



## REGULAR MEETING MINUTES

April 12, 2024

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, April 12, 2024.

### **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  
Jeff Roosa  
Marlon Wilson - Virtual

#### **ED/EDA Staff Present**

Liz Barber  
Josh Summits  
Linzy Browne  
Joey Peppersack  
Christine Mulrooney

#### **Also Present**

Jen Morgan, RioT  
Kirsten Maxon, Public  
Al Watkins, Public

Mr. Owen calling the session to order, noting the expected late arrivals of Charlie and Heather, and the absence of Danielle. Mr. Owen emphasized the disclosure of any conflicts of interest among members and staff.

### **2. APPROVAL OF MINUTES**

- A. March 8, 2024 Regular Meeting Minutes: Mr. Owen opened up the discussion on the minutes. Mr. Rowley moves to accept the minutes, Mr. Jett seconds.

**VOTE: 5-0 Approved**

### **3. PUBLIC PRESENTATIONS**

- A. Mrs. Barber provided a brief update, highlighting upcoming agenda items such as discussions on the MOU and RV Parkway. Mrs. Barber also addressed the EDA's budget requests advising members to engage with their respective supervisors for feedback and insights into budget allocations. Mr. Owen expressed irony regarding the proposed MOU's

expectation to seek funding from the county, noting that despite the county providing millions of dollars to various organizations in the region, the Economic Development Authority (EDA) did not receive any funding. Despite this setback, he emphasized the need to persevere with existing resources. Mrs. Barber confirmed there were no additional updates regarding the budget.

- B. Ms. Morgan provided updates on ongoing projects and initiatives. She discussed progress on the Go Virginia planning grant, indicating that the project was nearing completion with a scheduled end date in mid-July. She detailed the “call for solutions”, aimed at addressing community challenges, followed by plans for a showcase event in mid-June and the subsequent preparation of a final report.

Ms. Morgan highlighted RIoT's involvement in another Go Virginia grant, focusing on entrepreneurship and project development with high school students at the Stafford County Lab School. She also mentioned plans for a fall cohort and provided an update on Phase Two, a local systems integrator company that had previously participated in a RIoT cohort and would be attending the Smart Cities Connect conference.

Mr. Owen inquired about Phase Two's business and location, prompting Ms. Morgan to provide further details about their services and background. She confirmed their office presence in Stafford, specifically mentioning the Quantico Corporate Center. Mr. Owen acknowledged Phase Two's success as a notable achievement.

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

- A. Mr. Rowley covers several key points regarding the financial status and reporting processes of the organization. Mr. Rowley emphasizes the importance of financial transparency, accountability, and the need for ongoing support from the county to sustain the organization's operations effectively.

**Financial Summary:** Mr. Rowley begins by referring to section 4 A of the report, which outlines the financial status as of February 29. He notes that the operating account balance stands at \$9,988, though it's actually less at the present moment. He highlights the need to transfer more funds from Stifle, which he plans to discuss further. Since the beginning of the year, \$115,800 has been transferred from the money market account to the operating account. Based on the current spending rate, it's projected that \$490,000 will be spent throughout the year. This emphasizes the necessity of obtaining support from the county to ensure the viability of the EDA.

**Project Tracking:** Mr. Rowley discusses the need for improved tracking of projects like the Christmas Tree Project and the annual business recognition event. He mentions revenue of \$58,798 and expenses of \$41,350, resulting in a surplus of approximately \$17,000. Plans are in place to designate certain reporting features in QuickBooks so one can quickly decipher the success of each event at a glance.

**System Improvements:** Changes to the organization's financial reporting process are outlined, including the implementation of automated electronic check approval signing, electronic deposits, electronic bank statements, and electronic checks. These improvements aim to enhance efficiency without compromising accounting control. Previously, financial reports presented at EDA meetings were two months behind, but with system enhancements, the goal is to provide up-to-date financial reports for each meeting starting



in May. This would mean receiving a financial report dated the end of April, possibly a few days prior to the meeting, to allow for review.

