

**MINUTES OF THE REGULAR MEETING OF THE
ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NEWPORT NEWS,
VIRGINIA AND THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE
CITY OF NEWPORT NEWS, VIRGINIA**

Mr. Bell called the meeting to order at 8:02 a.m. on Friday, August 7, 2020, in the Pearl Ballroom of the Newport News Marriott Conference Center at 740 Town Center Drive, Newport News, Virginia.

Those members present were:

Alonzo R. Bell, Jr., Chair
Jennifer Smith-Brown, Vice Chair
Cassandra P. Greene
Howard H. Hoege, III
Florence G. Kingston, Secretary/Treasurer, ex-officio

Absent:

Mary C. Aldrich (excused)
Jonathan P. Skinner (excused)
Jeffrey Verhoef (excused)
Cynthia D. Rohlif, City Manager, ex-officio (excused)

Legal Counsel:

Conway Shield
Raymond H. Suttle, Jr.

Staff:

Cherry Croushore, Assistant Secretary
Joy Robison, Recording Secretary
Jameson LeClair, Assistant Recording Secretary

Also present:

Shay Ponquinette, Senior Strategic Advisor, Point Management Group
Rickey Rodgers, Senior Advisor, Point Management Group
Carlton Ransom, Community Manager & Outreach Coordinator, Point Management Group
Collins Owens, Jr., City Attorney
Carol Meredith, Assistant Director

Also present (continued):

Derek Perry, Economic Development Manager (Fiscal & Economic)

Opening Statement

Mr. Bell opened the meeting by welcoming everyone and introduced Shay Ponquinette, Rickey Rodgers, and Carlton Ransom from Point Management Group.

Point Management Group Introduction

Mrs. Kingston reminded the Board that in June the EDA authorized a contract with Point Management Group, LLC (PMG) for the operation and management of the coworking space at 2506 Jefferson Avenue. She stated that the company was a SWaM business based out of Suffolk, Virginia, with significant experience working with disadvantaged business enterprises and managing varying types of shared offices and facilities. Mrs. Kingston highlighted that PMG also had a wide range of experience with business development and engagement with small, minority-owned and disadvantaged businesses and demonstrated a strong understanding of the context of this project within the Marshall-Ridley Choice Neighborhood and the goals associated with that effort. She noted that last month, staff had an initial meeting with the PMG team as they began to work on developing the initial plans for the space, and that she wanted to introduce the company to the Board and for the representatives present to share their experience and vision for the space, as well as answer any questions. Mrs. Kingston introduced Shay Ponquinette, Senior Strategic Advisor at PMG, to provide some additional details about the company and their plans for the project.

Ms. Ponquinette greeted the Board and explained that PMG was a management consultant firm with emphasis on small business and workforce development programs. She stated that since 2007, the company had been working with small, minority-owned businesses to obtain contracts and sub-contracts for large projects, and had been engaged in projects funded by the U.S. Department of Housing and Urban Development, the U.S. Department of Transportation, the Federal Highway Administration, the U.S. Department of Energy, the U.S. Department of Health and Human Services, and the Small Business Administration. Ms. Ponquinette explained that PMG had been recognized by the Federal Highway Administration for its best practices in management and by the Commonwealth of Virginia for the company's efforts in building participation and capacity among small firms. She noted that PMG had a strong understanding of the Marshall-Ridley project and had been serving on the Economic Mobility Committee for the People First Choice Neighborhood

Initiative in the City of Norfolk. Ms. Ponquinette stated that the majority of their project locations had been in the Northern Virginia area, and that they were extremely proud of the value of contracts disadvantaged businesses had secured in that region, with PMG's assistance.

Ms. Ponquinette introduced some of the PMG staff who were working with the project, including:

- Niambi Jarvis, COO of the company and Project Manager for 2506 Jefferson Avenue;
- Shay Ponquinette (herself), Technical Writer and Business Coach, who retired from VDOT as the Civil Rights Assistant Division Administrator of External Programs and was responsible for the Disadvantaged Business Enterprise (DBE) Program which provided supportive services to DBEs;
- Ricky Rodgers, Quality Assurance & Business Coach, retired U.S. Air Force Colonel with expertise in DBE-related mentoring, strategic planning, organizational restructuring, policy development and compliance;
- Carlton "Ray" Ransom, Community Manager, with experience in the implementation of neighborhood plans and strategies for inclusive and sustainable communities and who would be the local point of contact and "face" of the coworking space at 2506 Jefferson Avenue; and
- Valerie Murphy-Point, Vice President of PMG and Co-Community Manager, who serves as PMG's small business and workforce development consultant.

Ms. Ponquinette emphasized that PMG's team had experience in various stages of co-working space and affiliated resource management and outlined the scope of work for the project as being pre-opening support, facility and financial management, business development and coaching, member engagement, and event and program planning. She stated that PMG would design an environment that was welcoming, warm, professional, safe, clean and with high-end durable furnishings, but would allow low-cost membership plans and provide a sense of community for employees, members, partners and the surrounding neighborhood. Ms. Ponquinette explained that it was important to make the project known to the public and the community and to consider what implications the COVID-19 pandemic would have for the coworking space. She stated that the goal for the coworking business model was to enable opportunities for partnerships to users, to provide businesses supportive services and to allow mentoring and networking opportunities to be available to the community. Ms. Ponquinette concluded her presentation and welcomed questions from the Board.

Mr. Bell thanked Ms. Ponquinette for her presentation and acknowledged the high level of expertise demonstrated by the PMG team. He then asked what considerations had been made for promoting the coworking space to the community and attracting users. Ms. Ponquinette acknowledged that it would be challenging to reach all of the surrounding community, but that Ray Ransom and other PMG staff would be on the ground working closely with businesses individually to respond to needs and organize outreach. She stated that effort would include working with community leaders and institutions to identify and invite entrepreneurs who could benefit from the coworking space. Mr. Bell thanked Ms. Ponquinette and expressed that he was excited about the project and for the benefit it would bring to the citizens in the Southeast Community.

Secretary/Treasurer's Report

Mrs. Kingston reminded the Board that the EDA established the Back to Business and the Grow Your eBusiness Grants to help businesses recover from financial losses due to COVID-19 and to expand and enhance their E-Commerce capabilities. She noted that these grants were being awarded as one-time financial assistance in amounts not to exceed \$5,000 and \$2,500, respectively, and that there was \$750,000 appropriated for the Back to Business Grant and \$100,000 appropriated for the Grow Your eBusiness Grant. Mrs. Kingston stated that the EDA began accepting applications on July 20th, and that by the end of the first week, staff had approved a total of 27 applications and six businesses were mailed funds. Mrs. Kingston then provided a PowerPoint presentation, pointing out that for the Back to Business Grant:

- 179 applications had been received;
- 83 applications were under review;
- 93 applications were approved;
- a total amount of \$859,326 had been requested;
- a total amount of \$434,322 was approved; and
- a total amount of \$315,678 was available.

She referenced that for the Grow Your eBusiness Grant:

- 46 applications had been received;
- 9 applications were under review;
- 35 applications were approved;
- a total amount of \$112,487 had been requested;
- a total amount of \$84,535 was approved; and
- a total amount of \$15,465 was available.

Mrs. Kingston reported that both programs were oversubscribed, and that staff had apprised and been in constant communication with City leadership, who were extremely pleased with the results of the programs and efforts. She explained that she was part of the CARES recommendation team, to make funding recommendations to the City Manager and that the EDA received authorization to extend the deadline for receipt of applications for the Back to Business Grant for an additional two weeks, through August 14th, with the expectation that some additional CARES funding could be allocated to both grant programs. Mrs. Kingston stated that the additional grant funding would be in an amount to match the total requested amount from qualified businesses and that staff would conduct outreach and marketing to make the extension of the program known to businesses.

She noted that the Commonwealth of Virginia's Rebuild Virginia small-business grant program, with grant sizes in amounts up to \$10,000, would be launched August 10th, which posed the challenge that the EDA grants were considered CARES Act funding and, therefore, would prevent businesses from being eligible to receive the Rebuild Virginia grant from the Commonwealth. Mrs. Kingston explained that the Mayor had sent a letter to the Governor on the matter and she was working with State officials to determine a way to allow businesses who have received local grant funding to receive the Rebuild Virginia grant as well.

She commended staff for their continued hard work and noted that the new online application processing program that was developed for these grants was a tremendous time saving tool. She reported that positive feedback was received from Newport News businesses, many of which communicated a high level of appreciation of the program to staff. Mrs. Kingston presented several testimonials from businesses as follows:

- Jody Talton with Jody Talton Hair (BTBG) said: "I thank you so much for all of your hard work & efforts, it meant so much for me and my business. Much Appreciated!!"
- Mickey and John Chohany of Newport News Bistro (BTBG) said: "Thank you, your team and the leadership of the City of Newport News for the support to help businesses maintain their livelihoods during these most unusual times."
- Mark Hornsby (BTBG & GYeBG) shared on behalf of Hornsby Tire & Service Center: "David and I would like to thank you, the City of Newport News, and everyone involved in the receiving of this grant. We appreciate and love the way our city is involved and wants to help out the Small Business Community."
- Kim Scott Charney, P.C, D.C. (GYeBG) said: "Thank you so much for the approval for the grant. This will certainly help Charney Chiropractic work our way back towards recovering from the COVID-19 economic damage. Marketing efforts are critical now for

many businesses and this grant will allow my business to market where it would not have been possible prior to your help.”

- Paula Graves of Destress Express (GYeBG) said: “I am in receipt of your email/letter approving our grant....Thank you very much for this grant as it will provide us with very needed funding.”

Mrs. Kingston reported that staff was working with resource partners to reach small businesses, and that Tricia Wilson had had the opportunity to participate in a virtual seminar hosted by Debra Farley on behalf of the Small Business Development Center (SBDC). She outlined that the session, “Let Us Re-Introduce Our Business Services”, was held on August 3rd, and was an opportunity to let businesses know what local resources were available to them for support in addressing challenges of their businesses, particularly in light of the pandemic. Mrs. Kingston noted that Ms. Wilson was joined by her economic development colleagues, Erica Spencer from the City of Hampton, Melissa Davidson from York County, and William Holloran, an SBDC analyst, and that she shared with approximately 27 participants that the Newport News Department of Development was still ready, willing and able to assist businesses, and highlighted current Newport News COVID-19 grant offerings. She added that Ms. Wilson encouraged all participants to view the Department’s website for detailed information on the Back to Business Grant and the Grow Your eBusiness Grant and encouraged eligible businesses to apply. Mrs. Kingston noted that these opportunities are important, as many small businesses receive emails from multiple partners and resources, and are often confused by the array of services.

Mrs. Kingston stated that the Monthly Financial Statements were in Board Members’ packages and noted a few highlights. She asked if there were any questions and Mr. Hoege asked for clarification on the “Receivables” figures. Mrs. Kingston explained that those figures reflected the City’s budget year-end at mid-August and included the prior month of July. Mr. Hoege asked whether this budget scenario happened every year and Mrs. Kingston confirmed that it did.

Mrs. Kingston acknowledged that the City Manager extended her regrets for not being in attendance at the meeting as she was out of town.

Mr. Bell thanked Mrs. Kingston for her report and emphasized his deep appreciation of staff and all of the hard work that had been dedicated to the grant programs.

Assistant Secretary's Report

Mr. Bell asked for the Assistant Secretary's Report, and Ms. Croushore advised the Board that the Committee Meeting Schedule was in their package and noted relevant details. She commented that all required Statement of Economic Interest forms were received timely. Mrs. Kingston added that the recently enacted requirement related to the SOEI forms had been raised as a discussion item at the regional level, as well as, with some statewide economic development organizations. Ms. Croushore also commended EDA Legal Counsel, Ray Suttle, for his "herculean" efforts in solving unforeseen, and somewhat formidable, obstacles that arose on the eve of a recent transaction closing. Mrs. Kingston added her agreement.

Madison Government Affairs' Consultant Report

Mr. Bell advised the Board that the Madison Government Affairs Report was in written format and asked if there were any comments or questions. There were none.

Committee Reports

Mr. Bell called for the Committee Reports, and presented the Design Review Committee Report, which passed unanimously on a roll call vote. Ms. Smith-Brown presented the Executive Committee Report, which passed unanimously on a roll call vote.

Approval of Minutes of the Regular Meeting of July 10, 2020

Mr. Bell asked for approval of the Minutes of the Regular Meeting of July 10, 2020. Ms. Smith-Brown moved for approval, Ms. Greene seconded and the motion passed unanimously on a roll call vote.

Unfinished Business

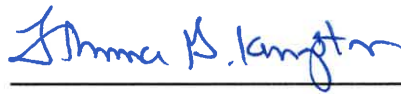
Mr. Bell asked for any unfinished business. Mrs. Kingston, on behalf of Ms. Rohlf, reported that a Strategic Project and Initiatives Update, to include Endview, would be provided to City Council at the August 11th City Council Work Session, and that a comprehensive CNI discussion with City Council would take place in September.

New Business

Mr. Bell asked for any new business. There was none.

Mr. Bell asked if there were any questions for Mrs. Kingston. There were none.

There being no further business to come before the Board, Mr. Bell adjourned the meeting at 9:04 a.m.



Florence G. Kingston
Secretary/Treasurer



**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors

FROM: Chair, Design Review Committee

SUBJECT: Chair's Report

DATE: August 7, 2020

The Design Review Committee met electronically on July 16th via Zoom Videoconferencing, in accordance the budget bill of the Commonwealth of Virginia (the "Commonwealth") for the biennium ending June 30, 2020, as adopted by the reconvened session of the 2020 Virginia General Assembly, and with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.


The Committee considered a request by WM Jordan Development, for approval of a site layout, building elevations, digital product samples and landscape plan for a proposed new building, Building Two, located in Jefferson Center for Research and Technology / Tech Center Research Park. Upon review, the Committee voted unanimously to recommend approval of the request, subject to all applicable City codes and regulations.

Next the Committee considered a supplemental request by Hamner Development, on behalf of Thimble Shoals Ventures, LLC, for approval of a hardscape plan for an existing monument sign, located at 703 Thimble Shoals Boulevard, in Oyster Point of Newport News. Upon review, the Committee voted 9 - 1 to recommend approval of the request, subject to all applicable City codes and regulations

Under unfinished business, the Committee was briefed on an administrative approval granted for refacing of an existing monument sign located at 742 Bluecrab Road, in Oyster Point of Newport News.

Design Review Committee Chair's Report
August 7, 2020
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This Report requires Board ratification.


Jonathan P. Skinner
Alonzo R. Bell, Jr. for Jonathan Skinner

JPS:mej

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Date, Time and Location: July 16, 2020, at 8:00 a.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Jonathan P. Skinner, Mary C. Aldrich, Alonzo R. Bell, Jr., Carl Breiner, Thomas Herbert, Robert Mann, Teresa Nettles, Bryan Trainum, Sylvia Weinstein, Elizabeth Willis

Members Absent: None



**ECONOMIC DEVELOPMENT AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY**

TO: Board of Directors
FROM: Chair, Executive Committee
SUBJECT: Chair's Report
DATE: August 7, 2020

The Executive Committee met electronically on July 21st via Zoom Videoconferencing, in accordance with the public health emergency declared by Governor Northam in his Executive Order dated March 12, 2020.

The Committee received a briefing on water intrusion issues at the EDA-owned Rouse Tower parking garage. Members were advised that to address the water intrusions issues and mitigate future structural repairs quotes were solicited for a contractor to repair cracks in the garage surfaces, replace expansion joint materials throughout the structure, apply a waterproof coating system to the upper level, and perform concrete repair on the underside of the upper deck as needed, and that Richmond Primoid, Inc., provided the lowest-cost for a complete solution. It was noted that Richmond Primoid's response included application of the Neogard waterproofing system, the same waterproofing system utilized in some of our other parking garages with great success. The Committee was advised that funds for the referenced work would come from capital reserves for the Rouse Tower facility. The Committee authorized the Richmond Primoid, Inc. proposal, dated February 17, 2020, and confirmed June 26, 2020, to provide concrete repair and application of a waterproofing system in the Rouse Tower Parking Garage, and funding in an amount not to exceed \$452,500, which included a small contingency, subject to review and approval of EDA Legal Counsel.

The Committee was also briefed on a request received from the attorney for the owners of the Popeye's Chicken franchise located in the EDA-owned Sherwood Shopping Center site for approval of an amendment to its existing Ground Lease with the EDA to allow Popeye's Chicken to collocate a ZIPS Drycleaning business within its existing building. After discussion, the consensus of the Committee was that if allowing the additional use

Executive Committee Chair's Report
August 7, 2020
Page 2

within Popeye's existing building would not ultimately diminish the EDA's flexibility in long-term redevelopment plans for the site, and could be accomplished in an aesthetically satisfactory way, Committees Members were not opposed to the collocation request, and asked that EDA Legal Counsel proceed to negotiate with Popeye's attorney to reach acceptable terms of an amendment to the existing ground lease.

Finally, the Committee was informed about a preliminary proposal working its way through City departmental review for a temporary drive-in movie use Downtown utilizing The Train Station site and an adjacent City-owned parking lot.

This Report requires Board ratification.



Jennifer Smith-Brown

JSB:clc

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Date, Time and Location: July 21, 2020, at 12:00 p.m. at 11820 Fountain Way, Suite 301, Newport News, VA

Members Present: Mary Aldrich, Alonzo Bell, Jennifer Smith-Brown, Jeff Verhoef

Members Absent: None



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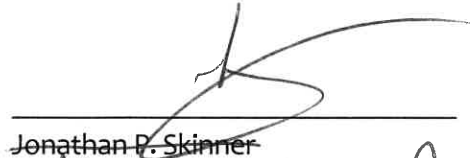
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Design Review Committee Chair's Report
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Alonzo R. Bell, Jr. for Jonathan Skinner

JPS:mej

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Jennifer Smith-Brown

JSB:clc

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Members Absent: None