

## 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](http://www.gostaffordva.com) and [www.tourstaffordva.com](http://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 5<sup>th</sup> meeting the Board of Supervisors chose to table the discussion for allocation of ARPA funds to the October 19<sup>th</sup> 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. 5<sup>th</sup> 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.

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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