

Eastern Virginia Regional Industrial Facility Authority

MEETING MINUTES

March 29, 2024

Board Members:

Adams, Yuri (Williamsburg)	A	X	Hux, David (Poquoson)	P	X	Reynolds, Patrick (Chesapeake)	A	
Archer, Alan (Newport News)	A		Johnson, Chris (James City County)	A		Ritter, Debbie (Chesapeake)	P	X
Bellamy, Mark (York County)	A		Jones, Phillip (Newport News)	P		Rountree, Renee (Isle of Wight)	A	X
Bunting, Mary (Hampton)	A		Keaton, Randy (Isle of Wight County)	A		Spring, Sherry (Gloucester County)	A	X
Burcham, Darlene (Franklin)	P		Kingston, Florence (Newport News)	A	X	Steele, Carol (Gloucester County)	A	X
Campana, Vince (James City County)	P		Lynch, Steven (Hampton)	A	X	Sutphin, Kristi (Isle of Wight)	A	X
Carter, Mark (York County)	P	X	Meeker, David (Gloucester County)	P	X	Tuck, Donnie (Hampton)	P	X
Cutchins, Robert (Franklin)	P		Noll, Sheila (York County)	P	X	West, Rick (Chesapeake)	P	
Ford, James (Isle of Wight County)	P	X	Null, Barbara (James City County)	P		Wright, Steven (Chesapeake)	A	
Freeman, Carey (Poquoson)	P	X	Olsen-Hayes, Kristi (York County)	A	X	Wheeler, J. Randall (Poquoson)	A	
Heck, Karl (Franklin)	A	X	Philipsen, Harold (Williamsburg)	P	X	Trivette, Andrew (Williamsburg)	A	
Hoege, Howard (Newport News)	P	X	Purse, Jason (James City County)	A				
Hutson, Christopher (Gloucester)	P		Ramsey, Barbara (Williamsburg)	P	X			
					X			

X-denotes Present; P-Denotes Primary Member; A- Denotes Alternate Member

Guests: Derek Perry, Chris Morello, Dave Callis, Steve Harrison, Jim Noel, Steve Meade, Michael Evans, Laura Harden – Cherry Bakaert

Location: Brooks Crossing Innovation and Opportunity Center (BCIOC), Boykin Room, 550 30th St, Newport News, VA 23607

1. Call to Order

The regular meeting of the Eastern Virginia Regional Industrial Facility Authority (EVRIFA) Board was called to order at 10:05 a.m. by Chair David Meeker.

2. Public Comment

Chair Meeker provided an opportunity for public comment. There were no comments.

3. Approval of the October 31, 2024 Meeting Minutes

Corrections requested to delete "KCCC" on page 1, to update the Board Members list, and to correct "Stephen Lynch" to be "Steven Lynch".

Motion was made by D. Hux to approve the October 31, 2024 Meeting Minutes with the noted corrections to be made.

Second The Motion was seconded by B. Ramsey.

Vote approved unanimously.

4. Financial Report

Jim Noel provided an update on the financials for EVRIFA and the Kings Creek Commerce Center Committee (KCCC) noting few changes from the Budgets. All Localities have paid and there are no new expenses for EVRIFA. Mr. Noel reported that the KCCC Committee has a traffic study underway for the KCCC Project.

The June 30, 2024 Balance Sheet and the Statement of Activity were included in the Board's packages. There were no questions.

The Financial Report for the Fiscal Year ended June 20, 2023 was included in the Board's packages. There were no questions.

Motion made by H. Philipsen to accept the FY 2023 Financial Report.

Second The Motion was seconded by S. Lynch.

Vote the Financial Report was approved unanimously.

5. Kings Creek Commerce Center Committee Update

Mark Carter gave an update for the KCCC Committee. He noted that the Committee has a prospect for a project in the Kings Creek Commerce Center (KCCC) and a Letter of Intent has been signed. Work is underway to negotiate a definitive purchase agreement from that LOI. There also is a second prospect who will be doing a site visit and due diligence.

Chair Meeker noted that when ready the purchase contract will come to the EVRIFA Board for final approval and signing.

6. EVRIFA Audit FY 2023

Laura Harden of Cherry Bekaert presented the Fiscal Year 2023 Audit report. EVRIFA received an unmodified opinion, the highest available, and the Audit identified no non-compliance issues, no material deficiency and no weaknesses on Internal Communications Controls. The Audit found no fraud, illegal acts or violations of laws and regulations.

Motion to accept the Audit Report was made by S. Noll.

Second by J. Ford.

Vote approved unanimously.

7. Virginia Beach Joining EVRIFA

Jim Noel updated the Board that the City of Virginia Beach had approved joining EVRIFA and that such membership must be approved by this Board by a Resolution and Joinder. The Resolution was circulated at this meeting and the Joinder has been prepared for execution by the Chair.

Motion/Second The Resolution was circulated and accepted as a Motion & Second

Vote the joinder of the City of Virginia Beach and the Joinder Agreement and Resolution were unanimously approved. The Chair is authorized to execute the Resolution and Joinder.

8. Engineering Support Contract for KCCC Project by TRC Engineers

Jim Noel updated the Board that the KCCC Committee earlier today approved an extension of an existing engineering support services contract for the Project via TRC Engineers. This will provide help with prospects on environmental questions, exhibits, layouts and EPA brownfield grant applications: \$10,000 maximum; hourly rates; one-year term with renewals and KCCC Committee has adequate funds for this contract.

Mr. Philipsen asked if the \$10,000 cap is for the 12-month term? Mr. Noel replied that it was, and additional extensions would require further approvals.

Motion R. Rountree made a Motion to approve EVRIFA executing the TRC Engineers contract.

Second F. Kingston seconded the Motion.

Vote Motion was unanimously approved.

9. Unfinished Business

Chair Meeker asked if there was any unfinished business. There was none.

10. New Business

Chair Meeker noted that we may need a specially called meeting for approval of the anticipated Purchase Agreement for the KCCC Project.

Steve Harrison for HR Alliance explained that the Alliance has partnered with KPMG for analysis of similar organizations and will share those results and later make a full presentation. He specifically mentioned the Savannah Joint Development Authority and the Southern Virginia RIFA – Berry Hill mega site.

Jim Noel noted two EVRIFA objectives:

- (i) To get all Hampton Roads Localities to join EVRIFA, and current targets are Norfolk, Portsmouth and Southampton County; and possibly New Kent County.
- (ii) To identify a second project for EVRIFA to pursue. He asked for help and recommendations in identifying potential projects for consideration.

11. Adjournment

There being no further business requiring the action of the Board, the meeting was adjourned at 10:34 a.m.

A handwritten signature in cursive script that reads "David A. Hux". The signature is written in dark ink and is positioned above a horizontal line.

David Hux
Secretary