

REGULAR MEETING MINUTES

November 3, 2023

The regular meeting of the Economic Development Authority (EDA), of Stafford County, Virginia, was held at the George L. Gordon Jr. Government Center, 1300 Courthouse Rd, Stafford, VA 22554 with a virtual option on Friday, November 3, 2023.

1. CALL TO ORDER

This meeting was called to order by Mr. Howard Owen at 9:00 AM. A quorum was present and accounted for.

Members

Howard Owen, Chairman
Heather Hagerman, Vice-Chairman
Jack Rowley, Treasurer
Price Jett, Virtual
Danielle Davis, Virtual
Marlon Wilson, Virtual
Jeff Roosa

ED/EDA Staff Present

Dale Hendon
Linzy Browne
Kyle Allwine
Liz Barber
Josh Summits
Charlie Payne
Christine Mulrooney

Also Present

Jennifer Morgan	RIoT
Parag Singh	Widely, Inc
Mikael Erwin, Virtual	Widely, Inc
Savannah Carabin	Stafford County

2. APPROVAL OF MINUTES

- A. October 6, 2023 Regular Meeting Minutes. Mr. Owen opened up the discussion on the minutes and simultaneously took up item 2B.
- B. September 19, 2023 Regular Meet Minutes. Mr. Rowley made two comments:
 - He requested Economic Development (ED) staff compile a list of pad-ready sites for the Economic Development Authority's review (EDA).
 - That there was a desire for the Board of Supervisors (BOS) and the EDA to meet quarterly.
 - Mr. Owen requested Mr. Allwine review dates for the next joint meeting with a suggestion of February 2024 giving time for the BOS to have their organization meeting. Mr. Allwine noted that there is a desire for a joint retreat and he will be in communication regarding the request.

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Mr. Rowley moved to approve the minutes for both October 6 and September 19 as submitted. Ms. Hagerman provided a second.

VOTE: 7-0 Approved

3. PUBLIC PRESENTATIONS

- A. Mr. Singh presented information about Widelity's capabilities and capacity to support grant applications and partnerships to expand broadband and infrastructure. Mr. Singh thanked the EDA for their ongoing partnership through the Virginia Smart Community Testbed and the DOT SMART grant application. Mr. Erwin presented information about opportunities for broadband funding through federal and state programs that the EDA may choose to apply for and take action to secure. Mr. Wilson offered some comments regarding the current partnership and stated he is hopeful this presentation will show opportunities, mostly from a broadband perspective, to leverage federal and state funding.

4. CHAIRMAN'S REPORT

- Mr. Owen noted an upcoming Christmas Tree Lighting on 12/1. The EDA has provided \$10,000 to support the event and is managing the funds and payment for the event.
- Mr. Owen stated that he is happy with the progress and having the EDA members (Mr. Wilson and Mr. Roosa) affiliated with the Testbed Executive Committee. Further, Mr. Owen stated that he is excited about how the committees overall are processing work in the EDA and how things are progressing.
- Mr. Owen stated that he would like the EDA to have a planning/strategy session in the coming months and he will propose a date in January to do so.
- Mr. Owen asked Mr. Allwine to share an update from the Economic Development Department where he introduced the new Administrative Specialist, Ms. Mulrooney. Mr. Allwine continued stating that interviews will be moving forward for the ED Specialist role in the upcoming weeks. The hope is to be fully staffed by the Thanksgiving break. ED has also submitted its operating budget for fiscal year 2025. ED is also looking to hire a consultant to support retail and experience-based business recruitment. Following some discussion regarding the duties and roles of the consultant, Mr. Owen asked Mr. Allwine to update the EDA regarding the ED 100 businesses in 100 days program and the business survey. Mr. Allwine stated that there is no survey update at this time, but ED hopes to close that survey and review the data for a December update. Ms. Barber stated that there are currently around 86 responses with a goal of getting at least 100 to be statistically viable. Mr. Allwine stated that the staff is also working on visits this afternoon for the 100 Businesses in 100 Days program.
- Mr. Owen clarified with Mr. Allwine the process by which the EDA may submit a budget request of Stafford County. Mr. Allwine clarified that the staff will work with the EDA to produce a request and the proper timing.

5. TREASURER'S REPORT

A. ACH Discussion

- Mr. Rowley noted that Mr. Hendon had provided Mr. Roosa with the privacy policy information for QuickBooks online. Mr. Roosa stated that he was satisfied with their privacy policy.
- Mr. Rowley suggested that Mr. Hendon procure some boilerplate policy language

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for processing ACH transactions.

B. Audit Update

- Mr. Rowley asked Mr. Hendon to provide a brief update regarding the Audit. Mr. Hendon noted that the Audit is not complete, but we are in the final stages of drafting the financial disclosures, commitments, and documents. He is confident we will be prepared to deliver the Audit at the upcoming meeting.

C. Current Financials

- Mr. Rowley noted that the most significant change was the opening and transition of approximately \$144,000 from the operating checking account to a money market account leaving around \$31,000 in the operating account for expenses
- Additionally, there were around \$23,000 in expenses for the last month.

Mr. Rowley moved that the EDA accept the Treasurer's report. Ms. Hagerman gave a 2nd.

VOTE: 7-0 Approved

6. SECRETARY'S REPORT

- A. Marketing & Events Update. Ms. Browne shared an update with the EDA regarding the recent Lexington, KY visit with the Chamber of Commerce. The trip was sponsored by the EDA with the purpose of learning from and looking at regional coordination in Lexington, KY. There will be several follow-up meetings over the next two months to finalize this effort. Ms. Browne also stated that she has an upcoming meeting scheduled with the Virginia Black Business Directory. She will report the result of that meeting to the EDA. The EDA also supported the Veteran's Business Bootcamp in October. They did see lower turnout numbers in comparison to prior events. Ms. Browne will coordinate with the SBDC to look at alternatives to redefine the event to maintain past success moving forward. Finally, the EDA has filled all of the Business Acumen Series spots. Beer and Business will be held on 11/16 at Potomac Point Winery with Sunset Cruises as the sponsor. Mr. Hendon noted that he is a part owner and operator of Sunset Cruises.
- B. Mr. Hendon reminded the EDA that we are in the process of closing out the FY22 GoVA implementation grant. There is a final report due at the end of the year and we need to process a final remittance which will be approximately \$25,000 in revenue to the EDA.
- C. Mr. Hendon also noted that there is an MOU for RIoT in the package today to support the current planning grant from GoVA. The EDA did submit the first quarterly report for this grant. The first discovery meetings with localities for this effort are coming up over the next month.
- D. Mr. Hendon brought forward a discussion on CPACE at the request of Ms. Hagerman. After a brief explanation of the program, Ms. Hagerman requested ED staff seek to pass the enabling ordinance for CPACE in Stafford. Mr. Hendon noted that there is a draft ordinance in the ED files to help pursue this effort.

7. COMMITTEE AND WORKING GROUP REPORTS

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

- Mr. Summits stated that there are no new loans up for consideration, with 3-4 in processing at some level. He noted that the EDA may need to review the available funding in the loan pool in the upcoming months. Mr. Rowley inquired about the property on Rt. 1 purchased by the Montano trucking operation and a for sale sign on the property. Mr. Summits clarified that the EDA self-financed that sale and those payments and that the ED staff is aware the property is for sale.

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B. Business Resources (*J Rowley*)

- Mr. Rowley noted that RIoT has requested a \$5,000 award for an upcoming conference to mitigate the costs for the Stafford companies attending the Smart Cities Connect Conference. Specifically, these funds will be used to pay for exhibit/booth space and allow the attendees to pitch their company at a conference event. Mr. Rowley stated that the committee received the application from RIoT and they have met all requirements and asked for approval. RIoT will provide a wrap-up report. Mr. Hendon also noted that we have an invoice and all the proper paperwork in hand to issue a check if approved.

Ms. Hagerman moved to approve the request; Mr. Rowley offered a 2nd.

VOTE: 7-0 Approved

- Ms. Morgan also noted that the Smart Cities Connect Conference has offered Stafford EDA an exhibit space at the Smart Cities Connect Conference. Mr. Hendon recommended that the EDA accept the offer and then provide that to the ED team and the Testbed to exhibit.
- Mr. Hendon also noted that there is a request for an application for a theatre production in Stafford submitted to the Committee.

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

- Mr. Summits brought a discussion of RV Parkway forward and asked the EDA to clarify that there may be several due diligence and improvement items required of the EDA following the transfer. After some discussion, Mr. Owen noted that the EDA is full steam ahead on the project and the desire is to accept the property if conveyed to the EDA.
- Ms. Hagerman and Mr. Rowley noted they would like to reinvigorate conversations around redeveloping Aquia Town Center. As part of that discussion, they are going to hold meetings to support moving a redevelopment there forward.

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

- Mr. Roosa noted that he had attended a Testbed planning meeting. The immediate next steps include better developing and organizing the governing Testbed structure.

8. OLD BUSINESS

A. ARPA Funds RFP

- Mr. Owen opened up a discussion on this item. Mr. Hendon stated that Mr. Roosa and Ms. Davis provided some feedback following the last meeting to improve the RFP and those items were incorporated to the best extent possible in this new draft.
- Mr. Roosa moved to strike the words "but are not limited to" in the deliverables section.

Ms. Davis made a motion to accept the RFP as amended by Mr. Roosa. The motion was seconded by Ms. Hagerman

VOTE: 7-0 Approved

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9. **NEW BUSINESS**

A. RIoT GoVA MOU

- Mr. Owen opened up the discussion. Mr. Hendon stated that this MOU is to satisfy the deliverables of the EDA capacity-building grant with GoVA. RIoT's work here primarily includes hosting the sessions contemplated in the grant and supporting the final report. The MOU is based on a prior MOU with RIoT for a GoVA grant but with updated deliverables that align with the new project.
- Mr. Owen asked if RIoT had reviewed and was comfortable with the MOU. Ms. Morgan stated that RIoT has reviewed and is comfortable with the MOU.
- Mr. Owen asked Mr. Allwine if he had any comments to which he replied requesting an amendment to section C2 striking "and Stafford County."

Mr. Rowley moved that the EDA approve the MOU with Mr. Allwine's amendment. Ms. Hagerman provided a 2nd.

VOTE: 7-0 Approved

B. December Meeting Date

- Mr. Allwine requested the EDA consider a meeting date change for the upcoming meeting to December 1 to consider an MOU for an incentive agreement with Amazon Web Services.
- Mr. Owen asked Mr. Allwine if the EDA would be able to review the document prior to the meeting. Mr. Allwine stated that he would be able to provide the document momentarily.
- Mr. Owen stated that there should be consideration in the document for the EDA's costs to process the incentive.
- Mr. Payne stated that he must recuse himself from representing the EDA in this matter as AWS is a client. The EDA may retain additional Counsel to represent them in this matter.
- Mr. Allwine also stated that this will allow time to discuss and submit a Partner Agency Request from the Board of Supervisors.

Mr. Rowley moved to change the meeting date to December 1 with the location to be determined by Stafford. Ms. Hagerman provided a 2nd.

VOTE: 7-0 Approved

10. **EXECUTIVE SESSION**

Ms. Hagerman moved the EDA go into an executive session. Mr. Roosa provided a 2nd.

VOTE: 7-0 Approved

The EDA Board went into Executive session in accordance with Section 2.2- 3711.A.3 and 5, et al. of the Code of Virginia 1950, as amended. Members of the EDA present at the meeting were in the Executive session. No votes were taken while in Executive session.

11. **ADJOURNMENT**

There being no further business before the EDA, the EDA did adjourn at approximately 11:18 A.M.

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The next Regular Meeting will be in person at the George L. Gordon Jr. Government Center, 1300 Courthouse Rd, Stafford, VA 22554, and is scheduled for December 1, 2023.

MINUTES APPROVED BY:



Howard Owen
EDA Chairman

MINUTES SUBMITTED BY:



Dale Hendon
EDA Secretary