

STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
January 8, 2021

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on January 8, 2021 via conference (Zoom) call.

1. CALL TO ORDER

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:05 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
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**

A. December 11, 2020 Regular Meeting Minutes

Mr. Rowley motioned to approve the December Regular Meeting Minutes. Ms. Hagerman seconded.

VOTE: 7-0 Approved

3. **PUBLIC PRESENTATIONS**

NONE

4. **TREASURER'S REPORT**

A. Current Financials

Mr. Owen asked Joshua Summits if there are any loans given out by the EDA that are delinquent. Mr. Summits responded that there are no delinquent loans.

Mr. Owen asked ED&T if there was an update on the FY20 EDA audit. Mr. Zotos responded and said that he is working with Laurel Wood at Bishop, Farmer & Co. on the audit currently and that he expects to have it completed and presented to the EDA by the February meeting.

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

VOTE: 7-0 Approved

B. Budget Planning

Mr. Rowley asked for a review the EDA's long-term liabilities and commitments. He also asked for an update on the Centreport property. Mr. Owen responded and said that he and Mr. Holden are working with Ms. Kasten on a budget that will be transferred to QuickBooks and more directly connected to the financials. Mr. Owen also noted that the EDA expects to close on Centreport within the next month.

5. **CHAIRMAN'S REPORT**

Mr. Griffin commended ED&T/EDA staff for their continued hard work in 2020. Despite the challenges presented by COVID-19, ED&T and EDA worked to provide support to local businesses and attracted significant investment to Stafford County.

6. **SECRETARY'S REPORT**

A. ED&T Monthly Update

Mr. Holden reminded members to complete the Statement of Economic Interest (SOEI) forms sent out by Wendy Mallow. He noted that these are required and that Ms. Guseman will follow up with each of their 2020 forms as reference.

Mr. Holden shared the possibility of a joint EDA-BOS meeting in February. However, he cautioned that this may not happen due to limitations of larger meetings due to Covid and upcoming Board schedule for budget.

B. Symetra Event

Mr. Holden mentioned that he is still working with Mr. Owen and the Gauntlet Golf Course for this potential professional sports event in Stafford. Mr. Owen noted that the event would be a significant tourism investment and would bring additional tax revenue and much more important, significant brand awareness to Stafford County. Mr. Holden will bring back to EDA in February recommendation for EDA sponsorship along with ED&T as “seed sponsor” and ask for EDA help to secure major “purse” sponsor.

C. Report on CARES Act and Fast Track Broadband Projects (KGI, AER)

Mr. Holden shared that KGI has met their goals for both the CARES Act and Fast Track Broadband grants. Both their CARES Act and Fast Track Contracts are thus satisfied and final payments will be issued.

Mr. Holden shared that AER Wireless is not meeting their contract obligations. He noted that this is a breach of contract with the EDA. Mr. Payne explained that he will draft and EDA will send a “Notice of Cure” as per the Contract. The EDA will provide AER 14 days to remedy the breach. Mr. Holden also shared that because the funds to support the project with AER Wireless were CARES Act-funded that the EDA will need to report back to Stafford County as soon as possible as the County is responsible for reallocating and reporting back to the US Treasury.

D. Stafford Cares

Mr. Holden shared that ED&T is working with Stafford County and the Virginia Department of Housing and Community Development (DHCD) on Stafford Cares. He noted that they are now under contract for the project.

E. Economic Development Marketing

Ms. Browne shared that she is working on the EDA’s 2020 Annual Report.

Ms. Browne shared the tentative upcoming events calendar for 2021 including Veterans Business Bootcamp, Go VA Grant featuring Fredericksburg, and Diversity and Inclusion programming.

Ms Browne also shared the continued efforts for the EDA website update and the creation of a 2020 EDA annual review.

7. WORKING GROUP REPORTS

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

1) Loan Program Update & Proposed Changes to Credit Policy

Mr. Summits shared that the EDA Loan Committee met to review the Loan Program guidelines and potential changes to requirements. Mr. Summits proceeded to review the changes to both the Micro-Loan and Business Growth Fund, renamed from Gap Financing Program.

Mr. Rowley asked Mr. Summits if a \$500,000 maximum of the Business Growth Fund is necessary and noted that it may be too high. Mr. Summits responded and said that there is

no reason for the EDA to limit their selves and that all loans are underwritten and reviewed by the Loan Committee. Mr. Owen concurred and noted that it would be best to set up wide “guardrails”. Mr. Rowley suggested a slightly lower limit.

Mr. Rowley suggested a \$200,000 limit for the Business Growth Fund and to add verbiage stating, “The EDA will review may proposal above \$200,000 on a case-by-case basis.”

Mr. Rowley motioned to accept the proposed changes with the noted changes to the EDA Loan Program. Ms. Hagerman seconded.

VOTE: 7-0 Approved

B. Germanna Update (*J Rowley*)

Mr. Rowley shared that Germanna is preparing for the Spring semester, which will be held virtually. Mr. Holden shared that he intends to work with GCC on entrepreneurial programs, particularly related to cyber.

Mr. McPherson shared that his wife works at GCC and is the Chair of the Cybersecurity department. He offered to make an introduction. Mr. Holden thanked Mr. McPherson and said that he would follow up after the EDA meeting.

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.

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

Mr. Holden shared that the Phase II Environmental Study is completed and the First Line is still interested in the property.

A. Broadband Expansion (*J Holden, M Wilson*)

Mr. Wilson shared that he has not meet with the other partners yet to discuss broadband improvements in Stafford County. He said that he is still doing research and expects to have an update in February.

8. OLD BUSINESS

A. First Line Incentive

1) Report on Status—EDA Funds Permitting

Mr. Holden noted that the EDA, per their incentive agreement, will reimburse First Line of their permitting costs. He reminded the EDA that this will be up to \$25,000 and there may still be additional zoning changes (and fees). The EDA will be repaid over the course of the 5-year incentive by tax payments made by First Line.

9. NEW BUSINESS

A. Downtown Stafford

(1) Status and Update

(2) EDA Position on UD5 Zoning

Mr. Holden shared a memo to the EDA detailing the Downtown Stafford project and the UD5 Zoning. He also noted that he was finalizing an economic impact assessment of the proposed UD5 zoning to be provided to the Planning Commission. He asked Mr. McPherson from the Stafford County Planning Commission to speak on the Commission's approach and position to the project. Mr. McPherson expressed some concern on the Commission about the development of too much residential development.

Mr. Griffin expressed his support for Downtown Stafford and noted that the development is long overdue. He suggested that the EDA work with a consultant and help coordinate the overall effort. Mr. McPherson agreed with Mr. Griffin and emphasized that Downtown Stafford needs to be a mixed-use development.

Mr. Holden encouraged the EDA to attend the Planning Commissions working session on Downtown Stafford and work directly with each of their representatives.

B. EDA File Storage

The EDA is currently soliciting bids to perform the file management services requested. An update will be presented in February.

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. ADJOURNMENT

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 February 12, 2020.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary