



**IDA**

**Russell County, VA**

*Agenda Packet*

Thursday, March 8, 2018

**Bonanza Family Restaurant**

5:30 P.M.

## **Virginia Code**

### **Closed Sessions 2.2-3711**

- 1. Personnel**
- 3. Acquisition/Sale of Property**
- 4. Privacy of Individuals**
- 5. Prospective Unannounced Business**
- 7. Legal**



# **IDA Russell County, VA**

Industrial Development Authority of  
Russell County, Virginia

**March 8, 2018**

## **AGENDA**

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on March 8, 2018 at Bonanza Family Restaurant Main Street, Lebanon, Virginia, and beginning at 5:30 PM.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Approval of Financial and Treasurer's Report**
- 5. Guest Presentations**
  - a. Roger Sword – Comprehensive Development Plan*
- 6. Recess for Meal**
- 7. Attorney's Report**
- 8. Committee Reports**
- 9. Old Business**
- 10. New Business**
- 11. Closed Session as permitted by Virginia Code #2.2-3711**
- 12. Adjourn Meeting**

***Attachments***

- a. Accounts payable invoices (Page 1 - 17)*

## **February 8, 2018**

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on February 8, 2018, at 5:30 P.M. at Bonanza Family Restaurant, Main Street, Lebanon, Virginia.

### **MEMBERS**

**PRESENT:** Ernie McFaddin, Chairman  
Richard Lockridge, Vice Chairman  
Carlton Elliott, Secretary  
Roger Sword, Member  
Tony Dodi, Member  
Jarred Glass, Member  
Mike Hinchler, Member  
David Mullins, Member

**ABSENT:** Scott Gilmer, Member

**STAFF:** Katie Patton, Attorney

**GUESTS:** Reggie Childers, citizen  
Jamie Oliver, Holiday Inn Express

The Chairman called the meeting to order at 5:31 P.M.

Secretary called the roll and recorded the roll call.

### **APPROVAL OF MINUTES**

Upon motion made by Tony Dodi, second by David Mullins and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of the January 11, 2018 meeting.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins  
M. Hinchler

Absent: S. Gilmer

Nay: None

## **FINANCIAL REPORT**

Financial report was presented by Carlton Elliott

Upon motion made by Mike Hincer, second by Jarred Glass, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of February 8, 2018 with the addition of an invoice to Highlander Builders for \$225.00 to be paid.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins  
M. Hincer

Absent: S. Gilmer

Nay: None

## **GUEST COMMENT**

Reggie Childers presented what Russell County has to offer. Reggie asks for the IDA to help promote these assets to attract new business to locate to Russell county.

Jamie Oliver presented a report on the financial state of the Holiday Inn Express. Mr. Oliver will return to the IDA in March or April to present a comprehensive plan for adjusted debt services for the motel.

The Chairman recessed the meeting for the evening meal at 6:28 PM

The Chairman called the meeting back to order at 7:15 PM

## **ATTORNEY REPORT**

The Attorney reported TruPoint Bank has made no decision on the easement to the property behind Garden Side. The IDA took no action on this matter.

## **COMMITTEE REPORTS**

The Chairman reported on the Legislative Reception in Richmond.

The Chairman reported a need for further workforce training in the area. The Chairman would like to see a marketing campaign to recruit workers to the area for existing businesses.

The Chairman reported GenMar has picked backup since the beginning of the year

### **NEW BUSINESS**

The Chairman presented the need to make an office for the IDA in the Government Center.

Upon motion made by Richard Lockridge, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to get quotes, pursuant to the IDA procurement policy, for constructing an office wall in the Government Center.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins  
M. Hinchler

Absent: S. Gilmer

Nay: None

### **CLOSED SESSION**

Upon motion made by Mike Hinchler, second by David Mullins and duly approved by the Industrial Development Authority of Russell County, Virginia to enter Closed Session as permitted by, VA Code #2.2-3711 (5) Prospective unannounced industry (7) Legal Counsel.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins  
M. Hinchler

Absent: S. Gilmer

Nay: None

### **RECONVENE TO PUBLIC SESSION**

Upon motion made by Tony Dodi, second by Mike Hinchler, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins  
M. Hinchler

Absent: S. Gilmer

Nay: None

**CERTIFICATION AFTER RECONVENING IN PUBLIC SESSION**

The Industrial Development Authority of Russell County, Virginia hereby certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote Was:

Ernie McFaddin	Yes	Mike Hincer	Yes
Carlton Elliott	Yes	Jarred Glass	Yes
Scott Gilmer	Absent	David Mullins	Yes
Tony Dodi	Yes	Richard Lockridge	Yes
Roger Sword	Yes		

**MOTIONS FROM CLOSED SECESSION**

Upon motion made by Tony Dodi, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to sign an agreement with the Tobacco Commission for a five-year repayment schedule on the Steel Fab project. Payment of \$12,800.00 per year will be issued from the Steel Fab Account.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins

M. Hincer

Absent: S. Gilmer

Nay: None

Upon motion made by Roger Sword, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing Richard Lockridge to inform the Newmark Frank Dodd group the IDA will not be extending the contract to market the shell building.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins

M. Hincer

Absent: S. Gilmer

Nay: None

**ADJOURNMENT**

Upon motion made by Tony Dodi, second by Jarred Glass, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 10:04PM.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, J. Glass, T. Dodi, D. Mullins  
M. Hinch

Absent: S. Gilmer

Nay: None

# CHAFIN LAW FIRM, P.C.

A. Benton Chafin, Jr.  
Attorney at Law

44 East Main Street  
Post Office Box 1210  
Lebanon, Virginia 24266  
Phone: (276) 889-0143  
Fax: (276) 889-1121  
Website: <http://www.chafinlaw.com>

M. Katherine Patton  
Attorney at Law

Jennifer A. Baker  
Attorney at Law  
\*Licensed in VA and TN

February 26, 2018

**Russell County Industrial  
Development Authority  
P. O. 2378  
Lebanon, VA 24266**

**RE: Billing from January 10, 2018 through February 26, 2018**

Dear Sir/Madam:

Enclosed herewith is a statement for services rendered from January 10, 2018 – February 26, 2018, in the amount of \$1,045.00.

*\*Note: Billing may not be complete through the date listed above.*

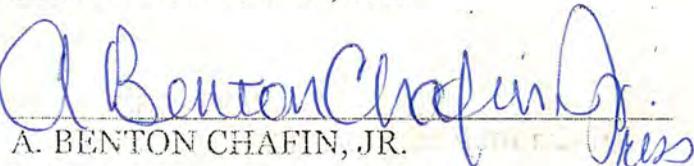
**PLEASE PAY THIS AMOUNT:**

**\$ 1,045.00**

If you have any questions, please do not hesitate to contact me.

Very truly yours,  
CHAFIN LAW FIRM, P.C.

By:

  
A. BENTON CHAFIN, JR.

Encl. (As noted)

# BILLING FOR RUSSELL COUNTY IDA

(JANUARY 10, 2018 THROUGH FEBRUARY 26, 2018)

FILE	FILE NO.	AMOUNT
3 B Consulting Services, Inc.	13-K-2054.59	\$ 100.00
Appalachian Biofuels, LLC	14-G-2054.65	\$ 100.00
General File *Includes \$87.50 credit from last billing Re: Project North	92-G-2054	\$ 645.00
Samuel Pressure Vessel Group	13-G-2054.63	\$ 175.00
Special Project Reclaim	17-G-2054.70	\$ 25.00
<b>TOTAL</b>		<b>\$ 1,045.00</b>

**Chafin Law Firm, P.C.**

44 East Main Street  
P.O. Box 1210  
Lebanon, VA 24266  
Telephone: 276-889-0143  
Fax: 276-889-1121

February 26, 2018

Invoice No. 41849

RUSSELL COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY  
P. O. BOX 2378  
LEBANON, VA 24266

---

Client Number: 13-K-2054.59 (Contract) IDA.3B CONSULTING SERVICES, LLC

Matter Number: 13-K-2054.59 IDA.3B Consulting Services, LLC

For Services Rendered Through 2/26/2018.

---

**Fees**

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
1/17/2018	KP3	Phone calls with Commissioner and Chairman	0.40	\$50.00
1/17/2018	KP3	Review of information; letter to Kim Ellet	0.40	\$50.00
			<b>Billable Hours / Fees:</b>	<b>0.80      \$100.00</b>

---

**Timekeeper Summary**

Timekeeper KP3 worked 0.80 hours at \$125.00 per hour, totaling \$100.00.

---

**Current Invoice Summary**

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	\$0.00
Current Fees:	\$100.00
Advanced Costs:	\$0.00
<b>TOTAL AMOUNT DUE:</b>	<b>\$100.00</b>

Thank You for Letting Us Serve You.  
Payment Due Upon Receipt.

Continued On Next Page

Client Number: 13-K-2054.59  
Matter Number: 13-K-2054.59

2/26/2018  
Page: 2

**Chafin Law Firm, P.C.**

44 East Main Street  
P.O. Box 1210  
Lebanon, VA 24266  
Telephone: 276-889-0143  
Fax: 276-889-1121

February 26, 2018

Invoice No. 41850

RUSSELL COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY  
P. O. BOX 2378  
LEBANON, VA 24266

---

Client Number: 14-G-2054.65 (General) IDA.APPALACHIAN BIOFUELS, LLC

Matter Number: 14-G-2054.65 IDA.Appalachian Biofuels, LLC (General File)

For Services Rendered Through 2/26/2018.

---

**Fees**

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
1/17/2018	ABC	E-mails with Matthew Benka regarding Tobacco Commission monies	0.40	\$50.00
1/17/2018	KP3	Letter to Chuck Lessin enclosing check payable to Virginia Tobacco Commission per e-mails from Matt Benka	0.40	\$50.00
<b>Billable Hours / Fees:</b>			<u>0.80</u>	<u>\$100.00</u>

---

**Timekeeper Summary**

Timekeeper ABC worked 0.40 hours at \$125.00 per hour, totaling \$50.00.

Timekeeper KP3 worked 0.40 hours at \$125.00 per hour, totaling \$50.00.

---

Continued On Next Page

Client Number: 14-G-2054.65  
Matter Number: 14-G-2054.65

2/26/2018  
Page: 2

### Current Invoice Summary

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$100.00
Advanced Costs:	\$0.00
<b>TOTAL AMOUNT DUE:</b>	<b><u><u>\$100.00</u></u></b>

Thank You for Letting Us Serve You.  
Payment Due Upon Receipt.

**Chafin Law Firm, P.C.**

44 East Main Street  
P.O. Box 1210  
Lebanon, VA 24266  
Telephone: 276-889-0143  
Fax: 276-889-1121

February 26, 2018

Invoice No. 41851

RUSSELL COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY  
P. O. BOX 2378  
LEBANON, VA 24266

---

Client Number: 92-G-2054 IDA.GENERAL FILE  
Matter Number: 92-G-2054 IDA.General File  
For Services Rendered Through 2/26/2018.

---

**Fees**

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
1/10/2018	KP3	Phone call with Board Member	0.30	\$37.50
1/10/2018	KP3	Preparation of Resolution for CGI Deed, CMCS Deed and Amendment of Lease with Steel Fab	1.00	\$125.00
1/11/2018	KP3	Review agenda for January meeting; e-mail to Board Members regarding Gilmer request	0.40	\$50.00
1/11/2018	KP3	January monthly meeting	0.00	\$200.00
1/12/2018	KP3	Review notes from meeting	0.20	\$25.00
2/8/2018	KP3	February monthly meeting	0.00	\$200.00
2/13/2018	KP3	Review notes from February meeting	0.20	\$25.00
			<b>Billable Hours / Fees:</b>	<b>2.10</b>
			<b>Flat Charge Hours / Fees:</b>	<b>\$400.00</b>

---

**Timekeeper Summary**

Timekeeper KP3 worked 2.10 hours at \$125.00 per hour, totaling \$262.50.

Timekeeper KP3 - flat charges totaling \$400.00.

---

**Cost Detail**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
1/17/2018	Fed.Ex. Package for Steel Fab	\$35.00	
1/17/2018	Fed.Ex. Package to Richmond, Virginia	\$35.00	

Continued On Next Page

Client Number: 92-G-2054  
Matter Number: 92-G-2054

2/26/2018  
Page: 2

Total Costs \$70.00

---

### Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/12/2018	Check Number 5623	(\$500.00)
2/12/2018	Check Number 5623	(\$5.00)
Total Payments Received:		<u>(\$505.00)</u>

---

### Current Invoice Summary

Prior Balance:	\$505.00	
Payments Received:	<u>(\$505.00)</u>	Last Payment: 2/12/2018
Unpaid Prior Balance:	\$0.00	
Current Fees:	\$662.50	
Credit:	(\$87.50)	
Advanced Costs:	\$70.00	
<b>TOTAL AMOUNT DUE:</b>	<b><u><u>\$645.00</u></u></b>	

Thank You for Letting Us Serve You.  
Payment Due Upon Receipt.

**Chafin Law Firm, P.C.**

44 East Main Street  
P.O. Box 1210  
Lebanon, VA 24266  
Telephone: 276-889-0143  
Fax: 276-889-1121

February 26, 2018

Invoice No. 41852

RUSSELL COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY  
P. O. BOX 2378  
LEBANON, VA 24266

---

Client Number: 05-G-2054.37 IDA.PROJECT NORTH  
Matter Number: 05-G-2054.37 IDA.Project North  
For Services Rendered Through 2/26/2018.

---

**Payment Detail**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/12/2018	Check Number 5623	(\$87.50)
Total Payments Received:		<u>(\$87.50)</u>

---

**Current Invoice Summary**

Prior Balance:	\$87.50	
Payments Received:	<u>(\$87.50)</u>	Last Payment: 2/12/2018
Unpaid Prior Balance:	\$0.00	
Current Fees:	\$0.00	
Advanced Costs:	\$0.00	
<b>TOTAL AMOUNT DUE:</b>	<b><u>\$0.00</u></b>	

Thank You for Letting Us Serve You.  
Payment Due Upon Receipt.

**Chafin Law Firm, P.C.**

44 East Main Street  
P.O. Box 1210  
Lebanon, VA 24266  
Telephone: 276-889-0143  
Fax: 276-889-1121

February 26, 2018

Invoice No. 41853

RUSSELL COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY  
P. O. BOX 2378  
LEBANON, VA 24266

---

Client Number: 13-G-2054.63 (General) IDA.SAMUEL PRESSURE VESSEL GROUP, INC.  
Matter Number: 13-G-2054.63 IDA.Samuel Steele Pressure Vessel Group, Inc. (Gen  
For Services Rendered Through 2/26/2018.

---

**Fees**

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
1/10/2018	KP3	Finalize Second Amendment to Lease	0.40	\$50.00
1/17/2018	KP3	E-mails and letter to Bill Kahl with Steel Fab	0.60	\$75.00
1/23/2018	KP3	Phone call with Assessor; phone call with Chairman	0.40	\$50.00
			<b>Billable Hours / Fees:</b>	<b>1.40      \$175.00</b>

---

**Timekeeper Summary**

Timekeeper KP3 worked 1.40 hours at \$125.00 per hour, totaling \$175.00.

---

**Payment Detail**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/12/2018	Check Number 5623	(\$237.50)
<b>Total Payments Received:</b>		<b>(\$237.50)</b>

---

Continued On Next Page

Client Number: 13-G-2054.63  
Matter Number: 13-G-2054.63

2/26/2018  
Page: 2

### Current Invoice Summary

Prior Balance:	\$237.50	
Payments Received:	(\$237.50)	Last Payment: 2/12/2018
Unpaid Prior Balance:	<u>\$0.00</u>	
Current Fees:	\$175.00	
Advanced Costs:	\$0.00	
<b>TOTAL AMOUNT DUE:</b>	<b><u>\$175.00</u></b>	

Thank You for Letting Us Serve You.  
Payment Due Upon Receipt.

**Chafin Law Firm, P.C.**

44 East Main Street  
P.O. Box 1210  
Lebanon, VA 24266  
Telephone: 276-889-0143  
Fax: 276-889-1121

February 26, 2018

Invoice No. 41854

RUSSELL COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY

P. O. BOX 2378

P. O. BOX 1150

LEBANON, VA 24266

---

Client Number: 17-G-2054.70 IDA.SPECIAL PROJECT RECLAIM

Matter Number: 17-G-2054.70 IDA.SPECIAL PROJECT RECLAIM

For Services Rendered Through 2/26/2018.

---

**Fees**

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12/13/2017	ABC	Correspondence from T. Pfohl	0.20	\$25.00
			<b>Billable Hours / Fees:</b>	<b>0.20      \$25.00</b>

---

**Timekeeper Summary**

Timekeeper ABC worked 0.20 hours at \$125.00 per hour, totaling \$25.00.

---

**Payment Detail**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/12/2018	Check Number 5623	(\$675.00)
2/12/2018	Check Number 5623	(\$10.00)
<b>Total Payments Received:</b>		<b>(\$685.00)</b>

---

Continued On Next Page

Client Number: 17-G-2054.70  
Matter Number: 17-G-2054.70

2/26/2018  
Page: 2

### Current Invoice Summary

Prior Balance:	\$685.00	
Payments Received:	(\$685.00)	Last Payment: 2/12/2018
Unpaid Prior Balance:	<u>\$0.00</u>	
Current Fees:	\$25.00	
Advanced Costs:	\$0.00	
<b>TOTAL AMOUNT DUE:</b>	<b><u>\$25.00</u></b>	

Thank You for Letting Us Serve You.  
Payment Due Upon Receipt.



SUSANS CLEANING SERVICE  
 261 WARNER SUB-DIVISION RD  
 LEBANON VA 24266



DmmE	AMOUNT:
Cleaning Feb. 2018	
Feb 2	
Feb 6-7-9	
Feb 13-14-16	
Feb 20-21-23	
Feb 27-28	

TOTAL

\$ 1400.00

Thank you  
 Susany Belling



**LEBANON BLOCK & SUPPLY**  
 P.O. BOX 518  
 LEBANON VA 24266  
 (276) 889-2921

STATEMENT DATE
28-Feb-18

ACCOUNT NUMBER
302681

PAGE NO
1

# Statement Of Account

<< CUT ALONG DASHED LINE

**LEBANON BLOCK & SUPPLY**  
 P.O. BOX 518  
 LEBANON VA 24266

STATEMENT DATE
28-Feb-18

ACCOUNT NUMBER
302681

TO: RUSSELL COUNTY IDA  
 PO BOX 2378  
 LEBANON, VA 24266

TO INSURE PROPER CREDIT TO YOUR  
 ACCOUNT ALWAYS RETURN THIS PORTION  
 OF THE STATEMENT WITH YOUR PAYMENT  
 << CUT ALONG DASHED LINE

ALL PURCHASES ARE DUE AND PAYABLE BY 10th OF MONTH FOLLOWING PURCHASE

DATE	INVOICE	DESCRIPTION	AMOUNT	BALANCE
12-Feb-18	241889	OFFICE	59.08	59.08

\$ \_\_\_\_\_

AMOUNT REMITTED

INVOICE	AMOUNT	X
241889	59.08	<input type="checkbox"/>

CURRENT AMT DUE
59.08

PAST DUE 1 MONTH
0.00

PAST DUE 2 MONTHS
0.00

PAST DUE 3 MONTHS
0.00

TOTAL DUE
59.08

PLEASE PAY THIS AMT	
TOTAL >	59.08

NEW POLICY: ALL PURCHASES ARE DUE IN FULL THE FOLLOWING MONTH!!

