

## REGULAR MEETING MINUTES

March 11, 2022

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held at the Testbed with Zoom option on Friday, March 11, 2022.

### 1. CALL TO ORDER

This meeting was called to order by Chairman Griffin at 9:02 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	(Zoom)
Howard Owen	Treasurer	(in-person)
Don Newlin	Vice Chairman	(Zoom)
Danielle Davis		(Zoom)
Jack Rowley		(in-person)
Marlon Wilson		(Zoom)
Heather Hagerman		(Zoom)

#### ED&T/EDA Staff Present

John Holden	Secretary, EDA; Director, ED&T	(in-person)
Josh Summits	Business Development Officer	(in-person)
Tammy Guseman	Administrative Assistant, ED&T	(in-person)
Dale Hendon	Specialist, ED&T	(in-person)
Linzy Browne	Marketing & Events Coordinator, EDA	(in-person)
Lisa Logan	Assistant Director, ED&T	(in-person)

#### Also Present

Charlie Payne	Counsel	(in-person)
Dexter Cummings	Stafford County Planning Commission	(in-person)

### 2. APPROVAL OF MINUTES

#### A. February 11, 2022 Regular Meeting Minutes

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

**VOTE: 7-0 Approved**

### 3. PUBLIC PRESENTATIONS

None

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

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

Mr. Owen reviewed that we have \$2.6 million in assets and notes payable are current. Ms. Davis inquired if the threshold for depreciable assets is known yet. Mr. Owen noted that we will address that in the next audit.

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

**VOTE: 7-0 Approved**

##### **B. Audit Update**

Mr. Owen noted that this year's audit was a struggle and our auditors, Bishop & Farmer, will not participate in our audit next year. Mr. Owen mentioned the EDA is currently in the process of bidding the audit with the County and that hopefully, next year's audit will be more cost-effective and easier on ED&T staff. Mr. Owen shared there were no significant problems with this year's audit and the audit report reflects this fact. Mr. Holden recognized Mr. Hendon as the ED&T employee who was in charge of the audit and stated that ED&T staff will start preparing for the next audit before the end of this fiscal year. Mr. Holden shared that EDA has the option to review the submissions sent to the County and partner with them or obtain a bidder's service on their own. Mr. Rowley inquired if EDA could obtain the bid list. Mr. Holden noted that either himself or Mr. Owen will be on the Audit Bid Review Committee.

Mr. Rowley moved to approve this year's Audit. Mr. Griffin seconded.

**VOTE: 7-0 Approved**

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

Mr. Griffin shared that he has noticed ED&T staff volunteering to be involved on different committees and noted his appreciation for this. Mr. Griffin stated that Ms. Davis' term is up in June 2022 and that the EDA will be reaching out to Supervisor Gary regarding allowing Ms. Davis' term to be renewed. Ms. Davis noted that she has attempted to contact Supervisor Gary but has not heard anything yet. Mr. Griffin reminded EDA members that there are several new Supervisors and encourage the members to contact their Supervisor and let them know all that the EDA does for the community. Mr. Holden shared that he is in the process of setting up additional individual meetings with EDA members and Supervisors as soon as possible. Mr. Wilson stated that he will reach out to Supervisor Gary personally regarding Ms. Davis' term.

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

##### **A. Go VA Grant Update**

RIoT Update – Mr. Holden reminded the members that RIoT has two entrepreneurial programs (Foundations program and Accelerator program) and asked members to give recommendations for these.

Technology Specialist - Mr. Holden shared that Uma Marques, formerly with Mitre Corporation) will be starting her new position as Technology Specialist on March 14 and will

## Stafford County Economic Development Authority

be working with ED&T staff as well as Virginia Innovation Partnership Corporation. He reminded the Board that this contract is part of the Go VA grant.

### B. American Junior Golf Association Allstar Tournament

Mr. Holden introduced Ms. Logan, who is heading up this tournament. Ms. Logan stated the following:

1. The Pro-Am will be held Sunday, August 14 and the Tournament will be Monday-Thursday, August 15-18, and will expose a number of young golfers, their families, sponsors, and tourists to Stafford and hopefully bring new business to the County.
2. The Pro-Am will be the EDA's. There will be three spots on each of the eight teams that may be filled as part of the Pro-Am.
3. A committee for this tournament will begin the end of March and will meet once a month to discuss lodging and meals for players; a committee chairman will be needed along with individuals who will take charge of fundraising, hospitality, and marketing for the tournament in general. Ms. Logan asked for one or two EDA members to volunteer to serve on this committee, primarily for the Pro-Am portion.
4. Once tournament is over, the funds that remain will be divided between the AJGA's scholarship fund and a non-profit of EDA's choosing and the sooner this is chosen the better.

Mr. Rowley asked if this event has been secured yet and how much is the EDA contributing to it. Mr. Holden stated that this event is for three years and the EDA has committed to \$25,000 per year. Mr. Cummings inquired as to who will be handling the disbursement of funds. Mr. Holden stated that ED&T will handle this. Mr. Holden asked for volunteers for the Tournament committee and recommendations for the charity. Mr. Rowley suggested that Germanna be considered for the charity. Ms. Logan noted that half of the remaining funds can go to two or three charities, not just one, if desired. Mr. Owen requested that whatever charity Mr. Owen stated that this event will be great exposure for Stafford County. Mr. Cummings, Ms. Davis, and Mr. Owen stated their willingness to volunteer for the Tournament Committee. Mr. Rowley suggested contacting Ms. Donna Krauss with Stafford County on charity suggestions as she is very knowledgeable.

Mr. Holden noted an aside that on March 15 the Board of Supervisors will be looking at an allocation from the Rescue Funds to support the parking lot refurbishment at the Gauntlet.

### C. Marketing & Events Update

#### 1. Beer & Business

Ms. Browne shared that the next B&B will be held on May 18 at Highmark Brewery.

#### 2. Business Appreciation Reception (BAR)

The BAR will be held on May 25 from 5-7 pm at the Holiday Inn & Conference Center. Ms. Browne shared the following:

- 76 people are registered thus far
- One more sponsorship (Guardian at \$4000) is needed. Ms. Browne asked for suggestions for the remaining sponsorship.

## Stafford County Economic Development Authority

- Three awards will be given at this event: Business of the Year, Community Stewardship, and Innovation and there are sixteen applicants. Ms. Browne recommended appointing a member to sit on the committee that will review the applicants and select the recipients of the awards. Ms. Hagerman volunteered. Mr. Rowley questioned if the B&B and BAR dates were too close and who the other sponsors were. Ms. Browne noted that staff discussed this but believe that the B&B will be a great opportunity to remind attendees to sign up for the BAR the following.

### D. Department Update

Mr. Holden noted the Department Memo in the Agenda Packets for members to review and reminded members that we have many items going before the Board of Supervisors Meetings and Committees in the next few weeks regarding Economic Infrastructure Fund and the Regional Infrastructure Facilities Authority.

## 7. **COMMITTEE AND WORKING GROUP REPORTS**

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

Mr. Summits shared the following:

- Loan Committee reviewed two recent applicants
- One applicant (Vitae Visual) was approved, commitment letter will go out today, and loan should close within the next two weeks. Mr. Holden noted that the EDA by-laws states that the Committee can approve loans up to \$15,000. The committee decided to table the other application to review the applicant's first three months of financial records and so that applicant withdrew their application. Mr. Summits shared that another micro-loan application will be going to the Committee soon and both are \$15,000. Mr. Summits stated that he and Mr. Holden will be conducting an internal review of another micro-loan next week.

Mr. Owen and Ms. Davis shared that the loan recipient is a company that seems well on its way to becoming a successful business. Mr. Holden noted that with this new loan the EDA loan fund will be around \$37,000 and suggested re-capping this fund as more entrepreneurs will start businesses during this 'recovery period'. Mr. Griffin asked if EDA is authorized to use any of the golf proceeds to replenish the loan fund. Mr. Holden stated that those proceeds are slated for a non-profit only.

### B. Germanna Group (*J Rowley*)

Mr. Rowley referenced an article stating that enrollment in community colleges is down at a time when it should be up; but shared that Germanna has actually had an enrollment increase. Mr. Rowley noted that Germanna is currently in on-going negotiations for two properties but is optimistic that by the end of March a contract to purchase both will be in hand. Mr. Owen inquired if Mr. Rowley feels there is a leadership void at the state level. Mr. Rowley replied the current leadership has been in place for over twenty years and he has not heard criticism on said leadership. Mr. Griffin thanked Mr. Rowley for his work at Germanna and added that two areas of growth for Germanna (nursing and cyber security programs) are the most-needed in the nation.

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

Mr. Holden shared that to the east of RV Parkway and adjacent to County property is project Mainline which is a multi-use development/hub-zone and the realized need there is sewer which would benefit the County and other property owners there. Mr. Holden noted that the developer has agreed to extend RV Parkway to their property which creates a loop and the possibility of an extension to the west to open up more property for development.

Mr. Cobert shared slides on this project and shared that one property owner is happy to provide the needed easement to Mainline as it will increase property value and that Mainline has received approval from the BOS for the property easement. Mr. Cobert noted that Firstline Technologies is now looking to expand their business to Stafford County due to the potential of commercial development here. Mr. Rowley asked when Phase II is scheduled to start. Mr. Holden shared that negotiations are taking place with property owner for easement/sewer costs and the hope is within the next month or two Phase II should start.

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

Mr. Wilson noted that a meeting with IT will be held once Mr. Hendon returns from leave.

## 8. **OLD BUSINESS**

A. C-PACE Update

Mr. Hendon shared the following:

- C-PACE stands for Commercial Property Assessed Clean Energy
- It is a tax-assessed vehicle that the County can choose to opt into through a State program which would allow individuals to finance certain aspects of clean energy improvements to retro-fit existing buildings or for new construction

Ms. Hagerman commented that this program is a wonderful financing mechanism that makes new construction more affordable on top of what it does for the environment. Ms. Davis agreed.

Mr. Rowley noted that this same program was brought before the BOS 4 years ago and was not approved and suggested bringing this before the BOS again. Mr. Hendon stated that what has changed between now and then is that the State will manage the program and the County only has to opt in with minimal cost/staff labor. Mr. Hendon recommended the following:

- Members review the C-PACE information
- Bring in the enabling contract from C-PACE to be reviewed
- Present it to the Board of Supervisors

Mr. Rowley shared the need for a BOS champion and suggested several EDA members enlighten said champion regarding the virtues of C-PACE. Mr. Payne noted that using financing for projects of multi-family purpose is usually complicated. Mr. Owen inquired if his business would be a candidate if he wanted to update his facility with clean energy. Mr. Hendon stated it would be a candidate. Mr. Cummings stated he feels it would be beneficial to have a discussion on what federal and state funds to use that will encompass climate change.

B. ARPA funds for Economic Development

Mr. Holden noted the federal ARPA rules in the Agenda Packets and shared that the BOS tabled the ARPA matter and asked the EDA to provide more guidance on how best to use these funds. Mr. Holden suggested a special EDA Meeting to further discuss this. Mr. Rowley agreed that this meeting is needed and noted that the BOS seems to see the need for a consultant, but at a lesser cost. Mr. Owen inquired if the funds are in hand. Mr. Holden replied that they are, but the BOS will decide how much to appropriate for economic development purposes. Mr. Owen suggested the EDA members speak to their respective Supervisors and try to push this forward. Mr. Wilson recommended a joint session of the BOS and the EDA to discuss ARPA, RV Parkway, Route 17 properties, C-PACE. Mr. Holden will work on scheduling the Special EDA Meeting as soon as possible but he is also scheduling individual meetings with Board Members and their respective EDA Member. Mr. Griffin stated that some of the new Supervisors can use a lesson on what Economic Development is and some of the pre-existing supervisors can use some information sessions on this as well. Mr. Griffin noted that due to scheduling difficulties that push meetings out for weeks, he encourages each member to meet with their respective supervisors to fill them in on Economic Development and all that the EDA does to assist.

9. **NEW BUSINESS**

A. RLB Contract Extension

(Deferred to after Closed Session)

B. Site Characterization & Development

Mr. Cobert informed the EDA of the following:

- In 2016 Virginia Economic Development Partnership (VEDP) started looking seriously at the fact that Virginia does not have business-ready sites
- For 2023, the previous governor had requested \$150 million to fund Virginia's business site-ready program; of this \$100 million would be dedicated to develop project-ready industrial "megasites"
- The remaining \$50 million would be used to develop midsize industrial sites
- The goal of this program is to bring site-readiness throughout the state

Mr. Holden noted there is state money available and opportunities for EDA to partner with business owners to help make their properties site-ready. Mr. Cobert mentioned that Centreport is a great example of the private market seeing opportunity and creating "pad ready" sites. Mr. Holden reiterated the amount of interest in site-ready properties and stated that ED&T will be prepared to submit applications for funding to develop properties.

Mr. Griffin moved to go into Executive Session and Ms. Davis seconded.

**VOTE: 7-0 Approved**

**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.*

After Closed (Executive) Session, Mr. Griffin moved to accept the recommendation for a three percent increase in Ms. Browne's contract and to extend it through June 30, 2023. Ms. Hagerman seconded.

**VOTE: 7-0 Approved**

**11. ATTORNEY'S REPORT**

None

**12. ADJOURNMENT**

The next Regular Meeting will be in-person at the Testbed with Zoom option and is scheduled for April 8, 2022. There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 10:58 AM.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary