

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES OF ITS REGULAR MEETING  
May 8, 2020**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on May 8, 2020, via conference call.

**1. CALL TO ORDER**

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:06 AM. A quorum was present and accounted for.

Members Present

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

Also Present

Charlie Payne	Counsel
Fillmore McPherson	Stafford Planning Commission
John Holden	Secretary, Director ED&T

ED&T Staff

Joshua Summits	Business Development Officer
Theo Zotos	Economic Development Specialist

2. **APPROVAL OF MINUTES**

Mr. Causey motioned, Mr. Owen second, that the minutes of the May 8, 2020 Regular Meeting be approved.

**VOTE: 7-0 Approved**

3. **PUBLIC PRESENTATIONS**

None

4. **TREASURER'S REPORT**

A. March 31, Financials

Mr. Owen mentioned that the EDA committed over \$450,000 in grants. He said that the financials will be more "accurate" next month, noting that there is a lag in our commitments. He suggested that the EDA consider buying a new CD to generate new revenue following the sale of 204 Thompson.

Mr. Rowley motioned to accept the Treasurer's report, second by Mr. Causey.

**VOTE: 7-0 Approved**

B. FY2021-24 Revenues & Commitments

Mr. Owen reviewed the Revenues & Commitments ("Budget") with the Board. Mr. Rowley asked for clarifications on the revenue line for the loan program. Mr. Holden said that they were project FY21 revenues (interest) from the loan program.

C. Transition to VPB for checking account & associated tools for use

Mr. Holden and Zotos explained the options for the EDA with the new Virginia Partners Bank account, including use of a scanner that will allow for check deposits to be made more efficiently. To be most efficient, Mr. Causey motioned to allow for one signature for deposits (Secretary) to be scanned and to allow for direct deposits using ACH (e.g. Montanos Trucking, Route 1 financing). Mr. Rowley seconded.

**VOTE: 7-0 Approved**

In the interest of time, as Mr. Payne had to leave the meeting early, the Chairman asked that the EDA move into closed session.

5. **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: 7-0 Approved**

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

**VOTE: 7-0 Approved**

**6. CHAIRMAN'S REPORT**

Mr. Griffin reported that there was not a cut to the Fredericksburg Regional Alliance (FRA) in the Stafford County budget. He encouraged the EDA to meet with their respective Board of Supervisor (BOS) member. He noted the importance of a joint meeting with the Board of Supervisors and a tentative meeting date in July. He explained the important role of ED&T working with EDA and the BOS. Mr. Griffin also asked Mr. Holden to send the EDA Board the list of Stafford Capital Improvement Projects (CIP).

**7. SECRETARY'S REPORT**

Mr. Holden noted that the EDA will meet next on June 12, 2020. He mentioned that the EDA's EPA FY20 Brownfields application was not approved. However, he mentioned with the Board's approval they will reapply in FY21. He noted that the GO VA grant (Cyber & Smart Tech Program) is under contract and anticipate full execution by the end of May.

**8. WORKING GROUP REPORTS**

**A. Loan Committee**

Mr. Summits mentioned that \$450,000 was provided to over 100 Stafford County businesses in response to COVID-19. He added that he is reviewing a handful of loan applications and will have an update by June's meeting.

Mr. Owen mentioned that hiring an intern, perhaps from UMW or GCC, to study the impact and result of the Grant would be useful.

Mr. Holden noted that an additional \$14,000 in funds is needed to close out the EDA COVID-19 Grant, both Round 1 and 2.

Ms. Hagerman motioned to approve and release an additional \$14,000 in funds for the EDA COVID-19 Grant, upon review of ED&T and the Loan Committee. Mr. Owen seconded.

**VOTE: 7-0 Approved**

B. Germanna Update

Mr. Rowley noted that GCC is still in talks and negotiating its expansion to the third floor of the Fried Center.

C. Property Group

(1) Centreport

Mr. Griffin motioned to grant Ms. Davis, Ms. Hagerman, Mr. Payne and Mr. Holden authority to lead future and ongoing negotiations of the Centreport property on behalf of the EDA.

**VOTE: 7-0 Approved**

9. **OLD BUSINESS**

A. PIA Between NSWCDD and Stafford EDA

Mr. Griffin summarized briefly the role Stafford EDA may have with securing new business transferring R&D from Dahlgren, under the proposed PIA. Mr. Causey moved to sign the PIA. Mr. Newlin seconded.

**VOTE: 7-0 Approved**

10. **NEW BUSINESS**

A. New properties for development—RV Parkway

Mr. Holden mentioned that RV Parkway has potential for development. He recommended it be zoned either B1 or M1. Staff will gather additional information and bring back to the EDA for consideration to ask the BOS to transfer the property to the EDA for development.

B. EDA Contract for event and meeting coordinator

Mr. Holden noted that the EDA-County position was not approved for FY21 due to budget constraints. He briefed the EDA on continued plans to hold more events around the Go Virginia entrepreneur program and perhaps “after hour” type events to continue to market Stafford for business development. After the EDA discussed contracting for event coordination staff last month, Mr. Holden and Mr. Griffin reviewed and drafted the proposed contract for services.

Mr. Rowley asked for more description and clarification of the events and role of this contracted position. He explained that he did not oppose the proposed contracted support but wanted more information.

Mr. Causey motioned to send out an RFP and pursue a contracted position outlined in the scope of work. Ms. Hagerman seconded.

**VOTE: 6-0 Approved; 1 Abstained (Rowley)**

C. EDA role in MOU for Fountain Park (Downtown Stafford)

Mr. Holden mentioned that Fountain Park is the first development of Downtown Stafford. He noted that he will follow up and share a presentation on DT Stafford. The BOS is scheduled to revisit this at its June 2 meeting and vote to hold a Public Hearing on June 16 after which action may be taken.


11. **ATTORNEY'S REPORT**

None

12. **ADIJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:00 AM.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary