

## Regular Meeting Agenda

Warren County Government Center: Caucus Room, 220 N. Commerce Ave Front Royal, VA

January 31, 2025

8:00 AM

### 1. Call to Order:

Board Chairman Rob MacDougall called the meeting to order at 8:06 AM with the following roll call:

MacDougall, present; Townshend, Present; McDermott, remote via Zoom; Cullers, Present. Board counsel G. Rodney Young present via Zoom.

Counsel noted a quorum

### 2. Adoption of the Agenda:

On a motion by Mr. Cullers at 8:10 AM, seconded by Mr. Townshend, and the following vote, the Board accepted the agenda as amended, removing item 4Aiii (Retainer of Legal Services for Calendar Year 2025).

MacDougall, Aye; Cullers, Aye; Townshend, Aye; McDermott, Aye

Mr. MacDougall presided over the remainder of the meeting

### 3. Approval of Minutes:

On a motion by Mr. Cullers at 8:15 AM, seconded by Mr. Townshend, and the following vote, the Board voted on the approval of the minutes from the previous meeting of December 6, 2024.

MacDougall, Aye; Cullers, Aye; Townshend, Aye; McDermott, Aye.

### 4. Reports:

#### A. Executive Committee

i. Discussion and Approval of Retainer of Legal Services for Calendar Year 2025. Retained, kept as a monthly expense.

ii. Resumption of the Small Business Loan Program. Former Warren County director of economic development, Joe Petty, discussed the USDA small business loan program. There is a one payment per month to Adventure Enablers. Also discussed the Intermediary Lending Program that were active with the county. There are three accounts with a total of over \$500,000 for use in these programs. The EDA asked what are the rules on retaining or using these funds? Action was referred to Mr. MacDougall for action with Joe Boatwright at the USDA.

iii. Discussion of EDA Small Purchasing Limits/Guidelines. Under Virginia law, public entities and procurements (services) must fall under the maximum amount of \$80,000 for professional services. The board is unclear on whether there are existing procedures.

On a motion by Mr. Townshend and seconded by Mr. Cullers, and the following vote, the board voted to have the EDA adopt procurement policies and procedures in use by Warren County as EDA policies and procedures with the modifications for EDA policies and procedures regarding small purchases procurement within the limits required by the Virginia Public Procurement Act. MacDougall, Aye; Cullers, Aye; Townshend, Aye; McDermott, Aye.

iv. Approval of loaning/donating Avtex files/artifacts to the Warren Heritage Society. According to Mr. Petty. Now with the Warren Heritage Society, the EDA has documents and artifacts in storage. The

Warren County Heritage Society requests the EDA donate or loan the items to that institution under the caveat that if any museum eventually opens which would feature Avtex that they would be returned. The Heritage Society also requests the flat file cabinets currently in the EDA offices for proper storage of maps, photos and other historical items.

On a motion by Mr. Townshend and seconded by Mr. Cullers, and the following vote, the EDA moved to donate all Avtex files, artifacts and storage containers to the Warren Heritage Society. MacDougall, Aye; Cullers, Aye; Townshend, Aye; McDermott, Aye.

#### B. Asset Committee

i. Discussion and Approval of sale listing for 1325 Progress Drive (Jim Guisewhite, SVN Properties) The suggested list price from Mr. Guisewhite is \$595,000.00. Action has been deferred.

ii. Discussion and Approval of 30-month Lease extension for C-CAP at 400 Kendrick Drive. Discussion only is to extend the lease to the summer of 2027.

iii. Discussion and Approval of JDA Project Management proposal for Industrial Park signage improvements

iv. Discussion and Approval of Loreto Solutions electrical/lighting repairs at 400 Kendrick Lane  
This item was deferred to a future meeting.

v. Discussion and Approval of First Bank & Trust Supplemental Deed of Trust  
This item was deferred to a future meeting.

#### C. Board Member Updates

Mr. MacDougall has submitted the budget request for FY 2026.

Proceeds on the sale of the former Faith Way residence of Jennifer McDonald amounted to \$162,092.21. They will be divided 50/50 between Warren County and FB&T Bank.

Outdoor lighting is needed at the EDA office and parking lot at Kendrick Lane

The interim appointments of Mr. Cullers and Mr. McDermott will expire at the end of February, 2025. Both have agreed to stay on, pending approval of the Board of Supervisors.

The \$100 stipend for EDA members has ceased because the county is no longer the fiscal agent of the EDA. The EDA will not pay itself.

Mr. McDermott, treasurer, will decline any unsolicited insurance requests, such as from former BOS member Tony Carter

### 5. Closed Session

A. United Bank Litigation Motion to convene in closed session pursuant to Virginia Code § 2.2-3711(A)(7) to consult with legal counsel pertaining to litigation initiated by United Bank where such consultation in open meeting would adversely affect the negotiating or litigating posture of the EDA.

The EDA entered closed session at 9:58 AM and reopened at 10:43 AM

6. **New Business** (if needed). None noted.

7. **Additional Action Items** (if any). None noted.

8. **Adjournment.** On a motion by Mr. Townshend, seconded by Mr. Cullers and the following vote, the meeting was adjourned at 10:45 AM. MacDougall, Aye; Cullers, Aye; Townshend, Aye; McDermott, Aye.