

**Economic Development Authority  
of Surry County , Virginia  
Surry County Government Center, 45 School St.  
General District Courtroom  
November 7 , 2019 - 5:00 P.M.**



**CALL TO ORDER**

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**RECORD ATTENDANCE**

**A. Directors Present**

- a. Vice Chairman, Mrs. Gwendolyn Brown
- b. Secretary, Mr. Robert Chandler
- c. Chairman, Mr. Samuel W. Edwards, III
- d. Director, Mrs. Jennifer Gwaltney
- e. Director, Mrs. Joyce Henderson
- f. Director representing Bacons Castle replacement still pending
- g. Director, Tyrone Franklin

**B. Directors Absent**

**C. Recognize Special Guest**

- a. Mr. David Harrison, Director, Economic Development Office
- b. Mrs. Carol Swindell- Finance Director
- c. Pat Bernshausen-Tourism Director
- d. Anna Hanson- to discuss findings on produce farmers
- e. Welcome Mr. Franklin to the Board.

**APPROVAL OF MINUTES**

- A. September 5, 2019
- B. October 28, 2019 Special called meeting for LFH

**TREASURER'S REPORT**

- A. To report financial status as of October 31, 2019. Mrs. Carol Swindell, Finance Director

**CHAIRMAN'S REPORT**

- A. Surry County Planning Commission- Economic Development Plan Module-No update still pending from the Planning commission.
- B. Status of EDA board vacancies.

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- a. Director needed representing Bacons Castle
- b. Director needed for at large vacancy in January-replacing Sam Edwards III.

## COMMITTEES REPORTS

- A. Economic Development Office Update, **Mr. David Harrison** Director
  - 1) Farmers Market
  - 2) PGEC and SCS Broadband- Status of VATI grant
  - 3) Business Park Site Assessment – Tier update?
  - 4) Grow Virginia participation
  - 5) Local Food Hub- Surry Sub-Hub
  - 6) Others
- B. Student presentation with the Dept. of Youth and family Services
- C. Dept of Tourism: **Mrs. Pat Bernshausen**
- D. Status of hiring consultant: Consider the hiring of a Consultant with the \$40k in budget from Surry BOS- Committee: **Joyce Henderson and Bob Chandler.**
  - 1) We need input from EDA Board members, Surry County Administrator Jonathan Lynn, Assistant County Administrator Melissa Rollins, and Mr. David Harrison from the EDO on who to hire as a highly qualified consulting company to write a plan of action/strategy on how to market and attract new substantial businesses to Surry County over the next 10 yrs. This plan of action should have specific time frames for completion along with metrics to measure the success of the goals of Surry County's new Economic Development plan. An example of what a consultant can do including the name of a consultant is found in this link:  
<http://www.goochlandforbusiness.com/DocumentCenter/View/91/Goochland-County-Economic-Development-Plan-October-4-2011-PDF?bidId>

Chairman's note: I particularly like section 9.

## OLD BUSINESS

- A. LFH-Surry Sub hub research: Meeting with Farmers interested in the Local Food Hub-Sub Hub in Surry. Results of meeting on 10/28/19. EDA vote to pursue the development of a Local Food Hub in Surry County.

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- B. Annual budget update- vote on budget included. **Status update** of \$65K reimbursement from the Surry BOS for money spent from the EDA budget for SCS. Mr. Lynn or EDO
- C. Create or locate EDA processing procedures update-**Status update** including what is the Surry Board of Supervisors position on how the EDA of Surry County will work with the EDO. MOU from the Surry Board of Supervisors is attached for EDA review, discussion and vote.
- D. Comments on the Economic Growth and Diversification Plan sent to board members the week of 6/14/19. Status update: We are still waiting for the planning commission to approve the final plan along with approval from the Surry Board of Supervisors. The latest draft version is enclosed.
- E. Status of EDA Letterhead, envelopes
- F. Status of transcription software. Suggestions: temi.com or google recorder at 9to5google.com. Or do we just record and limit transcription to the judgement of the Secretary.

#### **NEW BUSINESS**

- A. Mrs. Hardy's recognition for past service as an EDA Director
- B. Surry Town Council Presentation
  - 1) Mayor Gwaltney provides Town Council's top economic development priorities for Surry, VA
- C. Discuss new meeting time of week and hour of day. Is there a need to have it before the BOS meeting?

#### **PUBLIC COMMENTS**

**Keep to 3 minutes unless Chairman authorizes**

#### **ADJOURNMENT**