



APPROVED MINUTES

Industrial Development Authority of the County of Prince William

REGULAR MEETING

November 1, 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
 Harry Horning
 Cheryl Kenny
 Terence Battle

Absent were: None were absent.

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, Nicki Smith, Policy and Incentives Director, and Stacie Henn, Business Development Manager

Presenting the Park Landing Bond Resolution, John Badman IV, Associate, McGuireWoods, represented the IDA's Bond Counsel, Mike Graff. Stacy Kaplowitz, Vice President, and Erica Meissner, Development Manager, represented KCG Companies.

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME: No citizens were present.

NEW BUSINESS

- 1) Approve a Resolution of the Industrial Development Authority of the County of Prince William Authorizing and Approving the Issuance of Revenue Bonds for the Benefit of Park Landing, LP in an Amount Not to Exceed \$60,016,000 to Finance Park Landing, a 250-unit Age-Restricted, Affordable Housing Apartment Community to be Located at 3301 Noble Pond Way in Woodbridge, Virginia in the Occoquan Magisterial District** – John Badman IV, McGuireWoods, noted that the IDA approved the Inducement Resolution for this project on September 13, 2021. There is no obligation of the County or the IDA regarding payment of the bonds or associated interest. It is not a general debt of the IDA. The bonds will be paid from the revenue of the borrower. The Prince William Board of County Supervisors approved the project at its October 19, 2021 meeting. Passing this resolution will allow the developer to proceed with obtaining financing. Construction is expected to be completed in the summer of 2023. Following brief discussion, *Lorna Wallen made a motion to approve a Resolution of the Industrial Development Authority of the County of Prince William authorizing and approving the issuance of revenue bonds, and the execution of related documents, for the benefit of Park Landing LP, in an aggregate amount not to exceed \$60,016,000, to finance Park Landing, a 250-unit age-restricted,*

affordable housing apartment community to be located at 3301 Noble Pond Way in Woodbridge, Virginia. The motion was seconded by Andrew Taylor and passed unanimously with Pat O’Leary, Lorna Wallen, Dexter Montgomery, Andrew Taylor, Harry Horning, Cheryl Kenny, and Terence Battle each voting aye. (Motion passed 7 ayes, 0 nays, 0 abstentions)

- 2) **Update on Draft Tri-Party Agreement Among the Prince William Board of County Supervisors, the Prince William County Service Authority, and the IDA Pertaining to the Prince William County Water and Sewer Availability Fee Loan Program** – Stacy Henn, Business Development Manager, PWC Department of Economic Development, advised IDA members that DED is composing a staff report and resolution that will be submitted to the Board of County Supervisors (BOCS). The Prince William Service Authority is expected to discuss the project with the BOCS prior to DED’s presentation on November 23, 2021. Ms. Henn noted that language was added to the Proposed Agreement to make the loan program available to developers of affordable, multi-family rental housing, in addition to restaurants and lodging establishments. Depending on the availability of IDA funds, the program could be pro-actively marketed to qualifying projects or held in reserve as a last resort.
- 3) **Update on Grant Programs Utilizing the County’s Allocation of American Rescue Plan Act (ARPA) Funds** – Christina Winn, Executive Director, PWC Department of Economic Development, advised the IDA that two resolutions, representing three grant programs, will be considered by the Board of County Supervisors at its November 9 meeting. In September, the BOCS allocated \$16 million to economic recovery. DED was tasked with developing criteria for three grant programs and presenting them to the BOCS. These three programs account for \$10.5 million of the total \$16 million.
 - 1) **Lift Up Lodging Grants** – There are 48 lodging establishments in Prince William County. If every establishment meets the eligibility requirements and receives a grant, then \$3.8 million of the \$4 million allocated to this program will be used. Lift Up Lodging grants provide \$750 per guest room to each lodging establishment. Requirements include being in business since October 2021 and being current on the Transient Occupancy Tax. Fairfax County, which has 22,000 lodging rooms, is allocating \$400 per guest room. Loudoun County has fewer rooms and is allocating \$1,000 per guest room.
 - 2) **Restore Retail Grants** – Approximately 400 commercial retail businesses will be eligible for grants, utilizing \$6 million allocated to this program. Any remaining funds from the Lift Up Lodging Grants will also be added to this funding. Retail establishments must own or lease space in a commercial building. Throughout the Pandemic, many landlords deferred rent but have now reached a point where the deferral must be paid. It is often difficult for small establishments like nail salons or hair stylists to make up multiple payments. Potomac Mills and Manassas Mall were consulted about the needs of businesses renting Mall Carts. All businesses eligible for this grant must have been open and operating by December 31, 2020 and must be current on taxes prior to the Pandemic. The ARPA guidelines specifically noted that hospitality, tourism, and retail are among the hardest hit businesses. The Virginia Economic Development Partnership also supports allocating ARPA funds to these types of businesses. Businesses are not eligible if they have already received the SBA Restaurant and Revitalization Grant. This category also includes a \$50,000 grant for large entertainment venues containing more than 1,100 seats. This would make Live Nation’s Jiffy Lube Live, and possibly, the Hylton Performing Arts Center, eligible in Prince William County.
 - 3) **IGNITE 2.0 Grants** – The first round of IGNITE Grants was successful and the County is relaunching it as a good business attraction tool. Grant A gives priority to four companies from the original application round that will be eligible for the 2.0 Grants if they are approved through the vetting process. In this round, eligible businesses must be currently located in the County or willing to relocate to the County from out of state. Businesses currently located in other counties within Virginia will not be eligible. Grant B will be a technology transfer grant

that offers \$25,000 to eligible technology businesses vetted through the County's process, including its financial consultant. Grant C is a pilot program where DED personnel will work with a professor at George Mason University to fund student entrepreneurs.

In addition to these three programs, there will be Elevate Workforce Grants that will not be processed through the IDA. ARPA funds do not have to be spent until December 2024. The IDA's Treasurer and Bookkeeper each reviewed and approved the Exhibit pages for the Grant Draft Agreements.

- 4) **Update on DED/BOCS Response to IDA's Scriyb Lawsuit Memorandum** – Nothing new to report on this topic. Ms. Winn will update the IDA in the future.
- 5) **Potential Lunch Meeting Between the IDA and the PWC Department of Economic Development** – Nothing new to report.
- 6) **Update on Town of Haymarket Plans for Distribution of CARES Act/American Rescue Plan Funds** – Pat O'Leary received an email update from Chris Coon, Town Manager of Haymarket and provided it to IDA members. Mr. Coon will advise the IDA when Haymarket is ready to distribute funds.

APPROVAL OF OCTOBER 4, 2021 IDA REGULAR MEETING MINUTES: *Dexter Montgomery made a motion to approve the October 4, 2021 Regular Meeting minutes as presented, seconded by Cheryl Kenny. The motion passed with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Harry Horning, Cheryl Kenny, and Terence Battle each voting aye. Andrew Taylor abstained from the vote because he was absent from the October 4 meeting. (Motion passed 6 ayes, 0 nays, 1 abstention)*

TREASURER'S REPORT: *Treasurer's Monthly Financial Report:* Dexter Montgomery, the IDA's Secretary/Treasurer, called attention to the Treasurer's Report for the month ending October 31, 2021.

Reviewing the Treasurer's Notes portion of the report, Mr. Montgomery highlighted notes #3, #4, #5, and #8 as follows:

- Item #3 – The Treasurer and Bookkeeper recommend closing the VNB business money market account #2007 and moving the balance to the FVCBank #2884 account. This will provide easier access to funds when needed to make water/sewer tap fee loans. In addition, anything over \$100,000 will be swept into the FVCBank SWEEP account where it earns .80 interest, higher than currently available CD interest rates.
- VNB CD #5104 matures on November 10, 2021. The Treasurer and the Bookkeeper are seeking approval to roll over this CD at the best available rate.
- Several Grant Programs have been completed and no new funds will be expended in those programs. Therefore, the Treasurer and Bookkeeper recommend removing several of the completed Grants from the Grants Status Report. They recommend removing:
 - 5/19/2020 PWC Micro Grants \$5 million
 - 8/3/2020 PWC Capital Investment \$1 to 2 million
 - 9/22/2021 AlphaBest \$2 million
 - 10/21/2021 PWC Technical Assistance Program
- Removing those 4 grants from the Grants Status Report will also remove them from the current Details for Grants Distributed Report. This eleven-page report currently details Grant Programs that have been exhausted and will not receive any additional funding.

- The Treasurer and the Bookkeeper will start a new Details for Grant Report for the new Grant Programs created under ARPA and other current programs.
- Item #8 – Through an email on October 26, 2021, IDA members received a list of 7 specific expenses that would normally be paid by check. These expenses will be paid utilizing FVCBank's Bill Pay service.
- Ms. Flory reported that the annual administrative fee was recently received from Westminster at Lake Ridge.
- The IDA's independent auditor, Robinson, Farmer, Cox (RFC), is scheduled to conduct field work for the IDA's FY21 Audit on Friday, November 19, 2021. Once the information is gathered, RFC completes the audit on its timeline and reports back to the IDA.

Dexter Montgomery made a motion to accept the Treasurer's Report, including approving the recommendations made in items #3, #4, and #5 of the Treasurer's Notes and also including approval of payment of 7 specific expenses detailed in the October 26, 2021 email to IDA members, 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, Harry Horning, Cheryl Kenny and Terence Battle each voting aye. (Motion passed, 7 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 Attendance at Events Related to the IDA's Prince William Chamber of Commerce Business Development Vision Sponsorship/Other Community Events/Other Outreach:

Dexter Montgomery attended the Northern Virginia Biotech Event. He toured the new Northern Virginia Bioscience Center, the first turn-key wet lab facility in Northern Virginia.

Mr. Montgomery also went to the groundbreaking for the NCS Technologies Headquarters. The advanced manufacturing business broke ground for construction of a new 108,000 sq. ft. facility in Innovation Park.

Cheryl Kenny and Dexter Montgomery both attended the Chamber's Salute to the Armed Forces Event at the Hilton Garden Inn in Woodbridge. Speakers included the Base Commander from Marine Corps Base Quantico, Colonel Michael L. Brooks and General John W. Nicholson, Jr., USA (Retired). Harry Horning, Sr. played TAPS at this event.

Ms. Kenny participated in the Chamber Women's Leadership Council course, Discover the Creative You.

The Chamber's Health and Life Sciences Industry Update is November 17. Mr. O'Leary, Ms. Wallen, Mr. Montgomery, and Mr. Battle plan to attend.

IDA members have received a small order of business cards to use at these events.

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

Election of Officers: The current officers of the IDA are Chairman, Pat O'Leary, Vice Chairman, Lorna Wallen, Secretary/Treasurer, Dexter Montgomery and Assistant Secretary/Treasurer, Andrew Taylor. *Harry Horning made a motion to nominate the IDA's current slate of officers to continue in their respective positions for an additional one-year term. The motion was seconded by Cheryl Kenny and passed with Pat O'Leary, Lorna Wallen, Dexter Montgomery, Harry Horning, Cheryl Kenny, and Terence Battle each voting aye. Andrew Taylor abstained from the vote.*
(Motion passed 6 ayes, 0 nays, 1 abstention)

Discussion of the IDA's Vision and Mission – With ARPA funding requiring the IDA's attention for the next several months, it was agreed that this topic will be revisited in 2022.

Donna Flory advised IDA members that out of the 129 homebased businesses that recently received an additional grant, approximately 15 of the grants have not been claimed. DED is in possession of the checks and will see that those 15 businesses receive their grants. One of the homebased businesses that should have received the additional amount has not yet received it. Once the situation is resolved, the County will transfer the additional funds and the IDA will write a check for the additional amount for this business.

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

The next Regular Meeting of the PWC Industrial Development Authority is scheduled for Monday, December 6, 2021, via ZOOM video conference.

A Special Meeting will be tentatively scheduled for Monday, November 15, 2021, to consider the ARPA Funding Agreements.

There being no further business to come before the IDA, the meeting was adjourned at 7:50pm on the motion of Cheryl Kenny, seconded by Lorna Wallen.

APPROVED: December 6, 2021