

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

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

1. CALL TO ORDER

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:05 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
Tammy Guseman	Administrative Specialist, ED&T
Linzzy Browne	Marketing & Events Coordinator, EDA

Also Present

Charlie Payne	Counsel
Fillmore McPherson	Stafford County Planning Commission
Michael Cannon	CTO, Stafford County
Ariane Cooper	Strategic Plan Project Manager, Stafford County
Eugenia Sozzi	Enjoy Stafford

Mr. Griffin started the meeting by introducing Tammy Guseman, the new Administrative Specialist for Economic Development & Tourism, to the EDA. Ms. Guseman thanked the EDA for having her and said that she was eager to get involved.

The Chairman noted that he had to leave by 10:00 AM and asked the Board’s permission to rearrange the Agenda to move Item 9 first, then go into Closed Session and then act on any such items before he departed. The Agenda was amended. These minutes reflect that order.

2. **NEW BUSINESS (was scheduled as item 9)**

A. County-EDA Staffing Agreement Revisited for FY2022

Mr. Holden explained that this Agreement was approved for FY2021 and the Board had included a new position in its budget for FY2021 but after the outbreak of Covid-19, the County budget was restructured and included no new positions. The EDA subsequently contracted with Ms. Browne to meet its grant obligation for the Go Virginia project and other marketing needs. Mr. Holden asked that the EDA revisit and vote on a revised Staffing Agreement for FY2022 (as attached).

B. Symetra Tour Event

Mr. Holden shared a package of information on the LPGA Symetra Tour. He noted that there is an opportunity for Stafford County to host the 2022 tournament, at the Gauntlet golf course. The Symetra tour approached the Gauntlet for this opportunity and has met with the management company of the course and is interested in Stafford hosting an event.

Mr. Owen joined Mr. Holden, Lisa Logan (Stafford Tourism) on a call with Symetra and the Gauntlet. Mr. Owen shared with the EDA some reservation on putting in a bid to host the tournament. He noted that there may be obstacles to overcome in order to be the host (e.g. parking, hotels, etc.). However, he shared that he tournament would give major publicity to the County and drive economic activity to the region. He would like to continue to explore this opportunity with staff. There may be opportunity for the EDA to support improvements at this county-owned property (managed by third party) and attract significant marketing opportunity for the EDA, perhaps including raising funds as the host of the Pro-Am at the event. Mr. Griffin asked Mr. Holden and Mr. Owen to follow up with the Symetra and continue exploring the opportunity with Mr. Owen.

C. EDA File Storage

Mr. Holden noted that there are physical files in the EDT office and storage that belong to the EDA that will need to be digitized and filed. Staff will follow up in January with more details.

D. EDA 2021 Meeting Schedule

A proposed list of Regular Meetings for calendar 2021 was presented. Mr. Owen asked Mr. Holden if the EDA meetings will be in person or not. Mr. Holden responded and said that all 2021 meetings will be held virtually until further notice. Mr. Rowley emphasized meeting virtually as he will not be able to meet in person. Mr. Holden noted a typo in the schedule and emphasized as of now all meetings will be via Zoom.

Mr. Griffin motioned to accept the EDA 2021-22 Meeting Schedule, with corrections. Mr. Rowley seconded.

VOTE: 7-0 Approved

E. Project Mover Agreement

Mr. Griffin motioned to accept the Project Mover Incentive Agreement. Ms. Hagerman seconded.

VOTE: 7-0 Approved

3. **CLOSED SESSION (was scheduled as item 10)**

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

Outside of Closed Session

Mr. Newlin motioned to approve the FY2022 ED&T-EDA Staffing Agreement. Ms. Hagerman seconded.

VOTE: 7-0 Approved

Mr. Griffin noted some other public members and Mr. McPherson were at the meeting and invited their input as part of Public Comment.

4. **PUBLIC PRESENTATIONS**

Ms. Eugenia Suzzi was in the meeting and introduced herself. She represents a new group called Enjoy Stafford and has been discussing some new ideas for events and programs with Mr. Holden and Parks and Recreation. She looks forward to sharing those ideas with the EDA in more detail in the future.

Mr. McPherson, the appointee and liaison with the Stafford Planning Commission asked the EDA keep him updated on their thoughts on the Downtown Stafford development. He asked if the EDA would like to “weigh in” on Downtown Stafford. He shared that the Planning Commission will be reviewing several proposals and he would like to keep the EDA updated, and vice versa.

Mr. Griffin left the meeting and Mr. Newlin took over as Chairman for the balance of the meeting.

5. **APPROVAL OF MINUTES**

- A. November 13, 2020 Regular Meeting Minutes
- B. November 16, 2020 Special Meeting Minutes

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

VOTE: 6-0 Approved

6. **TREASURER'S REPORT**

- A. Current Financials

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

VOTE: 6-0 Approved

- B. Budget Planning

7. **CHAIRMAN'S REPORT**

None

8. **SECRETARY'S REPORT**

- A. ED&T Monthly Update
 - (1) Centreport Projects
 - (2) Economic Infrastructure Fund

Mr. Holden shared a presentation on his proposal for a "Economic Infrastructure Fund" (EIF) in Stafford County, particularly in the Centreport area. He reminded the EDA of this presentation he gave last month. He asked the EDA to consider seeking a consultant to do research on a potential EIF and recommendations on moving forward.

