEPARTMENT OF ECONOMIC DEVELOPMENT

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Declarations of Emergency have been made at all levels of government including Montgomery County. A disaster exists which requires the County to assure continuity of government for a period not to exceed six (6) months. During a declared disaster, the Code of Virginia requires and allows governing bodies to conduct their meetings in manners which are consistent with providing continuity of government and in a safe and healthy manner, and for the public safety, health and welfare of the Board of Directors of the EDA and all attendees/ interested parties consistent with open government.

The COVID-19 virus makes it impractical and unsafe for the Board of Directors of the EDA to physically assemble in one location. The virus also makes it impractical and unsafe, as well as potentially life threatening, for the public and the EDA staff to gather in the same location to participate in the scheduled meeting for the following items of business:

1. To hold its Annual Meeting and Elect FY 2021 officers
2. To enter into a Close Meeting for the purpose of Discussion or Consideration of the Acquisition or Disposal of Publicly Held Real Property – Technology Manufacturing Building
3. ACI Economic Development Website
4. FBCP Phase II Road Design
5. Trane Repair Quote
6. VA Statement of Economic Interest Form

In an effort to meet the guidelines that have been outlined by both federal and state government public health and elected officials, the virtual meeting of the EDA can be viewed online at:

<https://us02web.zoom.us/j/88982597420?pwd=WHFLdnZpUFdNNUwvdU9hQlM3cnpTUT09> for Video [https://us02web.zoom.us/u/kZxOp0qyk](https://us02web.zoom.us/j/88982597420?pwd=WHFLdnZpUFdNNUwvdU9hQlM3cnpTUT09) or +1 646 558 8656 for Audio

The July 14th EDA meeting agenda can be viewed at: <https://montva.com/economic-development/agendas-and-minutes>

Approval of Agenda

On a motion by Director Taylor, seconded by Director Ferrell, and carried unanimously, the agenda was approved.

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>
John Tuttle		Steve Baffuto	Steve Baffuto
Tommy Loflin			
Joe Ferrell			
Tessa Wright			
James Taylor			

Introduction of Guests

Chair Tuttle asked if there were any guests present, and none attending, preceded with the meeting.

Resolution Declaring Date of Annual Meeting

On a motion by Director Taylor, seconded by Director Wright, and carried unanimously, the Economic Development Authority approved the following resolution:

RESOLUTION DECLARING DATE OF ANNUAL BOARD OF DIRECTORS MEETING

BE IT RESOLVED, by the Economic Development Authority of Montgomery County, Virginia that the annual meeting for Fiscal Year 2020-21 will be the July 14, 2020, Board of Directors meeting.

Discussion of FY20-21 Officers

On a motion by Vice-Chair Loflin, seconded by Director Wright, and carried unanimously, the Discussion and Election of Officers was moved to the end of the agenda due to concerns with the VA Statement of Economic Interest Forms.

INTO CLOSED MEETING

On a motion by Vice-Chair Loflin, seconded by Ferrell 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

(3) Discussion or Consideration of the Acquisition of Real Property for Public Purpose, or of the Disposition of Publicly Held Real Property, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body

- 1. Technology Manufacturing Building – **Exhibit Tab 3**

OUT OF CLOSED MEETING

On a motion by Director Taylor, seconded by Director Wright 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 Vice-Chair Loflin, seconded by Director Taylor 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>
John Tuttle		Steve Baffuto	Steve Baffuto
Tommy Loflin			
Joe Ferrell			
Tessa Wright			
James Taylor			

ACTION FROM CLOSED SESSION

The Economic Development Authority agreed by consensus to the Third Amendment to the Agreement of Purchase and Sale of Property between the EDA and Zapi, Inc, wherein the review period as defined in Section 3.1 of the agreement was extended to expire at 5:00 P.M. EST on Wednesday, August 5, 2020.

GENERAL BUSINESS

ACI Economic Development Website – Exhibit Tab 3

The current website is configured for a different content management solution and does not work properly. ACI will provide an updated layout that utilizes more imagery, responsive layout, updated navigation and complementary designs for the home and interior pages. Montgomery County recently updated their style guide. This will be provided as a guide for the Economic Development site.

On a motion by Director Ferrell, seconded by Director Wright and unanimously carried, the EDA voted in approval of the contract with ACI for the Economic Development Website Redesign Services. The contract price will be for 160 hours at \$95 an hour, not to exceed \$15,200.

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>
John Tuttle		Steve Baffuto	Steve Baffuto
Tommy Loflin			
James Taylor			
Joe Ferrell			
Tessa Wright			

FBCP Phase II Road Design – Exhibit Tab 4

Mr. Hamilton discussed the FBCP Phase II, and the need to apply for VDOT Industrial Access Funds. In order to apply for funding, a design will need to be completed to a stage that a construction cost estimate can be prepared for the County to include with a funding application, along with the plan and profile for the roadway extension the roadway will extend to the anticipated future driveway location of the westernmost industrial pad in Phase II, which is approximately 3,000 linear feet from the existing end of Parkway Drive. This extension design will also include a 10' width paved shared use path, and a turn-around (either a tee or a cul-de-sac).

Mr. Hamilton discussed the recent design of Phase II prepared by H&P with funding received by a grant from VEDP.

On a motion by Director Taylor, seconded by Vice-Chair Loflin, and carried unanimously, the EDA approved entering into a contract with H&P to have conceptual design plans prepared for the extension of Parkway Drive into FBCP Phase II. The cost of the project will be \$13,908, with monthly billings based on work completed.

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>
John Tuttle		Steve Baffuto	Steve Baffuto
Tommy Loflin			
James Taylor			
Joe Ferrell			
Tessa Wright			

Trane Repair Quote – Exhibit Tab 5

Mr. Hamilton informed the Board that he had received a quote from Trane to repair an A/C coil on one of the units on Luna’s side of the building with an estimate of \$12,466. The unit is approximately 20 years old, and he suggested replacing the unit instead of repairing it. On a motion by Director Taylor, seconded by Director Wright, and carried unanimously, Mr. Hamilton was authorized to replace the unit for a cost up to \$30,000.

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>
John Tuttle		Steve Baffuto	Steve Baffuto
Tommy Loflin			
James Taylor			
Joe Ferrell			
Tessa Wright			

VA Statement of Economic Interest Form

The EDA Board discussed the VA Statement of Economic Interest Form, and the invasive nature of the form. The EDA Board does not like the nature of the form, and one of the directors, Steve Skirpak recently resigned in order to not fill out the form. The remainder of the EDA Board is choosing to wait until August 3rd to make a final decision whether to fill out the form, or resign from the EDA.

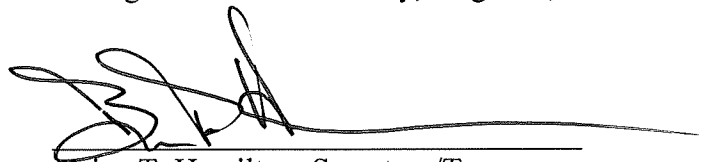
The EDA will have another Called Meeting on August 3rd to discuss the matter, and elect officers for the 2020-21 fiscal year.

ADJOURNMENT

The meeting was adjourned at 1:25 P.M. The next meeting will be held Monday, August 3, 2020, at 12:00 P.M. at the Inn at Virginia Tech.



Tommy Loflin – Vice-Chair



Brian T. Hamilton, Secretary/Treasurer