



REGULAR MEETING MINUTES

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 on Friday, July 11, 2025.

1. **CALL TO ORDER**

Mr. Rowley, Chair, called the meeting to order at 9:01 AM, emphasizing the necessity for all members and staff to declare any conflicts of interest with the agenda items. No conflicts were stated.

A quorum was present and accounted for.

Members

Jack Rowley, Chair
Marlon Wilson, Vice Chair
Price Jett, Treasurer
Jeff Roosa, Secretary
Janette Holland
Frank Porcelli
Daryl Weedeman

ED/EDA Staff Present

Liz Barber
Linzy Browne
Logan Brunette, Esq.
Jonathan Lindsley

Also Present

Nick Minor
Kristin Maxon

2. **APPROVAL OF MINUTES**

Mr. Rowley asked if anyone had any changes to the June 13, 2025 minutes; no changes were presented. Mr. Roosa made a motion to approve the minutes, Mr. Weedeman seconded. Motion passed unanimously. **APPROVED 7-0**

3. **PUBLIC PRESENTATIONS**



- a. Stack Infrastructure: Nick Minor, Director of Public Affairs for Stack Infrastructure, attended the meeting and addressed the Board with a short Power Point presentation. He spoke about the background of the company and went into detail about the Stafford Technology Campus data center project that has begun construction, as well as the vast economic impacts and infrastructure improvements. He also addressed his community outreach with workforce development in the K-12 programs with regional high schools. When asked by Mr. Rowley, he also mentioned that the company has interest in community college-level programs to train adults for the data center field, but that will be the second phase to their workforce development programs.
- b. Stafford EDA Marketing & Events Report: Ms. Browne shared that the next Beer & Business networking event is scheduled for August 13th from 4:00–5:30 PM at 6 Bears & A Goat Brewing Co. She noted that two potential sponsors are currently being considered to serve as speakers for the event, pending final confirmation. The discussion topic will be determined based on the selected sponsor. She also circulated a board attendance sign-up sheet and a moderator interest form for members to indicate their availability and participation. In response to Mr. Rowley's inquiry regarding the industries of the potential sponsors, Ms. Browne confirmed that one represented the business coaching and the other is in the government contracting sectors, specifically in IT and cybersecurity.

Ms. Browne also provided an update on the recent meeting with Supervisor Darrell English regarding the Legacy Business Recognition Program. She reported that Supervisor English agreed that pursuing a billboard campaign was not the most effective use of funds. As a result, alternative strategies for promoting the program were discussed and are currently being explored.

- c. Stafford County Economic Development Report: Ms. Barber updated the Board on the status of the English Oaks Bond Request. She contacted Mike Graff, the EDA's bond counsel, to see if he'd heard of any updates. He mentioned that he had just heard word that the formal awards should be coming out from the Governor's office soon, and he'd heard of positive news that English Oaks was included in the allocation. Ms. Barber stated that as soon as confirmation is made, she will communicate this to the EDA.

Ms. Barber also updated the Board on the strategic plan process for the department. She noted that July is the busiest month for stakeholder engagement, and this will include one-on-one interviews with 6 of 7 Stafford Board of Supervisors, President of the Fredericksburg Regional Alliance (FRA), President & CEO of the



Fredericksburg Regional Chamber of Commerce, Business Manager at Virginia Economic Development Partnership (VEDP), and the Executive Director of George Washington Regional Commission (GWRC). Preliminary recommendations will be shared with staff in the coming weeks.

Finally, Ms. Barber mentioned that the final hire for the team has been made, and Chris Lesperance will be joining the department as an Administrative Specialist, with employment starting on July 14.

- d. Members of the Public: Kristen Maxon addressed the Board with a number of concerns related to the organization of the agenda package, including blank pages and the request to include “This page is intentionally left blank”. She also noted that the meeting room on the Government Center campus was incorrectly noted on the County website, though it was marked as correct on the EDA website. She passed her additional notes and concerns to the Chairman.

4. TREASURER’S REPORT

Mr. Jett presented the financials for both May and June 2025.

- a. May 2025 Financials: Mr. Jett began by noting that the April financials had been presented at the prior meeting but were not voted on due to delayed receipt of financial documents from the EDA’s accountant and a few small corrections to the cover page during last month’s meeting. The corrections were made and included in this month’s package. Mr. Roosa made the motion to approve the May 2025 Financials, Mr. Wilson seconded. Motion passed unanimously. **APPROVED 7-0**
- b. June 2025 Financials: Mr. Jett provided a detailed walkthrough of the June 2025 financials. Mr. Roosa made the motion to approve the June 2025 financials, Mr. Weedeman seconded. Motion passed unanimously. **APPROVED 7-0**

5. SECRETARY’S REPORT

- a. Bylaw updates: Mr. Roosa stated that he would like to see a bylaw review process completed approximately every 3 years. He urged the Board to send him any suggested edits via email by August 30. At that time, he stated he will review and compile all suggested edits and review with the Board at the September EDA meeting. A committee will be created if any substantial changes are recommended.

6. CHAIRMAN’S REPORT

- a. Discuss Meeting Date Change: During the previous month’s meeting, the Board discussed timing challenges with the contracted bookkeeper to be able to complete her work in the timeframes that the current meeting schedule allows. Mr. Rowley and Mr. Jett explained that the timing of EDA meetings and the county’s document



publication deadlines can sometimes result in extremely short windows—sometimes as little as a single business day—for preparing financial reports.

Two options were presented to help modify the process and timeline for the financials to ensure additional accuracy: to move the meetings to the 3rd Friday of each month to avoid the time crunch that has occurred in month's past, and to have the contracted bookkeeper, Shelley Kasten of Not Just Numbers, attend the Board meeting virtually to report on the financials each month. Ms. Barber reported that prior to the Board meeting, she researched and conflicts with the 3rd Friday option, and was able to find that there were no federal, state or county holidays that would create conflict for the remainder of 2025, and the Board Chambers would be available for the meetings to take place. She also confirmed that this would be within the EDA's purview to make this change based on the bylaws.

Discussion occurred regarding the annual costs associated with Ms. Kasten attending the meeting, and Mr. Jett reported that the cost would be approximately \$100 per month, or \$1200 per year.

The discussion finished with the Board making a motion to move the meeting dates for the months of August through December 2025 to the 3rd Friday of each month. Mr. Roosa made the motion to change the meeting dates, Mr. Wilson seconded. Motion passed unanimously. **APPROVED 7-0**

In addition, the Board moved forward to make a motion to include the contracted bookkeeper at the EDA meetings to supplement the Treasurer's report. Mr. Jett made the motion to approve the additional expense of approximately \$1200 per year for the contracted bookkeeper to virtually attend the meeting to present financials and answer questions from the Board, Mr. Wilson seconded. Motion passed unanimously. **APPROVED 7-0**

7. COMMITTEE AND WORKING GROUP REPORTS

- a. Loan Committee: Ms. Barber noted that the report included current loan statements and payment histories. She highlighted that Vitae Visual had paid off their balance in full. All other loan recipients are current and up to date on their obligations.
- b. Business Resources Committee:
 - i. Yet Stand, Inc. Community-Based Organization Grant: At the previous month's meeting, a representative from Yet Stand, Inc. described the organization's work with Stafford County schools, churches, and community groups, and outlined how grant funds would support workshop materials, operational costs, and outreach. After that meeting, the Business Resource Committee convened. The committee made a recommendation to the full



Board to decline the grant request, due to the lack of direct alignment with the EDA's mission and goals. Ms. Barber was requested to provide the applicant with proper notification.

- c. Research Committee: Nothing to report.
- d. Technology Committee: Nothing to report.

8. OLD BUSINESS

No old business to report. However, Mr. Roosa did ask for an update to the HubSpot discussion from the previous month's meeting. Ms. Barber noted that county administration had asked the Economic Development department staff to request that the EDA temporarily hold off on contracting with HubSpot while the department continues to try and move forward through formal means with the Procurement and Legal departments to contract with another CRM solution.

9. NEW BUSINESS

- a. Virginia MINT Funds Management MOU/Resolution: Mr. Jett discussed the Virginia MINT funds management program. He noted that he has sent requests and directives to Ms. Barber, and requested that she work to get VA MINT counsel together with EDA counsel to ensure the proposed funds management agreements are in the best interest of the EDA organization. He also mentioned that Stafford County Treasurer, Mike Sienowski, confirmed that Stafford will also be investing with Virginia MINT. Ms. Barber brought to the EDA's attention the two attachments that were previously reviewed by EDA counsel, the MOU agreement and the Trust Joinder Agreement. These agreements, along with the funds management agreement, will come back for EDA consideration at next month's meeting.

- b. Election of Officers:

Mr. Rowley began by asking for nominations for the position of Chairman of the Board. Mr. Jett nominated Mr. Rowley as Chairman, and Mr. Rowley accepted the nomination. Mr. Rowley asked for any additional nominations, and there were none. Mr. Jett made the motion to elect Mr. Rowley as Chairman, Mr. Wilson seconded. Motion passed unanimously. **APPROVED 7-0**

Mr. Rowley asked for nominations for the position of Vice Chairman of the Board. Mr. Jett nominated Mr. Wilson as Vice Chairman, and Mr. Wilson accepted the nomination. Mr. Rowley asked for any additional nominations, and there were none. Mr. Jett made the motion to elect Mr. Wilson as Vice Chairman, Mr. Weedeman seconded. Motion passed unanimously. **APPROVED 7-0**

Mr. Rowley then asked for nominations for the position of Secretary of the Board. Mr. Rowley nominated Mr. Roosa as Secretary, and Mr. Roosa accepted the nomination.



Mr. Rowley asked for any additional nominations, and there were none. Mr. Rowley made the motion to elect Mr. Roosa as Secretary, Mr. Wilson seconded. Motion passed unanimously. **APPROVED 7-0**

Mr. Rowley ended the elections by requesting nominations for the position of Treasurer of the Board. Mr. Weedeman nominated Mr. Jett as Treasurer, and Mr. Jett accepted the nomination. Mr. Rowley asked for any additional nominations, and there were none. Mr. Weedeman made the motion to elect Mr. Jett as Treasurer, Mr. Roosa seconded. Motion passed unanimously. **APPROVED 7-0**

10. CLOSED SESSION

Mr. Roosa moved that the EDA go into executive session to discuss matters related to business recruitment for economic development purposes. Mr. Jett provided a second. Motion passed unanimously. **APPROVED 7-0**

Ms. Brunette, representing EDA legal counsel, read into executive session, pursuant to Section 2.2-3711(A), subsection 39, as amended. All members who were present in the meeting were present at the executive session. As the Board came out of executive session, each member certified that no votes were taken while in executive session. Mr. Roosa made a motion to come out of closed session; Ms. Holland seconded. Motion passed unanimously. **APPROVED 7-0**

11. ADJOURNMENT

Mr. Roosa made a motion to adjourn; Mr. Wilson seconded. Motion passed unanimously. **APPROVED 7-0**

Meeting adjourned at 11:13 AM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jeff Roosa". The signature is stylized and cursive.

Jeff Roosa,

EDA Secretary