

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

REGULAR MEETING MINUTES  
November 8, 2013

#### 1. CALL TO ORDER

The regularly scheduled bimonthly meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on November 8, 2013 in the Board Chambers located at 1300 Courthouse Road Stafford, Virginia at 1:31 P.M. A quorum was present

##### Members Present

Don Newlin	Chairman
Joel Griffin	Vice-Chairman
Jack Rowley	
Jo Knight (arrived late during Item 3)	
Wendy Maurer	
Howard Owen	

##### Members Absent

Mark Safferstone

##### Also Present:

Gary Nuckols	Substitute Counsel
Brad Johnson	Treasurer
Kelly Copley	Analyst

#### 2. APPROVAL OF MINUTES

A. Motion for approval of the September 13, 2013, Regular Meeting Minutes was made by Mr. Rowley. Mr. Griffin seconded.

**VOTE**            5-0 Approved

#### 3. PUBLIC PRESENTATIONS

None

**4. TREASURER'S REPORT**

A. September 2013 – Unencumbered fund balance \$36,010.97

Discussion followed

Ms. Griffin moved to accept the Treasurer's reports. Ms. Maurer seconded.

**VOTE:** 6-0 Approved

**5. SECRETARY'S REPORT**

A. Research and Technology Park Update –

Update presented by Mr. Griffin as part of issue 9B.

Discussion followed

**6. CHAIRMAN'S REPORT**

None

**7. COMMITTEE REPORT**

A. Germanna Committee Report –

Ms. Rowley updated the EDA. Stafford BOS approved the HH Hunt project, including a proffered 25 acres for Stafford County Germanna campus site. Dr. Sam of Gremanna informed Mr. Rowley that Germanna has support from the state board for Community Colleges as well as community leaders for the Stafford project. HH Hunt will go to closing on the 25 acres soon and has begun engineering on their apartment development project; construction is scheduled to begin in spring 2014. On December 2, 2013 Mr. Newlin, Mr. Rowley, Mr. Baroody, and Germanna Community College representatives will meet to discuss the project's next steps.

Discussion followed

B. Aquia Town Center Committee Report –

Mr. Johnson let the EDA know that the sale of the property is moving forward but no updates otherwise at this time. Ms. Knight would like to be part of future conversations with Ramco-Gerschwin.

Discussion followed

C. Airport Property Committee Report –

Mr. Johnson informed the EDA; a letter has been drafted and submitted to the Airport Authority via Mr. Wallis conveying the EDA's offer for the land swap.

Discussion followed

**8. OLD BUSINESS**

A. 103 West Cambridge Street (Amy's Café) Update –

Mr. Eakin updated the EDA on the 103 West Cambridge Street upgrades progress and requested to amend the original grant timeline due to unforeseen delays caused by the Architectural Review Board (ARB) and to receive the first \$12,000 payment of the \$60,000 grant.

Discussion followed

Mr. Rowley motioned to release \$12,000 to Mr. Eakin and amend/extend the grant timeline; Ms. Knight seconded.

VOTE: 6-0 Approved

B. Chatham Square/Courthouse Square Update

- Chatham Square Office Park Annual Meeting

Mr. Johnson requested an EDA representative to attend the Annual Meeting on November 12, 2013 – Ms. Knight volunteered.

- Courthouse Square Office Park Annual Meeting

Mr. Johnson requested an EDA representative to attend the Annual Meeting on November 15, 2013 – Mr. Griffin volunteered.

- Review of Real Estate Sales Proposals

Mr. Newlin informed the EDA that the proposal from Thalhimer was chosen. A meeting is set up to sign the listing agreement.

Discussion followed

C. Fredericksburg Regional Alliance Update –

Motion 1.) Mr. Newlin motioned to award the FRA \$35,243.50 (1/2 of original requested amount) when funds are available only after all current EDA obligations are met, Ms. Knight seconds.

Discussion followed

Motion 2.) Ms. Maurer motions to table FRA discussion until funds are available. Ms. Knight seconds.

VOTE: 3-3 Fails (Ms. Maurer, Ms. Knight, Mr. Griffin – Nays)

Discussion followed

Amendment 1 to Motion 1.) Mr. Newlin amends his Motion to award \$35,243.50 to the FRA from FY14 funds only, Ms. Knight seconds.

Discussion followed

VOTE: 4-2 Approved (Ms. Maurer and Mr. Griffin – Nays)

Amendment 2 to Motion 1.) Mr. Newlin amends his Motion to award \$35,243.50 to the FRA will not come from the current unencumbered \$36,010.79 and must come from new funds, Ms. Knight seconds.

VOTE: 4-2 Approved (Ms. Maurer and Mr. Griffin – Nay)

D. VA Golf Trail Update –

Mr. Johnson requested the EDA's signature on a letter to the VA Golf Trail requesting there presents at the EDA's January 10, 2014 regular meeting.

No vote necessary

**9. NEW BUSINESS**

A. Fy14 Financial Plan

Ms. Maurer updated the EDA on a 12 month cash flow projection.

Discussion followed

B. Possible Tech Center Consultant –

Mr. Griffin requested the EDA set aside up to ½ of \$10,000 for retaining Dilks Consulting to who will assist with strategic plan and next direction for the Tech Center. \$5,000 will be covered by Silver Co.'s and \$3,200 from previously set aside EDA funds.

A \$125,000 State FACT Grant has been applied for; grant is a 50/50 Grant; BOS has agreed to cover the matching \$125,000.

Discussion followed

Mr. Rowley motioned to set aside up to \$5,000 for purposes of retaining Dilks Consulting, Mr. Owen seconded.

VOTE: 5-1 Approved (Ms. Maurer – Nay)

**10. ATTORNEY'S REPORT**

None

**10. ADJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 2:53 P.M. The next Regular Meeting is scheduled for Friday, January 10, 2013.

**MINUTES SUBMITTED BY:**

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Tim Baroody  
EDA Secretary

**MINUTES APPROVED BY:**

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Don Newlin  
EDA Chairman