

**THE ECONOMIC DEVELOPMENT
AUTHORITY OF STAFFORD COUNTY,
VIRGINIA**

REGULAR MEETING MINUTES
October 12, 2018

1. CALL TO ORDER

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on October 12, 2018, in Conference Room ABC of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia at 9:00 A.M. A quorum was present.

Members Present

Don Newlin	Vice-Chairman
Heather Hagerman	
Howard Owen	Treasurer
Skip Causey	
Jack Rowley	

Members Absent

Don Newlin	Vice-Chairman
Danielle Davis	

Also Present:

Charlie Payne	Counsel
Kelly Copley	Clerk

2. APPROVAL OF MINUTES

A. August 8, 2018

Mr. Rowley motioned for approval of the August 8, 2018 minutes. Ms. Hagerman seconded.

VOTE: 5-0 Approved

3. PUBLIC PRESENTATIONS

None

4. TREASURER'S REPORT

A. July & August 2018

Mr. Causey moved to accept the July & August treasurer reports. Mr. Rowley seconded.

VOTE: 5-0 Approved

B. FY18 Audit Services – Negotiations Update

Ms. Hagerman moved to accept the renegotiated proposal with Bishop, Farmer and Co. for the FY18 Audit Services. Mr. Rowley seconded.

VOTE: 5-0 Approved

CLOSED SESSION

Therefore, the EDA Board went into closed session in accordance with Section 2.2- 3711.A.3 and 5, et al. of the Code of Virginia 1950, as amended. No Votes were taken while in closed session. Items 4C, 7B (1), 8A and 9A were discussed in in closed session only. All Members of the EDA and Economic Development staff present at the meeting were in the closed session alone with Mr. Schattgen for item 7B (1) and Mr. Comer and Mr. Johnson for item 9A.

Mr. Causey motioned to move into closed session. Ms. Hagerman seconded

VOTE 5-0 Approved

Ms. Hagerman motioned to come out of closed session. Mr. Causey seconded.

VOTE 5-0 Approved

C. FY19 Budget Presentation – **Closed Session**

Mr. Rowley moved to accept the FY19 budget and format. Ms. Hagerman seconded.

5. CHAIRMAN'S REPORT

A. CEDC Update

Ms. Knight updated the EDA that there has been no CEDC meeting as of the EDA's last meeting. There has been an Infrastructure meeting however; she informed the EDA that a new VDOT/County road study was in progress.

The EDA requested staff obtain a copy of the presentation given to the Infrastructure Committee on the current road study.

6. SECRETARY'S REPORT

A. YES Program

Ms. Copley introduced Mr. Mason Woods to the EDA as their YES Program student for the 2018-2019 schoolyear. Mr. Woods is a Sr. at Colonial Forge HS with interest in Economics and will be attending their EDA meetings.

Discussion Followed

B. ED&T Update

Mr. Cobert the ED&T department update – see attached.

Discussion Followed

C. EDA Sponsored Programs

Mr. Cobert updated the board on their current programs they are sponsoring.

- November 14 - Veterans Business Boot Camp @ UMW Stafford Campus
- December 12 - UMW 8A (Minority / Women - Owned) Small Business Roundtable @ Stafford Airport

7. WORKING GROUP REPORTS

A. Germanna Update

Mr. Rowley updated the EDA, Ms. Gullickson, Germanna's new President, will attend the EDA's November Meeting.

Discussions Followed

B. Property Group

(1) 204 Thompson – **Closed Session**

Mr. Rowley motioned, out of closed session, to approve the FY19 spending budget, as submitted, of the 3 year plan, as revised. Each subsequent year of the 3 year plan will need approval at the beginning of each year. Ms. Hagerman Seconded.

VOTE: 5-0 Approved

(2) US Rt 1

Discussed in item 9A

8. **OLD BUSINESS**

A. Financing Incentive Application – **Closed Session**

9. **NEW BUSINESS**

A. Feasibility Study – **Closed Session**

Mr. Causey motioned, out of closed session, to approve up to \$12,000, with approval of new scope of work by Mr. Causey and Mr. Holden, for the US Rt. 1 Feasibility Study. Ms. Hagerman Seconded.

VOTE: 5-0 Approved

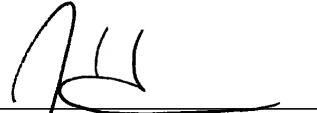
10. **ATTORNEY'S REPORT**

NONE

11. ADJOURNMENT

- A. There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 11:09 A.M. The next Regular Meeting is scheduled for Friday, November 09, 2018.

MINUTES SUBMITTED BY:



John Holden
EDA Secretary

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

EDA Meeting Agenda October 8, 2018

Economic Development & Tourism Update

Project Holiday

Stafford County was asked to provide additional information in response to this project. The potential (confidential) client is reviewing proposals from our region at this time.

Project Iris (September)

Stafford County responded to a Request for Information on a two phase project. Phase 1, is an R&D component for a business in the energy sector. Phase 1 may include up to 60 researchers and additional management. Average wages for the researchers would be \$40 per hour with management making \$65 per hour. Total investment for Phase 1 in equipment and some building fit out would be \$7.8 million.

If Phase 1 is successful, then by 2020, the company would move to assembly/production of the facility. That may result in another 300 employees making \$30/hr+ and an additive investment of \$14.7 million starting in 2020.

Other Projects in the Works

ED&T is working on three other possible projects still in the early “prospect\lead” phase. Each may benefit from EDA participation in the way of building construction, infrastructure (roadway), or cash incentive. The projects vary from new manufacturing, cyber, and tourism related business ventures. We expect to be able and perhaps bring a proposal to the EDA for initial consideration in November.

Downtown Stafford

ED&T is reaching out to property owners in the area around the County property designated as “Downtown Stafford.” Outreach is to update the owners and seek input on the county rezoning. The County will rezone the County-owned property and will accept others, if they choose, to voluntarily join the County in rezoning their property (to a zone more suitable to the intent and density of a downtown).

Economic Development Implementation Plan (I-Plan)

Since Mr. Holden’s arrival in May, ED&T has been developing and will present an Implementation Plan. This I-Plan reflects the Departments approach to and how it intends to “do” economic development. It is focused on making the most use of Stafford’s assets and tools for economic development, including the EDA. ED&T is preparing to share this for input with the Board of Supervisors and the EDA Board of Directors in a November.

Tourism

ED&T staff has been participating in a number of shows to solicit and encourage inward tourism investment in sports tourism and small meeting and conference events. ED&T will be clarifying and updating its tourism program policy with the BOS in coming month and begin work on a Tourism Plan. ED&T would like to consider “special initiatives” that may include partnership with EDA in the future (e.g., project on US Route 1).