

Approved 01/24/2019

Industrial Development Authority of the Clarke County Virginia
Board of Directors
October 25, 2018 Minutes

A meeting of the Industrial Development Authority of the Clarke County Virginia held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Thursday, July 26, 2018, scheduled for 1:00 PM.

Directors Present: Mark Cochran, David Juday, English Koontz, Rodney Pierce, William Waite

Directors Absent: Brian Ferrell, Paul Jones

Board of Supervisors Liaison Present: David Weiss

County Staff Present: Len Capelli, Cathy Kuehner, Lora B. Walburn

Others Present: Allen Kitselman, Christy Dunkle

Press Present: None

1. Determination of Quorum and Call to Order

At 1:00 pm, Chairman Cochran called the meeting to order.

2. Adoption of Agenda

Director Koontz, seconded by Director Waite, moved to adopt the agenda as presented. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
David Juday	-	Aye
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

3. Approval of Minutes

Approval April 26, 2018, Minutes

Director Juday, seconded by Director Koontz, moved to approve the minutes for April 26, 2018, as presented. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
David Juday	-	Aye
English Koontz	-	Aye
Rodney Pierce	-	Abstain
William Waite	-	Aye

Certification of Closed Session from July 26 Meeting

Excerpt from July 26 Minutes:

At 2:25 pm, Director Waite left the meeting.

At 2:34 pm, Director Koontz, seconded by Director Ferrell, moved to return to Open Session. The motion carried as follows:

<i>Mark Cochran</i>	-	<i>Aye</i>
<i>Brian Ferrell</i>	-	<i>Aye</i>
<i>Paul Jones</i>	-	<i>Absent</i>
<i>David Juday</i>	-	<i>Absent</i>
<i>English Koontz</i>	-	<i>Aye</i>
<i>Rodney Pierce</i>	-	<i>Absent</i>
<i>William Waite</i>	-	<i>Absent</i>

Chairman Cochran called for a roll call vote that only matters pertaining to the subject the Authority convened into Closed Session were discussed and that no action was taken while in Closed Session.

Certification of Closed Session

WHEREAS, the Board of Directors of the Industrial Development Authority of Clarke County, Virginia convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, § 2.1-344.1 of the Code of Virginia requires a certification by this Authority that such closed session was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that the Industrial Development Authority of Clarke County, Virginia hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board of Directors.

The motion carried as follows:

<i>Mark Cochran</i>	-	<i>Aye</i>
<i>Brian Ferrell</i>	-	<i>Aye</i>
<i>Paul Jones</i>	-	<i>Absent</i>
<i>David Juday</i>	-	<i>Absent</i>
<i>English Koontz</i>	-	<i>Aye</i>
<i>Rodney Pierce</i>	-	<i>Absent</i>
<i>William Waite</i>	-	<i>Open</i>

At the October 25, 2018, Quarterly Meeting, Chairman Cochran requested the roll-call vote of Director Waite for the portion of the Closed Session he attended during the July 26 Quarterly Meeting.

Director Waite voted Aye.

Approval July 26, 2018, Minutes

Director Koontz, seconded by Director Waite, moved to approve the minutes for July 26, 2018, as presented. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
David Juday	-	Abstain
English Koontz	-	Aye
Rodney Pierce	-	Abstain
William Waite	-	Aye

4. Boutique Hotel Feasibility Study Funding Request

Director Waite introduced the topic reminding that he had presented information on the request at the Director's July 26 meeting and Allen Kitselman was attending the October 25 meeting to make a formal request for funding, answer questions, and address concerns.

Allen Kitselman, Berryville resident, President Main Street Architecture, P.C., Berryville Town Council Ward 2 Member 2000 thru June 2018, presented a formal request for funding. Highlights include:

- Conducted initial feasibility study to bring hotel to Berryville in 2013.
- Locating a hotel in Berryville meshes with visioning for Berryville and Clarke and would be a boon to both.
- A group of private citizens is interesting in pursuing the matter.
- Request is made on behalf of Berryville Main Street [BMS].

- An update of the 2013 study is necessary to make the case and to verify that it makes financial and political sense in all fields.
- The study is not being requested for a specific company.
- There are entities that specialize in hotels for small communities.
- Updated study would include number of rooms and sources of occupants.
- Study is intended to test these things for inclusion in a package for investors.
- The Study is not site specific although Mr. Kitselman believes that a downtown location would be best.
- Berryville Main Street received three proposals in response to a request for proposals [RFP] it issued.
- Proposals range between \$9,000 and \$11,000 to conduct a new study.
- Berryville Main Street is requesting \$10,000 to update the study.
- All comments seem to support the concept of an hotel with no negative comments expressed.

Director Bill Waite, also a Berryville Main Street Board member, added:

- The objective of Industrial Development Authority is to support economic development in the area and to market the community to grow appropriately, not randomly.
- The study is not assigned to a particular business.
- The study is a marketing tool that has many benefits and will influence tax revenues.
- The study will quantify the employment impact, as well as tax revenues to the Berryville and Clarke.
- Early in the process and to move forward need a tool and funding the study seems to fit within IDA scope to move it forward

Chairman Cochran clarified that Berryville Main Street was making the funding request and asked who would “own” the report. Director Waite confirmed that Berryville Main Street would own the report.

Director Pierce asked for clarification on the date of the previous hotel feasibility study. Allen Kitselman confirmed that the study was performed in 2013.

Director Pierce also asked how the study was funded. Director Waite responded that the 2013 study was grant funded; but, BMS was unable to secure a grant for an updated study.

Chairman Cochran asked for Mr. Kitselman’s interpretation of the initial study’s findings. Mr. Kitselman opined that the 2013 study was very favorable and proved the fact that it was a good idea.

Director Juday opined that it would have been preferable to read the RFP prior to asking for funding; however, “that horse is out of the barn” since there are three proposals back. He commented that

the IDA did not have much input after the fact. He opined that people will scrutinize this and that is why he would have liked to have some input on the RFP in order to fund it. He suggested that, at a minimum, the IDA cover some things; and, have a chance, if there is an amendment to the studies, it would be nice to have in the formal report the impact on existing business. Director Juday opined that impact on existing business would be scrutinized. Further, he suggested that if the study were targeted to Berryville, with Clarke paying for it, a direct tax impact and impact on economic activity should be included in the study. He expressed uncertainty as to the types, if any, machinery and tools taxes used in a hotel. He asked for some very specific things in the report to prove there was true due diligence. Director Juday asked if BMS would be open to an addendum subsequent to review by the IDA.

Allen Kitselman and Bill Waite both agreed that BMS would be open to an addendum.

Director Juday put forth that the study funding was first put to the IDA at its quarterly meeting in April 2018.

Director Waite explained that the October meeting was the first time a quorum was present reminding that the matter was on the July agenda but was not supported nor was a quorum present.

Director Juday countered that at the April meeting the IDA asked for more information.

David Weiss interjected that a quorum was present in April and not at the July meeting.

Allen Kitselman put forward that the dollar figures in the responses to the RFP supported the amount BMS was requesting for the study.

Director Juday countered that he was questioning what was to be studied not the dollar figure.

Director Waite proposed circulating the RFP to members if helpful.

Director Juday responded that he would like to see the RFP.

Director Waite remarked that if the RFP must go through the IDA to qualify for funding, then, let it be written by the IDA.

Director Juday clarified that he was simply asking to read the RFP to see if the IDA has something it wishes to add. He opined that addendums to RFPs are standard. He further added that the matter didn't need to wait another quarter.

Director Waite countered that the matter would have to wait for the quarter because it could not move forward without a vote.

Director Juday offered to make a conditional vote that the IDA be given an opportunity, date certain, and get back with Berryville Main Street on things that required discussion.

