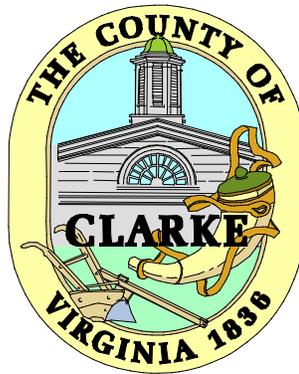


Industrial Development Authority of the Clarke County Virginia Board of Directors



Quarterly Meeting Packet

July 25, 2019



Industrial Development Authority of the County of Clarke Virginia

Agenda

Thursday, July 25, 2019, 1:00 pm

Meeting Room AB, Berryville Clarke County Government Center
101 Chalmers Court 2nd Floor, Berryville, Virginia

1. Call to Order
2. Introduce New Director William Wolfe
3. Adoption of Agenda
4. Approval of Minutes:
April 25, 2019 – Quarterly Meeting
June 13, 2019 – Special Meeting
5. Review Economic Coalition of the Northern Shenandoah Valley with Patrick Barker,
Executive Director Frederick County Economic Development Authority
6. Lord Fairfax Small Business Development Request for Annual Contribution
7. Secretary / Treasurer Items:
 - a) Hotel Feasibility Study Status Update
 - b) Shenandoah University Bond Amendment Update: *Complete - Modification fee and executed documents received.*
 - c) FY2020 Budget Review and Adoption
 - d) FY2019 YTD Check Log. Action: Treasurer recommends acceptance.
 - e) YTD Budget, Investments YTD Summary. Action: Information only.
8. Adjourn

Distributed in Packet

- Building Department 2019 Year-to-Date New Single Family Dwellings
- IDA Follow-up Items
- EDAC March 20, 2019, and May 15, 2019 Draft Minutes
- FY2018 Audit [Attachment to pdf/electronic copy only - IDA-specific data beginning page 171 of 218](#)

Call to Order

Adoption of Agenda

Proposed motion: Move to adopt agenda as [presented] or [as amended - title of agenda item[s] not listed on the published agenda provided to the public.]

Approval of Minutes

- **April 25, 2019, Quarterly Meeting**
- **June 13, 2019, Special Meeting**

Proposed motions for full Board of Directors:

I move to approve the minutes of April 25, 2019, as [presented] or [as amended citing specific amendment].

I move to approve the minutes of June 13, 2019, as [presented] or [as amended citing specific amendment].

Industrial Development Authority of the Clarke County Virginia
Board of Directors
April 25, 2019, Minutes

A meeting of the Industrial Development Authority of the Clarke County Virginia held in the Berryville-Clarke County Government Center, Berryville, Virginia, on Thursday, April 25, 2019, at 1:00 PM.

Directors Present: Mark Cochran, Brian Ferrell, English Koontz, Rodney Pierce, Isreal Preston, William Waite

Directors Absent: Paul Jones

Board of Supervisors Liaison Present: David Weiss

County Staff Present: David Ash, Len Capelli, Cathy Kuehner, Lora Walburn

Others Present: Nathan Stalvey

1. Call to Order

At 1:00 pm, Mark Cochran called the meeting to order.

Announcement Director Brian Ferrell

Director Ferrell informed the Board of health issues that could affect his availability over the coming months.

Introduction Isreal Preston

Chairman Cochran introduced Isreal Preston, new director appointed to fill the unexpired term of David Juday.

Director Preston told the Board that he was an information technology project manager by trade.

Chairman Cochran thanked Mr. Preston for agreeing to serve.

2. Adoption of Agenda

Director Koontz, seconded by Director Waite, moved to adopt the agenda as presented. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

3. Approval of Minutes

Director Koontz provided the following corrections:

- Page 2 Elect Vice Chair: Change nomination to nominate
- Page 4 Director of Economic Development and Tourism Update, Virginia Economic Development Partnership: Add space after periods in first and second bullet points.
- Page 11 Funding for Berryville Main Street Hotel Market Study, fourth bullet point: Change underhand to underhanded.
- Page 12 Funding for Berryville Main Street Hotel Market Study, second to last paragraph: Reword sentence to make grammatically correct.

Director Waite, seconded by Director Ferrell, moved to approve the April 25, 2019, minutes with corrections as written by English Koontz. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Abstain
William Waite	-	Aye

4. Hotel Feasibility Study Status Update

Nathan Stalvey appeared before the Board to provide a status update on the Berryville Main Street [BMS] Hotel Feasibility Study. Highlights include:

- Thanked the Board for agreeing to fund the study.
- The Executive Committee [Julie Ashby, Liz Couture, Kim Ragland, and Nathan Stalvey] reviewed the three proposals received and selected Ohio-based Newmark Knight Frank.
- Total cost for Newmark Knight Frank is \$9,500 including a \$4,750 retainer.
- Newmark Knight Frank has conducted other studies like this for communities of varying size.
- BMS will send the retainer with the acceptance letter.

- BMS is formally requesting release of \$4,750 from the previously approved IDA funding so it can proceed.

Chairman Cochran called for discussion.

Director Ferrell asked for background on the 2014 feasibility study.

David Weiss, Board of Supervisor Liaison, responded with the following information:

- Funding for such a study falls in line with the IDA's mission to help foster economic development.
- Previous study:
 - o Grant-driven.
 - o Indicated a need for a larger hotel.
 - o Focused on putting the hotel closer to the intersection of Route 7 or Route 340.
 - o Focused on a more generic hotel of fifty plus rooms.
- New study:
 - o Focus has shifted to a boutique-type hotel.
 - o Needed to update the timeframe.
 - o Supported by Berryville Town Council and the Board of Supervisors.

Director Koontz commented that ideally the study would not only look at Berryville but take into account other more feasible locations in the county.

Nathan Stalvey responded that he believed the study would only encompass the Town of Berryville.

Director Waite explained that the core would be the Town with the demographics and all the work encompassing the whole county. He assured that the study would be a public document. He put forth that Berryville Main Street was sponsoring the study to support downtown.

Director Ferrell said that the goal was to generate more business downtown.

Chairman Cochran clarified that the \$4,750 retainer would accompany the acceptance signed by Nathan Stalvey, President Berryville Main Street Board.

In response to Director Ferrell's query, Director Waite, again, assured that the study, while owned by Berryville Main Street, would be a public document. He told the Board that it was his understanding that a local entrepreneur performed a hotel study that he has not publicly released.

David Weiss remarked that from the Board of Supervisors perspective it wanted the study to be open to the public, which is why it has supported the use of public funds to conduct the study.

Director Waite added that the study did not go toward building a hotel but rather to determine if it were appropriate and could be supported. The study will serve as a marketing tool.

Director Pierce, seconded by Director Ferrell, moved to release funds in the amount of \$4,750 to Berryville Main Street. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Abstain

In other matters, Mr. Stalvey informed the Board that tickets were still available for Art at the Mill Patrons' Night.

5. Treasurer's Report

Potential Refinance of 2010 Grafton Bond Review

Director Waite provided the following:

- Grafton School is looking to extend or refinance its current bond.
- McGuireWoods made initial contact with the IDA clerk but no contact as of yet with the Treasurer.

General discussion included:

- Authority interested in refinance option.
- Bonds are the IDA's only source of revenue.
- Education on / review of the bond process would be beneficial.
- IDA's fee schedule is set up to pay one twentieth of one percent on the outstanding balance.
- Staff was tasked with researching fees charged by surrounding jurisdictions.

Clarke County Industrial Development Authority (IDA) Investment Guiding Principles Review

Director Waite noted that the Investment Guiding Principles were unchanged since review and adoption by the Authority at its January 25, 2018, Organizational meeting. He reminded that annual investment review is conducted during the organizational meeting.

FY2020 Budget Review

Highlights of review include:

- Treasurer recommends holding expenditures flat for FY2020.
- Include \$6,000 for LFCCSBC but re-evaluate when due.
- Review final year-end FY2019 revenues and expenditures at the July meeting prior to setting the FY2020 budget.
- Need line item for \$9,500 for Berryville Main Street Feasibility Study. Place "below the line", taking from the IDA's investment account, since the intent is to recuperate the funds from the developer.

FY2020 Proposed Budget Initial Draft for Review April 25, 2019

<i>Expenditures Category</i>	<i>FY2019 Budget</i>	<i>FY2020 Budget</i>	<i>Description</i>	<i>Change</i>
Advertising	\$ 400	\$ 400	Public Hearings	\$ -
Audit	\$ 1,675	\$ 1,675	RFC	\$ -
Civic Contributions	\$ 6,000	\$ 6,000	SBDC LFCC	\$ -
Director Fees	\$ 1,400	\$ 1,400	Meeting Attendance	\$ -
Insurance	\$ 1,300	\$ 1,340	VACorp	\$ 40
Postage	\$ 25	\$ 25		\$ -
Professional Services	\$ 1,250	\$ 1,250	Legal	\$ -
Total Expenditures:	\$ 12,050	\$ 12,090		\$ 40
<i>Estimated Revenues</i>	<i>Estimated Amount</i>	<i>Actual YTD 2019 Amount</i>		<i>Change</i>
Bonds:				
Grafton School, Inc. Bond	\$ 1,100	\$ 655		\$ (445)
LFCC Bond	\$ 3,400	\$ 2,750		\$ (650)
Shenandoah University Bond	\$ 3,800	\$ 3,700		\$ (100)
	\$ 8,300	\$ 7,105		
Interest Income:	\$ 3,000	\$ 3,200		\$ 200
Total Revenue:	\$ 11,300	\$ 10,305		\$ (995)
Berryville Main Street	\$ 4,750	\$ 4,750		

Fiscal-Year-to-Date Checking Account Log:

FY	Status	Check No.	Date	Description	Category	Credit	Debit	Balance	Additional Information
2019	C	562	7/5/2018	VACorp	Insurance	\$ -	\$ 1,338.00	\$ 52,212.37	07/01/2018 thru 06/30/ 2019
2019	C	563	8/1/2018	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 52,162.37	Meeting 07/26/2018
2019	C	564	8/1/2018	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 52,112.37	Meeting 07/26/2018
2019	C	565	8/1/2018	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 52,062.37	Meeting 07/26/2018
2019	Void	566	6/11/2018	VACorp	Insurance	\$ 1,338.00	\$ 1,338.00	\$ 52,062.37	Voided, Reissued 07/05/2018 #562
2019	C	567	8/1/2018	Bill Waite	Director Fees	\$ -	\$ 50.00	\$ 52,012.37	Meeting 07/26/2018
2019	C	568	10/25/2018	William Waite	Director Fees	\$ -	\$ 50.00	\$ 51,962.37	Meeting 10/25/2018
2019	C	569	10/25/2018	David Juday	Director Fees	\$ -	\$ 50.00	\$ 51,912.37	Meeting 10/25/2018
2019	C	570	10/25/2018	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 51,862.37	Meeting 10/25/2018
2019	Void	571	10/25/2018	Void	Void	\$ -	\$ -	\$ 51,862.37	
2019	C	572	10/25/2018	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 51,812.37	Meeting 10/25/2019
2019	C	573	10/25/2018	Rodney Pierce	Director Fees	\$ -	\$ 50.00	\$ 51,762.37	Meeting 10/25/2021
2019	C	574	11/19/2018	FFSBDC	Civic Contributions	\$ -	\$ 6,000.00	\$ 45,762.37	LFSBDC Annual Contribution
2019	C	Dep	12/26/2018	Grafton School	Bond Fees	\$ 1,072.50	\$ -	\$ 46,834.87	2018 Bond Fee
2019	C	Dep	12/31/2018	LFCC	Bond Fees	\$ 3,228.18	\$ -	\$ 50,063.05	2018 Bond Fee
2019	C	Dep	1/24/2019	Shenandoah University	Bond Fees	\$ 3,907.50	\$ -	\$ 53,970.55	2018 Bond Fee
2019	C	575	1/24/2019	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 53,920.55	Meeting 01/24/2019
2019	C	576	1/24/2019	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 53,870.55	Meeting 01/24/2019
2019	C	577	1/24/2019	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 53,820.55	Meeting 01/24/2019
2019	Void	578	1/24/2019	Void	Void	\$ -	\$ -	\$ 53,820.55	
2019	C	579	1/24/2019	William Waite	Director Fees	\$ -	\$ 50.00	\$ 53,770.55	Meeting 01/24/2019

Highlights of review by Director Waite include:

- Only checks written January through March 2019 were to Directors for January 24 meeting attendance.
- Director Waite writes the checks.
- Lora Walburn, Clerk, reconciles the bank account.
- Two persons monitoring at all times.
- Authority funds: Clarke's Director of Economic Development and Tourism has no spending or approval authority over IDA funds. He does have limited authority over Economic Development Office spending and approvals.

Director Koontz, seconded by Director Cochran, moved to accept the Treasurer's Report as presented. The motion carried as follows:

- Mark Cochran - Aye
- Brian Ferrell - Aye
- Paul Jones - Absent
- English Koontz - Aye
- Rodney Pierce - Aye
- William Waite - Aye

Fiscal-Year-to-date Budget and Investments Summary:

Highlights of review include:

- Largest expenditures:
 - o Annual Audit, currently performed by Robinson Farmer Cox

- o Annual Contribution to LFCCSBD
 - Reduction in income may require re-evaluation of FY2020 contribution.
 - Len Capelli advised LFCC Small Business Development of the potential reduction in FY2020 contribution.
- Minimal operating costs at present.
- IDA tries to cover its own costs with revenues generated from bond fees.
- Investments:
 - o Tracking as anticipated.
 - o Annual review in January with Janice Kuhn, Investment Consultant - Infinex Investments Inc.

Expenditures Category	Amount	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Expended YTD	Remaining Balance
Advertising	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
Audit	\$ 1,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,675
Civic Contributions	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -
Director Fees	\$ 1,400	\$ -	\$ 200.00	\$ -	\$ 250.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 650.00	\$ 750
Insurance	\$ 1,300	\$ 1,338.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,338.00	\$ (38)
Postage	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25
Professional Services	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250
Total Expenditures:	\$ 12,050	\$ 1,338.00	\$ 200.00	\$ -	\$ 250.00	\$ 6,000.00	\$ -	\$ 200.00	\$ -	\$ -	\$ 7,988.00	\$ 4,062

Estimated Revenues	Estimated Amount	Actual Revenue	+/- Estimate
Bonds:			
Grafton School, Inc. Bond	\$ 1,100	\$ 1,073	\$ (28)
LFCC Bond	\$ 3,400	\$ 3,228	\$ (172)
Shenandoah University Bond	\$ 3,800	\$ 3,908	\$ 108
	\$ 8,300	\$ 8,208	\$ (92)
Interest Income:	\$ 3,000	\$ 3,193	
Total Revenue:	\$ 11,300	\$ 11,401	\$ 101

FY2019 Investment Summary

Asset Summary	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	FY2019 YTD
Beginning Balance	\$101,143.09	\$103,037.93	\$103,607.30	\$103,851.44	\$100,807.14	\$101,919.53	\$98,481.63	\$102,083.85	\$104,477.20	
Dividends, Interest, & Other										
Income	\$ 256.31	\$ 240.89	\$ 241.16	\$ 274.62	\$ 237.28	\$ 1,344.45	\$ 100.83	\$ 211.03	\$ 286.06	\$ 3,192.63
Net Change in Portfolio	\$ 1,638.53	\$ 328.48	\$ 2.98	\$ (3,318.92)	\$ 875.11	\$ (4,782.35)	\$ 3,501.39	\$ 2,182.34	\$ 787.20	\$ 1,214.76
Ending Balance	103,037.93	103,607.30	103,851.44	100,807.14	101,919.53	98,481.63	102,083.85	104,477.22	105,550.46	

6. Director Economic Development and Tourism Update

Highlights of review include:

- Spring Farm Tour April 27:
 - o Harvue Farm; Hunt Club Farm; JBIT Ranch; Oak Hart Farm
 - o Open from 10 am to 4 pm except Harvue, open from 9 am to 12 noon
 - o Advertised on radio, Facebook
 - o Distributed brochures and flyers.

- o Good attendance last year and good weather is forecast.
- Shenandoah Valley Tourism Partnership [SVTP] May 7:
 - o Four travel writers touring the Shenandoah Valley and will be in Clarke May 7.
 - o Smithfield Farm in the morning; Veramar Vineyard for lunch; Mackintosh Fruit Farm in the afternoon.
- Greenedge Grant:
 - o Working with one local business to secure Greenedge grant
 - o Grant is awarded to help established businesses to develop business with the Department of Defense.
 - o Conducted one interview and a tour here at the local business.
 - o Local business is likely to apply.
- Agri-tourism Grants:
 - o Working with a local farmer to secure a couple different grants around agri-tourism and adding value to the business.
 - o Helped with business plan revision.
 - o Getting positive feedback from Virginia Department of Agriculture and Consumer Science.

At 1:44 pm, Director Ferrell left the meeting.

- Farm to School Program:
 - o Governor Northam's wife is taking a strong stance on the farm to school program.
 - o Attended a session in Harrisonburg April 24 on the program.
 - o Produce does well but meat varies due to program subsidies.
- SVTP Valley-wide Event in Harrisonburg May 10: Event to show all the different programs going on now that the Partnership is bringing in to help the individual members.
- Virginia Economic Development Partnership Event May 8 Noon to 2 pm:
 - o Food and beverage writers coming in from noon to 2 to tour Clarke County.
 - o Would like to tour the Business Park and take group to meet Chairman Cochran at Cochran Lumber.
- Northern Shenandoah Valley Regional Commission:
 - o Won a grant for a program to better understand, attract, and retain employees.
 - o Held three meetings since receiving the grant.
 - o Selected a consulting firm to perform the study that should be complete by the end of the year.

- Housing Coalition and Chamber of Commerce: Staying involved.
 - May 22 and 23, IDA / EDA Class and Seminar conducted by the Virginia Industrial Authority Institute, in conjunction with Virginia Polytechnic, in Richmond.
 - Len Capelli attending.
 - Seminar cost is \$475.
 - Directors Waite and Cochran expressed interest in attending.
 - By consensus, the Authority agreed that the offered training was valuable.
 - Education / Training:
 - The Authority expressed interest in receiving any information the attendees might be able to share.
 - The Authority expressed interest in local training sessions and asked Len Capelli to explore this with his contacts.
 - The Authority entertained adding education funding in the FY2020 budget.

Director Pierce, seconded by Director Waite, moved to make funds available for one member to attend to include the cost of hotel and event registration. The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

Economic Development Strategic Plan Review - 2019 Priorities

Highlights of review include:

- Economic Development Strategic Plan is a component of the County's Comprehensive Plan and is reviewed every five years.
- Plan will go from the Economic Development Advisory Committee and the IDA to the Planning Commission.
- The Planning Commission will create the plan that will be forwarded to the Board of Supervisors for review.
- Public hearings on the plan will be held at the Planning Commission and Board of Supervisors level.
- In 2014, the County hired a consultant to create the initial plan, a 163-page document. The current action plan being proposed is derived from the 2014 plan.

- Director Waite provided comment on vacancy tax, which could be described as a direct, punitive tax.
- Plan is intended as a “living document” providing quarterly updates of activity / accomplishments.
- Quarterly updates are intended to better document and to improve communication of economic development and tourism efforts.
- The proposed format is substantially similar to the project report format used by County Administrator David Ash.

Next Meeting

The next meeting is scheduled for Thursday, July 25, 2019, 1:00 pm.

7. Adjournment

At 2:23 pm, **Director Koontz, seconded by Director Waite, moved to adjourn the meeting. The motion carried by the following vote:**

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

Minutes recorded and transcribed by: Lora B. Walburn, Executive Assistant - County Administration

Industrial Development Authority of the Clarke County Virginia
Board of Directors
June 13, 2019, Minutes

A special meeting of the Industrial Development Authority of the Clarke County Virginia held in the Berryville-Clarke County Government Center, Berryville, Virginia, on Thursday, June 13, 2019, at 1:00 PM.

Directors Present: Mark Cochran, English Koontz, Rodney Pierce, Isreal Preston, William Waite

Directors Absent: Brian Ferrell, Paul Jones – deceased

Board of Supervisors Liaison Present: David Weiss

County Staff Present: Cathy Kuehner, Lora Walburn

Press Present: Mickey Powell

Others Present: Stefan Donner, Mike Graff, Philip Evans

1. Call to Order

At 1:00 pm, Mark Cochran called the meeting to order.

2. Adoption of Agenda

Director Koontz, seconded by Director Pierce, moved to adopt the agenda as presented. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent - Deceased
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

3. Shenandoah University Bond Modification

Mike Graff, Partner – McGuireWood LLP, and Philip Evans, General Counsel - Shenandoah University [SU], appeared before the Board to request a modification to the Educational Facilities Revenue Bonds Series 2011. Highlights of overview include:

– Mike Graff affirmed that McGuireWood represents the IDA.

- Currently, the IDA holds a revenue bond for SU.
- The IDA serves as a pass through under the federal tax law that allows certain types of projects to be incentivized through tax-advantage financing.
- Federal tax law allows for certain types of projects and the bond under review is related to a 501c3 non-profit organization.
- SU is an educational non-profit and entitled under the federal tax law to borrow money for a capital project to do a tax-exempt bond.
- Under the applicable tax laws, SU must find a governmental entity to help it achieve the tax advantage on financing.
- The economic driver is that the lenders that buy tax exempt bonds do not have to pay income tax on the interest earned on the loan allowing them to offer the loan at a lower interest rate.
- No credit of the IDA nor Clarke County is required on the bond issue.
- All costs and expenses, including fees charged to provide the service, are paid by the applicant.
- SU has negotiated with BB&T changes to the financing that are advantageous including pushing the term of the loan out and lowered interest rate. These modifications, under federal tax law, result in the bond being treated as if it were reissued for tax purposes.
- The IDA is asked to approve the modifications via resolution and authorize its officers to sign the modification documents.

Highlights of Board questions and responses from Mike Graff and Mr. Evans include:

- Director Pierce asked how much was currently owed on the existing bond.
 - o \$7.9 million outstanding.
 - o IDA fees from SU are current and would continue under the modification.
 - o Annual IDA fee is 1/20th of one percent of the outstanding balance.
- Director Pierce asked for clarification as to the reason why SU initially came to Clarke County whether it should return to Frederick.
 - o Frederick County was over its limit and could not process the bond request. It must have issued \$10 million, which is the limit.
 - o There is a subset of tax-exempt bonds called bank-qualified tax-exempt bonds that means that the lender on the bonds does not have to pay income tax on the interest earned and it also gets to deduct a percentage of the carry cost on the loan.
 - o There are limits on the number of bank-qualified bonds that can be issued within any particular jurisdiction.
 - o Clarke has no plans to issue debt this year.
 - o Clarke, with \$7.9MM outstanding, would have \$2.1MM left for calendar year 2019.

- Director Waite inquired about the competitiveness of rate received by Clarke's IDA.
 - Clarke's rate is "in the ballpark." Rates are more commonly seen at one eighth of a percent annual or a tenth of a percent annual.
 - Changing the annual fee from SU at this stage would present some challenges.
 - It would make sense, going forward, for the IDA to review its fees.
 - Mike Graff offered to assist the Board in compiling bond fees from neighboring jurisdictions for comparison.
- Chairman Cochran and Director Waite asked for the new term of the bond.
 - 2029 – ten years.
 - Concern expressed that the IDA would be locked into a low rate for a decade.
 - Bond originated 2011.
 - SU and BB&T, via letter agreement, extended the loan from 2021 to 2025. This extension did not result in a significant enough change to require coming back to the IDA.
 - Director Koontz provided the following:
 - Typically, if changing one thing about a debt issue, it is a minor modification.
 - In SU's request before the Board, the term and rate were being modified that qualifies it as a major modification requiring involvement by the IDA.
 - For the IDA's purposes, it should use 2021 since it was the last date the IDA was officially involved.
 - Mike Graff and Philip Evans indicated that they would confirm the date of the extension.
 - Mike Graff added that the type of modification determines whether the borrower has to go back to the issuing authority; and, the triggering change for this modification is the lowering of the interest rate by more than 25 basis points or a quarter of a percent.
- Directors Preston and Waite asked for clarification for the purpose of the meeting.
 - Approve the terms of the modification in the form of the modification agreement.
 - Authorize officers to sign the necessary documents. Mr. Graff noted that some of the paperwork for the bond modification was not yet ready for signature.
 - The agreement deals only with the lowering of the interest rate.
- Fees:
 - David Weiss opined that while the fee structure was a legitimate issue it might be a separate question.
 - Director Waite asked for a review of fees from other localities.
 - Mike Graff offered to assist in compiling fee schedules for Board review.
- Director Koontz asked if the IDA would be charging a fee for modification.

- o Mike Graff stated that typically an application fee would not be charged; however, if the IDA's fee document provided otherwise, SU would, in due course, pay the fee provided for in the IDA's current policy.

Director Waite stated for the record that as IDA Secretary he would be signing the documents; therefore, he would not make the motion to approve the resolution nor authorize the officers to sign the necessary documents.

David Weiss clarified that all things were staying the same within the document and the agreement other than the interest rate and the put date.

Mike Graff affirmed noting that the IDA was being asked to approve the resolution to authorize the described changes in the form of the document provided along with the resolution.

Chairman Cochran asked for clarification from Director Waite on his willingness to move forward.

Director Waite opined that the concept, extension, and purpose were fine; however, due to the number of years the loan was being extended, he would have liked to have some comparison on the rate.

Philip Evans explained that the loan was only being extended four years.

Director Koontz remarked that the IDA did not know that the loan was previously extended from 2021 to 2025.

Director Waite commented that he was not willing to stand on a couple hundred dollars per year and hold the matter up. He stated that moving forward the IDA should re-evaluate the fee structure to ensure that it is constantly competitive; and, when renegotiating loans, it must ensure that there is policy and procedure in place.

Mike Graff, in response to questions from several Directors, stated that the IDA could raise its fees without notice; but, it would need to decide whether that was the right policy.

Director Waite asked if the two issues could be separated, moving forward with the terms while recognizing that the IDA wants some type of competitive fee.

Mike Graff responded that for the purpose of closing on the modification that SU and BB&T would want to know that the modification had been fully approved. He suggested that the IDA might want to make SU aware that it could be subject to increased fees in future. He recommended adding a note in the document that going forward extensions must be approved by the IDA, which would provide it the ability to impose other conditions.

Mike Graff proposed that the IDA adopt the resolution as presented subject to Director's Waite's amendment and he would work to put the language in the final resolution.

Philip Evans added that any extension beyond 2029 SU would have to pay the then-current fee.

Director Koontz, seconded by Director Preston, moved to adopt the resolution provided that the amendments suggested by Director Waite are incorporated. The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent - Deceased
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

Mike Graff assured that he would provide the revised resolution as soon as possible to staff and would be in touch on the execution of the final documents by IDA officers.

RESOLUTION OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF CLARKE COUNTY, VIRGINIA RELATING TO THE AMENDMENT OF ITS EDUCATIONAL FACILITIES REVENUE BOND (SHENANDOAH UNIVERSITY), SERIES 2011

WHEREAS, the Industrial Development Authority of Clarke County, Virginia (the "Authority"), has previously issued its Educational Facilities Revenue Bond (Shenandoah University), Series 2011 (the "Bond"), and loaned the proceeds to Shenandoah University (the "University") pursuant to a Bond Purchase and Loan Agreement dated as of December 15, 2011 (the "Loan Agreement"), between the Authority, the University and Branch Banking and Trust Company, as purchaser of the Bond (the "Bank");

WHEREAS, the Bond is secured by a promissory note of the University dated December 27, 2011 (the "Note"), in an amount equal to the principal amount of the Bond;

WHEREAS, the Borrower and the Bank have determined that it is desirable to make certain amendments to the interest rate provisions and other modifications to the Bond, the Note and the Loan Agreement; and

WHEREAS, there have been presented to this meeting drafts of a First Amendment to Bond Purchase and Loan Agreement (the "Amendment Agreement"), between the Authority, the Borrower and the Bank, together with the forms of the Authority's Allonge to the Bond (the "Allonge to the Bond") and the Borrower's Allonge to the Promissory Note (the "Allonge to the Note" and, together with the Amendment Agreement and the Allonge to the Bond, the "Documents"), which Documents the Authority proposes to execute or approve to carry out the modifications of the Bond, copies of which Documents shall be filed with the records of the Authority;

BE IT RESOLVED BY THE INDUSTRIAL DEVELOPMENT AUTHORITY OF CLARKE COUNTY, VIRGINIA:

1. The changes to the interest rate provisions and other modifications as set forth in the Documents are hereby approved.

2. The forms of the Documents submitted to this meeting are hereby approved. The Chair and Vice Chair of the Authority, either of whom may act, are hereby authorized to execute and deliver the Amendment Agreement.

3. The Chair and Vice Chair of the Authority, either of whom may act, are hereby authorized and directed to execute the Allonge to the Bond by manual or facsimile signature, and the Secretary and Assistant Secretary of the Authority, either of whom may act, are authorized and directed to have the seal of the Authority affixed or printed thereon and to attest such seal by manual or facsimile signature. The Chair and Vice Chair of the Authority, either of whom may act, are authorized and directed to deliver the Allonge to the Bond to the Bank upon terms provided in the Loan Agreement, as amended by the Amendment Agreement.

4. The Documents shall be in substantially the forms presented to this meeting, which are hereby approved, with such completions, omissions, insertions and changes as the Authority counsel and the executing officer of the Authority may approve, with execution constituting conclusive evidence of approval of any such completions, omissions, insertions and changes.

5. The Chair and Vice Chair of the Authority, either of whom may act, are hereby authorized and directed to execute, deliver and file all documents, certificates and instruments, including, without limitation, the execution and filing of an Internal Revenue Service Form 8038, and to take all such further action as they may consider necessary or desirable in connection with the issuance, execution and delivery of the Allonge to the Bond.

6. Any authorization herein to execute a document shall include authorization to deliver it to the other parties thereto.

7. All fees, costs and expenses of the Authority and its counsel incurred in connection with the review, approval and execution of the Documents shall be paid by the Borrower, including, but not limited to, the Authority's modification fee of \$1,000. The Borrower shall continue to pay the Authority's annual, ongoing administrative fee of 1/20th of one percent of the outstanding principal amount of the Bond through December 31, 2029, upon which date such annual administrative fee on the Bond shall be subject to change.

8. The Borrower shall indemnify and save harmless the Authority, its officers, directors, employees and agents, from and against all liabilities, obligations, claims, damages, penalties, fines, losses, costs and expenses in any way connected with the Documents.

9. All other acts of the officers of the Authority that are in conformity with the purposes and intent of this resolution and in furtherance of the execution and delivery of the Allonge to the Bond are hereby ratified, approved and confirmed.

10. This resolution shall take effect immediately upon its adoption.

CERTIFICATE

The undersigned Secretary of the Industrial Development Authority of Clarke County, Virginia (the "Authority"), hereby certifies that the foregoing is a true, correct and complete copy of a resolution adopted by a majority of the Directors of the Authority present and voting at a meeting duly called and held on June 13, 2019, in accordance with law, and that such resolution has not been repealed, revoked, rescinded or amended, and is in full force and effect on the date hereof.

WITNESS the following signature this ____ day of _____, 2019.

(SEAL)

Secretary, Industrial Development Authority of
Clarke County, Virginia

Director Preston asked staff to provide him the current fee schedule.

Director Waite asked staff to add fee schedule review to the July agenda.

Next Meeting

The next meeting is scheduled for Thursday, July 25, 2019, 1:00 pm.

4. Adjournment

At 1:38 pm, **Director Waite, seconded by Director Koontz, moved to adjourn the meeting. The motion carried by the following vote:**

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent - Deceased
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

Minutes recorded and transcribed by: Lora B. Walburn, Executive Assistant - County Administration

Review Economic Coalition of the Northern Shenandoah Valley.

Patrick Barker, Executive Director Frederick County Economic Development Authority, will join the Authority via telephone.

Staff Recommendation:

- 1) Approve resolution authorizing the creation of the ECNSV;
- 2) a) Determine if Chair is willing to serve on the ECNSV; b) if not, select designee



Industrial Development Authority of the Clarke County, Virginia

Resolution Authorizing the Creation of the Economic Coalition of the Northern Shenandoah Valley

WHEREAS, the Economic Development Authorities of the City of Winchester, Counties of Frederick [the "EDAs"], and the Industrial Development Authority of Clarke County, Virginia [IDA] acknowledge the importance of site selector consultants and business attraction project managers with the Virginia Economic Development Partnership in the location of new businesses;

WHEREAS, in recognition of the value of site selectors and business attraction project managers with the Virginia Economic Development Partnership in the economic development process, the EDAs and IDA intend to create the Economic Coalition of the Northern Shenandoah Valley ("ECNSV") to strengthen and expand their activities as they relate exclusively to site selectors and business attraction managers with the Virginia Economic Development Partnership;

WHEREAS, the ECNSV will have an initial Board of Directors composed of six (6) directors, consisting of the Economic Development Director of each participating jurisdiction and the Chair, or a Chair's designee, of each of the participating EDAs and IDA;

WHEREAS, the EDAs and IDA will prepare and maintain necessary collateral (i.e. website) to support the efforts of the ECNSV with each EDA equally funding;

WHEREAS, the Economic Development Director of the Industrial Development Authority of Clarke County, Virginia (the Authority) in consultation with the Authority's Chair, or Chair's designee, will determine in their sole discretion the Authority's participation in any activity of the ECNSV;

WHEREAS, funding Clarke County's share of the activity of the ECNSV will come from Clarke County's Office of Economic Development; and

NOW, THEREFORE, BE IT RESOLVED that the Industrial Development Authority of Clarke County, Virginia approves the creation of the Economic Coalition of the Northern Shenandoah Valley; and

BE IT FURTHER RESOLVED, that the Authority hereby appoints its Chair to serve as a director of ECNSV; provided, however, that the Authority's Chair may designate a different member of the Authority's board of directors to serve in the Chairman's place.

The undersigned hereby certifies that the above Resolution was duly adopted by the Directors of the Industrial Development Authority of Clarke County, Virginia at a meeting duly called and held on July 25, 2019, by the following vote and that such resolution is in full force and effect on the date hereto.

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5100
Fax: [540] 955-5170

:

Mark Cochran -
Brian Ferrell -
English Koontz -
Rodney Pierce -
Isreal Preston -
William Waite -
William Wolfe -

Attest

Chair, Industrial Development Authority of Clarke County, Virginia

Director of Economic Development: Len Capelli

Industrial Development Authority Clerk: Lora B. Walburn

~~Frederick County Economic Development Authority~~
Industrial Development Authority of the Clarke County, Virginia
Regional Economic Development Organization

I. Organization

The Economic Development Authorities of the Counties of ~~Clarke and Frederick~~ and the City of Winchester **and the Industrial Development Authority of the Clarke County, Virginia** have agreed to establish the Economic Coalition of the Northern Shenandoah Valley ("Coalition").

The Board of Directors of the Coalition shall be comprised of:

- One (1) member from each respective Economic/**Industrial** Development Authority, who will be appointed by the Chair of each respective Economic/**Industrial** Development Authority, and
- Each respective Economic/**Industrial** Development Authority's executive director.

This Charter shall govern the Coalition with regard to its duties and responsibilities.

II. Purpose

The primary function of the Coalition is to assist the Economic Development Authorities of the Counties of ~~Clarke and Frederick~~ and the City of Winchester and the **Industrial Development Authority of the Clarke County, Virginia** with activities exclusive to site selectors and business attraction managers with the Virginia Economic Development Partnership. The Coalition's primary duties and responsibilities are as follows:

- To review site selector partnership opportunities with the Virginia Economic Development Partnership.
- To develop partnership opportunities with business attraction managers with the Virginia Economic Development Partnership.
- To develop and maintain basic collateral (i.e. website) to support the Coalition efforts.

The Coalition will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

III. Meetings

The Coalition shall meet annually or more frequently as circumstances dictate.

The annual meeting shall be held on the second Tuesday of September at 10:00 a.m., unless the same shall fall upon a legal holiday, in which case said annual meeting shall be held on the following day or upon such other date as might be established by the ECNSV's Board of Directors.

The annual meeting of the ECNSV will include:

- Recap of previous activities,
- Trends within the site selector process,
- Discussion of desired activities in upcoming year, and,
- Any other activities as deemed appropriate by the Board.

A majority of the Coalition members may call or cancel meetings of the Coalition.

The Economic Development Authorities' executive directors will collectively prepare an agenda in advance of each meeting.

IV. Responsibilities

The Coalition shall have the following duties and responsibilities:

1. Review and select site selector partnership opportunities with the Virginia Economic Development Partnership.
2. Develop partnership opportunities with the business attraction managers of the Virginia Economic Development Partnership.
3. Prepare minutes of all meetings of the Coalition, and report to the respective EDAs and localities on the matters discussed at each Coalition meeting, as appropriate.
4. Will not handle any funds.
5. Partial or complete dissolution of the Coalition shall be by written confirmation by a majority of Coalition members.
6. Review and reassess annually the adequacy of this Charter and conduct an annual self-assessment of this Coalition's performance.
7. Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Coalition deems necessary or appropriate.



Invoice

Lord Fairfax Community College
 173 Skirmisher Lane
 Middletown, Virginia 22645-1745 USA

Invoice # OW00619
 Date 07/02/2019
 Terms Net 45
 Due Date 08/16/2019
 P.O. #

Bill to
 Clarke County IDA
 101 Chalmers Court, Suite B
 Berryville, VA 22611 United States

Description	Quantity	U/M	Price	Amount
Annual Contribution to LFSBDC 7/1/2019-6/30/2020	1	Unit(s)	6,000.00	6,000.00
THANK YOU FOR YOUR SUPPORT!				
Comments			Sub-total	6,000.00
Remit Payments to:			Taxes (0.00%)	0.00
Lord Fairfax Community College			Total	6,000.00
Attention: Business Office				
173 Skirmisher Lane				
Middletown, VA 22645-1745				
Please reference invoice # on remittance.				
To pay by credit card, contact the Business Office at 540-868-7118				

Secretary / Treasurer Items By Bill Waite

a) Hotel Feasibility Study Status Update

b) Shenandoah University Bond Amendment Update

c) FY2020 Budget Review and Adoption

Proposed motion: I move to adopt the budget as [presented] or [as amended citing specific amendment]

d) FY2019 YE Check Log. Action: Treasurer recommends acceptance.

Propose motion: I move to accept the Treasurer's report as [presented] or [as amended citing specific amendment].

e) YE Budget, Investments YE Summary. *Information only.*

Industrial Development Authority of the Clarke County, Virginia
 FY2020 Draft Budget

Expenditures Category	FY2019 Budget	Description
Advertising	\$ 400	Public Hearings
Audit	\$ 1,675	RFC
Civic Contributions	\$ 6,000	SBDC LFCC
Director Fees	\$ 1,400	Meeting Attendance
Insurance	\$ 1,300	VACorp
Postage	\$ 25	
Professional Services	\$ 1,250	Legal
Total Expenditures:	\$ 12,050	

Expenditures Category	FY2020 Budget	Description	Diff
Advertising	\$ 400	Public Hearings	\$ -
Audit	\$ 1,675	RFC	\$ -
Civic Contributions	\$ 5,000	*SBDC LFCC	\$ (1,000)
Director Fees	\$ 1,400	Meeting Attendance	\$ -
Insurance	\$ 1,340	VACorp	\$ 40
Postage	\$ 25		\$ -
Professional Services	\$ 1,250	Legal	\$ -
Total Expenditures:	\$ 11,090		\$ (960)

*Reevalutate when request made

Estimated Revenues	Estimated Amount	Actual Revenue	(+/-) as of 06/2019
Bonds:			
Grafton School, Inc. Bond	\$ 1,100	\$ 1,073	\$ (28)
LFCC Bond	\$ 3,400	\$ 3,228	\$ (172)
Shenandoah University Bond	\$ 3,800	\$ 4,908	\$ 1,108
	<u>\$ 8,300</u>	<u>\$ 9,208</u>	<u>\$ 908</u>
Interest Income:	\$ 3,000	\$ 4,089	\$ 1,089
Total Revenue:	\$ 11,300	\$ 13,297	\$ 1,997
Difference:	\$ (750)		

Estimated Revenues	Estimated Amount	Actual Revenue
Bonds:		
Grafton School, Inc. Bond	\$ 655	
LFCC Bond	\$ 2,750	
Shenandoah University Bond	\$ 3,800	
	<u>\$ 7,205</u>	
Interest Income:	\$ 3,200	
Total Revenue:	\$ 10,405	
Difference:	\$ (685)	

Industrial Development Authority FY2019 Year-End Check Log

FY	Status	Check No.	Date	Description	Category	Credit	Debit	Balance	Additional Information
2019	C	562	7/5/2018	VACorp	Insurance	\$ -	\$ 1,338.00	\$ 52,212.37	07/01/2018 thru 06/30/ 2019
2019	C	563	8/1/2018	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 52,162.37	Meeting 07/26/2018
2019	C	564	8/1/2018	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 52,112.37	Meeting 07/26/2018
2019		565	8/1/2018	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 52,062.37	Meeting 07/26/2018
2019	Void	566	6/11/2018	VACorp	Insurance	\$ 1,338.00	\$ 1,338.00	\$ 52,062.37	Voided, Reissued 07/05/2018 #562
2019	C	567	8/1/2018	Bill Waite	Director Fees	\$ -	\$ 50.00	\$ 52,012.37	Meeting 07/26/2018
2019	C	568	10/25/2018	William Waite	Director Fees	\$ -	\$ 50.00	\$ 51,962.37	Meeting 10/25/2018
2019	C	569	10/25/2018	David Juday	Director Fees	\$ -	\$ 50.00	\$ 51,912.37	Meeting 10/25/2018
2019	C	570	10/25/2018	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 51,862.37	Meeting 10/25/2018
2019	Void	571	10/25/2018	Void	Void	\$ -	\$ -	\$ 51,862.37	
2019	C	572	10/25/2018	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 51,812.37	Meeting 10/25/2019
2019	C	573	10/25/2018	Rodney Pierce	Director Fees	\$ -	\$ 50.00	\$ 51,762.37	Meeting 10/25/2021
2019	C	574	11/19/2018	FFSBDC	Civic Contributions	\$ -	\$ 6,000.00	\$ 45,762.37	LFSBDC Annual Contribution
2019	C	Dep	12/26/2018	Grafton School	Bond Fees	\$ 1,072.50	\$ -	\$ 46,834.87	2018 Bond Fee
2019	C	Dep	12/31/2018	LFCC	Bond Fees	\$ 3,228.18	\$ -	\$ 50,063.05	2018 Bond Fee
2019	C	Dep	1/24/2019	Shenandoah University	Bond Fees	\$ 3,907.50	\$ -	\$ 53,970.55	2018 Bond Fee
2019	C	575	1/24/2019	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 53,920.55	Meeting 01/24/2019
2019	C	576	1/24/2019	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 53,870.55	Meeting 01/24/2019
2019	C	577	1/24/2019	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 53,820.55	Meeting 01/24/2019
2019	Void	578	1/24/2019	Void	Void	\$ -	\$ -	\$ 53,820.55	
2019	C	579	1/24/2019	William Waite	Director Fees	\$ -	\$ 50.00	\$ 53,770.55	Meeting 01/24/2019
2019	C	580	4/25/2019	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 53,720.55	Meeting 4/25/2019
2019	C	581	4/25/2019	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 53,670.55	Meeting 4/25/2019
2019	C	582	4/25/2019	Rodney Pierce	Director Fees	\$ -	\$ 50.00	\$ 53,620.55	Meeting 4/25/2019
2019	C	583	4/25/2019	William Waite	Director Fees	\$ -	\$ 50.00	\$ 53,570.55	Meeting 4/25/2019
2019	C	584	4/25/2019	Berryville Main Street	Civic Contributions	\$ -	\$ 4,750.00	\$ 48,820.55	Hotel Feasibility Study
2019		585	4/25/2019	Isreal Preston	Director Fees	\$ -	\$ 50.00	\$ 48,770.55	Meeting 4/25/2019
2019	C	586	4/25/2019	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 48,720.55	Meeting 4/25/2019
2019	C	587	6/4/2019	Robinson Farmer Cox	Audit	\$ -	\$ 1,675.00	\$ 47,045.55	FY2018 Audit
2019		589	6/28/2019	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 45,655.55	Meeting 06/13/2019
2019		590	6/28/2019	English Koontz	Director Fees	\$ -	\$ 50.00	\$ 45,605.55	Meeting 06/13/2019
2019		591	6/28/2019	Rodney Pierce	Director Fees	\$ -	\$ 50.00	\$ 45,555.55	Meeting 06/13/2019
2019		592	6/28/2019	Isreal Preston	Director Fees	\$ -	\$ 50.00	\$ 45,505.55	Meeting 06/13/2019
2019		593	6/28/2019	William Waite	Director Fees	\$ -	\$ 50.00	\$ 45,455.55	Meeting 06/13/2019
2019		Dep	7/1/2019	Shenandoah University	Bond Fees	\$ 1,000.00	\$ -	\$ 46,455.55	Bond Modification 06/13/2019; 0176551

7/11/2019

Lora B. Walburn, IDA Clerk

FY2019 Industrial Development Authority YE Financial Reports

Expenditures Category	Amount	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Expended YE	Remaining Balance
Advertising	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
Audit	\$ 1,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,675.00	\$ 1,675.00	\$ -
Civic Contributions	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,750.00	\$ -	\$ -	\$ 10,750.00	\$ (4,750)
Director Fees	\$ 1,400	\$ -	\$ 200.00	\$ -	\$ 250.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 350.00	\$ -	\$ 250.00	\$ 1,250.00	\$ 150
Insurance	\$ 1,300	\$ 1,338.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,338.00	\$ (38)
Postage	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25
Professional Services	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250
Total Expenditures:	\$ 12,050	\$ 1,338.00	\$ 200.00	\$ -	\$ 250.00	\$ 6,000.00	\$ -	\$ 200.00	\$ -	\$ -	\$ 5,100.00	\$ -	\$ 1,925.00	\$ 15,013.00	\$ (2,963)

Estimated Revenues	Estimated Amount	Actual Revenue	+/- Estimate
Bonds:			
Grafton School, Inc. Bond	\$ 1,100	\$ 1,073	\$ (28)
LFCC Bond	\$ 3,400	\$ 3,228	\$ (172)
Shenandoah University Bond	\$ 3,800	\$ 4,908	\$ 1,108
	\$ 8,300	\$ 9,208	\$ 908
Interest Income:	\$ 3,000	\$ 4,089	
Total Revenue:	\$ 11,300	\$ 13,297	\$ 1,997

FY2019 Investment Summary

Asset Summary	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	June '19	FY2019 YE
Beginning Balance	\$101,143.09	\$103,037.93	\$103,607.30	\$103,851.44	\$100,807.14	\$101,919.53	\$98,481.63	\$102,083.85	\$104,477.20	\$105,550.48	\$107,080.60	\$104,421.47	
Dividends, Interest, & Other Income	\$ 256.31	\$ 240.89	\$ 241.16	\$ 274.62	\$ 237.28	\$ 1,344.45	\$ 100.83	\$ 211.03	\$ 286.06	\$ 307.49	\$ 295.34	\$ 293.26	\$ 4,088.72
Net Change in Portfolio	\$ 1,638.53	\$ 328.48	\$ 2.98	\$ (3,318.92)	\$ 875.11	\$ (4,782.35)	\$ 3,501.39	\$ 2,182.34	\$ 787.20	\$ 1,222.63	\$ (2,954.47)	\$ 3,094.09	\$ 2,577.01
Ending Balance	103,037.93	103,607.30	103,851.44	100,807.14	101,919.53	98,481.63	102,083.85	104,477.22	105,550.46	107,080.60	104,421.47	107,808.82	

Industrial Development Authority of the Clarke County Virginia
Board of Directors

Adjourn

Supporting Material:

- ✓ Building Department YTD New Single Family Dwellings
- ✓ IDA Follow-up Items
- ✓ Economic Development Advisory Committee Draft Minutes March 20, 2019 and May 15, 2019
- ✓ FY2018 Audit by Robinson Farmer Cox

Building Department - Clarke County
New Single Family Dwellings 2019

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January			1			1	2	
February			1	1	1		3	
March			3			1	4	
April				2			2	
May	1		5	5			11	
June	1		2				3	
July								
August								
September								
October								
November								
December								
TOTAL	2		12	8	1	2	25	

IDA Board of Directors
Follow Up Items Status Report

<i>Meeting Date</i>	<i>Item</i>	<i>Description</i>	<i>Follow Up</i>	<i>Status</i>	<i>Date Complete</i>
4/25/2019	54	Amend, process approved minutes and post on website	Lora B. Walburn	Complete	5/2/2019
4/25/2019	55	Issue check to BMS for \$4,750	Bill Waite	Complete; 5/3 check still waiting for pick up by Nathan Stalvey	4/25/2019
4/25/2019	56	Issue checks to directors for meeting attendance	Bill Waite	Complete	4/25/2019
4/25/2019	57	Check training opportunities for IDA members.	Len Capelli		
4/25/2019	58	Research fees charged by surrounding jurisdictions	Lora B. Walburn	Mike Graff to assist, only Fred Co responded to request	5/10/2019
4/25/2019	59	Update draft FY2020 budget.	Lora B. Walburn	Complete	5/2/2019
4/25/2019	60	Complete final draft of EDSP.	Len Capelli / Lora B. Walburn	Complete	5/15/2019
6/13/2019	61	Process resolution and provide to Mike Graff	Lora B. Walburn	Complete	6/17/2019
6/13/2019	62	Sign amendment documents when provided	Mark Cochran, Bill Waite	Complete	6/24/2019
6/13/2019	63	Process amendment documents after execution	Lora B. Walburn	Complete	6/25/2019

Clarke County Economic Development Advisory Committee
March 20, 2019 Minutes

A meeting of the Economic Development Advisory Committee (EDAC) held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, March 20, 2019, at 1:00 PM.

Board: Jim Barb, Chris Bates, Christy Dunkle, Christina Kraybill, Bev McKay, Elizabeth "Betsy" Pritchard

Absent: Eric Myer, John Milleson

Staff: Len Capelli, Cathy Kuehner, Brianna R. Taylor, Lora B. Walburn

Press: Mickey Powell – The Winchester Star

Also Present: Nathan Stalvey

Lora Walburn, EDAC Clerk, provided the following update:

- Eric Myer sent his regrets at being unable to attend his last EDAC meeting. Dr. Myer was first appointed to serve on January 21, 2003.
- At its March 19, 2019, Regular Meeting, the Board of Supervisors named Lee Shaffer to assume the seat vacated by Dr. Myer.
- At its February 19, 2019, Regular Meeting, the Board of Supervisors named Chris Bates to assume the seat vacated by Bryan Conrad, who was first appointed to serve on the EDAC on December 19, 2000.

1. Call to Order

At 1:02 pm, Vice Chair Kraybill called the meeting to order.

2. Adoption of Agenda

To accommodate presenters' scheduling conflict, reverse order of agenda hearing Item 5 before Item 4.

Christy Dunkle, seconded by Betsy Pritchard, moved to adopt the agenda as modified. The motion carried by the following vote:

Jim Barb	-	Aye
Chris Bates	-	Aye
Christy Dunkle	-	Aye

Christina Kraybill	-	Aye
Beverly B. McKay	-	Absent
John Milleson	-	Absent
Eric Myer	-	Absent
Elizabeth "Betsy" Pritchard	-	Aye

3. Approval of Minutes

Christy Dunkle, seconded by Betsy Pritchard, moved to approve the January 23, 2019, minutes as presented. The motion carried as follows:

Jim Barb	-	Aye
Chris Bates	-	Aye
Christy Dunkle	-	Aye
Christina Kraybill	-	Aye
Beverly B. McKay	-	Absent
John Milleson	-	Absent
Eric Myer	-	Absent
Elizabeth "Betsy" Pritchard	-	Aye

4. Hotel Feasibility Study

Nathan Stalvey, Chair Berryville Main Street [BMS] Board, provided an update on its hotel feasibility study. Highlights include:

- Received three bids.
- The BMS Executive Committee will open the bids Thursday, March 21, 2019, at 4:00 pm at the Clarke County Historic Association.
- Plan to make a decision by April 1 on which is most qualified to conduct the study.
- BMS hopes to have EDAC's support.
- Anticipate a different outcome from the 2013 report with the increase in visitors, traffic, and venues.
- Report has an intentionality to locate the hotel in Berryville being walking distance to the town center.
- This study will update the 2013 report.
- The Industrial Development Authority is funding the study.

Bev McKay joined the meeting at 1:06 pm

5. Director Economic Development Update

Highlights of Len Capelli's update include:

- Two pieces of property for sale close to the Industrial Park:
 - 50 acres, not totally contiguous.
 - 12 acres with an address of 0 Jack Enders Boulevard.
 - Working to get properties listed in Virginia Scan.
 - Christy Dunkle put forth that she would be available to talk about water and sewer with interested parties.
 - Properties zoned BP under the Town's ordinances.
- Food processing facility inquiry:
 - Received an inquiry this week.
 - Company seeking a 50,000 square-foot building by the end of this summer.
 - While Clarke cannot accommodate this request, the county will remain on the list for future leads of this type.
- Attended GoVirginia meetings last week at Lord Fairfax Community College and Harrisonburg:
 - Valley Region includes: Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah, Warren, and the cities of Harrisonburg, Buena Vista, Lexington, Winchester, Staunton, Waynesboro
 - Targeted growth industries in the valley region include:
 - Financial and business services
 - Health care
 - Light manufacturing
 - Value-added food manufacturing
 - Bio-medical / Bio-technical
 - IT / Communications
 - Transportation / Logistics
 - Mr. Capelli supports teaming with colleges in the region to work on development of farm robotics.
- Attending the spring VETA / Virginia Economic Development Association conference next week to discuss ways to finance ventures to aid in attracting business to the region.
- Job Funding:
 - Recently passed reinstating most of the funds for the jobs program.
 - Recap of legislative session will be held at the George Washington Hotel tomorrow morning.

- Plan to review how to work with local businesses to aid in hiring and application of grants to help attract and retain employees.
- Advertising
 - WINC starting to run a series of 30-second ads promoting the Shenandoah Valley Spirit Trail. Ads will run for the remainder of March and in April and May, to help promote wineries, breweries, and distilleries.
- Breweries, wineries, and distilleries:
 - In response to Bev McKay's query, Christy Dunkle advised that she has fielded inquiries about a distillery on Boom Road.
 - Len Capelli added that he has had several discussions with individuals interested in farm-based distilleries; but, all have backed off due to zoning issues limiting the number of events, number persons, hours of operation, etc.
 - Limiting Factors:
 - Special events: County special event permit limits events to nine calendar days per year; to conduct a greater number of special events would require special use permit.
 - Water: Breweries use a great deal of water.
 - Shenandoah Valley Tourism Partnership Journalists Tour May 6 through 9. On May 7, four journalists will be in Clarke:
 - Breakfast at Smithfield Farm.
 - Lunch and wine tasting at Veramar Vineyard.
 - Tour and fresh strawberry picking at McIntosh Fruit Farm.
- Battletown Inn Update:
 - Owner Jerry Johnson assures that it will be open by fall.
 - Sue Whitbeck, Mr. Johnson's spouse, is taking over the renovation.
- Airbnb and Other Similar Entities:
 - Clarke on list to be granted ability to collect occupancy tax.
 - County attorney is reviewing the agreement.
 - Contacted Vice President of Finance and the head of the tax department for Expedia that owns HomeAway and Vacation Rentals By Owners, online booking agencies having over 300 listings in Clarke.
 - Approximately 190 to 230 Airbnb's registered in Clarke.
 - Expedia is larger given that it owns Hotels.com and other on-line booking agencies.
 - City of Abingdon getting \$1,000 per month in occupancy tax from Airbnb.
- Meeting tomorrow for lunch with the fellow heading up the relationship with the state, the detention center, and the Inland Port Authority. Hoping to start a dialogue on how Clarke might help this endeavor.

Economic Development Strategic Plan

- Christy Dunkle asked for a point of clarification on tourism strategic plan.
- Tourism Plan is not just for the Town of Berryville but for both Town and County.
- The Tourism Plan she developed needs update for both the County and Town.

Town of Berryville Business Update with Christy Dunkle

- C2Management:
 - o Moving from WoodMark building to Winchester Cold Storage building.
 - o Renovations being done inside the building.
 - o Utility work will be done across the street before the road is paved sometime this spring.
 - o Business was able to design what it needed to give it the space it needed.
- Presto Dinners: Take-away meals will be locating near former Rosie's Bakery.
- Spot next to Reed Pharmacy: There is some current interest but no specific information.
- NIK's: Will be reopening soon.
- Kelsey Cakes: Limited days but seem to be doing well.

6. Next Meeting

The next meeting is scheduled for Wednesday, May 15, 2019.

7. Adjournment

Being no further business, at 1:33 pm, Vice Chair Kraybill adjourned the meeting.

Minutes recorded and transcribed by Lora B. Walburn

Clarke County Economic Development Advisory Committee
May 15, 2019 Minutes

A meeting of the Economic Development Advisory Committee (EDAC) held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, May 15, 2019, at 1:00 PM.

Board: Chris Bates, Christina Kraybill, John Milleson, Elizabeth "Betsy" Pritchard, Lee Sheaffer

Absent: Jim Barb, Christy Dunkle, Bev McKay

Staff: Len Capelli, Cathy Kuehner, Lora B. Walburn

Also Present: None

1. Call to Order

At 1:00 pm, Chairman Milleson called the meeting to order.

Lee Sheaffer was introduced as the new member assuming the seat formerly held by Eric Myer.

2. Adoption of Agenda

Betsy Pritchard, seconded by Chris Bates and Christina Kraybill, moved to approve the agenda as it stands. The motion carried by the following vote:

Jim Barb	-	Absent
Chris Bates	-	Aye
Christy Dunkle	-	Absent
Christina Kraybill	-	Aye
Beverly B. McKay	-	Absent
John Milleson	-	Aye
Elizabeth "Betsy" Pritchard	-	Aye
Lee Sheaffer	-	Aye

3. Approval of Minutes

Christina Kraybill, seconded by Chris Bates, moved to approve the March 20, 2019, minutes as presented. The motion carried as follows:

Jim Barb	-	Absent
Chris Bates	-	Aye
Christy Dunkle	-	Absent

Christina Kraybill	-	Aye
Beverly B. McKay	-	Absent
John Milleson	-	Aye
Elizabeth "Betsy" Pritchard	-	Aye
Lee Sheaffer	-	Aye

4. Director Economic Development Update

Hotel Feasibility Study

Christina Kraybill provided the following update:

- The Industrial Development Authority [IDA] agreed to cover up to \$10,000 for a hotel feasibility study initiated by Berryville Main Street [BMS]. The IDA is asking for reimbursement of these funds once a builder is identified.
- On May 14, Nathan Stalvey, Chair Berryville Main Street BMS Board, picked up the IDA's \$4,750 check to cover the consultant's retainer.
- BMS Treasurer will deposit the check today and request a cashier's check that will be submit with the contract.
- A brief history of the project was provided for new member, Lee Sheaffer.

Economic Development Strategic Plan

Highlights of review include:

- Requesting review and approval of the final draft of selected priorities and recommendation.
- Broadband
 - o While mentioned in several places in the draft priorities, decided to expand and create a separate listed item for broadband to acknowledge that access is critical to economic development and tourism.
 - o Len Capelli attended May 14 meeting of the Broadband Implementation Committee [BIC].
 - o Rappahannock Electric Cooperative [REC] representative provided an update to the BIC.
 - o REC is seeking a broadband partner to work with them to distribute along its right-of-way network.
 - o Shentel's plan to bring fiber through Clarke is slowly progressing.
 - o Clarke does not have the number of subscribers to substantiate a major investment; however, while Clarke is a rural county, it deserves consideration.
 - o Governor Northam supports expansion efforts.

- Industrial Development Authority
 - IDA has not taken a proactive stance in funding infrastructure projects. Further research would be required to determine what is allowable under state law.
 - Next week, Director Bill Waite and Len Capelli will attend IDA training conference presented by Virginia Tech.
 - IDA wants to explore ways it can be more pro-active.
 - IDA may consider acquiring properties and reselling, as it did with the Business Park or it could construct a flex building to lease or sell.
- Virginia Department of Economic Partnership suggested activities to stimulate development including:
 - Conducting an open house at the Business Park.
 - Conduct a 5K run around and through the Business Park. Contacted Tracey Pitcock, Parks and Recreation for assistance in coordinating this event for the fall.
- Plan Review
 - Every five years
 - Proposing quarterly updates provided to:
 - Berryville Area Development Authority
 - Berryville Town Council
 - Berryville Planning Commission
 - Boyce Town Council
 - Clarke County Board of Supervisors
 - Clarke County Planning Commission
 - Economic Development Advisory Committee
 - Industrial Development Authority
- Effort to locate a hotel included in occupancy tax section.
- Airbnb
 - Final contract template received May 14 and forwarded to the Commissioner of the Revenue.
 - On May 13, Commissioner of the Revenue and he participated in the last phone negotiation.
 - After seven months of discussion, anticipate having contract in by June 1 and collecting occupancy tax by July 1.
 - Occupancy tax, 2%, is to be assessed for the total amount charged.
 - Payments will be made quarterly by Airbnb not the individual businesses.
 - In the next two months, two Airbnb locations will be opening on Shepherds Mill Road.

- Some localities have opted not to tax these establishments and have created registries to ensure operators have, at a minimum, a business license.
- The County Administration has been tasked with compiling a list of pros and cons of creating a registry in Clarke.
- The additional work force required to implement, monitor, and maintain would exceed the amount of tax collected.
- Len Capelli has also made contact with Expedia and HomeAway, similar platforms to Airbnb.
- These platforms typically charge 18 to 20% commission.
- The Economic Development Advisory Committee instructed staff to draft a letter to the Board of Supervisors and the Commissioner of the Revenue requesting that occupancy taxes be directed to tourism.

By affirmation, the Economic Development agreed to the Economic Development Strategic Plan priorities and recommendations and approved forwarding to the Planning Commission for its review.

EDAC, IDA Priorities for 2019 Economic Development Strategic Plan

To: Brandon Stidham, Director Planning and Zoning, Clerk to the Clarke County Planning Commission

From: Len Capelli

Date: May 15, 2019

At its May 7, 2018, Work Session, the Board of Supervisors concurred on tasking review and recommendation of the Economic Development Strategic Plan to the Economic Development Advisory Committee [EDAC] and the Industrial Development Authority [IDA] with a final recommendation from these bodies presented to the Planning Commission for its consideration.

Subsequently, the EDAC and the IDA reviewed on:

Economic Development Advisory Committee <i>[Meets bi-monthly]</i>	Industrial Development Authority <i>[Meets quarterly]</i>
May 16, 2018	July 26, 2018
July 18, 2018	October 25, 2019
September 19, 2018	January 24, 2019
January 23, 2019	April 25, 2019
March 20, 2019	
May 15, 2019	

These public bodies, having duly reviewed the 2014 Economic Development Strategic Plan, submit the attached priorities selected for the 2019 Strategic Plan with proposed format. This plan is intended to be a “living document”/action plan. The majority of the items and text for this plan were taken from the 2014 Strategic Plan and presented here in a reduced / simplified version as suggested at the February 21, 2017, Board of Supervisors Regular Meeting.

The quarterly report section incorporates into the plan 20 quarterly updates of activities and accomplishments over the 5-year period by the dates listed for each item until completion / closure. Quarterly updates are intended to better document and to improve communication of economic development and tourism efforts. Providing a history of activities undertaken by staff is deemed the most effective means of communication with the public bodies to ensure continuity of operations during this transitory period.

Economic Development Advisory Committee & the Industrial Development Authority 2019 Priorities & Proposed Format Recommendations for Consideration by the Clarke County Planning Commission

[Proposed Distribution for Quarterly Updates]:
Berryville Area Development Authority
Berryville Town Council
Berryville Planning Commission
Boyce Town Council
Clarke County Board of Supervisors
Clarke County Planning Commission
Economic Development Advisory Committee
Industrial Development Authority

Director Economic Development and Tourism Focal Areas 2020 thru 2024

<i>Item</i>	<i>Description</i>
1. Activities to attract new and assist existing businesses [2014 Page 15, passim]	Engage in activities to attract new businesses and assist existing businesses with expansion efforts and other growth activities. Promote the retention, attraction, and expansion of businesses and industries that support the land use goals of the County, in particular, businesses that generate a relatively high level of local tax revenue in relation to the number of jobs, create minimal impact on public services, and are compatible with the County’s agricultural and natural resources.
<i>Quarterly Activities / Status Update</i>	
04-15-2020:	NOTES: This plan is intended to be a “living document”/action plan. The majority of the items and text for this plan were taken from the 2014 Strategic Plan and presented here in a reduced / simplified version.
07-15-2020:	This section incorporates into the plan 20 quarterly updates of activities and accomplishments over the 5-year period by the dates listed for each item until completion / closure.
10-15-2020:	Quarterly updates are intended to better document and to improve communication of economic development and tourism efforts.
01-15-2021:	The history of activities undertaken by staff is deemed the most effective

<i>Item</i>	<i>Description</i>
	means of communication with the public bodies to ensure continuity of operations during this transitory period.
04-15-2021:	
07-15-2021:	
10-15-2021:	
01-15-2022:	
04-15-2022:	
07-15-2022:	
10-15-2022:	
01-15-2023:	
04-15-2023:	
07-15-2023:	
10-15-2023:	
01-15-2024:	
04-15-2024:	
07-15-2024:	
10-15-2024:	
01-15-2025:	
2. Community communications <i>[2014 Passim]</i>	Expand targeted economic development promotional efforts through media relations, tours, brochures, flyers, visitations, and partner organizations. With the support / assistance of the Public Information Officer expand web presence and social media presence.
3. Coordinated economic efforts <i>[2014 Page 25]</i>	Support joint efforts between Clarke County and Town of Berryville: - Economic Development Advisory Committee (EDAC) activities - Industrial Development Authority (IDA) activities
4. Promotions, support, surveys of local businesses <i>[2014 Passim]</i>	Promotes, supports, performs surveys, as requested or apparent, of key businesses in various economic sectors, for example: - Agriculture: crops, equine, livestock, etc. - Auto restoration - Construction - Healthcare - Landscaping - Light industrial - Restaurants - Retail
5. Promote rural economic innovation <i>[2014 Page 38]</i>	Promotes rural economic innovation through efforts / activities: - Alternative energy: wind farms, solar farms, etc. - E-commerce and telework offer multiple business opportunities, from enabling professionals to work from a rural home to creating new e-commerce businesses that can link to global markets. High quality broadband infrastructure is critical. - Economic and demographic trends updates - Historic downtown, historic buildings, and/or sites - Regional food systems: growing interest in local fresh food supports this strategy, as well as the County's proximity to a large and relatively high-

<i>Item</i>	<i>Description</i>
	<p>income metropolitan population.</p> <ul style="list-style-type: none"> - Sustainable agricultural systems <p>Innovation includes a wide range of topics such as new markets for goods and services, new kinds of goods and services, new kinds of business operations and procedures, new locational opportunities for businesses, and new marketing techniques.</p>
6. Public water and sewer [2014 Pages 36, 49]	Assist efforts of businesses seeking access to public water and sewer in Waterloo Area and Double Toll Gate areas. Assist the IDA with its Waterloo Area Water and Sewer - Availability Fee Subsidy Program.
7. Resources [Pages 22, 2526, 33-34, 39, passim]	Report change in status of existing economic development resources including infrastructure, site availability and readiness, market demand, broadband / internet access, etc.
8. Tax: Transient occupancy [2014 Pages 9, 31, 48]	<p>Foster ongoing relationships with peer-to-peer, sharing economy, and/or two-sided marketplace.</p> <p>Provide support to the Commissioner of the Revenue and approving agencies, where appropriate, to ensure proper licensing, zoning, regulations, etc.</p>
9. Tourism / Economic Development regional associations [2014 Pages 19, 26-27, 30, 42, 100]	<p>Support efforts / activities:</p> <ul style="list-style-type: none"> - Appalachian Trail - Artisan Trail - LFCC Small Business Development Center - Northern Shenandoah Valley Regional Commission - People Inc. - Shenandoah Valley Tourism Partnership - Spirits Trail - Top of Virginia Regional Chamber
10. Tourism / Economic Development state associations [2014 Pages 19, 26-27, 29, 41-42]	<p>Support efforts / activities:</p> <ul style="list-style-type: none"> - Virginia Economic Developers Association [VEDA] - Virginia Economic Development Partnership [VEDP] - Virginia Department of Agriculture and Consumer Services [VDACS] - Virginia Tourism Corporation
11. Tourism strategic plan [2014 Pages 11-12, 42-44, 48]	Assist the Town in finalizing the Tourism Strategic Plan and aid implementation. The action would be a joint effort of the County and the Town of Berryville and would be done in conjunction with current efforts by the Town and through future implementation of the Tourism Strategic Plan, which is currently being prepared at the Town's initiative by the Town Planner.

Economic Development and Tourism Functions of Other Entities / Agencies

<i>Item</i>	<i>Description</i>	<i>Responsibility</i>
1. Business inventory / business license	Maintain updates to inventory of existing business through business license process. Liaise with new and existing	Commissioner of the Revenue

Item	Description	Responsibility
[2014 Pages 24 / 72]	businesses to bring them into compliance with County Code.	
2. Tax: Transient occupancy / business license [2014 Pages 9, 31, 48, 119, / 72]	Inventory / monitor participating owners / properties for overnight accommodations and notify appropriate departments / agencies to ensure proper licensing, zoning, regulations, etc.	Commissioner of the Revenue
3. Tax: Meals / Prepared food and beverage [New – Not in 2014]	<p>Examine cost/benefit of establishing a prepared food and beverage tax. Prepared Food and Beverage / Meals Tax is a tax on prepared food or beverage served by a business.</p> <p>§ 58.1-3833. County food and beverage tax. A. 1. Any county is hereby authorized to levy a tax on food and beverages sold, for human consumption, by a restaurant, as such term is defined in § 35.1-1, not to exceed four percent of the amount charged for such food and beverages. [2019: 3.5% Loudoun; 4% Augusta, Bath, Fauquier, Frederick, Page, Rockingham, Warren; Shenandoah - referendum under consideration for 2019]</p>	Board of Supervisors
4. Tax: Vacancy tax [New – not in 2014]	Investigate the levy of a vacancy tax. Vacancy tax establishes a higher property tax rate on vacant properties as a way to encourage development / property use.	Board of Supervisors, Town Council
5. Task Force [2014 – Page 32]	Establish a task force of appointed officials and staff to respond, as appropriate and requested, to prospect visits, to review incentive requests, etc.	Board of Supervisors, Berryville, Town Council
6. Broadband Access [2014 Pages 39-40, 95, 106]	<p>The Broadband Implementation Committee was formed by the Board of Supervisors to accomplish the following:</p> <ul style="list-style-type: none"> - Coordinate the efforts of the Board of Supervisors and Planning Commission to improve fast broadband internet access for county residents and businesses. - Work with industry representatives to determine how to expand fast broadband internet availability and identify obstacles to this expansion. - Work with citizens, business owners, and stakeholders to identify individual or localized broadband needs. <p>Promote the enhancement, awareness of existing fast broadband availability. High speed internet service is widespread in the Towns of Boyce and Berryville, as well as the county's public schools and government buildings (Comcast or Shentel, and including some public Wi-Fi) and fiber lines run along Rt. 7, the length of Rt. 340, and Rt. 522 in the county, and a small section of Rt. 50 (Shentel). However, currently the remainder of the county residents must rely on either wireless or satellite broadband, which</p>	Broadband Implementation Committee

<i>Item</i>	<i>Description</i>	<i>Responsibility</i>
	<p>does not always meet the legal definition of “high-speed” internet (minimum 25 Mbps speed).</p> <p>Identify how the County might be able to promote the expansion of fast broadband access and quality countywide. Fiber broadband also needs to be highly promoted in Waterloo, where Shentel has already indicated they are willing to install it for free to Waterloo businesses, located reasonably close to Rt. 340/50.</p>	
<p>7. Coordinated economic efforts [2014 Page 25, passim]</p>	<p>Coordinated economic efforts of the Berryville Area Development Authority (BADA), Berryville Planning Commission, Clarke County Planning Commission</p>	<p>Planning Directors Berryville, Clarke</p>
<p>8. Zoning and subdivision ordinances [2014 Pages 14, 23, 31, 49, 97-99]</p>	<p>Identify any regulatory and procedural provisions that have the potential to unduly restrict or encumber compatible economic development activities and suitable, realistic housing development, including review of current use lists of by-right and special uses, and the speed and complexity of the County’s and Town of Berryville’s review processes.</p>	<p>Planning Directors Berryville, Clarke</p>
<p>9. Branding strategy [2014 Page 9, 28, 30, 42, 48]</p>	<p>Develop branding strategy, with logo, style guide, etc.</p>	<p>Public Information Officer</p>
<p>10. Community communications [2014 Pages 19, 26, 115]</p>	<p>Under the guidance and direction of the Director of Economic Development, communicate with local community on economic development and tourism issues and activities, update website[s], update social media, prepare flyers, etc.</p>	<p>Public Information Officer</p>

End of document.

Director of Economic Development and Tourism

Highlights of Len Capelli’s update include:

- Third Annual Farm Tour:
 - o All participating farms indicated that the event was valuable for them.
 - o J-Bit Ranch: Several signed up for lessons.
 - o Oak Hart: Visitors, from as far away as Ashburn, made purchases and expressed interest in updates.
 - o Hunt Club Farm: At least four persons signed up to volunteer for events.
 - o Harvue Farm: Weather earlier in the morning impacted the number of visitors.
- Travel Writers – Shenandoah Valley Tourism Partnership

- On May 7, three writers visited Smithfield Farm, Veramar Vineyard, Oak Hart Farm, and Mackintosh Fruit Farm.
- Writers have written multiple articles and posted on Facebook, Instagram, Twitter and their websites and blogs about Veramar and Smithfield Farm Bed and Breakfast.
- Jenna French, committee member, chose the sites based on most attractive or available assets in Clarke.
- Local Farm to School Sales:
 - State wants at least \$22 million in sales from local farmers to schools by 2022.
 - Sodexo, contracted foodservice provider in Clarke County Public Schools, will follow up on requirements.
 - Products include produce, meat, eggs, and milk.
- Shenandoah Valley Tourism Partnership [SVTP] Event May 10 in Harrisonburg:
 - Attended by more than 200.
 - Invited members of Berryville Town Council and Board of Supervisors but none available to attend.
 - Kelsey's Cakes and Trey's Chips and Salsa were featured at the event and were a big hit.
 - Distributed presentation "What's New in the Shenandoah Valley."
 - Working with SVTP to ensure Clarke is recognized.
 - SVTP promoting the entire valley to increase the number and length of visits.
 - Expecting 2018 tourism report in August.
 - Action Videos:
 - Requested copies of action videos.
 - Features pillars: community, adventure, family, dining.
 - One wine and food video starts out at Twin Oaks Tavern Winery in Bluemont.
 - Featured in other action videos: Veramar Vineyard, Moose Apple Farm, Dinosaur Land.
 - Videos can be accessed on the SVTP website at <https://viriniasshenandoahvalley.com>.
- County-wide Food Tax:
 - Consideration of a food and beverage tax is included in the 2019 recommendations for the Economic Development Strategic Plan.
 - Conservatively, at 4% food and beverage tax, maximum allowable by State Code, the County could collect an estimated \$240,000 in tax just from three local convenience stores / food locations at one intersection in the County.

- Implementation of a food and beverage tax would require referendum.
- Virginia Economic Development Partnership [VEDP]:
 - VEDP continues to share leads on companies interested in the area.
 - Receives on average two to three leads per month.
 - Most recent contact was a processing facility needing a 100,000 square foot building within a six-month period.
- Memorandum of Understanding for 65-acre parcel in Double Tollgate: Mr. Capelli gave his position to David Ash and David Weiss.

Highlights of update by Christina Kraybill include:

- C2M: New location opens next month. Would welcome another visit from the EDAC.
- Battletown Inn Project: Moving along. Believe it will be an eatery with a bakery.

5. Next Meeting

The next meeting is scheduled for Wednesday, July 17, 2019.

6. Adjournment

Being no further business, at 1:47 pm, Chairman Milleson adjourned the meeting.

Minutes recorded and transcribed by Lora B. Walburn