



County of Rockbridge

County Administrator

150 South Main Street
Lexington, Virginia 24450

ECONOMIC DEVELOPMENT
(540) 463-1473
BUILDING DEPARTMENT
(540) 463-9361
DATA PROCESSING
(540) 464-1241
FISCAL SERVICES
(540) 463-4361
GEOGRAPHIC INFORMATION
SYSTEMS
(540) 464-9656
PLANNING & ZONING
(540) 464-9662
RECYCLING COORDINATOR
(540) 463-2437

SPENCER H. SUTER
County Administrator
Office: (540) 463-4361

AGENDA

ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY

BOARD MEETING ROOM

August 15, 2022
8:30 am.

PLEASE TAKE NOTICE that the August 15, 2022, Economic Development Authority (EDA) meeting will be held by electronic means pursuant to the Continuity of Government Ordinance effective on April 06, 2022, due to the threats posed by the COVID-19 pandemic to the health, safety, and welfare of the public.

While some EDA members may participate remotely, staff will present as usual in the Board of Supervisors meeting room at 150 S. Main Street, Lexington 24450.

Citizens who cannot attend the meeting in person may view or participate in the Zoom Meeting Webinar as described below:

Join the Rockbridge County Economic Development Authority Zoom webinar

When: Monday, August 15, 2022, at 8:30 am

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82670653387?pwd=WWZKYm5QaTJKdVNEMHJiZWxBUW9SQT09>

or [Click Here to Join](#)

Password: 935638

(1) Or Telephone:

Dial into one of the following numbers:

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833
or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 826 7065 3387

Password: 935638

If you have never joined a zoom webinar, you can find instructions to join at the following link:
<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attende->

1. Call to Order
2. Citizen Comments

Citizens Comments can be made by:

- a. Email eda-citizencomment@rockbridgecountyva.gov
 - b. Comments sent by U.S. Mail must be received by the day of the said meeting to be read aloud during that meeting.
 - c. Submit a comment in writing and place it in the dropbox located at the front entrance of the County Administration Building at 150 S. Main Street Lexington, VA 24450. Include your name and Magisterial District.
 - d. Join the Zoom webinar by phone or computer using the instructions at the top of page one (1) of this document, then using the information below:
 - i. you can click on the Q & A box and submit your question there, and it will be read during public comment (option for computer with no microphone)
 - ii. if you have a microphone, you can click on the "Raise Hand" button. The mediator will unmute you and announce that you can address your comment.
 - iii. If you call in, the mediator will announce the phone number as it is unmuted, and the caller can then state if they wish to comment.
3. Changes to the Agenda
 4. Minutes (July 18, 2022)
 5. Financial Report (July 2022)
 6. Activities Report (July 2022)
 7. Consent to Assignment of White's Travel Center Performance Agreement to TA Operating
 8. Update on Strategic Economic Development Plan
 9. Electronic Meeting Policy Update
 10. Board Comments
 11. Adjourn

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY, AUGUST 15, 2022

AGENDA ITEM: Approval of the Minutes

SUBMITTED BY: Brandy Flint, Secretary

DATE: August 9, 2022

SUMMARY OF INFORMATION:

The minutes from your July 18, 2022 meeting are attached.

Recommendations:

Review minutes and adopt as presented or with modifications.

AT A REGULARLY SCHEDULED MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY (EDA) HELD ELECTRONICALLY AND IN PERSON AT THE ROCKBRIDGE COUNTY ADMINISTRATIVE OFFICES LOCATED AT 150 SOUTH MAIN STREET, LEXINGTON, VA 24450, ON JULY 18, 2022, AT 8:30 AM.

PRESENT IN PERSON: J. LINGON JONES, JR., ROY POWELL, DAVID HAWKINS, JANIE HARRIS, BOYD BROWN, ANNE HERRING

ABSENT:

SECRETARY:

BRANDY FLINT

BOARD OF SUPERVISORS:

DAVID MCDANIEL (NOT PRESENT)

MEDIA:

NONE

ATTORNEY:

VICKIE HUFFMAN

STAFF:

OTHER:

JAMES MANLEY (PRESENT ONLINE)

Mr. Jones called the meeting to order at 8:30 am.