H. Owen asked and J Rowley added concern if the Board of Supervisors were aware or in support of this project. Mr. Holden noted that with a Community Economic Development Committee, he has not had time to get on the Board's agenda with such program ideas and was using the EDA as a "sounding board" for such. Mr. Wilson reiterated that a contract could be structured in phases to assure the consultant did not get "too far ahead" of the EDA or Board's input. Other EDA Members noted concern on how to proceed.

Mr. Holden thanked the EDA and noted that he was hoping to share the costs with the EDA (between the Department and EDA). But he would proceed with a contract under his authority and under County procurement.

- B. Economic Development Marketing (*L Browne*)

(at close of meeting) Ms. Browne briefly update the EDA webpage and plans for upcoming entrepreneurial development programs and reminded Members to contact her so that she can finalize the "about us" portion of the EDA website.

9. **COMMITTEE AND WORKING GROUP REPORTS**

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

1) Loan Program Update

Mr. Holden noted that the Loan Committee met to discuss changes to the Loan Programs, partly as an annual review but also as per Supervisor Allen's request to explore ways to finance more small business. Mr. Owen noted the importance of trying to expand the financing programs.

Mr. Summits shared in general some of the ways to expand the programs including increasing lending limits for micro-loans, renaming the "gap" program to improve marketing, and consideration of other loan programs.

Mr. Owen noted that paired with the EDA's entrepreneurial development programs he could envision more opportunity to finance startups and small business. He explained that he took part in the RIoT CARES Act funded programs and found them very good.

Mr. Wilson noted Supervisor Allen's interest in financing and supporting more small business and thanked the Committee for their work.

Staff will bring back to the EDA recommended changes to the Loan Programs in January.

B. Germanna Update (*J Rowley*)

Mr. Rowley reported on continued online enrollment and likelihood of most of balance of 2021 to be "online" at Germanna.

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

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

Mr. Holden shared that the EDA expects or hopes to close on the sale by December 31, 2020 with Mr. Milde but that we are awaiting execution of documents from VDOT.

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

Mr. Holden shared that the Phase II Environmental Study came in Thursday, December 10, and that ED&T has not had time to read the report entirely. However, Mr. Holden noted that there is evidence of contamination on the property and he will have more to report in January 2021.

C. Broadband Expansion—Update (*J Holden, M Wilson*)

Mr. Wilson shared an update on broadband expansion in the County. He noted that he and Mr. Holden met with Mr. Vernon Green and others. Mr. Wilson prepared (for the working group) a mission statement that will be finalized before the next EDA meeting. He explained that they are looking to identify a "proof of concept" or "pilot" project. The group will be meeting regularly starting in January.

D. Riverside Center (*J Holden, H Hagerman and D Davis*)

The EDA decided to create a working group to focus on The Riverside Center for the Performing Arts and their needs during the COVID-19 pandemic. Ms. Hagerman and Ms. Davis volunteered to lead the working group with Mr. Holden.

10. OLD BUSINESS

E. County CARES Act Broadband Projects

(1) AER Wireless

Mr. Mike Cannon shared that, to date, AER Wireless has not activated a home in Stafford County. He, along with Mr. Holden, reviewed a memo that outlined details on their progress thus far. Mr. Cannon and Mr. Holden noted concern that AER would meet their contractual commitments.

Mr. Holden emphasized the importance of closing out each contract with Aer Wireless and KGI by December 31st due to CARES Act guidelines.

(2) KGI Wireless

Mr. Cannon provided an update to the EDA on KGI Wireless' CARES Act-funded project. He, along with Mr. Holden, reviewed a memo that outlined details on their progress thus far. Mr. Cannon reported that he is confident KGI will meet their contractual requirements.

Mr. Rowley asked if the service provided is comparable to fiber. Mr. Cannon responded and said that although it is not fiber it is, however, top-of-the line connectivity. Ms. Hagerman emphasized Mr. Cannon's statement and said that she lives in an area that has received connection from KGI and that she is pleased with the results.

F. Fast Track Grant Project Update (KGI)

Mr. Cannon provided an update to the EDA on KGI Fast Track Grant-funded project. He, along with Mr. Holden, reviewed a memo that outlined details on their progress thus far. Mr. Cannon reported that he is confident KGI will meet their contractual requirements.

Mr. Newlin motioned to allow Mr. Holden and Mr. Cannon to review the EDA's contracts with KGI and AER Wireless and close them out, with EDA Counsel review, by December 31, 2020. Mr. Owen seconded.

VOTE: 7-0 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 January 8, 2021.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary