

**MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF
CAMPBELL, VIRGINIA**

August 24, 2023

The meeting of the Board of Directors of the Industrial Development Authority of Campbell County, Virginia, was held in the Citizen Services Building first-floor conference room, Rustburg, Virginia, on August 24, 2023

The Directors present were:

Vance Driskill, Chairman
Dennis Rosser, Vice Chairman
Jack Dean

George Rosser
Tommy Vaughn
Don Wooldridge

Also present:

Nina Rezai, Director of Campbell County Economic Development
Frank Wright, Esq., Overbey, Hawkins, Wright, & Vance, PLLC
Molly Eden, Economic Development Specialist, Campbell County Economic Development
Claude Dixon, Business Programs Coordinator, Campbell County Economic Development
Karen Wydner, Administrative Assistant, Campbell County Economic Development
Kelly Hitchcock, Deputy Director of Planning, Central Virginia Planning District Commission

Call to Order

// Chairman Driskill called the meeting to order at 7:06 p.m.

Review and Approval of Minutes

// All members acknowledged the review of the minutes of May 11, 2023. Chairman Driskill called for a motion to approve. Mr. Wooldridge motioned and Mr. George Rosser seconded. With all in favor and none opposed, the minutes were approved.

Public Comment

// There were no public comments.

Matters from Economic Development Staff

Financial Report

// Ms. Rezai presented the year to date income statement as of July, expenses to transition to the new tenant at 265 Ewing Drive. This includes the electrical upgrade and HVAC servicing by Southern Air, sign installation and landscaping, painting and lot bush hogged by June 1st. Select Bank accounts were opened in May and reflected interest received.

// Chairman Driskill asked for motion to approve the financial report. Motion was made by Mr. Dean and seconded by Mr. Vaughn. With all in favor and none opposed, the financial report was approved.

Meeting Schedule

// Ms. Rezai stated the October 26 meeting needed to be moved up due to the Board of Supervisors adopted their financial schedule for the Brookville High School renovations. The first section of motions and approvals need to happen earlier in the month. Thursday, October 12 is suggested with an alternate date of Wednesday, October 11. The Authority agreed upon 6:00 p.m. on October 12 in the Citizen Services Conference Room.

// Ms. Rezai stated that included in the Brookville High School renovation funding the county also Real As a result, the \$11 million has been put toward the 100,000 sf. building at Seneca Park on the property already being graded and cleared. This is a testament to all the decisions and hard work put forth by the IDA to bring the industrial park to where it is and the confidence of the Board of Supervisors in these projects.

// Chairman Driskill stated that at the Joint Work Session the Board of Supervisor were appreciative of the work being done by the IDA and trust that the IDA is doing it right. This is a result of it.

Project Updates

Centra Hospital

// Ms. Rezai had kick off meeting last week discussing the \$100 million development of both hospitals on the Simon's Run property that they own. The County and the City of Lynchburg are partnering as the project lies in a special tax district. Those funds generated go toward the infrastructure of the project. They will also work together on what incentives Centra qualifies for as it is a for profit healthcare service. This is news to celebrate as it signifies the fruition of the vision of the City and the County had developing the special tax district in 2005.

Crowell Lane Gas Extension

// The gas line was finished for Chick-Fil-A to open earlier this summer. We are waiting on VDOT for the permits to extend the gas line from the intersection of Crowell Lane and Timberlake Road down Crowell Lane to Lynchburg Powder Coating, the last user on the line. It is not clear when the next stage will be completed as the permitting can take some time.

Real Estate Showcase

// Ms. Rezai stated the Lynchburg Regional Business Alliance has worked with all the Economic Develop offices in the area to put together a Real Estate Showcase for September 8th. The Economic Development offices will share what industrial properties they have available and what is going on with the infrastructure of the properties. Also being discussed are the incentives as the relationship with the commercial realtors is somewhat disjointed. Economic Development offices often do not find out about a business' interest in a property until after a deal has fallen apart. If informed, an incentive package could be introduced and may make the difference in a business moving to the area. Ms. Rezai has comprised a list of commercial/industrial realtors and property managers but extends the invitation to the IDA members' real estate contacts to be included.

Comprehensive Economic Development Strategy

// Ms. Rezai wanted to inform the IDA that later in the fall the Economic Development office will be conducting meetings for the CEDS process. Members of the IDA will be included in the stake holder

interviews. The RFP process closes on September 6th. The time the members dedicated to the process will be instrumental in developing the County's goals and strategies over the next five years.

// Ms. Rezai asked for questions regarding the list of project updates presented. Mr. George Rosser asked who Freedom Aviation was. Ms. Rezai explained they were the private flight instructor at Lynchburg Regional airport. Freedom Aviation signed the agreement to provide fuel.

// Chairman Driskill asked if there was any additional information regarding Seneca Park. Ms. Rezai stated we are in the running for a Tobacco Commission Grant for the grading and leveling of lots J, K and L as well as an SEID grant. This means if the County was awarded all the funds, it would only be responsible for 25% of the cost of the grading and leveling. However, the County is in strong standing to offset half the costs. Award announcements should happen before the end of October.

// Mr. Wooldridge asked if the grants have any stipulations on the selling of the property. Ms. Rezai explained site development usually does not but should funding be sought for a building, it likely would. This is a factor should the IDA seek funding for the building on the site.

CLiMB Fund

// Ms. Rezai and Mrs. Eden presented a full packet of the application process for the CLiMB Fund. The loan of \$10,000 is offered at 1% less than the prime interest rate. On campbellvirginia.com under "Business Support" and "CLiMB Fund Loan Program", the program is outlined, including eligibility, who is offering it, how it is structured for matches and instructions for applying. There are links for completing a business plan and to the Small Business Development Center for additional support and education for the applicants. It also defines what we are looking for business organizational documents.

// The program is based on the now defunct Altavista Advantage Program, as it served as a good template for the CLiMB Fund. The main difference is Altavista's program did not have a bank associated with it and did all of the loan servicing in house. Select Bank will be administering it based on the IDA's decision to grant the loan. Should a recipient fall behind or not pay, Select Bank will notify the IDA as guarantors of the loan. If nothing is paid for 45 days, the IDA would pay the rest of the loan from the designated funds and the loan recipient would then owe the IDA and not Select Bank. Discussion was brought forth over different scenarios regarding non-payment and re-issuing a loan to a delinquent recipient. It would be decided on a case by case basis by the members of the IDA.

// The eligibility questionnaire submitted by an applicant will be reviewed within five business days of submission by the Economic Development team. A full application must be submitted 10 business days prior to a scheduled IDA meeting.

// The CLiMB applications requires verification of tax ID and Business License status. It feels unfair to be considering businesses for funding if they are not in good standing with the County. There are considerations for active litigation and bankruptcy in the application process, so the applicant can address those situations. Once the questionnaire is reviewed, the applicant will receive a letter of invitation to submit the complete application.

// The next items are the complete application, a financial business history and credit report. The application process requires financial transparency. Questions were brought up by members as to some verbiage identifying those involved in the business and the duplicate information required in the questionnaires. The line for "others involved" was changed to specify ownership/board involvement. The full application will contain the full credit report, tax returns, statements of assets and liabilities, and financial records of the owners to be present for the IDA's decision to fund the loan. Once approved they

will receive a letter from Chairman Driskill announcing the award of the loan and that Select Bank will be in contact to finalize the agreement.

// It is the goal of the Economic Development team to provide the IDA with all the tools through the application to make a knowledgeable decision on granting the loan. It is not a score based grant but decision based on the criteria listed. Our goal is to have a press release and launch mid-September. The CLiMB Fund is currently the only revolving loan program in the region.

Brownfield Presentation

// Kelly Hitchcock, Deputy Director of Planning at the Central Virginia Planning District Commission (PDC) represents the regional planning agency. They work with local government counties and localities to do transportation planning and Brownfield planning as they develop a work order program as requested by the localities. She is here to discuss the Brownfield Assessment Program.

// The PDC received a \$500,000 EPA Community Brownfield Assessment grant. It started in July of 2022 and it ends in September of 2025. The funds are to execute 100% of Phase I and Phase II environment assessment, site specific reuse and remediation planning, and area/corridor revitalization planning. The funds are spent in Amherst, Appomattox, Bedford and Campbell counties. The goal of the grant is to put Brownfield properties back into viable use and as economic contributors to the region.

// Ms. Hitchcock explained the definition of what qualifies as a Brownfield site: previously, used commercial or industrial sites, previously residential sites, and even farm land. The Phase I assessment is a record of review for the property, includes site inspection and interviews with previous owner resulting a Recognized Environmental Conditions Report (RECR). This provides protection to the buyer and seller of the property and is viable for 180 days. Confidentiality is maintained for the property owners.

// Phase II assessment is where in Phase I the RECR found to potentially have pollutants on the property. Phase II pays for the collection and analysis of the soil and can establish the remediation planning that needs to occur potentially for that property.

// Reuse and Remediation Planning for a property. The evaluation of the clean-up plans. The grant funds cannot be used to actually clean-up the property but having Phase I and Phase II assessments completed the PDC can assist in the application for mitigation activities and funding.

// Area Revitalization Program, a corridor or area in a locality to revitalize. The fund will fund an area wide analysis. A public process in which helps the community to envision what they would like their community to look. Applications can be submitted through the EPA or by contacting the PDC.

// Ms. Rezai invited Ms. Hitchcock to present as many property owners in the County do not know what a Brownfield is or feel the topic has a stigma. The available funds are helpful to revitalize properties in the County. The Economic Development team has down outreach to property owners and are next strategically marketing to residential property owners in commercial/industrial zones to apply for Phase I studies.

// Questions were raised by IDA members on the potential properties in Campbell County to be contacted. Additional discussion by the IDA on how to market to property owners, encouraging them to apply even though they may be fearful of the results. Ms. Hitchcock stated that no matter when the assessment is completed previous owners are responsible for the environmental condition of the property and the Phase I assessment acts as a proactive protection for the seller and the future buyer. A question

was presented how to protect the buyer of a Brownfield property. The buyer can request a study but the owner must sign off on the assessment being completed prior to purchase.

Matters from the Chairman

// No matter were brought.

Matters from the IDA Members

// No matters were brought.

Adjourn

// Hearing no other matters, Chairman Driskill called for a motion to adjourn. Mr. Don Wooldridge made the motion, seconded by Mr. George Rosser. With all in favor and none opposed, the meeting adjourned at 8:34 p.m.

**MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF
CAMPBELL, VIRGINIA**

August 24, 2023

Vance Driskill, Chairman

Dennis Rosser, Vice Chairman