

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
June 11, 2021**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held (and advertised as such) on June 11, 2021 at Potomac Point Winery, located at 275 Decatur Road, Stafford, VA.

1. CALL TO ORDER

This meeting was called to order by Joel Griffin at 9:09 AM. A quorum was present and accounted for. Mr. Holden introduced Mr. Skip Causey, proprietor of Potomac Point Winery. Mr. Causey thanked EDA for the Tourism grant received in 2020 and gave a business update on his property.

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	Executive Administrative Assistant, ED&T
Dale Hendon	Specialist, ED&T
Josh Summits	Business Development Officer, ED&T
Linzy Browne	Marketing & Events Coordinator, EDA

Also Present

Sophia Sozzi	Citizen, Fairfax County, Presenting Q-Tech Concept
Barton Randall	Stafford County Planning Commission

2. APPROVAL OF MINUTES

A. May 14, 2021 Regular Meeting Minutes

Mr. Newlin motioned to approve the May Regular Meeting Minutes. Ms. Davis seconded.

VOTE: 7-0 Approved

3. PUBLIC PRESENTATIONS

Mr. Holden introduced Ms. Sophia Sozzi who is proposing to form a “Business Council” she is calling “Q-Tech” to engage private businesses leaders with the school system’s STEM education program in order to increase students’ interest in Tech/IT career paths. Q-Tech’s goal is to create a short-term plan to provide certifications for students along with a comprehensive plan to meet STEM programs. The Council would meet quarterly. Mr. Griffin stated that local businesses will need to partner with schools to accomplish this and suggested that schools have intermittent tech programs at all levels. Ms. Sozzi reiterated that her vision is that the Q-Tech Council would recommend tech program options to schools and then support the school’s choice

Mr. Owen asked what was Cyber Bytes Foundation (noted in the proposal for Q-Tech). Ms. Sozzi explained that is a 501c3 that has volunteered to host the Q-Tech meetings. She explained that she was “loosely associated” with Cyber Bytes Foundation and not paid by them. She suggested that Q-Tech be a separate organization.

Mr. Rowley stated his hope that the Germanna nursing program would be considered. Mr. Griffin affirmed all technical fields would be included and confirmed that Q-Tech is looking for EDA’s support. Mr. Griffin and Mr. Holden will “liaison” as Ms. Sozzi pursues the Q-Tech proposal. Mr. Mr. Wilson volunteered to stay informed, as well.

Ms. Davis asked for clarification on who has been contacted at each of the listed agencies, noting some of the federal and military organizations. Ms. Sozzi will provide who has been contacted.

4. TREASURER’S REPORT

A. Current Financials

Mr. Owen reviewed the current financials and shared that the EDA is five percent over where they were last year at this time, for total assets. Mr. Griffin asked what the recurring expenses were going to be for this year. Mr. Holden noted that the last two pages (Quick Books Budget) are a snapshot of the fiscal year. Mr. Rowley asked if a budget and projection might be continued as it had, showing notes and 1-5 years out. Mr. Holden noted that he will work with Mr. Owen and the EDA Bookkeeper to improve the format of the budget and to show more notes and future budget projections.

B. EDA Budget

Mr. Randall asked about land given to the EDA from the Board of Supervisors. Mr. Griffin suggested that the Planning Committee list some available properties for the EDA to purchase and Mr. Owen noted that the EDA has two sources of income: sale of properties and bonds. Mr. Randall inquired if the BOS has any say as to how EDA money is allocated and Mr. Griffin replied, “no, since EDA is an independent body.” Mr. Randall asked if the BOS is hesitant to give land to the EDA and also if the Board has a hands-off attitude after land has been given to the EDA. Mr. Holden replied it is on a case-by-case basis.

Mr. Griffin stated that the BOS has a lot of issues to review and often too much going on and a lack of coordination to consider land development. He noted that the EDA always turns low-value properties into taxable revenue sources for the county.

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

VOTE: 7-0 Approved

5. CHAIRMAN'S REPORT

None

6. SECRETARY'S REPORT

A. ED&T Monthly Update

Mr. Holden noted that EDA is providing a \$500 sponsorship to the Juneteenth event this year. Mr. Holden updated the EDA that the Go Virginia grant is almost finished. He further noted that the next grant will fund expanded RiOT programs and "accelerator" program as well as additional technical support for the Testbed, both will be contracted through the EDA funded by Go Virginia.

B. Introduction of New Staff, General Staff Roles

Mr. Holden introduced Dale Hendon, ED&T Specialist, and noted the EDA responsibilities Mr. Hendon will be involved in. Mr. Holden noted that by August there will be two fulltime staff at the Testbed, contracted by the EDA and funded by the Go Virginia grant. Mr. Rowley suggested a quarterly update on the Testbed progress.

C. Marketing and Events FY2022

Ms. Browne reviewed future EDA events and noted that EDA events provide the means for local businesses to connect and network. Ms. Browne lead a discussion about themes for the Beer and Business (B&B) events and sponsors and suggested a \$750 sponsorship. Mr. Owen suggested a \$1,000 sponsorship for the B&B events. Mr. Rowley suggested that the proposed themes be emailed to EDA members so they might recommend sponsors.

There was some discussion regarding the anticipated turnout for the B&B events. These events are intended to be brief, networking sessions with a brief conversation lead by the Sponsor. Ms. Hagerman suggested, as example, "the truth of commercial real estate" and suggested she may have a sponsor for such a themed B&B.

Ms. Browne also discussed outlined tentative plans for the next Business Annual Reception (BAR) for October of this year. Staff are reviewing the awards process and venues. Ms. Browne suggested themes including "the Roaring Twenties" or celebrating business that made it through the Pandemic as "super heroes" (including highlighting the EDA efforts). Staff will refine the dates, awards process and theme.

7. WORKING GROUP REPORTS

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

Mr. Summits summarized a loan to Ace Flight Solutions for \$45,000. The Loan Committee recommended approval of the loan. The loan is for working capital, at 4.25% over a five-year term. The EDA will hold UCC securities on machinery and equipment and personal guarantees from the owners and the company (LLC). Loans above \$15,000 require full EDA approval. . Mr. Rowley supported this loan and suggested that future loans require applicants to show cash capital as well as working capital.

Mr. Owen motioned to approve the loan and Ms. Davis seconded.

VOTE: 7-0 Approved

B. Germanna Group (*J Rowley*)

Mr. Rowley asked Mr. Holden for an update on the Stafford Cares Restaurant Program. Mr. Holden apologized and will get update on approved restaurants in the next week.

Mr. Rowley noted that Germanna is still engaged in the ongoing property search to expand their programs, specifically the nursing program.

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

No Report

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

No report as staff was short. Mr. Holden stated that Mr. Hendon will be assisting in the Broadband Expansion program.

8. OLD BUSINESS

A. Board of Supervisors Vote on Downtown Stafford EDA Letter

Mr. Holden shared that the Board will be considering Downtown Stafford again, on June 15 reminding the EDA that four votes are:

- Comprehensive Plan Change
- Zoning Code Change (“UD5”)
- Rezoning of the JPI property to UD5
- Rezoning of the County-owned property to UD5

Mr. Holden will send an update of the meeting/vote to EDA members.

B. Gauntlet & Symetra Tour

Mr. Holden shared that plans for payment of the parking lot repairs have been approved at the Board committee level and will come back to the Board for approval and may be completed in September. Mr. Holden noted there is a possible sponsor for Symetra Tour event and that he will have more information regarding this by the next meeting.

9. NEW BUSINESS

A. Stafford County ARPA Funds

Mr. Holden shared that Stafford County received \$29 million in the American Rescue Plan act (ARPA) and that there are four ways to use the funds:

- Business recovery
- Individual recovery
- Broadband
- Water & sewer

Mr. Holden noted that ED&T put in for \$2.5 million worth of projects. Mr. Griffin suggested increasing this to \$3-5 million. Mr. Holden stated that the Finance & Budget Committee will discuss the allocation of these funds on Tuesday, June 15, and that a decision will be made in July.

B. County Support to Patawomeck Tribe & EDA Role

Mr. Holden shared that if approved, some of the funds will be used to extend water or sewage lines to the County-owned land leased by the Patawomeck for their cultural center. Mr. Holden referred to the Draft MOU between the County and EDA and clarified the EDA role will be as “pass through” for funding and no EDA funds are requested.

Mr. Griffin motioned to approve support and Ms. Hagerman seconded.

VOTE: 7-0 Approved

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.

General discussion on the Field House and Cancer Center. Mr. Griffin shared EDA is looking for a classified facility with Westway being the sponsor that will buy and develop the facility.

11. ATTORNEY'S REPORT

None

12. ADIOURNMENT

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:08 AM. The next Regular Meeting will be in-person at the Potomac Point Winery and is scheduled for July 9, 2021.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary