

ALBEMARLE COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
July 21, 2020  
4:00 P.M.  
Electronic Meeting

**Directors Present:** Jim Atkinson, Rod Gentry, Don Long, David Mellen, Stuart Munson, George Ray, David Shreve

**Staff Present:** Jim Bowling, EDA Counsel; Roger Johnson, Economic Development Director; Jennifer Schmack, Economic Development Project Manager; Richard DeLoria, Senior Assistant County Attorney; Cecelia Baber, Chief Accountant; Diantha McKeel, Board of Supervisors Liaison to the EDA, Jack Jouett District

1. **Establish Quorum and Call to Order**

Mr. Gentry convened the meeting at 4:03 p.m. read the following statement:

Notwithstanding any provision in our Bylaws to the contrary, as permitted under Albemarle County's Continuity of Government Ordinance adopted on April 15<sup>th</sup>, 2020, we are holding this meeting by real time electronic means with no board member physically present at a single, central location. All board members are participating electronically. This meeting is being held pursuant to Section 6(e) of the County's Continuity of Government Ordinance. All board members will identify themselves and state their physical location by electronic means during the roll call which we will hold next. And the public has real time audio-visual access to this meeting over Zoom as provided in the lawfully posted meeting notice and real time audio access over telephone, which is also contained in the notice. The public is always invited to send questions, comments, and suggestions to the Board through the County's Economic Development Office at any time.

Mr. DeLoria provided the roll call and confirmed a quorum.

2. **Approval of Minutes**

The minutes for June 9, 2020 were reviewed. Mr. Munson motioned to approve the minutes and it was seconded by Mr. Mellen.

**MOTION:** The motion passed unanimously (7-0).

3. **Financial Report**

Mr. Mellen provided a financial report of transactions through July 31, 2020. Mr. Mellen suggested additional information be added to the report to include status of current contracts and committed funds. Ms. Baber and Ms. Schmack agreed to further enhance the financial reports with supplemental data.

#### 4. New Business

- a. CvilleBioHub Presentation – Dr. Nikki Hastings provided an update on CvilleBioHub’s progress and submitted a request for the Authority’s consideration: \$35,000 for year two, to support CvilleBioHub’s Go Virginia grant. In September 2019, the Authority approved a resolution to provide support for the first year of the grant.

Mr. Long motioned to approve a **Resolution to Provide Matching Funds to the CvilleBioHub**. The motion was seconded by Mr. Munson.

**MOTION:** The motion passed unanimously (7-0)

- b. Director’s Report – Mr. Johnson provided update on the Economic Development Office’s ongoing efforts to support the County’s Business Continuity Strategy. The office has pivoted from supporting primary businesses to helping all businesses survive. To accomplish the goal of increasing access to capital for all businesses; the Economic Development Office has continued to partner with the Community and Public Engagement Office to create an online business resource guide to connect businesses to capital. Most recently, the office partnered with the Central Virginia Small Business Development Center to provide a series of business bootcamp workshops designed to assist companies with online marketing and creating an e-commerce platform. Additionally, the Community Investment Collaborative (CIC) has completed the application process for the Business Recovery Microloan Fund and disbursed loan funds to businesses throughout Albemarle County.
- c. CARES CRF Funding Business Grant – Mr. Johnson reviewed details of the “Lift Local Business” grant program that was approved by Board of Supervisors on July 15. Local small businesses are encouraged to apply for the Albemarle County Lift Grant, a relief initiative to provide approximately 100 grants to assist with the impact of the COVID-19 pandemic. Eligible businesses must be located in Albemarle County, have been established for two years, have at least two employees, be for-profit, have a current business license, and be current on March 1st business taxes. Self-employed, home-based businesses, banks and financial operations, non-locally owned and operated franchises, and vape, tobacco, gambling, sex-related industries and weapon manufacturers are ineligible for funding. Applications will be considered based on qualitative and quantitative data using a scoring matrix with preference given to women, minority, and veteran-owned businesses and the hospitality and tourism, retail, arts, and entertainment industries. Applicants must provide proof of COVID-related impact. The application process will be administered by the Community Investment Collaborative and will open July 22, 2020.

- d. Resolution to Authorize Payment to WillowTree – Mr. Johnson reported that WillowTree has met all the requirements necessary to disburse their incentive funds, including: receiving a Certificate of Occupancy, meeting the capital investment threshold at \$10.9 million, created over 100 net new jobs, with an average wage greater than \$80,000 per year.

Mr. Ray motioned to approve a **Resolution Approving Chair & Treasurer to Approve Disbursal of Funds Pursuant to Commonwealth’s Development Opportunity Fund Performance Agreement with WillowTree Inc.** The motion was seconded by Mr. Atkinson.

**MOTION:** The motion passed unanimously (7-0)

- e. Community Survey Results – Mr. Johnson highlighted some of the key findings of the results from the Albemarle County Community Survey that was conducted by UVA’s Weldon Cooper Center. He highlighted that respondents consider it important or very important for the County to support economic development. He also noted that 46% of respondents expect quality of life in the county to get worse and 33% expect it will stay the same over the next 5 years. Respondents are concerned about the pace of traffic congestion, and affordable housing. Ms. McKeel noted that over the next two to three years, there are several VDOT projects in the pipeline that will address traffic congestion in key hotspots.

5. **Unfinished Business**

No unfinished business was reported.

6. **Other Matters**

- a. New Conflict of Interest Requirements – Mr. DeLoria reviewed the new reporting requirements for Economic Development Authority Directors to complete a Statement of Economic Interests form by August 3, 2020. He noted that Directors in office on August 1<sup>st</sup> are required to file. A knowing and unwilling failure to file can result in criminal prosecution and a civil fine. These documents are subject to the Freedom of Information Act (FOIA).

Mr. Gentry stated that he feels that the requirement placed on the EDA members is an unreasonable overreach for information by government. In objection of these new requirements, Mr. Gentry resigned from the Economic Development Authority, effective July 31<sup>st</sup>.

Mr. Ray stated that he is most concerned about the documents being subject to FOIA and anyone having access to them. After further consideration, he felt it is more important to serve than to make a statement about government overreach and plans to stay on the EDA Board.

Mr. Mellen agreed with Mr. Gentry and stated that as a banker, customer information is sacred. Providing this information goes against everything he learned and practiced. He announced he will be resigning with Mr. Gentry.

Mr. Atkinson stated that it has been an honor to serve on the EDA and has enjoyed it immensely. However, under the circumstances this is sensitive private information that he would not like open to the public. He would be happy to provide the information to a trusted official, if it was not open to the public. He announced that he will regretfully be resigning as well.


Mr. Munson stated that he is concerned that members are leaving and that there is a lot of experience and creativity that is hard to replace and was looking forward to serving and learning from them. As a member of the Scottsville Town Council, he is required to complete the form and will remain on the Authority.

Mr. Long stated that he appreciates the concerns raised, however he will continue to serve on the Authority.

Mr. Gentry thanked everyone for their hard work and service.

7. **Adjournment**

Before adjourning the meeting, Mr. Gentry asked for a moment of silence to reflect on all those affected by COVID-19. There being no further business, Mr. Gentry adjourned the meeting at 5:39 pm.

Teste:   
Donald Long, Chairman

Approved:   
David Shreve, Secretary-Treasurer



**Economic Development Authority  
of Albemarle County, Virginia**

**RESOLUTION TO PROVIDE MATCHING FUNDS TO THE CVILLEBIOHUB**

**WHEREAS**, the Economic Development Authority of Albemarle County, Virginia (the Authority), supported previously CvilleBioHub, a 501(c)(6) non-profit serving the local biotechnology and life sciences industry and most recently appropriated \$35,000 to support its purposes described in this Authority's resolution of September 17, 2019; and

**WHEREAS**, in the same resolution, the Authority endorsed a non-binding letter of support for CvilleBioHub at the same level in FY21; and

**WHEREAS**, the Authority continues to find that CvilleBioHub's mission, operations, and plan to develop a public wet lab and to close the biotech employment gap advance promotes economic development in Albemarle County and the surrounding localities; and

**WHEREAS**, the Authority finds it remains in the best interests of the County for CvilleBioHub to pursue these goals.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Authority (the Board) hereby appropriates and grants from its FY21 Budget \$35,000.00 to CvilleBioHub to support the above-stated goals.

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**MOTION**

I move that the EDA adopt this Resolution approving CvilleBioHub's request for \$35,000.00 to be funded from the Authority's FY21 budget subject to the terms of the Resolution and to authorize the Authority's Chair and Treasurer to execute all documents necessary to complete this grant.

I, W. Rod Gentry, do hereby certify that the foregoing writing is the Resolution duly adopted by the Albemarle County Economic Development Authority by a vote of 7 to 0 as recorded below, at a meeting held on 21 July 2020.

  
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W. Rod Gentry, Chair

	Aye	Nay
Mr. Gentry	<u>  X  </u>	_____
Mr. Atkinson	<u>  X  </u>	_____
Mr. Munson	<u>  X  </u>	_____
Mr. Long	<u>  X  </u>	_____
Mr. Mellen	<u>  X  </u>	_____
Mr. Ray	<u>  X  </u>	_____
Mr. Shreve	<u>  X  </u>	_____



**Economic Development Authority  
of Albemarle County, Virginia**

**RESOLUTION AUTHORIZING CHAIR & TREASURER TO APPROVE  
DISBURSAL OF FUNDS PURSUANT TO COMMONWEALTH'S  
DEVELOPMENT OPPORTUNITY FUND PERFORMANCE AGREEMENT  
WITH WILLOWTREE INC.**

**WHEREAS**, the Albemarle County Board of Supervisors (the "County") has entered into a Commonwealth's Development Opportunity Fund Performance Agreement (the "Agreement") with WillowTree, Inc., the Economic Development Authority of Albemarle County, Virginia (the "EDA"), and the Virginia Economic Development Partnership Authority ("VEDP) to support development intended to help grow the commercial tax base, create positive tax revenue growth, and increase employment; and

**WHEREAS**, this Agreement provides for two payments of \$250,000 each based upon WillowTree, Inc., meeting certain performance benchmarks detailed in the Agreement;

**WHEREAS**, Albemarle County's Department of Finance determined it is reasonably satisfied WillowTree, Inc., has met such benchmarks and disbursed \$500,000 to the EDA for appropriation and payment upon VEDP's verification and approval;

**WHEREAS**, VEDP has advised the County and the EDA is reasonably satisfied WillowTree, Inc., met the benchmarks necessary to receive the First Payment of \$250,000 and to receive the Second Payment of \$250,000;

**WHEREAS**, the EDA's role in these agreements is to receive the grants from the Board of Supervisors and to disburse the grant funds in accordance with the agreement terms and time constraints; and

**WHEREAS**, the EDA finds that it is appropriate to authorize the Chair and the Treasurer jointly to approve the disbursement of the \$500,000 grant award funds received from the Board of Supervisors under the identified agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Economic Development Authority of Albemarle County, Virginia, hereby appropriates \$500,000, upon receipt from the County, to satisfy the Agreement and authorizes the Chair and the Treasurer to approve jointly the appropriation and disbursement of \$500,000 fully satisfying the First Payment and the Second Payment under the Agreement.

**MOTION**

I move that the Board of Directors of the Economic Development Authority of Albemarle County, Virginia, approve the appropriation and disbursement of \$500,000 to WillowTree, Inc., subject to the terms and conditions of this Resolution.

I, W. Rod Gentry, do hereby certify that the foregoing writing is the Resolution duly adopted by the Albemarle County Economic Development Authority by a vote of 7 to 0 as recorded below, at a meeting held on July 21, 2020.

  
\_\_\_\_\_  
W. Rod Gentry, Chair

	Aye	Nay
Mr. Gentry	<u>  X  </u>	_____
Mr. Atkinson	<u>  X  </u>	_____
Mr. Munson	<u>  X  </u>	_____
Mr. Long	<u>  X  </u>	_____
Mr. Mellen	<u>  X  </u>	_____
Mr. Ray	<u>  X  </u>	_____
Mr. Shreve	<u>  X  </u>	_____