

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

**REGULAR MEETING MINUTES**

January 11, 2018

**1. CALL TO ORDER**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on January 11, 2018, in Conference Room ABC of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia at 9:02 A.M. A quorum was present.

Members Present

Joel Griffin	Chairman (Late item 3A)
Don Newlin	Vice-Chairman
Howard Owen	Treasurer
Jack Rowley	
Heather Hagerman	(Late item 3A1)
Danielle Davis	

Members Absent

Skip Causey

Also Present:

Charlie Payne	Counsel
John Holden	Secretary
Kelly Copley	Assistant Secretary

**2. APPROVAL OF MINUTES**

A. December 12, 2018

Mr. Rowley motioned for approval of the November 9, 2018 and November 27, 2018 minutes. Mr. Owen seconded.

**VOTE:** 4-0 Approved

3. **PUBLIC PRESENTATIONS**

A. Loan Programs

- (1) REDCO – Rappahannock Economic Development Corporation
- (2) VCC – Virginia Community Capital

Mr. Stefano with REDCO and Leah Fremouw with VCC presented their small business loan programs to the EDA.

See attached

Discussion Followed

Board asked for a working group to follow-up with REDCO and VCC as well as ED&T. Heather Hagerman, Don Newlin, and Danielle Davis (EDA) will participate.

4. **TREASURER’S REPORT**

A. November 2018

Mr. Newlin moved to accept the November treasurer report. Mr. Rowley seconded.

**VOTE:** 6-0 Approved

Discussion Followed

B. FY18 Audit Services – Status Report

Mr. Owen updated the EDA that the FY18 Audit is moving forward, with plans to conclude and present at the EDA’s February meeting.

C. FY19 Budget – Update

Mr. Rowley and Mr. Owen were placed on a new Budget Working group to work with ED&T staff to formulate a budget for FY2020.

D. Finance Process – **Closed Session**

5. **CHAIRMAN'S REPORT**

None

6. **SECRETARY'S REPORT**

A. Introduction of new ED&T team member

Mr. Holden introduced Marc G. Smith to the EDA.

B. ED&T Update

See Attached memo

C. I Plan, EDA Strategic Plan and Stafford BOS Strategic Plan

Mr. Holden asked the EDA to briefly review the plans for future discussion regarding the EDA's role for projects within the County.

Discussion Followed

D. COIA

Ms. Copley reminded the EDA that their Conflict of Interest Forms are due no later than February 1, 2019.

E. Business Appreciation Reception

Mr. Griffin will work with staff regarding The 2019 EDA Business Appreciation Reception.

7. **WORKING GROUP REPORTS**

A. Germanna Update

Mr. Rowley informed the EDA that enrollment at the Stafford facility continues to grow and the Stafford Germanna facility is in need of more parking.

Discussions Followed

B. Property Group

(1) 204 Thompson

Tenant, building and marking improvement continues.  
The 204 Thompson working group is also be signing a \$250 / month contract with PBM for cleaning services of the bathrooms.

Discussion Followed

(2) US Rt 1

Contract is in place and 65 day study period continues.

Discussion Followed

(3) Other Properties to Consider – **Closed Session**

8. **OLD BUSINESS**

A. Ferry Farm – **Closed Session**

9. **NEW BUSINESS**

A. Kilroy Robotics Annual Request

Mr. Shotwell, Mr. Fredrick, Student Team Captain and Student Build Chair presented, for the 18<sup>th</sup> year, the Kilroy Robotics team request for an \$8,000 to assist with the expanding team, competitions and community engagement.

Mr. Shotwell is retiring and Mr. Fredrick will be the new mentor for Kilroy Robotics.

The EDA invited the team back at a later meeting to demonstrate their 2019 robots.

Mr. Rowley motioned to grant Kilroy Robotics \$8,000 toward there 2019 season.  
Mr. Newlin seconded.

**VOTE:** 6-0

B. Gauntlet Golf Course – **Closed Session**

## **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. Item 9B was discussed in in closed session only. All Members of the EDA and Economic Development staff present at the meeting were in the closed session.*

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

**VOTE**            6-0 Approved

Mr. Newlin motioned to come out of closed session. Mr. Rowley seconded.

**VOTE**            6-0 Approved

Mr. Griffin agreed to be a conduit for a possible \$25,000 grant to the Gauntlet Golf Course from the Board of Supervisors, to be presented at the next BOS meeting. Mr. Newlin seconded.

**VOTE:**            6-0

## **10. ATTORNEY'S REPORT**

NONE

Continued...

**11. ADJOURNMENT**

- A. There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:08 A.M. The next Regular Meeting is scheduled for Friday, February 8, 2019.

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**ED&T Update**  
**January 11, 2019**

**New Year, New Ideas~~Implementation Plan**

The start of 2019 represents a New Year and new Team within the Department. It also represents the start of my (John Holden) second six months. But I am still the New Guy. A primary focus will be on the implementation of the *Economic Development Strategy* as presented in the *I-Plan*. That includes, as will be discussed today the role and project for the EDA. It also includes more “messaging” for Stafford County as a place for business.

We will be assigning staff (Rick, Marc, myself) key areas and targeted sectors. These will not be “exclusive” but one of the three of us will be tasked with knowing a “bit more” about those sectors and targeted development areas. To remind you (as part of the *I-Plan*) those include:

- Boswell Corner (Quantico Corporate Center)~~Cyber, IT
- Downtown Stafford~~Downtown and Health (more on Stafford Hospital campus)
- Centreport~~Data Center and Advance Manufacturing
- Warrant Southern Corridor~~Data Center, commercial, Office

**Projects in the Works**

As briefed in closed session last month and again this month, there are a few projects that may need EDA participation as financing or development partner. There will be more and more of these and perhaps some the EDA brings forward as we continue to work as a comprehensive economic development team.

**Economic Development Marketing**

The Economic Development Team is preparing for a busy spring outreach, conference, and “marketing” season. Rick, Marc, and John will be attending the following events to promote Stafford as a place for new business. These include, among others:

- QTS Data Centers (national data center developer conference)
- International Council of Shopping Centers developers conference
- Select USA—international business seeking to establish locations in USA