

REGULAR MEETING MINUTES

September 10, 2021

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held on Friday, September 10, 2021 via conference (Zoom) call.

1. **CALL TO ORDER**

This meeting was called to order by the Chairman at 9:03 AM. A quorum was present and accounted for.

Members Present

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

Member Absent

ED&T/EDA Staff

John Holden	Secretary, EDA; Director, ED&T
Tammy Guseman	Administrative Assistant, ED&T
Dale Hendon	Specialist, ED&T
Josh Summits	Business Development Officer, ED&T
Linzy Browne	Marketing & Events Coordinator, EDA

Also Present

Fillmore McPherson	Stafford County Planning Commission
Charlie Payne	Counsel

2. **APPROVAL OF MINUTES**

A. August 13, 2021 Regular Meeting Minutes

Mr. Owen motioned to approve the August Regular Meeting Minutes. Mr. Rowley seconded.

VOTE: 6-0 Approved

3. PUBLIC PRESENTATIONS

None.

4. TREASURER'S REPORT

A. Current Financials

Mr. Owen reviewed the current financials and shared that the EDA's annual income is approximately \$40,000 a year and it has \$2.6 million in assets, generally half cash, and half receivables.

B. EDA Budget

Mr. Holden stated that the 5-year extended budget is still being completed. He will report and present the 5-year budget quarterly.

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

VOTE: 6-0 Approved

5. CHAIRMAN'S REPORT

None

6. SECRETARY'S REPORT

A. American Recovery and Plan Act (ARPA)

Mr. Holden shared that the Board of Supervisors has postponed the decision of allocating these funds until October, but are still recommending a 10% (just under \$3 million) to ED&T some of which will go to EDA for projects. ED&T will secure a consultant to help advise, design, and administer some of these programs.

B. Go Virginia Grant

1. Contract for Technology Specialist

Mr. Holden stated the first grant is officially closed. Mr. Holden noted that the contract with CIT states that CIT will pay half of the Technology Specialist's salary and the other half will be funded by the second grant. Mr. Holden stated that the Memorandum of Understanding, Scope of Work and Tech. Specialist contracts have been reviewed by our legal counsel as well as CIT and asked the EDA members for approval of the contracts.

2. Contract with CIT to support Technology Specialist
Mr. Rowley motioned to approve all three contracts as presented and Mr. Owen seconded.

VOTE: 6-0 Approved

3. Activities & Timeline
Mr. Holden noted that there will be a variety of programs, some already concluded, including “lunch and learns,” and other small programs and meetings as part of this grant and in the Testbed.

C. CO-VID/Cares Grant Recipient Survey

Mr. Holden stated that a survey to those companies who benefited from the Cares Act/EDA grants has been drafted and will be going out soon via email. Mr. Owen asked how it will be decided which companies will be interviewed or surveyed. Mr. Holden replied that the plan is to survey a half dozen recipients with a sampling from each program.

D. Marketing and Events Update

Mr. Holden noted that COVID cases are rising and suggested postponing the Business Appreciation Reception until the spring. Mr. Griffin affirmed this point of view and all EDA members agreed to postpone. Mr. Holden mentioned that EDA will still host the scheduled Beer & Businesses due to the smaller size of these events.

Ms. Browne shared that the Veterans Business Bootcamp on October 26 is still on schedule and the fall’s Beer & Business will be on November 10 at Adventure Brewing.

7. WORKING GROUP REPORTS

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

Mr. Summits shared that two loans may be coming to the EDA soon.

B. Germanna Group (*J Rowley*)

Mr. Rowley stated that Germanna is still looking at properties on Route 610. Mr. Rowley shared that the college has launched a new program (College Everywhere) and that this is an accelerated learning program where students can take two years’ worth of classes in just one year. Mr. Griffin inquired if the program uses Germanna instructors and Mr. Rowley replied affirmatively.

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

No Report

Stafford County Economic Development Authority

D. Broadband Expansion (*D Hendon, M Wilson*)

Mr. Wilson noted that headway is being made. Mr. Hendon stated that the Board of Supervisors did approve the VATI grant application at the last meeting. Mr. Hendon noted this will be going to the state Housing Community Development on Sept. 14 and an announcement will be made in the first of the year as to what funds will be allotted to Stafford County for the broadband project. Mr. Hendon mentioned that there are still questions on how broadband plays into the larger Economic Development and EDA roles and that the grant would service the Whitewater and Hartwood districts.

8. **OLD BUSINESS**

None.

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.

At the conclusion of the Closed Session, Mr. Rowley motioned and Ms. Davis seconded to have the EDA engage with real estate agent to pursue possible properties for EDA investment in Stafford County.

VOTE: 6-0 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 10:27 AM. The next Regular Meeting will be via Zoom and is scheduled for October 8, 2021.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary