

Economic Development Authority of the City of Portsmouth

February 21, 2017

6th Floor Conference Room, City Hall
801 Crawford Street, Portsmouth, VA

The Chairman called the meeting to order at 8:05 a.m.

COMMISSIONERS PRESENT: Dean A. Thomasson – Chairman
Junius L. Thompson – Vice Chairman
Anthony W. Hinds
Aaron J. Kelley
Cathy Revell
Don L. Scott

ALSO PRESENT: Mallory C. Butler – Secretary
Solomon Ashby – City Attorney
Jeffrey S. Miller – Assistant City Attorney
Dr. L. Pettis Patton – City Manager
Elizabeth M. Psimas – City Councilwoman
Alice Kelly – CFO
Vincent Jones – Deputy City Manager
Robert Moore – Business Development Manager

ABSENT: Miriam J. Jiggetts – absent due to illness

Mr. Thomasson introduced two new Commissioners, Ms. Cathy Revell and Mr. Don Scott. They each took a moment to quickly introduce themselves.

Mr. Thomasson reminded the Commissioners that the EDA meetings are now being video recorded by city staff and will be posted on the city's YouTube site and on the EDA's portion of the Department of Economic Development's page on the city website.

The minutes from the January 17, 2017 meeting were reviewed. Mr. Hinds indicated that on page two of the minutes that the “. . . Grounds Maintenance RFP” should actually read as “a bid for grounds maintenance services.”

ACTION: On a motion by Mr. Hinds and seconded by Mr. Kelley, the Commissioners approved the minutes from the January 17, 2017 minutes with the above requested correction. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – absent; Mr. Kelley – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Ms. Kelly reviewed the unaudited January 2017 Financial Statements.

Mr. Kelley requested that the approximately \$1 million held in escrow have a notation next to it indicating such for clarification.

ACTION: On a motion by Mr. Kelley and seconded by Mr. Thompson, the Commissioners received the unaudited financial statements for January 2017. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – absent; Mr. Kelley – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Mr. Thomasson reported that Ms. MacLeod and Ms. France were no longer with the City.

Mr. Hinds nominated Mr. Kelley as the new EDA treasurer as Mr. Baillie has resigned from the Authority. Mr. Kelley was agreeable to the nomination. Ms. Butler will coordinate new signature cards with TowneBank.

ACTION: On a motion by Mr. Hinds and seconded by Mr. Thompson, the Commissioners approved Mr. Kelley as the new EDA Treasurer. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – absent; Mr. Kelley – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Mr. Thomasson reported that City Council has scheduled two joint meetings with the EDA, April 24th and September 25th. The meetings will be held at 5:00 p.m. and he encouraged all the Commissioners to make an effort to attend.

Ms. Butler reviewed information concerning the Virginia Industrial Development Authorities Institute (VIDA), which is scheduled from May 16 – 17, 2017 in Charlottesville, VA. Mr. Hinds, Ms. Revell, and Mr. Scott all indicated interest in attending. As Ms. Jiggetts is absent, Ms. Butler will touch base with her to see if she is also interested in attending. Mr. Hinds requested that all Commissioners be provided a copy of the EDA Travel and Training Policy.

ACTION: At 8:25 a.m., on a motion by Mr. Thompson and seconded by Mr. Hinds, the Authority entered into a Closed Meeting, WHEREAS, the Virginia Freedom of Information Act provides that the Board of Commissioners may hold closed meetings for certain purposes set forth in Paragraph 2.2-3711(A) of the Code of Virginia of 1950, as amended (“Code”); and WHEREAS, the Board desires to enter into a closed meeting for the purposes set forth below; and WHEREAS, in compliance with the requirements of the Code the topics to be discussed are set forth below, and the sub-paragraphs of Paragraph 2.2-3711(A) authorizing discussion of the topics in closed session are set forth in parentheses after each topic; Now, Therefore, be it resolved that in compliance with the Freedom of Information Act and the above-referenced sections of the Code, the Board of Commissioners shall meet in Closed Meeting on February 21, 2017 for the purposes of discussing: disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (1500 block of High Street and 3336 Victory Boulevard) (3); and consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body (The Commons at Portsmouth Center) (7).

Roll Call Vote: Mr. Hinds – yes; Ms. Jiggetts – absent; Mr. Kelley – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

ACTION: At 9:05 a.m., on motion by Mr. Thompson and seconded by Mr. Hinds, the Authority approved a resolution directing, the Virginia Freedom of Information Act certification required by section 2.2-3712.D of the 1950 Code of Virginia, as amended, be included in the Authority's minutes of this meeting whereas, the Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act (Act); and whereas, Section 2.2-3712.D of the Code of Virginia requires a certification by the Commissioners of the Authority that such closed meeting was conducted in conformity with the Act. Now, therefore, be it hereby resolved that the following certification shall be included in the Authority's minutes of this meeting along with any statement regarding any alleged departure in accordance with Section 2.2-3712.D of the 1950 Code of Virginia, as amended: Each Commissioner, unless her/his prior contrary statement is in the minutes of this meeting, hereby certifies that to the best of her/his knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) only such public business matters as were identified in the motion by which closed meeting was convened were heard, discussed or considered in the closed meeting by the Commissioners. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – absent; Mr. Kelley – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

As noted by Mr. Scott, Mr. Hinds reported that there is a reduced registration fee for VIDA if two or more people attend from the same organization. Ms. Butler will contact VIDA to determine the process for benefiting from the reduction. It was also noted that the May EDA meeting will need to be rescheduled if 3 or 4 Commissioners attend the VIDA.

With no other business before the Board the meeting was adjourned at 9:11 a.m.

Respectfully submitted,



Mallory C. Butler
Secretary