

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
May 14, 2021**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on May 14, 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 9:04 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 |
| Tammy Guseman | Administrative Assistant, ED&T |
| Josh Summits | Business Development Officer, ED&T |
| Linzy Browne | Marketing & Events Coordinator, EDA |

Also Present

| | |
|--------------------|-------------------------------------|
| Charlie Payne | Counsel |
| Fillmore McPherson | Stafford County Planning Commission |

2. APPROVAL OF MINUTES

A. April 9, 2021 Regular Meeting Minutes

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

VOTE: 7-0 Approved

3. PUBLIC PRESENTATIONS

None

4. TREASURER'S REPORT

A. Current Financials

Mr. Owen shared that the EDA CDs are earning three percent interest. He stated that the fiscal year ends June 30, 2021, and that next month there will be a new budget. Mr. Holden shared that he is working with Shelley Kasten of Not Just Numbers to use Quick Books for the budget, so that it will be integrated with all financials

Mr. Owen reported that the Chamber of Commerce sent a representative to ask him what the EDA is doing to help local businesses that are still struggling due to being hit hard during 2020. Mr. Owen stated that he would like the EDA to host several events to help them as they recover.

Mr. Holden added that the County (Board of Supervisors) will be reviewing staff recommendations on how to dedicate its American Recovery Plan Act funds. A portion of those will likely include marketing or other direct business support (similar to CARES Act) but these funds are more flexible in their use.

Howard encouraged the EDA to think about "events" as we all get out of Covid-19 restrictions, safely.

Mr. Wilson added that it is important to remember all the EDA did do and intends to do. The EDA funded Veteran and other small business seminars, the Virginia Black Business Directory, and all the grants.

B. Budget Planning

Mr. Holden explained that the budget planning worksheet was not updated, in part, as he works with Shelley to prepare it for Quick Books.

Mr. Rowley moved to accept the Treasurer's Report. Mr. Newlin seconded.

VOTE: 7-0 Approved

5. CHAIRMAN'S REPORT

- A. Mr. Griffin noted that there is an on-going business community initiative to support and revitalize the STEM program and make it cohesive within the schools. Once a charter is formed, Mr. Griffin will bring this subject back to the EDA to get involved.
- B. Mr. Griffin stated that there is a need for additional skiff space and he is working with Mr. Holden to try to help some local businesses expand some of their skiff capabilities.
- C. Mr. Griffin reported that he had two meetings last week with both Germanna and Dahlgren. The meeting with Germanna focused on expanding their cyber security footprint in Stafford County, hopefully utilizing some of the Smart City Space and partnering with the Downtown Stafford initiative. The meeting with Dahlgren focused on ways to create more relationships so that the intellectual properties coming out of the RD projects turn into businesses for Stafford County to capitalize on.

6. SECRETARY'S REPORT

A. ED&T Monthly Update

Mr. Holden stated that the week of May 17, ED&T are purchasing the meal cards for the Stafford Cares program from the restaurants, with the hope that by June 30 the recipients will be notified. Mr. Holden noted that come July 1, the ABC Conference Room will be available again for the EDA monthly meetings and suggested that for the month of June the EDA meeting be held at the Potomac Point Winery with lunch to follow. All EDA members were in favor of this. Mr. Holden reminded EDA members that an MOU was signed last year with Finance, but now EDA is using Not Just Numbers/Shelley Kasten.

Mr. Holden recommended that the MOU be cancelled.

Mr. Owen moved to accept the Treasurer's Report. Mr. Newlin seconded.

VOTE: 7-0 Approved

B. Go Virginia Grant

Mr. Holden noted that the Go VA grant for the continuation of the entrepreneurial programs has been submitted to and approved by the Regional Council and is now awaiting State approval. Mr. Holden shared that EDA will have the opportunity to expand RiOT's programs in Virginia, out of Stafford and from the Smart City Testbed.

Mr. Holden reminded the EDA of the May 25th event for the virtual entrepreneurial program which RiOT is hosting for EDA. As RiOT prepares to launch their accelerator program in Stafford, they are requesting input on support-type businesses they can engage to be a part of this. Mr. Holden suggested the EDA members contact himself or Linzy with names of businesses that could be part of this program.

