

REGULAR MEETING MINUTES

November 12, 2021

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held on Friday, November 12, 2021 via conference (Zoom) call.

1. **CALL TO ORDER**

This meeting was called to order by the Vice Chairman Newlin at 9:02 AM. A quorum was present and accounted for.

Members Present

Don Newlin	Vice Chairman
Howard Owen	Treasurer
Jack Rowley	
Marlon Wilson	
Heather Hagerman	

Members Absent

Joel Griffin	Chairman
Danielle Davis	

ED&T/EDA Staff Present

John Holden	Secretary, EDA; Director, ED&T
Tammy Guseman	Administrative Assistant, ED&T
Dale Hendon	Specialist, ED&T
Josh Summits	Business Development Office, ED&T

ED&T/EDA Staff Absent

Linzy Browne	Marketing & Events Coordinator, EDA
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Also Present

Fillmore McPherson	Stafford County Planning Commission
Janie Rhoads	Counsel

2. **APPROVAL OF MINUTES**

A. October 8, 2021 Regular Meeting Minutes

Mr. Rowley noted that in the October meeting EV chargers were discussed and he requested that ED&T email him what capacity of chargers we are considering for Stafford County as Germanna College is interested in this also. Mr. Rowley motioned to approve the October Regular Meeting Minutes. Ms. Hagerman seconded.

VOTE: 5-0 Approved

3. PUBLIC PRESENTATIONS

None

4. TREASURER'S REPORT

A. Current Financials

Mr. Owen reviewed the EDA's current financials and noted that the EDA has \$1.3 million liquid assets and \$1.3 million in other assets (notes receivable and CDs). Mr. Owen added that Virginia Partners Bank is merging with a New Jersey bank. Mr. Owen noted that the EDA Finance Contractor fee will be increased in January 2022 from \$700 a month to \$900. This fee is being raised for all of her clients. Mr. Owen shared that receipt of EDA's bond fees did not happen in 2020 and 2021 and that EDA will be receiving approximately \$9,600 soon. Mr. Holden replied that the two checks have been received and the EDA is now set up for automatic payment in future. Mr. Holden also noted that EDA will be purchasing the liquor again this year for the Stafford County Holiday Party on December 7 and that Chairman Griffin will have a chance to speak at this event as well. Mr. Owen inquired if all members have received an invitation to this event and Mr. Rowley stated that he did not. ED&T staff will contact County Administration's office and request that invitation be sent to Mr. Rowley.

B. EDA Budget

Mr. Rowley and Mr. Owen shared that they appreciate the updated budget. Mr. Holden noted that the Board of Supervisors will review the ARPA appropriation for a consultant group again on November 16. Mr. Holden stressed that he has made this request for a consultant that would be contracted for up to three years with a budget just under \$200,000 as more man power is needed to design new programs. With ARPA funding some of the activities will be in-house (ED&T) and some will be transferred to the EDA. IN the end, Mr. Holden added, ED&T staff need guidance and support to design and administer the possible ARPA-funded programs. Mr. Owen stated that the EDA needs to make a huge impact and more money will have to be spent to accomplish this. Mr. Holden shared that the consultant group will help with determining how the ARPA funds can and will be spent as well as when they will be spent within the legal guidelines as there is a deadline for use of funds. Mr. Wilson asked if EDA will have the opportunity to see the performance of the consultant and stated that the EDA should have some written criteria as to what will be expected of the consultant. Mr. Holden explained that the consultant was secured through the County Procurement Process and that the contract will be with the County, not the EDA. But the EDA will have input as programs are designed and implemented. To further clarify a question from Mr. Owen, Mr. Holden stated that some of the ARPA funds will be in the Department accounts and some will be transferred to the EDA accounts, depending on the type of program. For example, business grants or loans would be funded through the EDA accounts.

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

VOTE: 5-0 Approved

5. CHAIRMAN'S REPORT

Mr. Holden shared that Mr. Griffin stated his belief that EDA members be able to finish out their 4-year term regardless of election results, as EDA is not a political body. Mr. Holden shared an email with the EDA from Mr. Griffin stating as such. This is not clear in the by-laws and that he has spoken with the County Administrator on this and it is being looked into. Mr. Rowley stated that he recently had lunch with a Board Supervisor and that the Supervisor's understanding was that the current EDA appointments will be reviewed in January 2022. Ms. Hagerman shared that she would like the opportunity to finish her term. Mr. Wilson asked if the Planning Commission Committee members would also be reviewed in January. Mr. Holden said that he is unsure of the Planning Commission by-laws but that EDA is a separate legal entity and that he has not read anything in the Statutes about members not being allowed to finish terms and noted that he encourages Mr. Griffin's statement. Mr. Owen asked if Mr. Payne has given his input on this. Ms. Rhoads affirmed that Mr. Payne has looked into this and suggested this be discussed in closed session.

6. SECRETARY'S REPORT

A. Audit Update

Mr. Holden shared that audit documents are currently being collected.

B. Go VA Grant

1. RFP for Technology Specialist

Mr. Holden noted that EDA is hiring for this position and this contract payment will be split evenly by EDA and CIT. Mr. Holden shared that we have received 9 applications and that he, Mr. Hendon and Mr. Ihrie (CIT) are reviewing these. Once an applicant has been decided upon it will be brought to the EDA members for approval.

2. RIoT Staffing and Plans

Mr. Holden shared that RIoT is in the process of hiring their Virginia Stafford staff member. This position, as well as the Technology Specialist, are anticipated to be filled by the end of this year and the Accelerator Program launched by the first of next year.

3. First Remittance

Mr. Holden stated that this grant is a reimbursement grant and the first quarter remittance has been submitted and will not show on finance statements until September.

C. Testbed Update

Mr. Holden noted that part of the work with the VA grant is the EDA match which is helping to build components (i.e.-state of the art video/audio conference equipment) of the Testbed and proposed to hold the next EDA meeting at the Testbed Center to view the space.

D. ARPA Update (discussed under 4B above)

E. Symetra Tour Event Update

Mr. Holden stated that obtaining a sponsor for Symetra has been unsuccessful. Mr. Owen inquired if the sponsorship was \$150,000 for 3 years and Mr. Holden affirmed this. Mr. Holden will continue to seek a sponsor but if still unsuccessful, the EDA will have to abandon this idea.

F. Marketing & Events Update

Mr. Holden referred to Ms. Browne's memo and mentioned that the Beer & Business held on November 10 was well attended.

7. COMMITTEE AND WORKING GROUP REPORTS

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

Mr. Summits shared that there are no current applications underway.

B. Germanna Group (*J Rowley*)

Mr. Rowley shared that Germanna is committed to expansion in Stafford.

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

Mr. Holden noted that there will be updates provided in Closed Session.

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

Mr. Wilson noted that the VATI application is going through the Challenge process which gives providers the opportunity to challenge the proposed project area.

8. OLD BUSINESS

None.

9. NEW BUSINESS

A. US EPA Brownfield Grant Application

Mr. Holden referred to slides in the Packet and stated that we are still waiting on the approval of this grant and Mr. Hendon is taking on this project. Mr. Holden stated that there is no match requirement from the EDA and these assessment grants provides technical support in that a major portion of this grant goes to qualified environmental consultant that works with volunteer properties in Phase I and potentially Phase II assessments targeting Gateway, Boswell, White Oak/Falmouth and Downtown Stafford areas. Mr. Hendon noted that multiple regional entities that will provide support for this grant are working collaboratively with EDA on this grant. Mr. Rowley stated that, looking at the Brownfield slides provided, he feels like the individual that talked to EDA is being targeted and suggested the slide(s) be re-written so as not to indicate exclusivity. Mr. Holden stated that the mention of the individual was just meant as an example.

Mr. Rowley made a motion to apply for the Brownfield Assessment Grant. Ms. Hagerman seconded.

VOTE: 5-0 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.

Mr. Rowley motioned to come out of closed session. Ms. Hagerman seconded.

VOTE: 5-0 Approved

Out of Closed Session, Mr. Rowley made a motion and Mr. Wilson seconded:

To enter into an incentive agreement for an expanding business that will allow the EDA to grant a portion of new real estate tax revenue generated by its investment to the company, based on new job creation and new taxes paid, subject to review and approval by the EDA of Agreement prepared by the County and the business. There will be no net costs to the EDA.

VOTE: 4-0 Approved; Ms. Hagerman Abstained

Mr. Newlin made a motion and Mr. Rowley second:

To agree to enter into an incentive agreement with the County providing the standard Technology Zone incentive that grants an amount of new business personal property paid by the business to the EDA in order grant to a new business, should the Board of Supervisors approve and subject to review and approval by the EDA of Agreement prepared by the County and the business. No net costs to the EDA.

VOTE: 5-0 Approved

11. ATTORNEY'S REPORT

None.


12. ADJOURNMENT

Mr. Holden asked if all were in favor of meeting in-person for the December meeting. Mr. Newlin stated that he is comfortable with it and Mr. Rowley said he is willing to attend but would ask that all who attend attest that they are fully vaccinated. There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 10:26 AM. The next Regular Meeting will be in-person at the Testbed and is scheduled for December 10, 2021.

MINUTES APPROVED BY:

Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:


John Holden
EDA Secretary