



## APPROVED MINUTES

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

#### REGULAR MEETING

January 3, 2022

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  
Dexter Montgomery, Secretary/Treasurer  
Andrew Taylor, Assistant Secretary/Treasurer  
Harry Horning  
Terence Battle

Absent were: Lorna Wallen, Vice Chairman  
Cheryl Kenny

Donna Flory and Scarlett Barbee attended to provide administrative support.

Christina Winn, Executive Director, Prince William County Department of Economic Development (DED), attended to provide an update on several DED projects.

#### **PLEDGE OF ALLEGIANCE**

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

#### **NEW BUSINESS**

- 1) ***Update on the Lift Up Lodging and Restore Retail Grant Programs*** – Pat O'Leary, Chairman, noted that he and the IDA's Secretary/Treasurer, Dexter Montgomery, signed the Lift Up Lodging and Restore Retail Agreements on December 29, 2021. Mr. O'Leary provided a signed copy of both Agreements to IDA members via email. Christina Winn, Executive Director, PWC Department of Economic Development, reported that 44 applications have been received for the Lift Up Lodging Grant Program. Of those, 16 have been approved for payment, and the appropriate paperwork provided to Donna Flory. An additional 15 applications are expected to be approved this week and provided to Ms. Flory to process payment. Nine more applications are in the review process. The total grant amount for the 16 approved applications is \$1,108,500. Ms. Flory prepared the 16 checks on December 15, 2021. Due to an issue with the County's financial system, the transfer of funds to the IDA was temporarily delayed. The County transferred payment to the IDA on December 31, 2021. Ms. Flory will deliver the checks to DED on January 4, 2022.

*Turning to the **Restore Retail Grants***, 204 applications have been received. Another 66 are in progress to be submitted. The application process is online, and applicants can complete part of the paperwork, save it, and come back to finish and submit it. None have been approved at this time. However, within the next week, it is expected that completed applications will begin being approved and paperwork will then be provided to Ms. Flory to begin processing payments.

- 2) ***Update on the Ignite 2.0 Grant Program for High-Growth Startup Businesses*** – Ms. Winn reported that the Ignite 2.0 Program will begin accepting new applications by the end of January. However, there were three applications already in process, waiting for new funding.

After completion of the 7-step vetting process by DED Business Development Manager Debi Roder and the County's outside consultant, those 3 applications were presented to the Ignite Grant Internal Review Committee. This committee is comprised of DED Executive Director Christina Winn, Deputy County Executive Rebecca Horner, County Chief Financial Officer Michelle Attreed, and Assistant County Attorney Robert Skoff. The Internal Review Committee has approved each of the three Applications for a \$50,000 grant. Performance Agreements for these three companies will be forthcoming to the IDA within the next few weeks.

- 3) ***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*** – Ms. Winn reported that that this Agreement will be considered by the Prince William Board of County Supervisors at one of its February 2022 meetings, likely near the end of the month.
- 4) ***Update on DED/BOCS Response to IDA's Scriyb Lawsuit Memorandum*** – Mr. O'Leary noted that the IDA received an invoice from Purnell, McKennett and Menke for \$2,000 for Don Coulter's work on this project. IDA members have received a copy of the invoice. In addition, the IDA has paid \$857.46 in other legal fees associated with the Scriyb lawsuit. The IDA expects to bill the County for legal expenses totaling \$2,857.46, incurred as a result of its efforts to collect monies from Scriyb. Following this discussion, *Dexter Montgomery made a motion to approve payment of \$2,000 to Purnell, McKennett, and Menke for Don Coulter's legal work on behalf of the IDA. The motion was seconded by Harry Horning and passed unanimously with Pat O'Leary, Dexter Montgomery, Andrew Taylor, Harry Horning, and Terence Battle each voting aye. (5 Ayes, 0 Nays, 0 Abstentions).* Ms. Flory will provide payment to Mr. Coulter.
- 5) ***Park Landing Bonds Volume Cap Space Issue*** – Mr. O'Leary provided a brief explanation of the Private Activity Bonds Volume Cap. The cap originated in the 1970s as the result of an Arkansas company issuing an excessive amount of bonds. Each state has a cap on the amount of 501(c)(3) bonds that can be issued each year. Park Landing did not get into the 2021 queue until late in the year, so the volume cap had already been met. This resulted in Park Landing having to wait until 2022 to receive funding. Ms. Winn added that the program is overseen by the Virginia Department of Housing and Community Development (VHCD). There are two pools of monies. One is the state Local Housing Pool that is divided among the various counties. The second is the Governor's Discretionary Pool. Park Landing missed the deadline for the Prince William County allocation. Mike Graff, the IDA's Bond Counsel, worked with Park Landing to assist with getting the project into the queue for the Governor's Pool. However, volume caps had already been reached in the Governor's Pool. Therefore, the project expects to receive funding from VHCD's 2022 allocation pool.
- 6) ***Update on Town of Haymarket Distribution of CARES Act/American Rescue Plan Funds*** – Mr. O'Leary reported that Chris Coon, the former Town Manager of Haymarket, accepted a job in another part of Virginia and resigned as Town Manager. The IDA is now working with Roberto Gonzalez, Haymarket Town Treasurer, to distribute the CARES Act funding. Mr. O'Leary and the IDA's Secretary/Treasurer, Dexter Montgomery, signed the Performance Agreement with Haymarket. A copy of the executed Agreement was provided to IDA members. Mr. Montgomery noted that a tobacco related business received funding. Prince William County does not provide funding to this type of business. However, the Haymarket Agreement does not contain language prohibiting funding to these types of businesses. Ms. Flory delivered 19 checks to Mr. Gonzalez on December 22, 2021. Checks were distributed to the businesses prior to the December 31, 2021 deadline.

**APPROVAL OF DECEMBER 6, 2021 IDA MEETING MINUTES:** *Dexter Montgomery made a motion to approve the December 6, 2021 Regular Meeting Minutes as presented. The motion was seconded by Andrew Taylor and passed with Pat O’Leary, Dexter Montgomery, Andrew Taylor, and Harry Horning each voting aye. Terence Battle abstained from the vote as he was absent from the December 6 meeting. (Motion passed 4 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 December 31, 2021. Reviewing the *Treasurer’s Notes* portion of the report, Mr. Montgomery highlighted notes #3, #5, #6, and #10, as follows:

- Item #3: As approved at the IDA’s December 6, 2021 meeting, United Bank CD #9725, was rolled over at a rate of .20% for 7 months. The balance is \$106,155.71.
- Item #5: As mentioned earlier, there was an issue with the County’s financial system that resulted in a delay in transfer of funds to the IDA. The 16 approved Lift Up Lodging grants were prepared and dated December 15, 2021. A duplicate entry was provided to the IDA, which the IDA corrected. Funds were transferred to the IDA on December 31, 2021. Ms. Flory will provide the checks to DED on January 4, 2022.
- Item #6: United Bank CD #0208 matured on January 2, 2022 and is currently within the 10-day grace period. The current balance is \$53,499.81. Approval is being sought to rollover the CD at an interest rate of .20% for seven months.
- Item #10 of the Treasurer’s Notes lists 15 specific expenditures that would normally be paid by check, including the Directors’ attendance stipends. These expenses will be paid utilizing FVCBank’s Bill Pay service.

*Dexter Montgomery made a motion to accept the Treasurer’s Report, including approving the recommendations made in Items #6 and #10 of the Treasurer’s Notes, specifically rolling over United Bank CD #0208 at a rate of .20% and approving payment of 15 specific expenses detailed in Item #10. Harry Horning seconded the motion and it passed unanimously with Pat O’Leary, Dexter Montgomery, Andrew Taylor, Harry Horning, and Terence Battle each voting aye. (Motion passed, 5 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 December 7, 2021 Grand Reopening of the Residence Inn at Potomac Mills. The hotel recently completed a full property renovation of its all-suite hotel.

Harry Horning participated in the Chamber’s December Board meeting. He is also serving on the Chamber’s Business Awards Committee. The deadline for nominations has been extended to January 7, 2022. In addition, Mr. Horning attended the Prince William County Schools SPARK Event with School Superintendent LaTanya McDade. Ms. McDade discussed the School’s Strategic Plan. Mr. Horning also had the opportunity to meet Calvin D. Farr, Jr., General Manager/CEO of the Prince William County Service Authority. He advised Mr. Farr that the IDA is working on an Agreement between the two entities.

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

***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 at a later date. One possibility for future investment is providing additional loans for water/sewer tap fees.

Ms. Flory will provide 1099 forms to IDA Directors in the near future.

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

The next Regular Meeting of the PWC Industrial Development Authority is scheduled for Monday, February 7, 2022, via ZOOM video conference.

There being no further business to come before the IDA, the meeting was adjourned at 7:30pm on the motion of Andrew Taylor.

*Approved: February 7, 2022*