



**Sports & Entertainment
Authority**

SPORTS & ENTERTAINMENT AUTHORITY

HENRICO COUNTY, VIRGINIA

To wit:

A regular meeting of the Board of Directors of the Sports & Entertainment Authority of Henrico County, Virginia, was held at 10:00 a.m. on Wednesday, September 21, 2022, at the offices of the Economic Development Authority of Henrico County, Virginia, at 4300 East Parham Road, Henrico, VA 23228.

DIRECTORS PRESENT

Steven J. Yob, Chair
Kayla Coleman, Vice Chair
Sheila S. Minor, Treasurer
J. Oscar Knott
Vaughan G. Crawley
Yvette D. George

DIRECTORS ABSENT

Marielle McFarland, Secretary

DIRECTORS PARTICIPATING ELECTRONICALLY

None

OTHERS PRESENT

Dennis Bickmeier, SEA Executive Director
Tom Yeager, SEA Consultant
Dawn Miller, SEA Staff
Michael McCormack, SEA Staff
Jacque Frame, SEA Staff
Andrew Newby, County Attorney
Lee Ann Anderson, Chief Deputy County Attorney
Ryan Murphy, Deputy County Attorney

Dennis Bickmeier called the meeting to order at 10:00 a.m.

WELCOME

Dennis Bickmeier welcomed the meeting attendees. He stated that the Authority has been on a fast track these past four months. Mr. Bickmeier thanked the members of the Board of Directors for accepting their appointments to the inaugural Board, the legal team, and all Henrico County departments who have helped and continue to help the Authority along the way. He thanked and introduced the SEA staff:

- Dawn Miller – marketing / communications / special events
- Tom Yeager – sporting events acquisition consultant
- Jacque Frame – business / office / administration manager
- Michael McCormack – sports tourism / events research and execution

Mr. Bickmeier stated that sports tourism continued even as the County formed the Authority, and the SEA team will remain focused on currently scheduled events as the search for new events to be added to the calendar continues.

Mr. Bickmeier informed the attendees that this meeting is procedure oriented, as the Authority develops and adopts initial procedures for day-to-day operations.

He advised that Jacque Frame will take meeting minutes and work closely with the Secretary.

ELECTION OF OFFICERS

Mr. Bickmeier announced that the first order of business was the election of the following Board officers: Chair, Vice Chair, Treasurer and Secretary.

Nominations and votes were cast as follows:

- Ms. Minor nominated Mr. Yob as Chair; Mr. Knott seconded the motion. Ms. Coleman, George, and Minor and Messrs. Crawley and Knott all voted "aye." Mr. Yob abstained. Mr. Yob thereby elected Chair.
- Ms. Coleman nominated herself as Vice Chair; Ms. George seconded the motion. Ms. George and Minor and Messrs. Crawley, Knott, and Yob all voted "aye." Ms. Coleman abstained. Ms. Coleman thereby elected Vice Chair.
- Ms. George nominated Ms. Minor as Treasurer; Mr. Crawley seconded the motion. Ms. Coleman and George and Messrs. Crawley, Knott, and Yob all voted "aye." Ms. Minor abstained. Ms. Minor thereby elected as Treasurer.
- Ms. Minor nominated Ms. McFarland as Secretary; Ms. George seconded the motion. Ms. Coleman, George, and Minor and Messrs. Crawley, Knott, and Yob all voted "aye." Ms. McFarland thereby elected Secretary.

Mr. Bickmeier volunteered to notify Ms. McFarland of her position via email.

ADOPTION OF REMOTE PARTICIPATION POLICY

Mr. Bickmeier advised the Board that staff, in coordination with the County Attorney's Office, had prepared a policy for remote participation by individual Board members in Board meetings. He informed the Board that, under the Virginia Freedom of Information Act, the Board had to adopt a policy for remote participation before members could participate remotely. Mr. Murphy added that a quorum must be physically present at a primary or central meeting location.

A motion was made by Mr. Knott to adopt the Remote Participation Policy, which was seconded by Ms. Coleman. Hearing no discussion, Ms. Coleman, George, and Minor and Messrs. Crawley, Knott, and Yob all voted "aye." Motion passed.

ADOPTION OF PROCEDURES FOR THE IMPLEMENTATION OF THE PUBLIC-PRIVATE EDUCATION FACILITIES AND INFRASTRUCTURE ACT OF 2002

Mr. Bickmeier advised the Board that staff, in coordination with the County Attorney's Office, had prepared a policy for procurements by the Authority under the Public-Private Education Facilities and Infrastructure Act of 2002 or "PPEA." Mr. Bickmeier explained that the Board had to adopt procedures for implementing the PPEA before it could request or consider proposals for projects under the PPEA.

A motion was made by Ms. Minor to adopt the Procedures for the Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002, which was seconded by Ms. George. The Chair opened the floor for discussion.

Mr. Knott recommended that the proposed policy be amended by adding "or designee" after "Purchasing Director" throughout the document.

Mr. Knott also recommend an amendment to Appendix C, Item #1. He stated that, in the County's experience, requiring construction plans and specifications that are 50% complete at the Detailed Review phase was too high. Ms. Minor agreed that 50% is too high. Mr. Yob noted that 30% construction plans would be the industry standard at this stage and recommended using "draft specifications" since the goal is to understand certain design elements. Ms. Minor moved to amend the proposed policy to replace "50%" with "30%" and insert "draft" before specifications in Item #1 of Appendix C, to add "or designee" after "Purchasing Director" throughout the document, and to adopt the policy as amended. Ms. Coleman seconded the motion. Ms. Coleman, George, and Minor and Messrs. Crawley, Knott, and Yob all voted "aye." Motion passed.

ADOPTION OF PROCEDURES – SMALL PURCHASES

Mr. Bickmeier advised the Board that staff, in coordination with the County Attorney's Office, had prepared a policy for small purchases by the Authority, which would allow staff to handle small purchases administratively without requiring Board approval. Under the proposed procedures, the Executive Director would have signatory authority for contracts not exceeding \$25,000. He informed the Board that Mr. Murphy would walk the Board through some recommendations made by Mr. Knott.

Mr. Murphy led the Board through Mr. Knott's recommendations. Mr. Murphy noted that the first recommended change was on page 1 and clarified that the acronym "SWaM" means "small-, women-, and minority-owned" and the acronym "HCB" means "Henrico County Businesses." Then, Mr. Murphy explained that Mr. Knott had recommended updating the link from "<http://virtual.henrico/purchasing>" to "on the Purchasing Division SharePoint site at <https://henricova.sharepoint.com/finance/SitePages/Purchasing>" on pages 1, 2, 3, 4, and 7. Finally, Mr. Murphy explained that Mr. Knott had recommended that supporting documentation include evidence of award by the Executive Director or the Board, as appropriate based on the purchase amount, on pages 2, 3, 5, 6, and 8. Mr. Murphy gave the floor to Mr. Knott, who explained that the County was considering a change to its small purchase procedures and that if the County elected to pursue that change, the Authority could consider whether it wanted to follow suit at that time. Mr. Bickmeier asked how the Authority would learn of updates to the County's small purchase procedures. Mr. Murphy stated that his office would keep the Authority informed.

Ms. Minor moved that the Board adopt the small purchase policy incorporating the changes described by Mr. Murphy. Mr. Knott seconded the motion. Hearing no discussion, Ms. Coleman, George, and Minor and Messrs. Crawley, Knott, and Yob all voted "aye." Motion passed.

RESOLUTION – REQUEST FOR CONVEYANCE – GLOVER PARK

Mr. Bickmeier informed the Board that staff had identified property at Glover Park that would be suitable for a high-class, tournament-level baseball complex. He explained that the property should accommodate multiple fields with college dimensions, and it would allow the Authority to hit the ground running with respect to promoting sports and entertainment tourism in the County.

Mr. Bickmeier stated that, pursuant to the Authority's enabling act, the County could convey property to the Authority, at the Authority's request, so that the Authority can carry out its purposes. He explained that County and Authority staff had negotiated a memorandum of understanding for the conveyance. Under the memorandum of understanding, the County would convey the property to the Authority, and the Authority would market the property for purposes of identifying an operator to lease the property and develop and operate the property as a high-class tournament level baseball complex.

Ms. George moved to approve the resolution requesting the conveyance of the property. Ms. Coleman seconded the motion. Hearing no discussion, Ms. Coleman, George, and Minor and Messrs. Crawley, Knott, and Yob all voted "aye." Motion passed.

DISCUSSION – FOIA

Mr. Bickmeier asked Mr. Murphy to say a few words pertaining to the Virginia Freedom of Information Act. Mr. Murphy introduced Ms. Frame as the Authority's FOIA Officer, and he asked members of the Board and Authority staff to send FOIA requests or questions to Ms. Frame with copy to him.

DISCUSSION – BYLAWS

Mr. Bickmeier introduced the draft bylaws for discussion by the Board. He explained that staff, in coordination with the County Attorney's Office, had developed draft bylaws and was seeking input from the Board before presenting a draft for the Board to consider for adoption. He indicated that, in particular, staff sought input on Article VII, Committees, and Article IX, Official Seal.

Mr. Bickmeier explained that the recommended Events/Facilities Committee would serve an important role for the Authority. He also informed the Board that the Authority is working on its Strategic Plan. Mr. Murphy added that the bylaws and committees were modeled after the EDA's bylaws, with the exception of the recommended Events/Facilities Committee which would be unique to SEA.

Mr. Newby noted that an alternative would be to set up ad hoc committees as need dictates or that the Board could collectively discuss matters as a whole, rather than in committee. He added that the bylaws would guide future boards and to consider that when establishing standing committees.

Mr. Newby and Mr. Murphy also noted that the official seal is different from logo but that elements of the logo could be incorporated into the seal. Mr. Murphy explained that the EDA uses its seal for bonds, real estate transactions, and other formal documents.

Mr. Yob recommended that members review the draft bylaws and send comments to Mr. Murphy before the next meeting.

DISCUSSION – BOARD HANDBOOK

Mr. Bickmeier informed the Board that the Authority's draft handbook is modeled on the EDA's handbook. Mr. Murphy added that no action was being asked of the Board at this time because the handbook is a long-range project. Mr. Murphy noted that staff and his office would appreciate the Board's input on the proposed sections.

Mr. Yob recommended that members review the proposed handbook and send comments to Mr. Murphy.

SCHEDULE NEXT MEETING

Mr. Bickmeier noted that staff proposed a meeting on the third Wednesday of every month at 10:00 a.m., as follows:

September 21, 2022
October 19, 2022
November 16, 2022
December 21, 2022
January 18, 2023
February 15, 2023
March 15, 2023
April 19, 2023
May 17, 2023
June 21, 2023
July 19, 2023
August 16, 2023
September 20, 2023
October 18, 2023
November 15, 2023
December 20, 2023

Mr. Knott moved to adopt the proposed schedule. Ms. Minor seconded the motion. The Chair opened the floor for discussion.

Ms. Minor asked about moving the December 21, 2022, meeting. Mr. Murphy noted that a scheduled meeting could be canceled if the Board determined no business would come before it at that meeting, and Mr. Newby also noted that the Board could vote to reschedule a scheduled meeting and that the bylaws, once adopted, could provide procedures for rescheduling meetings.

After discussion, Ms. Coleman, George, and Minor and Messrs. Crawley, Knott, and Yob all voted "aye." Motion passed.

ADJOURN

A motion by Ms. Minor to adjourn the meeting was seconded by Mr. Knott. Hearing no discussion, Ms. Coleman, George, and Minor and Messrs. Crawley, Knott, and Yob all voted "aye."

Meeting adjourned at 10:55am



Marielle McFarland
Secretary