

## REGULAR MEETING MINUTES

December 1, 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, December 1, 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,  
Danielle Davis - Virtual  
Marlon Wilson - Absent  
Jeff Roosa

#### ED/EDA Staff Present

Liz Barber  
Dale Hendon  
Linzy Browne  
Kyle Allwine  
Logan Burnette  
Christine Mulrooney

#### Also Present

Jennifer Morgan                      RIoT  
Deuntay T. Diggs                      Supervisor, George Washington District

### 2. APPROVAL OF MINUTES

- A. November 3 2023 Regular Meeting Minutes. Mr. Owen opened up the discussion on the minutes. Ms. Hagerman moved to approve the minutes for both as submitted Mr. Rowley provided a second.

VOTE: 6-0 Approved

### 3. PUBLIC PRESENTATIONS - None

### 4. CHAIRMAN'S REPORT

- Ms. Barber updated the EDA on the business survey. At this time the Department has received a 6-7% response rate from the 2,400 business contacts emailed the survey. Additional efforts to drive responses at events and through individualized email helped drive up the survey completion rate. She expects to have the results analyzed and available to the EDA in the first quarter of 2024.

## Stafford County Economic Development Authority

- Mr. Owen asked Mr. Allwine for an update regarding the current staffing levels at the Economic Development Department. Mr. Allwine stated that they have completed interviews for the Specialist position, intending to make an offer in the next week pending references.
- Mr. Owen continued his inquiry but requested an update on the Retail Attraction contractor. Mr. Allwine said that the documentation to finalize the contract was currently with the County's Procurement Office. Mr. Owen also requested that Mr. Allwine look into establishing a blanket NDA between the Economic Development Department and the EDA.
- Mr. Owen asked Mr. Allwine about the timeline for a Community Partner Agency Request. Mr. Allwine stated that the budget from the EDA would ideally need to be submitted within the next week. Mr. Rowley requested clarity on how the EDA will handle that request process. Mr. Owen stated that he and Mr. Rowley should meet and propose a budget based on past expenses. Mr. Rowley mentioned the annual budget passed by the EDA. Mr. Owen suggested that as a request he felt that this item would be a different document.
- Mr. Owen asked Mr. Allwine for an update on pad-ready sites in the County. Mr. Allwine stated that there is not a significant number of sites available due to demand. Mr. Rowley inquired about sites on Route 1 where there is currently construction. Mr. Allwine stated that he understands these sites already have committed tenants or buyers.
- Mr. Owen asked about the progress of CPACE. Mr. Allwine stated that there are limited opportunities to get it in front of the Board of Supervisors in January, but it is on the list to move forward.
- Mr. Owen noted there will be a planning session after the next EDA meeting on 1/12. There will be lunch and it will be held at the Virginia Smart Community Testbed.
- Mr. Owen brought up the Virginia Smart Community Testbed. He stated that one of his concerns was a failure to memorialize the administration of the program. He feels that the EDA had a pivotal role in starting the program. Mr. Owen noted that others have weighed in with thoughts and his goal to perpetuate and define the future of the Testbed as it relates to the EDA.
- Mr. Owen asked Mr. Jett to introduce Deuntay T. Diggs, Supervisor, George Washington District, and welcome him to the EDA meeting.
- Mr. Owen wanted to also note that the EDA has secured additional outside council to support reviewing upcoming incentive agreements. Mr. Rowley asked if approval is needed to validate the expense. Mr. Owen noted the expense is under \$5,000.

Mr. Rowley moved that the EDA approve securing outside council to help review upcoming incentive agreements. Ms. Hagerman gave a 2<sup>nd</sup>.

VOTE: 6-0 Approved

- Mr. Hendon asked Mr. Owen if the EDA would entertain a motion to approve and set the meeting calendar for 2024. Mr. Owen brought the item up for consideration. Ms. Browne provided several amendments including clarifying the January strategy meeting would be held at the Testbed, the joint meeting with the Board of Supervisors is tentative, and updating the October, November, and December meetings to reflect the 2<sup>nd</sup> Friday.

## Stafford County Economic Development Authority

Ms. Hagerman moved to accept the amended calendar and approve the 2024 meeting dates. Mr. Rowley provided a second.

VOTE: 6-0 Approved

### 5. **TREASURER'S REPORT**

#### A. Current Financials

- Mr. Rowley noted that there were no unusual income or expenses this month.
- Mr. Rowley asked the Directors to draw their attention to the balance sheet. Mr. Rowley noted that the combined total of cash and assets. He noted that year over year the EDA in 2022 had approximately 1.8 million in assets with approximately \$800,000 in assets this year of the combined items. While that money was spent intentionally and that is not an issue, this highlights the need for a funding request to the Board of Supervisors and revenue generation in general. Mr. Roosa asked to clarify the income items for a "Xmas Event." Mr. Hendon noted that these contributions and expenditures are for the annual tree-lighting event as has been discussed previously.

Mr. Rowley moved that the EDA approve the treasurer's report. Following a 2<sup>nd</sup> by Ms. Davis, the report was approved unanimously.

VOTE: 6-0 Approved

#### B. Audit Update

- Ahead of finalizing the audit at next month's meeting, Mr. Hendon pointed out two items that the EDA should be aware of that are likely to be part of the final audit report. The first is a compliance issue where upon auditing cash balances, it was noted that a bank used by the Authority is not identified as a public depository by the Virginia Department of the Treasury. Mr. Hendon noted that the accounts in question were the holdings at Stifel and that these accounts were opened in 2015. Mr. Hendon shared concerns that this is now an issue after the EDA had been through an annual audit each year after this account was opened. Mr. Hendon also identified an item he anticipates in the audit to ensure we clarify and maintain the segregation of duties when processing credit card statements. These procedures and roles to pay the credit card statements have been addressed.
- Mr. Rowley asked to expand on Mr. Hendon's statements. He clarified that the funds we have at Stifel are FDIC-insured and that he has been in contact with Stifel. The likely response from the EDA will be to work with Stifel and to bring these accounts into compliance as soon as possible.

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

- A. Marketing & Events Update. Ms. Browne shared that the next Beer and Business will be at full-distance brewing on February 7<sup>th</sup>. Additionally, she noted that she has consulted with the Virginia Black Business Chamber of Commerce as directed by the EDA when they approved \$2,500 to support the organization. Ms. Browne noted that there is a sponsorship package included with the agenda and the recommendation is to include an additional \$2,500 to be the cornerstone founding sponsor of the organization. Ms. Browne suggested that the Business Resources Committee should likely take this up. Following some discussion among the EDA

## Stafford County Economic Development Authority

members and clarification regarding the request by VABBC, Ms. Browne requested the EDA hold April 24<sup>th</sup> or May 5<sup>th</sup> on the calendar for the Business Appreciation Reception. She is closing on the final 3 venues and will

- B. Mr. Hendon addressed the EDA regarding the tree-lighting ceremony. Mr. Hendon stated that these types of community events are very important for long-term economic and community vitality. That being said, the EDA should be aware that providing these services is a significant administrative burden given the current payment and file maintenance processes and procedures. Each check, due to filing requirements and request processes requires around 20-30 minutes of processing time. Mr. Hendon also noted that several of the invoices were not made directly to the EDA. He will bring a full list of requested expenditures to date for approval at the next meeting.
- C. Ms. Morgan provided several updates to close out 2024. She noted that they are closing out two Go Virginia grants. A full presentation will be provided in January regarding the results of those efforts.

## 7. COMMITTEE AND WORKING GROUP REPORTS

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

- Mr. Rowley noted that there was no update. Mr. Allwine noted that all loan recipients are current on payments. Mr. Hendon stated that the EDA's loan pool funds are getting tight and longer term, this is something the EDA likely needs to address.

### B. Business Resources (*J Rowley, P Jett, L Barber*)

- No Report.

### C. Property Group (*H Hagerman*)

- No Report.

### D. Broadband Expansion (*D Hendon, M Wilson, J Roosa*)

- Mr. Roosa noted that he participated in a RIoT lead event at CyberBytes with the Canadian Embassy. He shared that it was a great coalescence between RIoT and the Testbed. In October, there was a planning meeting for the Testbed and Mr. Roosa echoed that he feels greater attention to governance is important and wants to add momentum to the project.

## 8. OLD BUSINESS

## 9. NEW BUSINESS

- A. Mr. Rowley noted that Supervisor English had reached out regarding a request for a guard rail to protect the building at the Log Cabin Restaurant from Rt 1 traffic. Mr. Rowley asked the Economic Development Department to take a look at the issue. Mr. Allwine stated that they had received a call as well and had not yet had time to review the matter. Ms. Hagerman asked if there had been any substantial change recently initiating this request? Mr. Owen requested that staff report back regarding any findings following their review.

## 10. EXECUTIVE SESSION

Ms. Davis moved the EDA to go into an executive session. Ms. Hagerman provided a 2<sup>nd</sup>.

VOTE: 7-0 Approved

---

## Stafford County Economic Development Authority

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 10:46 A.M. The next Regular Meeting will be in person at the Virginia Smart Community Testbed, 2143 Richmond Hwy, Stafford, VA 22554.

#### **MINUTES APPROVED BY:**



Howard Owen  
EDA Chairman

#### **MINUTES SUBMITTED BY:**



Dale Hendon  
EDA Secretary