

**ALBEMARLE COUNTY**  
**ECONOMIC DEVELOPMENT AUTHORITY MINUTES**

**ANNUAL MEETING**

**January 18, 2022**

**4:00 PM**

**Electronic Meeting**

**Directors Present:** Don Long, Katherine Imhoff, John Mottola, Steve McNaughton, Stuart Munson, George Ray, David Shreve

**Staff Present:** Doug Walker, Deputy County Executive; Roger Johnson, Economic Development Director; J.T. Newberry, Economic Development Business Development Manager; Ashley Perry, Economic Development Management Analyst; Richard DeLoria, Senior Assistant County Attorney; Diantha McKeel, Board of Supervisors Liaison to the EDA, Jack Jouett District

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

Chair Long convened the meeting at 4:00 p.m. read the following statement:

*Notwithstanding any provision in the EDA Bylaws to the contrary, as permitted under Virginia Code §2.2-3708.2(A)(3), Albemarle County's Continuity of Government Ordinance and declaration of a local state of emergency, and the EDA Resolution of April 21, 2020, we are holding this meeting by real time electronic means with no Authority member physically present at a single, central location. This is because the pandemic's catastrophic nature makes it impracticable or unsafe to assemble in a single location. All Authority members are participating electronically. All Authority members will identify themselves and state their general physical location by electronic means during the roll call which we will hold next.*

*This meeting is being recorded and will be uploaded to the County's website.*

*The public has real time audio-visual access to this meeting over Zoom and real time audio access over telephone, both as provided in the lawfully posted meeting notice. The public is also invited to offer live comment during the meeting's Public Comment period. Comments are limited to three minutes and must be germane to matters on today's agenda.*

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

2. **Matters from the Public**

Mr. Newberry confirmed no speakers signed up or raised their hand to speak.

3. **Approval of Minutes**

Minutes from December 14, 2021, were reviewed. Mr. Munson motioned to approve the minutes, which was seconded by Mr. Shreve.

**MOTION:** The motion passed, with Director Imhoff abstaining due to her absence at the December meeting.

4. **Financial Report**

Mr. Shreve presented the Financial Report for the period ending December 31, 2021.

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5. **Annual Meeting**

a. **Officer Elections**

Chair Long confirmed he was willing to return as Chair, Mr. Ray as Vice-Chair and Mr. Shreve as Treasurer/Secretary.

Mr. DeLoria asked if there were no other Directors running, was there a desire to **proceed to accept the nominations and approve the slate**. Ms. Imhoff moved to accept the slate for approval which was seconded by Mr. Munson.

**MOTION:** With no further discussion, Mr. DeLoria initiated a vote which passed unanimously.

b. **Adoption of 2022 Meeting Schedule**

After discussion of individual availability and potential meeting rescheduling, Directors decided for continuity to Adopt the Proposed 2022 Meeting Schedule as written and make changes as necessary.

Mr. Ray moved to adopt the 2022 Meeting Schedule which was seconded by Mr. McNaughton.

**MOTION:** With no further discussion, Chair Long initiated a vote which passed unanimously.

6. **New Business**

a. **Director's Report**

Mr. Johnson noted his report highlighted a small fraction of the work the Economic Development Office does but felt it important to illustrate how the EDO plans to support the Authority in the coming months.

He confirmed as the pandemic continues, COVID prophylactics will support businesses through programs such as Lift Grants, Micro Loans, Safe Spaces and Places and more for the next 6-8 months to help businesses.

Mr. Johnson explained that the EDO would continue Opining to the Board of Supervisors and support their initiatives through communicating with the EDA.

The EDO continues to provide unique opportunities, customized solutions for businesses that include support through grants from Virginia's Job Investment Program (VJIP), Commonwealth Opportunities Fund (COF) and various Performance Agreements in the preceding months.

New projects include Site Readiness work which will continue based on EDA support and continued work on Existing Building Reuse Grant is expected in Q2.

Other plans include extending partner agencies opportunities to apply for EDA Grants to support their initiatives in Q2, contemporizing the Bond Process, including re-adoption of the Rules and Procedures and to further develop Potential Land Ownership.

Supervisor McKeel asked Mr. Johnson for an update on the Land Inventory study. He confirmed that the Kimley Horn study was proving to be complex and is still in process with an update for the Authority expected in about a month or two.

Mr. Shreve asked if the Land Ownership plans would go beyond Site Readiness to which Mr. Johnson confirmed and suggested Site Control may be a better term to use.

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Mr. Johnson reminded Directors the **Statement of Economic Interest** form is due to the Clerk of the Board of Supervisors by 5 p.m. on Tuesday, February 1, 2022 and that forms should be sent to the Clerk via email at [clerk@albemarle.org](mailto:clerk@albemarle.org) or mailed to COB McIntyre. Several Directors expressed difficulty in locating the form. Mr. DeLoria reinforced the importance of meeting the deadline and that a fine is imposed if deadlines are not met.

Mr. Newberry strongly encouraged anyone with questions or issues with obtaining the correct form should email him to ensure they receive the appropriate form and at Mr. McNaughton's request will send a group email to Directors with the link following the meeting.

#### **b. Lewis & Clark Exploratory Center Update**

Mr. Johnson provided an update on the outstanding loan from the Board of Supervisors to the Lewis & Clark Exploratory Center with support from Mr. DeLoria. Mr. DeLoria continued with the following points:

- Loan Originated in 2013
- There have been two amendments to the loan, the last extending the Performance Date of June 30, 2018
- Statute of Limitations extended 5 years to June 30, 2023

Mr. Johnson reiterated the Authority needs to act on this issue before June 2023 or lose legal standing and asked for discussion.

Ms. Imhoff asked Mr. Johnson if there have been situations where loans have been forgiven or are there opportunities to extend the loan considering COVID's impact on tourism and the obvious struggles that similar groups are facing.

Chair Long said the Board of Supervisors provided the money to the Authority to make the loan and ultimately will have to make the determination to forgive the loan. He continued that from his view, it was the Authority's responsibility to enforce collection on the loan, unless directed otherwise by the BOS. He said in the past, the EDA has invited the Lewis & Clark Exploratory Center to give updates and begin making payments and shortly thereafter, former Chair Rod Gentry left his appointment and the pandemic hit further delaying progress.

Chair Long suggested the group should come in to discuss and prior to, meet with a smaller group to help plan how to move forward with repaying the debt. Mr. McNaughton supported the suggestion along with audible agreement by the other Directors. Mr. Shreve added that suspension of interest might be considered, contingent on the group meeting with the EDA to determine where they stand.

Mr. Ray requested clarification on the loan balance. Chair Long responded saying that no principal has been paid and interest only payments have been made. Mr. Walker added that he believed the balance is just shy of \$130,000.

Mr. Johnson confirmed staff will invite the Lewis & Clark Exploratory Center leadership to attend an Authority meeting in coming months. Chair Long requested they attend the March meeting as he will not be present at the meeting in February. He volunteered to meet with the group prior to the March EDA meeting to help them prepare information to meet the expectations of the Authority. Mr. Shreve also volunteered to join the preparatory meeting.

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**c. Rivanna Medical VJIP Agreement**

Mr. Newberry referred Directors to the Draft Performance Agreement for a local match to the State's grant to Rivanna Medical in their packets. He provided a recap of Rivanna's Announcement, at their facility (on Hunters Way off 250 East), with former Secretary of Commerce Ball on December 14, 2021. They announced commitment to invest \$260,000 in their facility over the next three years and creating 18 above-average, career-ladder jobs. Staff's recommendation is for the Authority to match the State's \$900 per job reimbursement for a total of \$16,200 in grants over the next three years.

Chair Long asked if there was a motion to approve the "**Resolution Approving an Agreement Between the Economic Development Authority of Albemarle County, Virginia, and Rivanna Medical, Inc.**"

Mr. Ray moved to approve the Resolution which was seconded by Mr. McNaughton.

With no further discussion, Chair Long initiated a roll call vote administered by Mr. DeLoria.

**MOTION:** The motion passed unanimously by roll call vote.

**7. Unfinished Business**

**a. Signatures for Westminster-Canterbury Bond Issuance**

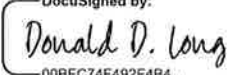
Chair Long recused himself from the issue after discovering unbeknownst to him, he had family conflict. Mr. Ray stepped in to sign the Bond Issuance documents provided by McGuire Woods LLC to prevent conflict of interest. Mr. DeLoria confirmed, for the sake of transparency, that he reviewed the votes from the previous meeting and that even without Mr. Long's vote, the motion would have passed if he had abstained.

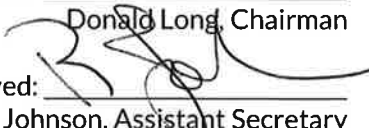
**8. Other Matters**

Chair Long encouraged Directors to consider attending the next Virginia Economic Development Association's Conference and was supported by Supervisor McKeel. Staff will inform Directors of upcoming conference dates as they are published.

**9. Adjournment**

There being no further business, Mr. Long thanked the Authority and adjourned the meeting. The next meeting will be held February 15, 2022.

DocuSigned by:  
  
Teste: 00BFC74F492F4B4  
Donald Long, Chairman

  
Approved: \_\_\_\_\_  
Roger D. Johnson, Assistant Secretary