



APPROVED MINUTES

Industrial Development Authority of the County of Prince William

REGULAR MEETING

Monday, August 2, 2021

The Regular Meeting of the Industrial Development Authority of the County of Prince William was held via Zoom Meeting Video Conferencing. Members of the public had the opportunity to participate. The meeting was called to order by the Chairman at 6:30pm.

Present were: Patrick O'Leary, Chairman
Lorna Wallen, Vice Chairman
Dexter Montgomery, Secretary/Treasurer
Andrew Taylor, Assistant Secretary/Treasurer
Cheryl Kenny
Terence Battle

Absent was: Harry Horning

Donna Flory and Scarlett Barbee attended to provide administrative support.

Several members of the Prince William County Department of Economic Development (DED) team participated, including Christina Winn, Executive Director; Tom Flynn, Deputy Director; Michelle Morris, Senior Business Services Analyst; and Nicole Smith, Director of Policy and Incentives.

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME: No citizens were present.

NEW BUSINESS

- 1) ***Authorize Execution of the Prince William County Economic Development Route 1 Refresh Grant Performance Agreement by and between the Prince William Board of County Supervisors and the Industrial Development Authority of the County of Prince William*** – Christina Winn, Executive Director of the PWC Department of Economic Development presented the Route 1 Refresh Performance Agreement. This Agreement will provide up to \$3,000,000 in grant funds to assist over 500 businesses, located along Route 1, with expenses related to the renaming of the Prince William County portion of the highway. In the County, Route 1 is currently known as Jefferson Davis Highway. Effective July 1, 2022, it will be renamed Richmond Highway, consistent with the name already being used in Arlington and Fairfax Counties, as well as the City of Alexandria. This Performance Agreement was approved by the Board of County Supervisors (BOCS) at its July 20, 2021 meeting. Members of the BOCS are aware that the name change will create an unexpected financial impact on businesses who need to change marketing and other materials. To mitigate this financial impact, the BOCS appropriated \$3.6 million for the renaming project. \$600,000 will be used for infrastructure related costs, such as changing street signs. The Department of Economic Development surveyed businesses along the Route 1 corridor. Many of these businesses have fewer than 10 employees, and a significant percentage are woman, veteran, or minority owned. There are three levels of grants associated with the Route 1 Refresh Project. Level 1 will provide \$500 to every eligible business along Route 1 that has a business license and is current on business taxes. Level 2 requires business owners to submit an application, along with financial receipts,

in order to be reimbursed for additional expenses directly related to the name change. Up to \$4,500 per business is available at Level 2, but not all businesses will need the full amount. Level 3 will reimburse the cost of changes to the four freestanding shopping center monument signs that incorporate the Jeff Davis Highway name as part of the sign face. Up to 75% of the cost to change each sign will be reimbursed, not to exceed \$30,000. There is a clawback clause at Levels 2 and 3, whereby a business must return grant funds if it moves out of the County within one year of receiving funds. Grants can only be used to offset costs directly associated with the business changing its address. Eligible items can include, but are not limited to, printed media (brochures, business cards, menus, etc.), digital media (social media, websites, etc.), signage, staff or consultant costs associated with updating legal paperwork at federal, state, and local levels, and promotional costs of updating addresses with vendors, suppliers, and customers, permits or certificate of occupancy fees. The application process will open in July 2022 when the highway name change takes effect. Following Ms. Winn's presentation, *Dexter Montgomery made a motion to approve the Route 1 Refresh Grant Performance Agreement by and between the Prince William Board of County Supervisors and the Industrial Development Authority of the County of Prince William to provide \$3,000,000 in grant funds to assist businesses located along Route 1 with expenses related to the highway name change. The motion was seconded by Lorna Wallen and passed unanimously with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, and Terence Battle each voting aye. (Motion passes, 6 ayes, 0 nays, 0 abstentions)*

2) Presentation of the Next Round of IGNITE Grants – This agenda item was deferred to the September 13, 2021 meeting of the IDA. Agreements for Impruvon, Inc. and Jeeva Informatics Solutions, Inc. were signed within the last week.

3) Review of Outstanding Economic Development Opportunity Fund (EDOF) Grant Performance Agreements and Tracking/Reporting of EDOF Grants

In accordance with the Code of Virginia Section 2.2 - 3712 Subsection A, Andrew Taylor moved to close this part of the meeting. This presentation may be closed pursuant to Virginia Code Sections 2.2 - 3711 Subsection A 39 and 2.2 - 3705.6, Subsection 3. The motion was seconded by Lorna Wallen and passed unanimously with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Andrew Taylor, Cheryl Kenny and Terence Battle each voting aye. (Motion passed 6 ayes, 0 nays, 0 abstentions) The IDA entered Closed Session at 6:54pm.

At 7:13pm, Andrew Taylor moved to resume the open meeting: The IDA members certified that, to the best of their knowledge, (1) only public business matters lawfully exempted from open meeting requirements under Chapter 37 of the Virginia Code and (2) only such public business matters as were identified in the motion, by which the closed meeting was convened, were heard, discussed, or considered in the meeting by the IDA. See Virginia Code Section 2.2 - 3712 Subsection D. The motion was seconded by Dexter Montgomery and passed unanimously with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, and Terence Battle each voting aye. (Motion passed 6 ayes, 0 nays, 0 abstentions)

4) Update on Draft Tri-Party Agreement Among the Prince William Board of County Supervisors, the Prince William County Service Authority, and the IDA Regarding Water/Sewer Tap Fee Credits – Mr. O'Leary provided Stacie Henn, Business Development Manager, Prince William County Department of Economic Development, with his proposed Section 5.2, as agreed to by IDA members at the July 12 IDA meeting. Mr. Flynn reported that Section 5.2 has not yet been incorporated into the Agreement. There are ongoing conversations with County representatives regarding affordable housing initiatives. Affordable housing projects

could also be eligible for water/sewer tap fee loans. A new draft of the Tri-Party Agreement is expected in the next few weeks.

- 5) **Update on Amendment Four to the COVID-19 Small Business MicroGrant Agreement** – Businesses receiving the additional \$5,000 grants are in the process of providing notarized affidavits certifying their eligibility. Once eligibility is confirmed, the IDA will prepare checks that businesses will be able to pick up from DED in late August.
- 6) **Update on the Landing at Mason's Bridge Bonds** – Donna Flory reported that Stewart Title Services contacted her on July 30 to confirm the IDA's bank information. Earlier this evening, the funds from the bond closing were transferred to the IDA's account. A total of \$79,328.75 was received, including the \$1,000 application fee.
- 7) **Update on Town of Haymarket Plans for Distribution of CARES Act/American Rescue Plan Funds** – Chris Coon, Town Manager of Haymarket, will contact Mr. O'Leary when the Agreement is finalized.

APPROVAL OF JULY 12, 2021 IDA REGULAR MEETING MINUTES: *Dexter Montgomery made a motion to approve the July 12, 2021 Regular Meeting minutes as presented, seconded by Terence Battle. The motion passed with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Cheryl Kenny, and Terence Battle each voting aye. Andrew Taylor abstained from the vote due to his absence from the July 12 meeting. (Motion passed 5 ayes, 0 nays, 1 abstention)*

TREASURER'S REPORT: ***Treasurer's Monthly Financial Report:*** Dexter Montgomery, Secretary/Treasurer, called attention to the Treasurer's Report for the month ending July 31, 2021. He reiterated that the Treasurer's Notes are now included with the Treasurer's Report.

Mr. Montgomery called attention to the following financial notes and transactions:

- A change was made to the IDA's FY22 Budget. The \$191,000 loan repayments from Jay Bhanvani and the Munificent Group were removed from the budget because it is not income. Only the interest on the loan will be counted as income. This is detailed in Item 12 of the Treasurer's Notes.
- Through an email on July 28, 2021, IDA members received a list of 12 specific expenses that would normally be paid by check. These expenses will be paid utilizing FVCbank's Bill Pay service. *Dexter Montgomery made a motion to approve payment of twelve specific expenses utilizing FVCbank's Bill Pay service. The motion was seconded by Cheryl Kenny and passed unanimously with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Andrew Taylor, Cheryl Kenny and Terence Battle each voting aye. (Motion passed, 6 ayes, 0 nays, 0 abstentions)*
- \$60,000 in County funds that were not transferred to recipient businesses have been returned to the County. Beginning in June 2020, the County transferred various CARES Act funds to the IDA and the IDA distributed those funds to the business recipients. A \$30,000 transfer was not distributed due to the death of the business owner. Additional amounts transferred to the IDA, but not distributed, resulted in a total of \$60,000 in County funds being returned to the County. The check was sent directly to Michelle Attreed, the County's Chief Financial Officer. The only amount remaining in the Public Funds Account is the \$1,953.43 that has been carried over for many years.
- In agreement with the report provided by DED regarding EDOF grants, those grants that are closed will be removed from the IDA report that appears at the end of the Treasurer's Report.

Following this discussion, *Dexter Montgomery made a motion to accept the Treasurer's Report, seconded by Andrew Taylor. The motion passed unanimously with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, and Terence Battle each voting aye. (6 ayes, 0 nays, 0 abstentions)*

CHAIRMAN'S REPORT: Section 6.2: This written report is provided at the end of the Treasurer's Financial Report that is provided to IDA members prior to the meeting. It shows all outstanding bonds and incentive grants.

OLD BUSINESS: Update on Scriyb Lawsuit – Mr. O'Leary emailed DED's Executive Director the previously approved Memorandum from the IDA, suggesting that the IDA will cease collection efforts, pay its attorney the \$2,000 owed, and submit final expenses to the County for reimbursement. Ms. Winn will consult with the County Executive and respond to the IDA. The IDA's attorney recently sent a check for \$67.00 that will be deposited in the IDA's account.

Update on Attendance at Events Related to the IDA's Prince William Chamber of Commerce Business Development Vision Sponsorship/Other Community Events – Cheryl Kenny and Lorna Wallen toured the Freedom Museum in its new building. The Museum is getting a positive response from both local citizens and tourists visiting the area. The IDA will revisit this topic later in the year.

Dexter Montgomery, Cheryl Kenny, and Terence Battle represented the IDA at the Grand Opening of the Hilton Garden Inn in the Gainesville District.

Mr. Battle attend the Chamber's Business After Hours at Appliance Connection as well as the Business After Hours at Fairmont Independent Living Residence. Several members of the IDA plan to attend the national Leadercast Shift event on August 11.

With members attending more outside events, it was agreed that IDA members should have business cards. Ms. Barbee will check with local printers on styles and costs. Cards will include the IDA's logo, address, phone number, email and website addresses, with a line for the individual director's name.

NEW BUSINESS (not covered at the beginning of meeting)

Discussion of the IDA's Vision and Mission – Prior to the Pandemic, the IDA had discussed holding a meeting with the Board of County Supervisors. Mr. O'Leary will discuss this topic with the BOCS Chair regarding an agreeable timeframe.

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

The next Regular Meeting of the PWC Industrial Development Authority is scheduled for Monday, September 13, 2021, via ZOOM video conference. This is one week later than the usual meeting date due to the Labor Day holiday.

There being no further business to come before the IDA, the meeting was adjourned at 8:01pm on the motion of Lorna Wallen, seconded by Dexter Montgomery.

Approved: September 13, 2021