

**THE ECONOMIC DEVELOPMENT AUTHORITY  
OF STAFFORD COUNTY, VIRGINIA**

**REGULAR MEETING MINUTES  
November 9, 2018**

**1. CALL TO ORDER**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on November 9, 2018, in Conference Room ABC of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia at 9:01 A.M. A quorum was present.

Members Present

Joel Griffin	Chairman
Howard Owen	Treasurer
Skip Causey	
Jack Rowley	

Members Absent

Don Newlin	Vice-Chairman
Heather Hagerman	
Danielle Davis	

Also Present:

Kristen Shields	Counsel
John Holden	Secretary
Kelly Copley	Clerk

**2. APPROVAL OF MINUTES**

A. October 12, 2018

Mr. Causey motioned for approval of the October 12, 2018 minutes. Mr. Owen seconded.

**VOTE:** 4-0 Approved

**3. PUBLIC PRESENTATIONS**

Mr. Holden introduced the EDA to Shyrah Moran, the new ED&T Sr. Admin Assistant.

4. **TREASURER'S REPORT**

A. September 2018

Mr. Causey moved to accept the September treasurer report. Mr. Rowley seconded.

**VOTE:** 4-0 Approved

B. FY18 Audit Services – Status Report

Mr. Owen updated the EDA that the FY18 Audit is moving forward, with plans to conclude prior to the new calendar year.

C. FY19 Budget Presentation

Mr. Owen mentioned to try to keep \$100,000 cash on hand at all times. All present agreed.

5. **CHAIRMAN'S REPORT**

A. CEDC Update

None

6. **SECRETARY'S REPORT**

A. ED&T Update

See Attached memo

Mr. Griffin motioned to adopt the new EDA letterhead. Mr. Owen seconded.

**VOTE:** 4-0 Approved

## 7. **WORKING GROUP REPORTS**

### A. Germanna Update

Mr. Rowley introduced the EDA to; Dr. Janet Gullickson, Germanna's new President, and Mr. Bruce Davis, Germanna's Special Assistant to the President for Institutional Advancement.

Discussions Followed

### **CLOSED SESSION**

*Therefore, 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. Items 7B (1), 7B (2) and 8A were discussed in in closed session only. All Members of the EDA and Economic Development staff present at the meeting were in the closed session.*

Mr. Griffin motioned to move into closed session. Mr. Causey seconded

**VOTE** 4-0 Approved

Mr. Causey motioned to come out of closed session. Mr. Griffin seconded.

**VOTE** 4-0 Approved

### B. Property Group

(1) 204 Thompson – **Closed Session**

(2) US Rt 1 – **Closed Session**

Mr. Causey motioned to accept the letter of intent on the US RT1 Property. Mr. Owen seconded.

**VOTE:** 4-0 Approved

## 8. **OLD BUSINESS**

### A. Financing Incentive Application – **Closed Session**

Mr. Griffin stated that it is importation the EDA get some formality around their incentive and grant program. This will allow the EDA to take the lead on projects.

Mr. Rowley motioned to accept the Financing Incentive Program and Application forms as amended. Mr. Causey seconded.

**VOTE:** 4-0 Approved

**9. NEW BUSINESS**

A. George Washington's Ferry Farm Request

Tabled to December per Ferry Farm's request.

The Board discussed the anticipated presentation by Ferry Farm, Deferred to December. Mr. Griffin stated that he would be curious as to the decision behind Ferry Farm not to support the proposed Belmont/Ferry Farm Trail.

B. Permitting

Tabled to March per Mr. Causey's request.

**10. ATTORNEY'S REPORT**

NONE

**11. ADJOURNMENT**

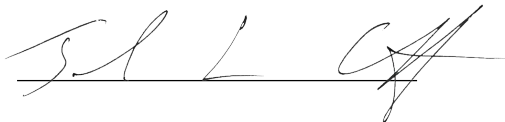
- A. There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 11:05 A.M. The next Regular Meeting is scheduled for Friday, December 14, 2018.

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**EDA Board of Directors Meeting  
November 9, 2018  
Economic Development & Tourism Update**

**Economic Development Projects**

ED&T has submitted or is working on a number of project proposals for new or expanding companies in which we have suggested participation by the EDA. The presentations or proposal have been vague in specifics on EDA participation but generally fall into the category of “Major Incentive Program” as summarized in the DRAFT EDA Grants & Incentives Program Statement. We will brief the Board, in a bit more detail during Closed Session

**Tourism Program**

ED&T has presented to the Community Economic Development Committee of the Board of Supervisors a draft Tourism Policy that clarifies and documents our Tourism Program. It outlines how we operate and manage the Tourism Program within ED&T. We also recommend a budget line around tourism “Initiatives” as longer term projects or programs.

ED&T has also created a Tourism Advisory Group to provide input and guidance to our Tourism Program. This Group will advise and help as we develop a Tourism Plan for FY2020-21.

**Economic Development Strategy—Implementation Plan**

The EDA Board is invited to join the Board of Supervisors at a dinner on November 27 at 5:00 PM in the ABC Conference Room. At this dinner, John Holden will present a summary of the Departments Implementation Plan (I-Plan) for continuing to move forward with the 2015 *Economic Development Strategy*. In this presentation, Mr. Holden will include his vision for the roles of the EDA and BOS and the Department, working together to move projects forward.

**Christmas in Stafford**

One of ED&T’s major events is Christmas in Stafford. This year the event will be held on December 15 starting at noon with the Christmas Village—products for sale, food and refreshment vendors. The event is held at the Jeff Rouse Center. Visit <https://tourstaffordva.com/christmas-in-stafford/> for more.