A meeting of the Economic Development Authority was held on November 15, 2016, at 4:00 p.m., in Meeting Room #235 of the Albemarle County Office Building, 401 McIntire Road, Charlottesville, Virginia.

**DIRECTORS PRESENT**: Mr. James Atkinson, Ms. Lettie Bien, Mr. Rod Gentry, Mr. Donald Long, Mr. David Shreve

**STAFF PRESENT:** Mr. John Blair II, Deputy County Attorney; Ms. Beth Pizzichemi, Economic Development Project Information Coordinator; Mr. Tom Foley, County Executive

**GUESTS:** Mr. John Martin, Albemarle County resident, Whitehall District; Mr. James Bowling, EDA Counsel; Ms. Liz Palmer, Supervisor, Samuel Miller District

**Establish Quorum and Call to Order.**

Having established a quorum, Mr. Gentry, Chair called the meeting to order at 4:03 p.m.

Mr. Gentry then called for an alteration to the agenda to allow Mr. Foley to update the Authority on the ordinance amendment which was passed at the Board of Supervisors meeting on November 9, 2016.

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**Approval of Minutes:** October 18, 2016

Ms. Bien motioned to approve the minutes as written; Mr. Atkinson seconded the motion and on voice call vote, the motion passed.

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**Old Business**

1. **Update on Ordinance Amendment**

Mr. Foley recounted the outcome of the Board meeting on November 9, 2016, where Supervisors voted to approve amendments to the ordinance governing the Authority.

The Directors discussed the timeframe of completion of the Economic Development Strategic Plan, the process and timeframe of selecting a consultant to complete the Plan, and review processes and timelines necessary before implementing a final Plan.

They also discussed how the implementation of the Plan could best coincide with the possible appointment of a new Director to the Economic Development Office.

1. **Action Item: Memorandum of Understanding between EDA, BOS**

The Memorandum of Understanding between the EDA and the BOS, having been approved by the Board at their meeting on November 2, 2016, was presented to the Authority for the final approval of the directors.

Mr. Atkinson motioned that the EDA accept the MOU as written and authorize the Chairman to sign. Mr. Long seconded the motion and on roll call vote, the motion passed.

AYES: Mr. Gentry, Mr. Jones, Mr. Long, Mr. Atkinson, Mr. Shreve

NAYS: Ms. Bien

1. **Action Item: Community Investment Collaborative Funding**

Following the presentation to the Authority by Mr. Stephen Davis of Community Investment Collaborative on October 18, 2016, the Directors reviewed the CIC funding request for $6,250.

They discussed the successes of the Collaborative, and the implications their approval of this funding would have on other groups in the community seeking funding.

Mr. Atkinson motioned that the EDA approve the funding request, Mr. Shreve seconded the motion, and on roll call vote, the motion passed.

AYES: Mr. Gentry, Ms. Bien, Mr. Jones, Mr. Long, Mr. Atkinson, Mr. Shreve

NAYS: None

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**New Business**

1. **Discussion: EDA Budget, FY17**

Mr. Gentry proposed, and the other Directors agreed, that due to the absence of Mr. Oliver, the Authority postpone budget discussions to the December 20, 2016 meeting.

The Directors planned to review the previous year’s budget while discussing the budget for the current year.

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**Other Matters.**

Ms. Palmer and the Directors discussed a recent Joint Legislative Audit and Review Commission Report on the efficacy of the Virginia Economic Development Partnership.

Mr. Atkinson informed the group of a focus group meeting led by the Community Development Department taking place December 9, 2016, concerning the Rio/29 Small Area Plan. He encouraged the Directors to attend.

Mr. Gentry informed the group of planned upcoming educational meetings for the community, requested by Jack Jouett District Supervisor Diantha McKeel, which are planned to initiate a series of educational programs to be conducted by the Economic Development Office in the hopes of informing the community on sustainable economic development and the efforts and goals of the EDO and EDA in Albemarle County. A discussion followed on the current work being done by Bowman Consulting for the EDO in evaluating the readiness of select sites in the County for development.

Mr. Shreve noted that Bowman should be taking into account in their research the effect that a new incoming business to one of these select sites would have on similar businesses in other areas of the County.

Discussion continued pertaining to future meetings and the possibility of inviting speakers from the community to present to the EDA, including local developers or real estate professionals to speak about their respective markets.

In discussing future meetings, the Directors continued their discussion from previous meetings, exploring possible resources for them as they move forward under their newly amended ordinance. Ms. Palmer suggested that the EDA utilize the Urban Land Institute as a resource in their work, and also that the EDA explore resources and strategies to progress workforce development efforts in the County.

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**Adjourn**

At 5:12pm, and with no further business to come before the Authority, the EDA adjourned.

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Assistant Secretary-Treasurer

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Date Approved