APPROVED MINUTES
KING WILLIAM COUNTY ECONOMIC DEVELOPMENT AUTHORITY
WORK SESSION OF SEPTEMBER 13, 2023

A work session meeting of the King William County Economic Development Authority Board of Directors was held on the 13th day of September 2023, 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 Brown called the meeting to order.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A BOARD MEMBER
Not necessary.

AGENDA ITEM 3. ROLL CALL
The members were polled:

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

AGENDA ITEM 4. REVIEW AND ADOPTION OF MEETING AGENDA
Chairman Brown said he was giving his time (Item 7) to representatives from the Mattapony Reserve. Mr. Ashcraft said if additional people were being considered for the Local Business Roundtable, Section 2.2-3711(A)(1) needed to be added to the Closed Meeting motion. Mr. Piersa made a motion to approve the meeting agenda with the above changes; Mr. Holderied seconded. The Chair called for any discussion. All were in favor with none opposing.

Agenda Item 5. APPROVAL OF MINUTES
5.a. August 9, 2023 Regular Meeting Draft Minutes
Mr. Piersa made a motion to approve the August 9, 2023 minutes as presented; Mr. Hardwick seconded. The Chair called for any discussion. All were in favor with none opposing.

Agenda Item 6. TREASURER'S REPORT
6.a. Expenditure Report – Steve Hudgins, Deputy County Administrator
Mr. Hudgins presented the expenditure report as of September 8, 2023. Ms. Branch said there was at least one expenditure to Wind River that was in the process of being paid.

Mr. Hudgins clarified the $55,200 appropriated on Resolution 23-63 by the Board of Supervisors was coming from the Capital Infrastructure Fund, not the EDA's fund. The Capital Infrastructure Fund's remaining amount unencumbered is $286,100.

Mr. Piersa made a motion to approve the Treasurer's Report. Mr. Campbell seconded the motion. All were in favor with none opposed.

<u>Agenda Item 7. MATTAPONY RESERVE PRESENTATION</u>

Ms. Ginger Custalow, co-owner of the Mattapony Reserve said they will be celebrating their one-year anniversary on October 29, 2023. The Reserve sources foods locally whenever possible and produces all-natural wine, which is in high demand. Mr. Lonnie Custalow, co-owner, was also in attendance.

Ms. Custalow said the Reserve would like to be part of discussions on growing tourism in the County. She said a visit to the reserve is a cultural experience.

Mr. Campbell asked if they grow their own grapes. Ms. Custalow said they have grape leases throughout the state and all the wine is made at the Reserve.

Mr. Holderied asked if they hosted banquets or weddings. Ms. Custalow said the Reserve is a multi-purpose venue and is getting booked-up with special events.

Mr. Holderied asked what they hear from their patrons. Ms. Custalow said people are coming from a 75–100-mile radius every weekend. They are looking for lodging and more things to do here.

Chairman Brown asked how people are hearing about them. Ms. Custalow said mainly through word of mouth and social media.

Mr. Holderied asked if people have shared with them the type of lodging they're looking for. Ms. Custalow said she doesn't really know. She said most like enjoying the countryside so Air B&Bs and a newer micro hotel would be good.

Mr. Piersa asked if they have plans to expand. Ms. Custalow said the Reserve can handle 60 people at a time and they are comfortable with that. She said they want to run the business, not have the business run them. They may start accepting reservations.

<u>Agenda Item 8. UNFINISHED BUSINESS</u>

<u>8.a. Business Development Specialist Job Description - Nita McInteer, Human Resources Director</u>

Ms. McInteer said recruiting an Economic Development Director has been unsuccessful thus far and presented a revised job description for a Business Development Specialist.

Mr. Rhoads asked what needed to change to secure a director. Ms. McInteer said there are a number of issues including: candidates wanting significantly more money; people not understanding the needs and challenges of a rural county; and abutting counties with more money and resources who can offer candidates more. She said there are at least two applicants she would notify about the new position who may be interested.

Mr. Rhoads made a motion to approve the new job description and advertise the position as either full-time or part-time. Mr. Piersa seconded the motion. The Chair called for any discussion. The members were polled:

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

The motion passed. Mr. Ashcraft said this would be presented to the Board of Supervisors on September 25, 2023 for their approval.

8.b. Local Business Round Table Discussion - Percy C. Ashcraft, County Administrator

Mr. Ashcraft said the first meeting will be on October 25, 2023 at the Parks & Rec building in Aylett. Dinner will be served at 6pm followed by the program. Invitations will be sent to participants, EDA members, and the Board of Supervisors.

8.c. Potential EDA Small Business Grant Program - Percy C. Ashcraft, County Administrator

Mr. Ashcraft provided a draft grant program description and asked for feedback. The document would then go for legal review and an application would be developed.

After much discussion regarding the capped amount of the grant, the acceptable use of grant funds, and whether the program would be open to non-profits, the following consensus was reached: the capped amount is $3,500, leave the list of uses as presented, only for-profit businesses will be eligible.

Mr. Rhoads suggested also getting input from the Roundtable. Mr. Hardwick suggested looking at Campbell County's program and application.
https://www.campbellvirginia.com/new-business/webforms/start-small-campbell-grant-application

8.d. HRSD Update - Percy C. Ashcraft, County Administrator

Mr. Ashcraft provided information on HRSD's plans to hold off on any expansion of the existing King William County Treatment Plant until the completion of an HRSD Middle Peninsula Wastewater Master Plan Study.

Agenda Item 9. EDA MEMBER REQUESTS & COMMENTS

Mr. Hardwick said EDA members need to get moving with business retention and contacting people. He said the EDA cannot wait for someone to be hired.

Mr. Holderied said he is encouraged by the Roundtable starting up. The Farmers Market has been fantastic and he's looking forward to hiring a Specialist.

Mr. Campbell said the Farmers Markets were great and should be continued. He said he wants the public to know the EDA is trying and are putting themselves out there.

Agenda Item 10. NEXT MEETING
The next meeting is the October 11, 2023 regular meeting.

Agenda Item 11. CLOSED MEETING
11.a. Motion to Convene Closed Meeting
Mr. Piersa made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the appointment of individuals to Boards and Commissions; and in accordance with Section 2.2-3711 (A)(29) of the Code of Virginia to discuss the terms or scope of a potential public contract because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board. Mr. Hardwick seconded the motion. The Chair called for any discussion. The members were polled:

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

11.b. Motion to Reconvene in Open Session
Mr. Piersa made a motion to Reconvene in Open Session; seconded by Mr. Campbell. The Chair called for any discussion. The members were polled:

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

11.c. Certification of Closed Meeting
Mr. Piersa moved for the adoption of Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended; seconded by Mr. Campbell. The Chair called for any discussion. The members were polled:

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

STANDING RESOLUTION – 1 (SR-1)
A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS the King William County Economic Development Authority Board has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS Section 2.2-3712 (D) of the Code of Virginia requires a certification by the King William County Economic Development Authority Board that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the King William County Economic Development Authority Board on this 13th day of September, 2023, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Economic Development Authority Board.

2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Economic Development Authority Board.

DONE this the 13th day of September, 2023.

11.d. Action on Closed Meeting (if necessary)

Mr. Piersa made a motion to appoint three additional businesses to the Local Business Roundtable – LM Tool Company, Glenn’s Automotive Inc., and Aylett Tire. Mr. Rhoads seconded the motion. The Chair called for any discussion. The members were polled:

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

Agenda Item 12. ADJOURN OR RECESS

Mr. Holderied made a motion to adjourn; seconded by Mr. Piersa. All were in favor with none opposed.

COPY TESTE:

Jason Brown
Chair

Christine H. Branch
Clerk to the Board of Supervisors