

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
| THURSDAY, FEBRUARY 4, 2021 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, February 4, 2021, at 8:00A.M. in the County Administration Building, Board of Supervisors Room, 107 North Kent Street, Winchester, Virginia.

PRESENT: Judy McCann-Slaughter, Bryan Fairbanks, Doug Rinker and Heather McKay. Susan Brooks participated by phone due to a work conflict. Rick Till and Stan Crockett participated by phone from their homes for a medical reason.

STAFF: Patrick Barker and Donna McIlwee, Frederick County Economic Development Authority, and Michael Bryan, Attorney

MEETING CALLED TO ORDER: Vice Chairman Rinker called the meeting to order at 8:00 a.m.

ANNUAL MEETING

Mr. Barker explained the EDA Bylaws call for an annual meeting prior to March 1 of each year at which time officers are elected. Current officers include Chair, Vice Chair and Secretary/Treasurer. The Chair and Vice Chair are selected from the membership, whereas the Secretary/Treasurer or a Secretary and Treasurer can be from the membership or not, as desired.

On motions properly made and seconded, the following were elected by unanimous vote:

Chair – Doug Rinker
Vice Chair – Heather McKay
Secretary/Treasurer – Jay Tibbs

APPROVAL OF MINUTES

The minutes from the December 3, 2020, meeting were presented.

On motion of Ms. McCann-Slaughter and seconded by Ms. McKay, the minutes were approved by the following recorded vote:

| | |
|---------------------|----------------------|
| J. Stanley Crockett | Aye |
| Susan Brooks | Aye |
| Bryan Fairbanks | Abstain (was absent) |

| | |
|-----------------------|-----|
| Heather McKay | Aye |
| Doug Rinker | Aye |
| Judy McCann-Slaughter | Aye |
| Rick Till | Aye |

TREASURER'S REPORT

Mr. Barker submitted the following reports:

Checking Account - Bank of Clarke County as of November 30, 2020 - \$419,517.38 **(REVISED)**
Savings Account - Scott & Stringfellow as of November 30, 2020 - \$1,283,529.42 **(REVISED)**

Checking Account – Bank of Clarke County as of December 31, 2020 - \$296,584.48
Savings Account – Scott & Stringfellow as of December 31, 2020 - \$1,283,039.77

On motion of Mr. Till, seconded by Mr. Fairbanks, the Treasurer's Reports for November and December were approved by the following recorded vote:

| | |
|-----------------------|-----|
| J. Stanley Crockett | Aye |
| Susan Brooks | Aye |
| Bryan Fairbanks | Aye |
| Heather McKay | Aye |
| Doug Rinker | Aye |
| Judy McCann-Slaughter | Aye |
| Rick Till | Aye |

Mr. Barker also presented, for informational purposes only since the January bank statement has not been received yet, the following report:

Checking Account – Bank of Clarke County as of January 31, 2021 - \$191,448.84
Savings Account – Scott & Stringfellow as of January 31, 2021 - \$1,283,539.77

JOINT MEETING

Mr. Barker thanked Board members for their participation in the joint meeting with the BOS held on January 13 and reviewed the following planned activities for the next 12 months as presented and discussed at the meeting.

- Activity #1 | Partner with appropriate local and regional partners to create solutions for current and projected workforce needs
 - Implementation of Shenandoah Valley Talent Solutions Strategy (digital aspects – website and resource showcase)
 - Assist the Workforce Initiative Board with project implementation
 - A workforce model for manufacturing, information technology, and



- construction similar to the medical career model.
- Enhanced community outreach/advocacy to parents, guardians, coaches, teachers, counselors
- Activity #2 | Continue refinement of the business sites program
 - Finalize a Business Ready Sites Loan Program Agreement with one or more of the characterized sites (Artillery Business Center & Carbaugh Business Center)
 - Commencement of Renaissance Boulevard is a key component for development of those sites
 - Complete additional site characterizations when additional sites matching the approved criteria come to market
- Activity #3 | Cooperative marketing match program with agribusiness entities
 - Creation of a program where two or more agribusiness entities agree to market an event/activity together (i.e. peach/apple festival). As a result, the EDA would provide a cash match and Lord Fairfax Small Business Development Center would provide assistance with the marketing plan.
- Activity #4 | Expansion of retention activities
 - Identify “gazelle” businesses to add to call team rotation and other retention activities. “Gazelles” are very fast-growing companies. These types of companies maintain consistent and rapid expansion of both employment and sales.
- Activity #5 | Collaborative marketing with Winchester Regional Airport
 - Partner with the Winchester Regional Airport (WRA) to identify realistic development opportunities for WRA, develop marketing materials and a marketing plan and engage companies with large government portfolio and direct government user.

Mr. Barker asked Board members to provide him with any feedback on the above summary.

LICENSE AGREEMENT HOPE DRIVE PROPERTY

Mr. Barker reported that, with Hope Drive construction close to starting, Perry Engineering has requested use of the EDA property for staging and related construction activities. He distributed a copy of the proposed License Agreement, which has been reviewed by Mr. Bryan, for EDA Board action.

Mr. Till asked if Perry Engineering would be required to provide a Certificate of Insurance and if we have documentation of the current state of the property. Mr. Bryan stated the Agreement provides for the user to obtain a policy of commercial general liability insurance.



Mr. Fairbanks made a motion that the Board accept the License Agreement and authorize Mr. Barker to sign on behalf of the EDA. Motion was seconded by Ms. McCann-Slaughter and approved by the following recorded vote:

| | |
|-----------------------|-----|
| J. Stanley Crockett | Aye |
| Susan Brooks | Aye |
| Bryan Fairbanks | Aye |
| Heather McKay | Aye |
| Doug Rinker | Aye |
| Judy McCann-Slaughter | Aye |
| Rick Till | Aye |

EPA BROWNFIELDS ASSESSMENT GRANTS

Mr. Barker reported Draper Aden Associates has approached staff about participating in a U.S. Environmental Protection Agency grant program. The program provides grant funding to assist regions in assessing or cleaning up brownfield sites, which are properties where there is a confirmed presence of hazardous substances, pollutants and contaminants—or the suspected presence of them. The grant can be used for environmental site assessments, cleanup efforts, and community engagement, to name a few. While there is no net cost to the EDA to participate, there are upfront costs but they would be recouped through the grant. The EDA would be sent an invoice for services by Draper Aden, typically in the range of \$20,000 to \$50,000 at a time, and the EDA would submit for reimbursement with a very short turnaround time for all invoices. Staff is inquiring if the Board has interest in partnering with the City of Winchester and other neighboring Virginia localities to participate in this program.

Mr. Fairbanks asked how the EPA decides who gets the funding and if there is a limited amount of funds. Mr. Barker stated it is a competitive process.

Mr. Rinker inquired how the EDA is going to assist in targeting the properties. Mr. Barker stated that Draper Aden will work with the EDA to identify sites.

All Board members expressed interest in the program but no vote was taken.

Mr. Barker asked that any feedback on this subject be sent to him.

OTHER BUSINESS

Mr. Barker distributed a performance measures report for the 1st and 2nd quarters of 2021.

Mr. Rinker expressed the Board's thanks to outgoing Chair, Mr. Crockett, for his service in that capacity.



ADJOURN

There being no further business to come before this Authority, the meeting was adjourned at 8:25 a.m.

Doug Rinker
Chairman

Jay Tibbs
Secretary

