

Meeting Minutes  
Virtual Meeting  
ECONOMIC DEVELOPMENT AUTHORITY  
August 25, 2020

At a virtual meeting of the Economic Development Authority of York County, Virginia, held on August 25, 2020, at 2:00 p.m. using the Zoom platform, those present were:

Steven A. Meade, Chairman  
Harmon J. Coxton, Vice Chair  
Vernard E. Lockwood, II  
John Biagas  
J. Mark Carter  
Leslie Henderson Schultz  
R. Anderson Moberg

Others present:

Mark Bellamy, Deputy County Administrator  
James Barnett, County Attorney  
James W. Noel, Jr., Secretary/Treasurer 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 James Noel.

**ROLL CALL**

A quorum was established with seven members present.

**ELECTION OF OFFICERS**

Mr. Noel conducted the election of officers for the Economic Development Authority for the Fiscal Year 2021.

Mr. Carter nominated Mr. Meade for Chairman, Mr. Coxton for Vice Chairman and Mr. Noel as Secretary/ Treasurer.

Mr. Biagas seconded the nomination.

The proposed officers for FY21 are as follows:

Chairman                Steven Meade  
Vice-Chairman        Harmon J. Coxton  
Secretary/Treasurer James W. Noel, Jr.

Mr. Biagas motioned to approve nominations of the proposed slate of officers for the EDA for fiscal year 2021.

Mrs. Schultz seconded the motion.

The EDA unanimously approved the officers for fiscal year 2021.

### **CITIZENS' COMMENT PERIOD**

NONE

### **PRESENTATIONS**

NONE

### **NEW BUSINESS**

#### **ECONOMIC DEVELOPMENT INCENTIVE REQUEST – MILLS MARINA**

Mrs. Davidson reported that the owners of Mills Marina, Pam and Curt Lang, have submitted an Economic Development Incentive Request to help them install marine gasoline pumps and marine pump-out capabilities. Offering these new services will not only help grow their business, but it will provide the community with much needed services that can't currently be obtained within a reasonable distance. They purchased the business a few years ago and have already done a lot to fix it up.

Mrs. Davidson explained that staff has evaluated the request and feels that it is in line with several of the EDA's targets for assistance, such as helping existing businesses grow, enhancing tourist and citizen services, and beautifying blighted properties. The owners have already and plan to continue to spend a significant amount of money improving this property, which will benefit the surrounding citizens, as well as local and visiting boaters.

Mrs. Lang presented a power point explaining the improvements they would like to make

to the Marina. They purchased the Marina in 2018 and opened it in 2019. She explained the closest fuel docks for boaters are thirty minutes or more away. The Incentive Request will be used to redevelop the right side of the property.

Mr. Coxton confirmed that the grant amount was for \$25,000 and questioned how long it would take to get the taxes to replace the funds.

Mrs. Davidson reported that we typically go on three years. The problem is that fuel sales don't bring in high tax dollars for the county. The sales tax from their store and spaces they will rent is where the money would come from. However, the main benefit to the county would be the placemaking and services to citizens and visitors that this project involves.

Mr. Biagas motioned to approve the grant as requested.

Mr. Coxton seconded the motion.

On roll call the vote was:

Yea: (7) Carter, Coxton, Lockwood, Schultz, Biagas, Moberg, Meade  
Nay: (0)

#### SURVEY MONKEY APPLY PROGRAM

Mr. Noel reported that over the years we have created more and more grant programs, all of which go through a very similar application and approval process.

Mrs. Davidson provided a short presentation on a new program – APPLY by Survey Monkey - which we have recently learned about. Williamsburg uses the program and has had great success. The program will significantly improve and streamline our grant intake, approval, and workflow processes, which is especially important due to our limited staff resources.

Mrs. Davidson explained that the program is part of the Survey Monkey suite, which we already subscribe to for other services. To add on this module would cost \$10,800 per year, which includes setup, training, hosting, and annual maintenance/support. This amount would have to be approved out of the Capital budget this year and the operating budget moving forward.

Mr. Biagas asked if this would be a one year contract.

Mrs. Davidson responded that it would be a one year contract that also includes the set

up. She explained the normal cost is usually \$12,000 and that they have discounted the cost for us.

Mrs. Schultz asked if we would be able to have multiple users.

Mrs. Davidson explained that it is not limited by the number of licenses, so we would all be able to access it at any time.

Mr. Coxton made a motion to approve the Survey Monkey Application Program.

Mr. Biagas seconded the motion.

On roll call the vote was:

Yea: (7)      Coxton, Lockwood, Schultz, Biagas, Moberg, Carter, Meade  
Nay: (0)

## **OLD BUSINESS**

### **EVRIFA PARTICIPATION AGREEMENT FUNDING REQUEST**

Mr. Noel reported that after many years of work we are finally on the cusp of acquiring the “Fuel Farm” property from the state. He reported that the entity acquiring the 432 acre tract will be the Eastern Virginia Regional Industrial Facility Authority (EVRIFA), and funding for the property acquisition will be provided by KDC Solar (KDC). He stated that the sale price for the property has been set by an amendment to the state budget (\$1,350,000), and KDC will provide that exact amount of funding in exchange for a ground lease for approximately 250 acres of the property for 37 years. KDC will be constructing a 20MW solar facility, and will provide an annual payment of \$15,000/year to the EVRIFA in addition to normal tax payments. All taxes generated on the property will flow to the EVRIFA once it takes possession of the property. The land sale and ground lease closing is tentatively planned to happen simultaneously in late October 2020.

Mr. Noel explained that this transaction must be approved by the entire EVRIFA, and at least two of the EVRIFA member localities must agree to participate in the project. Participation in the project will require formal approval from that localities elected body, and a commitment to fund a portion of the project budget at a specific level. The participating localities must execute a “Participation Agreement”. A key element of this agreement is that all decisions regarding the project, including the budget, must be unanimously approved by all participating members, regardless of their funding level. Another important agreement component is that proceeding with the Go VA Grant for the Unmanned Systems Facility design/engineering is not mandated. That decision will be made by the participating localities after the property is acquired. Lastly, he reported that

the tax revenue, land sales and any other revenue will be utilized to support the project as agreed to in a project budget. However, 5% of the revenues will flow to the main EVRIFA, and another 5% will flow to the host locality. The remaining 90%, in excess of the monies needed to cover project costs, will be distributed to the participating localities in an amount equal to the percentage they are contributing to the entire project budget. He explained that if York County is paying for 50% of the project budget on an annual basis and revenues in excess of all operating costs are achieved, we would receive 50% of that revenue. The property has approximately 25 developable acres of unencumbered property, served by utilities that could be put on the market immediately.

Mr. Noel further explained that in year one there will be costs associated with closing on the property of \$32,750. The yearly operating budget is estimated at \$38,500. The draft budget only utilizes the annual payment of \$15,000 from KDC in the revenue line. There will be some tax revenue generated, but the amounts are a bit difficult to estimate, and they won't be significant, therefore they have not been included in the spreadsheet. Therefore in year one the project will require estimated funding from the participating localities of \$56,250. In the following years the estimated net expenses are \$23,500.

Mr. Noel recommended that we commit to a large majority of the funding as we are the host locality and the driver behind this project. If we are contributing the most to the operating budget, we will realize the most revenue. Lastly this is the first project to come before the EVRIFA, and it may take a significant commitment from York County to get this regional effort initiated, as we are the host locality. Based on these factors he requested that the EDA commit to a maximum funding amount for this endeavor in year one of \$50,000, and an annual contribution not to exceed \$20,000 in the out years.

Mr. Noel noted that the Participation Agreement must be approved by the Board of Supervisors and we are planning to have this matter heard at their September 15, 2020 meeting. He believes the Board will be much more inclined to support this project if the EDA has already approved the required finding, and endorsed our participation. If you are supportive of this request a motion to approve the proposed funding, from the Capital Fund, and participation by York County in the project, will be necessary.

Mr. Biagas asked why they were going out thirty seven years when it is typically twenty years. He was concerned we would be selling ourselves short. He also asked if the land was cleared and if there would be a phase two. He suggested that KDC fund the balance of any other expenses.

Mr. Noel reported that they are taking on a property that is under an environmental protection agency corrective action plan. They are working on a piece of property that is not pristine. The property is fully wooded and will have to be cleared.

Mr. Biagas suggested pushing back on the thirty seven years and have them do the industry standard twenty years and to ask them to contribute more towards the operating

expenses of the project.

Mr. Noel asked the EDA to commit to the current level of funding. If a better deal can be negotiated with the help of Mr. Biagas then our contribution could go down and we could make money off of the annual income.

Mr. Lockwood motioned to approve the level of funding recommended by Mr. Noel and that we attempt to have it improved with negotiations.

Mrs. Schultz seconded the motion.

On roll call the vote was:

Yea: (7)      Coxton, Lockwood, Schultz, Biagas, Moberg, Carter, Meade  
Nay: (0)

### COVID-19 RECOVERY GRANT PROGRAMS

Mrs. Davidson provided an update on the two York County COVID-19 relief grants that began in early and mid-July, the York Cares Grant and the Covid-19 Small Business Grant. Both programs have been very popular and funds have gone directly to local businesses who desperately need the help. To date, the York CARES Grant has awarded \$190,000 to 65 businesses and has just under \$60,000 remaining. The COVID-19 Small Business Grant has awarded \$220,000 to 45 businesses and has just under \$280,000 remaining. The York Cares grant has been taken off the website due to funds being exhausted.

Mrs. Schultz asked why it's been so challenging to get people to apply for the grants.

Mrs. Davidson reported that the application was only one page and the attachments required are common business documents that should be easily accessible. . She is open to suggestions and happy to do what we can to help get the funds out.

Mr. Noel encouraged the members to mention the grant when talking to business owners who have been impacted by the governor's executive order.

### REVISED LAND SALE AGREEMENT & RESOLUTION

Mr. Noel reported that at the May 26<sup>th</sup> meeting, we approved the sale of 2.14 acres at 410 Old York-Hampton Highway to two partners, Smith Electric & Cable and Metalworks. The two business owners have now decided to form a joint LLC to purchase the property, instead of the two separate entities. He explained that this requires the EDA to approve an amended purchase agreement and resolution.

Mr. Lockwood motioned to approve the revised land sale agreement and resolution.

Mr. Biagas seconded the motion.

On roll call the vote was:

Yea: (7) Lockwood, Schultz, Biagas, Moberg, Carter, Coxton, Meade  
Nay: (0)

### **NEW MATTERS**

NONE.

### **FINANCIAL REPORTS**

The Chairman duly noted the receipt of the June and July 2020 financial reports.

### **APPROVAL OF MINUTES**

The minutes of the June 23, 2020, meeting of the Economic Development Authority of York County were approved by vote as follows:

On roll call the vote was:

Yea: (7) Schultz, Biagas, Moberg, Carter, Coxton, Lockwood, Meade  
Nay: (0)

### **CLOSED MEETING**

NONE.

### **COUNTY ADMINISTRATOR COMMENTS**

NONE.

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

Mr. Noel thanked Mr. Moberg for his service to the EDA as Chairman. He stated that Mr. Moberg has been a dedicated and devoted EDA Chairman who has put in an incredible

number of hours supporting our programs. He has been a true leader in every sense of the word and his efforts have improved York County for all of our citizens.

**ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS**

None.

**MEMBERS' COMMENTS**

Mr. Carter thanked the EDA for approving the action on the EVRIFA project. He also thanked Mr. Noel and Mr. Moberg.

Mr. Moberg thanked Mr. Noel for the kind comments.

Mr. Biagas thanked the EDA staff for everything they are doing during these trying times.

Mr. Bellamy thanked Mr. Moberg for his leadership and congratulated all of the members.

Mr. Lockwood thanked the members for their continuing efforts.

**CHAIRMAN'S COMMENTS**

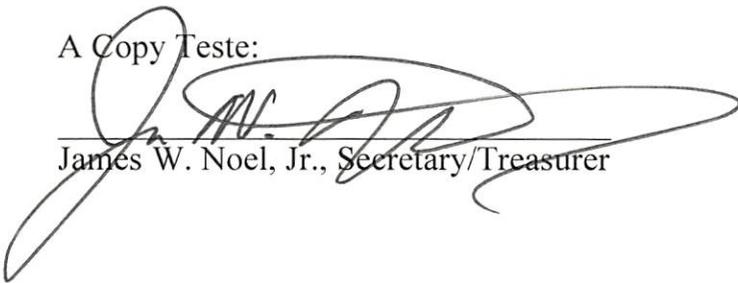
Mr. Meade thanked the members for giving him a chance to lead the group. He thanked Mr. Moberg for his service.

**ADJOURN**

There being no further business, the Chairman adjourned the meeting at 3:30 p.m.

  
Steven A. Meade

A Copy Teste:

  
James W. Noel, Jr., Secretary/Treasurer