

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING MINUTES**  
**August 13, 2021**

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held on Friday, August 13, 2021 via conference (Zoom) call.

**1. CALL TO ORDER**

This meeting was called to order by the Chairman at 9:07 AM. A quorum was present and accounted for.

Members Present

Joel Griffin            Chairman  
Howard Owen        Treasurer  
Danielle Davis (arrived approx., 9:45, Item 6)  
Heather Hagerman  
Jack Rowley  
Marlon Wilson

Member Absent

Don Newlin           Vice Chairman

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

Charlie Payne           Counsel  
Fillmore McPherson    Stafford County Planning Commission

**2. APPROVAL OF MINUTES**

A. July 9, 2021 Regular Meeting Minutes

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

**VOTE: 6-0 Approved**

**3. PUBLIC PRESENTATIONS**

A. Mr. McPherson reported that Planning & Zoning voted to reject the Vulcan rezoning. Members discussed asked questions about the project. Mr. Griffin was aware of some public concern regarding health issues. Mr. McPherson clarified that the project is expansion for storage at its site and likely relocation of the mixing facility off of Courthouse Road.

#### 4. TREASURER'S REPORT

##### A. Current Financials

Mr. Owen shared that the EDA's last fiscal year ended with \$2.7 million in assets (up from approximately \$2.2M in FY2020) and that the new fiscal year was entered with \$1.4 million in cash. (up from approximately \$800,000

##### B. EDA Budget

Mr. Owen noted that the new Excel budget is almost completed. Mr. Owen stated that Stafford County has a new CFO who met with Mr. Holden and shared that the EDA has not been reporting correctly. Mr. Owen stated that we will be making changes to ensure compliance with APA standards. Mr. Rowley shared concerns about the budget and year-to-date and asked that we provide updates at the September meeting.

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

**VOTE: 6-0 Approved**

#### 5. CHAIRMAN'S REPORT

Mr. Griffin noted the August Beer & Business event with Merritt Properties as the sponsor was well attended and a success. He thanked Ms. Browne and the ED&T staff for their efforts. Mr. Griffin shared that Stafford County Public Schools received a grant focused on collaborating with local businesses. Mr. Griffin stated that some of the grant money will be used for teacher certifications (specifically technology field) and also to create incentive for professionals to offer direct support in the classroom. Mr. Hendon asked if the certifications would be in line with the continuing education requirements for educators. Mr. Griffin stated that the continuing education for STEM would apply to teachers' math and science requirements but the certifications would not be required. Mr. Wilson expressed his support for this grant.

#### 6. 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: 6-0 Approved**

Mr. Griffin motioned to move out of closed session. Mr. Rowley seconded.

**VOTE: 6-0 Approved**

#### 7. SECRETARY'S REPORT

##### A. American Recovery and Plan Act (ARPA)

Mr. Holden noted that the Board will meet in September to determine how ARPA funds will be distributed. Mr. Holden and ED&T has secured consultant proposals to help design, monitor and track the programs that will be chosen.

## B. Go VA Grant

1. Mr. Holden shared the first-year grant has been closed out.
2. Mr. Holden noted that a contract has been drawn with the Dept. of Housing and Community Development (Go Virginia) for the second-year grant, which is a two year grant previously discussed. Mr. Holden noted some minor changes in the RIoT contract and requested approval for these changes.

Mr. Owen motioned to approve the contract with RIoT, with the proposed changes. Ms. Hagerman seconded.

### **VOTE: 7-0 Approved**

## 3. Contract for Technology Specialist

Mr. Holden mentioned that two more contracts related to this grant are forthcoming: one for a technology specialist who will be on the ground at the Testbed working with entrepreneurs to connect them with CIT/technology and will be funded via both grant funds and CIT. As a result of CIT paying half of this contract, another grant will be needed to allow EDA to get the funds from CIT.

## 4. Activities & Timeline

Mr. Holden shared that the first Lunch & Learn was held at the Testbed on July 15 and was fairly well attended. Mr. Holden asked EDA members to share and promote future Lunch & Learn sessions and other EDA events to businesses they frequent.

## C. Marketing and Events Update

Ms. Browne reviewed the following upcoming events:

- The next Lunch & Learn titled 'Take Back Your Data' will be held on August 26 and will teach small business owners to create their own IoT network. Ms. Browne stated that Spanalytics is the speaker and lunch sponsor and that 11 are currently registered. Ms. Browne noted that the Lunch & Learns may be held virtually in future.
- Ms. Browne noted, as mentioned earlier, that the first Beer & Business was held on Aug. 11 and was a great turnout with 35 attendees. The next B&B will be held on Nov. 10 at Adventure Brewing.
- Veterans Business Bootcamp 2.0 will cover growth and expansion and be held at UMW campus on Oct. 26. The two sponsors are Core Solutions and Redco and the SBDC will be announcing their regional veteran business owner of the year during the event.
- The BAR (Business Appreciation Reception) will be held at the Holiday Inn & Conference Center on Oct. 20 and will focus on 'Honoring Our Business Heroes'. Ms. Browne shared that the sponsorship proposals have been re-worked and a title sponsorship of \$6,000 has been sold to TransUrban for the BAR.

Mr. Holden requested that EDA members email Ms. Browne with recommendations for any additional sponsors for the BAR.

## D. Airport Follow-Up

Mr. Holden shared that ED&T will be following up soon with the airport regarding the T- and corporate hangars and that ED&T will also be helping the airport with some marketing including updating the sign on I-95.

E. Stafford HS Kilroy Project

Mr. Holden reminded members that EDA has sponsored the Kilroy Robotics Group for a number of years and the sponsorship was approved again in February 2020; however, due to COVID-19 the group did not meet and the check was never issued. Mr. Holden shared that since the sponsorship was already approved, the check will now be issued and that he has asked the Kilroy Robotics Group to present to the EDA this October.

Mr. Griffin asked for an update on the Symetra event and Mr. Holden replied that Pohanka Honda declined being the Purse Sponsor and that he has spoken and ask if Geico would consider being the Purse sponsor for the event. Mr. Holden expressed concern that if that doesn't come through he has no more leads for the sponsorship of this event. Mr. Holden asked the EDA for any sponsorship suggestions they may have.

**8. WORKING GROUP REPORTS**

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

No Report

B. Germanna Group (*J Rowley*)

Mr. Rowley shared that the building on Route 610 at 25 Center Street looks promising for additional classroom space to purchase. Mr. Owen asked what would happen to the property given to Germanna near its currently leased property if the 25 Center Street is purchased by the college. Mr. Rowley stated that Germanna has 20 years to occupy that property and suggested meeting with the County to discuss the County or the EDA take back that property if the college does purchase 25 Center Street. Mr. Griffin expressed support for the 25 Center Street property given its location and possible "campus" environment.

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

No Report

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

Mr. Hendon and Mr. Wilson have reached out to Senator Warner's office. Mr. Hendon shared that the senator's office is supportive of the broadband expansion and that general assembly passed their budget that included \$479 million in broadband funding for the current fiscal year available through VATI grants. Mr. Holden noted that there is, as all know, tremendous financial support for broadband expansion and that all the details on those funds need be worked out.

**9. OLD BUSINESS**

A. County Support to Patawomeck Tribe

Mr. Griffin shared that the EDA will be used as a 'pass-through' for some of the permitting fees as an incentive from the County to help them launch their programs. Mr. Holden noted that the County will use the EDA and ARPA funds to complete the Patawomeck driveway extension. Mr. Owen asked if First Line is involved in this as suggested by the signature page and Mr. Holden responded that they are not and that is a mistake in the MOU, it will be corrected.

Mr. Griffin moved to approve the 'pass-through' fees. Ms. Hagerman seconded.

**VOTE: 7-0 Approved**

**10. NEW BUSINESS**

None

**11. ATTORNEY'S REPORT**

None

**12. ADJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 10:36 AM. The next Regular Meeting will be held via conference (Zoom) call and is scheduled for September 10, 2021.

**MINUTES APPROVED BY:**

Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary