

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

REGULAR MEETING MINUTES  
November 8, 2019

**1. CALL TO ORDER**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on November 8, 2019, in the County Chambers of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia at 9:04 A.M. A quorum was present.

Members Present

Joel Griffin	Chairman
Don Newlin	Vice Chairman
Howard Owen	Treasurer
Jack Rowley	
Heather Hagerman	

Members Absent

Danielle Davis  
Skip Causey

Also Present

Charlie Payne	Counsel
John Holden	Secretary, Director ED&T

ED&T Staff

Theodosius Zotos

Supervisor Cindy Shelton  
Kevin Harkins  
Jennifer Morgan

2. **APPROVAL OF MINUTES**

A. October 11, 2019

Mr. Newlin motioned for approval of the September, 2019 minutes.  
Mr. Rowley seconded.

**VOTE: 5-0 Approved**

3. **PUBLIC PRESENTATIONS**

None

4. **TREASURER'S REPORT**

A. As of September 30, 2019

Mr. Owen asked for update on current tenants rent payments at 204 Thompson. Mr. Holden noted that he had spoken to the Property Manager and she indicated that Olde Town Window still one-month behind. Mr. Rowley believed that they may be two months behind. Mr. Rowley said he would speak to Property Manager in coming week.

Mr. Owen noted that cash flow was tight on the financials P&L and explained it due to the payment of \$15,000 grant payment.

Mr. Owen stated that the annual audit is underway and expected it to cost more than last year and as budgeted due to increased EDA activity (grants, loans, sale of Route One property).

Mr. Newlin motioned for approval of the September 30, 2019 financials.

Mr. Rowley seconded.

**VOTE: 5-0 Approved**

B. Budget Tracking

As cash flow discussed in above report and due to full agenda, this item was passed.

5. **CHAIRMAN'S REPORT**

Mr. Griffin explained that he (and others) had attended the Fredericksburg Regional Alliance Annual Meeting. He was struck by the presentation of the group of economic development members that participated in the successful bid to secure

Amazon HQ2 and noted that they suggested that HQ2 will have positive growth impacts for Stafford, specifically in regards to population growth and attracting other tech-related companies.

## 6. **SECRETARY'S REPORT**

### A. ED&T Update

Mr. Holden provided a brief update on his 1-page summary.

- Mr. Holden noted a convergence of “cyber” and “smart city” technologies and will present a recommended series of entrepreneurial programs to continue to market the significant cyber (government contracting) business sector and growing focus on Stafford Downtown as a Smart City.
- He summarized, as well, recent and ongoing business investment projects.

### B. Event & Sponsorship Group

Mr. Holden summarized a meeting with Ms. Hagerman in regards to potential new “events” or programs for the EDA. He explained and provided a summary, as well, of potential sponsorship demands for such events.

Ms. Hagerman explained one approach to sponsorship of such events would be to seek out annual “friends” or private sponsors for all the events and programs.

Mr. Holden asked the Board to consider a new series of events (seminars) on cyber and smart city technologies. He proposed that these events be managed and organized by a group from North Carolina, called RIOT. He has met with them and hopes to bring their expertise to Stafford. This will be the subject of a grant proposal (Agenda Item 9.A).

Mr. Holden also proposed receptions, tentatively called “Beer & Business” to update commercial real estate and banking community about activities in Stafford—these would also help promote the EDA Loan Program.

Mr. Newlin noted that the proposed programs on cyber are important due to the large business sector in Stafford.

Mr. Rowley cautioned that the proposed events were a significant amount of work and suggested to start slowly.

The recommendations on events and sponsorship will be taken up at the EDA retreat in January.

### C. EDA Retreat

Mr. Holden asked the Board if January 17 would work for the retreat—a change in meeting dates, as the Potomac Winery is not available on the 10<sup>th</sup>. Ms. Hagerman would not be available that date.

Staff will seek out a location to hold the retreat on the previously scheduled date, January 10.

## 7. **WORKING GROUP REPORTS**

### A. Loan Committee

Mr. Owen reported that the Committee (himself, Mr. Causey, Mr. Holden) met along with Joe DiStefano (REDCO) and Theo Zotos. The Committee discussed need to outreach to bankers, a subject of proposed new events or receptions. The Committee also reviewed the loan underwriting procedures and process for quorum and loan approvals.

Mr. Holden outlined the Committee proposed quorum and loan approval process and recommended a change in the EDA By-Laws to reflect that recommendation. The changes were presented to the Board.

After review, Mr. Newlin motioned for approval of the proposed changes to the EDA By-Laws.

Mr. Rowley seconded.

**VOTE: 5-0 Approved**

### B. Germanna Update

Mr. Rowley noted that Janet Gullickson from Germanna is requesting to make a presentation to the EDA to update them on their financial support request to help in the build-out of their Barbara Fried Center. They expect to present an update during the next EDA meeting in December. .

### C. Property Group

(1) 204 Thompson

Mr. Rowley deferred update on interested buyers to closed session.

(2) New Property (Centreport)

Mr. Holden provided additional information (sent in advance) from the Board of Supervisors Public Hearing and explained that the BOS voted to transfer the property to the EDA. Mr. Holden noted that he shared with Counsel the deed and proffers and both agreed that by their review, all proffers had been removed.

There was some question of any additional environmental or site concerns.

Mr. Griffin reminded the Board that the County has remedied the environmental and erosion concerns and the EDA expressed intent to take the property for development.

Mr. Rowley motioned to accept the Centreport Property. Mr. Newlin seconded.

**VOTE: 5-0 Approved**

Mr. Payne asked staff to request that the County pursue deed and property transfer documentation.

**8. NEW BUSINESS**

**A. Go Virginia Grant**

Ms. Jennifer Morgan from the Greater Washington Regional Planning Commission presented to the EDA a summary of the Go Virginia Grant program. Ms. Morgan is funded by Go Virginia and employed by GWRC. During her presentation, Mr. Holden highlighted the intent to seek out funds to support a cyber and smart city technologies entrepreneurial development program.

Mr. Holden has submitted a Letter of Intent to apply for a “Enhanced Capacity Building” grant. The grant, he proposed, would support the design and implementation of a series of entrepreneurial development programs in Stafford. As staff capacity in ED&T is stretched, a portion of the grant would pay for event coordination and the organization to put on the programming.

Ms. Morgan highlighted and noted the eligibility and timeline for the grant application. The grant would be submitted in time to meet the December regional council review and, if awarded, funds would be secured by June. A delay in applying for the regional review in February may delay funding until September.

Mr. Newlin asked if Prince William County would be involved.

Ms. Morgan replied that it would be possible; however, Prince William is not located in GO VA Region 6 so it would not qualify as a “regional partner”.

Mr. Zotos noted to the EDA that he could be the liaison to the EDA and GO VA.

Mr. Holden asked the EDA for a motion to apply for the grant for an amount up to \$100,000 with matching funds, as required, from EDA (cash), County (ED&T, cash), potential private sponsors, and in-kind support. Further, that Mr. Griffin review and approve all match requirements and the grant application.

Mr. Griffin motioned to approve

Mr. Newlin seconded.

**VOTE: 5-0 Approved**

**B. EPA Brownfield Assessment Grant**

(This Agenda item was deferred and taken up after Closed Session)

Mr. Holden presented the desire to seek out and apply for US EPA Brownfield Assessment grant funds. Mr. Holden presented slides and noted that this grant, if funded, would allow the EDA to conduct Phase I and Phase II environmental assessments on selected County, EDA, or private properties (all voluntary). Providing for Phase I or II assessments may help move the property to development.

The grant funds are up to \$300,000 and require no matching funds. A qualified environmental contractor would be secured with the funds to advise and complete the assessments. Some grant funds may be used to support outreach and staff activities.

Mr. Griffin motioned to approve

Mr. Newlin seconded.

**VOTE: 5-0 Approved**

**9. OLD BUSINESS**

None

**10. CLOSED SESSION**

*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. Members of the EDA and Economic Development staff present at the meeting were in the closed session.*

Mr. Griffin motioned to move into closed session. Mr. Rowley seconded

**VOTE 5-0 Approved**

Mr. Griffin motioned to come out of closed session. Mr. Griffin seconded.

**VOTE 5-0 Approved**

Mr. Griffin noted that no votes taken.

11. **ATTORNEY'S REPORT**

NONE

12. **ADJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:05 A.M. The next Regular Meeting is scheduled for Friday, December 13, 2019. Beginning January 2020, Regular Meetings will be held in the ABC Room of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia.

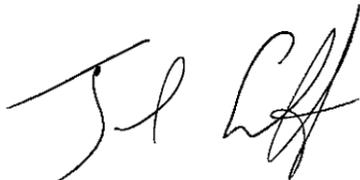
**MINUTES SUBMITTED BY:**



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John Holden  
EDA Secretary

**MINUTES APPROVED BY:**



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Joel Griffin  
EDA Chairman