



APPROVED MINUTES

Industrial Development Authority of the County of Prince William

REGULAR MEETING

January 8, 2024

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
Cheryl Kenny, Director
Terence Battle, Director
William Malone, Director

None were absent.

Donna Flory and Scarlett Barbee attended to provide administrative support.

Christina Winn, Executive Director, and Nicole Smith, Policy and Incentives Director, Prince William County Department of Economic Development (PWCDED), attended to provide an update on the status of outstanding EDOF grants.

The IDA's Bond Counsel, Michael W. Graff, Jr., Partner, McGuireWoods and David Fraim, Finance Manager, The Lawson Companies, participated virtually to provide an overview of The Lofts at Woodbridge Town Center Affordable Apartments Community planned in Woodbridge.

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME: Seth Opoku-Yeboah was in attendance.

- 1) ***Quarterly Review of outstanding Economic Development Opportunity Fund (EDOF) Grant Performance Agreements, any remaining ARPA Grant Agreements, and tracking/reporting of these grants*** – Nicole Smith, Policy and Incentives Director, Prince William County Department of Economic Development, attended virtually. Ms. Smith reported on the tracking of active Economic Development Opportunity Fund (EDOF) grants as well as grants offered through ARPA funding. Companies approved for grants through PWCDED and the Board of County Supervisors must meet specific milestones before they are eligible to receive grant funds. In the past quarter, there have not been a large number of grant payouts as companies continue to work toward completing requirements. Final payments associated with the Route 1 Refresh Grants are being made this week. Most ARPA funding has been distributed and all must be expended by the end of the year. Periodically reviewing grant payment status provides the IDA with a timeline on when to expect fund transfers and payments. Ms. Smith will provide a new update later in 2024.
- 2) ***CLOSED SESSION TOPICS – 1) Loan Request from Developers of the Hilton Manassas Conference Center Adjacent to the Hilton Garden Inn, Gainesville District and 2) Update from the PWC IDA Real Estate Committee on Consideration of Acquisition of Commercial Property as Allowed under Virginia Code 15.2-4105*** – At 6:42pm, in accordance with the Code of

Virginia Section 2.2-3711, #39 and with the Code of Virginia Section 2.2-3711, #3, Dexter Montgomery moved to close this portion of the meeting to 1) discuss information subject to the exclusion in subdivision 3 of Virginia Code Section 2.2-3705.6 related to economic development. Discussion will also consider a specific company's confidential financial information. 2) This portion of the IDA meeting is closed to discuss the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The motion was seconded by Andrew Taylor 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)

At 7:05pm, Dexter Montgomery moved to resume the open meeting, with members of the IDA certifying that, to the best of their knowledge, only public business matters lawfully exempted from open meeting requirements under the Virginia Code regarding a project where no previous announcement was made and regarding the acquisition of real property for a public purpose were heard, discussed, or considered by the IDA. 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).

- 3) **Informational Overview of Future Project – The Lofts at Woodbridge Town Center, LP, an Affordable Apartments Project by the Lawson Companies** –The IDA's Bond Counsel, Mike Graff, McGuireWoods, noted that the IDA previously worked with the Lawson Companies on The Landing at Mason's Bridge Affordable Apartment community, currently leasing in Woodbridge. The Lawson Companies are in the early stages of construction planning for a new project that would be located on Telegraph Road in Woodbridge, near Potomac Mills and a newly approved athletic facility. This would also be an Affordable Housing Apartment Community, comprised of 130 units. Construction is estimated to begin in mid-2025. It would offer an affordable housing option to County residents that make less than 60% of the area's median income. Due to the interconnected timeline requirements for tax-exempt bonds and access to the federal tax credit program, the bond application was submitted to the IDA in December. Mr. Graff stated that the Lawson Companies have a vast amount of industry experience in the development of affordable apartment communities under the tax credit program. David Fraim, Finance Manager for the Lawson Companies, was in attendance to answer any questions. He appreciates the opportunity to provide another affordable apartment option in the County. If the project moves forward, a bond closing is not anticipated until 2025. No action was taken at tonight's meeting.

APPROVAL OF DECEMBER 4, 2023 IDA MEETING MINUTES: Dexter Montgomery made a motion to approve the December 4, 2023 Regular Meeting Minutes as provided. The motion was seconded by Cheryl Kenny and passed with Lorna Wallen, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, and Terence Battle each voting aye. Harry Horning and William Malone abstained from the vote because they were absent from the December 4, 2023 meeting. (Motion passed 5 ayes, 0 nays, 2 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 December 31, 2023. All Treasurer's Notes are included in the written Treasurer's Report. Mr. Montgomery expanded on the following notes:

- **Treasurer's Note #3** – Munificent was invoiced \$28,159.52 for the 11th Loan Payment due on 12/4/2023. The wire transfer of funds from Munificent to the IDA is pending in the IDA's account.

- *Treasurer's Note #4* – Westminster was invoiced an annual administration fee of \$51,381.25 for Bond Series 2016, due on 12/2/2023. Payment was received on 11/30/23.
- *Treasurer's Note #5* - Invoices for Remington Place Apartments Bond Series 2012A (\$64,700.00) and 2012B (\$17,336.00) were emailed to Christen Faatz of the Franklin Johnston Group, the management company for Remington Place Apartments. Christen responded via email that the invoices were forwarded to the accounting team for payment. The IDA's bookkeeper sent another email to Christen Faatz on 11/12/2023. Full payment was received on December 15, 2023.
- *Treasurer's Note #8* – This note includes 14 IDA operational expenses for review by members. There were no special projects in December.

Following this review, *Dexter Montgomery made a motion to accept the Treasurer's Report as presented, including approving payment of 14 specific operating expenses detailed in Note #8 of the Treasurer's Notes. The motion was seconded by Terence Battle 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)*

Update on IDA Investments and CD Interest Rates – 2023 CD interest rates significantly increased over available rates in 2022, as evidenced by the FVCbank CD#3708 rate of 4.15%. Currently, total IDA CD interest rates average just over 3%, with several CDs coming due later this year.

Scheduling of the IDA's FY22FY23 Audits: The IDA's bookkeeper, Donna Flory, has been in contact with Robinson, Farmer, Cox (RFC) to request dates for the on-site audit work. Ms. Flory is ready to meet when RFC provides available dates.

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.

NEW BUSINESS (not considered at the beginning of the meeting)

- 1) **Prince William Chamber of Commerce Business Awards** – At the end of December, Dexter Montgomery submitted the IDA as a nominee for the Chamber's Innovation Practice or Partnership of the Year Award. Official nominations will be announced in January.
- 2) **Prince William Chamber Day at the Capital and Legislative Dinner** – As a Vision Partner of the Chamber, the IDA previously had tickets and speaking time at the Chamber Business Awards event. Last week, Chamber CEO Robert Sweeney contacted the IDA to see if members would consider Chamber Day at the Capital and the evening Legislative Dinner as the IDA's speaking event. The event comes with four complimentary tickets. It was generally agreed that this event offers the IDA an opportunity to raise awareness of the organization to a new audience. The IDA's Chair, Secretary/Treasurer and two additional members will attend on February 1, 2024. Chair Wallen will speak on behalf of the IDA. For 2024, this will be IDA's Vision Partner event in lieu of the Chamber Business Awards.

- 3) **Statement of Economic Interests** – Chair Wallen reminded IDA members to complete and return their Statement of Economic Interests forms prior to February 1, 2023 to avoid a \$250 late fine.
- 4) **Request from City of Manassas** – Dexter Montgomery noted that the IDA recently received a request from the City of Manassas for a contribution to the City’s Child Safety Program. The IDA hopes to have its Contribution Policy finalized in the near future.

OLD BUSINESS:

The IDA’s Mission and Vision as it Relates to:

- 1) **Update on Consideration of the IDA’s Policy Regarding Contributions to Community Organizations Under the Virginia Industrial Development Authority Statute, Virginia Code 15.2-4901** – Terence Battle completed a new edition of the Draft Community Contributions Policy. It was distributed to all IDA members. Mr. Battle received feedback from IDA members and incorporated their comments in the document. Pending a review by the IDA’s Bond Counsel, the IDA expects to vote on this policy at its February or March meeting.
- 2) **Update on Attendance at Events Related to the IDA’s Prince William Chamber of Commerce Business Development Vision Sponsorship:**

No new information since the December meeting.

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

The next Regular meeting of the PWC Industrial Development Authority will be held on Monday, February 5, 2024 in the Potomac Conference Room at the McCoart Government Administration Building.

There being no further business to come before the IDA, the meeting was adjourned at 7:47pm on the motion of Cheryl Kenny, seconded by Terence Battle.

Approved: February 5, 2024