

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

REGULAR MEETING MINUTES
March 13, 2020

1. CALL TO ORDER

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on February 14, 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. A quorum was present.

Members Present

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

Members Absent

Joel Griffin	Chairman
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Also Present

Kristin Shields	Counsel
John Holden	Secretary, Director ED&T

ED&T Staff

Theodosius Zotos

Public in Attendance

Bill Garner and David Muraca, Ferry Farm
Amit Kapoor and Laura Schwartzkopf, First Line Technologies
Fillmore McPherson, Stafford County Planning Commission

2. **APPROVAL OF MINUTES**

A. February 14, 2020 Minutes

Mr. Causey motioned for approval of the February 2020 minutes. Mr. Rowley seconded.

VOTE: 6-0 Approved

3. **PUBLIC PRESENTATIONS**

A. First Line Technologies — Amit Kapoor and Laura Schwartzkopf

Mr. Amit Kapoor, President at First Line Technology, opened up his presentation by thanking the Stafford EDA for their support and working with First Line in their business expansion. He explained that First Line consists of five core services/products: patient transport, personal cooling, medical triage, decontamination and training. In 2018, First Line reported record breaking total revenue in the company's history. As a result of a site search process with the Fredericksburg Regional Alliance (FRA) in October 2019, Stafford was identified as the location for First Line's headquarters for operations and manufacturing. Mr. Kapoor shared that First Line has hired 2 new employees and is currently searching for 4-6 more in Stafford.

With some additional discussion, the Board thanked First Line for their investment in Stafford.

B. Ferry Farm — Bill Garner and David Muraca

Mr. David Muraca, Director of Archeology, opened up Ferry Farm's presentation thanking the Stafford EDA for their support and having them present an update. Mr. Bill Garner, George Washington Foundation President, also thanked the EDA and shared that without their support the new interchange at Ferry Farm would not have been possible. With the new change in traffic Mr. Garner shared that Ferry Farm is now more accessible and visible to visitors.

Mr. Garner shared a video of the opening of the interchange. The EDA thanked Ferry Farm for their continued presence in Stafford.

4. **TREASURER'S REPORT**

A. January 31, 2020 Financials

Mr. Rowley motioned to approve the minutes. Mr. Causey seconded the motion.

VOTE: 6-0 Approved

5. **CHAIRMAN'S REPORT**

None

6. **SECRETARY'S REPORT**

A. ED&T Update

Mr. Holden shared that he plans on attending a Virginia Industrial Development Authorities Institute in May to connect with other EDA members across the Commonwealth and to learn best practices. He encouraged others of the Board to attend if interested.

He continued and noted that there have been some questions and comments regarding the work we (the Department) do. I hope to provide clarity and some answers to the Board next week. I appreciate any input and advice this (EDA) Board may have. I encourage you to continue to keep your Supervisor apprised of the work we (ED&T) do with you, the EDA.

I have made copies of 3-pages of our Economic Development Implementation Plan that I think summarize how we do economic development. I have also printed the last quarterly update for the Implementation Plan, dated December 31, 2019. Recall I have updated this Board each quarter. We did not present the update for the fourth quarter of 2019, as we had the EDA retreat in January.

There have been a lot of changes in economic development in Stafford in the last 665 days. One specific one was the scrapping of an expensive but not effectively used client relationship management (CRM) system. We have now implemented a new system (as of January 1) and have much more efficient data and can better report on activities.

Mr. Holden went on to say, in a recent email, Mr. Owen asked about the NOVA Alliance and the FRA region (and Stafford) not being noticed in some press. That too is something we have been working on—namely to get Stafford included into the NOVA community and various publications—and the overall Message regarding the business value in Stafford. I have met with and continue to pester Washington Business Journal and Inside NOVA to include Stafford. Do you know that Stafford Business are not eligible to apply for WBJ awards?—we still ask about this but perhaps may need your help.

As far as the NOVA Alliance, I explored being a part of the new alliance, but did not want to be the unwelcome step-child and frankly our FRA is doing an excellent job marketing our region for data centers and other projects. I have met with my (new) counterpart in Prince William, Christina Winn (who was in Arlington County and part of the successful HQ2 bid) about doing some joint marketing and economic development projects. And we continue to focus our outreach in NOVA for expanding business.

We will discuss the proposed Service Agreement (MOU) with the County later on the Agenda. But let me remind you how the proposed Marketing Coordinator Position will help expand and continue to support our work with the EDA. The

position is, in part, to replace an ineffective contract with a marketing firm that was \$99,000 dollars per year that we terminated in December 2019. That contract was ineffective not because of the contracted firm but rather the fact of it was a contracted service—as opposed to in house staff. The total cost of the new position is approximately \$91,000. The EDA has discussed providing \$50,000 in support of that position and all the work ED&T and Finance does for the EDA. For the Board’s budgeting purposes, the EDA funding supports the new position. We can discuss details, your comments and questions later in the Agenda.”

B. EDA Business Appreciation Reception Update

Mr. Holden noted that the Business Appreciation Reception (BAR) is still set for June 3, 2020 at the Holiday Inn & Conference Center from 5p.m.-9p.m.

C. Veterans Business Booth Camp Update

Mr. Holden noted that because of the COVID-19 (Coronavirus) pandemic the Veterans Business Bootcamp scheduled for April 1, 2020 has been postponed.

7. COMMITTEE AND WORKING GROUP REPORTS

A. Loan Committee

Mr. Holden noted that Arsenal Events has rescinded their grant and loan application to the EDA. He also noted that there are two potential applications in the pipeline.

Mr. Owen asked for an update on EDA grants and/or loans to Adventure Brewing and ACE Flight Solutions.

Mr. Holden responded that the Economic Development & Tourism Department is working with ACE Flight, 6 Bears & a Goat, and Adventure Brewing on their grant. He assured the EDA will receive updates soon as some of them are due soon.

B. Germanna Update

Mr. Rowley noted that Germanna Community College (GCC) is going through an appraisal process for their Stafford location. Mr. Rowley also shared that GCC will be a sponsor of the 2020 Stafford Business Appreciation Reception. He mentioned to Mr. Zotos that GCC has not received an invoice for their sponsorship. Mr. Zotos said that he will follow up with GCC.

C. Property Group

1) 204 Thompson

Mr. Rowley mentioned that one of the tenants is worried about the April deadline to leave the property. Mr. Rowley mentioned that he is working with all parties to ensure the EDA is prepared to close.

Mr. Owen asked if it is appropriate to reduce the commission of the broker since there is no broker for the buyer.

Ms. Hagerman responded and said that it is not appropriate to do and that it should have been brought up earlier. Mr. Rowley said that if the EDA wants to pursue reducing the commission then he would feel uncomfortable doing so and would ask that someone else had the conversation. Mr. Rowley noted that the broker’s

commission is not mentioned in the contract.

Mr. Causey agreed and said that it is not the broker's responsibility at this point and that their services have been satisfactory.

- 2) 205 Centreport

205 Centreport was deferred to Closed Session.

8. OLD BUSINESS

NONE

9. NEW BUSINESS

A. EDA Service Agreement with County for Staff Support

Mr. Holden mentioned that there have been minor changes to the technical language of the Agreement. He mentioned that the Stafford County Board of Supervisors is still considering budget items. He ensured that he will send a revised version to the EDA upon completion.

Mr. Rowley said that the EDA will review when a revised version is presented. Mr. Newlin agreed.

Mr. Causey mentioned that if the EDA voted in favor to financially support the Agreement now then it would be easier to finalize the Agreement later.

Mr. Rowley and Mr. Owen agreed.

Mr. Rowley motioned that the EDA to provide \$50,000/year for the proposed position upon subject to final review of the Agreement. Mr. Causey seconded.

VOTE: 6-0 Approved

B. Germanna Community College MOU for Financial Support

Mr. Rowley motioned to sign the MOU for Financial Support for Germanna Community College. Mr. Newlin seconded

. VOTE: 6-0 Approved

C. PIA Between NSWCDD and Stafford County

Deferred to next April meeting.

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. Rowley motioned to move into closed session. Mr. Causey seconded

VOTE: 6-0 Approved

Mr. Newlin motioned to come out of closed session. Mr. Causey seconded.

VOTE: 6-0 Approved

11. ATTORNEY'S REPORT

NONE

12. ADJOURNMENT

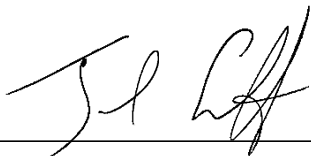
There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 10:41 A.M. The next Regular Meeting is scheduled for April 10, 2020. Regular Meetings will be held in the ABC Room of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia.

MINUTES SUBMITTED BY:



John Holden
EDA Secretary

MINUTES APPROVED BY:



Joel Griffin, EDA Chairman