



## APPROVED MINUTES

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

#### REGULAR MEETING

September 12, 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 Vice Chair at 6:30pm.

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

Absent was: Lorna Wallen, Chairman  
Occoquan District Pending Appointment

Donna Flory and Scarlett Barbee attended to provide administrative support. Christina Winn, Executive Director, Prince William County Department of Economic Development, attended to provide updates on County grant programs.

#### **PLEDGE OF ALLEGIANCE**

**CITIZEN'S TIME:** Seth Opoku-Yeboah was present.

#### **NEW BUSINESS**

IDA Vice Chair, Harry Horning, chaired this meeting due to illness of the IDA Chair.

- 1) ***Authorize Amendment One to the Restore Retail Performance Agreement by and between the Prince William Board of County Supervisors and the Industrial Development Authority of the County of Prince William to Amend Eligibility Criteria for Restaurants*** – As approved by the Industrial Development Authority (IDA) on November 15, 2021, the Restore Retail and Lift Up Lodging Performance Agreement authorized up to \$10,000,000 from the COVID-19 Response Special Revenue Fund to Implement the Restore Retail and Lift Up Lodging Grant Programs. Christina Winn, Executive Director, Prince William County Department of Economic Development (DED) reported that the original criteria for a Restore Retail Grant prevented restaurants that received the federal Restaurant Revitalization Grant from applying. However, DED became aware that many restaurants are experiencing continued economic hardship despite receiving the federal grant. With \$1 million remaining in the Restore Retail Grant Program, the Prince William Board of County Supervisors (BOCS), at its August 2, 2022 meeting, approved Resolution 22-374, authorizing Amendment One to the Restore Retail Performance Agreement. This Amendment will make approximately 80 restaurants that previously received the federal grant now eligible to apply for the Restore Retail Grant. A small amount of language was also amended as recommended by the County's auditors. Following this discussion, *Dexter Montgomery made a motion to approve Amendment One to the Restore Retail Performance Agreement by and between the Prince William Board of County Supervisors and the Industrial Development Authority of the County of Prince William to amend eligibility criteria to include previously ineligible restaurants that were*

*recipients of the U.S. Small Business Administration's Restaurant Revitalization Grant. The motion was seconded by Terence Battle and passed unanimously with Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, and Terence Battle each voting aye. (Motion passed 5 ayes, 0 nays, 0 abstentions)*

- 2) **Update on Restore Retail Grant Program** – Christina Winn, Executive Director, Prince William County Department of Economic Development reported that 334 recipients have received Restore Retail grants for a total of \$4.95 million awarded. Donna Flory, Bookkeeper, PWC Industrial Development Authority, expects to provide 23 additional checks for \$305,000 to DED once the funding is transferred to the IDA. Ms. Winn noted that funds are available to assist an additional 30 to 40 businesses before all funding is expended for this program.
- 3) **Update on the Ignite 2.0 Grant Program for High-Growth Startup Businesses** – Christina Winn, DED Executive Director, reported that DED hired a new Life Sciences Manager six weeks ago. She will be responsible for this program. The County's third-party consultant on the Ignite Program recommended creating a third financial award category. Ignite 2.0 currently awards \$25,000 and \$50,000 grants to high growth businesses in the County's target markets. A third category for \$100,000 is expected to be added to attract later stage companies. The addition of this award category will be considered by the Board of County Supervisors in October. The Ignite 2.0 Grant Program is expected to relaunch in late December. There is also a pilot program for college student entrepreneurs. DED is working with the Deans of several departments at George Mason University (GMU) to create an entrepreneurship class where students can develop a business idea and practice making a professional pitch presentation. The previously approved Ignite Performance Agreement includes this student entrepreneurship program. The IDA will transfer County funds to the GMU Foundation and the Foundation will be responsible for providing \$5,000 awards to students whose product or service is chosen by the program.
- 4) **Update on Elevate Workforce Grant Program** – These grants are not distributed through the IDA. The program launched in March 2022. Christina Winn, DED Executive Director, reported that Virginia Careerworks/Skillsource Group accomplished a number of goals over the past two months including: 1) hiring two new staff members in July to help with daily operations, 2) holding a Prince William County Job Fair that attracted 250 job seekers in July, 3) serving as a partner in Amazon's Military Job Fair, that attracted over 200 active and veteran military members in August, and 4) producing a new video in Spanish that will be on the Elevate website this month. On the employer side, over 140 businesses were contacted and 59 of those were served. Approximately 365 job seekers connected with employers that have job openings and 14 jobs were secured, with an average wage of \$17.51. Over 3,000 emails were sent to unemployed Prince William County residents, 179 assessments were made, 74 individuals enrolled and 39 are currently in job training classes. The 7 who have been placed in jobs are making an average wage of \$19.07. Because many unemployment benefits run out in October, this program is likely to see an increase in participation.
- 5) **Quarterly Review of Outstanding Economic Development Opportunity Fund (EDOF) Grant Performance Agreements and Tracking/Reporting of EDOF Grants** – Christina Winn, DED Executive Director, reported on the tracking of active Economic Development Opportunity Fund grants as well as grants through Cares Act and ARPA funding. Most grants have been paid, with a few programs still active and a several companies working on achieving specific milestones before they are eligible to receive funding.

- 6) **Report on International Economic Development Council (IEDC) Site Visit to Consider the PWC Department of Economic Development for the Accredited Economic Development Organization (AEDO) Credential** – Christina Winn, DED Executive Director, reported that the IEDC has an accreditation program that certifies eligible organizations as an Accredited Economic Development Organization (AEDO). Only 65 economic development organizations have earned the AEDO Accreditation. The Prince William County Department of Economic Development (DED) began the lengthy application process over a year ago. In August, an IEDC Site Visit Team spent 3 days with the DED Team reviewing every aspect of its work on behalf of Prince William County. DED hosted a series of meetings with employers, small businesses, workforce partners, life sciences companies, the County’s Transportation, Planning and Development Services Departments and Riverside Station participants. As part of this effort, the IDA’s Chair, Lorna Wallen, participated in a dinner meeting with the Site Visit Team, Christina Winn, Tom Flynn, the BOCS Chair, the Acting County Executive, and the Prince William Chamber of Commerce Board Chair. DED expects to learn next week if it has been approved for the AEDO accreditation.
- 7) **Update on Town of Haymarket Distribution of CARES Act/American Rescue Plan Funds** – Donna Flory, Bookkeeper, PWC Industrial Development Authority reported that one check remains outstanding. The restaurant received the reissued check from the Town of Haymarket, but it has not been cashed. Ms. Flory will follow up with the Town of Haymarket.

**APPROVAL OF AUGUST 1, 2022 IDA MEETING MINUTES:** *IDA Secretary/Treasurer Dexter Montgomery made a motion to approve the August 1, 2022 Regular Meeting Minutes as presented. The motion was seconded by Cheryl Kenny and passed unanimously with Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny and Terence Battle each voting aye. (Motion passed 5 ayes, 0 nays, 0 abstentions)*

**TREASURER’S REPORT:** *Treasurer’s Monthly Financial Report:* IDA Secretary/Treasurer Dexter Montgomery, called attention to the Treasurer’s Report for the month ending August 31, 2022. All Treasurer’s Notes are included in the written Treasurer’s Report. Mr. Montgomery expanded on several of the *Treasurer’s Notes* as follows:

*Note #1* – There is not a collections report as all anticipated fees have been collected. The Landing at Mason’s Bridge administrative fee check was received on September 3, 2022 and will be reflected in the October Treasurer’s Report. Due to the timing, the transaction shows as a receivable in the current Treasurer’s Report.

*Note #2* – Munificent was invoiced for its 6<sup>th</sup> loan payment and payment was received on 8/30/22.

*Note #3* – The La Quinta original loan agreement/note was mailed to the principal via certified mail, as directed by the IDA’s Bond Counsel, Mike Graff. A copy of the Certificate of Satisfaction, showing the loan was paid off and filed with the PWC Clerk to the Circuit Court, was included with the documents.

*Note #5* – The IDA’s Bookkeeper was contacted by a representative from the Virginia Small Business Financing Authority (VSBFA) in mid-August. She was informed that VSBFA had issued two checks that had not cleared. It was determined that the checks were made out to the County but were intended for the IDA. The two checks, for FY21 and FY22, are part of the fee share program for administrative fees generated by the Sentara Health System Series 2020 Bonds issued by the VSBFA. Fees for this statewide project are shared with localities where the healthcare facilities are located. Going forward, the IDA will receive the fee annually in March. This anticipated income has been added to the IDA’s FY23 Budget under Projected Administrative Fees.

*Note #6* – VNB CD #1493 matured on 8/16/2022 with a balance of \$110,410.74. At its August meeting, the IDA voted to cash the CD, in an effort to place it in an investment paying higher interest. A check was obtained from VNB and deposited into the FVCBank Sweep account on 8/16/2022. The account currently earns .80% interest. The IDA’s CDARS account is currently earning 2.3% but Ms. Flory reported that it contains a set amount of funds that cannot be increased.

Ms. Flory spoke with a representative at John Marshall Bank and the IDA did not qualify for the higher interest rate CDs at that institution.

*Note #8* - The Go Virginia Grant for PWC Innovation Research 1, LLC (Holladay Properties) was approved for payment and funds transferred to the company on 8/29/2022.

*Note #9* – United Bank CD#0208 for \$53,575.48 was rolled over at a rate of .1% and matures on 2/1/2023.

*Note #11* – The Park Landing Bond closed and the application and administrative fees were received on 8/10/2022.

*Note #12*. An invoice for \$11,500 as part of the Route 1 Refresh Grant Program was requested on 08/8/22 and provided to PWCDED the same day. The funds were received on 8/12/22 and a total of 23 checks provided to PWCDED on 8/15/2022.

*Note #15* – The IDA’s Bookkeeper processed and disbursed additional checks under ARPA funding, resulting in an additional payment of \$99.36 to Donna Flory. Nine specific operational expenses were detailed.

Following this review, *Dexter Montgomery made a motion to accept the Treasurer’s Report as presented, including approval of payment for 9 specific operating expenses detailed in Note #15 of the Treasurer’s Notes. The motion was seconded by Andrew Taylor and passed unanimously with Harry Horning, Dexter Montgomery, Andrew Taylor, Cheryl Kenny, and Terence Battle each voting aye. (Motion passed, 5 ayes, 0 nays, 0 abstentions)*

***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 were contacted by the IDA’s auditor, Andrew Grossnickle of Robinson, Farmer, Cox Associates (RFC) in the past two weeks. Mr. Grossnickle noted that language on most of the Covid-19 funds documentation indicated that the IDA was strictly a pass-through mechanism and had no input as to which businesses and organizations received funds. However, there was one document for one program that is not as clear. Therefore, Mr. Grossnickle was waiting to review the County’s Compliance Report completed as part of its audit, but it has been delayed due to the additional work necessitated by the influx of Covid-19 funds. Rather than continuing to wait for the County’s Audit, Mr. Grossnickle will contact Christina Winn at DED to clarify the one document in question.

## **CHAIRMAN’S REPORT:**

***Section 6.2:*** 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.

***Virginia Industrial Development Authority (VIDA) Training:*** Chair Wallen previously 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 have not been publicly released as of September 12 but are expected in the coming weeks.

***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*** – There was an abbreviated schedule of events during August.

Dexter Montgomery spoke with a Chamber representative about taking a photo of the IDA at one of its meetings. The photo can be used as part of the Chamber's Vision Partnership materials.

**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 drafted a mission statement and Mr. Battle circulated it via email to all IDA members. After receiving feedback, additional changes were made. A vote on the statement was tabled until the IDA's October meeting.

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

The next Regular Meeting of the PWC Industrial Development Authority is scheduled for Monday, October 3, 2022, 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 7:25pm on the motion of Dexter Montgomery, seconded by Andrew Taylor.

***Approved: October 10, 2022***