

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
August 14, 2020**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on August 14, 2020, via conference call.

1. CALL TO ORDER

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

Members Present

Joel Griffin	Chairman
Don Newlin	Vice Chairman
Howard Owen	Treasurer
Jack Rowley	
Heather Hagerman	
Danielle Davis	
Skip Causey	

ED&T/EDA Staff

John Holden	Secretary, Director ED&T
Joshua Summits	Business Development Officer, ED&T
Theo Zotos	Economic Development Specialist, ED&T
Courtney Swenson	Marketing Specialist, ED&T
Linzy Browne	Marketing & Events Coordinator—EDA Contractor

Also Present

Kristin Shields	Counsel
Gary Holland	Stafford NAACP
Fillmore McPherson	Stafford Planning Commission

The EDA welcomed their new contractor, Ms. Linzy Brown, to the meeting and said that they looked forward to her participation and ongoing work with the EDA.

2. APPROVAL OF MINUTES

Mr. Causey motioned that the minutes of the July 10, 2020 Regular Meeting and July 24, 2020 Special Meeting be approved. Mr. Rowley seconded.

VOTE: 7-0 Approved

3. PUBLIC PRESENTATIONS

- A. Stafford National Association for the Advancement of Colored People (NAACP)—Mr. Gary Holland

Mr. Gary Holland, a Stafford resident, thanked the EDA for having him at their meeting. He shared that he is a member of the Stafford NAACP chapter and is the Chair of their Economic Development Committee. He noted that he intends to become more involved in the EDA meetings and that he would like be included in further discussions regarding Stafford's Downtown and Smart City efforts.

4. TREASURER'S REPORT

- A. Financials

Mr. Rowley asked what the Locus Capital cost that is showing up on the account summary. Mr. Holden shared that Locus Capital (Virginia Community Capital, VCC) is servicing the loans for the EDA Loan Program and that payment was for the initiation of the VCC account.

Mr. Causey asked about the \$50,000 to RIoT, as he thought the payment was covered by the GO VA grant. Mr. Holden responded and said that the GO VA grant will cover the expense. He noted that the grant is on a reimbursement basis and that he intends on remitting the expense, along with others, at the next quarterly report to GO VA.

Mr. Causey asked why there was \$30,000 in restricted funds on the balance sheet. Mr. Zotos responded and said that per the agreement with the County the EDA owes them \$30,000 upon the sale of the Centreport property.

Ms. Davis asked why there were voided checks on the account summary. Mr. Holden responded and said that he contact Kim Schukis to clarify.

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

VOTE: 7-0 Approved

- B. CARES Act Grant Program—New Account

Mr. Owen shared that the EDA has setup a new account with Virginia Partners Bank exclusively for CARES Act-related transaction. This included the funds transferred from the County to the EDA and checks to the CARES Act Grant recipients.

C. Virginia Partners Bank (VPB)-EDA Debit Card

Mr. Holden shared that per the EDA’s direction they have proceeded with obtaining a debit card for the VPB account. Mr. Causey noted that the EDA should get a credit card instead of a debit because it is safer. Mr. Owen agreed.

Mr. Rowley asked why the EDA needs to get a credit card. Mr. Zotos responded and shared that it would be more efficient to use a credit card for “normal” payments, such as online advertising, office supplies, catering, etc.

The EDA provided approval to order a credit card (upon advice of Counsel, no vote needed). Staff will cancel the debit card and request a credit card and will follow all existing procurement policies and procedures.

5. **CHAIRMAN’S REPORT**

Mr. Griffin shared that he has had productive conversations with several Supervisors and he plans to continue dialogue on ways to collaborate. He noted that the JPI MOU with the County will be voted on August 18, 2020. He expressed that the EDA should be involved in the development of Downtown Stafford and that the development is an important economic development initiative for Stafford County and will lead to more opportunities.

Mr. Griffin also shared that the EDA has been asked to support Black Restaurant Week in partnership with the Stafford NAACP. The sponsorship is the Sous Chef Sponsor of \$500. Mr. Holland shared more information on the program and that he appreciated the EDA’s consideration.

Mr. Griffin motioned to approve the \$500 Sous-Chef Sponsorship of Black Restaurant Week. Mr. Causey seconded.

VOTE: 7-0 Approved

6. **SECRETARY’S REPORT**

A. ED&T Monthly Update—Quarterly Summary

Mr. Holden deferred any update.

