

Economic Development Authority of the City of Portsmouth

April 18, 2017

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

The Chairman called the meeting to order at 8:04 a.m.

COMMISSIONERS PRESENT:

Dean A. Thomasson – Chairman
Anthony W. Hinds
Miriam J. Jiggetts
Cathy Revell
Don L. Scott

ALSO PRESENT:

Mallory C. Butler – Secretary
Jeffrey S. Miller – Assistant City Attorney
Dr. L. Pettis Patton – City Manager
Paige D. Cherry – Vice Mayor
Elizabeth M. Psimas – City Councilwoman
Alice Kelly – CFO
Lisa Blackford – Finance Department
James Wright – City Engineer

ABSENT:

Aaron J. Kelley – Treasurer
Junius L. Thompson – Vice Chairman

GUESTS:

Levi Thomson – Divaris Real Estate
David Bickford – Divaris Real Estate

The minutes from the March 21, 2017 meeting were reviewed.

ACTION: On a motion by Mr. Hinds and seconded by Mr. Scott, the Commissioners approved the minutes from the March 21, 2017 meeting as presented. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Ms. Kelly introduced Ms. Lisa Blackford from the Finance Department, who reviewed the Restated January 2017 Financial Statements due to errors that was found, which also impacted the February Statements.

ACTION: On a motion by Mr. Hinds and seconded by Ms. Revell, the Commissioners approved the Restated January 2017 Financial Statements as presented. **Roll Call Vote:** Mr.

Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Ms. Blackford reviewed the Restated February 2017 Financial Statements.

ACTION: On a motion by Mr. Hinds and seconded by Mr. Scott, the Commissioners approved the Restated February 2017 Financial Statements as presented. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Ms. Blackford reviewed the March 2017 Financial Statements.

ACTION: On a motion by Mr. Hinds and seconded by Mr. Scott, the Commissioners approved the March 2017 Financial Statements as presented. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Ms. Butler reminded the Commissioners that the Portsmouth State of the City Address will be held on Wednesday, April 19, 2017 at the Renaissance Hotel and that Commissioners Jiggetts, Revell, Scott and Thompson RSVP'd for a seat at the combined EDA/PPIC table.

Ms. Butler reminded the Board that Commissioners Hinds, Revell and Scott will be attending the Virginia Industrial Development Authorities Institute (VIDA), May 16 – 17, 2017 in Charlottesville, which means they will be absent from the regularly scheduled May EDA meeting on May 16, 2017. By consensus, the Board agreed to move the May EDA meeting to Tuesday, May 30, 2017 at 8:00 a.m.

Mr. Thomasson reminded the Commissioners that the first joint EDA meeting with City Council originally scheduled for April 24, 2017, has been moved to Monday, June 12, 2017 at 6:00 p.m. He encouraged all the Commissioners to make an effort to attend. Staff will prepare three frames of background information/introduction for the meeting.

Mr. Thomson and Mr. Bickford, agents with Divaris Real Estate, updated the Board on the activity concerning the EDA-owned properties that they have listed for sale.

At 9:05 a.m. Mr. Thomasson announced that he had to depart the meeting; as Vice Chairman Thompson was absent, the Commissioners agreed that Mr. Hinds would chair the remainder of the meeting.

Mr. Wright, City Engineer, provided results from the phase one and phase two environmental assessment work completed by Stokes Environmental and Applied Labs done on EDA-owned property located at 1021 and 1130 High Street.

It was reported that two underground tanks and contaminated soil were located at 1021 High Street. Upon remediation, the property will be viable for commercial use.

Three underground tanks, soil and groundwater contamination were located at 1130 High Street. The environmental assessment recommended removal of the tanks, remediation of the soil, and additional analysis to determine the type of remediation necessary to make the property suitable for commercial use.

Mr. Hinds asked Ms. Jiggetts, member of the budget ad hoc committee, to report on the EDA's Proposed, FY2018 budget. Ms. Jiggetts reviewed the proposed budget; she highlighted changes from the FY2017 budget and asked the Commissioners to review it closely, and to forward any questions to her or staff, as the budget will be voted on at the May meeting.

ACTION: At 9:20 a.m., on a motion by Ms. Jiggetts and seconded by Mr. Scott, 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 April 18, 2017 for the purposes of discussing: disposition of publicly held real property interests where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (1021 High Street) (3). **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – absent; Mr. Thompson – absent.

ACTION: At 9:34 a.m., on motion by Ms. Jiggetts and seconded by Mr. Scott, 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

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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 – yes; Mr. Kelley – absent; Ms. Revell – yes; Mr. Scott – yes; Mr. Thomasson – absent; Mr. Thompson – absent.

With no other business before the Board the meeting was adjourned at 9:35 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mallory C. Butler". The signature is fluid and cursive, with a large initial "M" and "B".

Mallory C. Butler
Secretary