

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING MINUTES**  
**September 11, 2020**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on September 11, 2020 via conference call.

**1. CALL TO ORDER**

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:02 AM. A quorum was present and accounted for.

Members Present

Joel Griffin	Chairman
Don Newlin	Vice Chairman
Howard Owe	Treasurer
Jack Rowley	
Heather Hagerman	
Danielle Davis	

ED&T/EDA Staff

John Holden	Secretary, EDA; Director, ED&T
Joshua Summits	Business Development Officer, ED&T
Theo Zotos	Economic Development Specialist, ED&T
Linzy Browne	Marketing & Events Coordinator, EDA

Also Present

Charlie Payne	Counsel
Gary Holland	Stafford NAACP
Fillmore McPherson	Stafford County Planning Commission

2. **APPROVAL OF MINUTES**

The EDA was unable to review the minutes before the meeting; therefore, all agreed to review and approve past minutes at the next Regular Meeting in October.

3. **PUBLIC PRESENTATIONS**

None

4. **TREASURER'S REPORT**

The EDA was unable to review the Financials before the meeting; therefore, all agreed to review and approve them at the next Regular Meeting in October.

Mr. Owen did have a chance to review the Financials. He mentioned that the EDA has begun the FY20 audit process with Bishop, Farmer & Co., LLP.

5. **CHAIRMAN'S REPORT**

A. Resignation of Mr. Causey

The EDA recognized the resignation of Mr. Skip Causey and thanked him for his service to the EDA and Stafford County. Mr. Holden suggested EDA Members offer recommendations to Mr. Griffin so that he may submit them to Supervisor Allen.

6. **SECRETARY'S REPORT**

A. ED&T Monthly Update

(1) Planning Commission Presentation.

Mr. Holden noted that he provided a brief summary of economic development activity to the Planning Commission. Those slides were sent to the EDA Members as FYI.

(2) Incentives.

Mr. Holden deferred comments on incentives to a future meeting.

B. Entrepreneur Program (Go VA Grant) Update

(1) September 24: Smart Infrastructure, Smart Bases, Cyber

Mr. Holden briefed the EDA on the upcoming event and encouraged participation, noting that the audience is specific to cyber and smart tech.

C. ED&T (EDA) Web Site

Ms. Browne updated the EDA on her work in organizing the September 24 meeting, the second formal meeting in the Go Virginia grant program. She also mentioned that she is working with ED&T on the EDA website restructure, which will take 3-5 months. Ms. Browne also shared that the EDA now has official brand standards and that exposure

online to the EDA website has increased substantially in the past month: +9.7% in engagement and +64% in web traffic.

## 7. **WORKING GROUP REPORTS**

### A. Loan Committee (*H Owen, H Hagerman, and J Summits*)

#### 1) CARES Act Grants Update

Mr. Holden and Mr. Summits summarized the CARES Act Grant program, to date. Mr. Owen asked the public in attendance if they had any input on the demand and need for continued CARES Act grants. Mr. Holland appreciated the EDA grant programs and noted that many people and business owners may like to learn about penalty forgiveness for 401k early withdrawals.

Mr. Holden asked the EDA to review a Memo provided by Mr. Summits recommending amending and extending the CARES Act Grant Programs. The primary changes will be to lower the impact requirement from 25% of loss in revenue between a three-month period in 2019 versus 2020 to 20%. The other change will be to allow non-W2 employees to qualify to establish the number of employees, thereby opening up more grants for home-based businesses. If these changes were made, applicants that would now be eligible and approved will be awarded grants. The Department, with these changes, will advertise and open up the application window in late September with grant awards by early October.

Mr. Holden also reviewed the Agreement between the EDA and KGI Communications. The Agreement outlined previously discussed funding via the CARES Act funds as well as a proposed increase in expenditure of \$36,000 from the EDA.

Ms. Hagerman motioned to revise the grant program as per ED&T staff recommendations and approve the KGI Agreement with the EDA (including the additional \$36,000 in funds to KGI). Mr. Newlin seconded.

**VOTE: 6-0 Approved**

#### 2) Loan Program Update

Mr. Holden mentioned that there is a total of \$1,200 in loan servicing fees charged to the EDA that were not previously expected. He mentioned that staff will work with VCC/Locus Capital to include the fees in future loans covered by the loan recipient.

### B. Germanna Update (*J Rowley*)

#### 1) Grant Agreement Review

Mr. Owen motioned to approve the Agreement with GCC. Ms. Hagerman seconded.

**VOTE: 5-0 Approved (Mr. Rowley abstained)**

### C. Property Group (*H Hagerman, J Rowley,*)

#### 1) 205 Centreport (*H Hagerman, D Davis, C Payne, and J Holden*)

Mr. Holden shared the VDOT offer with the EDA. Mr. Payne explained the offer and emphasized that it aligned with the County's assessment. Mr. Hagerman moved to accept VDOT's offer on the Centreport property. Mr. Newlin seconded.

**VOTE: 6-0 Approved**

2) RV Parkway

**8. OLD BUSINESS**

A. Adventure Brewing Grant Status

Mr. Holden shared with the EDA a memo outlining the timeline of Adventure Brewing's grant and permit process. He also shared supporting documents outlining communication with Stafford County Permits, ED&T and Adventure Brewing. He noted that Adventure has not met the conditions for their third (3) grant payment.

Ms. Davis mentioned that she wants to see a Code Review report.

Mr. Owen and Mr. Griffin noted that there has been no progress made. Mr. Rowley recommended that the EDA invite Adventure Brewing to their next meeting in October to present and explain why they haven't met their conditions outlined in their agreement. Mr. Holden replied and said that he will reach out to Adventure Brewing and ask them to join the EDA at their October meeting.

**9. NEW BUSINESS**

A. Brownfield grant

Mr. Holden and Mr. Zotos shared the EPA FY21 Brownfields Assessment Grant guidelines and asked for the EDA's recommendation to apply. Ms. Hagerman motioned to apply for an EPA FY21 Community Assessment Grant. Mr. Rowley seconded.

B. KGI CARES Act Broadband Grant

The EDA reviewed their Agreement with KGI and confirmed their vote on it (recorded under Section 7A).

C. Broadband Expansion in County (information only)

Mr. Griffin mentioned that all trends are indicating an increase, and perhaps permanent, pivot to teleworking. He mentioned that broadband expansion in Stafford County is necessary to meet the challenges posed by COVID-19.

Mr. Owen noted that more people are able to live in Stafford and maintain their jobs by teleworking. Ms. Davis agreed and noted that a residual benefit of this is increased talent and workforce in the area.

Mr. Holden shared that Stafford County has been approached by private partners to expand broadband in the County. He noted that he will ask them to present to the EDA at their October meeting.

D. Second infusion of CARES Act Funds

(1) Covid & Tech Biz Programs

- Additional RIoT Programming
- EDA & EDT to market for registrants

Mr. Holden shared with the EDA the proposed programs under the second phase of funds transferred to the EDA from the Stafford County CARES Act allocation.

Mr. Griffin motioned to approve the programs outlined under the Second Infusion of CARES Act Funds. Ms. Hagerman seconded.

**VOTE: 6-0 Approved**

(2) Marketing Stafford Business

Mr. Holden shared with the EDA plans for the EDT to market Stafford business as "safe." This will be a marketing program using CARES Act Funds but under the Department.

E. US Economic Development Administration Grant

Mr. Holden briefly noted that EDA\EDT is exploring a grant from the US EDA to fund expansion and extension of our entrepreneurial programs. This is also "unique" CARES Act funds available to Stafford that normally would not be available. He expects to bring back to the EDA information for a grant application by or at the October meeting.

**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. Ms. Davis seconded

**VOTE: 6-0 Approved**

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

**VOTE: 6-0 Approved**

**11. ATTORNEY'S REPORT**

NONE

**12. ADIOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 10:50 AM. The next Regular Meeting is scheduled for October 9, 2020.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary