



## APPROVED MINUTES

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

#### REGULAR MEETING

August 1, 2022

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 Chairman at 6:35pm.

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

Absent was: Occoquan District Pending Appointment

Donna Flory and Scarlett Barbee attended to provide administrative support.

#### **PLEDGE OF ALLEGIANCE**

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

#### **NEW BUSINESS**

- 1) ***Update on the Prince William County Restore Retail Grant Program*** – Progress will be updated at the IDA's September 12, 2022 meeting.
- 2) ***Update on the Ignite 2.0 Grant Program for High-Growth Startup Businesses*** – Progress will be updated at the IDA's September 12, 2022 meeting.
- 3) ***Update on the Elevate Workforce Program*** – Progress will be updated at the IDA's September 12, 2022 meeting.
- 4) ***Quarterly Review of Outstanding Economic Development Opportunity Fund (EDOF) Grant Performance Agreements and Tracking/Reporting of EDOF Grants*** – This review will take place at the IDA's September 12, 2022 meeting.
- 5) ***Update on Town of Haymarket Distribution of CARES Act/American Rescue Plan Funds*** – The IDA's Bookkeeper, Donna Flory, reported that there is one check outstanding, in the amount of \$500. Ms. Flory has asked the Acting Town Manager and Acting Treasurer to inquire as to the check's status and whether a reissue of the check is necessary.

**APPROVAL OF JULY 11, 2022 IDA MEETING MINUTES**: *Dexter Montgomery made a motion to approve the July 11, 2022 Regular Meeting Minutes as presented. The motion was seconded by Cheryl Kenny and passed unanimously with Lorna Wallen, Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny and Terence Battle each voting aye. (Motion passed 6 ayes, 0 nays, 0 abstentions)*

**TREASURER'S REPORT: *Treasurer's Monthly Financial Report:*** Dexter Montgomery, the IDA's Secretary/Treasurer, presented the Treasurer's Report for the month ending July 31, 2022. Reviewing the *Treasurer's Notes* portion of the report, Mr. Montgomery called attention to:

- Item #1 – The Lawson Companies will be invoiced for the Landing at Mason's Bridge affordable housing project. The bond closed in July 2021 and the IDA received its closing fee at that time. The first administrative fee is due in August. The IDA's contact at the Lawson Companies provided a bond amount that was different from what was expected. This often happens on the first fee because administrative personnel at the development company may not be aware of the exact bond numbers. Mike Graff, the IDA's Bond Counsel, is reviewing the total amount of the bond and will provide that number to Donna Flory. Ms. Flory will then invoice The Lawson Companies for the administrative fee.
- Item #6 - The Treasurer and the Bookkeeper are seeking authorization to obtain the best rate and term available to rollover the United Bank CD #0208 valued at \$53,566.38. This CD matures on 8/01/22 with a ten-day grace period. It was generally agreed to rollover CD #0208 at United Bank.
- Item #10 – The IDA's Bookkeeper processed and disbursed additional checks under ARPA funding, resulting in an additional payment of \$25.92 to Donna Flory. Item #10 also lists 10 specific operational expenditures that will be paid utilizing FVCbank's Bill Pay service.

Following this review, *Dexter Montgomery made a motion to accept the Treasurer's Report, including authorizing the IDA's Secretary/Treasurer, in consultation with the Bookkeeper, to rollover United Bank CD #0208, and approval of payment for 10 specific operating expenses detailed in Note #10 of the Treasurer's Notes. Harry Horning seconded the motion.*

There was discussion of the IDA's VNB CD#1493 in the amount of \$110,368.11 (formerly TFB#5104 before merger). Mr. Horning noted that John Marshall Bank CDs are paying significantly higher rates than the IDA is currently earning. On July 29, John Marshall's rates were 6 months – 2.1% and 9 to 15 months – 2.15%. T-Bills were paying 2.88% for 1 year. Ms. Flory stated that the IDA's FVCbank CDARS account is paying 2.27% and funds can be moved as needed.

*Following this discussion, Dexter Montgomery Amended his motion to also authorize the IDA's Secretary/Treasurer, in consultation with the Bookkeeper, to withdraw funds from VNB CD#1493 and place those funds with a John Marshall Bank CD or in the IDA's CDARS Account based on the best interest rate. With the addition of this Amendment, the original motion passed unanimously with Lorna Wallen, Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, and Terence Battle each voting aye. (Motion passed, 6 ayes, 0 nays, 0 abstentions)*

**State and Local Government Securities (SLGS) as Potential Alternative Investments for IDA Funds** – Vice Chair Harry Horning reported that he and Secretary/Treasurer Dexter Montgomery met with the County's Investment Manager, Bart Cecil. Discussion focused on appropriate investment vehicles that may be available to the IDA to obtain a greater return on investment that what is currently being earned by CDs at various banks. Mr. Cecil generally discussed the investment vehicles the County utilizes and the pros and cons of those investments. He noted that John Marshall Bank is currently paying 2+% interest on CDs and it does not require a long-term commitment. One of the insights from the discussion is that any investments outside of CDs and T-bills are often going to require substantially more effort and paperwork for only a marginal amount of increase in the amount of interest earned. Mr. Horning noted that the IDA's Bond Counsel was not encouraging about State and Local Government Securities as a potential

investment that would be a good fit for the IDA. Loans to qualifying businesses offer a good rate of return but need to be balanced with the additional administrative work. In the short term, the IDA will consider CDs with a higher interest rate and the existing CDARs Account as a possible vehicle to obtain a higher rate.

***Update on the IDA's FY21 Audit:*** Field work for the IDA's FY21 Audit took place on November 19, 2021. The IDA's Secretary/Treasurer and Bookkeeper have been in contact with Andrew Grossnickle of Robinson, Farmer, Cox (RFC) Associates. There have been delays due to a heavier workload, resulting from the influx of millions of dollars in CARES Act/ARPA funding received by many of the municipalities that RFC audits. The IDA's Secretary/Treasurer and Bookkeeper will contact Andrew Grossnickle for an update on when to expect the final audit.

### **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.

***Virginia Industrial Development Authority (VIDA) Training:*** Chair Wallen requested that IDA members participate in VIDA training during 2022. This is training specific to the mission and function of Virginia IDAs. The 2-day workshop is expected to be offered December 5-6 2022, most likely in a virtual format. Firm dates and more details should be available in September.

***Freedom of Information Act Training 2022:*** The Virginia Freedom of Information Advisory Council provides virtual FOIA training to elected officials and other public office holders in Virginia. Members of the IDA completed this training in late 2020/early 2021 and will need to renew it by December 2022. Conflict of Interest training is offered by the Virginia Conflicts of Interest and Ethics Advisory Council.

***OLD BUSINESS: Update on Attendance at Events Related to the IDA's Prince William Chamber of Commerce Business Development Vision Sponsorship*** – Cheryl Kenny is participating in the Leadercast weekly seminars that are being held over a 4-week period.

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

***Discussion of the IDA's Vision and Mission:*** Chair Wallen previously appointed Andrew Taylor and Terry Battle to review the mission and vision of the IDA. They reviewed the statements of other IDAs, as well as the responsibilities of the IDA included in the Virginia Code. They have drafted a mission statement, which Mr. Battle read. A written copy will be provided to IDA members in August and considered for approval at the September meeting. Mr. Horning suggested the IDA may wish to sponsor a Business Award through the Chamber of Commerce or another entity as a means of promoting 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, September 12, 2022, in the Potomac Conference Room at the McCoart Government Administration Building.

Lorna Wallen and Dexter Montgomery met with Mike Graff to sign the required paperwork for the Park Landing bond.

Additional business cards will be ordered for Dexter Montgomery and Terry Battle. Also, nametags will be considered for all IDA members.

Donna Flory will be on vacation from August 17 to August 29.

There being no further business to come before the IDA, the meeting was adjourned at 7:25pm on the motion of Terence Battle, seconded by Harry Horning.

***Approved: September 12, 2022***