



Industrial Development Authority of Prince George County Prince George, Virginia

MINUTES OF MEETING

January 19, 2022 – 12:00 p.m.

Community Room, 1st Floor, 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 12:02 p.m. on January 19, 2022, in the Community Room, 1st Floor of the Human Services Building, 6450 Administration Drive, Prince George, Virginia, by Secretary, Darryl Cheek.

Mr. Richard Henshaw asked Mr. Dan Whitten, County Attorney, who would preside over the meeting in the absence of the Chair and Vice-Chair. Per Mr. Whitten, *Robert's Rules of Order* states the Board could elect a Chair Pro Tem to preside over the meeting, in the absence of a Chair and Vice-Chair, until the election of a Chair during the election of officers. Mr. Henshaw confirmed with Mr. Whitten that the Chair Pro Tem would preside over the meeting only until a Chair is elected or until the adjournment of the meeting. Mr. Cheek suggested the meeting be turned over to Mrs. English for that vote.

At 12:03 p.m., Mrs. English opened the floor for nominations for the position of Chair Pro Tem. Mr. Henshaw nominated Mr. Cheek.

Mrs. English indicated that Mr. Darryl Cheek had been nominated for the position of Chair Pro Tem; asked if the member would consent, and if there were other nominations. With no objection from Mr. Cheek, and no other nominations, Mrs. English declared the nominations for Chair Pro Tem closed and asked for a motion.

Mr. Washington moved, seconded by Mr. Hunt, that Mr. Darryl Cheek be nominated for the position of Chair Pro Tem until the election of a Chair later in the meeting or until the adjournment of the meeting. With no discussion or objections:

On Roll Call vote:

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

At 12:05 p.m., control of the meeting was turned over to Chair Pro Tem Cheek until the election of officers or until the adjournment of the meeting.

ROLL CALL

The following members responded to Roll Call:

Dr. Lillian K. Boyd	Absent
Mr. Darryl Cheek	Present
Mr. Richard L. Henshaw	Present
Mr. Sterling K. Hunt, Sr.	Present
Mr. Yousef Jabri	Present (Electronically from 13580 Reed Drive, Disputanta, VA, due to COVID-19 quarantine)
Mrs. G. LaVern Jackson	Absent
Mr. Pete Washington	Present

Also present was Mr. Dan Whitten, County Attorney; Mrs. Stacey English, Interim Director of Economic Development; and Economic Development support staff.

Chair Pro Tem Cheek indicated the Board has a new member: Mr. Yousef Jabri, who was appointed to the IDA Board at the November 10, 2021 Board of Supervisors meeting, and asked Mr. Jabri to tell the Board a little about himself. Mr. Jabri gave a brief summary of himself for the Board and all welcomed him.

PROOF OF NOTICE OF MEETING

Notice of the meeting was distributed to the media on January 5, 2022.

CLOSED SESSION

Chair Pro Tem Cheek saw no reason for a Closed Session; moved on to next item on the Agenda.

ADOPTION OF MEETING AGENDA

Chair Pro Tem Cheek asked the Board if there were any changes or additions to the meeting Agenda. He asked the Board to add an item: *X. New Business, b. Name Change*. Mr. Hunt asked to add an item: *X. New Business, c. Reimbursement for Training*.

With no additional changes or additions suggested, Chair Pro Tem Cheek asked for a motion to adopt the meeting Agenda (Attachment "A") with the addition of the two mentioned items.

Mr. Hunt made a motion, seconded by Mr. Washington, to adopt the Agenda of the January 19, 2022 meeting with the addition of items *X. b. and c.*

On Roll Call vote:

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

PUBLIC COMMENT

Chair Pro Temp Cheek announced that anyone wishing to come before the Board may do so at 12:15 p.m. He noted that this was the time for general public comments.

There being no one to speak, Chair Pro Tem closed the public comment period at 12:16 p.m.

APPROVAL OF MINUTES

Chair Pro Tem Cheek asked the Board if there were any changes or additions to the minutes of the October 20, 2021 meeting. With no changes or additions suggested, Chair Pro Temp Cheek asked for a motion to approve the minutes of the October 20, 2021 meeting as distributed to the Board members on January 5, 2022.

Mr. Hunt moved, seconded by Mr. Washington, that the minutes of the October 20, 2021 meeting be approved as presented.

On vote:

In favor:	(5) Cheek, Henshaw, Hunt, Jabri, Washington
Opposed:	(0)
Abstain:	(0)
Absent:	(2) Boyd, Jackson

REPORTS OF OFFICERS:

a. Chair's Report:

Chair Pro Tem Cheek had no report for the Board; moved to Treasurer's report.

b. Treasurer's Report:

Mr. Henshaw presented the Treasurer's Report (Attachment "B"). As of December 31, 2021, the balances were:

Checking: \$9,513.92
Certificates of deposit: \$78,313.56
Total of all funds: \$87,827.48

Mr. Jabri moved, seconded by Mr. Hunt, that the report be approved as presented. With no discussion or objections:

On vote:

In favor: (4) Cheek, Hunt, Jabri, Washington
Opposed: (0)
Abstain: (1) Henshaw
Absent: (2) Boyd, Jackson

c. Economic Development Director's Report:

Mrs. English gave the Economic Development Director's Report (Attachment "C"), highlighting business activities in the County since the October 20, 2021 meeting. Mr. Hunt asked if the businesses listed as "Eliminated" were rejected or if their choice; Mrs. English indicated the prospect chose to look elsewhere. Mr. Washington asked about activity at two locations in the County; Mrs. English was able to give an update on upcoming construction projects. Mr. Cheek asked that all the members of the Board be copied on the new business list that Mrs. English receives from the Commission of Revenue's office; Mrs. English concurred.

Mrs. English explained and demonstrated to the Board how to access the available commercial sites in the County via the Economic Development page of the County's web site.

Mr. Hunt asked if the Board members could visit the available sites and tour the industrial parks; he felt the members should become familiar with the available properties and their locations within the County.

Next, Mrs. English highlighted a few of the upcoming events and meetings on the weekly Calendar of Events.

UNFINISHED BUSINESS

Chair Pro Tem Cheek noted there was no Unfinished Business for the Board; moved to New Business.

NEW BUSINESS

a. Election of Officers:

Mr. Henshaw asked Mr. Whitten if the election of officers could be moved to the final item of the agenda. Mr. Whitten reminded the members that the Agenda had been changed and accepted by vote. Mr. Henshaw then asked if the Bylaws could be suspended for the election of officers to be held at a later meeting or a Special Called Meeting. Mr. Whitten indicated the members could vote to suspend the Bylaws and table the election of officers. Mr. Henshaw explained he felt with members absent and the pool of talent not there to accept or decline a possible nomination, the elections should be tabled. Mr. Hunt echoed Mr. Henshaw's concern with Mr. Washington acknowledging the absence of members.

Mr. Henshaw made a motion, seconded by Mr. Hunt, that the Bylaws of the IDA be suspended as they pertained to the election of officers, and said elections be tabled at this time and held at a future meeting.

With no additional discussion and no objections:

On Roll Call vote:

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

b. Name Change:

Mr. Cheek explained he is suggesting a change of name for the Board from "Industrial Development Authority" to "Economic Development Authority" as he feels the name is too limiting and that the Board should advocate for all businesses, not just traditional industry. Mr. Hunt felt the members should consider the role of the organization with respect to working with the Economic Development Department of the County and if there would be confusion for businesses and citizens. Mr. Whitten informed the members that any request would have to go before the Prince George County Board of Supervisors for consideration.

Mr. Henshaw made a motion, seconded by Mr. Hunt, that the discuss of a name change be tabled at this time and held at a future meeting.

With no additional discussion and no objections:

On vote:

In favor:	(4) Cheek, Hunt, Jabri, Washington
Opposed:	(0)
Abstain:	(1) Henshaw
Absent:	(2) Boyd, Jackson

c. Reimbursement for Training:

Mr. Hunt asked if the members felt it appropriate for members to be reimbursed for trainings. Mr. Whitten pointed out that a request for reimbursement for expenses is within the rights of the members, per the Bylaws. Mr. Cheek suggested the discussion be tabled to a future meeting to allow all members the opportunity to discuss the item.

Mr. Washington made a motion, seconded by Mr. Henshaw, that the discuss of a reimbursement for training be tabled at this time and held at a future meeting.

With no additional discussion and no objections:

On vote:

In favor: (4) Cheek, Hunt, Jabri, Washington
Opposed: (0)
Abstain: (1) Henshaw
Absent: (2) Boyd, Jackson

Chair Pro Tem Cheek reminded the Board that the next meeting date is scheduled for Wednesday, March 16, 2022, at 12:00pm, in the Community Room, 1st Floor of the Human Services Building, 6450 Administration Drive, Prince George, VA 23875.

Chair Pro Tem Cheek asked if there were additional questions or business of the Board to be discussed; with nothing presented, Chair Pro Tem Cheek asked for a motion that the meeting be adjourned.

ADJOURNMENT

Mr. Hunt moved, seconded by Mr. Washington, that the meeting be adjourned at 12:50 p.m.

On vote:

In favor: (5) Cheek, Henshaw, Hunt, Jabri, Washington
Opposed: (0)
Abstain: (0)
Absent: (2) Boyd, Jackson

Remaining meeting dates for 2022: May 18, 2022
July 20, 2022
September 21, 2022
November 16, 2022



AGENDA

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

January 19, 2022 – 12:00 p.m.
Community Room, Human Services Building
6450 Administration Drive, Prince George County, VA

- I. Call to Order
- II. Roll Call
- III. Proof of Notice of Meeting
- IV. Approval of Agenda
- V. Public Comment
- VI. Approval of October 20, 2021 Minutes (distributed on January 5, 2022)
- VII. Reports of Officers
 - a. Vice Chair's Report
 - b. Treasurer's Report
 - c. Economic Development Report
- VIII. Closed Session – if necessary
- IX. Unfinished Business
- X. New Business
 - a. Election of Officers
- XI. Adjournment

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

Remaining 2022 Meeting schedule:

Wednesday: March 16, 2022
May 18, 2022
July 20, 2022
September 21, 2022
November 16, 2022

PRINCE GEORGE INDUSTRIAL DEVELOPMENT AUTHORITY

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For October 1, 2021-December 31, 2021

Checking Account with BSV:

Balance on hand shown on last report dated September 30, 2021 \$5,234.88

Deposits to Checking Account:

10/13/2021	Certificate of Deposit	\$4,476.00
10/31/21	Interest Earned-October 2021	\$0.67
11/30/21	Interest Earned-November 2021	\$0.78
12/31/21	Interest Earned-December 2021	\$0.81

Balance after Deposits \$9,713.14

Disbursements from Checking Account:

10/06/2021	#650 Luca's	\$114.70
11/03/2021	#651 Luca's	\$84.52

Total Disbursements from Checking Account \$199.22

Balance in Checking Account as of December 31, 2021 \$9,513.92

Certificates of Deposit with BSV:

#3018687	Rate 0.500%	Matures 04/19/2022	\$7,206.21
#193997482	Rate 0.500%	Matures 05/12/2023	\$37,188.36
#153007481	Rate 0.750%	Matures 05/12/2025	\$33,918.99

Total Balance of CDs as of December 31, 2021 \$78,313.56

GRAND TOTAL OF ALL FUNDS \$87,827.48

Report Date: January 19, 2022

**INDUSTRIAL 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 Director's Report to IDA
January 19, 2022**

Activities

October 22, 2021 – Held the business show and job fair at the Central Wellness Center, which was attended by 27 businesses and over 50 job seekers.

November 2021 – Chillin and Grillin Shack opened at 3815 Jefferson Park Road, offering pit-cooked BBQ, pork, brisket, ribs, smoked wings, fresh seafood, subs, and homemade desserts.

November 14 – 16, 2021 – Attended the Virginia Tourism Conference in Leesburg, VA.

November 16, 2021 – 7-Eleven opens its second-largest store in Virginia at the intersection of 460 and Rives Road. This location offers two of their restaurant concepts: Raise the Roost and Laredo Taco Company.

December 2021 – Wendy's opens at the new Davis Travel Express facility, located at 5803 Prince George Drive. This location features a drive-thru.

December 3 – 8, 2021 – Attended the ISCS Recon conference in Vegas to recruit retailers to the county.

December 6, 2021 – Jeff Stoke was named Interim County Administrator, and Stacey English was named Interim Economic Development Director because of the departure of Mr. Ashcraft to King William County.

December 10, 2021 – Attended a ribbon-cutting for Boppers on Fort Lee.

December 15, 2021 – Attended the VIDA/VEID Virtual Institute

Business Retention and Expansion

1. Amazon – October 8, 2021 (Job Fair)
2. CaroCan Display & Packaging – October 8, 2021 (Job Fair)
3. NVR – October 8, 2021 (Job Fair)
4. Service Center Metals – October 28, 2021
5. 7-Eleven – November 18, 2021
6. Mount-IT! – November 23, 2021
7. Amazon – January 14, 2022 (Tour of Facility)
8. WinSupply – January 14, 2022

Business Attraction

9/30/2021 **Project 3d Print** Manufacturing 100k – 200k SF VGR
 \$100M – 200M investment 200-500 jobs Southpoint VP-145

10/19/2021 **Project Ranch** Food Processing 200,000 SF Hollingsworth
 \$13M investment 150 jobs Southpoint VP-145

11/15/2021 **Project Bison** Manufacturing 200k – 500k SF VEDP
 \$100M investment 55 jobs Southpoint VP-145 & VP-163

11/30/2021 **Project 5 Mill** Data Center 50-100 acres Direct
 5MGD water and 7MGD sewer capacity; **We do not have the utility capacity for this project.**

1/17/2021 **Project 100k** Unknown 75-100k SF Direct
 Reviewing potential locations now.

2021 Business Attraction Recap:

Manufacturing	11
Food Processing	6
Distribution	3
Pharma	6
Other	11
TOTAL SUBMITTALS	37

<u>Eliminated</u>	
Project Life	Higher Education / Incentives
Project Pancake	Not sure
Project Arrow	Financial
Project Eastbound	Doesn't meet operational requirements
Project Ex-Khayal	Ownership of property
Project Zeus	No reason given.

<u>Did Not Submit</u>	
Project Care	Utilities
Project Golden Eagle	Utilities
Project Big Rock	Rail
Project Shitake	Site Requirements
Project Racetrack	Site Requirements
Project E	Utilities
Project 5 Mill	Utilities