

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
REGULAR MEETING MINUTES
January 16, 2018

DETERMINATION OF QUORUM

MEMBERS PRESENT: Mark T. Olsen, Vice-Chairman
Holmes Steele Smith, Treasurer
Thomas O. Murphy, Secretary
John T. Intihar, II
Gary Jones, II
Miguel Pires
Scott Hepburn

Sheryl Bass, City Council, *ex-officio*
W. Patrick Pate, City Manager, *ex-officio*
Patrick J. Small, ED Director, *ex-officio*

Martin Crim, EDA Attorney

MEMBERS ABSENT: None

OTHERS PRESENT: None

Vice-Chairman Olsen called the meeting to order at 7:30PM. The meeting opened with an Invocation and the Pledge of Allegiance. A quorum was present.

ELECTION OF OFFICERS

Vice-Chairman Olsen announced the Annual Meeting and called for nominations of officers. John Intihar nominated Miguel Pires for Vice-Chairman. Gary Jones nominated Mark Olsen for Chairman. Holmes Smith nominated John Intihar for Chairman. Miguel Pires nominated Scott Hepburn for Secretary. John Intihar nominated Gary Jones for Treasurer. There were no further nominations for officers and Vice-Chairman Olsen declared the nominations closed.

Mark Olsen withdrew his name from consideration for Chairman. Gary Jones withdrew his name from consideration for Treasurer. Vice-Chairman Olsen declared the nominations for Treasurer open. John Intihar nominated Scott Hepburn to serve as Secretary/Treasurer.

Mark Olsen declared the nominations for Treasurer Closed and called for a vote on the following slate of officers:

Chairman- John Intihar
Vice-Chairman – Miguel Pires
Secretary/Treasurer- Scott Hepburn.

Miguel Pires seconded the motion. The vote was unanimous.

APPOINTMENT OF COUNSEL

Chairman Intihar requested nominations for the Appointment of Counsel. Mark Olsen made a motion to appoint Martin Crim and the firm of Vanderpool, Frostick and Nishanian as legal counsel to the Authority which was seconded by Gary Jones. Holmes Smith suggested that the new City Attorney should be appointed as counsel. Gary Jones noted that the new City Attorney had not started work yet and it was premature to make such a request of the City. He also noted Mr. Smith had previously objected to using the same legal counsel as the City, citing potential conflict of interest. Mr. Smith stated that using the City's attorney would save the EDA money in legal fees. Further discussion was held around the fact that the EDA could appoint legal counsel at any time and if a change was desired at any time then it could be made. There being no further discussion, Chairman Intihar called for the vote to appoint Martin Crim as Counsel and asked Secretary Hepburn to call the roll.

Smith- NO
Murphy- AYE
Intihar- AYE
Jones -AYE
Olsen -AYE
Pires- AYE
Hepburn - AYE

The motion passed 6-1.

MINUTES

Patrick Small presented a revised set of Minutes that incorporated several changes that were requested by Tom Murphy subsequent to the agenda having been distributed. Mark Olsen made a motion to approve the minutes of January 16 as amended which was seconded by Gary Jones. Chairman Intihar asked the Secretary to call the roll.

Smith- ABSTAIN
Murphy-AYE
Intihar- AYE
Jones- AYE
Olsen -AYE
Pires -AYE
Hepburn - AYE

The motion passed 6-0.

FINANCIAL REPORTS

Patrick Small presented the City Treasurer's Report and bank statement for October. Mr. Small noted there were two debits totaling \$426,800.92 and two credits totaling \$339.77. The first debit was a transfer of funds from the sale of property at the Landing to the City and the second was a transfer which had been previously approved by the EDA to the City to cover operating expenses. The two credits were an interest payment and a refund of service charges. Mark Olsen made a motion to accept the October City Treasurer's Report which was seconded by Gary Jones.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith- ABSTAIN
Murphy- AYE
Intihar- AYE
Jones- AYE
Olsen -AYE
Pires -AYE
Hepburn - AYE

The motion passed 6-0.

Patrick Small presented the City Treasurer's Report and bank statement for November. Mr. Small noted there were no debits and two credits totaling \$384,237.86. The credits were a payment for the sale of property at the Landing and an interest payment. Mark Olsen made a motion to accept the November City Treasurer's Report which was seconded by Gary Jones.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith- ABSTAIN
Murphy- AYE
Intihar- AYE
Jones -AYE
Olsen -AYE
Pires- AYE
Hepburn -AYE

The motion passed 6-0.

Patrick Small presented the City Treasurer's Report and bank statement for December. Mr. Small noted there were two debits totaling \$384,070.00 and that the only credit was an interest payment of \$184.31. The first debit was a transfer of funds from the sale of property at the Landing to the City and the second was a service charge for \$15.00. Mr. Small noted that the transfer of funds to the City was \$15.00 less than the EDA had received to cover the service fee. Mark Olsen made a motion to accept the December City Treasurer's Report which was seconded by Gary Jones.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith- ABSTAIN
Murphy- AYE
Intihar- AYE
Jones -AYE
Olsen -AYE
Pires-AYE
Hepburn - AYE

The motion passed 6-0.

Mr. Small presented the completed FY16 Audit. He noted that the EDA had previously been sent the document when it was received in November. Mr. Jones asked if there were any findings which were not anticipated or which had not previously been discussed by EDA. Mr. Small stated there were not. Mr. Jones asked if there were any findings in the audit which EDA had not addressed with staff and which staff was unwilling or unable to correct. Mr. Small stated there were not. Mr. Jones asked if there were any findings which staff anticipated being a recurring issue and which would appear as findings in future audits. Mr. Small stated that the FY17 audit would contain similar finding because staff did not assume responsibility for correcting the findings until several months after FY17 had begun. Mr. Small stated that he expected there would be no such findings identified in the FY18 Audit. Mark Olsen made a motion to accept the FY16 Audit which was seconded by Gary Jones.

Chairman Intihar asked the Secretary to call the roll on the motion.

Smith -AYE
Murphy- AYE
Intihar- AYE
Jones- AYE
Olsen -AYE
Pires- AYE
Hepburn - AYE

The motion passed 7-0.

FY19 BUDGET

Patrick Small presented the Draft FY19 Budget. He stated that, unless there were no changes or amendments proposed by the members, the final Budget would be presented to the EDA for adoption at its March meeting. After reviewing and discussing each line item the members recommended increasing the line items for; legal fees to \$7,500, mileage to \$1,750 and Training and Travel to \$7,500. These amendments would cause the line item used to balance the budget to \$13,800. The members directed the revised budget be recirculated prior to the next meeting.

ADMISTRATIVE AGENDA

None

NEW BUSINESS

None

OLD BUSINESS

None

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:45 pm.