Ms. Browne shared that Project Next is the final event of the first Go Virginia grant with RiOT and several other partners in the region. There are currently thirty-four people registered and \$1,000 has been spent on marketing/targeted advertising. Ms. Browne mentioned other events on the horizon: Veterans Business Bootcamp II, possibly hosting a Charity Golf Tournament/Bar, and partnering with UMW Continuing Professional Studies to host a Diversity Series.

7. WORKING GROUP REPORTS

A. Loan Committee (*H Owen, D Davis, J Summits*)

Mr. Summits stated that he has three applications (Ace Flight Solutions, an auto hauler, and a hotel group) at present under various stages of review or underwriting. One is active (Ace) and two he is waiting on additional documents for, but the hope is to have the active one to the Loan Committee by end of May.

B. Germanna Group (*J Rowley*)

Mr. Rowley noted that Germanna is struggling with expansion. Germanna would like to expand the nursing and cyber security programs. Mr. Rowley stated that Germanna is looking at collaborating with UMW to use their facility on Route 17.

- C. Property Group (*H Hagerman, J Rowley*)
Mr. Holden shared that the Property Group will share some items in closed session.
- D. Broadband Expansion (*J Holden, M Wilson*)
Mr. Wilson noted that the group did have a planning session and are working on the Broadband Summit with a projected timeline of a few months. Mr. Holden shared that the new federal money's major use is broadband expansion.

8. **OLD BUSINESS**

- A. Board of Supervisors Strategic Plan and UD5 Zoning Updates
Mr. Holden shared that this will be brought to the Board again on Tuesday, May 18, focusing on:
 - Comprehensive Plan Change
 - Zoning Code Change
 - Rezoning of the JPI and County-owned properties

Mr. McPherson stated his opinion that this initiative will be approved. Mr. Griffin shared that the EDA letter he drew up mentions the JPI projects without endorsing them, CIT and the Testbed and lends itself to rezoning the County's twenty-nine acres and moving forward with that initiative. Mr. Rowley noted that the Supervisor that appoints him to the EDA is very much against UD5 zoning but will support UD4 zoning. Mr. Rowley added, however, because of the closing statement in the letter that reads "*Should the Board of Supervisors so choose, the EDA will lead the development of the County's 28 acres adjacent to the Jarrell project in efforts to both promote and build upon this first step towards a true Downtown Stafford,*" he is comfortable and accepts the letter.

Mr. Wilson asked what the concerns of Supervisor Snellings may be. Mr. Rowley shared that Supervisor Snellings thinks 'UD5' may be too dense and has concerns about traffic generation.

Mr. Griffin asked what would be the best way to proceed with the EDA letter as he would like to have it in the Board of Supervisor's packets for the May 18 meeting. Mr. Holden suggested Mr. Griffin sign the letter as he is the EDA Chairman and that the EDA members should vote to approve the letter. Once letter is approved by members Mr. Holden will forward it to Administration. Mr. Griffin motioned to approve said letter as is. Mr. Wilson seconded.

VOTE: 7-0 Approved

- B. Gauntlet & Symetra Tour
Mr. Holden noted that the Infrastructure Committee has requested quotes to pay for the parking lot improvements. Mr. Holden shared these quotes will be reviewed by the Board in June for approval for the County to pay for the improvements. Mr. Holden has started to reach out to a purse sponsor/potential sponsors for the Symetra event and he will provide future updates.
- C. Economic Infrastructure Fund – Centreport
Mr. Holden shared that the idea for the EIF is to use a portion of future tax revenues being generated now for new, private projects to be put into a special fund for infrastructure or economic development in that area. Mr. Holden stated that in early June ED&T consultant, McGuire Woods, will present how this will work to the Board and answer any questions they may have.

9. **NEW BUSINESS**

None

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. Mr. Owen seconded.

VOTE: 7-0 Approved

Mr. Griffin motioned to move out of closed session. Mr. Rowley 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 10:14 AM. The next Regular Meeting will be in-person at the Potomac Point Winery and is scheduled for June 11, 2021.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary