APPROVED MINUTES
KING WILLIAM COUNTY ECONOMIC DEVELOPMENT AUTHORITY
ORGANIZATIONAL MEETING OF JANUARY 11, 2023

An organizational meeting of the King William County Economic Development Authority Board of Directors was held on the 11th day of January 2022, beginning at 7:00 p.m. in the Board Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER
Chairman Rhoads called the meeting to order.

Agenda Item 2. ROLL CALL
The members were polled:

Eugene L. Campbell, Jr. – Secretary/Treasurer	Aye
D. Straughan Robinson, III	Aye
Jason Brown	Aye
Robert Hardwick	Aye
Kenneth A. Holderied	Aye
Charles F. Piersa – Vice Chair	Aye
Sarah Williams	Aye
C. Meade Rhoads, Jr. – Chairman	Aye

Agenda Item 3. REVIEW AND ADOPTION OF MEETING AGENDA
Mr. Brown made a motion to approve the Meeting Agenda and Vice Chair Mr. Piersa seconded. The Chairman called for any discussion. All were in favor with none opposed.

Agenda Item 4. APPROVAL OF MINUTES
4.a. December 14, 2022 Draft Minutes
Mr. Campbell made a motion to approve the minutes as presented. Mr. Brown seconded. The Chairman called for any discussion. All were in favor with none opposed.

Agenda Item 5. ORGANIZATIONAL MEETING MATTERS
5.a. Election of EDA Board Chair
Mr. Campbell made a motion to elect Jason Brown as EDA Board Chair. Ms. Williams seconded. The Chairman called for any discussion. All were in favor with none opposed.

Agenda Item 5. ORGANIZATIONAL MEETING MATTERS
5.b. Election of EDA Board Vice Chair
Mr. Rhoads made a motion to elect Kenneth Holderied as EDA Board Vice Chair. Mr. Campbell seconded. The Chairman called for any discussion. All were in favor with none opposed.

Agenda Item 5. ORGANIZATIONAL MEETING MATTERS
5.c. & d. Election of EDA Board Secretary and Treasurer

The EDA decided to continue to combine the positions of Secretary and Treasurer into one. as Mr. Rhoads made a motion to elect Eugene Campbell as EDA Board Secretary and Treasurer. Vice Chair Charles Piersa seconded. The Chairman called for any discussion. All were in favor with none opposed.

Agenda Item 5. ORGANIZATIONAL MEETING MATTERS
5.e. Adopt 2023 Meeting Schedule

Mr. Rhoads made a motion to approve the 2023 Meeting Schedule and Vice Chair Mr. Piersa seconded with a minor revision to change the meeting type for the January 11, 2023 meeting to "Organizational Meeting". The Chairman called for any discussion. All were in favor with none opposed.

Agenda Item 5. ORGANIZATIONAL MEETING MATTERS
5.f. Update EDA By-laws for Adoption in February

Several items were proposed to be changed by the County Attorney and staff which were included in the packet at the January 11th meeting.

Under Section 1.2 Purpose: EDA voted to add (1) Expand nonresidential tax base as the first item. There are now 7 purposes. Mr. Rhoades made a motion to Under Section 1.2 Purpose: to add (1) Expand nonresidential tax base and Mr. Holderied seconded. The Chairman called for any discussion. All were in favor with none opposed.

Section 4.9 Policy for Electronic Board Meetings and Remote Participation in Board Meetings- Section C. iii-Participation by a Board member by electronic communication means due to a personal matter is limited each calendar year to two meetings or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater. -Discussed what had changed on this item. Mr. Hudgins indicated that the Stated added in the portion of 25% of the meetings held per calendar year. Previously the requirement had only regulated up to 2 meetings per calendar year.

Mr. Meade asked if they should discuss changing the meeting time from 7:00 p.m. to 6:00 p.m. EDA left the meeting time unchanged.

Ms. Williams indicated that the bylaws indicated they are holding regular meetings each month instead of stating that they are holding work sessions every other month. Mr. Ashcraft clarified that the definition of a meeting is a gathering and therefore encompasses a regular and work session meeting.

Ms. Williams requested clarification on section 2.6 "fine by loss of stipend". Mr. Ashcraft clarified that although the EDA currently does not receive a stipend they may at any time if the Board recommends one.

Mr. Meade stated that Section 4.10 Attendance- "a member of the Board may be removed from office by the King William County Board of Supervisors without limitation in the event that the member is absent from any three consecutive meetings of the EDA or is absent from any four meeting of the EDA within any 12 month period" needs to align with Section 4.9 C.ii "Participation by a Board member by electronic communication means due to a personal matter is limited each calendar year to two meetings or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater." He stated that the four meetings in a calendar year are actually 33% and therefore 4.9 C.ii needs to changed to mirror the attendance requirements.

Mr. Meade requested a change under Section 4.9 Policy for Electronic Board Meetings and Remote Participation in Board Meetings-
"I. Quorum Physically Assembled: When a quorum of the Board is physically assembled, individual members of the Board may use remote participation to attend a meeting if

> A. On or before the day of a meeting, the member of the Board notifies the chair that such member is unable to attend the meeting due to
>
> > iii. the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, or"

Mr. Meade requested that workplace be added in addition to principal residence. Mr. Ashcraft and Mr. Hudgins indicated that they believed this came from state code so the County Attorney would need to review the request.

Mr. Brown then discussed the change in number of Directors from nine to seven under Article II of the bylaws. He asked for clarification on whether someone would immediately be removed from serving or would 1 member serve out the remainder or their term. Mr. Ashcraft clarified that 1 Director would serve out the remainder of their term.

The bylaws will be presented at the February meeting with the revisions and clarifications with be provided as requested by the EDA.

<u>Agenda Item 6. TREASURER'S REPORT</u>
Mr. Campbell did not have a report to present.

Mr. Hudgins, Deputy County Administrator, stated there was no change in funds since the last meeting. However, the EDA is expecting an invoice from RKG for the services rendered on Phase 2 of their project. There is $10,000 in professional services that hasn't been used. Ms. Williams then asked if they had the full amount or if they had used some for the restrooms at the farmers market. Mr. Hudgins indicated that he believed they had used some for that use and will check on that item. Grant match of $12, 500 still available in small ARMS infrastructure matching grant that expires June 30, 2023. Board discussed Ms. Williams working with Ag Extension agent to write the grant.

Mr. Brown then asked when the budget request was due to the Board for the EDA staff person position. Mr. Ashcraft stated he will be presenting the budget to the Board on March 13th therefore the EDA should have something adopted by their next meeting. Mr. Brown directed the EDA to come prepared to the next meeting to discuss items to request from the Board and finalize the position that they will be requesting.

Agenda Item 8. UNFINISHED BUSINESS

8.a. RKG Phase 2 Update-Meade Rhoads, Kenny Holderied

Mr. Rhoads and Mr. Holderied provided an update. RKG submitted their finalized report to the EDA on December 21, 2022. Stated that they were disappointed in the results because RKG only provided generalized thoughts. Mr. Holderied stated he would not recommend phase 3.

Mr. Rhoads indicated that there were some recommendations from the project such as public-private partnership, catalytic development, outreach to landowners, roundtables etc. that the Board could have further discussions on.

Mr. Brown asked if there was any objection to moving forward with Mr. Rhoads recommendation to go through some of the categories and their objectives. As there was no motion to move forward, he then indicated if anyone wanted an item on the agenda to get with the chair.

Mr. Brown asked to make note for future agendas to discuss the possibility of attracting future businesses such as VCU and Bon Secures. Also discussed offering their assistance to MHF Properties that were granted the rezoning at the intersection of Routes 30 and 360.

Mr. Holderied asked for a meeting to close out Phase 2 of the project. Mr. Brown will reach out to RKG and report back to the Board.

8.b. EDA Staff Person Request to BOS Update- Kenny Holderied, EDA

Presented positions that EDA was considering to the Board at this past meeting. The Board of Supervisors requested a job description, goals, and metrics for the position. Mr. Holderied has been working with H.R. on the job description. The Board just needs to work on the goals, metrics, and milestones. Discussed that the Board of Supervisors was more favorable to a full-time dedicated staff member.

Mr. Ashcraft indicated to make sure the metrics were not solely based on the number of businesses or rooftops that the individual brings into the county. He emphasized the importance of other factors. He also addressed the salary level that the EDA was looking at.

Mr. Holderied will work to finalize the job description, salary, goals, and milestones by the next EDA meeting on February 8th. The EDA will vote on the those at that meeting. The position will be part of the EDA budget request for the next fiscal year.

Mr. Holderied will present the EDA approved job description at the February 13th Board of Supervisors meeting. The position will be part of the EDA budget for the next fiscal year.

The EDA discussed that if they hire someone prior to the next fiscal year possibly appropriating and using funds from the 2024 capital budget however Mr. Ashcraft cautioned from that being a permanent or long-term source. The EDA will discuss the possibility of appropriating 2024 funds at their February 8th meeting.

Agenda Item 9. PUBLIC COMMENT PERIOD
Chairman Rhoads opened the Public Comment Period. There being no speakers, the Public Comment Period was closed.

Agenda Item 10. ADJOURN OR RECESS
Mr. Rhoads made a motion to adjourn. Motion was seconded by Vice Chair Piersa. The Chairman called for any discussion. Vice Chair Piersa asked Ms. Williams if she had received any feedback or anyone interested in holding the farmers market this summer. Ms. Williams indicated she hadn't but would follow up. Mr. Brown asked that this be put on the next agenda. All were in favor with none opposed.

COPY TESTE:

C. Meade Rhoads, Jr. Chairman	Christina T. Grover Zoning Administrator