

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

REGULAR MEETING MINUTES  
July 10, 2020

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on July 10, 2020, in the ABC Room of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia at 9:05 A.M.

**1. CALL TO ORDER**

This meeting was held and called to order by Chairman at 9:06 AM. A quorum was present and accounted for.

Members Present

Don Newlin	Vice Chairman (via Zoom)
Howard Owen	Treasurer
Jack Rowley	
Heather Hagerman	
Danielle Davis	(via Zoom)
Skip Causey	

Absent

Joel Griffin	Chairman
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Also Present

Charlie Payne	Counsel (via Zoom)
John Holden	Secretary; Director ED&T
Fillmore McPherson	Stafford Planning Commission (via Zoom)

ED&T Staff

Joshua Summits	Business Development Officer
Theo Zotos	Economic Development Specialist

2. **APPROVAL OF MINUTES**

Mr. Rowley motioned. Ms. Hagerman seconded, that the minutes of the June 12, 2020 Regular Meeting be approved.

**VOTE: 6-0 Approved**

3. **PUBLIC PRESENTATIONS**

None

4. **TREASURER'S REPORT**

A. May 31, 2020 Financials

Mr. Owen mentioned that the EDA should seek assistance to manage the CARES Act funds. Mr. Summits responded and said that the process for the upcoming grants will be much more streamlines and will have internal contracted help. Mr. Holden suggested that the EDA marketing and event coordinator can assist as well and thus be paid from CARES Act funds.

Mr. Owen added that we should keep Bishop & Farmer updated on the EDA activities and get ahead of the FY20 audit.

Mr. Owen noted that Centreport is shown on the books as an asset. Mr. Holden deferred further conversation regarding Centreport to Closed Session.

Mr. Holden mentioned that he and Mr. Owen will work with Kim Schukis and Bishop & Farmer on the EDA Balance Sheet and P&L.

Mr. Causey recommended that the EDA be conservative with future properties and put them on the financials as market value. Mr. Rowley agreed and said that 204 Thompson looks good as is.

Mr. Causey motioned to approve evaluation of Centreport property according to the market value as determined by EDA appraisal. Ms. Hagerman seconded.

**VOTE: 6-0 Approved**

Mr. Causey motioned to accept the Treasurer's report. Ms. Hagerman seconded.

**VOTE: 6-0 Approved**

B. FY2021-24 Revenues & Commitments

Mr. Owen reviewed the Revenues & Commitments ("Budget") with the Board.

5. **CHAIRMAN'S REPORT**

Mr. Holden mentioned on behalf of Mr. Griffin that the EDA contracted position is under current negotiations. He noted that there were a total of five interested parties but only one proposal was submitted.

Mr. Rowley mentioned that since the proposal is over budget the EDA should review it next meeting. Mr. Causey agreed and shared that opening it up to a larger market could yield more proposals. Mr. Rowley requested that the proposal be sent to the EDA.

Mr. Holden reiterated the urgency of having the position contracted soon and suggested that the EDA discuss the position in detail during the next EDA meeting.

6. **SECRETARY'S REPORT**

- A. ED&T Monthly Update
- B. Virginia Conflict of Interest and Ethics Advisory Council

Mr. Holden reminded the EDA to complete and submit their Virginia Conflict of Interest and Ethics forms and to reach out to Wendy Mallow should they have any particular questions.

- C. Stafford Tech-Entrepreneur Launch (RIoT)—Virtual Town Hall, July 30<sup>th</sup>

Mr. Holden encourages the EDA to participate in the July 30<sup>th</sup> Virtual Town Hall with RIoT. Mr. Zotos passed out a flyer on the event.

7. **WORKING GROUP REPORTS**

- A. Loan Committee

Mr. Summits updated the EDA on the Loan Program and mentioned that Adventure Brewing has submitted an application. He shared that he will begin marketing to local banks in the weeks to come.

- B. Germanna Update

Mr. Rowley asked for time in Closed Session.

- C. Property Group

(1) 205 Centreport (closed session)

8. **OLD BUSINESS**

A. Stafford County & EDA MOU with JPI “Fountain Park”

Mr. Holden explained that the Board of Supervisors (BOS) deferred action on the MOU at its July 7<sup>th</sup> Public Hearing until August 18<sup>th</sup>. Portions of the MOU will be re-negotiated before that date and the EDA will have this on their agenda for consideration at its August 14<sup>th</sup> meeting.

Mr. Causey recommended that the EDA vote on it before the next BOS meeting.

9. **NEW BUSINESS**

A. County CARES Act Funds and Grant Program

The Stafford County Board of Supervisors are scheduled to authorize a portion of Stafford County CARES Act funds to the Stafford EDA for the following purposes, as per guidance documents from the U.S. Treasury.

The funds reimburse expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures (so called “Round 1” and “Round 2” COVID-19 Grants). Three new grant programs are proposed, as discussed at the joint meeting with the BOS on July 7.

1. Reimburse EDA for its \$457,000

This reimbursement refunds the EDA its funds it granted to small business in March and April, 2019. As per proposed draft grant programs for Round 3 grants, the EDA proposed allocating \$250,000 of the reimbursed funds into a CARES Act business grant program.

2. New Grant Programs

As per the joint BOS & EDA meeting and subsequent BOS allocation, the following programs were proposed but are subject to EDA clarification and guidance:

- a. Stay in Stafford—a direct business grant
  - i. \$500,000 (CARES Act Funds) + EDA circulates back \$250,000 of its reimbursed for a total program of = \$750,000
- b. Sleep in Stafford—a direct grant to lodging establishments
  - ii. Allocation of \$600,000
- c. Safe in Stafford—a direct business grant to reimburse for PPE and Tech changes
  - iii. Allocation of \$500,000

3. Expansion of Broadband for Distance Learning

- a. Extension of VATI grants (EDA funded) in Aquia = \$70,000
- b. Expansion of broadband in rural areas = \$180,000 + private contribution

**Stafford County CARES Act Business Support**

***Allocated to EDA***

***Draft allocation by program (not changed since BOS meeting)***

<b>Program</b>	<b>CARES Act \$</b>	<b>Other \$</b>	<b>Total Funds for Grants</b>
EDA Reimburse for CV19 grants	\$457,000		
Stay in Stafford Business Grants	\$500,000	\$250,000	\$750,000
Stay Again in Stafford (Hotel Grants)	\$600,000		\$600,000
Safe in Stafford Business Grants	\$500,000		\$500,000
Contracted Coordinator\Admin	\$50,000		
Broadband--Widewater	\$70,000		
Broadband--Hartwood & Rock Hill	\$180,000	\$350,000	
<b>Total</b>	<b>\$2,357,000</b>	<b>\$600,000</b>	<b>\$1,850,000</b>
<i>Total pass-through for broadband</i>	<i>\$250,000</i>		

Mr. Causey recommended that the Sleep in Stafford grant be based on the number of rooms and not their mortgage.

Mr. Causey asked if business were excluded from the grants if they received federal funding already, such as SBA PPP and EIDL. Ms. Hagerman responded and said that businesses shouldn't be excluded. Mr. Owen agreed with Ms. Hagerman and said that he didn't mind if businesses received both.

Ms. Hagerman recommended that the EDA require businesses to sign an agreement letter stating that they will remain open in Stafford County. Mr. Holden thanked Ms. Hagerman for her recommendation and said that ED&T will make this part of the grant agreement letter.

**10. CLOSED SESSION**

*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. Members of the EDA and Economic Development staff present at the meeting were in the closed session.*

Mr. Causey motioned to move into closed session. Ms. Hagerman seconded

**VOTE: 7-0 Approved**

Mr. Causey motioned to come out of closed session. Ms. Hagerman seconded.

**VOTE: 7-0 Approved**

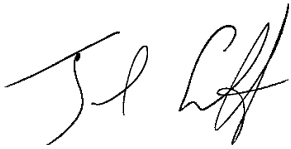
11. **ATTORNEY'S REPORT**

None

12. **ADJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 11:13 AM. The next Regular Meeting is scheduled for August 14, 2020.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary