

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

REGULAR MEETING MINUTES  
October 11, 2019

**1. CALL TO ORDER**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on October 11, 2019, in the County Chambers 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

Joel Griffin	Chairman
Howard Owen	Treasurer
Jack Rowley	
Danielle Davis	
Skip Causey	
Don Newlin	Vice Chairman

Members Absent

Heather Hagerman

Also Present

Charlie Payne	Counsel
John Holden	Secretary, Director ED&T

ED&T Staff

Theodosius Zotos  
Shyrah Moran

Fillmore McPherson, Stafford Planning Commission Liaison  
Paul Santay, Stafford County Public Works  
Curry Roberts, Fredericksburg Regional Alliance

2. **APPROVAL OF MINUTES**

A. September 13, 2019

Mr. Rowley noted that all Board Officers (titles) should be included in the Minutes.

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

Mr. Rowley seconded.

**VOTE: 6-0 Approved**

3. **PUBLIC PRESENTATIONS**

A. Mr. Curry Roberts, Executive Director, Fredericksburg Regional Alliance provide an update to the EDA. (see PowerPoint attached as part of these Minutes). During Q&A, Mr. Causey asked for the referenced map of proposed data center sites in the FRA Region. Mr. Griffin asked about the FRA targeted sectors and Mr. Curry noted they are manufacturing, data centers, and distribution\wholesale. Mr. Rowley expressed his wishes that FRA continue and encourage any means the FRA may assist with the expansion of Germanna Community College as it builds out at its current site and for the future site.

B. Mr. Paul Santay, Stafford County Public Works, Customer and Development Services updated the EDA on the process improvement process in Public Works, Code, and Planning. During Q&A:

- Mr. Griffin expressed his appreciation on behalf of the EDA of the effort to improve the code and permitting process. He recommended too ways to inform and educate the customers on the process for code review will help improve the process. Mr. Santay noted that some videos have been and will be produced to advise customers of the process and appreciated other suggestions to “train” the customer.
- Mr. Causey asked if the plan review office was fully staffed. Mr. Santay noted that the building code side was but that planning is still filling positions. Mr. Causey asked how many permits per year are issued. Mr. Santay did not know the answer but would get back to the EDA.
- Mr. Santay explained that PW is looking to engage a consultant for an outside review of the permit review process. He has presented this request to the Board of Supervisors and is developing an RFP and seeking input from other jurisdictions on costs—generally he is learning that it may be \$50,000 to \$100,000 depending on scope but believes there is interest by the Board to support this consultant work.
- Mr. Rowley noted that the EDA has potential buyers for 204 Thompson and that those buyers have expressed questions and concerns for various code and permit charges. Mr. Santay offered his office advice to assist to clarify those necessary permits, etc.

C. Adventure Brewing. Was on Agenda but no one present.

4. **TREASURER'S REPORT**

A. As of October 3, 2019

Mr. Causey noted that 204 Thompson was added to the Balance Sheet at its market value. However, the improvements are being added to the value and that the Balance Sheet should be adjusted to reflect either the market or cost value of the property. He recognized the property is for sale and there are offers so this may be adjusted after the sale, if there is one.

Mr. Owen noted that there is \$500,000 or so in the checking account and in general would like to keep less in that account (and more in interest bearing accounts). Mr. Holden noted there were a number of outstanding checks to be issued or payments in the near future including \$100,000 to Virginia Community Capital for the loan program, grant payments to ACE Flight Solutions, and potentially the cash support to the Broadband grant. Mr. Holden noted that the budget report was not available and that staff would update it and share with Mr. Owen before the next meeting.

Mr. Newlin motioned and Mr. Rowley second to approve the Treasurer's Report.

**VOTE: 6-0 Approved**

B. Budget Tracking  
(see above, not available)

5. **CHAIRMAN'S REPORT**

Mr. Griffin welcomed Mr. Fillmore McPherson to the meeting as the Planning Commission liaison. Mr. McPherson thanked the Board for his continued participation and noted he will ask for some of reports and some follow-up. Mr. Griffin expressed his desire that the Planning Commission express support for the hiring of a consultant to assist with the permitting process review process presented by Mr. Santay.

Mr. Griffin had no additional comments on the joint meeting with the BOS (October 1) but added that it was a positive meeting and thought progress was made on the working relationship between the BOS and EDA.

Mr. Causey expressed his appreciation of the recent joint meetings and suggested that there be joint meeting of the BOS, Planning Commission and EDA in the future.

## 6. SECRETARY'S REPORT

### A. ED&T Update

Mr. Holden noted that his monthly handout was not in the Agenda package (and will be next month). It was handed out and is attached as part of these Minutes for the record. He summarized the monthly update:

- Loan Program partners are now all under contract and there will be the first organizational Loan Committee meeting before the next Board meeting.
- Front Line (Project Soap). The incentive agreement is being signed this week by all parties, the company took possession of the property on Lendall Lane and Rick Cobert organized and attended a pre-construction meeting on site.
- ACE Flight Solutions. The grant agreement is being signed today.
- Mr. Theodosius Zotos (Theo) was introduced to the Board earlier. Mr. Holden will be making offer to prospective candidates for the Business Development Officer position in the coming week.
- Mr. Holden added that there is growing momentum and focus for Stafford as a “smart city” and he is integrating that into the growing focus in Cyber (and Information Technologies) sectors. He is calling Stafford “Cyber Center” and the Department is developing marketing messaging and events to capture this idea.

## 7. WORKING GROUP REPORTS

### A. Germanna Update

Mr. Rowley noted that 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. It is not clear that the Stafford Hospital Foundation is supporting the proposed matching request.

### B. Property Group

- (1) 204 Thompson

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

Mr. Holden updated the Board that he spoke to the Property Manager and that the car situation for tenant Gabriella is improving and that the Property Manager is making it clear that the cars need to be moved and he only has spaces as per the lease. Staff is tracking down all details on the water damage and insurance payments to close out that matter.

- (2) New Property (Centreport)

Mr. Holden provided (attached here as part of Minutes) the Consent Agenda item for the Board of Supervisors October 15 meeting—to schedule a Public Hearing to transfer the Centreport property to the EDA.

Mr. Griffin asked for status of other properties that had been reviewed. Mr. Holden noted that the Grizzle property needed additional staff review to ascertain the zoning changes needed before (or after) transfer. Mr. Holden added that there were other properties previously discussed, some of which should not have been included as (for example) some may be designated for a future park.

Mr. Causey noted that it may be wise to secure property by property and not overwhelm the BOS and public with a number of property transfers.

**8. NEW BUSINESS**

None

**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          6-0 Approved**

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

**VOTE          6-0 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, November 8, 2019.

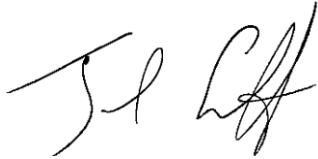
**MINUTES SUBMITTED BY:**



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John Holden  
EDA Secretary

**MINUTES APPROVED BY:**



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Joel Griffin  
EDA Chairman