Director Juday asked if any others, specifically Berryville, were approached to fund the study.

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Allen Kitselman answered that he had asked his replacement on Town Council if she would be willing to ask the Town; however, coming freshly in, he was sure there was funding to be had from Berryville.

Director Juday asked what Mr. Kitselman's assessment of why funding from the Town was not available.

Allen Kitselman answered that budgets were tight. He also reminded that Berryville funded part of the 2013 study.

Chairman Cochran sought clarification that the 2013 study, as far as scope, would be in line with the study currently being proposed.

Allen Kitselman opined that he thought it would be and expressed support for the IDA being given an opportunity to tweak the scope.

Christy Dunkle, Planner - Town of Berryville, provided the following:

- Berryville received a USDA grant for \$9,500.
- Berryville covered \$500.
- The 2013 Study does address transient occupancy tax.
- The first consultant for the 2013 Study performed a countywide analysis.
- The 2013 Study included traffic generation, utilities, infrastructure.

Director Juday asked why the Rural Development Authority [RDA] was not providing the grant funding to update the study.

Christy Dunkle answered that RDA would not fund an update.

Director Juday asked why RDA would not fund an update.

Christy Dunkle answered that she had been told by USDA contacts not to apply because the funds would not be granted. Christy Dunkle clarified that she did not know what Berryville Main Street had done but she had called at the beginning of the project.

Director Koontz sought clarification on the difference between Economic Development Advisory Committee [EDAC] and Industrial Development Authority.

David Weiss, Board of Supervisors Liaison and Chair, responded that the EDAC did not have funding authority. Further, the IDA was a Commonwealth-chartered organization designed by the state for localities to be able to lend money, fund projects; whereas, the EDAC is not required by statute. He noted that an EDAC is optional and Clarke chose to add this type of advisory committee.

Len Capelli interjected that in some communities the Industrial Development Authority is the same as the Economic Development Authority with funding capabilities.

Chairman Cochran expressed that the funding request fit squarely within the IDA's scope.

Director Juday asked if the study would be used to market to potential developers.

Allen Kitselman answered that it would be used to market potential investors, hopefully, local investors for community buy-in to the idea. He opined that BMS is starting to see a positive reaction to the proposal.

Director Juday sought clarification that responsibility would be on BMS not the County's Director of Economic Development.

Len Capelli, Director of Economic Development, answered that he would be involved in some aspects. He opined that a hotel would be great for the County and having it in Berryville would provide an anchor and allow occupants to walk to restaurants, shops, and entertainment at the Barns of Rose Hill. He added that the tourism demographics have changed over the last five years with far more millennials seeking a unique experience making a boutique hotel ideal.

Chairman Cochran restated that, at this stage, the document would be a tool that BMS could provide to potential investors or groups.

Allen Kitselman explained that the study would be a tool to help attract investors.

Director Waite noted that it would require someone to spearhead the effort.

Allen Kitselman interjected that BMS was not looking to the IDA to lead the effort.

Director Waite opined that if a project would progress there would be a fee in the financing package to recover the study cost.

David Weiss commented that the Board of Supervisors had not discussed this particular item as a group. However, at various times, all its members have indicated support for a hotel and supported the previous study. He reiterated that the Supervisors were interested in stirring economic development; and, historically, Clarke has relied almost completely on the private sector, which has not borne the hoped-for fruit. Mr. Weiss concurred that funding the study fit into the scope of the IDA. He concluded by stating that, while not a formal endorsement, as liaison, the Board of Supervisors would support this type of funding in general.

Director Juday requested clarification that the study was to be a marketing tool for Berryville Main Street and not on behalf of any potential person that has been identified – not a subsidy to any potential due diligence.

Director Waite responded that it was a marketing tool and that it was not on behalf of any identified person nor a subsidy.

Chairman Cochran, in an effort to advance a motion, asked if in the language of the motion the funds could be requested at a later date.

Director Waite responded that he was comfortable putting the language in the motion.

Chairman Cochran asked again that the motion include the condition about requesting the return of the funds.

Director Juday interjected the addition of "a contingency of seven days for members of this committee to review the scope and make suggestions to Berryville Main Street."

Director Pierce asked for the results from the original 2013 study.

Christy Dunkle responded:

- Looked at demographics and occupancy rates
- Determined that a 50-room occupancy could supported.
- Looked at specific sites around the county: Waterloo, Route 340 and Route 7, Chalmers Court, and other locations. One site just outside of town limits was deemed to be the most logical; however, hotels are more frequently located on the internet reducing the need for lodging facilities to locate at a major intersection.
- Looked at transient occupancy tax.
- Linkage to Winchester is enormous.
- Local wedding venues need additional rooms.

Director Juday asked, again, what the 2013 study said.

Director Waite opined that as he read the document the 2013 study generated all positive results; however, land and development issues impeded the project. He cautioned that this situation could arise again; and, while you could have a very pro-project report, if the investors and the appropriate developer were not behind it, it may not move forward.

Director Waite further explained that he had discussed this matter with several local persons including Bank President and EDAC Chair John Milleson, who indicated that 2013 study was outdated and would not support debt financing, which this project would quite likely require.

Director Juday interjected that the IDA could not be involved in the project financing.

Director Waite concurred that the IDA would not be involved in any financing. He added that since it was to be used as a marketing tool for investors the current study would include a five-year capital plan.

Director Pierce asked if one of the three proposals received was from the group that performed the 2013 study.

Director Waite answered that the 2013 vendor was notified but did not respond.

David Weiss asked if BMS had indicated whether it could contribute financially.

Allen Kitselman answered that he doubted BMS could contribute for it did not have any available funds.

Len Capelli interjected that Christy Dunkle has done a great deal of work opening up tourist zones in the Town and the hotel could qualify for 15-20% gap financing through the state's tourism corporation.

Director Juday opined that is why an RFP is done and it is not up to the IDA to pre-determine.

Chairman Cochran called for any further questions or more discussion.

Director Waite moved to endorse the request for funds with two contingencies for funding 1) circulation of the RFP to the Board of Directors; and 2) should the project go forward, requesting a refund of the initial IDA investment.

Director Juday interjected that "they might tell us no, but, at least, we asked." He asked Director Waite how he would word.

Director Waite answered that he would put it in as a requirement to move forward, and assuming, based on numbers that have been circulated, it is such a drop in the bucket for the total, he could not see them having any issues with it.

Chairman Cochran called for a second to Director Waite's motion.

Director Pierce seconded the motion.

Chairman Cochran called for further discussion.

Director Koontz stated that she was conflicted. She opined that this might be wonderful exposure for Clarke County; however, could it be marketed without this \$10,000 tool for this is what the County has been doing. She put forth that if the time came when people were interested, perhaps the IDA could front the money before they committed. She opined that this was a very expensive marketing tool when there are other things that could benefit from that level of investment. Director Koontz stated that the repayment piece did make her feel better.

Chairman Cochran commented that he had been running this scenario through his head for a good while and a couple of things made him more comfortable with funding the request.

- 1) Berryville Main Street is going to own the study and the IDA is not doing it for a group of investors. He opined that funding the study would help the Town of Berryville and Berryville Main Street.

- 2) The repayment clause because indirectly it is about promoting the Town/County; but, it's really about having this study that can be given to an investor[s], which will make them feel differently. He concluded by saying that it was not just about promoting the County and providing a tool.

Director Koontz remarked that in 2013 Berryville and Clarke had a \$10,000 tool to give to investors and nothing came of it presumably because there was no investor interest. She expressed concern that history would repeat itself and the IDA would have allocated \$10,000.

Chairman Cochran added that he hoped the project moved forward quickly with hopes of avoiding another crash such as happened in 2010, 2011, 2012.

Director Juday commented that in 2013 the County did not have an Economic Development Director that could use the tool. He opined that BMS was eager to put the tool to work.

Len Capelli told the Directors that even before he came to Clarke he worked with main streets statewide and these groups firmly held that a vibrant main street is not possible without a downtown hotel. He also informed the Board that his research indicated that a hotel in Berryville would get local traffic from existing businesses.

Director Cochran requested clarification that BMS has seen interest from potential investors.

Allen Kitselman responded that he had spoken to interested parties.

David Weiss offered that he had come to believe that the laissez faire approach used by the Town and County has not worked; and, with the limited areas to develop within the Town, government needs to show that a government entity is involved and supportive of this project. He acknowledged that the project might not come to fruition but opined that it was important to stand behind private citizens and groups. He expressed his personal support for this type of action by the IDA.

Director Juday commented that tourism is part of the Comprehensive Plan.

Director Koontz agreed with Mr. Juday's statement.

Director Juday opined that the County could not generate many tourism dollars without a place to stay.

Director Waite asked if there was anything that could be done to make Director Koontz more comfortable with the request.

Director Koontz responded that she was being made as comfortable as they could noting that the requesting being from Berryville Main Street and not an investor[s] helped and the repayment of the fee with the package also made her more comfortable. She stated that she would reluctantly vote for the request but she needed to express her reservations and concerns.

Chairman Cochran called for vote requesting the Clerk to read the motion.

Director Juday called for amendment of the original motion by Director Waite, seconded by Director Pierce, adding under contingency 1) circulation of the RFP to the Board of Directors with seven days to review and provide input to Berryville Main Street; 2) should the project go forward, request for refund of initial IDA investment be included in the documents.

The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
David Juday	-	Aye
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

5. Economic Development Director Quarterly Update

Highlights of Len Capelli's update include:

- Last week, he signed new two-year contract with the County.
- Attended several conferences:
 - o Agriculture Conference in Maryland:
 - Very interesting and beneficial.
 - Exploring possibility of holding the 2019 meeting in this region.
 - Clarke has several ideal farms.
 - o Governor's Summit on Rural Prosperity:
 - Secretary of Transportation spoke on the I81 study:
 - Major renovations from the City of Staunton south.
 - Exploring toll lanes.
 - Addition of safety features.
 - EDP:
 - Virginia is up from 10th to 4th place in states to do business.
 - In most polls, Virginia is No. 1 on the east coast. The other two are Washington and Texas.
 - Focusing on small sites of 25 acres or less and Clarke has very attractive small sites.
 - Focusing on bandwidth could help attract business.
 - A hotel helps attract businesses.

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- Port of Virginia:
 - Dredging again so that within two years it should be the deepest port on the east coast.
 - Currently, second to Charlotte and New York City.
- Work Force:
 - Clarke does not have a good customizable work force.
 - Educational institutions such as Lord Fairfax, Blue Ridge, and George Mason are working to address shortfalls in training.
 - Economic Development is contributing to grant request to conduct a study to identify, attract, train, and retain.
 - Getting publicity with some of our local farms and organizations. This week and next, a journalist from John Deere will be in Clarke County meeting with two farms for its publication.

David Weiss contributed the following:

- In the process of rehiring the Economic Development Director position, the Supervisors discussed ways to improve performance.
- Supervisor McKay suggested that Supervisors accompany Mr. Capelli on meetings with constituents. IDA Directors are encouraged to do the same.

Chairman Cochran added that he participated in the recent workforce event and approximately fifty students came through his business.

Director Juday reminded that one of the original topics in discussions with Trelleborg was their involvement in helping the vocational program in welding.

Chairman Weiss added that the School Superintendent was committed to career and technical education.

6. Treasurer's Report

FY2019 YTD Check Log:

Director Waite explained the new format of the report showing bank and investment activity. Given the combined balances of nearly \$156,000, the Authority is well funded. He suggested promoting the value of the Industrial Development Authority as a means to increase revenues. He noted that the check log was provided for review with expenditures in the last quarter limited to director fees and insurance.

Director Juday, seconded by Director Koontz, moved to adopt the Treasurer's report, as presented. The motion carried as follows:

Mark Cochran - Aye
 Brian Ferrell - Absent
 Paul Jones - Absent
 David Juday - Aye
 English Koontz - Aye
 Rodney Pierce - Aye
 William Waite - Aye

FY2019 Industrial Development Authority YTD Check

FY	Status	Check No.	Date	Description	Category	Credit	Debit	Balance	Additional Information
2019	Void	566	6/11/2018	VACorp	Insurance	\$1,338.00	\$1,338.00	\$53,550.37	Voided, Reissued 07/05/2018 #562
2019	C	562	7/5/2018	VACorp	Insurance	\$-	\$1,338.00	\$52,212.37	07/01/2018 thru 06/30/2019
2019	C	563	8/1/2018	Mark Cochran	Director Fees	\$-	\$50.00	\$52,162.37	Meeting 07/26/2018
2019	C	564	8/1/2018	English Koontz	Director Fees	\$-	\$50.00	\$52,112.37	Meeting 07/26/2018
2019	C	565	8/1/2018	Brian Ferrell	Director Fees	\$-	\$50.00	\$52,062.37	Meeting 07/26/2018
2019	C	567	8/1/2018	Bill Waite	Director Fees	\$-	\$50.00	\$52,012.37	Meeting 07/26/2018

FY2019 YTD Investment Summary

FY2019 Industrial Development Authority YTD Investment Summary

Asset Summary	Jul '18	Aug '18	Sep '18	FY2019YTD
Beginning Balance	\$101,143.09	\$103,037.93	\$103,607.30	
Cash, Money Funds, & Bank Deposits	\$0.02	\$0.02	\$0.02	\$0.06
Mutual Funds	\$1,894.82	\$569.35	\$244.12	\$2,708.29
Ending Balance	\$103,037.93	\$103,607.30	\$103,851.44	\$2,708.35

FY2019 YTD Budget Summary

Director Waite reminded that the Authority's budget was just over \$12,000 with a goal to offset with investment income and bond fees, which will likely fall short unless the economy and investment income turns around.

FY2019 Industrial Development Authority YTD Budget Summary

Expenditures Category	Amount	Jul '18	Aug '18	Sep '18	Expended YTD	Remaining Balance
Advertising	\$400	\$-	\$-	\$-	\$-	\$400
Audit	\$1,675	\$-	\$-	\$-	\$-	\$1,675
Civic Contributions	\$6,000	\$-	\$-	\$-	\$-	\$6,000
Director Fees	\$1,400	\$-	\$200.00	\$-	\$200.00	\$1,200
Insurance	\$1,300	\$1,338.00	\$-	\$-	\$1,338.00	\$(38)
Postage	\$25	\$-	\$-	\$-	\$-	\$2
Professional Services	\$1,250	\$-	\$-	\$-	\$-	\$1,250
Total Expenditures:	\$12,050	\$1,338.00	\$200.00	\$-	\$1,538.00	\$10,512

FY2019 YTD Bonds Update:

Director Waite informed the Authority that he had just signed the annual notification letters to bond holders requesting account balance and annual fee.

Borrower	Bond Type	Date Issued / Resolution	Purchaser / Trustee	Original Amount \$MM	Fees Paid Past Due 2017 \$K	Outstanding Bal 2016 \$MM	2017 Fees \$K
BCCGC County of Clarke	Lease Revenue Bond	5/16/2007	RDA	\$4,822,000	N/A	\$4,167,233	N/A
BCCGC Town of Berryville	Lease Revenue Bond	5/16/2007	RDA	\$2,327,000	N/A	\$2,117,968	N/A
Grafton School, Inc.	Tax-exempt Educational Facilities Revenue Refunding Bonds Series 2010	Loan 5/1/2010; Issued 5/28/2010	Wells Fargo Bank, National Association	\$9,225,000	\$18,322.50	\$3,515,000	\$1,517.50
Lord Fairfax Community College Educational Foundation, Inc.	Educational Facilities Revenue Bond Series 2012A [Tax-exempt] \$8,400,000	11/14/2012; 12/28/2012	United Bank	\$ 8,400,000	\$16,147.00	\$ 7,714,039.14	\$ 3,563.49
Shenandoah University Project	Educational Facilities Revenue Bonds, Series 2011	12/08/2011; 12/15/2011; 12/27/2011, Issue Date 5/31/2012	BB&T	\$7,815,000	\$19,538	\$7,815,000	\$3,907.50
					\$54,007.00		\$8,988.49

7. Old Business

Lord Fairfax Small Business Development Center \$6,000 Cash Grant FY2019 Acceptance

Director Pierce, seconded by Director Juday, moved to accept Lord Fairfax Small Business Development Center' \$6,000 cash grant request as presented. The motion carried as follows:

- Mark Cochran - Aye
- Brian Ferrell - Absent
- Paul Jones - Absent
- David Juday - Aye
- English Koontz - Aye
- Rodney Pierce - Aye
- William Waite - Aye

Business Park Lot 18 Encroachment on Property Update

Chairman Cochran advised that he had nothing new to share.

The Clerk added that the adjoining property owner is still occupying the property and has not conceded ownership of the property by the Authority.

8. New Business

Economic Development Strategic Plan Review and Identification of Key Components for Development - Industrial Development Authority Recommendation to the Clarke County Planning Commission

David Weiss provided the following:

- The Planning Commission developed the first plan in 2014 with planned update set for 2019.
- Brandon Stidham, Director of Planning, would like Len Capelli to head up the review utilizing the Economic Development Advisory Committee and the Industrial Development Authority to aid in document update.
- Planning Commission has not yet acted to transfer this responsibility to Economic Development but it is in the works.
- The Economic Development Strategic Plan is part of the County's Comprehensive Plan.

Len Capelli provided the following:

- His objective is to streamline the plan into a more effective, relevant document.
- In the agricultural section of the current plan, it states that the County will support and attract large farms. He informed the Directors the United States government and Virginia define a small business as 250 employees or less. David Weiss added that agriculture is a by-right use.

Lora Walburn, Clerk, provided the following:

- October 25 meeting packet contained:
 - Economic Development Strategic Plan, Economic Development Advisory Committee Selected Priorities Revision Date: August 21, 2018.
 - Goals and Strategies section from the 2014 Strategic Plan with concise descriptions of the identified priorities.
- Directors are asked to review the above documents and select their top three to five priorities.
- Directors are asked to provide their priorities to the IDA Clerk and the Economic Development Director.
- The IDA's selected priorities will be reviewed at its January 2019 meeting.

Review Electronic Meetings Policy

Lora Walburn, Clerk, summarized Code of Virginia changes to electronic meetings policy.

Director Juday, seconded by Director Waite, moved to Allow and Adopt Policy and Process Set Forth in PD-121101-09 Clarke County Board of Supervisors Rules of Procedure Section 1-12 Meetings held through electronic communication means” as set forth in § 2.2-3708.2. Sections §2.2-3708 Code of Virginia. §2.2-3708.1 repealed by Acts 2018. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
David Juday	-	Aye
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

Next Meeting

By consensus, the Board of Directors agreed to schedule its annual organizational meeting for Thursday, January 24, 2019, at 1:00 pm.

9. Adjournment

At 2:03, being no further business, Director Koontz, seconded by Director Waite, moved to adjourn the meeting. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
David Juday	-	Aye
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

Minutes recorded and transcribed by: Lora B. Walburn, Clerk Industrial Development Authority of Clarke County, Virginia