

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
November 13, 2020**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on November 13, 2020 via conference (Zoom) call.

**1. CALL TO ORDER**

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:04 AM. A quorum was present and accounted for.

Members Present

Joel Griffin	Chairman
Don Newlin	Vice Chairman
Howard Owen	Treasurer
Danielle Davis	
Heather Hagerman	
Jack Rowley	
Marlon Wilson	

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
Linzzy Browne	Marketing & Events Coordinator, EDA

Also Present

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

**2. APPROVAL OF MINUTES**

A. October 9, 2020 Regular Meeting Minutes

Mr. Newlin moved to approve the October Regular Meeting Minutes. Ms. Davis seconded.

**VOTE: 7-0 Approved**

**3. PUBLIC PRESENTATIONS**

A. Mr. Vernon Green—Public-Private Partnership for Broadband Expansion

Mr. Green gave a presentation on leveraging public-private partnerships (PPP) to increase broadband access and overall connectivity in Stafford County.

Mr. Griffin mentioned that during the 2020 Annual Fredericksburg Regional Alliance (FRA) Meeting he learned about becoming “Google Certified”. Mr. Holden responded and said that ED&T would look into it.

Mr. Cannon provided a brief update on the County’s Telecommunication Plan and a proposed comprehensive study.

Mr. Griffin shared that the EDA is open to partnerships and that collaboration with private industry is important to achieve results. He asked Mr. Cannon if the study could be conducted soon. Mr. Cannon assured Mr. Griffin that broadband is a priority and can certainly be reviewed early in the study period.

Mr. Holden proposed that the EDA, with ED&T support, meet with Mr. Green and develop a working group focused on broadband. Mr. Wilson volunteered to represent the EDA.

**4. TREASURER’S REPORT**

A. Current Financials

Mr. Owen introduced Shelley Kasten, the EDA Finance Contractor, to the EDA. The EDA thanks Ms. Kasten for stepping in and assisting with the EDA’s finances.

Mr. Owen reviewed the Current Financials and pointed out recent activity, specifically the Business Recover Grant payments.

Mr. Rowley motioned to accept the Current Financials. Mr. Newlin seconded.

**VOTE: 7-0 Approved**

B. Budget Planning

Mr. Holden and Mr. Owen shared that they will be working on the EDA budget with Ms. Kasten over the next few weeks. Mr. Holden briefly reviewed the budget planning worksheet.

**5. CHAIRMAN’S REPORT**

Mr. Griffin shared that he attended the 2020 Annual FRA Meeting. He emphasized the importance of marketing Stafford’s existing resources and “selling” the County to site consultants. Ms. Hagerman seconded Mr. Griffin’s point on creating jobs, and emphasized high-paying jobs with benefits.

**6. SECRETARY’S REPORT**

A. ED&T Monthly Update

(1) Centreport Projects

(2) Economic Infrastructure Fund

Mr. Holden shared recent success of marketing efforts paying off in Centreport. He noted that there are several proposed projects in Centreport totaling \$2.18M+ in assessed value to the County. He presented an idea for a Economic Infrastructure Fund using Tax Increment Financing (TIF) or another mechanism to capture anticipated future (new) tax revenue and dedicate those to public infrastructure in the Centreport Area. and a proposed Economic Infrastructure Fund. He asked the EDA to consider hiring a consultant to research and study opportunities in Centreport for Stafford County.

Mr. Griffin asked Mr. Holden if the EDA has been added back to the Board of Supervisors (BOS) budget. Mr. Holden said that is not being contemplated in this budget.

Mr. Rowley expressed concern over hiring a consultant.

Mr. Wilson shared that hiring a consultant is necessary to ensure a comprehensive study and mentioned that the contract could be structured in phases.

Ms. Hagerman and Ms. Davis agreed with Mr. Wilson and emphasized the importance of hiring an expert.

Mr. Holden suggested he bring this item back to the EDA in December for consideration.

#### B. Economic Development Marketing

Ms. Browne shared with the EDA an update on current programs and upcoming events, a draft of their new webpage, which showcased a timeline of accomplishments, financial support and entrepreneurial programs, and board member about sections. Ms. Browne also shared a completed EDA Brand Guidelines and sample of promotional brand pieces.

She asked EDA Members to be prepared for an email questionnaire so that she can plan and begin to build a page on the EDA Members and its history.

### 7. **WORKING GROUP REPORTS**

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

##### 1) CARES Act Grants Update

- Safe, Stay and Sleep
- Critical Tourism Assets Grants

Mr. Holden and Mr. Summits reviewed each application for the Critical Tourism Asset Grants.

Mr. Griffin and Mr. Owen requested that ED&T send each application for review and that the EDA meeting next Monday, November, 11, 2020, to decide on awards. Mr. Newlin agreed and emphasized the importance of the tourism industry during COVID-19.

Mr. Holden concurred and noted that an agenda will be put online and a meeting invite will be sent.

##### 2) Loan Program Update

Mr. Holden shared that Supervisor Allen wants to support the EDA Loan Program. He noted that Supervisor Allen will present to the BOS on expanding the program, including perhaps her recommendation that County further capitalize the loan fund. She also suggested that micro-loans be available for up to \$50,000.

Mr. Owen shared his support of Supervisor Allen’s intentions and noted that there needs to be continued support, especially financial, as COVID-19 persists.

Mr. Holden noted that he will report on the EDA’s support for expanding the loan program and Mr. Summit will follow up and setup a Loan Review Committee meeting to consider new loan guidelines.

B. Germanna Update (*J Rowley*)

1) Grant Agreement Review

Mr. Rowley shared the Germanna raised over \$500,000 for their annual Give Day. He also noted that Germanna will be primarily online for the Spring semester and will continue to do so until further notice.

Mr. Holden shared that he is working on connecting a local company to Germanna to support their cyber technology programs and development efforts.

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

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

Mr. Holden shared that the he working with VDOT and the buyer to ensure a timely closing. He shared that he expects closing to occur before the December EDA meeting.

2) RV Parkway (J Holden, J Summits and T Zotos)

Mr. Holden shared that the Phase II Environmental Study is underway on the property.

**8. OLD BUSINESS**

A. County CARES Act Broadband Projects

1) AER Wireless

Mr. Cannon shared that Aer Wireless faces many challenges. He shared that to date no homes have been turned on partially due to easement issues.

2) KGI

Mr. Cannon shared that KGI is on track for their CARES Act grant and will be receiving additional funds from the Virginia Fast Track Broadband Grant.

**9. NEW BUSINESS**

A. County-EDA Staffing Agreement

Mr. Holden noted he would like to revisit this for Fiscal Year 2022, but deferred to December meeting.

B. County-EDA Rapid Broadband Expansion Grant & Contract

Mr. Newlin motioned to approve the contract between the EDA and KGI. Mr. Owen seconded.

**VOTE: 7-0 Approved**

C. Symetra Tour Event

Mr. Holden asked to review a memo he prepared detailing an opportunity to sponsor the Symetra Tour. He noted that more details to come and that we will revisit in December.

Mr. Owen offered to work with Mr. Holden to determine the feasibility of a sponsorship.

D. EDA File Storage

This was deferred to December 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: 7-0 Approved**

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

**VOTE: 7-0 Approved**

**11. ATTORNEY'S REPORT**

NONE

**12. ADIJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:33 AM. The next Regular Meeting is scheduled for December 11, 2020. The EDA will hold a Special Meeting on November 13, 2020 at 5:00PM.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary