



MINUTES

Board of Directors Meeting
**Development Authority Conference Room
and via Zoom Meeting**
July 8, 2020, at 9:30 a.m.

Helen Harris, President	Steve O'Brien
Abe Ashton, Vice President	Amy Orndorff
Tony Lewis, Secretary	P.J. Orsini
Montie Hicks, Treasurer	Brandon Smith
Dan Dulyea	Hunter Wilson

ABSENT: Brad Close and George Karos.

OTHER ATTENDEES: Ken Barton, Steptoe & Johnson, Legal Counsel; Mike Bush, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator.

GUESTS: Jim Linsenmeyer.

- I. Call to order—President Harris called the meeting to order at 9:32 a.m.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public on Thursday, July 2, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on June 10, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed our guest from the public attending today's meeting via Zoom.
- VI. Report of the President —President Harris announced a board orientation will be scheduled with Mr. Barton in the future. She also reviewed the previously drafted strategic plan created for 2018-2019 and in particular the areas cited that there was opportunity for improvement. She recommended a discussion with the strategic plan facilitator Becky Mathis-Stump.

- VII. Financial/Audit Committee Report—Treasurer Hicks reviewed the May 2020 financials.
Mr. Wilson made a motion to approve the May 2020 financials, subject to audit, Mr. O’Brien seconded. The motion was approved.
- VIII. Report of Chairperson of Standing Committees—
- A. Executive Committee— no report given.
 - B. Business Development Committee —Mr. Orsini reviewed the Request for Qualifications (RFQ) for the Harold Drive Extension. Seventeen submissions reviewed and scored and the RFQ committee selected HRG for recommendation to the Board.
Mr. Orsini made a motion to approve the recommendation of HRG to be awarded RFQ for the Harold Drive Extension. Seconded by Mr. Lewis. Motion approved.
 - C. Marketing Committee – no report given.
 - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported no new business.
 - E. Property Management Committee —Mr. Wilson reviewed the property management report previously distributed to the board and had one item to defer to the executive session.
- IX. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. There were questions.
 - b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.
 - c. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions.
- X. New Business—There was no new business addressed at the meeting.
- XI. Other Business—Meeting Requirement Follow-Up: Councilman Dan Dulyea
Mr. Dulyea reported he met with Council President Copenhaver and discussed the appointment of Mayor of Hedgesville and the renewal of Mr. Butler’s appointment to the Board.
- XII. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate matters.

Mr. Wilson made a motion to go into Executive Session at 10:19 a.m. Seconded by Mr. Ashton. Action is expected to be taken. The board returned to open session at 11:06 a.m.

Mr. Wilson made a motion to approve Johnson Control to repair the humidity control in the 300 Foxcroft Avenue building. Seconded by Mr. O’Brien. Motion approved.

Mr. Orsini made a motion to approve the Letter of Intention (LOI) dated 7/02/20 and for President Harris to take all necessary actions to complete the sale associated with Project Nova and to complete the LOI with P&G for the 1st Right of Refusal. Mr. Ashton seconded. Mr. O'Brien abstained. Motion approved.

XIII. Member Informational Reports and Announcements—No announcements from the members of the board. Ms. Price reported the Girl Scouts of the Nation's Capital have awarded as one of the 2020 Women of Distinction to our Executive Director Sandy Hamilton. Congratulations!

XIV. Adjournment—There being no further business, the meeting was adjourned at 11:11 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President