

**Prince George County Industrial Development Authority
County of Prince George, Virginia**

MINUTES OF MEETING

May 20, 2020 – 12:00 p.m.
(Rescheduled from April 15, 2020)
Board Room
Prince George County Administration Building
6602 Courts Drive, Third Floor
Prince George, Virginia 23875

MEETING CONVENED

A meeting of the Prince George County Industrial Development Authority (IDA) was called to order at 12:02pm on May 20, 2020, in the Board Room of the County Administration Building, 6602 Courts Drive, Third Floor, Prince George, Virginia, by Chairman, William A. Young, Jr.

ATTENDANCE

The following members were present:

Mr. Richard L. Henshaw; Mrs. G. LaVern Jackson; Mr. Derrick A. Johnson; Mr. F. Lewis Wyche, Jr.; Mr. William A. Young, Jr.

Also present were: Mr. Jeff Stoke, Deputy County Administrator/Director of Economic Development/Assistant Secretary for the IDA; Mr. Daniel Whitten, Attorney for Prince George County; and, Mrs. Donna Traylor, Executive Assistant, County Administration/Economic Development.

The following members were absent: Mr. J. Peter Clements; Mr. James E. Cuddihy, Jr.

ADOPTION OF ELECTRONIC COMMUNICATION POLICY

Chairman Young asked Mr. Whitten to explain the basics of the Electronic Communication Policy (ECP) (see Attachment “A”) to the Board prior to a vote; Chairman Young asked if the Board would have to approve prior to every meeting where ECP is utilized; Mr. Whitten indicated only if members believe the policy were being misused by a Board member.

With no additional questions, Chairman Young asked for a motion for the Prince George IDA to adopt the Electron Communication Policy.

Mrs. Jackson moved, seconded by Mr. Johnson, that the Prince George Industrial Development Authority adopt the Electronic Communication Policy as presented, for meetings moving forward.

On vote:

In favor: (4) Jackson, Johnson, Wyche, Young
Opposed: (1) Henshaw
Abstain: (0)
Absent: (2) Clements, Cuddihy

Mr. J. Peter Clements and Mr. James E. Cuddihy, Jr. joined the meeting via phone, noting their physical location and reason for calling in as per the ECP; Mr. Clements called from Carson, VA, due to lack of transportation; Mr. Cuddihy called from Fancy Gap, VA, due to self-isolation during the COVID-19 Pandemic.

Mr. David Richardson, Counsel for the IDA, joined the meeting via phone from his office in Richmond, VA.

AMENDED ROLL CALL OF MEMBERS

The following members were present:

Mr. J. Peter Clements; Mr. James E. Cuddihy, Jr.; Mr. Richard L. Henshaw; Mrs. G. LaVern Jackson; Mr. Derrick A. Johnson; Mr. F. Lewis Wyche, Jr.; Mr. William A. Young, Jr.

Also present were: Mr. Jeff Stoke, Deputy County Administrator/Director of Economic Development/Assistant Secretary for the IDA; Mr. Daniel Whitten, Attorney for Prince George County; Mr. David Richardson, Counsel for the Prince George IDA; and, Mrs. Donna Traylor, Executive Assistant, County Administration/Economic Development.

ADOPTION OF MEETING AGENDA

Chairman Young asked the Board if there were any changes or additions to the meeting Agenda. With no changes or additions suggested, Chairman Young asked for a motion to adopt the meeting Agenda.

Mr. Johnson moved, seconded by Mrs. Jackson, that the Agenda of the May 20, 2020 meeting be approved as presented.

On vote:

In favor: (7) Clements, Cuddihy, Henshaw, Jackson,
Johnson, Wyche, Young
Opposed: (0)
Abstain: (0)
Absent: (0)

PROOF OF NOTICE OF MEETING

Notice of the rescheduled meeting was e-mailed to the media on May 1, 2020.

APPROVAL OF MINUTES

Mr. Henshaw moved, seconded by Mr. Clements, that the minutes of the January 15, 2020 meeting, distributed on May 1, 2020, be approved as presented.

On vote:

In favor: (7) Clements, Cuddihy, Henshaw, Jackson,
Johnson, Wyche, Young
Opposed: (0)
Abstain: (0)
Absent: (0)

PUBLIC COMMENT

Mr. Whitten addressed the Board regarding a new law in Virginia, effective July 1, 2020, stating every governing body must have time allotted for Public Comment; the IDA By-Laws would have to be amended with details and language; not required for this meeting; must have on Agenda moving forward.

No questions or comments from the Board.

NEW BUSINESS

Discussion of new requirement for Statement of Economic Interest disclosure forms for each Board member; Mr. Whitten explained to the Board that a new law in Virginia effective July 1, 2020, required every member to file the long form every year; Board members must complete the form for FY'20 before August 1, 2020; moving forward, forms must be completed by January 31st of each year. Mr. Young asked if the August 2020 date is to catch up for the current year to which Mr. Whitten confirmed.

Mr. Wyche was asked to read a Conflict of Interest Statement (see Attachment "B") pertaining to his position on the IDA Board and as counsel to PGEC Enterprises, LLC, (PGECE) after which Mr. Wyche stepped down from the dais to leave the meeting.

Each member of the IDA Board was then asked to read a Conflict of Interest Statement (see Attachment "C") disclosing if they were a customer and therefore partial owner of Prince George Electric Cooperative (PGEC) and its wholly owned subsidiary, PGEC Enterprises, LLC. Mr. Richardson indicated that each member did not have to read the disclosure out loud, only affirm or deny. Only Mr. Henshaw and Mr. Johnson affirmed; no other affiliations by remaining Board Members.

Discussion and possible approval of PGECE, LLC and Prince George County Phase II Broadband Public/Private Partnership Agreement and Fund Transfer. Mr. Casey Logan, CEO of PGEC, addressed the Board to discuss the plan of PGECE and a map of the proposed area (see Attachment "D"); the map highlighted the need for broadband service in the County and the current status of their Phase I project. Mr. Johnson if the Phase I projected approved in 2017 was still offering a low-cost service; Mr. Logan explained the program was discounted, not low-cost; customers currently using that system for school-age children. Mr. Henshaw asked about an expansion on the Eastern side of the County; Mr. Logan indicated that would not be addressed in Phase II. Mr. Johnson applauded PGECE for its efforts but asked about possible Federal dollars; Mr. Logan indicated PGECE had applied for a grant and was denied; would continue to apply for grants as they become available. Mrs. Jackson asked if the County had grant funds; Mr. Stoke indicated the County did not qualify for VAT funding; possibility of Federal CARES funding from the COVID-19 relief package to the states but could not use for this project due to the original bond date of October 2019. Mr. Clements asked if there were sign-up fees to the customer; Mr. Logan stated there is a \$75 application fee, as long as the structure is within 1000 feet of a PGEC electric poles which carries the fiber line. Mr. Henshaw asked where PGECE would go once Phase II is complete; Mr. Logan pointed out it was still too early to project; if running at full capacity, would build out down the road.

Mr. Stoke confirmed that Prince George County had received monies from Federal CARES Act Funding; these funds could only be used for Broadband if the County could prove the project was started now and completed by December 31, 2020; no pre-dated projects would qualify; possible to use CARES money for a future Phase III.

Mr. Johnson asked if Phase I had pushed out further than expected when proposed in 2017; Mr. Logan confirmed that PGECE was able to connect more structures because the assets were in place, both physically and financially; hope to do the same during Phase II.

Chairman Young asked the Board if there were any additional questions or comments regarding the Agreement before a roll call vote would be taken. With no additional comments or questions, Chairman Young asked for a motion to enter into the PGEC Enterprises, LLC and Prince George County Phase II Broadband Public/Private Partnership Agreement and authorize the transfer of funds from the County to the IDA, then from the IDA to PGECE.

Mr. Johnson moved, seconded by Mr. Clements, that the Board enter into the agreement as presented.

On roll call the vote was:

In favor: (6) Clements, Cuddihy, Henshaw, Jackson,
Johnson, Young
Opposed: (0)
Abstain: (0)
Absent: (1) Wyche

The next regular meeting date is scheduled for Wednesday, July 15, 2020, at 12:00pm, in the Community Room of the Human Services Building, 6450 Administration Drive, Prince George, VA 23875. Mr. Stoke confirmed the Board would need to receive Freedom of Information Act (FOIA) training and would need to discuss the upcoming Robertson Farmer Cox FY'20 Audit and pricing, as they won the bid process for Prince George County.

The last remaining regular meeting date for 2020 is scheduled for October 21, 2020.

Mr. Stoke indicated a Special Meeting might be called in June if, on May 26, 2020, the County Board of Supervisors approves a \$1.5 million Small Business Grant Pool; funds would be allocated and administered through the IDA.

Chairman Young thanked the Board for their attendance, both in person and via telephone considering the current state of the COVID-19 Pandemic.

Chairman Young asked if there were any additional questions or business of the Board to be discussed; with nothing presented, he asked that the meeting be adjourned.

ADJOURNMENT

Mrs. Jackson moved, seconded by Mr. Johnson, that the meeting be adjourned at 12:50pm.

On vote:

In favor: (6) Clements, Cuddihy, Henshaw, Jackson,
Johnson, Young
Opposed: (0)
Abstain: (0)
Absent: (1) Wyche