APPROVED MINUTES
KING WILLIAM COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING OF FEBRUARY 8, 2023

A regular meeting of the King William County Economic Development Authority Board of Directors was held on the 8th day of February 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
Vice Chair Holderied called the meeting to order.

Agenda Item 1.a. APPROVAL OF ELECTRONIC PARTICIPATION BY A BOARD MEMBER
Mr. Rhoads made a motion to approve electronic participation for Chairman Brown due to personal illness. Mr. Piersa seconded the motion. The Vice Chair called for any discussion. The members were polled:

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

Agenda Item 2. ROLL CALL
The members were polled:

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

Agenda Item 3. REVIEW AND ADOPTION OF MEETING AGENDA
Mr. Piersa made a motion to approve the meeting agenda as presented and Mr. Rhoads seconded. The Vice Chair called for any discussion. The members were polled:

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

Agenda Item 4. TREASURER'S REPORT

Mr. Hudgins, Deputy County Administrator, gave an overview of the current budget.

FY23 Budget	Budgeted	Expended	Remaining
Professional Services	$35,750	$25,750 (RKG)	$9,530
EDA Membership (MPA)	5,000	0	5,000
Travel/Convention	2,500	0	2,500
Other	500	135 (Farm Mkt)	365
Grant Match	12,5000	0	12,500

Ms. William asked if the remaining money must be spent by June 30, 2023. Mr. Hudgins said yes.

Vice Chair Holderied asked if the remaining amounts could be reallocated to different categories. Mr. Hudgins said yes. It would require a budget amendment and approval by the Board of Supervisors.

Mr. Rhoads asked the scope of the AFID grant. Ms. Williams said it can be used for different things. Mr. Hudgins said agricultural, food, capital infrastructure, and must be good for the community. Ms. Williams said it typically requires a 50/50 match but King William is an underserved area so it's different. Mr. Hardwick said the Governor just passed increased funding for economic development.

Mr. Rhoads asked that it be put on the next agenda to discuss opportunities. Ms. Williams said she would send AFID information to the members. Mr. Hudgins will send the financial report to the Board.

Agenda Item 5. CHAIR'S REPORT

Chairman Brown had no report.

<u>Agenda Item 6. UNFINISHED BUSINESS</u>
<u>6.a. Paid EDA Position & Interim Funding Request - Kenny Holderied, EDA Member</u>
Vice Chair Holderied presented an updated job description.

Mr. Rhoads said RKG recommended three separate positions and all these duties were includes in this job description. He said the priorities should be narrowed and all analyst/marketing language should be removed.

Vice Chair Holderied said he used neighboring counties' descriptions and HR standards. He said it has to hold up legally in case of termination.

Mr. Campbell said it needs to be narrowed down and shortened.

Ms. Williams agreed it should be narrowed down.

Mr. Piersa said Supervisor Moskalski thinks the salary is too low and it should be between $80-120K. He asked if the person has to live in the county. The general consensus of the Board was to not make it a requirement. Mr. Piersa asked if we then had to pay for them to go back and forth to their home.

Chairman Brown said RKG outlines many things the person can be doing. He thinks there is more there to reasonably expect someone to accomplish.

Mr. Hudgins said to ask the Board of Supervisors for the salary and everything else they require (benefits, expenses, travel).

Chairman Brown said to base the request on the maximum salary for the position plus 25% for incidentals. Vice Chair Holderied said to ask for a maximum of $85,000 for salary and $6,250 for mileage. With benefits, it would be $130,500 for everything. Mr. Rhoads recommended $130,000. Mr. Campbell said it should be based on the high end. Vice Chair Holderied said they're basing it on the median.

Chairman Brown said to ask for ¼ of the budget amount from the capital fund for FY2023 so the person could be hired right away. The FY24 ask would be in their budget request.

Ms. Branch said the matter would have to be moved to the February 27, 2023 Board of Supervisors meeting if major changes were required because the deadline had already passed. Mr. Hudgins said the Board asked for more information.

Chairman Brown said to leave the job description as is with two numbers and information from the RKG matrix from Phase 2.

Mr. Piersa said the job functions should stay as is and only the title and salary range should be changed to be in line with a Director.

6.b. Farmers Market Update - Sarah Williams, EDA Member

Ms. Williams said she met with three vendors from the previous markets who are interested in helping run future markets. They want to have it every other Friday night and are working on finding a location.

Mr. Piersa asked if funding would be needed from the EDA or if it would be self-funded. Ms. Williams said self-funded but probably not initially. Mr. Piersa asked if they should add that to their budget request. Mr. Hudgins said yes.

Ms. Williams said the site will determine the cost and she will not have a budget before the next EDA meeting.

Mr. Campbell asked when the markets would begin. Ms. Williams said May.

6.c. Clarification and Adoption of By-Laws - Christine H. Branch, Clerk

Ms. Branch said the sentence proposed at the January meeting was added to Section 1.2. The other issues were straight out of State Code and could not be altered.

Mr. Rhoads made a motion to approve the bylaws as presented. Mr. Piersa seconded. The Vice Chair called for any discussion. The members were polled:

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

Agenda Item 7. NEW BUSINESS

7.a. FY 2024 Budget Request - EDA Board Discussion

Mr. Hudgins said the figures for the new Economic Development Director would be added to he budget request and asked how the Board would like to fund the current budget lines. He said the recommended budget goes before the Board of Supervisors on March 13, 2023 and a Public Hearing is currently scheduled for March 27, 2023. He asked if they'd like to cut back on professional services.

Chairman Brown said it should be kept as is for any future needs such as water/sewer, legal, etc. Mr. Piersa said to keep it the same as last year plus add the $130,000 for the position.

Mr. Robinson asked if Travel/Convention was ever used. Chairman Brown said people used to attend conferences pre-COVID and it's a matter of when members can be available.

Vice Chair Holderied said he doesn't want the new person limited by budget. Mr. Rhoads said they can use the capital fund. Vice Chair Holderied said not easily. Mr. Hudgins said it would be easier if they had a staff member with a solid plan.

The budget amendment request for FY23 would be $32,500 which is ¼ of the $130,000 salary amount.

Mr. Rhoads made a motion to submit the FY24 EDA budget request for $186,250 – the same as last year plus $130,000. Mr. Piersa seconded the motion. The Vice Chair called for any discussion. The members were polled:

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

Agenda Item 8. CITIZEN'S COMMENT PERIOD
There was no one in attendance.

Agenda Item 9. NEXT MEETING
The next meeting will be a Work Session on March 8, 2023.

Agenda Item 10. ADJOURN OR RECESS
Mr. Piersa made a motion to adjourn. Motion was seconded by Mr. Rhoads. The members were polled:

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

COPY TESTE:

Jason Brown Chair	Christine H. Branch Clerk to the Board of Supervisors