The second agenda item was citizen comments.

There were no comments via any platform.

The third agenda item was any changes to the agenda.

Ms. Flint added two items. One was the SBRT GoVA grant match. She noted the invoice was received and will cut the check this week. The second item was Heatex. Ms. Flint advised that Heatex in Natural Bridge will be closing in November. The plant has 15 employees, of which five are administrative, and ten are production. She advised that she has already contacted VED's rapid response team and is communicating with the plant manager.

The fourth agenda item was approving the May 16, 2022 meeting minutes.

Upon a motion by Mr. Powell, seconded by Mr. Brown, the minutes were approved unanimously.

The fifth agenda item was the financial report for May and June 2022.

Checking Account balance as of March 31, 2022

\$ 82,451.82

Credit Transactions:

Interest Earned	05/31/2022	10.50
Interest Earned	06/30/2022	10.17
Balance as of June 30, 2022		\$ 82,472.49
Certificate of Deposit – Cornerstone Bank as of July 8, 2022		\$ 52,203.38
Restricted Escrow Account		\$123,920.35

Upon a motion by Mr. Powell, seconded by Mr. Hawkins, the financial report was approved unanimously.

The sixth agenda item was the activities report for May and June
There was a brief discussion on the sites available.

The seventh agenda item was an update on the consent to assignment of the White’s Travel Center Performance Agreement to TA Operating.

Ms. Flint advised that TA Operating will be making the request next month.

The eighth agenda item was an update on the strategic economic development plan.

Ms. Flint advised that the steering committees continue to hold their meetings. She discussed the progress made so far in the meetings. This progress included the decision to write a social media policy, a graphic and branding RFP, and target commercial sectors.

Mr. Brown added that the business retention, expansion, and recruitment committee worked on obtainable objectives with investment diversification.

Mr. Hawkins added a summary of talent attraction efforts.

Ms. Harris stated that any incentive efforts with monetary funds would need to have clawbacks.

Ms. Herring talked about placemaking efforts in recruitment.

Mr. Brown added that the plan will be data-driven versus speculative and noted that the subcommittee plans to send out a survey online, in the newspaper, and in print to solicit community input and feedback.

At 9:00 am, Chairman Jones relinquished the Chair to Ms. Harris, Vice-Chair. Ms. Harris resumed the meeting.

Mr. Powell noted that there would be pushback no matter what we plan.

Ms. Flint responded that communication is vital, and that is another reason for the survey.

Ms. Harris suggested looking into businesses that provide senior services. She noted the amount of unused land we have and asked how much is in the national forest. She suggested asking why people come here to stay.

The ninth agenda item was on electronic vehicle charging stations.

Ms. Flint advised that the City of Lexington has a new station at Sheetz. She discussed the information the Rockbridge Area Conservation Council provided and noted that encouraging the companies that have already cornered the market on stations is an option versus public ownership and installation of charging stations. There was a discussion on grant funding, desired tourist destinations to locate stations, and conversion of fleet vehicles. The EDA also received comments from Mr. James Manley with Rockbridge Area Conservation Council, who was present online for the meeting. Mr. Manley noted that the situation is changing quickly. He advised that Tesla announced that they would modify their charges to allow other brands to charge on their network. The Federal Infrastructure bill has opened funding to increase existing and future networks. He provided the following information in an email "Estimates are that 90-95% of all-electric vehicles are charged daily or weekly at home locations, and that provides operation for 1-4 days of use. Typically, these would be using AC outlets. The need to have faster charging using a DC charger would be for visitors passing through, like at the Holiday Inn Express where the 6 Tesla superchargers are located - and drivers typically walk over to Applebee's-Dairy Queen-Pitstop. Additionally, there is a need for charging at overnight lodging and at work locations. Employers could be encouraged to provide chargers for their employees."

The eleventh agenda item was Board comments.

Mr. Hawkins spoke about the First Friday's event held by the Chamber. He noted that Nancy Agee was the speaker and that she focused on what was going on in Roanoke. Mr. Hawkins stated that he asked about the closing of the Raphine Clinic and that Ms. Flint asked about duplicating the efforts at the 419 Interchange in Roanoke in Rockbridge. He noted that Ms. Agee's response was a lack of patients at the Raphine clinic and that the children's center would not be duplicated.

Ms. Flint agreed that it seemed to be a Roanoke-centric conversation and that she would like to see more investment from Carilion in Rockbridge County.

With no further business to discuss, the EDA adjourned upon a unanimous vote after a motion by Mr. Powell, second by Mr. Brown at 9:38 am.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY, AUGUST 15, 2022

AGENDA ITEM: Approval of the Financial Report

SUBMITTED BY: Brandy Flint, Secretary

DATE: August 10, 2022

SUMMARY OF INFORMATION:

1.	Balance as of July 31, 2022	\$ 82,472.49
	Credit Transactions:	
	Interest Earned 07/31/2022	<u>10.51</u>
	Balance as of June 30, 2022	\$ 82,483.00
	Outstanding Check # 1079 for SBRT (R2)	<u>2,928.75</u>
	Balance	\$79,554.25
2.	Certificate of Deposit – Cornerstone Bank as of July 8, 2022	\$ 52,203.38
3.	Restricted Escrow Account	\$123,920.35

Recommendations:

Motion to adopt financial report as presented.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY, AUGUST 15, 2022

AGENDA ITEM: Activities Report

SUBMITTED BY: Brandy Flint, Secretary

DATE: August 10, 2022

SUMMARY OF INFORMATION:

See attached reports for activities in July

Recommendations:

Motion to approve the report as presented.

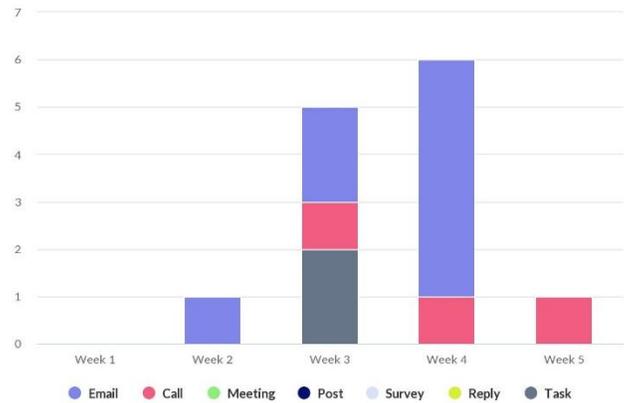
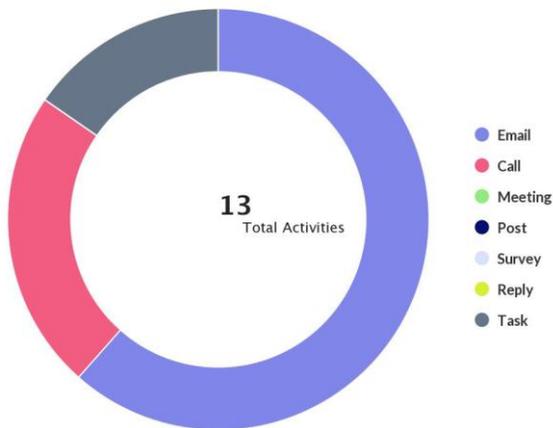
Office of Economic Development
Monthly Staff Report
 August 4, 2022
 (July 2022 Activities)

Economic Development Authority

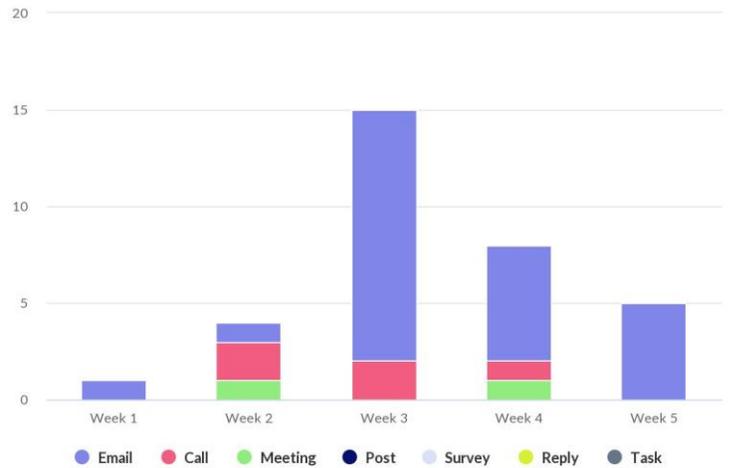
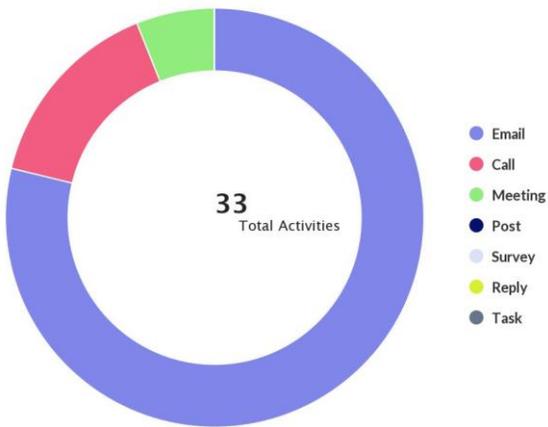
The EDA met in July and continued their discussion on electronic vehicle charging stations and the strategic economic development plan.

Business Retention, Expansion & Recruitment (BRE&R) Activities

Prospect



Existing Business



Monthly Activities, Meetings, and Webinars

1. Attended the monthly department head meeting
2. ED Committee meeting
3. Virtually attended the Board meetings
4. Attended the Chamber Economic Development committee meeting
5. Business Solutions Team Meeting

Other Meetings and Activities

1. Attended the Chamber's First Friday Series with Nancy Agee
2. Freedom Food Fest
3. Attended the Rockbridge Outdoors meeting
4. Attended VEDA ImpactED
5. Attended White House Rural briefing on the talent pipeline.
6. Listened to a webinar on real estate development and reuse.
7. Listened to a webinar with Nathan Ohle – the new CEO of IEDC.
8. Attended the SVWDB meeting
9. Attended multiple meetings about the data that will be used in the housing study
10. Attended infrastructure dedication with Senator Warner at Brite
11. Water and sewer capacity study meeting with PSA
12. Prospect meetings
13. Blutot Software training session
14. Attended SVP luncheon with ED strategist
15. Attended SVP annual meeting

Strategic Economic Development Plan Progress Report

1. I continue holding monthly subcommittee meetings and input data into the draft strategic economic development plan. Spoke with Jenna French from Shenandoah County about her SEDP planning process and her graphic and branding campaign.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY, AUGUST 15, 2022

AGENDA ITEM: Consent to Assignment of White’s Travel Center Performance Agreement to TA Operating LLC

SUBMITTED BY: Brandy Flint, Director of Economic Development

DATE: August 8, 2022

BACKGROUND:

On October 20, 2021, the County EDA approved a Performance Agreement with White’s Travel Center, LLC. The Board of Supervisors approved the Performance Agreement on October 25, 2021. A copy of the final Performance Agreement is attached for reference.

Generally, White’s Travel Center agreed to the following investment and employment commitments:

Investment and Employment Parameters	Fiscal Year 2022
Building Construction/Upfits	\$6,000,000
Production-Related Machinery and Equipment	\$1,000,000
Furniture, Fixtures, and Equipment	\$1,000,000
Total Qualifying Investment	\$8,000,000
Number of new employees (Full-time)	30

The EDA and Board of Supervisors agreed to the following incentives totaling \$53,663:

1. A Business Personal Property Tax Grant of \$2,550 for one year
2. A Building Permit Grant for \$49,613.
3. An Employment Grant for \$1,500 for the two supervisory positions.

SUMMARY OF INFORMATION:

On April 1, 2022, TA Operating LLC, acquired the truck stop facility from White’s Travel Center LLC. As part of the transaction, White’s assigned all of its assets and many of its contracts to TA, which included the Performance Agreement dated October 25, 2021, between the County of Rockbridge, Virginia, the Economic Development Authority of Rockbridge County, and White’s Travel Center, LLC. TA intends to assume the responsibilities of White’s for New Jobs and New Capital Investment under the Performance

Agreement and requests that the County and the Authority consent to assignment of the Agreement to TA per Section 8(a).

The building construction and equipment purchases have been completed. The hiring process is ongoing. No draws on the incentive funds have been made to date.

ACTION:

If acceptable to the EDA, following presentation and discussion, adopt the proposed Resolution to Consent to Assignment of the Performance Agreement to TA Operating LLC.

AT A REGULAR MEETING OF THE ECONOMIC DEVELOPMENT AUTHORITY OF
ROCKBRIDGE COUNTY HELD AT THE ROCKBRIDGE COUNTY ADMINISTRATIVE
OFFICES ON AUGUST 15, 2022

**Resolution of Consent to Assignment of the White's Travel Center, LLC,
Performance Agreement to TA Operating LLC**

WHEREAS, on October 20, 2021, and October 25, 2021, the Economic Development Authority of Rockbridge County, Virginia (the "Authority"), and the Board of Supervisors of Rockbridge County (the "Board"), respectively, approved a Performance Agreement dated October 25, 2021, between the Authority, the Board, and White's Travel Center, LLC ("White's"), to provide incentives totaling \$53,663 to White's for a capital investment of \$8,000,000 in its existing facilities located at 2440 Raphine Road, Raphine, Virginia, and for new employment of at least five (5) New Jobs at the Facility with an annual salary exceeding the prevailing average annual wage in the Locality of \$34,177; and,

WHEREAS, on April 1, 2022, TA Operating LLC ("TA"), acquired the truck stop facility from White's Travel Center LLC, and as part of the transaction, White's assigned all of its assets and many of its contracts to TA, which included the Performance Agreement dated October 25, 2021, between the County, the Authority and White's; and,

WHEREAS, TA has confirmed its intention to assume the responsibilities of White's for New Jobs and New Capital Investment under the Performance Agreement and has requested that the County and the Authority consent to assignment of the Agreement to TA per Section 8(a) of the Agreement; and,

NOW THEREFORE, BE IT RESOLVED by the Economic Development Authority of Rockbridge County as follows:

1. That consent to assignment of the Performance Agreement dated October 25, 2021, from White's Travel Center, LLC, to TA Operating LLC, pursuant to Section 8(a) of said Performance Agreement, is hereby granted and approved.

2. That the Chairman, Vice-Chairman or Secretary is hereby authorized to execute such documents as may be necessary to accomplish this transaction on behalf of the Economic Development Authority of Rockbridge County.

3. That this resolution shall be effective on and from the date of its adoption.

Adopted this ____ day of August, 2022.

Recorded Vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

ECONOMIC DEVELOPMENT AUTHORITY
OF ROCKBRIDGE COUNTY

By: _____
Chairman

Attest: _____
Secretary

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY, AUGUST 15, 2022

AGENDA ITEM: Strategic Economic Development Plan Update

SUBMITTED BY: Brandy Flint, Secretary

DATE: August 10, 2022

SUMMARY OF INFORMATION:

Since your last update, the subcommittees for the SEDP have met several more times to discuss economic development in Rockbridge County.

The subcommittees include business retention, expansion, and attraction; marketing, workforce, and infrastructure.

Notable outcomes from those meetings include the following:

1. We are changing recruitment to attract with regards to talent and businesses.
2. Infrastructure is critical in determining where we want to see development of both commercial entities and resident development.
3. The document needs to be data-driven.
4. We are in the process of developing an RFP for graphics and branding.

I am working on a draft of the full plan with details that have been discussed so far.

Recommendations:

No action needs to be taken at this time.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES
ON MONDAY, AUGUST 15, 2022

**RESOLUTION TO AMEND AND RE-ADOPT ROCKBRIDGE COUNTY
ELECTRONIC PARTICIPATION IN MEETINGS POLICY**

BE IT RESOLVED that the Economic Development Authority of the County of
Rockbridge, Virginia, hereby adopts the following:

**ROCKBRIDGE COUNTY POLICY
ELECTRONIC PARTICIPATION IN MEETINGS**

1. **Scope:** It is the policy of the Rockbridge County Economic Development Authority that any individual board member may participate remotely in meetings of Economic Development Authority by electronic means as permitted by Virginia Code § 2.2-3708.2 and § 2.2-3708.3. This policy shall apply, strictly and uniformly, without exception, to the entire membership of the Economic Development Authority and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

For purposes of this Policy, “*electronic communication*” means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

2. **Applicability:** An individual board member may participate in a meeting of the Rockbridge County Economic Development Authority through electronic communication from a remote location for the following reasons:

A. A temporary or permanent disability or other medical condition prevents the board member from attending the meeting in person; or

B. A medical condition of a member of the board member's family requires the member to provide care that prevents the member from attending the meeting in person; or

C. The board member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

D. A personal matter prevents the board member from attending the meeting in person and the board member identifies with specificity the nature of the personal matter; provided, however, that such participation is limited to no more than two (2) meetings of the Economic Development Authority each calendar year or 25 percent of

the meetings held per calendar year (rounded up to the next whole number), whichever is greater.

3. Procedures:

A. *Notification:* The board member requesting to participate through electronic communication from a remote location must notify the Chairman of the Board on or before the day of the meeting.

B. *Quorum:* Whenever an individual board member wishes to participate in a meeting through electronic communication from a remote location, a quorum of the Economic Development Authority must be physically assembled at one primary or central meeting location identified in the public notice required for the meeting.

C. *Technological requirement:* Arrangements shall be made for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. *Approval Process:* Individual participation from a remote location shall be approved by the Chairman unless such participation would violate this Policy or the provisions of the Virginia Freedom of Information Act (VFOIA). If the member's participation from a remote location is disapproved because such participation would violate this policy or the VFOIA, such disapproval shall be recorded in the Minutes with specificity. If a member's remote participation is disapproved, the member may remotely audit the meeting, without participation.

E. *Documentation:* The reason the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the official Minutes of the meeting; however, the remote location need not be open to the public and may be identified in the Minutes by a general description. If participation is approved pursuant to Section 2(A) or 2(B), the Minutes shall include the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to Section 2(C), the Minutes shall include the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to Section 2(D), the Minutes shall include the specific nature of the personal matter cited by the member.

4. Emergency: The Economic Development Authority may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Virginia Code § 44-146.17, or the County has declared a local state of emergency pursuant to Virginia Code

§ 44-146.21, provided: (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

If an emergency meeting is held or to be held pursuant to this section, the Economic Development Authority shall:

(a) Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided to the members of the Board of Supervisors; and,

(b) Make arrangements for public access to the meeting through electronic communication means, including videoconferencing; and,

(c) Provide the public with the opportunity to comment at such meetings when public comment is customarily received; and,

(d) Otherwise comply with the provisions of the Virginia Freedom of Information Act.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the Minutes of the meeting.

The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to Virginia Code § 44-146.17 or § 44-146.21.

This Resolution shall be effective on and from the 1st day of September, 2022.

Adopted this 15th day of August, 2022.

Recorded Vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY

By: _____
J. Lingon Jones, Jr., Chairman

Attest: _____
Brandy Flint, Secretary