

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

April 18, 2022

8:30 am.

PLEASE TAKE NOTICE that the February 22, 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 April 18, 2022, at 8:30 am

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82670653387?pwd=WWZKYm5QaTJKdVNEMHJiZWxBUW9SQ09>

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-attendee->

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 (February 22, 2022)
 5. Financial Report (February and March)
 6. Activities Report (February and March)
 7. Update on Strategic Economic Development Plan
 8. Board Comments
 9. Adjourn

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY APRIL 18, 2022

AGENDA ITEM: Approval of the Minutes

SUBMITTED BY: Brandy Flint, Secretary

DATE: April 11, 2022

SUMMARY OF INFORMATION:

The minutes from your February 22, 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 FEBRUARY 22, 2022, AT 8:30 AM.

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

ABSENT:

SECRETARY:

BOARD OF SUPERVISORS:

MEDIA:

STAFF:

OTHER:

BRANDY FLINT

DAVID MCDANIEL

NONE

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 the election of officers.

After some discussion, upon a motion by Mr. Powell, seconded by Mr. Brown, the EDA voted unanimously to reappoint Mr. Jones as Chair, Mrs. Harris as Vice-Chair, and Ms. Flint as Secretary.

The fourth agenda item was any changes to the agenda.

There were none.

The fifth agenda item was the approval of the 2022 Yearly Meeting schedule.

Upon a motion by Mr. Brown, seconded by Mr. Powell, the EDA voted unanimously to approve the schedule as presented.

The sixth agenda item was the approval of the November 22, 2021 meeting minutes.

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

The seventh agenda item was the financial report.

1.	Balance as of September 30, 2021	\$	82,631.88
	Credit Transactions:		
	Interest Earned		
	10/31/2021		10.53
	11/30/2021		10.19
	12/31/2021		10.53
	01/31/2022		<u>10.53</u>
	Balance as of January 31, 2022	\$	82,673.66
2.	Certificate of Deposit – Cornerstone Bank as of October 8, 2021	\$	52,047.44
3.	Restricted Escrow Account		\$123,920.35

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

The eighth agenda item was the activities report.

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

Ms. Flint advised that the steering committee was set and an executive committee was formed. She noted that both committees were going to meet within the next few weeks.

The tenth agenda item was Virginia Horse Center annual report.

Mr. Glen Petty and Ms. Sandra Thomas were in attendance online and in person. They reviewed the financials and updated the EDA on how the year went and what good things were coming up at the horse center.

Mr. Hawkins noted a thank you to the Center for hosting the Christmas Basket program and for all they do.

The eleventh agenda item was the Shenandoah Small Business Resiliency Team's request for funding.

Ms. Flint advised that the request is to provide match funding for a second grant application that will be going before the GoVA Board next month. The first round of the

programming was supported by CARES funding. She indicated that one County company went through the program.

There was a brief discussion before Mr. Powell made a motion to support the grant application with funding from the EDA. Mr. Brown seconded the motion, and the vote was unanimous.

The twelfth agenda item was a continued discussion on electronic vehicle charging stations.

Ms. Flint noted that at the last meeting, Ms. Harris asked that staff look into the option of charging stations at tourist locations or shopping areas as a means to increase foot traffic at local tourist attractions, restaurants, and retail shops. Ms. Flint provided the EDA with the tool kit written and distributed by the state. There was a lengthy discussion on the tool kit, including funding available. There was also a discussion on what is already available in the county. The EDA asked Ms. Flint to continue her research.

The thirteenth item was an update on the housing and water studies.

Ms. Flint advised that the housing study moves forward with the CSPDC applying for grant funding. She noted that the county and two cities would commit funds to additional deliverables than what will be provided by the CSPDC.

Ms. Flint stated that the water and sewer capacity study moved forward with the research phase. She indicated she was a part of the kick-off meeting in early February. She then reviewed the timeline for each study. The housing study would take at least two years, but assurances have been given that the regional data for Lexington, Rockbridge, and Buena Vista will take place first. She also indicated that the water and sewer study should be done by the end of 2022, if not sooner.

The fourteenth agenda item was Board comments.

Mr. Patterson advised that he has sold his farm and has purchased property outside Rockbridge County, and will be moving; therefore, he could no longer serve on the EDA.

The EDA thanked him for his service.

With no further business to discuss, the EDA adjourned upon a unanimous vote at 9:32 am after a motion by Mr. Powell, second by Ms. Herring.

Respectfully Submitted,

Brandy Flint,
Secretary

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY APRIL 18, 2022

AGENDA ITEM: Approval of the Financial Report

SUBMITTED BY: Brandy Flint, Secretary

DATE: April 11, 2022

SUMMARY OF INFORMATION:

1.	Balance as of January 31, 2022	\$	82,673.66
	Credit Transactions:		
	Interest Earned	02/28/2022	9.50
		03/31/2022	10.50
	Debt Transactions:	02/18/2022	< 252.00 >
	Balance as of March 31, 2022	\$	82,441.66
2.	Certificate of Deposit – Cornerstone Bank as of October 8, 2021	\$	52,047.44
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 APRIL 18, 2022

AGENDA ITEM: Activities Report

SUBMITTED BY: Brandy Flint, Secretary

DATE: April 11, 2022

SUMMARY OF INFORMATION:

See attached Report

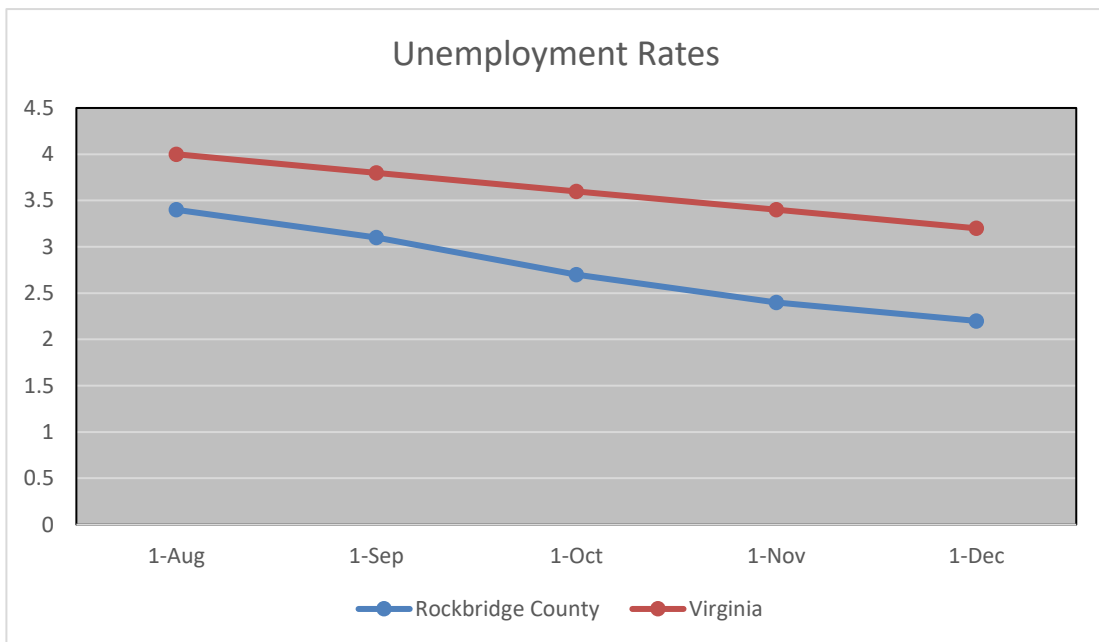
Recommendations:

Motion to approve the report as presented.

Office of Economic Development
Monthly Staff Report
March 10, 2022
(February Activities)

Unemployment Data for December 2021

- Rockbridge County Unemployment Rate – 2.2%
 - Virginia Unemployment Rate – 3.2%
- Rockbridge County Labor Force – 10,828
- Rockbridge County Unemployed – 238



Economic Development Authority

The EDA met on February 22, 2022. At their meeting, the EDA reappointed Lynn Jones as Chair, Janie Harris as Vice-Chair and Brandy Flint as Secretary, adopted their yearly meeting schedule (meetings will continue to be on the third Monday of every month at 8:30 am in the Board meeting room), adopted their November 15, 2021 meeting minutes, approved their financial report for December 2021 and January 2022, reviewed the activities report, received an update on the strategic economic development plan, received the annual report from the Virginia Horse Center, approved \$3,000 in funding to support the GoVA Small Business Development Center – Small Business Resiliency Team grant had a lengthy discussion on electric car charging stations, received an update on the housing study, and an update on the water and sewer study.

**Business Retention, Expansion & Recruitment (BRE&R) Activities
(February 1 to 28th)**

1. Emails, phone calls, zoom meetings, and visits with six businesses.
2. Continued to utilize the expertise of the VEDA Special Interest Group for Business Retention

and Expansion to help formulate a formal BRE program.

Monthly Activities, Meetings, and Webinars (February 1 to February 28)

1. Attended the following webinars:
 - a. Competition for Ideas: Encouraging Civil Engagement in Business and Government
 - b. Incorporating Regionalism in Economic Development
2. Attended VEDA webinar and events
 - a. ImpactED
 - b. VEDA Board meeting and volunteer orientation required for chairs. I am chair of the CEDA committee.
 - c. CEDA committee meetings – reviewed applications for awards and selected winners that will be announced at the spring conference in March.
 - d. Attended the special interest group meeting for BRE.
3. CSV Monthly Meeting
4. Live Healthy Rockbridge Meeting
 - a. Socioeconomic Health Subcommittee Meeting
5. Attend the Business Solution Teams Meeting
 - a. Attended a second meeting later in the month to talk about workforce solutions for a local business
6. Attended SVP Lead Gen Meeting
7. Attended Chamber Workforce and Education committee meeting
8. Attended the Chamber Economic Development committee meeting
9. Attended the Chamber's Coffee and Conversation at the Innovation Center
10. Attended the County's Economic Development committee meeting
11. Attended the Rockbridge Regional Partnership meeting with tourism
12. Attended the Freedom Food Fest Planning Committee meeting
13. Attended the Department Head meeting

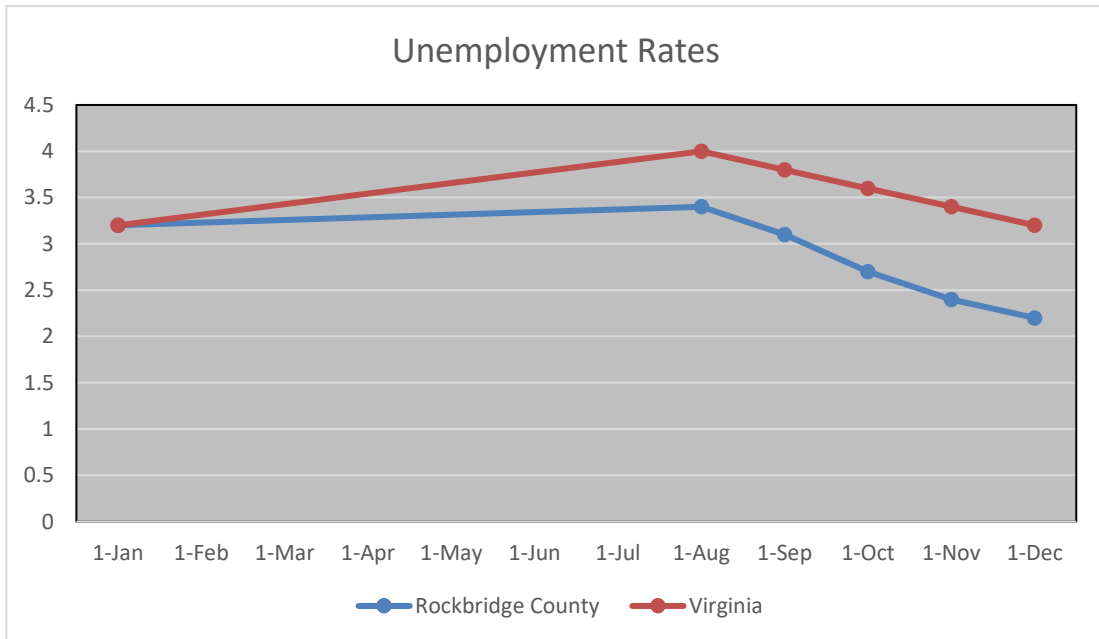
Other Meetings and Activities (February 1 to February 28)

1. Held meetings with the strategic economic development plan steering committee executive committee.
2. Attend the first Gauntlet Class for introductions and mentoring.
3. Attended the Board's budget meeting for outside agencies via Zoom.
4. Discussed workforce initiatives with CSPDC, Dabney, and others via phone calls and Zoom meetings.
5. Completed the business retention and expansion course through IDEC
6. Attended the Glasgow Community Development committee meeting to finalize plans for the summer concert series Rockin' the Gorge
7. Attended a zoom meeting with Tom Roberts to discuss electric car charging stations.
8. Discussed car charging stations with Supervisor Ayers via phone.
9. Attended the SVWDB meeting.
10. Attended the GoVA Ad Hoc meeting
11. Attended the Chamber Dinner Dance

Office of Economic Development
Monthly Staff Report
April 5, 2022
(March Activities)

Unemployment Data for January 2022

- Rockbridge County Unemployment Rate – 3.2%
 - Virginia Unemployment Rate – 3.2%
- Rockbridge County Labor Force – 10,745
- Rockbridge County Unemployed – 345



Economic Development Authority

The EDA did not meet in March. Their next regularly scheduled meeting is set for April 18.

**Business Retention, Expansion & Recruitment (BRE&R) Activities
(March 1st to 31st)**

1. Emails, phone calls, zoom meetings, and visits with nineteen businesses.

**Monthly Activities, Meetings, and Webinars
(March 1 to March 31)**

1. Attended the following webinars:
 - a. ARPA Deep Dive Training Sessions
 - b. The Marketing Series
2. Attended the monthly department head meeting
3. ED Committee meeting

4. CSV Monthly meeting
5. Attended the Freedom Food Fest Planning Committee meeting
6. Listened in on Board meetings and budget meetings via YouTube
7. Attended VEDA webinar and events
 - a. ImpactED
 - b. Held multiple CEDA Committee meetings before the Spring Conference
 - c. Attended VEDA Spring Conference in Richmond
 - i. Presented the CEDA awards
 - ii. Obtained mentors and advisors from other rural localities
8. Live Healthy Rockbridge Meeting
9. Attend the Business Solution Teams meeting
10. Attended SVP Lead Gen Meeting
11. Attended Chamber Workforce and Education committee meeting
12. Attended the Chamber Economic Development committee meeting

**Other Meetings and Activities
(March 1 to March 31)**

1. Attended the Rockbridge Outdoors meeting
2. Met with the Advancement Foundation
3. Attended the Gauntlet Meet and Greet at the Center in BV
4. Business Solutions Team meeting with a local manufacturer
5. Attended the VEDA Special Interest Group on Rural
6. Attended the Board/MSA/PSA meeting
7. Attended the CTE Advisory Board Meeting
8. Attended a Blutot Kickoff session
9. Discussed workforce initiatives with CSPDC
10. Discussions with RACC on electric vehicle charging stations
11. Participated in Community Cleanup week
12. Participated in a BARC Connects Community research meeting
13. Project research
14. Meeting with VEDP international trade

**Strategic Economic Development Plan Progress Report
(March 1 to March 31)**

1. Met with the executive committee to discuss the draft outline and subcommittees
2. Formulated draft vision with the executive committee
3. Scheduled a full steering committee meeting for April 8. The full committee has the outline, draft vision, and subcommittee options.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY ECONOMIC
DEVELOPMENT AUTHORITY HELD AT THE ROCKBRIDGE COUNTY
ADMINISTRATIVE OFFICES ON MONDAY APRIL 18, 2022

AGENDA ITEM: Strategic Economic Development Plan (SEDP) Steering Committee

SUBMITTED BY: Brandy Flint, Secretary

DATE: April 11, 2022

SUMMARY OF INFORMATION:

Since your last update, the executive committee for the SEDP steering committee met and formulated a draft vision for the SEDP. The steering committee met last week and suggested some minor changes. A new draft vision will go out to the executive committee for approval and the steering committee. Once that is complete, the subcommittee meetings will be scheduled. Each committee is tasked with writing a section of the SEDP.

Recommendations: No action needs to be taken at this time.