Mr. Jett inquires about the nature of the restricted accounts mentioned earlier. Mr. Rowley explains that these accounts are designated line items in the accounting system, intended to be highlighted for better visibility of their balances.

Policy Changes: Mr. Rowley briefly touches upon sections 4 B and 4 C. He notes that these changes are related to the organization's transition to electronic transfer of funds.

Integration of Changes into Financial Policies: Mrs. Barber seeks guidance on integrating the proposed changes in financial reporting into the organization's new financial policies. Mr. Rowley suggests that the document he provided is more for informational purposes and that there may not be a need to update the policies further. However, he is open to discussing specifics offline if necessary.

Mr. Owen moves to accept the Treasurer's Report, which is seconded by Mr. Jett. The report is approved by all members present.

**VOTE: 6-0 APPROVED**

## **5. SECRETARY'S REPORT**

- A. Mr. Hendon states he is pleased to address the board with updates on the Go Virginia grant and transitional actions required for operations moving forward. Mr. Hendon announces the successful closure of the 2021 implementation grant, which concluded at the end of December. Mr. Hendon states all remittances have been duly processed, and he is in possession of the final financial and performance closeout documentation. Mr. Hendon states that the approval of this closeout by a member of the EDA is required. Once approved, the closure will be official, and the accompanying reimbursement of approximately \$26,000 will be disbursed to the EDA.

Mr. Owen's inquires if the entirety of the \$26,000 reimbursement will be allocated to the EDA and Mr. Hendon responded by saying yes and that the reimbursement is meant to serve as compensation for the efforts expended in executing the grant by the EDA.

Mr. Hendon continues by addressing the only outstanding transitional tasks entail the provision of essential information for accessing Grants.gov and acquiring SAM Federal IDs. These credentials are imperative for future federal grant applications. Mr. Hendon intends to tackle this after the closure of the Go Virginia grant.

Mrs. Browne responded by asking if there are any active grant applications. Mr. Hendon notes the transition involves the transfer of log-in credentials to these accounts, which essentially serve as the organizational equivalent of social security numbers for grant applications. While there are currently no active grants, there are pending grant applications within these accounts. Developments will be communicated during the transition period.

Mr. Roosa expresses concerns regarding turnover protocols and the transfer of crucial information.



Mrs. Barber Acknowledges the comprehensive efforts undertaken to ensure a smooth transition, with numerous meetings and diligent documentation of progress.

Mr. Hendon states that progress is being gradually made. While he is confident in the dissemination of pertinent information, ensuring the proper transition of federal ID details remains paramount.

Mr. Rowley asks Mrs. Brown and Mrs. Barber to be included in this process and to become POC's for the SAM registration.

Mrs. Barber states it's prudent to have multiple points of contact and if any of the EDA members wish to be included to indicate so.

Mr. Owens states he is willing to contribute and that having multiple stakeholders involved is imperative for success.

- B. Mrs. Browne states upcoming events include a ribbon cutting for Black Rifle Coffee. This event will have Mr. Jett and Supervisor Darrell English in attendance. Nothing Bundt Cakes will have a ribbon-cutting ceremony on April 23rd, in collaboration with the Chamber of Commerce, located in the Garrisonville District.

Mrs. Browne states that the Business Appreciation Reception currently has a lower-than-expected registration count of 181 attendees. Mrs. Browne urges each EDA member to personally reach out to business contacts to encourage attendance. Mrs. Hagerman and Mr. Owens have agreed to present two awards leaving one more spot for a speaker. Mr. Rowley suggests that the EDA representative for the relevant district should present the award. Mrs. Brown states that she will consider that and because Mr. Jett will not be available, another nominee is needed. Mr. Rowley, offers to present the Donald Newlin Community Stewardship Award.

Mrs. Browne mentions that all members are requested to attend and should have received invitations sometime ago. Mrs. Browne moves forward mentioning she will assign roles for the upcoming Beer in Business event, sponsored by Express Tech. Which will focus on business security and is scheduled for May 8th at Six Bears & a Goat. Brewery.

Mrs. Browne also reports that she will be in discussion to renew the partnership with the Small Business Development Center for a Veterans Business Bootcamp, possibly expanding it regionally.

## **6. CHAIRMAN'S REPORT**

- A. Mr. Owens begins his report by highlighting the recent visit of the Governor to Germanna and Spotsylvania County to announce significant investments by Amazon Web Services (AWS) in Virginia. Mr. Owens indicates that efforts have been made to inform nonprofits about this community fund.

Mr. Owen shares details about a lunch event hosted by the Stafford EDA at Stafford Hospital, attended by representatives from education, healthcare, and nonprofits. Notable attendees included the CEO of Mary Washington Healthcare and Dr. Taylor from Stafford County Public Schools. Mr. Owen also invited officials from Fredericksburg, such as Fredericksburg Director

of Economic Development, Bill Freeling and Fredericksburg Regional Chamber of Commerce President, Susan Spears, along with Stafford County Supervisor Tinesha Allen.

During the lunch, an Amazon representative expressed appreciation for the diverse group present. Additionally, there was a productive meeting at the Testbed, attended by various stakeholders like RIoT and VIPC, where potential projects involving AWS were discussed. Mr. Owen acknowledges that despite the promising ideas, there is a need to establish proper organization and structure for the Testbed initiative.

Mr. Roosa agrees with the opportunity presented by AWS but emphasizes the need for technical engagement rather than solely focusing on community involvement.

Mr. Owen emphasizes the importance of engaging with technical representatives from AWS rather than focusing solely on community engagement. He also expresses doubts about the fit of the testbed initiative within the community engagement category.

Mr. Rowley shares positive feedback about the communication at the lunch event and suggests finding a suitable entity to take ownership of the testbed project to prevent its loss.

Mrs. Barber clarifies the county's stance regarding the testbed initiative, emphasizing that there is no intention to abandon the concept. Instead, the county is focused on finding a suitable partner entity capable of effectively managing the project. She highlights the importance of establishing a smart partnership with an organization that can apply for grants under a 501(c)(3) status, enabling greater flexibility in fundraising and project implementation. Mrs. Barber suggests that having the EDA and county involved in an advisory or board capacity would be more strategic than direct management, considering limitations on fundraising and project execution. She reiterates the county's commitment to ensuring the continuity and success of the testbed initiative.

Mr. Owen expresses concerns about the lack of structure and entity for the Testbed project, emphasizing the necessity of establishing a clear organizational framework. He notes the need to involve the right individuals from AWS. Mr. Rowley mentions that someone needs to own the project.

Mrs. Barber acknowledges efforts to address this issue, indicating ongoing discussions about structuring the project.

Mr. Wilson poses a question of potential technology solutions or innovations from AWS that could benefit the community through the Testbed initiative.

Mr. Roosa also supports this, noting that they had indirectly broached the topic during previous discussions, without the right audience.

Mr. Owen states in the recent meeting with the AWS representative that the focus was on community engagement rather than technical aspects relevant to the Testbed initiative. Recognizing the challenge of navigating Amazon's vast organizational structure, Mr. Owen stresses the importance of identifying key individuals to facilitate progress.

Mr. Owen updates the group on grant applications, specifying that \$400,000 has been allocated, with \$100,000 designated for Louisa County exclusively and the remainder split

among Stafford, Spotsylvania, and Caroline counties. He emphasizes the significance of preparing for the future impact of data centers in the region and encourages attendance at upcoming events such as the Business Appreciation Reception and Beer & Business. He emphasizes the importance of scheduling one-on-one meetings with Supervisors to strengthen collaboration between the EDA and local government.

- B. Mrs. Barber provides a detailed update on the progress of the retail consultant procurement process, stating that the Request for Proposals (RFP) closes on April 25, and efforts are underway to ensure that a consultant is under contract by the end of the budget year on June 30.
- C. Mr. Owen raises a financial concern regarding legal expenses incurred by the EDA for contract review for the AWS incentive agreement, specifically mentioning a payment to Sans Anderson. He recalls a conversation with Mrs. Barber about seeking reimbursement from Amazon for these expenses but expresses uncertainty about the reimbursement process and seeks further clarification on how to proceed. Mrs. Barber expresses the need for documentation of a paid invoice so she can make the request to the county for reimbursement. Mr. Hendon confirms that the invoice has indeed been paid. Mrs. Barber acknowledges the need for a copy of the invoice for consideration. She commits to locating the invoice with Dale's assistance and submitting a request. She proposes formalizing the request in the meeting minutes for clarity.

Mr. Owen recalls previous discussions where it was mentioned that reimbursement from Amazon for such expenses was possible, based on advice from legal counsel. Mr. Owen confirms the intention to seek reimbursement from Amazon for the legal expenses incurred by the EDA for document examination.

Mrs. Barber clarifies that the request being made would actually be for reimbursement by the county to the EDA for the legal expenses, with the expectation that the county may subsequently seek reimbursement from Amazon.

- D. Mr. Owen raises a separate concern about Buc-ees, expressing a lack of information on the project and noting community interest in it. Mrs. Barber offers to provide an update and share a link to relevant information on the planning and zoning page for everyone's reference. Mr. Owen expresses appreciation for the update and emphasizes the value of receiving such information as volunteers without the time to search through websites. He concludes his remarks and invites questions from the audience.
- E. Ms. Maxon, of 1816 Richmond Highway, expresses concern about the absence of a supervisor at the meeting, noting that their presence typically represents the concerns of the public. She highlights the importance of having supervisor representation at EDA meetings. Ms. Maxon states her attendance is to learn a little bit more about the economic development committee. Ms. Maxon expresses concern about the accessibility of meeting agendas and minutes. Ms. Maxon expresses additional concern about county board restructuring and the lack of representation from those board members at EDA meetings.

Mr. Owen clarifies the structure and purpose of the Economic Development Authority and informs the public of the current county structure. Mr. Owen asks Mrs. Browne if she can ensure Mrs. Maxon receives the proper location of the agenda and the minutes. Mr. Owen informs the public that the board of supervisors rarely attends EDA meetings, but may if the



agenda has an item that pertains to them. Mr. Owen affirms that every district in the in Stafford County is represented on the Economic Development Authority. Mr. Owen states that the public is welcome and encouraged to attend these meetings.

Ms. Maxon asks for clarification on the EDA secretary vacancy. Mr. Owen responds this is accurate. Mr. Owen provides some insight on how the EDA is funded and provides an example where the EDA provided \$750,000, to Germanna Community College for them to continue projects. Mr. Owen states that the EDA funds many programs that are a conduit for the board of supervisors. Ms. Maxon states that the Board of Supervisors stated they didn't provide funding to the EDA, but there was a mention of \$100,000. Mr. Owen states he is not aware of the mentioned of \$100,000 and redirects his question to Mrs. Barber or anyone in attendance who is aware. Mr. Hendon explains there is a common confusion between the terms "EDA" (Economic Development Authority) and "Department of Economic Development," which he has observed on social media platforms. Mr. Owen seizes the opportunity to clarify the distinction between the two entities, emphasizing the role of the Economic Development Authority compared to the Department of Economic Development. Ms. Maxon acknowledges the separate recognition of the two entities, indicating that she has also encountered them independently.

Mr. Owen expresses gratitude for Ms. Maxon's attendance and encourages her to continue participating in future meetings. He invites her to ask any further questions she may have. Ms. Maxon is grateful for the opportunity to engage and indicates that she has addressed her inquiries for the time being.

Mr. Owen extends an invitation to Mr. Watkins who is in the audience. Prompting him to address the board.

Mr. Watkins states his residence at 12 England Run Lane in Fredericksburg and shares his motivation for attending the meeting. He expresses a keen interest in understanding the civic processes within the county and is particularly focused on the county's direction. As a retired school teacher with ample free time, Mr. Watkins explains his regular participation in discussions with the Board of Supervisors and various committees. He seeks to gain insight into the operations of the EDA and hopes to contribute to guiding certain initiatives.

Mr. Owen expresses gratitude for Mr. Watkins input and concludes the discussion.

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

### **A. LOAN COMMITTEE (J Rowley, J Summits)**

- a. Mr. Summits states the committee met on March 25th to review a loan application. That application was tabled pending additional information which has been received. That application will be back to the committee for further consideration at the scheduled April Loan review committee meeting. An additional packet has been acquired which will begin reviewing with anticipation that will potentially come into the committee at April's meeting.
- b. Mr. Summits directs attention to the March 2024 loan payment report. March payments were all current, Santana holdings did some catch up on some others with their late fees, but all payments were made for March. Loan interest paid to date little over \$9000 with the current balance of the loan pool at a little over \$53,000.



Mr. Owen expresses the need to explain that The Economic Development Authority has a loan committee that makes loans to businesses in the county, typically to assist startup businesses with a reasonable interest rate to generate revenue for the EDA. Mr. Owen clarifies this amount is miniscule.

- c. Mr. Summits states that he received a formal request through one of the EDA loan recipients, Vitae Visual. The loan was closed July of 2023. Mr. Summits noted that on April 5, the business owner, Ms. Lynch, had reached out to Locust Capital and requested a pause or reduction on her payments. On Monday in communications with Ms. Lynch, she indicated that she had lost her current full-time employment, and was requesting either a four-month deferment or reduction to lower payments to \$150 per month for the next four months. Her loan was a microloan in the amount of \$15,000, which was to be used to create her website. She claimed that the web developer created a faulty website with no proper functionality. Without that functioning, she has been unable to push the business forward.

Mr. Owen opens the floor for discussion regarding whether to grant the borrower a four-month deferment or reduce her payments during this period.

Mr. Rowley seeks clarity on the reduction amount, confirming it would be \$150 per month, as indicated by Mr. Summits. Mr. Rowley acknowledges the borrower's financial difficulties and voices support for providing a grace period. He expresses concern about the accruing interest on the outstanding balance and its potential impact on the borrower's repayment.

Mr. Summits suggests potential strategies to address the interest accumulation, such as amending the loan agreement or consulting legal counsel for guidance on structuring a payment plan. He highlights the borrower's progress in repaying the loan, emphasizing that only \$5,000 remains out of the initial \$15,000.

Mr. Owen acknowledges the borrower's significant repayment progress, indicating his agreement with providing a four-month grace period. He asks if a motion is necessary and Mr. Summits formally requests a motion and vote.

Mr. Rowley suggests a motion to reduce the payment to \$150 per month instead. Mr. Summits explains that the borrower had requested either option, leaving it to the board's preference.

Mr. Roosa inquires about the financial implications of each option, seeking clarity on which would be more beneficial for the EDA. He then suggests she pay the interest and adding the rest at the end of the loan. Mr. Summits admits he hasn't calculated the specifics but suggests that with the borrower's low balance, the impact would likely be minimal. Mr. Summits states her interest would only be \$21 or \$22 a month.

Mr. Rowley then again reiterates the motion to reduce the payment to interest-only for four months, with regular monthly payments resuming afterward. Mr. Summits adds that he will re-amortize the loan balance for the remaining period. Mr. Roosa seconds the motion, Mr. Owen calls for a vote.

**VOTE 6-0 APPROVED**





- B. BUSINESS RESOURCE COMMITTEE (J Rowley, P Jett, L Barber)
- a. Mr. Rowley notes that he doesn't have anything to report.

