

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

**MINUTES OF MEETING**

January 15, 2020 – 12:00 p.m.  
Community Room  
Prince George County Human Services Building  
6450 Administration Drive  
Prince George, Virginia 23875

**MEETING CONVENED**

A meeting of the Prince George County Industrial Development Authority was called to order at 12:11pm following lunch on January 15, 2020, in the Community Room, Human Services Building, 6450 Administration Drive, Prince George, Virginia, by Chairman, William A. Young, Jr.

**ATTENDANCE**

The following members were present:

Mr. J. Peter Clements; 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. Floyd Brown, Jr., Vice-Chair, Board of Supervisors; Mr. Jeff Stoke, Deputy County Administrator/Director of Economic Development/Assistant Secretary for the IDA; Mr. Dan Whitten, County Attorney; Mr. Yoti Jabri, Economic Development Specialist; and Mrs. Donna Traylor, Administration staff.

The following member was absent: Mr. James E. Cuddihy, Jr.

Mr. Whitten advised the Chairman that future meetings should include a motion to adopt the meeting Agenda. Mr. Young indicated he would ask the Assistant Secretary to add that item to future Agendas and meetings.

**PROOF OF NOTICE OF MEETING**

Notice of the meeting was e-mailed to the media on January 6, 2020.

Mr. Young made a change to the Agenda removing the word “Distribution” under item IV of the Agenda as it pertains to previous minutes. A draft of the October 16, 2019 minutes was distributed to the full Board on January 6, 2020. Only an approval by vote would be needed. Mr. Young asked that future Agendas reflect the same.

**APPROVAL OF MINUTES**

Mr. Clements moved, seconded by Mrs. Jackson, that the minutes of the October 16, 2019 meeting be approved.

On vote:

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

**REPORTS OF OFFICERS**

**a. Chairman's Report:**

Mr. Young commended the County on the October 30, 2019 Business Roundtable Alumni dinner, saying it was an enjoyable, entertaining evening; also noted the retirement of Dennis Morris from the Crater PDC; no other items to report.

**b. Treasurer's Report:**

Mr. Wyche presented the Treasurer's Report (see Attachment "A"). As of December 31, 2019, the balances were:

Checking: \$9,150.61  
Certificates of deposit: \$81,749.38  
Total of all funds: \$90,899.99

Mr. Clements moved, seconded by Mr. Johnson, that the report be approved as presented.

On vote:

In favor: (5) Clements, Henshaw, Jackson, Johnson, Young  
Opposed: (0)  
Abstain: (1) Wyche  
Absent: (1) Cuddihy

Mrs. Julie Walton, Deputy County Administrator/Director of Community Development & Code Compliance, joined the meeting at 12:15pm.

**c. Economic Development Director's Report:**

Mr. Stoke and Mr. Jabri gave the Economic Development Director's Report (see Attachment "B"), highlighting business activities in the County since the October 16, 2019 meeting.

Mr. Stoke informed the Board that the County has applied for a VHDA Grant for rural broadband; the County has borrowed matching funds if the grant is awarded; State to announce which applicants will be awarded, as not all are guaranteed, in early Spring 2020; if awarded, a Special Meeting for the Prince George County IDA would need to be called to enter into an agreement with PGEC, LLC and to transfer funds; State funds must be used for broadband expansion within one year.

Mr. Stoke informed the Board that the new owners of the former ACE Hardware building have a prospect; no information as to number of jobs or capital investment.

Mr. Stoke and Mr. Jabri plan to attend the MODEX show in March 2020 to promote the industrial park and the County as a whole.

Mr. Young asked Mr. Jabri about item on the report regarding the Chili Peppers Baseball, new TriCities Coastal Plain Baseball team, whose home field will be Shepard Stadium in Colonial Heights; Mr. Jabri met with the General Manager to discuss ways the County can promote the team, how citizens can host players and how those players could possibly host baseball camps in the County.

**OLD BUSINESS**

Mr. Young pointed out that the FY19 Audit has been finalized by Robinson Farmer Cox Associates, PLLC (see Attachment "C"), with a copy provided to the Board on January 6, 2020; an invoice for payment has not been received.

Mr. Clements moved, seconded by Mr. Johnson, that the Final FY19 Audit be accepted as presented and the invoice from Robinson Farmer Cox Associates, PLLC be paid upon receipt.

On vote:

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

Mr. Wyche asked about the status of the Richard Bland Foundation check for the 2019 bond payment; Mr. Stoke indicated it had not been received; he would reach out to the Foundation immediately.

At 12:30pm, control of the meeting was turned over to Mr. Stoke for election of officers.

**ELECTION OF OFFICERS: held per Article III, Section 2. Elections of the Prince George IDA of the By-Laws:**

**Chairman:**

Mr. Clements moved, seconded by Mr. Wyche, that Mr. Young be nominated for the position of Chairman. With no objection from Mr. Young, and no other nominations, a roll call vote was taken:

In favor: (5) Clements, Henshaw, Jackson, Johnson, Wyche  
Opposed: (0)  
Abstain: (1) Young  
Absent: (1) Cuddihy

**Vice Chairman:**

Mr. Young moved, seconded by Henshaw, that Mr. Johnson be nominated for the position of Vice Chairman. With no objection from Mr. Johnson, and no other nominations, a roll call vote was taken:

In favor: (5) Clements, Henshaw, Jackson, Wyche, Young  
Opposed: (0)  
Abstain: (1) Johnson  
Absent: (1) Cuddihy

**Secretary:**

Mr. Johnson moved, seconded by Mr. Clements, that Mr. Henshaw be nominated for the position of Secretary. With no objection from Mr. Henshaw, and no other nominations, a roll call vote was taken:

In favor: (5) Clements, Jackson, Johnson, Wyche, Young  
Opposed: (0)  
Abstain: (1) Henshaw  
Absent: (1) Cuddihy

**Treasurer:**

Mr. Henshaw moved, seconded by Mr. Johnson, that Mr. Wyche be nominated for the position of Treasurer. With no objection from Mr. Wyche, and no other nominations, a roll call vote was taken:

In favor: (5) Clements, Henshaw, Jackson, Johnson, Young  
Opposed: (0)  
Abstain: (1) Wyche  
Absent: (1) Cuddihy

*At 12:35pm, control of the meeting was turned over to Mr. Young, Chairman for election of the Assistant Secretary and completion of the meeting.*

**Assistant Secretary:**

Mr. Young moved, seconded by Mr. Johnson, that Mr. Stoke be nominated for the position of Assistant Secretary. With no objection from Mr. Stoke, and no other nominations, a roll call vote was taken:

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

**NEW BUSINESS**

Mr. Clements reaffirmed his Conflict of Interests Statement, citing no changes since his statement was read to the Board and included in the minutes of the January 20, 2016 meeting. (see Attachment “D”)

Mr. Johnson reaffirmed his Conflict of Interests Statement, citing no changes since his statement was read to the Board and included in the minutes of the April 17, 2019 meeting. (see Attachment “E”)

Mr. Stoke discussed the upcoming proposed Virginia’s Gateway Region (VGR) trip to London, England; a tentative agenda with Keith Boswell has been released; Governor Northam is not expected to attend; trip is in July which would be next fiscal year for County funds; VGR is asking for \$7,500 to assist with booth rental and hosting of dinners; elected officials are encouraged to attend at expense of locality or organization. Mr. Stoke asked the Board to consider providing the \$7,500 to assist VGR and will ask the County to pay expenses of the trip if authorized to attend. Mr. Wyche asked if contribution could be split with County; Mr. Stoke indicated his budget proposal would be for the County to pay his expenses if the IDA were to pay the requested VGR funds. Mr. Johnson asked if the VGR funds were estimated and if Mr. Stoke would be asking the IDA for more travel funds later; Mr. Stoke indicated the requested amount from VGR is an estimate as final figures for dinners have not been provided; he would not ask the IDA for travel expenses as he would propose the County pay those fees. Mr. Johnson asked if Mr. Stoke were planning district or regional events such as ICSC to promote the County; Mr. Stoke is planning to attend additional trade shows to market the industrial park and Prince George County. Mr. Stoke sees great value in promoting the remaining 45 acres adjacent to Rolls-Royce. Mr. Henshaw asked if Mr. Stoke would take the Economic Development’s marketing booth; Mr. Stoke said no, as VGR will have graphics provided for the rented booth space; Mr. Stoke would still show the

County's marketing video and have printed materials. Mr. Wyche again asked if funds mentioned were only estimates; Mr. Young inquired if this would be the only request for travel money this year to which Mr. Stoke said "no", there may be additional travel expenses to other tradeshow in 2020.

Mr. Clements moved to provide IDA funds not to exceed \$7,500 to VGR for the booth rental for the 2020 London Airshow, seconded by Mr. Johnson. On roll call, the vote was:

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

Mr. Young reminded the Board to watch for notification of a Special Meeting should one be necessary in February for the matching funds grant with Prince George Electric Coop, LLC.

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

### **ADJOURNMENT**

Mr. Johnson moved, seconded by Mr. Clements, that the meeting be adjourned at 12:53pm.

On vote:

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

The next meeting date is scheduled for Wednesday, April 15, 2020, at 12:00pm, in the Community Room of the Human Services Building, 6450 Administration Drive, Prince George, VA 23875.

Remaining meeting dates for 2020: July 15, 2020  
October 21, 2020