

**POQUOSON ECONOMIC DEVELOPMENT AUTHORITY**  
**Board of Director's Regular Meeting**  
**December 6, 2016**  
**Poquoson City Hall – Council Chambers**

**PRESENT:** Donald F. Booth, Jr., Chairman  
Alan E. Meetze, Vice Chairman  
Timothy O. Trant, II, Director  
Henry Freeman, Director

David Callis, Economic Development Director  
Charity Gavaza, Economic Development Coordinator  
Deborah L. Vest, Director of Community Development  
Dannan O'Connell, Graduate Management Assistant  
D. Wayne Moore, City Attorney  
Mary J. "Evie" Insley, Secretary  
Shannon Kendrick, Senior Vice-President, HREDA

**ABSENT:** Walter E. Apelt, Director  
Angela Ward-Costello, Director

Chairman Booth called the meeting to order at approximately 8:36 am in the Council chambers located at 500 City Hall Avenue.

**APPROVAL OF THE CONSENT AGENDA**

Director Freeman moved, seconded by Vice Chairman Meetze, to approve the Consent Agenda as submitted. Recorded vote on the motion:

YES: Chairman Booth, Vice Chairman Meetze, Director Trant and Director Freeman  
NO: None

**PUBLIC COMMENT**

There was no public comment.

**NEW BUSINESS**

a.) Mary J. "Evie" Insley stepped down from position as Secretary. Director Freeman moved, seconded by Vice Chairman Meetze to appoint Charity Gavaza as replacement and the motion was approved by vote.

YES: Chairman Booth, Vice Chairman Meetze, Director Trant and Director Freeman  
NO: None

b.) Chairman Booth provided an overview of the EDA properties Study Group which was held on November 29. The group reviewed City Council's Guiding Principles for Big Woods development and how they impacted EDA-owned properties. Chairman Booth noted that the Study Group will meet again on January 17, 2017, 5:30PM at the Community Recreation Building, 830 Poquoson Ave.

c.) Shannon Kendrick, Senior Vice President, HREDA gave a presentation to the group on the 5-year Strategic Plan and the request for an official note of support as provided by other localities. Board members were provided answers to questions and Director Freeman voted, seconded by Vice Chairman Meetze, to provide support based on the following:

Authorize EDA endorsement of the Hampton Roads Economic Development Alliance Strategic Business Plan for Calendar Year 2017 and recommendation of its adoption by the HREDA Board of Directors.

YES: Chairman Booth, Vice Chairman Meetze, Director Trant and Director Freeman  
NO: None

### **UNFINISHED BUSINESS**

a.) Director Trant presented his detailed analysis of EDA-owned properties and pointed out that each property listed in the inventory is accompanied by a recommended action (hold, divest, return to city). Chairman Booth and Director Trant suggested scheduling a meeting with the City Manager to discuss options for these properties. If this is accomplished, the results of such a meeting will be reported to the EDA.

b.) Director Trant has participated in the Community Participation Team (CPT) and continued to report on their progress. He deferred to Dannan O'Connell for an update on the survey results and upcoming plans. Dannan made a presentation of a spreadsheet of this data to the Planning Commission last night and will provide it the Secretary for distribution to the Board. The Team will begin their second phase of implementing a complete survey to every household and business in the city in the beginning of 2017.

### **STAFF ACTIVITIES**

a.) HREDA assisted VEDP in their plan to visit every locality on the Peninsula. Poquoson chose to provide lunch to the group of two HREDA organizers and nearly a dozen VEDP representatives. The group spent nearly two hours listening to presentations of what Poquoson represents and needs and they asked questions and offered suggestions to the presenters. It was a productive meeting and helped cement ties to these organizations pulling together State and Regional resources to assist the localities.

b.) A Ribbon Cutting was held for the Fountains project including the overall project/building as well as several businesses. The Corner Bistro and Catering, Islander Kidz, Poquoson Conference & Social Center which also houses owner Bob Moses development company MOJO.

d.) The next regularly scheduled meeting is planned for January 10, 2017, 8:30AM in City Council Chambers..