B. Entrepreneur Program (GO VA Grant) Update

- (1) July 30 Virtual Town Hall Launch
- (2) RIoT VA (Stafford) “Meet Up” and other programs
- (3) Next “Event” with RIoT and Cyber Bytes Foundation
 - Cyber Security and Smart Infrastructure

Mr. Rowley shared that he attended the Virtual Town Hall with RIoT and that he has some recommendation on how to improve the next event. He also encouraged the EDA to participate in the next event.

C. ED&T (EDA) Marketing Plan

Ms. Swenson provided the EDA with an overview of the ED&T Marketing Plan. She shared a presentation that detailed ED&T-EDA messaging, markets and initiatives.

Ms. Browne followed Ms. Swenson and provided more detail on marketing as it relates to the EDA. She shared an overall plan for marketing the CARES Act Grants, as well as upcoming events and programs (e.g. Beer & Business, Business Appreciation Reception, VBB/8(a) Workshops, etc.). Ms. Browne also shared that she plans to make improvements to the EDA webpage.

7. WORKING GROUP REPORTS

A. Loan Committee

(1) CARES Act Grants & Launch of “Round 3” Grants

Ms. Swenson shared that ED&T and EDA have been marketing the EDA CARES Act Grant. Specifically, the grant has been advertised on the radio, website, social media, newsletter and other local media outlets.

Mr. Griffin thanked ED&T for their efforts on the CARES ACT Grants. He noted that the EDA has continued to support local businesses throughout the COVID-19 pandemic. He emphasized that EDA continue to push the message out to receive more attention so that businesses are aware of the resources available to them.

(2) Loan Program Update

B. Germanna Update

Mr. Rowley noted that Germanna was preparing for the continuation and expansion of most classes online.

C. Property Group

(1) 205 Centreport

Mr. Holden noted EDA has accepted the buyer’s offer and is awaiting proposal from VDOT on portion they desire to acquire.

(2) RV Parkway

Mr. Holden noted there may be interest in this property but more information pending.

8. OLD BUSINESS

A. Stafford County & EDA Memorandum of Understanding with JPI (“Fountain Park”)

A summary of the JPI MOU was provided to the EDA. Mr. Griffin noted that the EDA needs to have a “dog in the fight”. He encouraged the EDA Board to talk to their respective Supervisor. He also shared that the County and EDA should work with developers to facilitate and ensure managed growth.

Mr. Rowley expressed his concern for the MOU and recognized the Board of Supervisors approved it with a 4-3 vote, but would support the project if the EDA approves.

Mr. Griffin motioned to endorse a vote by the Stafford County Board of Supervisors on the JPI “Fountain Park” MOU. Mr. Causey seconded.

VOTE: 5-2 Approved (Rowley, Owen against)

B. Germanna Community College (GCC) Commitment Agreement

After some initial discussion, the EDA deferred a vote on the MOU with Germanna Community College (GCC) to their next meeting on September 11, 2020.

9. NEW BUSINESS

A. Grant Agreements for Broadband Projects within County Cares Act Funds

- (1) King George Internet (KGI)
- (2) AER Wireless

Mr. Griffin emphasized the importance of expanding broadband coverage in Stafford County. He asked if there is a map that illustrates existing broadband coverage and another that shows the ongoing, and potential, improvements to coverage. Ms. Davis emphasized Mr. Griffin’s message and said that broadband expansion should be a priority. She offered to be involved in the ongoing discussions given her background with the Telecommunications Commission. Mr. Holden responded and said that ED&T will look into producing a map to showcase current and potential coverage.

Mr. Holden noted that the AER and KGI grants were allocated from the Board of Supervisors as part of the CARES Act allocation. Mr. Causey motioned to approve the KGI and Aer Wireless Grant Agreements, subject to staff and legal review. Ms. Hagerman seconded.

VOTE: 7-0 Approved

B. Second infusion of CARES Act Funds—recommendations submitted by ED&T

- (1) More funds into “Stay in Stafford”
- (2) Improvements in technology for ED&T, conference room, and laptops
- (3) COVID & Tech Biz Programs
- (4) Marketing Stafford Business
- (5) Retraining Program

Mr. Holden noted that on September 1, the Board will allocate another portion of CARES Act funds . The above noted programs were proposed within this second allocation. Some may not be approved, pending internal review of CARES Act guidance and he will advise the EDA at its next meeting of any additional CARES Act funds to the EDA.

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. Griffin motioned to move into closed session. Ms. Davis seconded

VOTE: 7-0 Approved

Mr. Griffin motioned to come out of closed session. Ms. Davis seconded.

VOTE: 7-0 Approved

11. ATTORNEY’S REPORT

None

12. ADJOURNMENT

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:00 AM. The next Regular Meeting is scheduled for September 11, 2020.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary