

The Portsmouth Port and Industrial Commission

July 27, 2021

COMMISSIONERS PRESENT:

Angelia Allen
Sarah Rogers Garner
Arnette McSwain
Bracey Parr
Andre Williams
Amira Bethea

ABSENT:

Oralennys Pena
Brian Donahue – Assistant Secretary

ALSO PRESENT:

Robert Moore - Secretary
Jeff Miller – Deputy City Attorney
Kelsey Swieringa – Assistant City Attorney
Mimi Terry – Chief Financial Officer
Patti Phillips – Finance Dept.
Angel Jones - City Manager
William Moody – Councilman

Welcome & Call to Order

The Chairman called the meeting to order at 8:00 a.m.

Action: On a motion by Mr. Parr and second by Ms. McSwain, to amend the agenda to add the following items to Old Business: (1) an explanation from the City Engineer regarding the Wetlands Delineation for 3930 Burtons Point Road; and (2) an update on the EPA Comfort Letter received by Crofton Diving for 3920 Burtons Point Road. **Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes; Ms. Pena- absent; Ms. Rogers Garner-yes; Mr. Williams- yes.

Minutes

- The minutes from the June 22, 2021, meeting were reviewed.

Action: On a motion by Mr. Parr and seconded by Ms. McSwain the Commissioners approved the minutes from the June 22, 2021 meeting, with an amendment to note that the Board welcomed Mr. Andre Williams as a new Commissioner. **Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes; Ms. Pena- absent; Ms. Rogers Garner-yes; Mr. Williams- yes.

- *Ratification of Electronic Meeting Minutes*

The Board considered a Resolution to ratify the minutes of the electronic meetings held during the pandemic. Mr. Parr noted that the minutes of the October 27, 2020 meeting had not been provided to the Commissioners or posted on the website. The Board discussed deferring consideration of the Resolution until the August Meeting so that the October 27, 2020 minutes could be provided.

Action: On a motion by Mr. Parr and seconded by Ms. Rogers Garner the Commissioners deferred the Ratification of Electronic Minutes to the August 24, 2021 meeting. **Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes; Ms. Pena- absent; Ms. Rogers Garner-yes; Mr. Williams- yes.

Financials

- *Financial Report*

Mrs. Phillips reviewed the Financial Statement for June 22, 2021. It was agreed to file the June 22, 2021 Financial Statement for audit.

Old Business

- *Meeting Time Change*

Mr. Moore revisited the proposed regular meeting time change to 9:00 AM. Deputy City Attorney Jeff Miller stated that the bylaws will need to be amended to permit the change. The vote to amend the bylaws to change the meeting time will occur at the August 27, 2021, meeting.

- *Report Backs*

- *Financial Institution Information.* Mr. Moore reported that staff has provided information to the Commissioners about the current bank account and potential CD options with Atlantic Union Bank.
- *Financial Services – Ad Hoc Committee.* Mr. Moore suggested that the commissioners set up a Financial Services Ad Hoc Committee. Ms. Allen appointed Ms. Bethea and Mr. Parr to serve on the Financial Services Ad Hoc Committee. The Committee is to report back to the Board at the August meeting.
- *Port of Virginia Visits.* Mr. Moore reported that the Commissioners have had the opportunity to schedule visits to the Port of Virginia. Ms. Allen and Mr. Parr reported that they had their visit yesterday and that it was a very good opportunity to learn about the Port.
- *EDA Retreat Change in Date.* Mr. Moore informed the board the EDA changed its Retreat date to September 21, 2021, from 10:00 am to 2:00 pm, and would like to extend an invitation to PPIC to attend. The Board discussed the possibility of having some sort of social event after the
- *Joint EDA/PPIC Meeting.* Mr. Moore reminded the board that after their regular September 28, 2021, the EDA will join them in a Joint Meeting. Ms. Allen asked commissioners to email her their questions for the Joint Meeting.
- *Portsmouth@Work Hiring Event Update.* Ms. Croom updated the board on the success of the Job Fair held July 15, 2021.
- *Wetlands Delineation (3930 Burtons Point Road).* Mr. Moore noted that City Engineer James Wright was not in attendance but stated that staff would ask Mr. Wright to speak at the August meeting.

- *EPA Comfort Letter (3920 Burtons Point Road)*. The Commissioners requested that staff attempt to obtain the Comfort Letter that was issued to Crofton.

New Business

- *PPIC Incentive Program – Ad Hoc Committee*
Mr. Moore recommended to the Board that it establish an ad hoc committee to look into whether or not to establish a grant program. Ms. Allen requested that Commissioners who are interested in serving on the committee send her an email, and stated that she would appoint the committee members at the August meeting.
- *3920 Burton's Point Road Property Maintenance*
An update on the Burton Road Property Maintenance was given by Mr. Moore. A city approved vendor provided a quote. The Board requested to receive a second quote. Maintenance will be continued until the next meeting.

Closed Meeting

Action: At 8:53 a.m., on a motion by Ms. Rogers Garner, and Mr. Parr second, to go into a closed meeting pursuant to Virginia Code Subsection 2.2-3711 A(3) for the purpose of discussing the disposition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically regarding 3920-3930 Burtons Point Road, and pursuant to Virginia Code Subsection 2.2-3711 A(8), for the purpose of providing legal advice by counsel, specifically regarding 3991 Elm Avenue. **Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes; Ms. Pena- absent; Ms. Rogers Garner-yes; Mr. Williams- yes.

Action: At 9:24 a.m., on a motion by Ms. Rogers Garner and seconded by Ms. Bethea, the Commission entered an open meeting whereby only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting just concluded. **Roll Call Vote:** Ms. Allen-yes; Ms. Bethea- yes; Ms. McSwain-yes; Mr. Parr- yes; Ms. Pena- absent; Ms. Rogers Garner-yes; Mr. Williams- yes.

Open Meeting

- *Port of Virginia Update*
The Port of Virginia representatives were not available for an update.

Items submitted by Commissioners

- Mr. Parr suggested that Board members may want to attend the Virginia Maritime Association Conference in Norfolk from September 29 thru October 1, 2021. Ms. Allen appointed Ms. McSwain and Mr. Parr to serve on an Ad Hoc Committee to look into the VMA Conference and whether the PPIC should attend. The Committee is to report back to the board at next meeting.

PPIC Meeting

July 27, 2021

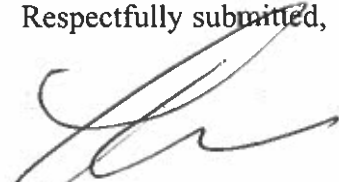
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- Mr. Parr asked for an update on the status of the Port Host Communities Grant for 3599 Progress Ave. Mr. Moore provided an update. Mr. Parr would like Mr. Moore to send a copy of the Development Agreement to the Commissioners.
- Mr. Parr suggested that the minutes should reflect the order of the agenda going forward.

Adjourn

The meeting adjourned at 9:34 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Moore', written over a horizontal line.

Robert D. Moore
Secretary