

STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
October 9, 2020

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on October 9, 2020 via conference (“Zoom”) call.

1. CALL TO ORDER

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:04 AM. A quorum was present and accounted for.

Members Present

Joel Griffin	Chairman
Don Newlin	Vice Chairman
Heather Hagerman	
Jack Rowley	
Marlon Wilson	

Absent

Howard Owen	Treasurer
Danielle Davis	

ED&T/EDA Staff

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

Also Present

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

2. APPROVAL OF MINUTES

- A. The August 14 2020 Regular Meeting Minutes
- B. August 28, 2020 Special JPI MOU Meeting Minutes
- C. July 07, 2020 Joint BOS-EDA Meeting Minutes
- D. September 11, 2020 Regular Meeting Minutes

Mr. Newlin moved to approve the Meeting Minutes on the docket. Ms. Hagerman seconded.

VOTE: 5-0 Approved

3. PUBLIC PRESENTATIONS

- A. Mr. Vernon Green—Public-Private Partnership for Broadband Expansion

Mr. Green was unable to attend the meeting. The EDA deferred the presentation to their November meeting.

- B. Mr. Keith Walker—Public-Private Partnership for Broadband Expansion

Mr. Walker and representatives from Aer Wireless presented to the EDA an update on their current efforts in Stafford County and a proposal for future broadband expansion.

- C. County Telecommunication Plan

Mr. Mike Cannon, Stafford County Chief Technology Officer was on the call. He offered some input but, due to time, did not give briefing on County Telecommunication Plan.

4. TREASURER'S REPORT

- A. Current Financials
- B. August 31, 2020 Financials

Mr. Griffin motioned to accept the EDA July Financials and the Current Financials. Mr. Rowley seconded.

VOTE: 5-0 Approved

- C. Budget Planning

Mr. Holden mentioned that the EDA will be reimbursed a total of \$457,000 from the County for their original COVID-19 Business Grant Program.

Treasurer Howard Owen, although not present, had shared his input on and recommendations that the EDA contract with Shelley Kasten, Not Just Numbers, to manage the EDA finances as a result of the resignation of the County Finance Department staff who has been keeping the books. Mr. Griffin summarized Mr. Owen's recommendation and offered his approval. Mr. Rowley and Ms. Hagerman agreed.

Mr. Griffin motioned to expend up to \$1,000/month until June 2021 for a contractor to assist with the EDA finances. Further that the EDA may consider using County Finance Staff in March-May time period as they review and consider Ms. Kasten's work. Mr. Rowley seconded.

VOTE: 5-0 Approved

5. CHAIRMAN'S REPORT

Mr. Griffin welcomed Mr. Marlon Wilson to the EDA Board and thanked him for his willingness to serve. Mr. Wilson was appointed to the EDA by Supervisor Allen to replace the seat vacated by Mr. Causey's resignation. He opened the floor for Mr. Wilson.

Mr. Wilson introduced himself to the EDA and shared his background experience. He shared that he is a Stafford County resident, U.S. Army veteran, a former small business owner, a minister at his local church, and currently works in IT/cyber.

6. SECRETARY'S REPORT

A. ED&T Monthly Update

- (1) CEDC Centreport Update
- (2) Site Readiness
 - Data Center Sites
 - Infrastructure to Sites

Mr. Holden shared ED&T's plans to continue investment in Centreport and site readiness for data centers. He noted that there are several proposed projects in Centreport totaling \$2.18M in assessed value to the County.

B. Stafford Cares (Meal Cards)

Mr. Holden shared ED&T's plan to work with local restaurants to give meal cards to Stafford County SNAP recipients made possible by a Community Development Block Grant.

C. Rediscover Stafford

Mr. Holden reminded the EDA that ED&T will be conducting a business marketing campaign, funded by County CARES Act dollars

D. Entrepreneur Program (Go VA Grant) Update

Ms. Linzy Browne, EDA Event & Marketing Coordinator, summarized a number of events that have and will be taking place.

- (1) September 24: Smart Infrastructure & Cyber
- (2) King George Event
- (3) CARES Act Programs
 - MBA IoT
 - More to come

E. Virginia Industrial Development Authorities Institute—November 16-17

Mr. Holden shared a flyer on the Virginia Industrial Development Authorities Institute and encouraged the EDA to participate.

7. **WORKING GROUP REPORTS**

A. Loan Committee (*H Owen, H Hagerman, and J Summits*)

1) CARES Act Grants Update

Mr. Holden and Mr. Summits reviewed the existing EDA programs under the CARES Act, as well as a budget and proposal for a new program. Mr. Holden asked the EDA to consider a grant for “critical tourism assets” in the County, which were not focused on before in previous programs. The EDA shared their support for a “Critical Tourism Asset Program”.

2) Loan Program Update

Mr. Griffin thanked Ms. Hagerman for her service on the Loan Committee and recommended that Ms. Davis take her place so she can focus on the Property Group. Ms. Hagerman agreed.

B. Germanna Update (*J Rowley*)

1) Grant Agreement Review

Mr. Rowley shared the Germanna received a \$634,000 grant from GO Virginia to support a \$1.2M workforce development program. He also shared the Germanna Foundation exceeded their annual fundraising goal.

C. Property Group (*H Hagerman, J Rowley,*)

1) 205 Centreport (*H Hagerman, D Davis, C Payne, and J Holden*)

2) RV Parkway (closed session)

There was no update on Centreport Property. EDA is awaiting closing date from VDOT. The buyer of the EDA property is prepared to go to closing at earliest convenience.

8. **OLD BUSINESS**

A. Adventure Brewing Grant Status

Mr. Stan Johnson presented to the EDA an update on Adventure Brewing as it relates to their grant agreement with the EDA. Mr. Holden reminded the EDA that Adventure Brewing got a grant in 2019 for \$21,665 over three years. They have met their hiring requirements but had not yet opened their event room, but due to Covid-19 outbreak the EDA approved their second grant payment if the room was opened on or about July 2. That did not happen. Mr. Johnson shared that Adventure has had difficulty in receiving a boiler permit, which has pushed their schedule.

Mr. Griffin asked if Adventure was doing the buildout themselves. Mr. Johnson replied and said that they were doing most of the work themselves and contracting out when needed. He admitted that this may have caused delays back and forth with the permitting office.

Mr. Rowley mentioned that although the permit process is taking longer than anticipated, it is important for health and safety. Mr. Johnson agreed.

Mr. Wilson recommended that Adventure hire a project manager to oversee the buildout.

Mr. Johnson explained that they have engaged Tate Engineering to clarify and finalize the boiler and other permits. Mr. Griffin motioned to amend the amended grant agreement, allowing Adventure Brewing to secure a contract and produce a timeline with Tate Engineering to secure boiler, other permits required, and a final Occupancy Permit and as long as that timeline is met, allow for their third and final payment as scheduled next February.

VOTE: 5-0 Approved

9. NEW BUSINESS

A. U.S. EDA Grant Application

Mr. Holden and Mr. Zotos shared a presentation on a potential U.S. EDA grant application that would support entrepreneurship in Stafford County. The application is being prepared and will be submitted in such a way to require no cash match from the EDA.

Mr. Griffin motioned to apply for the U.S. EDA grant. Mr. Rowley seconded.

VOTE: 5-0 Approved

B. Potomac Point Winery and Le Grand Creu Catering Grant Applications

Mr. Griffin motioned to deny Potomac Point Winery and Le Grand Creu Catering's CARES Act grant applications. Mr. Newlin seconded.

VOTE: 5-0 Approved

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: 5-0 Approved

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

VOTE: 5-0 Approved

After returning from Closed Session, Mr. Griffin motioned to expend up to \$20,000 to perform a Phase II environmental study on the RV Parkway site. Ms. Hagerman seconded.

VOTE: 5-0 Approved

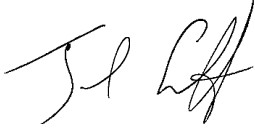
11. ATTORNEY'S REPORT

NONE

12. ADJOURNMENT

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:22 AM. The next Regular Meeting is scheduled for November 13, 2020.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary