

## REGULAR MEETING MINUTES

February 11, 2022

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held via Zoom on Friday, February 11, 2022.

### 1. CALL TO ORDER

This meeting was called to order by Chairman Griffin at 9:01 AM. A quorum was present and accounted for. Mr. Griffin read the Conflict of Interest statement; no members had any conflicts.

#### Members Present

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

#### ED&T/EDA Staff Present

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

#### Also Present

Charlie Payne	Counsel
Rachael Newberry	RIoT
Jennifer Morgan	RIoT
Dexter Cummings	Stafford County Planning Commission (zoom)

### 2. APPROVAL OF MINUTES

#### A. January 14, 2022 Regular Meeting Minutes

Mr. Newlin motioned to approve the January Regular Meeting Minutes. Mr. Rowley seconded.

**VOTE: 7-0 Approved**

### 3. PUBLIC PRESENTATIONS

None

#### **4. TREASURER'S REPORT**

##### **A. Current Financials**

Mr. Owen noted that cash on hand is \$1.3 million, other assets at \$1.27 million, notes payable are all current, and total equity liability is \$2.6 million. Mr. Owen asked for a follow-up report on a \$20,000 check for the 45-98 Site Inspection. Mr. Holden stated that the company is still interested in this property, the Phase 2 inspection did identify ways the property could be developed and that a more detailed update will be given next month. Mr. Owen noted that there was a net income loss of \$60,000 for the first half of the year. Mr. Holden responded that this was due to the reimbursement lag for the Go VA grant. Ms. Davis inquired about the Dell conferencing equipment if there is a threshold for depreciable assets? Mr. Holden replied that he will ask our auditor and have an answer on this next month.

Ms. Davis moved to accept the Treasurer's Report. Mr. Newlin seconded.

**VOTE: 7-0 Approved**

#### **5. CHAIRMAN'S REPORT**

None

#### **6. SECRETARY'S REPORT**

##### **A. Audit Update**

Mr. Holden stated that the auditor noticed four Cares Act Grant checks were deposited with only one signature, that there was an error in the Milde Amortization Schedule which has since been adjusted and Mr. Milde has accepted the change.

##### **B. Go VA Grant Update**

1. RIoT Update – Ms. Morgan stated that two programs will start in March:

\*Foundations program

\*Accelerator program

and noted the information sessions for these and invited the EDA members to attend the February 15 session to learn more. Ms. Newberry noted that the minimum requirement has been met for the Foundations program and encouraged EDA members to send any entrepreneurs or business owners that can leverage technology resources to them. Mr. Holden shared that members needing information on these programs can email Ms. Browne.

2. Technology Specialist

Mr. Holden shared that EDA will be contracting with a technology specialist and that this position will be paid half by Virginia Innovation Partnership Corporation and half through the grant. Mr. Holden noted that an agreement has been made with Uma Marques. Ms. Marques will be starting on March 14 and will be introduced to members during the April EDA monthly meeting.

C. Marketing & Events Update

Ms. Browne shared that a 2-day session Veterans Boot camp will be held on February 22-23 and asked members for any possible leads on attendees.

1. Beer & Business

Will be held on March 2 at Barley Naked.

2. Business Appreciation Reception

The Business Appreciation Reception will be held on May 25 at the Holiday Inn & Conference Center. Ms. Browne shared that there will be several awards given at this event and noted there are seven applicants and forty-seven registered currently. Ms. Browne encouraged members to suggest possible sponsors for this event. Mr. Griffin requested that Ms. Browne keep the members apprised on the sponsorship needs over the next few weeks.

D. Update, Board Strategic Meeting and ED&T Priorities

Mr. Holden stated that there are three tools that he will be pursuing under the Economic Infrastructure Fund: Data Centers, Tourism Zones, and Regional Infrastructure Facilities Authority. Mr. Holden shared that the C-PACE program has been promulgated by the State's Dept. of Energy. Mr. Hendon stated that C-PACE is a funding authority that finances improvements to make buildings energy-efficient. Mr. Holden noted that this will be discussed in more detail during the March EDA Meeting.

**7. COMMITTEE AND WORKING GROUP REPORTS**

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

Mr. Summits shared that two micro-loan applications will be going to the Committee soon and both are \$15,000. Mr. Summits stated that he has another micro-loan that he will be starting work on next week. Mr. Holden let the members know that the two loans in progress are covered, but funds may need to be moved in order to accommodate future loans.

B. Germanna Group (*J Rowley*)

None.

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

Mr. Holden noted that the Property Group met with Virginia Economic Development Partnership and shared that he would like to get back to EDA on what they call the Site Characterization Fund and Site Infrastructure Improvement Fund given the fact that EDA has shown interest in future sites for economic development purposes. Mr. Rowley asked for an update on the property near the Jarrell project. Ms. Hagerman noted that they have not visited the property yet but will make that a priority.

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

Mr. Wilson noted that a meeting with IT will be held soon. He shared that they do have a current map of additional coverage areas related to the VATI grant and are looking to obtain comprehensive coverage information from IT.

**8. OLD BUSINESS**

A. County-EDA ARPA Funds

Mr. Holden summarized the ARPA funds/consultant saga and shared that he is asking the Board for an appropriation to set aside just under \$200,000 to be able to select a

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## Stafford County Economic Development Authority

consultant to determine how best to develop and administer programs using ARPA funds allocated for the tourism industry. Mr. Holden reiterated that ED&T does not have the time to undertake this task and as such, is recommending bringing in a consultant. Discussion followed between the members about whether or not to hire a consultant.

Mr. Holden presented and shared recommendations regarding ARPA fund appropriations that he has and will be presenting again the Board. Mr. Holden stated that he is specifically asking the Board for an appropriation to set aside just under \$200,000 for a consulting firm and funding for additional smart kiosks. The consultant, who is already selected through the Stafford County procurement process, will work with ED&T staff to develop and administer programs using ARPA funds allocated for economic recovery. Mr. Holden reiterated that ED&T does not have the staff capacity currently to undertake the additional program management. Additionally, specific expertise is needed to mitigate risk and ensure any new programs are compliant with the federal rules.

Discussion followed between the members specifically around the consultant. Mr. Rowley and Mr. Newlin shared their opinions that hiring a smart individual could result in only a fraction of the proposed \$200,000. Mr. Wilson and Mr. Griffin noted their opinions that over the 3-year consultant contract period it would be worth the \$200,000. Mr. Griffin asked who would oversee the consultant. Mr. Holden stated that he would be responsible for overseeing and also documenting the work output of the consultant. Mr. Holden noted that \$2.9 million of the County's ARPA funds would go to economic development and that none of these funds has been authorized or appropriated as of yet. Mr. Owen asked if all \$2.9 million would go to EDA or to Economic Development. Mr. Holden stated that the larger portion would go to EDA, but the consultant would help design the programs and the allotted funds noted in the presentation are only proposals at this time. Mr. Owen inquired why this consultant issue is being brought before the EDA at all with it being the Board's decision. Mr. Owen added that the EDA should focus on one or two large projects to make the largest impact instead of many projects with the ARPA funds. Mr. Owen also stated he is not in agreement to hire the consultant but recognizes the time constraint this work may have on the Department staff. Mr. Holden emphasized that in addition to staff constraints, the consultant is needed to help assure the ARPA rules are followed. The consultant will ensure compliance and also reminded the Members that we are hiring a consulting firm, not just one consultant. Ms. Davis noted that if an individual is hired, the taxpayers will have to pay for benefits, etc. so the consultant would actually be more financially effective.

Mr. Griffin suggested drafting a letter to the members to sign off on EDA approval for this consultant. Ms. Davis noted that if an individual is hired the taxpayers will have to pay for benefits, etc. so the consultant would actually be more financially effective. Mr. Griffin stated that he and Mr. Holden will draft this letter of EDA approval and send it to the Board.

## 9. **NEW BUSINESS**

### A. EDA Meetings-Procedures

Mr. Holden noted revisions to EDA by-laws that legal counsel has reviewed. Mr. Payne stated that the by-laws were not very clear about public notices and executive sessions and that the revisions cleaned up these questionable areas.

Mr. Newlin moved to accept the by-law revisions. Ms. Davis seconded.

**VOTE: 7-0 Approved**

### B. American Junior Golf Association (AJGA) Allstar Tournament

Mr. Holden noted that we have been unable to secure sponsorship for the Symetra Tour, but ED&T has secured an opportunity to host this Junior Golf Tournament at the Gauntlet for this year and next two years instead. Mr. Holden stated that ED&T will contribute \$25,000 for marketing this event and would ask the EDA to match this. Mr. Holden asked the members for approval to transfer funds they had set aside for Symetra to the American Junior Golf Association Allstar Tournament. Mr. Griffin asked how the finances for this will move? Mr. Holden replied that ED&T will contract with the AJGA and as part of the contract it will note that EDA is supporting this also. As invoices come in, ED&T will invoice the EDA for their portion accordingly. Mr. Cummings asked how many participants the AJGA event will have. Mr. Holden stated the event will have between 180-200 participants.

### C. Mr. Rowley moved to support the sponsorship of the American Junior Golf Association (AJGA) Allstar Tournament and accept the transfer of set-aside Symetra funds to AJGA event. Mr. Newlin seconded.

**VOTE: 7-0 Approved**

Mr. Payne requested that, due to new policies and revised by-laws, Mr. Holden define the subject matter for the Executive Session before starting the session. Mr. Holden noted that there are matters regarding property acquisition that have not been disclosed publicly yet. Mr. Rowley added that Germanna expansion will also be a topic of discussion.

Mr. Newlin moved to go into Executive Session and Mr. Rowley seconded.

## 10. **EXECUTIVE 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 present at the meeting were in the closed session.*

**11. ATTORNEY'S REPORT**

None

**12. ADIJOURNMENT**

The next Regular Meeting will be in-person at the Testbed with Zoom option and is scheduled for March 11, 2022. There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 10:21 AM.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary