



## APPROVED MINUTES

### Industrial Development Authority of the County of Prince William

#### REGULAR MEETING

May 1, 2023

The Regular Meeting of the Industrial Development Authority of the County of Prince William was held in the Potomac Conference Room at the McCoart Government Administration Building located at 1 County Complex Court in Woodbridge, Virginia. The meeting was called to order by the Chair at 6:30pm.

Present were: Lorna Wallen, Chair  
Harry Horning, Vice Chair  
Dexter Montgomery, Secretary/Treasurer  
Andrew Taylor, Assistant Secretary/Treasurer  
Terence Battle, Director  
William Malone, Director  
Cheryl Kenny, Director

None Were Absent.

Donna Flory and Scarlett Barbee attended to provide administrative support.

Thomas Flynn, Deputy Director, and Nicole Smith, Director Policy and Incentives, Prince William County Department Economic Development (PWCDED), attended to present a Performance Agreement and provide an update on the status of outstanding EDOF grants.

#### **PLEDGE OF ALLEGIANCE**

**CITIZEN'S TIME**: No citizens were present.

#### **NEW BUSINESS**

- 1) Authorize the Execution of a Performance Agreement with Prince William County, the Industrial Development Authority of the County of Prince William, and George Mason University to Approve an Economic Development Opportunity Fund (EDOF) Grant of \$50,000 to George Mason University to Provide Matching Funds for a GO Virginia Grant for a Nanofabrication Facility at the George Mason University Science and Technology Campus in Prince William County*** – Tom Flynn, Deputy Director, Prince William County Department of Economic Development, explained that George Mason University's (GMU) SciTech Campus in Prince William County applied for and was awarded a \$3.5 million Go Virginia grant. The grant required a 50% match, which GMU provided. Go Virginia also requires support from the locality or region involved in the grant. Therefore, the Prince William Board of County Supervisors agreed to contribute \$50,000 towards the match. GMU is now procuring fabrication equipment and once it is in place, they will be able to receive the funds. The Go Virginia grant establishes GMU as a training facility for nanofabrication, similar to what Micron, BAE, and many life sciences companies do in the nanotechnology sector. Northern Virginia is working to build a nanofabrication ecosystem, and this grant is part of those efforts. Following this presentation, *Dexter Montgomery made a motion to authorize the execution of a Performance Agreement among Prince William County, the Industrial Development Authority of the County of Prince William, and George Mason University to approve a \$50,000 Economic Development Opportunity Fund grant to George Mason University to provide matching funds for a GO Virginia Grant for a Nanofabrication facility at the GMU's Science Tech Campus in Prince William County. The motion was seconded by Terence Battle and passed unanimously with Lorna Wallen, Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, Terence Battle, and William Malone each voting aye. (Motion passed, 7 ayes, 0 nays, 0 abstentions)*

- 2) **Update on IGNITE 2.0 Startup Grant Program** – No New Updates in May
- 3) **Update on Elevate Workforce Grant Program** – No New Updates in May
- 4) **Quarterly Review of Outstanding Economic Development Opportunity Fund (EDOF) Grant Performance Agreements and Tracking/Reporting of EDOF Grants** – Nicole Smith, Policy and Incentives Director, Prince William County Department of Economic Development (PWCDED), reported on the current status of active Economic Development Opportunity Fund (EDOF) grants and remaining ARPA grants. When a performance agreement is fully executed, there can be a delay of months or a year or two before a recipient company receives funds. The agreements include a variety of economic milestones that must be met in terms of jobs, capital investment, purchase of equipment, and/or other achievements depending on the specific company and grant amount. Ms. Smith provides the IDA with routine updates on where each company stands in the process, and the expected timeline for any upcoming grant payments. It was noted that ARPA grant programs such as Lift Up Lodging and Restore Retail were successful and are now coming to a close. Local businesses were helped by the funding and PWCDED has received a great deal of positive feedback.
- 5) **Consideration of Potential Loan to the Munificent Group, Developer of the Hilton Garden Inn Conference Center to be located at 7001 Infantry Ridge Road in Prince William County (Gainesville District)** – The developer of this 104-room hotel property plans to construct an adjacent 43,000 sq. ft. conference facility for corporate events, receptions, and business conferences. Both PWCDED and the IDA are considering assisting with the project. Tom Flynn advised the IDA that PWCDED engaged a consultant, with significant experience in hotel and convention center development, to review the relevant financial information. The Consultant's review is ongoing and additional information has been requested from Munificent Group. Drawings of the project have been received. Mr. Flynn expects to have more information from the Consultant's perspective by the IDA's June meeting. In response to a question, Mr. Flynn noted that a parking structure has been built. Chair Wallen noted that the IDA would like to be aware of any amount PWCDED may contribute to the project, before the IDA makes a determination on providing additional funds.

**APPROVAL OF THE APRIL 3, 2023 IDA MEETING MINUTES:** *Secretary/Treasurer Dexter Montgomery made a motion to approve the April 3, 2023 Regular Meeting Minutes as presented. The motion was seconded by Cheryl Kenny and passed with Lorna Wallen, Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, Terence Battle and William Malone each voting aye. (Motion passed 7 ayes, 0 nays, 0 abstentions)*

**TREASURER'S REPORT:** ***Treasurer's Monthly Financial Report:*** The IDA's Secretary/Treasurer, Dexter Montgomery, called attention to the Treasurer's Report for the month ending April 30, 2023. All Treasurer's Notes are included in the written Treasurer's Report. Mr. Montgomery called attention to the following notes:

- ***Treasurer's Note #3*** – Invoices for Remington Place Apartments Bond Series 2012A \$64,700 and 2012B \$17,336.00 were emailed to the Remington Auditor as requested by the IDA. The financials reflect receivables in the amount of \$82,036.00. Payment has not been received as of 4/22/23.
- ***Treasurer's Note #4*** – Check #2416 in the amount of \$15,000 paid to Imran, Retail Restore Grant, Batch/Tranche #64 10/2022 was voided because the business has not picked up the

check from PWCDED. The bank will not cash a check over 180 days old. The business has been contacted. If there is no response, the \$15,000 currently being held in the Public Funds Account will be returned to the PWC Department of Finance.

- **Treasurer's Note #8** – The Virginia Small Business Financing Authority (VSBFA) was invoiced for \$10,952.00. This is the Sentara Health Center Bond for which the IDA receives an interest only payment annually, as a shared fee. Todd Boyle, Loan Specialist, VSBFA, confirmed by email that Sentara has not yet submitted payment. Mr. Boyle will notify the IDA's bookkeeper by email when a check has been mailed. Annually, the IDA does not need to submit a request or invoice to receive these funds. Payment not received as of 4/22/2023.
- **Treasurer's Note #10** – The IDA's Bookkeeper processed and disbursed additional checks under ARPA funding, resulting in an additional payment of \$25.92 to Donna Flory. Eight specific IDA operational expenses were detailed for approval.

Following this review, *Dexter Montgomery made a motion to accept the Treasurer's Report as presented, including approving payment of 8 specific operating expenses detailed in Note #10 of the Treasurer's Notes. The motion was seconded by Andrew Taylor and passed unanimously with Lorna Wallen, Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, Terrence Battle, and William Malone each voting aye. (Motion passed 7 ayes, 0 nays, 0 abstentions)*

**Request for UEI Number from Prince William County's Auditor** – The IDA's Bookkeeper received an email from Prince William County's Auditor requesting the IDA's UEI number, which is a number that replaced DUNS numbers. The IDA's Bookkeeper and Secretary/Treasurer spent time submitting documentation to the appropriate website to apply for the UEI number. It has not yet been received.

**Update on IDA Investments and CD Interest Rates** – There is no update for the May meeting.

**Update on the IDA's FY21 Audit:** Field work for the IDA's FY21 Audit took place on November 19, 2021. The IDA's auditor, Andrew Grossnickle of Robinson, Farmer, Cox Associates (RFC) had been waiting for clarification from the County as to whether the CARES Act monies were distributed to IDA as a grant partner or as a true subrecipient. In March, Mr. Grossnickle confirmed that the monies are distributed as a true subrecipient.

**Scheduling of the IDA's FY22 Audit:** The IDA's Bookkeeper noted that work on the IDA's FY24 Budget is continuing. She is also preparing preliminary documents for the FY22 Audit, which will be scheduled once the FY21 Audit is received.

**CHAIRMAN'S REPORT: Section 6.2 Rules and Procedures Report:** The IDA's Rules and Procedures require the Chair and other officers to report any actions taken or reports received on behalf of the IDA since the last meeting and to update the status of any bond inducement resolutions at the end of the fiscal year. To ensure compliance, the IDA provides a written report every month at the end of the Treasurer's Financial Report, updating bond issuance amounts, current outstanding amounts, and expected maturity dates.

- 1) **Payment of \$5,000 Sponsorship to Prince William County Business Appreciation Event** – At its April 3, 2023 meeting, the IDA approved a \$5,000 contribution to support the PWCDED Business Appreciation Event to be held on May 18, 2023. The IDA will work with PWCDED to determine how to make out the check for this contribution.

- 2) **Invitation to Bob Sweeney, President & CEO, Prince William Chamber of Commerce** – Dexter Montgomery advised the IDA that he had occasion to talk with Mr. Sweeney at a community event. Mr. Sweeney inquired about attending an upcoming IDA meeting to introduce himself and discuss the IDA's Chamber Vision Partner Sponsorship. Mr. Sweeney will be invited to attend the IDA's June 5, 2023 meeting.
- 3) **IDA Participation in PWCDED Business Appreciation Month Visits** – As part of Business Appreciation Month events, a representative of the Board of County Supervisors and PWCDED will visit a small and larger business in each of the magisterial districts. This year, IDA members will participate in these visits. There was brief discussion of which IDA member would be visiting each business.

#### **OLD BUSINESS:**

- 1) **Update on Attendance at Events Related to the IDA's Prince William Chamber of Commerce Business Development Vision Sponsorship:**

April was a relatively light month for attendance at Chamber events.

- 2) **Discussion of the IDA's Vision and Mission** – This topic will be discussed in more detail at the July meeting.

#### **NEW BUSINESS** (not covered at the beginning of meeting)

- 1) **Guidelines for Considering Future Community Organization Requests** – Terence Battle previously provided a Draft Policy for Financial Support to PWC Businesses. He appreciates any feedback and suggestions. The Draft combines Chamber of Commerce and PWCDED criteria for grants as a starting point. There was discussion as to whether the criteria are for businesses or strictly non-profits. Mr. Battle envisions recipients as smaller entities, non-profits, museums, and others as outlined in the Virginia Code, Chapter 49, Section 15.2-4901. Impact on the community will be considered as part of the criteria. This topic will be further discussed at the IDA's July meeting.
- 2) **Consideration of Change to IDA Bylaws to Allow for Electronic Meeting Participation** – Virginia Code Title 2.2, Chapter 37, Section 2.2-3708.3 – Effective September 1, 2022, the Virginia Code allows for individual members of public bodies to participate electronically in cases of illness, temporary emergencies, and other personal reasons. Also, certain public bodies can hold full electronic meetings for a limited number of meetings each year. Qualifying organizations must have a policy in place to allow electronic participation under the parameters of the Code. The IDA is specifically interested in the ability of an IDA Director to attend a meeting by electronic means on occasion to accommodate illness or other personal reasons. Chair Wallen asked Andrew Taylor to prepare appropriate language for inclusion in the IDA's Bylaws. It was noted that no more than 2 virtual meetings would be allowed for personal reasons. Chair Wallen would also like to add that there will be no more than two consecutive virtual participations allowed.
- 3) **Consideration of Process and Benefits of the Prince William County IDA Purchasing a Building** – Andrew Taylor noted that under Virginia Code Chapter 49, Section 15.2-4905, Paragraphs 4 and 5 provide details of the IDA's authority to own and lease property, as well as charge and collect rent. It was generally agreed that the IDA could use such a facility for meeting and storage of its documents and generate income by leasing the majority of the space. It was stated that a property management company could be engaged to assist with

management. It was generally agreed that a mid-County location, relatively near to McCoart would be preferable. It was noted that other non-profit organizations are interested in conference room space for regular meetings. Cheryl Kenny will chair a committee on the potential purchase of property. Dexter Montgomery, Andrew Taylor, and Terry Battle were noted as possible committee members. The committee will report to the IDA at the July meeting. It was noted that if the IDA wishes to move forward with purchasing space, that cost needs to be considered in light of funds potentially being committed to a new loan.

- 4) **IDA Administrative Personnel Compensation** – *Harry Horning made a motion to increase compensation for the IDA's Bookkeeper and Administrative Support Assistant by 3% annually. The motion was seconded by Cheryl Kenny and passed with Lorna Wallen, Harry Horning, Andrew Taylor, Cheryl Kenny, Terence Battle, and William Malone each voting aye. Dexter Montgomery voted nay. (Motion passed, 6 ayes, 1 nay, 0 abstentions)*

**OTHER MATTERS TO COME BEFORE THE AUTHORITY/INDIVIDUAL MEMBERS TIME:**

Cheryl Kenny's company, Golden Realtors, is the recipient of the 2023 Best of Manassas Award in the Real Estate Category for the 5<sup>th</sup> consecutive year.

The next Regular Meeting of the PWC Industrial Development Authority is scheduled for Monday, June 5, 2023, in the Potomac Conference Room at the McCoart Government Administration Building.

There being no further business to come before the IDA, Chair Wallen adjourned the meeting at 8:10pm.

**Approved: June 5, 2023**