

STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
February 12, 2021

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on February 12, 2021 via conference (Zoom) call.

1. CALL TO ORDER

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:08 AM. A quorum was present and accounted for.

Members Present

Joel Griffin	Chairman
Don Newlin	Vice Chairman
Howard Owen	Treasurer
Danielle Davis	
Heather Hagerman	
Jack Rowley	
Marlon Wilson	

ED&T/EDA Staff

John Holden	Secretary, EDA; Director, ED&T
Theo Zotos	Economic Development Specialist, ED&T
Tammy Guseman	Administrative Assistant, ED&T
Linzy Browne	Marketing & Events Coordinator, EDA

Also Present

Charlie Payne	Counsel
Carrie O’Malley	Hirschler
Mike Grossman	LA Resort (Guest of Ms. O’Malley)
Fillmore McPherson	Stafford County Planning Commission

2. **APPROVAL OF MINUTES**

A. January 08, 2021 Regular Meeting Minutes

Mr. Newlin motioned to approve the January Regular Meeting Minutes. Mr. Rowley seconded.

VOTE: 7-0 Approved

3. **PUBLIC PRESENTATIONS**

A. Ms. Carrie O'Malley—Hirschler/C-PACE

Ms. O'Malley gave a presentation on C-PACE, a program that finances energy efficiency and renewable energy improvements on commercial property. Programs are established locally (by County code) and tailored to meet regional market needs. C-PACE uses borrowed capital to pay for the upfront costs and the borrowed capital and is repaid over time via a voluntary tax assessment.

Mr. Owen asked how C-PACE can benefit the EDA. Ms. O'Malley replied that C-PACE can help to create new jobs, decrease costs for local businesses, lower environmental impact, offer eligible improvements to businesses, encourage capitalization.

Mr. Rowley inquired how a worn-out HVAC system would be replaced. Ms. O'Malley answered that there is an audit requirement for desired improvements and the audit will calculate the weighted lifespan of the item needing replaced. Mr. Rowley also asked who the lenders would be and Ms. O'Malley responded that lenders could be banks, private institutions, capital providers, or the EDA.

Mr. Griffin asked Ms. Hagerman if she had any insights to share. Ms. Hagerman replied that she is fascinated with the C-PACE program and that it would attract new businesses to our area as well as keep existing ones. Ms. Hagerman feels the program can offer many opportunities: it would keep our economy competitive while allowing the EDA to be more of a partner with local businesses and also possibly be the financing mechanism.

Ms. Hagerman was asked to pursue this in more detail with ED&T staff support for a more detailed presentation to the EDA to consider making recommendation to Board of Supervisors.

4. **TREASURER'S REPORT**

A. Current Financials

Mr. Owen requested an update on Centreport. Mr. Holden stated that he is awaiting the signed deed from VDOT, hopes to receive it by Feb. 16, and close by the end of this month.

Mr. Owen stated that the EDA lost \$6,900 last month and that he is hopeful the revenue from Centreport will close that gap.

Mr. Owen asked ED&T when the final FY20 EDA audit will be presented. Mr. Holden replied that the final audit will be presented in March.

Mr. Rowley noted the "Budget Planning Workbook" is very helpful and motioned to accept the Current Financials. Mr. Owen seconded.

VOTE: 7-0 Approved

B. Budget Planning

Mr. Holden summarized budget planning and noted some changes regarding EDA contracts and grants.

5. **CHAIRMAN'S REPORT**

- A. Mr. Griffin reminded all that EDA is supporting Fredericksburg Black Restaurant Week (2/19-2/28) in Stafford, Spotsylvania and Fredericksburg and that there are opportunities for advertisements and sponsorships.

6. **SECRETARY'S REPORT**

A. ED&T Monthly Update

Mr. Holden reminded EDA members of the Stafford Cares Restaurant Meal Program and to encourage restaurants they patronize to apply. Restaurants must have a DUNS# to be eligible for the program.

B. Symetra Event

Mr. Holden mentioned that he is still working with Mr. Owen and the Gauntlet Golf Course for the potential of securing the Symetra Tour Event in Stafford. He noted the benefits of this event would be potential jobs, overnight attendees, sales and significant media exposure. He stated that the Gauntlet is county-owned, under new management, and needs parking lot upgrades before this event. Mr. Holden stated that ED&T will seek title sponsors for \$150,000 for the event and is asking the EDA to consider a \$25,000 sponsorship. He proposed that the EDA sponsorship would be matched with \$25,000 from ED&T (Stafford Tourism). Mr. Owen noted that Richmond held a similar event and enjoyed great exposure for the city and that Stafford could benefit in the same way. He agreed with Mr. Holden that the parking lot should be fixed before the event. Mr. Holden noted that the Gauntlet is considering an EDA loan for the purpose of the parking lot improvement.

Mr. Griffin asked how a sponsorship of that level would benefit the EDA? Mr. Holden responded that there will be opportunity to have a Pro-Am event where there will be chances for networking during and after the Symetra and Pro-Am event. Mr. Griffin suggested that EDA host a business breakfast for the pro golfers and highlight our local businesses.

Mr. Holden stated that the Symetra Tour is eager to have this event at The Gauntlet. Mr. Owen suggested targeting the women executives in DC and Northern Virginia. Mr. Rowley supported the ask and suggested that EDA sponsorship \$25,000 be contingent upon ED&T doing the same and that an agreement of such be noted.

Mr. Rowley motioned to sponsor the proposed Symetra Tour event at \$25,000 as the Pro-am Sponsor, contingent upon ED&T matching that amount and that the EDA have the opportunity to organize and host the Pro-am event. Further it was clarified by Mr. Holden that this would be from FY2022. Mr. Owen seconded.

VOTE: 7-0 Approved

C. Report on CARES Act and Fast Track Broadband Projects (KGI, AER)

Mr. Holden shared that AER Wireless has not met enough requirements to secure their final payment of \$36,000 for the CARES Act grant. The contract and all CARES Act and other Broadband grant projects are now closed.

D. Stafford Cares

Mr. Holden shared that ED&T is working with Stafford County and the Virginia Department of Housing and Community Development (DHCD) on Stafford Cares—the buying of Stafford restaurant meal cards and distribution to family's in need. He noted the application is live and will close on March 8, 2021.

E. Priority Initiatives

Mr. Holden noted that ED&T will be presenting this on March 16, 2021 to the Board of Supervisors. Mr. Holden mentioned that ED&T has contracted (McGuire Woods) with a consultant to develop the idea of an Economic Infrastructure Fund, targeted to fund public investments in Centreport.

F. GO Virginia Per Capita Grant

Mr. Holden went over the GO VA grant presentation and noted that the final event will be on May 25 in Stafford. Mr. Holden explained that the ED&T is preparing a follow-on grant for the purpose of expanding and continuing the entrepreneurship program. He asked that the EDA consider and allow staff to apply for the follow-on grant, including up to \$20,000 in cash match to the grant. He will seek all avenues to secure other matching funds. Mr. Rowley motioned the EDA commit to \$20,000 for the follow-on grant application and authorize that the ED&T finalize and application for the EDA to submit.

Mr. Griffin motioned to commit \$20,000 for the Stafford GO Virginia Grant. Mr. Rowley seconded.

VOTE: 7-0 Approved

G. Economic Development Marketing

Ms. Browne presented the EDA with their new website pages and shared that she would like to have the approved member bios by February 15 in order to launch the EDA team page by February 16. Ms. Browne stated that she would be sending out password-protected link to EDA members to access the new web pages.

7. WORKING GROUP REPORTS

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

1) Loan Program Update – N/A

B. Germanna Update (*J Rowley*)

Mr. Rowley shared that the (virtual) Germanna Gala will be held on March 27 at 7 p.m. and invited all EDA members to attend this fundraiser. He noted Germanna has already raised \$300,000 from the community and the end goal is \$1 million. Mr. Rowley requested EDA to sponsor this event at the \$2,500 level. Mr. Griffin asked if sponsorship can be directed to a

specific fund and if so, he requested the EDA sponsorship be directed to the Germanna Guarantee Scholarship Fund. Mr. Rowley replied he believes that is possible.

Mr. Griffin motioned to sponsor the 2021 Germanna Gala at the \$2,500 level. Ms. Hagerman seconded.

VOTE: 7-0 Approved

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

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

Mr. Holden shared that this project is on track to close this month

2) RV Parkway (J Holden, J Summits and T Zotos)

Mr. Holden shared he is waiting for a proposal from an interested party.

D. Broadband Expansion (*J Holden, M Wilson*)

Mr. Wilson shared that he is still working slowly but surely to establish goals for this project and make sure that private companies understand the requirements. He is working with ED&T to assure the “rules of engagement” are clear and that the EDA reaches out to all potential private partners. He expects to have movement on this effort in March or April.

8. OLD BUSINESS

A. Status and Update UD5 Zoning

Mr. Holden noted the Public Hearing for this will be March 24 and gave input on the EDA’s role for this project. Mr. McPherson stated that mixed use is a priority and that the Board of Supervisors voted to not make changes at this point.

B. EDA File Storage

Ms. Guseman shared that staff got three quotes for the desired scanning of old EDA files. Mr. Owen requested choosing the local company and all agreed. One company is ILM and is a local company. Mr. Holden noted that all the quotes were below \$5,000 and staff will finalize a selection and work with the Chair to finalize (as per EDA Procurement rules).

9. NEW BUSINESS

None

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. Mr. Rowley seconded.

VOTE: 7-0 Approved

After Closed Session Mr. Griffin made a motion to extend the contract for the EDA Marketing and Events Coordinator, R. Linzy Browne for another year as per the current terms in the contract. Mr. Newlin second..

VOTE: 7-0 Approved

11. ATTORNEY'S REPORT

None

12. ADIOURNMENT

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 10:44 AM. The next Regular Meeting is scheduled for March 12, 2021.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary