

**REGULAR EDA MEETING AGENDA
NOVEMBER 12, 2021**

A regular meeting of the Economic Development Authority (EDA) of Stafford County will be held by conference call due to rising Coronavirus cases. The Meeting (Web Conference) will begin at 9:00 A.M.

To join the Board Members and interested members of the public:

Meeting ID: 540 273 0095

Zoom Link: <https://us02web.zoom.us/j/5402730095>

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- A. October 8, 2021 Regular Meeting Minutes

3. PUBLIC PRESENTATIO

4. TREASURER'S REPORT

- A. Current Financials
- B. Budget Plans

5. CHAIRMAN'S REPORT

6. SECRETARY'S REPORT

- A. Audit Update
- B. Go VA Grant
 - (1) RFP for Technology Specialist
 - (2) RIoT Staffing and Plans
 - (3) First Remittance
- C. Testbed Update (Memo)
- D. ARPA Update (Memo)
- E. Symetra Tour Event Update
- F. Marketing & Events Update

7.COMMITTEE AND WORKING GROUP REPORTS

- A. Loan Committee (*H Owen, D Davis, J Summits*)
- B. Germanna Update (*J Rowley*)
- C. Property Group (*D Hendon, H Hagerman, J Rowley*)
- D. Broadband Expansion (*D Hendon, M Wilson*)

8. OLD BUSINESS

9. NEW BUSINESS

- A. US EPA Brownfield Grant Application

10.CLOSED SESSION

11. ADJOURNMENT

Next Regular Meeting Scheduled for December 10, 2021
Tentative Location in Virginia Smart Community Testbed, pending Covid-19 situation.

Agenda 2A

REGULAR MEETING MINUTES

October 08, 2021

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held on Friday, October 08, 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	

ED&T/EDA Staff

Dale Hendon	Specialist, ED&T
Linzy Browne	Marketing & Events Coordinator, EDA

ED&T Staff Absent

John Holden	Secretary, EDA; Director, ED&T
Tammy Guseman	Administrative Assistant, ED&T

Also Present

Fillmore McPherson	Stafford County Planning Commission
Kristin Shields	Counsel

2. APPROVAL OF MINUTES

A. September 10, 2021 Regular Meeting Minutes

Ms. Davis stated that in the September 10, 2021 minutes it shows Ms. Hagerman as absent but also lists her seconding a motion further on in the closed session section. Ms. Hagerman confirmed that she was absent from the September 10 meeting and suggested that this was just a clerical error. Mr. Griffin suggested amending the September minutes to rectify this error and then motioned to approve the revised September Regular Meeting Minutes. Mr. Rowley seconded.

VOTE: 7-0 Approved

3. **PUBLIC PRESENTATIONS**

Mr. Hendon tried to share a video presentation from the Stafford High School 'Kilroy' Robotics Program but audio quality was poor. Mr. Hendon stated that he will e-mail or share the video with the EDA members. Video presentation link is as follows: [KilroyStaffordEDA.mp4](#)

4. **TREASURER'S REPORT**

- A. Mr. Owen shared the EDA's current financials are about \$1.5 million less than previous year due to dispersing of the Cares Act funds and loans to Paul Milde and Stafford Airport. Mr. Owen noted all receivables are current and that the EDA donated \$10,000 to Kilroy Robotics to further their program. Mr. Owen shared that the EDA is still working with Bishop & Farmer to proceed with the audit. Mr. Owen encouraged members to be watching for possible land sale opportunities to increase EDA revenue.

No vote was taken to accept the Treasurer's Report.

5. **CHAIRMAN'S REPORT**

Mr. Griffin noted that the EDA has granted the EDA Secretary purchasing power up to \$5,000 for non-facility goods and services and that previously the purchasing power was up to \$3,000.

6. **SECRETARY'S REPORT**

A. Memo on ED&T Activities

In Mr. Holden's absence, Mr. Hendon shared the following:

1. The quarterly report has been submitted for the Go VA grant and this report showed that ED&T was able to interact with 145 entrepreneurs.
2. The Testbed is getting a lot of activity and interest and that ED&T members will be attending a Smart City conference in D.C. the week of October 18.
3. The newly re-designed ED&T websites are now live and encouraged EDA members to visit these sites and offer feedback. (www.gostaffordva.com and www.tourstaffordva.com)
4. The Centreport Parkway projects continue to provide new growth and jobs for Stafford County. Mr. Rowley inquired if the residential project on Centreport Parkway is still going forward. Mr. Hendon replied that he will have to get more information in order to answer this confidently.
5. ARPA funds – at the October 5th meeting the Board of Supervisors chose to table the discussion for allocation of ARPA funds to the October 19th meeting. Mr. Owen asked if the Board tabled this discussion due to needing more information and also if anyone from ED&T was at this Board meeting. Mr. Hendon replied that no one from ED&T attended the Oct. 5th meeting and that he does not know why the ARPA discussion was tabled. Mr. Rowley questioned the value of spending \$200,000 for consultant fees and suggested vetting this decision more closely. Mr. Owen asked if this report was in the Agenda Packet and Mr. Rowley directed Mr. Owen to where this is listed in the Packet.

Mr. Wilson suggested providing more details on the consultant costs. Mr. Rowley suggested the details should include very clear, short deliverables and what the County can expect for the money and also who the consultant will be and how they were chosen. Mr. Griffin reiterated that the EDA would like more detailed information on the cost of the consultant fees that Mr. Rowley questioned. Mr. Hendon stated that he will get back to the EDA with this information. Ms. Davis asked if there were milestones set in the RFP for the consultant's completion. Mr. Hendon stated that the consultants set their own milestones as part of their proposal submission. Mr. Griffin suggested tabling this discussion until a later date and Mr. Hendon stated that he will follow-up with Mr. Rowley and Ms. Davis in regards to their questions.

B. EV Chargers

Mr. Hendon stated that ED&T has researched electric vehicle chargers (i.e.-the EV marketplace and return on investment) due to a question from a business asking ED&T to look into EV chargers. Mr. Hendon shared that there are 3 types of chargers available now: standard home charger, LT charger, and rapid charger. Mr. Hendon noted that ED&T is exploring EV chargers to see if there is value in the infrastructure, even from a revenue perspective in future, and supporting local businesses that may use these.

C. Go VA Grant

Mr. Hendon noted that an RFQ (Response for Qualifications) will go out this week for a Tech Specialist for the Smart Community Testbed. Mr. Hendon shared that once the position is filled, the Testbed will always be manned. Mr. Hendon requested the members' help with marketing this position.

D. CO-VID/Cares Grant Recipient Survey

Mr. Hendon stated that this survey is drafted and ready to go out by the end of October. The Economic Development Review, which is the VEDP's partnership publication, discussed the Cyber Commonwealth Initiative in last month's issue and, as both Mr. Wilson and the Fredericksburg region were highlighted, encouraged EDA members to view.

E. Marketing and Events Update

Ms. Browne shared the following events:

1. RIoT's application for launching the accelerator program (April 27-July 14, 2022) is now live and active and is being converted to a digital copy. Ms. Browne stated that RIoT is applying for a pre-accelerator program through the Go VA grant which will allow entrepreneurs that are not quite ready for the accelerator program to join this one and eventually be funneled to the main program.
2. ED&T has a new website and thus the EDA has a new micro-site which is hosted through Go Stafford. Ms. Browne noted the new site provides more effective marketing for the EDA, easier ability to pull data, and a new Events Management site that is open to the public to post community/entrepreneurial events as well.
3. Next Veteran's Business Bootcamp will be held Tuesday, October 26, and the Regional Veteran's Business of the Year will be awarded. Sponsors will provide both breakfast and lunch for this event.

4. Another Beer & Business will be co-sponsored by Merritt, Chamber of Commerce & Go Stafford Economic Development will be held at Quantico Corporate Center. Still vetting potential sponsors for remaining B&B events.
5. The postponed Business Appreciation Reception has been rescheduled for May 11, 2022 and all sponsors are still in place.

Mr. Griffin inquired if a QR code could be listed on the new EDA website to offer convenience for registering for future events and stated that EDA should use social media to showcase new site.

7. **WORKING GROUP REPORTS**

- A. Loan Committee (*H Owen, D Davis, J Summits*)
Mr. Owen shared that a loan application was just turned down.
- B. Germanna Group (*J Rowley*)
Mr. Rowley shared that Germanna raised \$400,000 during their 'Gift Day' and is moving closer to a decision on a property purchase in Stafford.
- C. Property Group (*D Hendon, H Hagerman, J Rowley*)
Mr. Wilson noted that VATI grant is in final stages and a major sponsor has been obtained to provide broadband to needed areas.
- D. Broadband Expansion (*D Hendon, M Wilson*)
Mr. Wilson noted that VATI grant is in final stages and a major sponsor has been obtained to provide broadband to needed areas.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

None.

Mr. Griffin made a motion to move into Closed Session. Ms. Davis 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.

11. ATTORNEY'S REPORT

None.

12. ADJOURNMENT

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 10:15 AM. The next Regular Meeting will be via Zoom and is scheduled for November 12, 2021.

MINUTES APPROVED BY:

Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



Completed by Dale Hendon
Staff to EDA

Agenda Item 4A

EDA
Balance Sheet Prev Year Comparison
As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Checking-Stifel	123,601.74	107,715.34	15,886.40	14.8%
10100 · Checking-VPB Operating	1,129,975.08	788,454.15	341,520.93	43.3%
10200 · Checking-VPB Cares Act	15,770.11	766,151.49	-750,381.38	-97.9%
10900 · Money Market - VCC 502	47,091.63	85,661.62	-38,569.99	-45.0%
Total Checking/Savings	1,316,438.56	1,747,982.60	-431,544.04	-24.7%
Other Current Assets				
11500 · Other Accounts Receivable	13,693.74	168.12	13,525.62	8,045.2%
11550 · Other AR-Go VA Grant Receivable	0.00	50,000.00	-50,000.00	-100.0%
11700 · Notes Receivable-1318 JD Hwy	-0.01	-0.01	0.00	0.0%
13000 · Prepaid Expense	1,058.99	0.00	1,058.99	100.0%
13500 · Cash held for pledges	0.00	21,670.00	-21,670.00	-100.0%
Total Other Current Assets	14,752.72	71,838.11	-57,085.39	-79.5%
Total Current Assets	1,331,191.28	1,819,820.71	-488,629.43	-26.9%
Fixed Assets				
15000 · Land Stafford County	0.00	404,013.45	-404,013.45	-100.0%
Total Fixed Assets	0.00	404,013.45	-404,013.45	-100.0%
Other Assets				
17700 · CD7-Discover Bank	250,000.00	250,000.00	0.00	0.0%
17800 · CD8-Goldman Sachs Bank USA	250,000.00	250,000.00	0.00	0.0%
18000 · Long Term Note Recv-1318 JD Hwy	434,680.70	444,021.83	-9,341.13	-2.1%
18100 · Long Term Note-Milde	280,888.85	0.00	280,888.85	100.0%
18200 · Long Term Note - Ace Flight	43,648.70	0.00	43,648.70	100.0%
18900 · VCC Bank Loans				
18901 · Adventure Brewing Co	10,578.43	15,000.00	-4,421.57	-29.5%
Total 18900 · VCC Bank Loans	10,578.43	15,000.00	-4,421.57	-29.5%
Total Other Assets	1,269,796.68	959,021.83	310,774.85	32.4%
TOTAL ASSETS	2,600,987.96	3,182,855.99	-581,868.03	-18.3%

8:36 AM

11/03/21

Accrual Basis

EDA
Balance Sheet Prev Year Comparison
As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	0.00	2,229.22	-2,229.22	-100.0%
Total Accounts Payable	0.00	2,229.22	-2,229.22	-100.0%
Total Current Liabilities	0.00	2,229.22	-2,229.22	-100.0%
Total Liabilities	0.00	2,229.22	-2,229.22	-100.0%
Equity				
31000 · Designated Fund Balance	0.00	21,670.00	-21,670.00	-100.0%
32000 · Retained Earnings	712,187.46	303,594.06	408,593.40	134.6%
33000 · Undesignated Fund Balance	1,947,026.76	1,947,026.76	0.00	0.0%
Net Income	-58,226.26	908,335.95	-966,562.21	-106.4%
Total Equity	2,600,987.96	3,180,626.77	-579,638.81	-18.2%
TOTAL LIABILITIES & EQUITY	2,600,987.96	3,182,855.99	-581,868.03	-18.3%

EDA
Profit & Loss Prev Year Comparison
September 2021

	Sep 21	Sep 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
45550 · Other Event Sponsors	1,000.00	0.00	1,000.00	100.0%
45560 · County ARPA Funds	6,190.69	0.00	6,190.69	100.0%
46400 · Bank Interest	6.82	0.88	5.94	675.0%
46500 · Micro Loan Income				
46501 · Micro Loan Interest Income	1,131.09	21.12	1,109.97	5,255.5%
Total 46500 · Micro Loan Income	1,131.09	21.12	1,109.97	5,255.5%
47000 · Property Interest Income				
47100 · Interest Inc-1318 JD Hwy	1,995.94	0.00	1,995.94	100.0%
Total 47000 · Property Interest Income	1,995.94	0.00	1,995.94	100.0%
48750 · GO VA Grant Income 1	23,258.18	0.00	23,258.18	100.0%
Total Income	33,582.72	22.00	33,560.72	152,548.7%
Expense				
62000 · Administration	332.21	0.00	332.21	100.0%
63100 · Software Expense	0.00	720.00	-720.00	-100.0%
63500 · Insurance				
63501 · General Insurance	117.67	0.00	117.67	100.0%
Total 63500 · Insurance	117.67	0.00	117.67	100.0%
65000 · Legal Fees				
65003 · Project Representation	2,205.00	840.00	1,365.00	162.5%
65004 · General Retainer Matters	1,000.00	1,000.00	0.00	0.0%
Total 65000 · Legal Fees	3,205.00	1,840.00	1,365.00	74.2%
66000 · Accounting	700.00	0.00	700.00	100.0%
69000 · Fees & Charges				
69002 · Bank Fee	0.02	0.00	0.02	100.0%
69004 · Service Fee	0.00	30.00	-30.00	-100.0%
Total 69000 · Fees & Charges	0.02	30.00	-29.98	-99.9%
69500 · Misc.	0.00	25.00	-25.00	-100.0%
71500 · COVID-19 Grant				
71501 · Professional Services	0.00	54,000.00	-54,000.00	-100.0%
71502 · Safe Grant-Round 1	0.00	91,917.91	-91,917.91	-100.0%
71504 · Sleep Grant-Round 1	0.00	345,000.00	-345,000.00	-100.0%
71505 · Stay Grant-Round 1	0.00	409,097.28	-409,097.28	-100.0%
71508 · Fast Track Broadband Grant	0.00	67,000.00	-67,000.00	-100.0%
Total 71500 · COVID-19 Grant	0.00	967,015.19	-967,015.19	-100.0%

1:33 PM

10/29/21

Accrual Basis

EDA
Profit & Loss Prev Year Comparison
September 2021

	Sep 21	Sep 20	\$ Change	% Change
71750 · GO VA Grant Expenses				
71751 · Go VA Reimb Expenses 1	0.00	116.95	-116.95	-100.0%
71752 · Go VA Grant Reimb Expenses 2	255.81	0.00	255.81	100.0%
Total 71750 · GO VA Grant Expenses	255.81	116.95	138.86	118.7%
73000 · Marketing	6,416.66	6,416.66	0.00	0.0%
Total Expense	11,027.37	976,163.80	-965,136.43	-98.9%
Net Ordinary Income	22,555.35	-976,141.80	998,697.15	102.3%
Net Income	22,555.35	-976,141.80	998,697.15	102.3%

EDA
General Ledger
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
10000 · Checking-Stifel								123,600.73
Deposit	09/30/2021			Interest	46400 · Bank Interest	1.01		123,601.74
Total 10000 · Checking-Stifel						1.01	0.00	123,601.74
10100 · Checking-VPB Operating								1,164,383.94
General Journal	09/01/2021	NJN-sk041		09//01/21 Note Receivable Pymt on 1318 JD High -SPLIT-		2,794.10		1,167,178.04
Deposit	09/07/2021			Deposit	45560 · County ARPA Funds	6,190.69		1,173,368.73
Bill Pmt -Check	09/08/2021	1733	Bishop, Farmer & Co, LLP	Invoice: #74476 Client No. 64200	20000 · Accounts Payable		7,585.00	1,165,783.73
Bill Pmt -Check	09/08/2021	1734	Chase	Account 4246 3153 1331 3577	20000 · Accounts Payable		801.85	1,164,981.88
Deposit	09/08/2021			Deposit	11500 · Other Accounts Receivable	6,762.31		1,171,744.19
Check	09/08/2021	eft	Harland Clarke		62000 · Administration		332.21	1,171,411.98
Deposit	09/10/2021			Deposit	48750 · GO VA Grant Income 1	23,258.18		1,194,670.16
Bill Pmt -Check	09/20/2021	1735	Hirschler Fleischer		20000 · Accounts Payable		3,205.00	1,191,465.16
Bill Pmt -Check	09/20/2021	1736	Rachel Linzy Browne	Sept 2021 EDA Marketing Coordinator	20000 · Accounts Payable		6,416.66	1,185,048.50
Bill Pmt -Check	09/20/2021	1737	Wireless Research Center	2021-2022 MOU-Go VA Grant 2	20000 · Accounts Payable		51,000.00	1,134,048.50
Bill Pmt -Check	09/22/2021		Gelato Cafe LLC	QuickBooks generated zero amount transaction fr	20000 · Accounts Payable	0.00		1,134,048.50
Bill Pmt -Check	09/27/2021	1738	Chase	Account 4246 3153 1331 3577	20000 · Accounts Payable		4,373.42	1,129,675.08
Bill Pmt -Check	09/27/2021	1739	Not Just Numbers LLC	Sept 2021 MSP	20000 · Accounts Payable		700.00	1,128,975.08
Deposit	09/29/2021			Deposit	45550 · Other Event Sponsors	1,000.00		1,129,975.08
Total 10100 · Checking-VPB Operating						40,005.28	74,414.14	1,129,975.08
10200 · Checking-VPB Cares Act								12,381.45
Deposit	09/20/2021			Deposit	20000 · Accounts Payable	3,388.66		15,770.11
Total 10200 · Checking-VPB Cares Act						3,388.66	0.00	15,770.11
10510 · Checking-Owner Operating (CBE)								0.00
Total 10510 · Checking-Owner Operating (CBE)								0.00
10900 · Money Market - VCC 502								45,739.47
Deposit	09/02/2021			Deposit	-SPLIT-	1,346.35		47,085.82
Deposit	09/30/2021			Interest	46400 · Bank Interest	5.81		47,091.63
Total 10900 · Money Market - VCC 502						1,352.16	0.00	47,091.63
11500 · Other Accounts Receivable								13,693.24
General Journal	09/01/2021	NJN-sk038	Adventure Brewing	to record Sept 2021 loan payment not yet rcvd	18901 · Adventure Brewing Co	513.02		14,206.26
General Journal	09/01/2021	NJN-sk039	ACE Flight Solutions Co.	to record Sept 2021 loan payment not yet rcvd	18200 · Long Term Note - Ace Flight	833.83		15,040.09
General Journal	09/01/2021	NJN-sk040	Milde 45 Centreport	to record Sept 2021 loan payment not yet rcvd	18100 · Long Term Note-Milde	6,762.31		21,802.40
Deposit	09/02/2021		-MULTIPLE-	Sept 2021 Payment	10900 · Money Market - VCC 502		1,346.35	20,456.05
Deposit	09/08/2021		Milde 45 Centreport	Deposit	10100 · Checking-VPB Operating		6,762.31	13,693.74
Total 11500 · Other Accounts Receivable						8,109.16	8,108.66	13,693.74
11700 · Notes Receivable-1318 JD Hwy								-0.01
Total 11700 · Notes Receivable-1318 JD Hwy								-0.01
13000 · Prepaid Expense								1,176.66
General Journal	09/01/2021	NJN-sk031	VACORP	to record prepaid expense allocated for July 2021	63501 · General Insurance		117.67	1,058.99
Total 13000 · Prepaid Expense						0.00	117.67	1,058.99
17700 · CD7-Discover Bank								250,000.00
Total 17700 · CD7-Discover Bank								250,000.00
17800 · CD8-Goldman Sachs Bank USA								250,000.00
Total 17800 · CD8-Goldman Sachs Bank USA								250,000.00
18000 · Long Term Note Recv-1318 JD Hwy								435,478.86

EDA
General Ledger
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
General Journal	09/01/2021	NJN-sk041		09//01/21 Note Receivable Pymt on 1318 JD High	10100 · Checking-VPB Operating		798.16	434,680.70
Total 18000 · Long Term Note Recv-1318 JD Hwy						0.00	798.16	434,680.70
18100 · Long Term Note-Milde								286,695.51
General Journal	09/01/2021	NJN-sk040	Milde 45 Centreport	to record Sept 2021 loan payment not yet rcvd	-SPLIT-		5,806.66	280,888.85
Total 18100 · Long Term Note-Milde						0.00	5,806.66	280,888.85
18200 · Long Term Note - Ace Flight								44,325.54
General Journal	09/01/2021	NJN-sk039	ACE Flight Solutions Co.	to record Sept 2021 loan payment not yet rcvd	-SPLIT-		676.84	43,648.70
Total 18200 · Long Term Note - Ace Flight						0.00	676.84	43,648.70
18900 · VCC Bank Loans								11,073.00
18901 · Adventure Brewing Co								11,073.00
General Journal	09/01/2021	NJN-sk038	Adventure Brewing	to record Sept 2021 loan payment not yet rcvd	-SPLIT-		494.57	10,578.43
Total 18901 · Adventure Brewing Co						0.00	494.57	10,578.43
Total 18900 · VCC Bank Loans						0.00	494.57	10,578.43
20000 · Accounts Payable								-55,998.17
Bill Pmt -Check	09/08/2021	1733	Bishop, Farmer & Co, LLP	Invoice: #74476 Client No. 64200	10100 · Checking-VPB Operating	7,585.00		-48,413.17
Bill Pmt -Check	09/08/2021	1734	Chase	Account 4246 3153 1331 3577	10100 · Checking-VPB Operating	801.85		-47,611.32
Bill	09/09/2021	4856211-08/31/21	Hirschler Fleischer	Inv: # 4853355	65003 · Project Representation		2,205.00	-49,816.32
Bill	09/09/2021	4826210-08/13/21	Hirschler Fleischer	Inv: # 4853355	65004 · General Retainer Matters		1,000.00	-50,816.32
Bill	09/10/2021	statement 09/16/21	Chase	Account 4246 3153 1331 3577	20500 · Chase CCard		4,373.42	-55,189.74
Bill	09/11/2021	123	Rachel Linzy Browne	Sept 2021 EDA Marketing Coordinator	73000 · Marketing		6,416.66	-61,606.40
Bill Pmt -Check	09/20/2021	1735	Hirschler Fleischer		10100 · Checking-VPB Operating	3,205.00		-58,401.40
Bill Pmt -Check	09/20/2021	1736	Rachel Linzy Browne	Sept 2021 EDA Marketing Coordinator	10100 · Checking-VPB Operating	6,416.66		-51,984.74
Bill Pmt -Check	09/20/2021	1737	Wireless Research Center	2021-2022 MOU-Go VA Grant 2	10100 · Checking-VPB Operating	51,000.00		-984.74
Deposit	09/20/2021		Gelato Cafe LLC	Deposit	10200 · Checking-VPB Cares Act		3,388.66	-4,373.40
General Journal	09/20/2021	NJN-sk037	Gelato Cafe LLC	to write off additional amount due	69002 · Bank Fee		0.02	-4,373.42
Bill Pmt -Check	09/22/2021		Gelato Cafe LLC	QuickBooks generated zero amount transaction f	10100 · Checking-VPB Operating	0.00		-4,373.42
Bill	09/25/2021	2646	Not Just Numbers LLC	Sept 2021 MSP	66000 · Accounting		700.00	-5,073.42
Bill Pmt -Check	09/27/2021	1738	Chase	Account 4246 3153 1331 3577	10100 · Checking-VPB Operating	4,373.42		-700.00
Bill Pmt -Check	09/27/2021	1739	Not Just Numbers LLC	Sept 2021 MSP	10100 · Checking-VPB Operating	700.00		0.00
Total 20000 · Accounts Payable						74,081.93	18,083.76	0.00
20500 · Chase CCard								-4,117.61
Credit Card Charge	09/02/2021		Wayfair		71752 · Go VA Grant Reimb Expenses 2		255.81	-4,373.42
Credit Card Charge	09/10/2021		Chase		69002 · Bank Fee		39.00	-4,412.42
Bill	09/10/2021	statement 09/16/21	Chase	Account 4246 3153 1331 3577	20000 · Accounts Payable	4,373.42		-39.00
Credit Card Credit	09/10/2021		Chase		69002 · Bank Fee	39.00		0.00
Total 20500 · Chase CCard						4,412.42	294.81	0.00
32000 · Retained Earnings								-712,187.46
Total 32000 · Retained Earnings								-712,187.46
33000 · Undesignated Fund Balance								-1,947,026.76
Total 33000 · Undesignated Fund Balance								-1,947,026.76
45550 · Other Event Sponsors								-1,000.10
Deposit	09/29/2021		Stafford Printing	Business Appreciation Reception May 2022	10100 · Checking-VPB Operating		1,000.00	-2,000.10
Total 45550 · Other Event Sponsors						0.00	1,000.00	-2,000.10
45560 · County ARPA Funds								0.00
Deposit	09/07/2021			Patawomeck Review Plan Fee - Access	10100 · Checking-VPB Operating		6,190.69	-6,190.69
Total 45560 · County ARPA Funds						0.00	6,190.69	-6,190.69

EDA
General Ledger
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
46400 · Bank Interest								-3,796.13
Deposit	09/30/2021			Interest	10000 · Checking-Stifel		1.01	-3,797.14
Deposit	09/30/2021			Interest	10900 · Money Market - VCC 502		5.81	-3,802.95
Total 46400 · Bank Interest						0.00	6.82	-3,802.95
46500 · Micro Loan Income								-1,173.69
46501 · Micro Loan Interest Income								-1,173.69
General Journal	09/01/2021	NJN-sk038	Adventure Brewing	to record Sept 2021 loan payment not yet rcvd	18901 · Adventure Brewing Co		18.45	-1,192.14
General Journal	09/01/2021	NJN-sk039	ACE Flight Solutions Co.	to record Sept 2021 loan payment not yet rcvd	18200 · Long Term Note - Ace Flight		156.99	-1,349.13
General Journal	09/01/2021	NJN-sk040	Milde 45 Centreport	to record Sept 2021 loan payment not yet rcvd	18100 · Long Term Note-Milde		955.65	-2,304.78
Total 46501 · Micro Loan Interest Income						0.00	1,131.09	-2,304.78
Total 46500 · Micro Loan Income						0.00	1,131.09	-2,304.78
47000 · Property Interest Income								-4,996.97
47100 · Interest Inc-1318 JD Hwy								-4,002.80
General Journal	09/01/2021	NJN-sk041		09/01/21 Note Receivable Pymt on 1318 JD High	10100 · Checking-VPB Operating		1,995.94	-5,998.74
Total 47100 · Interest Inc-1318 JD Hwy						0.00	1,995.94	-5,998.74
47110 · Interest Inc-Milde								-994.17
Total 47110 · Interest Inc-Milde								-994.17
Total 47000 · Property Interest Income						0.00	1,995.94	-6,992.91
48750 · GO VA Grant Income 1								0.00
Deposit	09/10/2021			Deposit	10100 · Checking-VPB Operating		23,258.18	-23,258.18
Total 48750 · GO VA Grant Income 1						0.00	23,258.18	-23,258.18
48800 · County Incentive Tax Reimbursem								-10,190.91
48801 · First Line Incentive								-10,190.91
Total 48801 · First Line Incentive								-10,190.91
Total 48800 · County Incentive Tax Reimbursem								-10,190.91
62000 · Administration								0.00
Check	09/08/2021	eft	Harland Clarke		10100 · Checking-VPB Operating	332.21		332.21
Total 62000 · Administration						332.21	0.00	332.21
63500 · Insurance								235.34
63501 · General Insurance								235.34
General Journal	09/01/2021	NJN-sk031	VACORP	to record prepaid expense allocated for July 2021	13000 · Prepaid Expense	117.67		353.01
Total 63501 · General Insurance						117.67	0.00	353.01
Total 63500 · Insurance						117.67	0.00	353.01
65000 · Legal Fees								5,966.00
65003 · Project Representation								3,966.00
Bill	09/09/2021	4856211-08/31/21	Hirschler Fleischer	Legal fees for Aug 2021 Field House	20000 · Accounts Payable	2,205.00		6,171.00
Total 65003 · Project Representation						2,205.00	0.00	6,171.00
65004 · General Retainer Matters								2,000.00
Bill	09/09/2021	4826210-08/13/21	Hirschler Fleischer	Legal fees for 08/13/21 for EDA meetings	20000 · Accounts Payable	1,000.00		3,000.00
Total 65004 · General Retainer Matters						1,000.00	0.00	3,000.00
Total 65000 · Legal Fees						3,205.00	0.00	9,171.00
66000 · Accounting								1,400.00
Bill	09/25/2021	2646	Not Just Numbers LLC	Bookkeeping Managed Service Pkg	20000 · Accounts Payable	700.00		2,100.00
Total 66000 · Accounting						700.00	0.00	2,100.00
69000 · Fees & Charges								309.35

EDA
General Ledger
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
69002 · Bank Fee								0.00
Credit Card Charge	09/10/2021		Chase		20500 · Chase CCard	39.00		39.00
Credit Card Credit	09/10/2021		Chase		20500 · Chase CCard		39.00	0.00
General Journal	09/20/2021	NJN-sk037	Gelato Cafe LLC	to write off additional amount due	20000 · Accounts Payable	0.02		0.02
Total 69002 · Bank Fee						39.02	39.00	0.02
69006 · Loan Servicing Fees								309.35
Total 69006 · Loan Servicing Fees								309.35
Total 69000 · Fees & Charges						39.02	39.00	309.37
71000 · Local Industry Support								10,000.00
Total 71000 · Local Industry Support								10,000.00
71750 · GO VA Grant Expenses								55,520.14
71752 · Go VA Grant Reimb Expenses 2								55,520.14
Credit Card Charge	09/02/2021		Wayfair		20500 · Chase CCard	255.81		55,775.95
Total 71752 · Go VA Grant Reimb Expenses 2						255.81	0.00	55,775.95
Total 71750 · GO VA Grant Expenses						255.81	0.00	55,775.95
71775 · County ARPA Expenses								6,190.69
Total 71775 · County ARPA Expenses								6,190.69
71800 · First Line Incentive								8,152.73
Total 71800 · First Line Incentive								8,152.73
73000 · Marketing								13,363.31
Bill	09/11/2021	123	Rachel Linzy Browne	EDA Marketing Coordinator	20000 · Accounts Payable	6,416.66		19,779.97
Total 73000 · Marketing						6,416.66	0.00	19,779.97
73100 · Other Events								801.85
Total 73100 · Other Events								801.85
TOTAL						142,416.99	142,416.99	0.00

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10/29/21

Accrual Basis

EDA
Account QuickReport
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
10000 · Checking-Stifel							123,600.73
Deposit	09/30/2021			Interest	46400 · Bank In...	1.01	123,601.74
Total 10000 · Checking-Stifel						1.01	123,601.74
TOTAL						1.01	123,601.74

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10/29/21

Accrual Basis

EDA
Account QuickReport
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
10100 · Checking-VPB Operating							1,164,383.94
General Journal	09/01/2021	NJN-s...		09/01/21 Note...	-SPLIT-	2,794.10	1,167,178.04
Deposit	09/07/2021			Deposit	45560 · County ...	6,190.69	1,173,368.73
Bill Pmt -Check	09/08/2021	1733	Bishop, Farmer & Co,...	Invoice: #744...	20000 · Accoun...	-7,585.00	1,165,783.73
Bill Pmt -Check	09/08/2021	1734	Chase	Account 4246 ...	20000 · Accoun...	-801.85	1,164,981.88
Deposit	09/08/2021			Deposit	11500 · Other ...	6,762.31	1,171,744.19
Check	09/08/2021	eft	Harland Clarke		62000 · Admini...	-332.21	1,171,411.98
Deposit	09/10/2021			Deposit	48750 · GO VA...	23,258.18	1,194,670.16
Bill Pmt -Check	09/20/2021	1735	Hirschler Fleischer		20000 · Accoun...	-3,205.00	1,191,465.16
Bill Pmt -Check	09/20/2021	1736	Rachel Linzy Browne	Sept 2021 ED...	20000 · Accoun...	-6,416.66	1,185,048.50
Bill Pmt -Check	09/20/2021	1737	Wireless Research C...	2021-2022 M...	20000 · Accoun...	-51,000.00	1,134,048.50
Bill Pmt -Check	09/22/2021		Gelato Cafe LLC	QuickBooks g...	20000 · Accoun...	0.00	1,134,048.50
Bill Pmt -Check	09/27/2021	1738	Chase	Account 4246 ...	20000 · Accoun...	-4,373.42	1,129,675.08
Bill Pmt -Check	09/27/2021	1739	Not Just Numbers LLC	Sept 2021 MSP	20000 · Accoun...	-700.00	1,128,975.08
Deposit	09/29/2021			Deposit	45550 · Other ...	1,000.00	1,129,975.08
Total 10100 · Checking-VPB Operating						-34,408.86	1,129,975.08
TOTAL						-34,408.86	1,129,975.08

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10/29/21

Accrual Basis

EDA
Account QuickReport
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
10200 · Checking-VPB Cares Act							12,381.45
Deposit	09/20/2021			Deposit	20000 · Accoun...	3,388.66	15,770.11
Total 10200 · Checking-VPB Cares Act						3,388.66	15,770.11
TOTAL						3,388.66	15,770.11

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10/29/21

Accrual Basis

EDA
Account QuickReport
As of September 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
10900 · Money Market - VCC 502							45,739.47
Deposit	09/02/2021			Deposit	-SPLIT-	1,346.35	47,085.82
Deposit	09/30/2021			Interest	46400 · Bank In...	5.81	47,091.63
Total 10900 · Money Market - VCC 502						1,352.16	47,091.63
TOTAL						1,352.16	47,091.63

Agenda Item 4B

EDA
Profit & Loss Budget vs. Actual
July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Notes</u>
Ordinary Income/Expense					
Income					
42000 • Bond Issuance fees	0.00	5,000.00	-5,000.00	0.0%	A
43000 • Business Appreciation sponsors	0.00	10,000.00	-10,000.00	0.0%	B
45500 • RV Parkway Sale	0.00	203,000.00	-203,000.00	0.0%	
45550 • Other Event Sponsors	2,000.10	4,000.00	-1,999.90	50.0%	C
45560 • County ARPA Funds	6,190.69	2,000,000.00	-1,993,809.31	0.31%	D
46400 • Bank Interest	3,802.95				
46500 • Micro Loan Income					
46501 • Micro Loan Interest Income	374.19	1,939.65	-1,565.46	19.29%	
46500 • Micro Loan Income - Other	0.00	0.00	0.00	0.0%	
Total 46500 • Micro Loan Income	<u>374.19</u>	<u>1,939.65</u>	<u>-1,565.46</u>	<u>19.29%</u>	
47000 • Property Interest Income					
47100 • Interest Inc-1318 JD Hwy	5,998.74	23,795.60	-17,796.86	25.21%	
47110 • Interest Inc-Milde	2,924.76	10,646.85	-7,722.09	27.47%	
Total 47000 • Property Interest Income	<u>8,923.50</u>	<u>34,442.45</u>	<u>-25,518.95</u>	<u>25.91%</u>	
47250 • Realized Gain/Loss on Invstmnt	0.00	0.00	0.00	0.0%	
48750 • GO VA Grant Income 1	23,258.18	25,000.00	-1,741.82	93.03%	E
48751 • GO VA Grant Income 2	0.00	127,500.00	-127,500.00	0.0%	
48800 • County Incentive Tax Reimbursem					
48801 • First Line Incentive	10,190.91	10,190.91	0.00	100.0%	
48800 • County Incentive Tax Reimbursem - Other	0.00	0.00	0.00	0.0%	
Total 48800 • County Incentive Tax Reimbursem	<u>10,190.91</u>	<u>10,190.91</u>	<u>0.00</u>	<u>100.0%</u>	
49999 • Property Loan Principal Paymnts	0.00	7,316.92	-7,316.92	0.0%	
50000 • Field House Income					
50100 • ESM Lease	0.00	0.00	0.00	0.0%	
50200 • County Lease	0.00	0.00	0.00	0.0%	
50300 • County Purchase Fnd	0.00	0.00	0.00	0.0%	
50400 • County Contingency	0.00	0.00	0.00	0.0%	
50000 • Field House Income - Other	0.00	0.00	0.00	0.0%	
Total 50000 • Field House Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
Total Income	<u>54,740.52</u>	<u>2,428,389.93</u>	<u>-2,373,649.41</u>	<u>2.25%</u>	

EDA
Profit & Loss Budget vs. Actual
July through September 2021

Expense	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Notes</u>
62000 • Administration	332.21	1,000.00	-667.79	33.22%	
63100 • Software Expense	0.00	1,000.00	-1,000.00	0.0%	
63500 • Insurance					
63501 • General Insurance	353.01	1,500.00	-1,146.99	23.53%	
Total 63500 • Insurance	353.01	1,500.00	-1,146.99	23.53%	
65000 • Legal Fees					
65003 • Project Representation	6,171.00	5,000.00	1,171.00	123.42%	F
65004 • General Retainer Matters	3,000.00	12,000.00	-9,000.00	25.0%	
Total 65000 • Legal Fees	9,171.00	17,000.00	-7,829.00	53.95%	
66000 • Accounting	2,100.00	14,500.00	-12,400.00	14.48%	
66500 • Professional Services	0.00	10,000.00	-10,000.00	0.0%	
69000 • Fees & Charges					
69002 • Bank Fee	0.02	200.00	-199.98	0.01%	
69004 • Service Fee	0.00	250.00	-250.00	0.0%	
69005 • Trade Commissions	0.00	25.00	-25.00	0.0%	
69006 • Loan Servicing Fees	309.35				
Total 69000 • Fees & Charges	309.37	475.00	-165.63	65.13%	
70000 • Business App Sponsorship Exp	0.00	0.00	0.00	0.0%	G
71000 • Local Industry Support	10,000.00	15,000.00	-5,000.00	66.67%	H
71750 • GO VA Grant Expenses					
71751 • Go VA Reimb Expenses 1	0.00	25,000.00	-25,000.00	0.0%	I
71752 • Go VA Grant Reimb Expenses 2	55,775.95	117,500.00	-61,724.05	47.47%	
Total 71750 • GO VA Grant Expenses	55,775.95	142,500.00	-86,724.05	39.14%	
71775 • County ARPA Expenses	6,190.69	500,000.00	-493,809.31	1.24%	D
71800 • First Line Incentive	8,152.73	8,152.73	0.00	100.0%	
71825 • Riverside	0.00	0.00	0.00	0.0%	
71900 • GCC Grant Expense	0.00	150,000.00	-150,000.00	0.0%	
73000 • Marketing	19,779.97	76,999.92	-57,219.95	25.69%	
73100 • Other Events	801.85	8,000.00	-7,198.15	10.02%	C
73125 • Symetra	0.00	25,000.00	-25,000.00	0.0%	
75000 • Business Appreciation Event	0.00	15,000.00	-15,000.00	0.0%	G

EDA
Profit & Loss Budget vs. Actual
July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Notes</u>
76000 • Field House Expenses					
76100 • ESM Lease	0.00	0.00	0.00	0.0%	
76200 • County Lease	0.00	0.00	0.00	0.0%	
76300 • County Purchase Fnd	0.00	0.00	0.00	0.0%	
76400 • County Contingency	0.00	0.00	0.00	0.0%	
76000 • Field House Expenses - Other	0.00	0.00	0.00	0.0%	
Total 76000 • Field House Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
Total Expense	<u>112,966.78</u>	<u>986,127.65</u>	<u>-873,160.87</u>	<u>11.46%</u>	
Net Ordinary Income	<u>-58,226.26</u>	<u>1,442,262.28</u>	<u>-1,500,488.54</u>	<u>-4.04%</u>	
Net Income	<u><u>-58,226.26</u></u>	<u><u>1,442,262.28</u></u>	<u><u>-1,500,488.54</u></u>	<u><u>-4.04%</u></u>	

Notes

- A. Annual payments, 2020 missed, will be processed and paid automatically going forward
- B. Secured: \$9,000 in sponsorships
- C. Beer & Business events. Event one net positive \$200.
- D. Pending BOS decision, see ARPA Memo and Agenda item
- E. Grant Closed. EDA was \$1741.82 short of match, thus total grant reimbursement below budget
- F. This budget amout for legal should be adjusted. Recommend budget amount to be \$25,000.
- G. Line duplicative of line 75000. To be removed
- H. Stafford HS Robotics. No other "grants" expected this FY.
- I. Quarterly remittance will be shown for the quarter preceeding, e.g., Jul-Sep will be shown in Oct-Dec quarter.

Agenda 6B1

**Request for Proposals
For a
Stafford County EDA Technology Specialist
For
Virginia Smart Community Testbed**

**October 15, 2021
Proposals Accepted until Coordinator is Contracted**

The Stafford Economic Development Authority (EDA) has secured grant funding from Go Virginia, Region 6, to implement a technology-based entrepreneurial development program in partnership with the Virginia Center for Innovative Technology (CIT). As part of the EDA's programming in entrepreneurial development, this includes a major initiative in technology-based entrepreneurship throughout the region. This work is part of the newly established Virginia Smart Community Testbed <https://www.cit.org/virginia-smart-community-testbed.html>. The EDA works closely with CIT and is assisted in its work by the Stafford County Department of Economic Development and Tourism (ED&T).

The Virginia Smart Community Testbed is a partnership with CIT and Stafford County and the EDA. This is a one-of-kind program in the Commonwealth and Nation. The Testbed serves as a "living laboratory" and provides for delivering pilot projects in "smart" and IoT technologies. It is 5G capable and is, further, a unique public-private partnership to foster entrepreneurial development and innovation in Stafford, the Region, and Commonwealth.

The Testbed is driven by an Executive Committee that includes CIT, Stafford County, and our private technology integrator (firm), OST, Inc. The Testbed has piloted a handful of successful projects and is developing the next round of pilot projects. At the same time, the EDA is fostering entrepreneurial development (funded, in part, by the Go Virginia grant) from the Testbed with RiOT (www.riot.org) a non-profit focused one entrepreneurial development, notably around IoT. For more information, the Go Virginia Grant application is provided as Attachment A to this RFP.

The Contractor will be expected to work from the Testbed and work closely with RiOT staff (also using the Testbed as work office), ED&T, and CIT staff.

The EDA seeks a contractor that will provide the following services to the EDA, in coordination with ED&T and CIT. The Contractor will meet with the Executive Committee and specifically CIT and ED&T to detail a 12-month work program based on the Scope of Work (Attachment B). It is expected that the Contract will be extended a second 12 months to serve the entire grant period. It is intended that CIT or Stafford County will develop a full-time position at the term of this contract.

The Contractor will then take on the following responsibilities, or other responsibilities that are mutually agreed upon within the scope of the grant, identified in the Scope of Work (Attachment B).

Interested parties should send a proposal that includes the following to Dale Hendon at dhendon@staffordcountyva.gov

1. Letter of interest and proposal for work to include:
 - a. Statement of Contractor's approach, including, but not limited to
 - i. an understanding of the Go Virginia Grant
 - ii. Work and role of CIT in the Testbed and overall
 - iii. The goals and operations of the Testbed
 - iv. Any specific experience in "smart" or IoT technologies
 - v. recommendations on how the Contractor will work with all partners
 - b. Description of previous similar work (contracted or under employment)
 - c. Any documentation or samples of previous events or marketing for those events
 - d. Resume
2. Documentation that Contractor has professional or any other liability coverage that may apply, or agreement to waive any such liabilities
3. Acknowledgement that Contractor has home or other office from which to work and reliable transportation
4. Statement of proposed costs that may include any combination of the following or other proposed fee structure:
 - a. Set fee
 - b. Minimum fee with hourly additional rates
 - c. Hourly rates with a not to exceed
 - d. Other direct or mileage rate(s)
5. **REP response:** In order to be considered for selection, the potential contractor must submit a complete response to this RFP.
 - **Proposal Preparation:** Proposals shall be signed by an authorized representative of the potential contractor. All information should be submitted. Failure to submit all information requested may result in the EDA requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected by the EDA at its discretion.
 - Ownership of all data, materials, and documentation originated and prepared for the EDA pursuant to the RFP shall belong exclusively to the EDA.
 - Trade secrets or proprietary information submitted by a potential contractor shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the potential contractor must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

Agenda Item 6B2



R!oT is seeking a qualified Community Lead to spearhead expansion to Stafford County, VA and act as the face and voice of the R!oT brand. Candidates should have exceptional oral and written communication skills, ability to coordinate and develop engaging content on emerging technology topics, and comfort with operationalizing events and teaching educational programs. You should be a 'people person' with great customer service skills and the ability to moderate online and offline conversations with a diverse ecosystem of stakeholders (including corporate partners, public sector collaborators, entrepreneurs, and technology professionals). This role has revenue-driving responsibilities and a focus on economic development outcomes in the entrepreneurial space. An ideal candidate has experience in technology fields, mentoring startups, and creatively driving partnerships.

About R!oT:

R!oT is an economic development-enabling organization focused on community ecosystem building, job creation, professional network building, and startup acceleration at the forefront of emerging technologies. R!oT leads the largest Internet of Things-focused economic development ecosystem in the US with more than 90 engaged corporate sponsors, university partners, and government practitioners. Through nationwide events, R!oT convenes and connects companies to Data Economy opportunities. R!oT has a proven track record of success mentoring and supporting startup companies through the R!oT Accelerator Program (RAP).

Responsibilities Include:

- Support networking and ecosystem building; connecting regional entrepreneurs and businesses to technology partners, sources of capital, expert mentors, and business opportunities
- Drive new revenue through soliciting new corporate sponsorships and government contracts and grants.
- Secure collaborative partnerships with small business, entrepreneurial support organizations, corporates, higher education institutions, local government, and local businesses to work towards shared goals in the region and beyond
- Teach R!oT-developed courses and workshops
- Organize, launch, and participate in a variety of R!oT events with the objective of building community and boosting brand awareness. Conduct public speaking at third-party events.
- Conduct community outreach and marketing efforts to encourage event participation across all demographic sectors in the region
- Support external brand-building, storytelling, and promotion of R!oT
- Develop stable, repeatable processes to drive operational efficiency
- Coordinate and host on-site meetings for R!oT staff and visitors

Preferred Candidates Have:

- Experience launching community initiatives
- Experience mentoring and educating startups, or equivalent general business experience that allows them to impart wisdom and make connections for entrepreneurs
- A deep network of technical and business relationships across multiple industry sectors
- Ability to identify and track relevant community outreach
- Ability to support sales and solicitation of new sponsorships and design creative new partnerships to advance RIoT's goals
- Attention to detail and ability to multitask
- Exceptional organization and efficiency skills
- Ability to anticipate what needs to be completed ahead of time
- IoT technical competence is not required, but it is expected that the candidate will be able to develop skills in speaking intelligently on the topic over time
- Digital communications and enterprise software experience

Please submit a cover letter and resume by email to Caroline Griffin at caroline@riot.org with subject line "RIoT Community Lead".

Agenda Item 6C

To: Stafford EDA

From: John Holden, Dale Hendon

Re: Virginia Smart Community Testbed Update

Date: November 5, 2021

We want to remind the EDA and give this brief update on the Virginia Smart Community Testbed, in Stafford. <https://www.cit.org/virginia-smart-community-testbed.html>. Stafford County and the Stafford EDA both play a major role in this program and center for the Commonwealth. This summarizes many points we can discuss at the November 12 EDA meeting.

- Testbed was outgrowth of Virginia Center for Innovative Technology (CIT) Smart City planning effort in partnership with OST, Inc., a private firm with years' experience in Smart Technology.
- Stafford was identified through the efforts of Stafford CTO Mike Cannon and ED&T Director, John Holden in large part because of the Board of Supervisors Vision for a Downtown Stafford.
- The Testbed, facility itself, provides a location for the field-testing and deployment of a variety of "smart" and IoT technologies that may be deployed across the Commonwealth.
- The Testbed is statewide program.
- Stafford benefits greatly was a location where many of the Pilot Projects may be tested and then deployed.
- Completed and current Pilot Projects include:
 - Data Security. The first and most important Pilot, completed, was by a company named OnClave that developed a "zero-trust" model for data security, now in place in Stafford.
 - Public Safety Drone Project.
 - 5G Deployment.
 - Stream Monitoring. A statewide program to monitor stream health is being updated to include a project that will monitor stream flow and provide early warning for Brook Road flooding.
 - Air Quality Sensors to support new technology in healthy and safe spaces.
 - Smart Tourism. OST is developing a autonomous and machine learning algorithms that can analyze a variety of tourism data sources to provide more robust market research and predictive tools for future tourism marketing efforts.
- ED&T and the EDA have used the development of the Testbed to launch a regional entrepreneurial development program, focused on IoT and Smart Technology (the Go Virginia grant). The Testbed serves as "home" for that program: Virginia RIoT being launched in 2022.
- The Testbed is getting national and international attention, from large and small companies interested in the programs and in Stafford. To date, at least five new businesses or associations are eager to engage in the Testbed and consider testing their projects (and perhaps their business in Stafford).

Agenda Item 6D

To: Stafford Economic Development Authority
From: John Holden
Re: ARPA Update Summary
Date: November 5, 2021

Allow me to briefly update you on the status of economic development plans for ARPA funds. I understand there were a number of questions from the Board and EDA during my absence.

First, Staff have recommended 10% of the County's total ARPA allocation be reserved or put to economic development. This would total \$2.9M that will have to be "obligated by December 31, 2024, and expended by December 31, 2026," as per Treasury Guidance.

Many jurisdictions are allocating and releasing programs.

I will be providing a more detailed update the Board at its November 16, 2021 meeting.

We (ED&T, the County) issued an RFQ and reviewed nine proposals, following procurement rules. The selected consulting firms is called Social Equities Ventures (SEV) and includes at least five professionals and support staff. The contract is for one year and may be extended for three one-year renewals. I believe, this will give us the expertise and staff support to design the most aggressive programs to support Stafford business in response to the Pandemic. SEV will provide the research, design, administration and reporting necessary for us to meet the Treasury Guidelines and support Stafford business.

The other programs that were summarized are just that—summary proposals of programs that need to be vetted and researched against the Treasury Guidelines and further vetted by the Board and EDA.

The current intent, as of this Memo, is to update the Board on November 16 and request funds be allocated for SEV and for the tourism marketing program, using the new kiosks and smart technology from the Testbed, and perhaps an initial allocation for workforce development and attraction programs.

One further clarification is that the total allocation to economic development will be part "in house" County projects and in part transferred to the EDA.

Again, I look for your input at the EDA meeting as we finalize updating the Board on November 16.

Agenda Item 6F

Veterans Business Bootcamp | October 26, 2021 | UMW Stafford

Fall Veterans Business Bootcamp covered employee management, government contracting, business growth mindset, and the value of the customer experience. The Regional Veteran Business of the Year Award selected by the UMW Small Business Development Center was presented by US Congressman Rob Wittman and awarded to Obsidian Solutions Group.

Breakfast was sponsored by REDCO and lunch provided by Corps Solutions.

Total attendance: 37

Tricks & Treats of Employee Retention | October 28, 2021 | Merritt Business Park

Tricks and Treats of Employee Retention co-partnered with the Fredericksburg Chamber of Commerce, and hosted by Merritt Properties covered “tricks and treats” of employee retention presented by Ginni Mastin of Matern Staffing.

This event took place at the new flex building development of the Merritt Business Park at Quantico Corporate Center with professional headshots, food & beverage and raffle prizes.

Total attendance: 56

Beer & Business | Nov 10, 2021 @ 4-5:30 PM | Adventure Brewing

Beer & Business Series are designed to connect local professionals across all markets. In addition to networking, each Beer & Business outing will have a brief insightful, “Raw Truth” of an industry specific discussion, led by a local expert. This Beer & Business features the Raw Truth of Marketing, presented by Rambletype

Admissions free, and includes a beverage, Registration is REQUIRED

REGSITER HERE: <https://form.jotform.com/212384833222148>

Events Schedule 2022:

JANUARY:

- Accelerator Info Session | January 2022
- Lunch & Learn | January 2022
 - Event setting may change

FEBRUARY:

- Beer & Business | February 9, 2022 | Naked Barley
 - Tentative Sponsor: Express Tek
- Accelerator Info Session | February 2022
- Lunch & Learn | February 2022
 - Event setting may change ‘

MARCH:

- Accelerator Applications DUE | March 11, 2022 |
- Veterans Business Bootcamp for Start-ups | March 2022
- Lunch & Learn | March 2022
 - Event setting may change

APRIL:

- BAR Awards DUE | April 1, 2022
- Accelerator Program Launch | April 27, 2022
- Lunch & Learn | April 2022
 - Event setting may change

MAY:

- BAR- Business Appreciation Reception | May 11, 2022
 - Sponsors: Transurban, Germanna, Stafford Printing
- Beer & Business | May 18, 2022

Agenda 9A

EPA FY22 BROWNFIELDS GRANTS

Stafford County EDA

November 12, 2021

What is a Brownfield?



A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated **by the presence or potential presence** of a hazardous substance, pollutant, or contaminant.

- Estimated 450,000+ brownfields in the U.S.

Why Brownfields?

The EPA Brownfields Program assesses sites contaminated by hazardous substances, pollutants, contaminants (including hazardous substances comingled with petroleum), and/or petroleum.

Cleaning up and reinvesting in these properties:

- Increases local tax bases
- Facilitates job growth
- Utilizes existing infrastructure
- Takes development pressures off of undeveloped, open land
- Improves and protects the environment



Brownfields Assessments

A Community-wide Assessment Grant is appropriate when a specific site is not identified and the applicant plans to spend grant funds on more than one brownfield site in its community. An applicant may request up to \$500,000. Eligible activities include:

- **Inventory** to compile a list of brownfields
- **Characterization** to identify past uses
- **Assessment** to determine whether site is contaminated and if so, delineate extent
- **Community involvement** to engage local stakeholders in site assessment decisions
- **Planning for Site Cleanup and Redevelopment** to identify viable opportunities for redeveloping the site, and develop site cleanup plans based on reuse

Potential Brownfield Sites

A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. *Site assessment is voluntary.*

- Route 1 (the “gateway”)
 - Near American Legion Rd.
 - N. Stafford near the Crucifix
- White Oak Shopping Center(s)
- Falmouth

FY22 Application Resubmission

- Deadline: December 1, 2021
- Encouraged to re-apply by U.S. EPA and VA DEQ
- Essentially resubmit FY20 and FY21 application with updated data and some narrative improvements (sites, demographics, plan, etc.).
- Engaged with Ransom Consulting and attended trainings by national and regional EPA technical assistance providers.

Budget

Stafford County EDA is requesting \$500,000 (increased by \$200,000) in EPA BF funds.

There is **no cost or match required** to the EDA. The requested amount will cover any travel, supplies, personnel, etc. contributed to the project. A majority of the grant will be used to contract out for environmental assessments.

- Environmental Consultant for Phase I & II Assessments
 - Approximately \$450,000
- EDA Expenses (travel, supplies, etc.)
 - \$50,000