

Meeting Minutes  
Virtual Meeting  
ECONOMIC DEVELOPMENT AUTHORITY  
May 26, 2020

At a virtual meeting of the Economic Development Authority of York County, Virginia, held on May 26, 2020, at 2:00 p.m. using the Zoom platform, those present were:

Steven A. Meade, Vice-Chairman  
Vernard E. Lockwood, II, Treasurer  
John Biagas, Secretary  
Harmon J. Coxton  
J. Mark Carter

Others present:

James Barnett, County Attorney  
James W. Noel, Jr., Assistant Secretary and Director of Economic Development  
Melissa M. Davidson, Assistant Director of Economic Development  
Tim Wyatt, Deputy Director of Information Technology  
Amanda R. Ridings, Coordinator of Economic Development

**CALL TO ORDER**

The meeting was called to order at 2:00 p.m. by Vice Chairman Meade.

**ROLL CALL**

A quorum was established with five members present.

**CITIZENS' COMMENT PERIOD**

NONE

**PRESENTATIONS**

NONE

**NEW BUSINESS**

**RIVERWALK LANDING (RWL) COVID 19 LEASE DEFERMENT PROPOSAL**

Mr. Noel reported that this proposal was approved via email by the EDA and now we need a motion at the meeting to formally approve it. The EDA's RWL committee proposed the following rent deferment plan: All tenants of Riverwalk Landing will be offered the option to defer all, or a portion of their rent, for June, July, August, and September, 2020. The total amount of the deferred rent must be paid back between July 1, 2021 and June 30, 2022. If the full amount of the deferred rent is paid back by December 31, 2021, and regular rent is current, the tenant will not be charged for January 2022 rent. A tenant taking advantage of this rent deferment option must continue to be a tenant in good standing throughout the deferment period. If a tenant terminates their lease for any reason, the deferred and regular rent is due immediately upon lease termination. Drucker and Falk will be carefully tracking this.

Mr. Lockwood motioned to adopt the Riverwalk Landing rent deferral proposal as recommended by the RWL Committee.

Mrs. Biagas seconded the motion.

On roll call the vote was:

Yea: (5) Carter, Coxton, Lockwood, Meade, Biagas  
Nay: (0)

**OLD BUSINESS**

**COVID-19 BUSINESS RECOVERY TASK FORCE**

Mr. Noel explained that a "Zoom" meeting was held on May 19th led by EDA Co-chairman John Biagas. In addition to OED staff, the leadership of all three Chambers of Commerce serving York County and several business owners participated in the meeting. One of the topics was what is York County going to do or not do in terms of any business relief assistance.

Mrs. Davidson described the Community Development Block Program, saying this opportunity for state funding was something that our Community Services team brought to us as a possible option for helping the businesses. She reported that York County has submitted an application asking for \$500,000 and there's no community match. If we are awarded the funds, we plan to offer \$5,000 grants to businesses who qualify. The businesses would have to meet certain criteria, such as being under 20 employees and

having at least 50% of their employees making less than \$46,000 a year. These are things that are mandated by the state program, not by us. They would also have to have a current York County business license and their expenditures would have to be directly related COVID-19 reopening or recovery expenditures that they incurred following the state's reopening guidelines.

Mrs. Davidson further explained this grant is to assist with reopening and things that they might have had to put in place to meet state mandated requirements or guidelines. Things like sneeze guards or a tent outside to offer outside services, hand sanitizing, and signage would qualify. She mentioned that we will also be partnering with Williamsburg and Poquoson to try to get them some additional funds, as regional programs get a higher priority.

Mrs. Davidson reported that the second opportunity we are pursuing is business assistance funding under the Cares Act. Under the Cares Act, each of the localities get a certain pot of money and York County is getting close to six million dollars. Out of that, we have requested \$250,000 to be used to help the businesses who don't qualify under the CDBG grant fund. We plan to tailor that grant program for the same purposes; reopening and recovery. It would be for businesses that are up to 50 employees versus 20 and it wouldn't have the employee come requirement.

#### COLUMN 15 PERFORMANCE AGREEMENT MODIFICATION

Mr. Noel reported that the EDA had previously approved a \$20,000 grant for Column 15 Coffee to help acquire a broad range of equipment, but primarily the coffee roaster. Column 15 has been negatively impacted by COVID-19, and cash flow to support capital expenditures is limited. He explained that they are requesting that we reimburse them incrementally, after they make each of the three required payments for their new coffee roaster. The original grant agreement had them being reimbursed only after they had purchased and installed the coffee roaster. The total cost for the coffee roaster is \$24,000 and they have already made the first payment that was a little over \$8,000. They expect to take delivery of the roaster in late June.

Mr. Biagas motioned to approve the proposed agreement modification to allow for a total of three payments to be made to Column 15, as they make payments on the roaster.

Mrs. Carter seconded the motion.

On roll call the vote was:

Yea: (5)      Coxton, Lockwood, Biagas, Carter, Meade  
Nay: (0)

**EVRIFA PROJECT UPDATE**

Mr. Noel reported that included in last month's meeting package was a memorandum to all of the EVRIFA Economic Development Directors, outlining the necessary steps for their community to participate in the Kings Creek Commerce Center project. Each locality will have to have their elected body formally approve their participation in the project. He reported that Josh Smith with KDC Solar said they are on track for a closing on the "Fuel Farm" property in September or October. The proposed ground lease between the EVRIFA and KDC is in final form and, subject to final review, is ready for formal approval.

Mr. Noel stated that at least two members of the RIFA must participate. He is confident that Newport News and Hampton will join York County to meet the minimum requirements. This should allow York County to make some money off of land sales.

**LAND SALE RESOLUTION**

Mrs. Davidson reported that Smith Electric & Cable had submitted a proposal to purchase the EDA's remaining 2.14 acres on Cox Drive and that a counter offer was suggested at the Real Estate Committee meeting and was presented to Mr. Smith. Negotiations ensued and the Real Estate committee provided a final offer of \$171,200, which Mr. Smith accepted.

Mr. Lockwood motioned to approve the resolution for the sale of 410 Old York Hampton Highway to Smith Electric & Cable at the agreed upon price of \$171,200.

Mrs. Coxton seconded the motion.

On roll call the vote was:

Yea: (5)      Lockwood, Biagas, Carter, Coxton, Meade  
Nay: (0)

**FINANCIAL REPORTS**

The Vice Chairman duly noted the receipt of the April 2020 financial reports.

**CLOSED MEETING**

May 26, 2020

The Vice Chairman noted it was in his judgment appropriate for the Authority to enter into closed meeting as authorized by the Freedom of Information Act for the purpose of prospective business under Section 2.2-3711(A)(5).

Mr. Coxton moved that the Authority enter into a closed meeting for the aforesaid purpose and that the Authority deemed it necessary, as specified by the Virginia Freedom of Information Act, that non-members Jim Barnett, Jim Noel, Melissa Davidson, and Amanda Ridings be present during the closed meeting.

Mr. Biagas seconded the motion.

On roll call the vote was:

Yea: (5) Biagas, Carter, Coxton, Lockwood, Meade  
Nay: (0)

The Authority entered into closed meeting at 2:36 p.m.

#### **RETURN FROM CLOSED MEETING**

The Authority returned to open meeting at 2:47 p.m.

#### **ROLL CALL VOTE CERTIFYING COMPLIANCE WITH SECTION 2.2-3711.1 OF THE CODE OF VIRGINIA**

Mr. Meade moved that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements specified under the Virginia Freedom of Information Act were discussed in closed meeting, and that only such public business matters related to prospective business under Section 2.2-3711(A)(5) was discussed during closed meeting.

The Vice Chairman stated if any member of the Authority believed that there was a departure from the requirements of the Virginia Freedom of Information Act, that the member was required by law to state his objection prior to the vote, indicating the substance of the departure that in his judgment had taken place. No such objection being raised, the roll call was as follows:

Yea: (5) Carter, Coxton, Lockwood, Biagas, Meade  
Nay: (0)

#### **APPROVAL OF MINUTES**

May 26, 2020

The minutes of the April 28, 2020, meeting of the Economic Development Authority of York County were approved by vote as follows:

On roll call the vote was:

Yea: (4) Biagas, Carter, Coxton, Lockwood

Nay:

Abstain: (1) Meade

### **COUNTY ADMINISTRATOR COMMENTS**

None.

### **DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS**

Mr. Noel reported that he had included a Greater Williamsburg Partnership (GWP) 180 Days Milestone Report, prepared by the Director, Ms. Von Gilbreath, in the meeting package. She's been heavily involved with many of the State's Economic Development Partnership activities, the regional organizations and the Brownfields grant that we got for the Edge District. He noted that he would like to bring her to a future meeting.

Mr. Noel was hoping to be able to meet in person for our June meeting, but is unsure if that will happen.

### **ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS**

None.

### **MEMBERS' COMMENTS**

Mr. Lockwood stated he would not be ready for a face to face meeting in June due to the CDC recommendations.

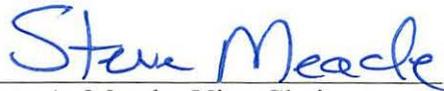
### **CHAIRMAN'S COMMENTS**

May 26, 2020

None.

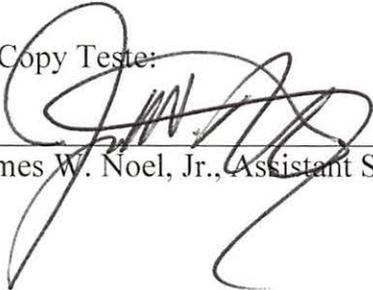
**ADJOURN**

There being no further business, the Vice Chairman adjourned the meeting at 2:43 p.m.



Steven A. Meade, Vice Chairman

A Copy Teste:



James W. Noel, Jr., Assistant Secretary