

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON SEPTEMBER 14, 2000, AT 3:30 P.M. IN THE BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. CALL TO ORDER

The meeting was called to order by Chairman Bartlett at 3:30 p.m.

2. ROLL CALL

A roll call by Secretary Taylor identified the following members present:

Mr. Gilbert Bartlett
Mr. John Berkenkamp
Mr. Vincent Campana, Jr.
Mr. Sterling Nichols
Mr. Mark Rinaldi

Mr. Jon Nystrom arrived at 3:40.
Ms. Virginia Hartmann arrived at 3:45.

ALSO PRESENT

Keith Taylor, Secretary, IDA
Ann Davis, IDA Treasurer
Kelly See, Recording Secretary, IDA
Jim Kennedy, Board of Supervisors
William Porter, Assistant County Administrator
Sandra Barner, Economic Development Project Coordinator
John Horne, Manager, Development Management
Donna Christian, Treasurer's Office

3. PERSONNEL MATTERS

a. Appreciation to Donna Christian

Mr. Bartlett expressed the IDA's appreciation to Ms. Christian for her service to the IDA and presented her with a gift in token of appreciation.

b. Introduction of Kelly See

Mr. Taylor introduced Ms. Kelly See as the Office of Economic Development's new Assistant and the IDA's new Recording Secretary.

4. APPROVAL OF MINUTES

On a motion by Mr. Berkenkamp and a second by Mr. Bartlett, the minutes from the July 13, 2000 meeting were approved by unanimous voice vote.

5. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Ann Davis, Treasurer for the Authority, presented the Treasurer's Report. Mr. Bartlett requested more information about the disbursements on the report.

b. Operating and CIP Budget Reports

Mr. Taylor presented the IDA Operating Budget Report and the Capital Improvement Expenditure Report and answered questions related to operating expenses for the shell building project.

Mr. Bartlett asked that the Authority receive the financial reports at least 2 days prior to meetings. He requested that the IDA's Fiscal Agent be present at the meetings to explain the reports. He asked that the Treasurer's Report be current for the period prior to the meeting and that there be supporting documents for expenditures and receipts.

On a motion by Mr. Berkenkamp and a second by Mr. Nichols, approvals of the Treasurer's Report, the IDA Operating Budget, and the CIP Report were deferred until the next meeting.

6. ACTION ITEMS

None

7. PRESENTATIONS

None

8. REPORTS

a. BOS Liaison to IDA

Mr. Kennedy reported on meeting with Jim Golden and Rich Costello of the Research and Technology District Task Force. The RTDTF will recommend at the upcoming worksession with the Board of Supervisors that a consultant be hired to do a feasibility study. He also noted that the Mainland Farms issue is as yet unresolved and under consideration by the Board.

b. Planning Commission Liaison

Mr. Rinaldi stated he circulated to the IDA Directors a report of his thoughts and observations upon attending the August 7th meeting of the Planning Commission. Although he was unable to attend the September meeting, he watched the meeting on television and did not see anything of particular interest to the IDA. He stated that it was up to the IDA to ask him to pursue or rehash any issues from his report. Mr. Bartlett encouraged Mr. Rinaldi to continue to report anything of interest to the IDA. There was some general discussion as to what might be of interest, since the economic base of the County is diversifying.

c. Peninsula Alliance for Economic Development

Mr. Nystrom stated that he felt it would be worthwhile for each of the IDA Directors to periodically come to the Alliance's marketing committee meetings to better understand what the Alliance can do for James City County. The IDA Directors requested a schedule of these meetings.

d. Crossroads Project Liaison

Mr. Taylor reported there will be a Milestone Report Meeting at 9:00 a.m. on September 29, 2000 at the William & Mary Alumni House. Four committees will report at the meeting.

e. Research & Technology District Task Force

Mr. Campana reported on his meeting with John McGlennon regarding the Research and Technology District Task Force white paper. A joint worksession with the Board of Supervisors and the RTDTF is scheduled for 4 p.m., Wednesday, September 27 to present the RTDTF's recommendations.

f. Economic Development Initiatives

Mr. Rinaldi stated that Mr. Bartlett's July 21 letter to the IDA summarized well the meeting with him, Mr. Bartlett, and Mr. Taylor. He stated that they prefer to concentrate on a few tasks and do them well. He stated a main priority was to participate in the update to the County Comprehensive Plan. Mr. Bartlett encouraged Directors with a particular interest to identify projects they want to work on.

9. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

a. Shell Building #2 Consultant RFP

Concerning one of the IDA's initiatives, Mr. Taylor reported that the IDA will be requesting the services of a consultant to determine the "where, what, and how" of Shell

Building #2. An ad will be placed Sunday, September 24, 2000 announcing the RFP. Mr. Taylor stated that there will be a 150 days process to get the consultant's report and recommendations back. He stated that there is no set budget amount as yet identified for a consultant.

b. James City County Fair

Ms. Barner thanked the IDA Directors for helping host the booth at the County Fair. Mr. Bartlett noted that he had been told this year's display lacked the visual appeal of previous years and suggested upgrading next year's display. Ms. Barner asked the IDA Directors to sign up for shifts in the skybox at the Michelob Championship.

10. OTHER BUSINESS

a. Possible Welcome Reception for New School Superintendent Dr. David Martin

Mr. Bartlett and Mr. Taylor suggested an IDA welcoming reception for Dr. Martin. Dr. Martin has expressed an interest in the relationship between public education and economic development. Mr. Nystrom stated that this ties in well with the Authority's interests.

B. Mark Rinaldi Meeting with Assistant County Attorney

Mr. Rinaldi reported that he met with the Assistant County Attorney to discuss any possible conflict of interest. They both agreed that any conflict was unlikely. He stated that he understands the statutes related to conflict of interest and is comfortable in his position as IDA Director.

11. DISCUSSION OF POSSIBLE PROPERTY DISPOSITION

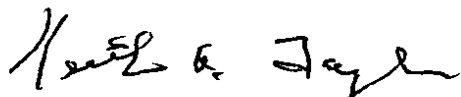
Mr. Horne presented the IDA Directors with working draft copies of a staff memo to The Board of Supervisors about the Mainland Farm Conservation Easement Sale. He explained that five options had been identified by staff and are under consideration by the Board. Mr. Horne and Mr. Porter answered questions from the Directors. Mr. Bartlett thanked Mr. Horne and Mr. Porter for coming to the meeting.

12. ADJOURNMENT

There being no further business Chairman Bartlett entertained a motion from Mr. Rinaldi to adjourn. The motion was seconded by Mr. Campana and approved by unanimous voice vote. The meeting was adjourned at 5:20 p.m.



Gilbert A. Bartlett, Chairman



Keith A. Taylor, Secretary

**Treasurer's Report
Industrial Development Authority
July-Aug 2000**

Rev Code	Revenue Source	Prior Collections	Collected this period	Collected to Date
021-325-0100	Lease Income			\$0.00
021-325-0200	Interest on Available Cash		\$1,031.91	\$1,031.91
021-325-0600	General Fund Contribution		\$136,967.76	\$136,967.76
021-325-0400	Bond Fee Revenue			\$0.00
021-325-0500	Land Contract Payment Revenue			\$0.00
021-325-0250	Misc Revenue			\$0.00
	Expense Reimbursement			\$0.00
	Total receipts this period		\$137,999.67	
	Fiscal Year Receipts			\$137,999.67
	Bank balance June 30, 2000			\$161,900.15
	Total Receipts			\$299,899.82
	Disbursements this Period	\$197,196.37		
	Previous disbursements	\$0.00		
	Total disbursements to Date			\$197,196.37
	Bank balance August 31 2000			<u>\$102,703.45</u>

**INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES**

09-Nov-00

James City County

IDA: Year (2001) Period (2)

Ledger ID	Ledger Description	Beg Budget	July	August	Total YTD Exp	Balance
	OPERATING EXPENSES					
021-010-0205	PROMOTION	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0219	TELEPHONE	\$600.00	\$9.30	\$0.00	\$9.30	\$590.70
021-010-0220	TRAVEL & TRAINING	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
021-010-0233	SHELL BUILDING - OPS	\$3,000.00	\$1,015.12	\$2,405.60	\$3,420.72	(\$420.72)
021-010-0235	ANNUAL AUDIT	\$4,500.00	\$2,050.00	\$1,025.00	\$3,075.00	\$1,425.00
021-010-0245	MAINLAND FARM - OPER EXPENSES	\$100.00	\$0.00	\$5.50	\$5.50	\$94.50
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
021-010-0398	OED DISCRETIONARY EXPENDITURES	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	Total Operating Expenses	\$42,450.00	\$3,074.42	\$3,436.10	\$6,510.52	\$35,939.48
	CAPITAL EXPENSES					
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$130,680.00	\$130,680.00	(\$130,680.00)
	Total Capital Expenses	\$0.00	\$0.00	\$130,680.00	\$130,680.00	(\$130,680.00)
	CAPITAL PROJECTS FUND					
021-011-0200	JRCC	\$168,626.00	\$0.00	\$0.00	\$0.00	\$168,626.00
021-011-0300	ECONOMIC DEVELOPMENT	\$2,145,000.00	\$1,526,641.26	\$0.00	\$1,526,641.26	\$618,358.74
021-011-0350	INDUSTRIAL PROP/INFRASTRUCTURE	\$2,496,535.00	\$0.00	\$0.00	\$0.00	\$2,496,535.00
021-011-0400	SHELL INDUSTRIAL BLDG FUND	\$92,760.80	\$0.00	\$0.00	\$0.00	\$92,760.80
	Total Capital Projects Fund	\$4,902,921.80	\$1,526,641.26	\$0.00	\$1,526,641.26	\$3,376,280.54

**INDUSTRIAL DEVELOPMENT AUTHORITY
BRIDGE BETWEEN JUNE 30, 2000 AND AUGUST 31, 2000**

Total disbursements per treasurer's report		\$197,196.37
Total operating expenses	\$6,510.52	
Total capital expenses	\$130,680.00	
Accounts payable:		
John Deere, performance agreement payment	\$60,000.00	
Virginia Power, Mainland Farm operating expenses	\$5.85	
Total expenses		\$197,196.37
Net difference		\$0.00