

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON MARCH 28, 1996, AT 3:35 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-C MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

The meeting was called to order by Chairman Nystrom at 3:35 p.m. A roll call by Secretary Taylor identified the following members present:

Mr. Vincent Campana  
Mr. George Hudgins  
Mr. Sterling Nichols  
Mr. Jon Nystrom

Late Arrivals

Mr. Gilbert Bartlett  
Mr. Hairfield

ALSO PRESENT

Keith A. Taylor, Secretary, IDA  
Jeane Trevino, Recording Secretary, IDA  
Sandra Barner, Economic Development Technician  
David B. Norman, County Administrator  
Sanford Wanner, Assistant County Administrator  
John T.P. Horne, Development Management  
Don Davis, Principal Planner  
Betty Pettengill, Treasurer  
Bruce Ullman, TQP Management Analyst  
Henry O'Niell, Williamsburg Area Chamber of Commerce  
Chris Coates, President, American Retirement Corporation  
Bill Doig, Executive Director, Williamsburg Landing  
Alvin Anderson, Counsel, Williamsburg Landing

1. APPROVAL OF MINUTES

On motion of Mr. Campana, seconded by Mr. Nichols, the minutes of December 14, 1995 were unanimously approved by voice vote.

2. TREASURER'S REPORT

The Treasurer's Report from Ms. Pettengill for the Authority was read by Mr. Taylor along with the Capital Improvements Expenditure report. On motion by Mr. Hudgins,, seconded by Mr. Campana, the Treasurer's Report, as presented, was unanimously approved by voice vote.

3. PERSONNEL MATTERS

Mr. Taylor informed the Authority that Directors Hudgins' and Bartlett's terms will expire in July, 1996. They will be receiving notification asking if they choose to extend their terms.

Mr. Nystrom informed the Authority that a Director is no longer required to attend the Growers' Coop's monthly Board meetings, however, the Authority would still act as liaison to the Farmers' Market.

Mr. Hudgins recommends that the Authority inform the Coop in writing of their plans not to attend regular meetings, willingness to continue to be of assistance and continue to receive financial statements.

Mr. Taylor informed the Authority that the Office of Economic Development has submitted in its FY 97 budget requests, another one half position to be reclassified and regraded with its current one half position.

4. PRESENTATION

Williamsburg Landing pre-IRB Application Briefing

Mr. Alvin Anderson, Christopher Coates and William Doig represented the Williamsburg Landing to the Authority in a pre-IRB application brief. Explaining, for the consideration of the Directors, the current and future needs at the retirement facility and cost-effectiveness of refunding current bonds while applying for additional funding. The funding will be utilized to expand and renovate the 375 unit community to 435 catering to life-styles ranging from independent living to full service nursing care.

Comprehensive Plan Update

Mr. Don Davis, Principal Planner, briefed the Authority on the twelve month methodology of the Comprehensive Planning Process. He explained that community consensus regarding economic development leaned toward the desire for hi-tech, clean, high paying industry. Water issues were an increasing concern with citizens to accommodate growth.

Mr. Campana requested a synopsis of the community conversations.

Mr. Davis explained that this document would not be finalized until after staff's report to the Steering Committee. He would make the document available to the Directors at that time.

Mr. Davis recommended that the Directors should attend one of the two remaining community conversations at Clara Byrd Baker School, watch broadcasts of the conversations on the County's cable channel or access the Comp Plan's World Wide Web page for updates and citizen input.

5. ACTION ITEMS

FY 1995 Audit

Mr. Taylor presented the previously distributed FY 1995 financial audit for approval by the Authority.

On motion of Mr. Bartlett, seconded by Mr. Hairfield, the FY 1995 Financial Audit, was unanimously approved by voice vote.

#### FY1996 and 1997 Audits

Mr. Taylor informed the Authority that the County would be excepting bids for its FY 1996 and FY 1997 audits and inquired whether the Authority would like to participate or choose its own auditing firm for the subsequent years.

On motion of Mr. Bartlett, seconded by Mr. Hairfield, the FY 1996 and FY 1997 financial audits will be submit for bid along with the County's Request For Proposal, was unanimously approved by voice vote.

Mr. Taylor recommended that the Authority establish a current set of policies and procedures. Mr. Nystrom volunteered to assist with the process.

## 6. REPORTS

### James River Commerce Center(JRCC)

Mr. Horne stated that the construction bid for the first 1600 feet of road at James River Commerce Center will be finalized by April 6th.

Mr. Taylor informed the Authority that JRCC have been awarded funding for a bonded industrial access road.

### Industrial Shell Building Project

Mr. Horne stated that there has been little change since the Authority's last quarterly meeting. The ownership of the building will not transfer until all punchlist items have been completed.

Mr. Taylor informed the Authority that a new shell building video has been produced by Virginia Power. The Office of Economic Development recently completed mass mailing to Virginia Department of Economic Development marketing managers and the commercial brokerage community.

Mr. Taylor presented the Shell Building video for viewing.

### Farmers' Market

Reported under personnel matters.

### Ambassador's Program

Mr. Hudgins commented that while the ambassadors have not had a formal get together in sometime, by their choice, they have assisted in prospect inquiries and visitations in conjunction with the Office of Economic Development. He explained that the ambassadors have offered continued support and that they will continue to be a resource for the Authority and County offices.

### James River Enterprise Zone

Ms. Barner stated that a mass mailing of the Enterprise Zone brochure has gone out to the State and Peninsula economic development offices and the existing industries located within the zone.

She also commented that changes to the local code plus policy and procedures will be reviewed by the Board of Supervisors in a worksession on April 9th and final approval will go before the Board on April 30th.

### Economic Development Comprehensive Plan/1995 IDA Annual Report Presentation/Peninsula Mayors and Chairs Presentation

Mr. Nystrom informed the Authority that he and Mr. Taylor recently participated as presenters at the Community Conversation located at Toano Middle School.

He has also presented the 1995 Annual Report to the Board of Supervisors and felt it had been well received.

Mr. Taylor and Mr. Nystrom will make a presentation at an Industrial Development Authority Workshop staged by the Peninsula Mayors and Chairs.

Mr. Nystrom requested that the Authority become more involved in providing the general public with more information on what the Authority is and does. He request input from the other Directors on ideas to provide a solution.

### Operating Budget

Mr. Taylor informed the Authority that, whereas the Office of Economic Development has historically requested and received operating expenses for the Authority's properties, Staff has recommended that the Authority become solely responsible for future expenses. Mr. Taylor does not believe that the Authority has sufficient capital on hand at this time for this undertaking.

Mr. Wanner assured the Authority that the Board of Supervisors would oversee any lean times the Authority may experience.

Mr. Nystrom commented that it would be beneficial for the Authority to handle its own operating expenses.

On a motion of Mr. Bartlett, seconded by Mr. Hairfield, the Authority maintain its own budget for selected operating expenses passed unanimously by voice vote.

## 6. OTHER BUSINESS

### IDA Strategic Plan Discussion

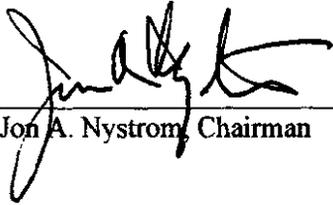
Mr. Taylor asked the Authority to adopt the Mission, Vision and Values from the March 1, 1996 Strategic Planning Session.

Mr. Nichols commented that before adopting these items, the Strategic Plan should be finalized along with goals and objectives.

Several of Directors concurred with Mr. Nichols evaluation. A second Strategic Planning session will take place April 11, 1996.

7. ADJOURNMENT

There being no further business, Mr. Nystrom entertained a motion by Mr. Hudgins to adjourn. The motion was seconded by Mr. Campana and passed unanimously by voice vote. The meeting was adjourned at 5:45 p.m.



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Jon A. Nystrom, Chairman



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Keith A. Taylor, Secretary

TREASURER REPORT  
INDUSTRIAL DEVELOPMENT AUTHORITY

FY 96

<u>REVENUE SOURCE</u>	<u>COLLECTED THIS PERIOD</u>	<u>COLLECTED TO DATE</u>
Farmers Market Lease	\$ 1,700.00	\$ 5,100.00
Interest on Available Cash	1,810.09	5,340.08
Loan Payments	18,358.50	55,075.55
General Fund Transfer	132,641.08	1,416,147.95
Received From Commonwealth	5,185.00	5,185.00
Quarterly Receipts	159,694.67	
Fiscal Year Receipts		1,486,848.58
BANK BALANCE MAY 31, 1995		112,868.49
Total Receipts		1,599,717.07
Disbursements This Quarter	442.55	
Previous Disbursements	1,419,264.72	
Total Disbursements To Date		1,419,707.27
Bank Balance February 29, 1996		180,009.80

Checks Written or Transferred Funds:

130	407.77	1st Virginia Bank
131	33.00	Jon A. Nystrom
132	1.78	Ace Hardware

  
Betty S. Pettengill, Treasurer  
March 19, 1996

JAMES CITY COUNTY  
 CAPITAL IMPROVEMENT PROJECT FUNDS  
 INVOLVING INDUSTRIAL DEVELOPMENT AUTHORITY OF JAMES CITY COUNTY  
 THRU 2/29/96

<u>ACCOUNT</u>	<u>TOTAL BUDGET</u>	<u>TO-DATE*</u>	<u>BALANCE</u>
013-071-0100 Strawberry Plains Road Property Reserve	\$ 34,948	\$ 6,500	\$ 28,448
013-071-020 James River Commerce Ctr	\$ 506,052	\$ 103,498	\$ 402,554**
013-071-0400 Shell Industrial Building	\$2,050,000	\$1,717,148	\$ 332,852
Totals	\$2,591,000	\$1,827,146*	\$ 763, 854

\* - Funds either expended or encumbered for specific purposes.

\*\* - Reflects \$36,296 return to fund balance in 1/96 from closed A&E contract.

Extrapolated by James City County Office of Economic Development from County Accounting Office Monthly Computer Printouts, and Electronic Inquiry File.

3/28/96