



Economic Development Authority Prince George County, Virginia

MINUTES OF MEETING

May 17, 2023 – 12:00 p.m.

Community Room, Human Services Building
6450 Administration Drive
Prince George, Virginia 23875

I. CALL TO ORDER

A meeting of the Prince George County Economic Development Authority (EDA) was called to order at 12:00 p.m. on May 17, 2023, in the Community Room of the Human Services Building, 6450 Administration Drive, Prince George, Virginia, by Chair, Richard Henshaw.

II. ROLL CALL

The following Directors responded to Roll Call:

Dr. Lillian K. Boyd	Present
Mr. Darryl Cheek	Present
Mr. Richard L. Henshaw	Present
Mr. Sterling M. Hunt, Sr.	Present
Mr. Yousef Jabri	Absent
Mrs. G. LaVern Jackson	Present
Mr. Pete Washington	Present

Mr. Pete Washington attended virtually for medical reasons.

Also present were Ms. Andrea Erard, Interim County Attorney, and Mr. Yoti Jabri, Director of Economic Development and Tourism, and Makayla Christensen, Economic Development Specialist.

III. PROOF OF NOTICE OF MEETING

Notice of the meeting distributed to the media on May 3, 2023.

IV. APPROVAL OF MEETING AGENDA

Chair Henshaw asked the Directors if there were any changes or additions to the meeting Agenda. With the suggestion of moving closed session after the reports of officers, Chair Henshaw asked for a motion to adopt the meeting Agenda (Attachment "A").

Mr. Cheek made a motion, seconded by Mrs. Jackson, to adopt the Agenda of the May 17, 2023 meeting as amended.

On vote:

In favor: (6) Boyd, Cheek, Henshaw, Hunt, Jackson, Washington
Opposed: (0)
Abstain: (0)
Absent: (1) Jabri

V. PUBLIC COMMENT

Chair Henshaw announced that anyone wishing to come before the EDA could do so during public comment. There being no one to speak, Chair Henshaw closed the public comment period.

VI. APPROVAL OF MINUTES

A copy of the draft minutes of the March 15, 2023 meeting was provided to the Directors via email on May 4, 2023. Chair Henshaw asked the Directors if there were any changes or additions to the minutes.

Mr. Cheek moved, seconded by Mr. Washington, to approve the minutes of the March 15, 2023 meeting as presented.

On vote:

In favor: (6) Boyd, Cheek, Henshaw, Hunt, Jackson, Washington
Opposed: (0)
Abstain: (0)
Absent: (1) Jabri

VII. REPORTS OF OFFICERS:

a. Chair Report:

Chair Henshaw had no report for the Directors.

b. Treasurer Report:

Mrs. Jackson presented the Treasurer Report (Attachment B). As of May 12, 2023, the balances were:

Checking: \$13,196.84
Certificates of deposit: \$78,927.79
Total of all funds: \$92,124.63

Mrs. Jackson is continuing to look into different banking options for CDs and, at the direction of the Board, will make a decision based on what she believes to be the best option. Chair Henshaw asked the Directors if there were any questions for Mrs. Jackson regarding the report. There being none, Chair Henshaw asked for a motion to accept the Treasurer Report.

Mr. Hunt moved, seconded by Dr. Boyd, that the Treasurer Report be accepted as presented. With no discussion or objections:

On vote:

In favor:	(6) Boyd, Cheek, Henshaw, Hunt, Jackson, Washington
Opposed:	(0)
Abstain:	(0)
Absent:	(1) Jabri

c. Economic Development Director's Report:

Mr. Yoti Jabri gave the Economic Development Director Report (Attachment C), highlighting business and tourism activities in the County from March 2 – May 16, 2023. Mr. Jabri also highlighted a few of the upcoming events and meetings within the County.

VIII. CLOSED SESSION

On motion of Dr. Boyd, which carried unanimously, the following Resolution was adopted:

RESOLUTION; CLOSED SESSION FOR (1) SECTION§2.2-3711(A)(3) FOR THE DISCUSSION OR CONSIDERATION OF THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE BECAUSE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE EDA-PUBLIC PURPOSE IS TO PROMOTE ECONOMIC DEVELOPMENT IN PRINCE GEORGE COUNTY AND EXPLORE A POTENTIAL REVENUE SOURCE FOR THE EDA.

BE IT RESOLVED That the Economic Development Authority of the County of Prince George this 17th day of May, 2023, does hereby vote to enter closed session for (1) Section §2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the EDA-public purpose is to promote economic development in Prince George County and explore a potential revenue source for the EDA.

Resolution: Certification of Closed Session. Dr. Boyd moved, seconded by Mr. Washington, that the EDA Board adjourn the closed session and enter open session, certifying that nothing was discussed during closed session that was not named in its convening legislation. Chair Henshaw asked if any Director knew of any matter discussed

during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, Chair Henshaw asked that the roll be called on the motion.

RESOLUTION; CERTIFICATION OF CONTENTS OF CLOSED SESSION PURSUANT TO SEC. 2.2-3711, ET SEQ., CODE OF VIRGINIA (1950, AS AMENDED).

Be it resolved that the Economic Development Authority of the County of Prince George this 15th day of March, 2023 does hereby certify that, to the best of each member's knowledge, pursuant to provisions of Sec. 2.2-3711, et seq., Code of Virginia (1950, as amended): (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Prince George Economic Development Authority.

On Roll Call vote:

Dr. Lillian K. Boyd	Yes
Mr. Darryl Cheek	Yes
Mr. Richard L. Henshaw	Yes
Mr. Sterling K. Hunt, Sr.	Yes
Mr. Yousef Jabri	Absent
Mrs. G. LaVern Jackson	Yes
Mr. Pete Washington	Yes

IX. UNFINISHED BUSINESS

a. Report of Bylaws Committee

Chair Henshaw asked the Bylaws Committee to present their report to the Directors (Attachment D).

Mr. Washington noted several grammatical errors in the language of the bylaws that needed to be amended.

Dr. Boyd moved, seconded by Mrs. Jackson, that the Bylaws be approved as amended.

On Roll Call vote:

Dr. Lillian K. Boyd	Yes
Mr. Darryl Cheek	Yes
Mr. Richard L. Henshaw	Yes
Mr. Sterling K. Hunt, Sr.	Yes
Mr. Yousef Jabri	Absent
Mrs. G. LaVern Jackson	Yes
Mr. Pete Washington	Yes

X. NEW BUSINESS

a. FOIA Training

Ms. Erard, County Attorney, conducted Freedom of Information Act (FOIA) training for the members. Due to time constraints, training will continue at the next regularly scheduled meeting.

Chair Henshaw asked the Board if there were additional business of the EDA; with nothing presented, he asked for a motion that the meeting be adjourned.

XI. ADJOURNMENT

Mr. Hunt moved, seconded by Mr. Henshaw, that the meeting be adjourned at 1:05 p.m.

On vote:

In favor:	(6) Boyd, Cheek, Henshaw, Hunt, Jackson, Washington
Opposed:	(0)
Abstain:	(0)
Absent:	(1) Jabri

Remaining meeting dates for 2022: July 19, 2023
September 20, 2023
November 15, 2023



AGENDA

Prince George County Economic Development Authority
County of Prince George, Virginia

May 17, 2023 – 12:00 P.M.
Community Room, Human Services Bldg.,
6450 Administration Drive, Prince George County, VA

- I. Call to Order
- II. Roll Call
- III. Proof of Notice of Meeting
- IV. Closed Session – if necessary
- V. Approval of Agenda
- VI. Public Comment
- VII. Approval of March 15, 2023 Minutes (Draft distributed on May 4, 2023)
- VIII. Reports of Officers
 - a. Chair Report
 - b. Treasurer Report
 - c. Economic Development Report
- IX. Unfinished Business
 - a. Report of Bylaws Committee
- X. New Business
 - a. FIOA Training
- XI. Adjournment

In addition to EDA members, the County Board of Supervisors, County Administrator, Interim County Attorney, and County support staff will be invited to the meeting.

Remaining Meeting schedule:

Wednesday: July 19, 2023
September 20, 2023
November 15, 2023

*Special Meetings called as needed

PRINCE GEORGE ECONOMIC DEVELOPMENT AUTHORITY, DBA IDA

STATEMENTS OF RECEIPTS & DISBURSEMENTS

MARCH 1, 2023 - APRIL 28, 2023

CHECKING ACCOUNT WITH BSV:			
Beginning Balance on Statement 3/01/23		\$	13,277.64
DEPOSITS TO CHECKING ACCOUNT:			
3/31/2023	Interest Earned-March 2023	\$	1.20
4/28/2023	Interest Earned-April 2023	\$	1.01
Total Deposits		\$	2.21
Balance After Deposits		\$	13,279.85
DISBURSEMENTS FROM CHECKING ACCOUNT:			
3/27/2023	Ck# 659: Luca's Italian Restaurant	\$	83.01
Total Disbursements From Checking		\$	83.01
Ending Balance-Checking Statement 4/28/23		\$	13,196.84

CERTIFICATES OF DEPOSIT WITH BSV:			
#3018687	Rate 0.150%	1 Year Certificate-Matures 4/19/2023	\$ 7,220.63
#153007481	Rate 0.750%	5 Year Certificate-Matures 5/12/2025	\$ 37,561.59
#193007482	Rate 0.500%	3 Year Certificate-Matures 5/12/2023	\$ 34,145.57

Total Balance of CDs as of 4/28/23		\$	78,927.79
GRAND TOTAL OF ALL FUNDS as of 4/30/23		\$	92,124.63

NOTES

CD# 3018687	Matured 4/19/23	Deposited to Cking	5/1/2023
CD# 193007482	Matured 5/12/23	Deposited to Cking	5/17/2023

REPORT DATE 5/12/23

Prepared by: G. LaVern Jackson



ECONOMIC DEVELOPMENT AUTHORITY OF PRINCE GEORGE COUNTY, VIRGINIA

Dr. Lillian K. Boyd
Darryl Cheek
Richard L. Henshaw, Jr.
Sterling Hunt Sr.
Yousef Jabri
G. LaVern Jackson
Pete Washington

Economic Development & Tourism Report (March 2 – May 16, 2023)

Activities

March 7, 2023 – Hopewell-Prince George Chamber of Commerce Board Meeting
March 7, 2023 – Virginia Career Works Crater Region Pharmaceutical Manufacturing Event
March 10, 2023 – Leora Bridal Grand Opening and Ribbon Cutting
March 16, 2023 – Crater Economic Development District Comprehensive Strategy Meeting
March 28, 2023 – Project Grey Platinum presentation in Atlanta, GA
March 29, 2023 – Virginia's Gateway Region Annual Meeting
April 6, 2023 – Hosted Virginia's Gateway Region Operation Meeting
April 11, 2023 – Virginia Career Works Crater Region Workforce Development Board Meeting
April 14, 2023 – CASCOT Industry Day event on Fort Gregg-Adams
April 18, 2023 – Petersburg Garden Week, Lady Younkin speech at Flowerdew Hundred
April 19, 2023 – Hopewell-Prince George Chamber of Commerce & Military Officials Meeting
April 26, 2023 – Project Majestic meeting with Secretary of Transportation, Governor's Office, Delegates and Virginia Department of Transportation
April 26, 2023 – Prince George County Business Resource Meeting with the Virginia Department of Small Business and Supplier Diversity
May 2, 2023 - Hopewell-Prince George Chamber of Commerce Board Meeting
May 5, 2023 - Hopewell-Prince George Chamber of Commerce Mission and Strategic Plan Meeting
May 9, 2023 – Project Grey Platinum Site Visit
May 10, 2023 – FOLAR Appomattox River Regional Park Kickoff Meeting
May 9, 2023 – Cohosted the Virginia's Gateway Region Legislative Meet and Greet Reception at the Commonwealth Center for Advanced Manufacturing
May 12, 2023 – Broadband Project Cameron Foundation Meeting

Upcoming Economic Development Events

May 18, 2023 – Poirier Financial Strategies, LLC Ribbon Cutting
May 20-23, 2023 – International Council for Shopping Centers RECON Tradeshow
June 13-15, 2023 – Virginia Brownfields Conference
June 21, 2023 – Prince George County Business Resource Meeting

Business Retention and Expansion (FY 23)

- | | |
|---|--|
| 1. Red Line Powersports – July 14 | 4. Swaders – September 6 |
| 2. Woodpeckers – August 2 | 5. Standard Motor Products – September 7 |
| 3. Chester Estates and Events – August 22 | 6. Comfort Inn – September 19 |

7. 460 Machine Shop – October 5
8. John Randolph Medical Center – October 24
9. Amazon – October 26
10. Touchstone Bank – October 26
11. PG Emergency Room - Jan 23
12. Silverman Group - Jan 27
13. RBC FAME - Feb 1

14. River Run Associates Broker | Exit 45 owner - Feb 2
15. Rowanty Technical Center - March 3
16. Hollingsworth Companies – March 8
17. Sam's Club Distribution Center – April 5

Business Turnover (2021-2022)

- Calendar Year 2019: Businesses Retained – 1,844; New Businesses – 416; 2,260
- Calendar Year 2020: Businesses Retained – 1,948; New Businesses – 396; 2,344
- Calendar Year 2021: Businesses Retained – 2,019; New Businesses – 381; 2,400
- Calendar Year 2022: Businesses Retained – 2,170; New Businesses – 383; 2,553

Business Attraction – Conferences (FY 23)

- International Council for Shopping Centers Retail Conference, December 7-8, 2022, New York, NY, 40 meetings
- Medical Devices and Manufacturing Tradeshow, February 7-9, 2023, 23 Meetings
- Promat Supply Chain Tradeshow in partnership with the Virginia Economic Development Partnership and Virginia's Gateway Region, March 20-23, 2023, 20 Meetings (Report Attached)

Business Attraction (FY 23)

FY 23 Economic Development Project List								
Date	Name	Type of Industry	Building Need	Land Need (acres)	Lead From	Response Given	Jobs	Investment
7/11/2022	Project Atlantic	Processing / Distrib	?	45-50 acres	VEDP	Did not submit	400-1600	?
7/12/2022	Project Smiley	Distribution	650,000 SF	?	Hollingsworth	VP-163	<100	?
7/13/2022	Project Bird	Spec Warehouse			Roslyn Farms	Holland Property	?	?
7/18/2022	Project Golf	Distribution	?	?	Direct	Norfolk Southern Site	?	?
7/25/2022	Project Bee	Commercial	?	?	Direct	Industrial Trailer - 156	?	?
8/15/2022	Project Singularity	acturing - Semicon	500,000 SF	50 acres	VEDP	Crosspointe Center (pad	500	\$90M
8/17/2022	Project Red Rock	ehousing/ Distribut	800,000 SF	82 acres	VGR	3706 S. Crater	?	?
8/25/2022	Project Faith	mmercial / Non-Pro	?	15 acres	Direct	Multiple sites around 460 & Exit 45		
8/31/2022	Project Racer	Manufacturing	40,000 SF	20 acres	CCAM	Sandesara / SMGI buildir	50	\$6-\$10 M
9/6/2022	Project Rose	Wet Lab Space	10,000 SF	?	VEDP	None available	50	\$30M
9/12/2022	Project Turbo	Manufacturer	.000 - 400,0	?	VEDP	VP-145	200	?
10/27/2022	Project HEG	Processing	120,000 SF	10 acres	VEDP	VP-166 (Lot 15)	?	?
11/16/2022	Project JLL 300	Manufacturing	?	300 acres	JLL	sites)	?	?
11/17/2022	Project A	Manufacturing	300,000 SF		Colliers	Crosspointe	?	?
12/1/2022	Project Labor Day	Manufacturing	300,000 SF	TBD	VEDP	Crosspointe	348	\$15.6 M
12/1/2022	Project Leaf	reenhouse Operato	0 acres (gr	20-50 acres	VEDP	Sluka	150	70 M
12/8/2022	Project Worldwide Retail Solutions	Warehousing/ Distribution	200K SF	20-30 acres	Hollingsworth	6162 Quality Way	?	?
12/8/2022	Project Expnding Exhibit	Manufacturing	20-50 K SF	5-10 Acres	VEDP	Sandesara / SMGI building	20-50	?
12/21/2022	Project Payton	Manufacturing	1.5-1.8 M SF	200-300 Acres	VEDP	NS Prince George Property	375	\$700M
12/28/2022	Project Excavation	Other	30 K SF	15-30 Acres	PG	Multiple sites around 460	?	?
1/10/2023	Project C Glass	Other	8 K SQ FT	2-3 acres	PG	Various properties	?	?
1/18/2023	Project Matos	Other	25 K SQ FT	existing airfield	VEDP	None	?	?
1/22/2023	Project Distribution 1.2	Distribution	1.2 M SQ FT	70-100 Acres	VGR	NS, Holland or Heath	?	?
1/22/2023	Project Laydown	Other	N/A	10-20 acres	VGR	PG Land	?	?
1/30/2023	Project Glasshouse	Other	N/A	100 acres	VEDP	Heath property	240-260	TBD
1/31/2023	Project Bey	Commercial	2-3K SQ FT	1-2 acres	PG	properties	10-May	TBD
2/6/2023	Project Majestic	Developer / Other	1.8 M SQ FT	175 acres	PG	Holland	TBD	\$180 M
2/8/2023	Project Grey Platinum	Manufacturer	250K SQ FT	25 Acres	PG	SP153 and Crosspoint	170	\$100M
2/17/2023	Project Volt	Manufacturer	300K	40+	PG	Crosspointe building	?	?
2/21/2023	Project Norse	Manufacturer	300K SQ FT	75 Acres	VEDP	Crosspointe	331	\$201 M
3/8/2023	Project Energy	Manufacturer	200K SQ FT	50	VEDP	Crosspointe Building	2,000	\$800M
3/9/2023	Project Gold	Manufacturer	00-125K SQ F	15 acres+	VGR	Crosspointe building, Holl	54	\$10M
3/16/2023	Project Goose	Manufacturer	0,000-700,000		VGR	Crosspointe Building	500	\$75M
3/16/2023	Project Contrast	Pharma	130,000 SQ F	74	VGR	Crosspointe Building	?	?
3/20/2023	Project Mattress	Manufacturer	15-20 K SQ F	5 acres	VGR	Southpoint County Land	?	?
3/20/2023	Project Elements	Manufacturer		5-40 acres	VGR	Hardware Drive	15	\$50M
4/4/2023	Project Zinc	Manufacturer	0-300 K SQ F	70-100	VEDP	Crosspointe Building	1,000	\$400 M
4/4/2023	Project Impact Plaza	Other	35 K SQ FT	5	PG	Crossings Site	?	?
4/11/2023	Project GV Wake	Grocery	20K Sq FT		PG	Sent Market Analyses	?	?
4/19/2023	Project Glucose	Manufacturer		150 acres	VGR	TBD	1500+	?
4/21/2023	Project LibertyOVE	Other		300 acres	PG	TBD	5	?
4/28/2023	Project Bluetooth	Manufacturer	0K-350K SQ FT		VGR	Hollingsworth 153	25-80	

Manufacturing	18
Food Processing	2
Distribution	5
Pharma	1
Commercial	5
Other	11
TOTAL SUBMITTALS	42

2023 Promat Report Chicago, II

	Date	Name	Operation	Contact	Email	Website	Notes	
1)	3/20/2023	Zell Group	Machinery company that creates new solutions through its two divisions: ZELL System Technology and ZELL Surface Technology	Mark Eferdinger	mark.eferdinger@zell-group.com	www.zell-group.com	Just entering into US market and projected to expand operations in 2-3 years	VGR
2)	3/20/2023	Capow	Employs adaptive lock-in technology for power transfer over a capacitive field that continuously tunes the system characteristics to facilitate optimal transfer conditions under dynamic variations	Noam Geffen	geffen@capow.energy	www.capow.energy	In search of sales office and eventually expanding to distribution/warehouse in US	VGR
3)	3/20/2023	Avidbots	Designs and builds floor cleaning machinery equipment, produces and markets autonomous connected robots for cleaning floors - serves customers worldwide	Skylar Lebel	skylar.lebel@avidbots.com	www.avidbots.com	Not expanding at this time	VGR
4)	3/20/2023	Voestalpine	Manufacturer of steel products for use in high bay warehouses, system racks, and road safety applications	Blaine Brackin	Blaine.Brackin@voestalpine.com	www.voestalpine.com	Not expanding at this time	VGR
5)	3/20/2023	Solan	development and manufacture of safety systems and solutions in the industry for forklifts, heavy equipment, sea ports, airports, logistics, warehouses, and parking buildings	Avi Salomon	info@solansystems.com	www.solansystems.com	Not expanding at this time	VGR
6)	3/20/2023	Stryten	Manufactures lithium-ion batteries and similar products for subcompacts, microgrids, warehouses, distribution centers, trains and more	Melissa Floyd	melissa.floyd@stryten.com	www.stryten.com	Applied for US Department of Energy grant to expand operations and anticipates to expand in 1-2 years	VEDP
7)	3/20/2023	DTA Global Serv	Designs and manufactures tailor-made heavy-duty vehicles for interior logistics	Gonzalo De Sebastian	gonzalo@dtas.es	www.dtaglobalservice.com	Company anticipates expanding in 2-3 years; Following up with incentives and more demographic information	VGR
8)	3/21/2023	Schmalz USA IN	Manufacturer of machinery equipment and parts, such as amusement park equipment and flexible metal hose and tubing	Mark Westphal	mark.westphal@schmalz.com	www.schmalz.com	Not expanding at this time	VEDP
9)	3/21/2023	Manitou	Material handling company that engages in the design, production, distribution, and servicing of equipment for the construction and agriculture sectors globally	Lou Dalesio	l.dalesio@manitou.com	www.manitou.com	Currently in Baltimore and would like to relocate to Virginia to utilize Port of Virginia (Roll on/Roll off use) - Needs 200 K SQ FT building with 36' ceilings within 1-2 years	VGR

10)	3/21/2023	Moffatt & Nicho	Infrastructure advisory firm - provides engineering and consulting services to clients in the marine terminal, transportation, energy, environmental, federal, and urban development markets around the world	Jason Gasparik	jgasparik@moffattnichol.com	www.noffattnichol.com	Partner with VEDP on infrastructure projects	
11)	3/21/2023	Southeast Industrial Equipment Inc	Equipment and warehouse provider to Toyota	Brad Hoffer	bhoffer@sielift.com	www.sielift.com	Virginia's Gateway Region potential partner	
12)	3/21/2023	Rafturk	Manufactures warehouse racks, caninets, and bunk beds, also offers turnkey project services to customers with site surveys, project design, production, and installation - Products are exported to approximately 50 countries globally.	Muhamed Cham	muhamed@rafturk.com.tr	www.rafturk.com.tr	Not expanding at this time	VGR
13)	3/21/2023	Senolus	Modular cloud platform powered by asset data and analytics to simplify logistics operations	Antoine Delwaide	antoine.delwaide@sensolus.com	www.sensolus.com	Not expanding at this time	VEDP
14)	3/21/2023	Estral Energy	Manufactures and distributes metal rack products and sells its products globally	Andrés Guerra	aguerra@estral.com.mx	www.estal.com.mx	Currently manufacturing in Mexico and exploring distribution/warehousing options in US	
15)	3/22/2023	IO Consultants	Provides engineering design and consulting services as well as site-selection services	Rupert Hoecherl	rupert.hoecherl@io-consulta.com	www.io-consultants.co	Could not reach contact	VEDP
16)	3/22/2023	LinkMisr International	Manufactures shelving and racking systems	Simon Armanious	simon.armanious@linkmisr.com	www.linkmisr.com	Interested in learning about region and locility for a potential distribution/warehousing expansion	VGR
17)	3/23/2023	GMR Safety	Manufacturer of vehicle restraint systems for the material handling industry	Pascal Jette	pjette@gmrsafety.com	www.gmrsafety.com	Interested in learning about region and locility for a potential distribution/warehousing expansion	VGR
18)	3/23/2023	Unik Group	Specializes in the implementaon of storage and material handling systems	Leonardo Mendiola	leonardo.mendiola@me.com	www.unikgroup.mx	Company anticipates expanding in 2-3 years; Following up with incentives and more demographic information	VGR
19)	3/23/2023	SimLog	Simulation for training heavy equipment operators	Mike Keffer	mike.keffer@simlog.com	www.simlog.com	Possible partners with supply chain companies in region	

Possible builders/developers for VGR region

20) 3/23/2023 BCI

**INDUSTRIAL ECONOMIC DEVELOPMENT AUTHORITY OF
PRINCE GEORGE COUNTY, VIRGINIA**

BYLAWS

Article I – The Authority

Section 1. Name of Authority. The name of the Authority shall be the "~~Industrial~~ **Economic** Development Authority of Prince George County, Virginia."

Section 2. Purpose of Authority. The ~~Industrial~~ **Economic** Development Authority of Prince George County, Virginia shall fulfill all the purposes and intents of the General Assembly of Virginia, as expressed in Title 15.2, Chapter 49, Code of Virginia, as amended. The purpose of the Authority shall actively consist of the following objectives: (i) promote industry, increase the tax base and develop trade by inducing manufacturing, industrial, governmental, nonprofit and commercial enterprises and institutions of higher education to locate in or remain in the County of Prince George ("County"); (ii) promote economic stability and growth in the County; and (iii) encourage and promote additional employment for all levels of the County.

Section 3. Seal of Authority. The Authority shall have a seal and the seal shall have inscribed thereon the words, "Economic Development Authority of Prince George County, Virginia" within two concentric circles and in the center shall be the word, "SEAL," but the absence of the seal shall not affect the validity of any instruments executed by the Authority.

Section 4. Office of Authority. The principal office of the Authority is located at the Prince George County Administration Building, 6602 Courts Drive, P.O. Box 68, Prince George, Virginia 23875.

Section 5. Records of Authority. All of the books and records of the Authority shall be kept at the office designated herein except as otherwise required by resolution of the Authority, or as the business of the Authority may require. The minutes of the Authority shall be open and available for inspection by the public during normal business hours.

Article II – Board of Directors

Section 1. Directors. The Economic Development Authority of Prince George County, Virginia, shall be governed by a Board of Directors composed of seven directors ("Director(s)") appointed by the Board of Supervisors of the County of Prince George, Virginia, and all powers and duties of the Authority shall be exercised and performed by the Board of Directors. The Board of Supervisors shall appoint the Directors for staggered four-year terms.

Section 2. Director Qualifications. The Directors shall either be citizens of the County or work in the County. The Directors shall not be employed by the County during their term of office. If a Director receives optional compensation for his/her duties, such compensation shall not disqualify the Director from serving on the Board of Directors.

Section 3. Reports by Directors. The Board of Directors shall have the right to prepare, or cause to be prepared, confidential reports for submission to any person, governmental body or agency

and shall have the right to receive from any source confidential reports so long as the submission of, or receipt of, said reports are consistent with the Virginia Freedom of Information Act and the Authority's purposes and powers as stated in the Industrial Development and Revenue Bond Act (Chapter 49, Title 15.2 Code of Virginia of 1950, as amended) and by any other enactment that may hereinafter be adopted.

Section 4. Directors' Compensation. The Directors may receive compensation for their duties and may receive reimbursement from the Authority for lawful expenses incurred in the performance of Authority duties. If a Director desires to receive compensation, he/she shall give written notice to the Director of Finance for the County.

Section 5. Conflict of Interest Requirements. The Directors must receive training on the State and Local Government Conflict of Interests Act, and such training shall be repeated every two years. New Directors must receive the training within two months of their appointment.

The Directors must file the Statement of Economic Interests annually by January 31. New Directors must file the Statement of Economic Interests on or before their first day in office.

Section 6. Freedom of Information Act Requirements. The Directors must complete training on the Freedom of Information Act every two years. New Directors must complete such training within two months of taking office.

The Freedom of Information Act Officer for the Authority shall be the Director of Economic Development..

Section 7. Removal of Directors. The Board of Supervisors may, by a majority vote of the entire Body, remove a Director under the provisions of Virginia Code Ann. § 15.2-4904 for being absent from any three consecutive meetings of the Board, or for being absent from any four meetings of the Board within a 12-month period.

The Board of Supervisors may, by unanimous vote of the entire Board, remove a Director under the provisions of Virginia Code Ann. § 15.2-4904.

Article III – Officers

Section 1. Officers. The officers of the Authority shall be a Chair, a Vice Chair, a Secretary, and a Treasurer.

Section 2. Election. The Chair, Vice Chair, Secretary, and Treasurer shall be elected by the Directors at their first meeting and the Chair and Vice Chair must be selected from among the Board of Directors. They shall thereafter be elected for two years by the Directors at their January meeting. The terms of office shall be for two consecutive years. Each officer shall hold office until his/her successor shall have been duly elected and qualified.

Section 3. Vacancies. Should any office become vacant, the Board of Directors shall elect a successor at any regular or special meeting, provided notice of the filling of such vacancy is given to the members of the Board of Directors at least two (2) days prior to such meeting. The term of office for an officer elected to fill a vacancy shall run until the next regular election.

Section 4. Chair. The Chair shall preside at all meetings of the Authority and of the Executive Committee (if any); approve the agenda for all meetings except special meetings not called by the Chair; call special meetings; call special elections. Except as otherwise authorized by resolution of the Board of Directors of the Authority, only the Chair need sign all contracts, bonds, deeds, and other instruments made and authorized by the Board to legally and effectively bind the Authority. The Chair shall have equal vote with the other Directors. The Chair shall perform all other duties incidental to his/her office or that are properly required by the Board of Directors.

Section 5. Vice Chair. In the absence of the Chair or in the event of his/her inability or refusal to act, the Vice Chair shall perform and exercise the duties and functions of the Chair; and in case of the resignation or death of the Chair, the Vice Chair shall perform the duties of the Chair until such time as a new Chair shall be elected.

Section 6. Secretary. The Secretary will prepare and disseminate all agendas and minutes of regular and special meetings.

Section 7. Assistant Secretary. The Assistant Secretary will assist the Secretary as needed in the performance of his duties and shall serve as needed by the EDA in the absence of the Secretary. The Assistant Secretary shall also perform such other duties as may be requested by the Secretary or the EDA.

Section 8. Treasurer. The Treasurer shall be responsible for the keeping of suitable records of all financial transactions of the Authority; he/she shall be responsible for the record keeping of all bills received by the Authority and shall oversee their payment either by the County or by the Authority; he/she shall have charge and custody of all funds that may be received directly by the Authority and be responsible for their investment and deposit in the name of the Authority when authorized by the Board; and in general he/she shall perform all other duties incidental to his/her office and such other duties as may be properly described from time to time by the Board of Directors of the Authority.

Article IV – Meetings

Section 1. Meetings and Notices. Regular meetings of the Board of Directors shall be held bi-monthly on the third (3rd) Wednesday at 12:00 P.M. unless otherwise notified. The Board may designate a time and place for the meeting to take place.

The Board of Directors' annual meeting shall be at the regular meeting in January of each year.

Special meetings of the Board of Directors may be called by the Chair or a majority of the Board of Directors. Notice specifying the time and place of any special meeting shall be given to each Director of the Authority at least three (3) business days before such meeting by personally delivering such notice to him or her or by mailing or emailing such notice. Such notice shall be posted on the County website and placed in a prominent public location at which notices are regularly posted. The presence of any Director at a special meeting shall be deemed as acknowledgement of the timely receipt of notice thereof or a waiver of any such notice. Special

meetings may be held without notice if all of the Directors are present or those not present sign a written waiver of notice before or after the meeting.

Notice, reasonable under the circumstance, of emergency meetings shall be given to the public and the media contemporaneously with the notice provided members of the Board of Directors.

All meetings at which formal action is taken shall be open to the public.

Section 2. Quorum. A quorum at any meeting of the Board of Directors shall consist of four (4) members of the Board of Directors. At all such meetings each Director shall be entitled to one vote.

Section 3. Agenda. The agenda will be approved by the Chair and will be prepared by the Director of Economic Development. The agenda shall be distributed to the Directors by the close of business on the Friday before the meeting; a complete copy of all agenda materials shall be available to the public at the same time as it is distributed to the EDA Directors..

Section 4. Order of Business. At all meetings of the Authority the following order of business shall be observed, as far as consistent with the purpose of the meeting:

- a. Call to order
- b. Roll Call/Establishment of Quorum
- c. Proof of Notice of Meeting
- d. Approval of Agenda
- e. Approval of the Minutes
- f. Public Comment
- g. Reports of Officers
- h. Closed Session as needed
- i. Unfinished Business
- j. New Business
- k. Adjournment

Section 5. Manner of Voting. All votes shall be by roll call votes and shall be reflected as such in the minutes.

Section 6. Public Comment. The speaker, when recognized by the Chair, shall state his or her full name and address before proceeding.

Section 8. Parliamentary Procedure. The current edition of Roberts Rules of Order shall be the general guide in all questions of parliamentary procedure. The Attorney for the EDA shall serve as the Parliamentarian.

Article V – Committees

Section 1. Committees. The Chair of the Board shall have the power to appoint such committees as he/she and the Board of Directors deem advisable. Said committees shall have the power to recommend a course of conduct to the Board, but shall have no ex officio member of all committees.

Section 2. Economic Advisory Committee. The Board of Directors may appoint an Economic Advisory Committee to advise the Authority and County Economic Development Director from time to time upon general or specific matters which may come before the Board of Directors. The Economic Advisory Committee shall consist of any number of persons as the Board of Directors deem advisable, and its members shall serve at the pleasure of the Board of Directors. Members of the Economic Advisory Committee may assist the County Economic Development Director and attend all regular meetings of the Board of Directors. Members of the Economic Advisory Committee shall not receive any compensation for their services but may be reimbursed for necessary traveling and other expenses incurred while on business of the Authority. The actions of the Advisory Committee shall in no way bind the members of the Board of Directors of the Economic Development Authority of Prince George County, Virginia.

Section 3. Bylaws Committee. The Board of Directors may appoint a Bylaws Committee to review the Bylaws of the Authority on an Annual Basis. The Bylaws Committee will consist of three (3) Directors of the Board. The Bylaws Committee will present recommended changes to the bylaws at the annual meeting of the Authority. The actions of the Bylaws Committee shall in no way bind the members of the Board of Directors.

Section 4. Meetings of Committees. The committees shall give notice of the date, time and location of any committee meeting with at least three (3) days' notice prior to the meeting. The notice shall be emailed to the Directors, posted on the County website and placed in a prominent public location at which notices are regularly posted. The committees shall not be required to present an agenda or take minutes of the meeting.

Article VI – Fiscal Year

The fiscal year of the Authority shall be from July 1 until June 30, inclusive.

Article VII – Audit

The Authority shall keep suitable records of all its financial transactions and shall arrange to have the same audited annually, to the extent required by law.

Article IX – Amendments

These Bylaws may be amended, added to, altered or repealed in whole or in part with the approval of at least four (4) of the Directors of the Authority at a regular or a special meeting provided notice of any such action is given to all Directors at least one (1) week in advance of the meeting. Notice to be in writing, including electronically, and in accordance with Article IV, Section 1 of these Bylaws.

Chair

The Bylaws shall be effective XXXXXXXX

