

Approved 04/26/2018

Industrial Development Authority of the Clarke County Virginia
Board of Directors Finance Subcommittee
April 11, 2018, Minutes

A meeting of the Board of Directors of the Industrial Development Authority of the Clarke County Virginia Finance Subcommittee held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, April 11, 2018, at 11:00 AM, in the County Administration Conference Room.

Directors Present: Mark Cochran, David Juday, William Waite

Directors Absent: None

County Staff Present: Lora Walburn

Others Present: Janice Kuhn

1. Call to Order

At 11:01 am, Chairman Mark Cochran called the meeting to order.

2. Adoption of Agenda

David Juday, seconded by Bill Waite, moved to adopt the agenda as presented. The motion carried as follows:

Mark Cochran	-	Aye
David Juday	-	Aye
William Waite	-	Aye

3. FY2019 Budget Discussion and Recommendation

Chairman Cochran turned this segment of the meeting over to Bill Waite, Treasurer.

Investments / Revenue

Bill Waite, with Janice Kuhn, reviewed investment options. Highlights of discussion include:

- IDA accounts: \$60,000 in checking Bank of Clarke. \$85,000 in investments.
- Reviewed two scenarios:
 - o Reinvest dividends; or,
 - o Use dividends to cover operating costs.

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- Reviewed investment types.
- Dividends can sweep into cash portion of the account.
- The IDA acts as a pass-through for the County.
- With substantial outlays typically reimbursed by the Commonwealth or the County, the IDA does not need to aggressively pursue principal growth.
- IDA needs a cash flow to fund local business opportunities such as the water and sewer subsidy program.
- By consensus, the Finance Subcommittee agreed to make the following recommend to the Board of Directors:
 - Transfer \$15,000 from checking to investments increasing investment balance to \$100,000.
 - Continue to maximize dividends / interest to cover operating costs.
 - Divide funds equally across portfolio.
 - Review portfolio on an annual basis with Board of Directors.

The Finance Subcommittee concurred:

- Add Janice Kuhn to IDA quarterly meeting notice.
- The IDA Treasurer and Janice Kuhn, Eagle Investments, discuss investments quarterly.
- Finance Subcommittee review investments semi-annually.

FY2019 Budget

Highlights of review include:

- Operating expense estimate \$12,000
 - Includes estimates for public hearing notices and legal fees if necessary.
- Revenue estimate \$12,000
- The Finance Subcommittee concurred on recommending adoption to the Board of Directors.

Other Matters

- The Treasurer instructed staff to:
 - Adjust the check log included in the Board's packet to reflect the current fiscal year.
 - Change the title on the check log to IDA Check Log FY2018

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4. Waterloo Area Water and Sewer Availability Fee Subsidy Application Review and Recommendation

The Finance Subcommittee reviewed the most current draft of the Waterloo Area Water and Sewer Availability Fee Subsidy Program and Waterloo Area Water and Sewer - Availability Fee Subsidy Application. During review, staff was instructed to make the following changes:

- Application:
 - o Add check box for new business and existing business.
 - o Set Application Fee: *\$250 or 1% of total subsidy requested whichever is greater**
 - o Change Under Note: **Further, to induce the Industrial Development Authority of Clarke County, Virginia to consider this application, the Applicant agrees to pay all legal fees, recording fees, and other incidental costs of the Authority if applicable.*
- Program:
 - o Change F: An Application Fee of \$250 or one percent (1%) of the total subsidy requested, whichever is greater. *Note: Applicant shall be responsible for legal fees, recording costs, and other incidental costs if incurred.*

5. Adjournment

At 12:06 pm, **Bill Waite**, seconded by **David Juday**, moved to adjourn the meeting. The motion carried as follows:

Mark Cochran	-	Aye
David Juday	-	Aye
William Waite	-	Aye

Minutes recorded and transcribed by: Lora B. Walburn, Executive Assistant - County Administration