Mr. Jett provides an update on their committee's activities. The committee back in February and March to discuss various agenda items, including plans to educate the business community about proffers and exploring brownfield grants. Additionally, they discussed topics arising from the Board of Supervisors' weekend retreat, particularly aligning their committee's objectives with the strategic plan outlined by the supervisors. These discussions will be revisited later under new business.

- C. PROPERTY GROUP (H Hagerman)
- a. Ms. Hagerman mentions that she is still in the process of reviewing properties owned by the county to determine what would be appropriate to request. She anticipates being able to provide a more detailed report in the future.
- D. TECHNOLOGY COMMITTEE (M Wilson, J Roosa)
- a. Mr. Roosa Indicates that the topic has already been thoroughly discussed earlier in the meeting.
  - b. Mr. Owen: acknowledges the need to remove Dale from the Technology Committee listing on the agenda, since he is no longer the Secretary of the EDA.

## **8. OLD BUSINESS**

- A. AJGA Tournament

Mr. Owen moves the subject to AJGA (American Junior Golf Association) golf tournament, highlighting the EDA's continued support, as per their third-year agreement. He mentions that half of the proceeds from the tournament are designated for charitable contributions to two organizations. This year, it's decided to let Stafford Fire & Rescue choose one of the recipients because they volunteer annually at the event.

Mrs. Browne states the name of the organization is the Stafford County Fire & Rescue Charitable Foundation. They help families and others that experience tragic events. She mentioned she has spoken with Chief Cardillo as well.

In seeking a choice for the second non-profit charitable organization, Mr. Owen expresses his preference for donating to organizations based in Stafford County, even if they may not have physical locations there. He suggests considering organizations like Stafford Junction, Stafford Food Security, or SERVE for the donations. Mr. Roosa questions whether any of the organizations are physically located in Stafford County, prompting Mr. Owen to clarify that while they may not all have brick-and-mortar establishments in Stafford, they still have an impact on the community. He reiterates his preference for organizations with ties to Stafford County and suggests considering Stafford Junction or Stafford Food Security.

Mr. Rowley expresses his support for donating to SERVE, citing their impactful work in the community, including providing food, heating assistance in winter, and other charitable services.

Mr. Owen agrees, highlighting the longevity of SERVE's presence in the county. Ms. Hagerman seeks clarification on SERVE's activities, prompting Mr. Owen and Mr. Rowley to provide additional information.



Mr. Owen requested agreeance from the EDA Board to donate 50% of the proceeds to SERVE, and 50% to the Stafford County Fire & Rescue Charitable Foundation.

Mrs. Barber indicates that she will communicate the decision to Lisa, who oversees the AJGA, to proceed with the donation.

**B. Election of Secretary**

Mr. Owen suggests deferring the election of a new secretary for a month unless someone had strong opinions on the matter. Since there were no objections, he interpreted this as a decision to postpone the election.

Mrs. Barber raises a point that since there is no secretary there is the need to appoint someone to sign the monthly minutes. She also confirms if Mr. Hendon formally stepped down from his position and in return Mr. Owen states that he has submitted his resignation.

Mr. Owen suggests Mr. Rowley to sign the monthly minutes in lieu of a Secretary.

**9. NEW BUSINESS**

**A. EDA MOU Draft Division of Duties**

Mr. Owen initiates a thorough review of the proposed Memorandum of Understanding (MOU) by requesting volunteers to create a MOU committee. Mr. Roosa and Mr. Jett agreed to serve, and will meet with Mrs. Barber and dissect it thoroughly. Mr. Owen also encouraged others, including Mr. Wilson, to provide feedback on the MOU. Additionally, he assured Charlie that he would send him a copy of the document for his review.

- a. Mrs. Barber clarifies that the document in question isn't technically a MOU agreement, but rather outlines the division of duties among the EDA, the county, and shared responsibilities. It serves as a working document that could potentially lead to the formalization of an MOU. She mentioned that there was prior work done on a similar document about a year or more ago, and she confirmed that they were following a similar format in the current document. This format included sections outlining EDA duties and responsibilities, with the intention of making it easier to read and understand.
- b. Mr. Payne mentions that he's willing to review the document and noted that there was some previous work done on a similar document about a year ago or possibly longer. He offered to provide the document if they are working from it or to assist in creating a new one. He indicated that he has the previous document in his files.

**B. Costs for reservation of roadway utility easements for RV Parkway**

- a. Mr. Owen noted the exhaustive documentation provided on the topic spanning several years provided by Mrs. Barber.

Mrs. Barber mentions the ongoing efforts to address the easements, including upcoming meetings with various stakeholders to finalize the process.

Mrs. Barber mentions the county administration has requested the EDA to reimburse them for expenses, amounting to approximately \$10,000 for the reservation of roadway and utility easements. This reimbursement is sought once the property is conveyed to the EDA, and the EDA has received proceeds from the sale.

Mrs. Barber clarified that there have been previous requests from the county to the EDA to cover the expenses related to conveying the RV Parkway property to the EDA. She highlighted the history of mentions of the RV park in the meeting minutes over the past five years and pointed out that the only specific reimbursement request made to the EDA was from Amit, the owner of First Line Technology, for \$20,000 for an environmental study. She emphasized that the county does not expect the EDA to cover any expenses until the property is sold and has proceeds from the sale. She mentions that they have two upcoming meetings to address water/sewer and roadway easements. Once these issues are resolved, the property can be conveyed to the EDA, possibly within the next month or two, pending public hearings and approval. The main holdup at the moment is the resolution of utility and roadway easements.

Ms. Hagerman questioned clarity on why the RV Parkway project had taken so long to progress, particularly in terms of becoming operational and generating tax revenue.

Mrs. Barber responded by explaining that her research into meeting minutes revealed a pattern of delays and discussions surrounding complex issues such as water, sewer lines, utility easements, and other properties' involvement in the area. She attributed part of the delay to leadership changes but expressed her commitment to pushing the project forward.

Mr. Owen then inquired about the potential interconnection between the RV Parkway project and nearby housing developments, particularly regarding sewer and water infrastructure. Mrs. Barber indicated that there had been discussions about how resolving sewer issues for one project might alleviate pressure on another. She provided details about the housing development's phases and timeline, emphasizing that while there wasn't a firm timeline, progress was being made.

Mr. Owen asked about the potential connection between the RV Parkway project and a housing development in terms of sewer and water infrastructure. Mrs. Barber explained that there were hopes that resolving sewer issues for the housing development would alleviate pressure on the RV Parkway project, though the latter had no set timeline for completion.

Mr. Owen then inquired about any agreements between the EDA and First Line Technology on the price of the property, which Mrs. Barber clarified had not been found in her research of meeting minutes. She mentioned communications about the property's value, which had increased since rezoning. Mr. Rowley recalled discussions allowing First Line Technology to purchase the property at its assessed value, which was around \$200,000 at the time.

Mr. Owen expressed concern about reaching an agreement on the property's price before moving forward and clarifying the what the property's value may be and any agreements in place regarding its sale.

Mr. Rowley clarifies to his knowledge, there's no written agreement between the EDA and First Line Technology. He recounted the rezoning process, mentioning that

First Line initially requested a zoning change to M2 after the property was rezoned to M1, which required going through the process again.

Mrs. Barber reaffirmed that there's no binding agreement between the EDA and First Line Technology. She emphasized that if the property is conveyed to the EDA and an agreement can't be reached with First Line, the EDA isn't obligated to sell the property exclusively to them; it can be put on the market.

Mrs. Barber mentioned there will be a public hearing regarding the conveyance of the property to the EDA.

Ms. Hagerman articulated her reservations about reimbursing the county for expenses incurred in the RV Parkway project. She began by acknowledging the gesture of the county offering to convey the property to the EDA. However, despite this generosity, she expressed her opposition to the idea of reimbursing expenses for a project that has experienced prolonged delays, stating that it contradicts her principles. Ms. Hagerman noted the frustration caused by what she described as a repeated pattern of deferring action on the project. She emphasized her stance by insisting that her opinion be included in the meeting minutes, underscoring her belief that it is not acceptable to proceed with the reimbursement under the circumstances.

Mr. Rowley expressed a willingness to consider reimbursing the county for the \$10,000 expense if it meant potentially selling the property for a higher amount, such as \$175,000 to \$200,000, which could benefit the EDA's funds.

Ms. Hagerman raised the question of whether not reimbursing the \$10,000 to the county would impact the county's willingness to proceed with the property sale. Mrs. Barber clarified that she hadn't discussed the potential outcome with county administration or supervisors to know how they would react.

Mr. Owen noted that the Board of Supervisors had rejected projects in the past, indicating a cautious approach to revenue-generating opportunities.

Mr. Jett expressed support for reimbursing the \$10,000 in the interest of maintaining good relations and leveraging the potential for greater revenue.

Mr. Roosa and Mr. Wilson deferred to Heather's opinion on the matter.

Mr. Owen expressed his frustration regarding the recent decision by the Board of Supervisors to deny funding to the EDA, citing concerns about the allocation of funds to other organizations in the region. He proposed deferring the decision on reimbursing the county for a month to allow for further discussion.

Mr. Hendon provided information about the property being a Brownfield and highlighted potential funding sources for assessment and remediation.

Mr. Owen reiterated the tight budget situation due to funding for schools but agreed that further discussion and formal agreements were necessary before proceeding with reimbursement. He suggested having written agreements between the county



and the EDA, as well as between the EDA and First Line, outlining responsibilities and terms. Mrs. Barber explained that such agreements would likely occur after the property is conveyed to the EDA.

Mr. Rowley proposed drafting a letter of intent to outline everyone's positions, even though it wouldn't be legally binding.

Mrs. Barber expressed her opinion that while the EDA could pursue whatever course of action they deemed best, she believed that focusing on getting the property conveyed to the EDA would be beneficial. Mr. Rowley echoed this sentiment.

Mr. Owen supported the idea of drafting a letter or some form of documentation to clarify responsibilities and expenses.

Mrs. Barber clarified that the \$10,000 figure mentioned was the quoted expenses associated with the easements.

Mr. Rowley raised the possibility that once the land is acquired, the EDA may consider selling it to someone else instead of First Line. Mr. Owen requested deferring the decision for a month to allow for more discussion.

Mrs. Barber agreed to provide updates on the progress of the project, explaining that it would likely be before the supervisors in the next two months.

Mr. Owen inquired about what the next steps were for the project.

Mrs. Barber clarified that it would go before the supervisors in the next couple of months, pending the dedication of easements. She explained that once the easements are dedicated, a public hearing will be held, and then the board will vote on it.

- C. Follow-up on a strategy planning session:
  - a. Mr. Jett discussed the need for a follow-up on a strategy planning session. He reflects positively on a previous meeting where strategic objectives were discussed, despite challenges like illness and virtual participation.
  - b. Mr. Owen expresses gratitude to Mr. Jett and suggests that progress may have been hindered by leadership transitions. However, he remains hopeful that they can overcome these obstacles and achieve their goals.

Mr. Owen motions to move into executive section. Mr. Rowley seconds.

## **VOTE 6-0 APPROVED**

### **10. CLOSED SESSION**

The EDA Board went into Executive Session in accordance with Section 2.2 – 3711.A.3 & 7, et al of the Code of Virginia 1950, as amended. The EDA pursuant to proper motion and unanimous vote intends to hold its closed session to discuss matters related to Section 2.2-3711.A.3 & 7.

### **11. ADJOURNMENT**



The next regular meeting is Scheduled for May 10, 2024 at 9:00 AM at the Board of Supervisors Chambers, 1300 Courthouse Rd, Stafford, VA 22554.

A handwritten signature in black ink, appearing to read "Howard Owen". The signature is fluid and cursive.

Howard Owen, Chair