

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JULY 19, 2001, 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 3:34 p.m.

2. ROLL CALL

A roll call identified the following members present:

Mr. Gilbert Bartlett
Mr. John Berkenkamp
Mr. Vincent Campana, Jr.
Ms. Virginia Hartmann

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Sanford B. Wanner, County Administrator
Kelly See, Recording Secretary, IDA
Ron Nervitt, Board of Supervisors IDA Liaison
Tara Moore, County Senior Accountant
Barbara Miller, County Assistant Treasurer
Leo Rogers, Assistant IDA General Counsel
J. Greg Kelly, Versar Global Solutions
Deborah Burke, Versar Global Solutions
Mark D. Waterhouse, Garnet Consulting Services, Inc.
Myrl L. Hairfield, Brookstone Ventures LLC
Garrett Hart, McKinney and Company
Alan Meetze, Drucker & Falk LLC
Alvin Anderson, Kaufman & Canoles
Greg Davis, Kaufman & Canoles
Kris Magnusson, Kaufman & Canoles
Tim Trant, Kaufman & Canoles

ABSENT

Mr. Sterling Nichols
Mr. Jon Nystrom
Mr. Mark Rinaldi

3. APPROVAL OF MINUTES

On a motion by Mr. Berkenkamp and a second by Mr. Campana, the minutes from the May 17, 2001 meeting were approved by unanimous voice vote.

4. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Tara Moore presented the Treasurer's and Financial Reports. On a motion by Mr. Berkenkamp, and a second by Mr. Campana, the Treasurer's and Financial Reports were accepted as presented by unanimous voice vote.

b. FY2002 Operating Budget Clarification

Ms. Kelly See reported that the total amount on the adopted budget was incorrectly listed as \$43,850.00, the actual total being \$44,450.00. The \$600 from the Small Business Assistance line item was inadvertently left out of the total amount.

5. REPORTS

a. BOS Liaison to IDA

Mr. Nervitt stated that there was nothing to report at this time.

b. Planning Commission Liaison

Mr. Rinaldi was not present. No report.

c. Peninsula Alliance for Economic Development

Mr. Nystrom was not present. No report.

Mr. Bartlett stated that he, Mr. John McGlennon, Mr. Wanner and Mr. Taylor had recently met with representatives from the Peninsula Alliance. Items discussed at the meeting were the Alliance's marketing plan and workforce development issues.

d. Crossroads Project Liaison

Mr. Taylor reported that there had not been a milestone meeting on Crossroads recently but that one is coming up in the fall.

e. Research & Technology District Task Force

Mr. Campana reported that the plans of the task force are contingent on the report to be presented later in the meeting.

f. Secondary Schools Programming Focus Group Liaison

Ms. Hartmann reported that staff had been removed from the focus group, the remaining members had been split into subgroups and there had been no further meetings.

6. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that he had recently been on two marketing missions, one to San Diego for the BIO International Trade Show and the other to Montreal. He stated that two inquiries had already been received resulting from those two trips.

Mr. Taylor reported that the County Fair will be August 11th and gave each Director the opportunity to sign up for a shift in Economic Development's booth.

Mr. Taylor distributed an article reporting on Moody's Investors Services recent upgrade of the County's credit rating. The article credited the County's economic development as a key factor in this upgrading. He stated that this was a good thing for the County and will save taxpayers money.

7. OTHER BUSINESS

a. Discussion of Colonial Heritage at Massie Farm

Mr. Bartlett reported that Mr. Campana had recently traveled to Northern Virginia to see a project there that is similar to the proposed Colonial Heritage project and had submitted a written report to the IDA Directors on his trip. Mr. Bartlett stated that he had attended a briefing on the project and had received information on the project which he had turned over to the Office of Economic Development. He stated that the Authority sees this project as a land use issue. He asked if there were any comments from the Authority on this project. Mr. Campana commented that he was appreciative of being allowed to attend the trip to Northern Virginia and his thoughts were included in his report.

8. PRESENTATIONS

a. Shell Building Options Analysis

Mr. Taylor introduced Mr. Greg Kelly and Ms. Deborah Burke from Versar Global Solutions, whose firm had been selected to do the Shell Building Options Analysis. He

also introduced Mr. Mark Waterhouse with Garnet Consulting Services, who performed the market analysis portion of the study.

Mr. Kelly advised the Directors of the methodology that was used to perform the shell building options analysis. He stated that they had focused on three areas: should a new building be built, where should it be built, and what type of building should be built. He explained there were four parts to the study: the market analysis, development of evaluation criteria, advancement strategies and conclusions.

Mr. Waterhouse then reviewed the market analysis portion of the study, which covered the national, state, regional, and local markets. He stated that one of the major conclusions to his analysis was that a strong demand for buildings can continue to be expected. He stated that demand is stronger for typical manufacturing space, but office and technical space is an emerging market. He reported that after evaluating the four sites included in the study, the GreenMount and James River Commerce Center sites ranked closely, but he felt GreenMount offered more potential highway visibility and recommended the IDA pursue that alternative first, assuming a satisfactory agreement can be reached with the land owners.

Mr. Kelly then discussed the process used to determine desirable characteristics in a potential shell building and reviewed the characteristics the study recommended go into such a building. Mr. Kelly and Mr. Waterhouse then answered questions from the IDA.

9. CLOSED SESSION

IDA Secretary Taylor recommended that the IDA go into Closed Session pursuant to Section 2.1-344(A)(3) of the Code of Virginia to consider acquisition of a parcel of property for public use and Section 2.1-344(A)(6) of the Code of Virginia to consider investing of public funds, which if made public, may adversely impact the financial position of the IDA. Mr. Bartlett considered a motion from Mr. Berkenkamp, seconded by Mr. Campana, to convene into Closed Session at 4:20 p.m. The motion was approved by the following roll call vote:

Mr. Bartlett	Aye
Mr. Berkenkamp	Aye
Mr. Campana	Aye
Ms. Hartmann	Aye

Mr. Bartlett reconvened the Authority into open session at 4:57 p.m. and considered a motion from Mr. Berkenkamp, seconded by Ms. Hartmann, to approve the Resolution Certification of Closed Meeting. The motion was approved by the following roll call vote:

Mr. Bartlett	Aye
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Mr. Berkenkamp	Aye
Mr. Campana	Aye
Ms. Hartmann	Aye

RESOLUTION

MEETING DATE: July 19, 2001

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Industrial Development Authority of the County of James City, Virginia (IDA) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Industrial Development Authority of the County of James City, Virginia, hereby certifies that, to the best of each member's knowledge; (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters were heard, discussed or considered by the IDA as were identified in the motion, Section 2.1-344 (A)(3) of the Code of Virginia to consider acquisition of a parcel of property for public use and Section 2.1-344 (A)(6) of the Code of Virginia to consider investing of public funds, which if made public, may adversely impact the financial position of the IDA.


Gilbert A. Bartlett, Chairman
Industrial Development Authority

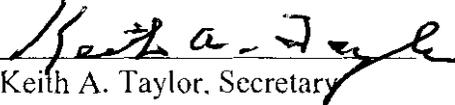
VOTE:

AYE: 4

NAY: 0

(For each nay vote, the substance of the departure from the requirements of the Act should be described)

ATTEST:


Keith A. Taylor, Secretary
Industrial Development Authority

Adopted by the Industrial Development Authority of the County of James City, Virginia,
this 19th Day of July, 2001.

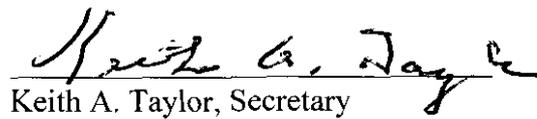
Mr. Bartlett stated that it is the sense of the Authority that Staff proceed to investigate both the GreenMount Site B and James River Commerce Center proposal options with the property owners or their agents for a possible location of the next shell building.

10. ADJOURNMENT

There being no further business Chairman Bartlett entertained a motion from Mr. Campana to adjourn. The motion was seconded by Mr. Berkenkamp and approved by unanimous voice vote. The meeting was adjourned at 5:00 p.m.



Gilbert A. Bartlett, Chairman



Keith A. Taylor, Secretary

**Treasurer's Report
Industrial Development Authority
May-June 2001**

Rev Code	Revenue Source	Prior Collections	Collected this period	Collected to Date
021-325-0100	Lease Income	\$7,362.50		\$7,362.50
021-325-0200	Interest on Available Cash	\$4,428.59	\$516.19	\$4,944.78
021-325-0600	General Fund Contribution	\$427,977.48	\$22,170.00	\$450,147.48
021-325-0400	Bond Fee Revenue	\$9,660.16	\$1,000.00	\$10,660.16
021-325-0500	Land Contract Payment Revenue	\$0.00		\$0.00
021-325-0250	Misc Revenue	\$0.00		\$0.00
	Expense Reimbursement	\$700,020.03		\$700,020.03
	Total receipts this period		\$23,686.19	
	Fiscal Year Receipts			\$1,173,134.95
	Bank balance June 30, 2000			\$161,900.15
	Total Receipts			\$1,335,035.10
	Disbursements this Period	\$42,285.24		
	Previous disbursements	\$1,195,894.35		
	Total disbursements to Date			\$1,238,179.59
	Bank balance June 30 2001			<u>\$96,855.51</u>

INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

11-Jul-01

IDA: Year (2001) Period (12)

Ledger ID	Ledger Description	Beg Budget	May	June	Encumb	Total YTD Exp	Balance
OPERATING EXPENSES							
021-010-0205	PROMOTION	\$24,000.00	\$18,750.00	\$1,649.24	\$0.00	\$22,554.56	\$1,445.44
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0219	TELEPHONE	\$600.00	\$0.00	\$0.00	\$0.00	\$9.30	\$590.70
021-010-0220	TRAVEL & TRAINING	\$2,000.00	\$0.00	\$200.00	\$0.00	\$255.26	\$1,744.74
021-010-0222	LOCAL TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$29.56	(\$29.56)
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,500.00	\$0.00	\$0.00	\$0.00	\$2,824.32	\$1,675.68
021-010-0233	SHELL BUILDING - OPS	\$3,000.00	\$0.00	(\$495.00)	\$0.00	\$2,522.88	\$477.12
021-010-0235	ANNUAL AUDIT	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,100.00	\$400.00
021-010-0245	MAINLAND FARM - OPER EXPENSES	\$100.00	\$5.50	\$5.50	\$0.00	\$60.50	\$39.50
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
021-010-0360	ENTERPRISE ZONE GRANTS	\$0.00	\$18,720.00	\$0.00	\$0.00	\$18,720.00	(\$18,720.00)
021-010-0370	HISTORICAL MARKERS	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	(\$1,200.00)
021-010-0398	OED DISCRETIONARY EXPENDITURE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	Total Operating Expenses	\$42,450.00	\$37,475.50	\$1,359.74	\$1,200.00	\$51,076.38	(\$9,826.38)
CAPITAL EXPENSES							
021-010-0350	LAND CONTRACT PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$271,479.60	(\$271,479.60)
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$130,680.00	(\$130,680.00)
021-010-0600	SMALL BUSINESS ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00	(\$420.00)
	Total Capital Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$402,579.60	(\$402,579.60)

INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

10-Jul-01

IDACIP: Year (2001) Period (12)

Ledger ID	Ledger Description	Begin Budget	May	June	Project to Date	Encumbrances	Ending Balance
CAPITAL PROJECTS FUND							

(PROJECT TO DATE)							

021-011-0200	JRCC	\$168,626.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168,626.00
021-011-0300	ECONOMIC DEVELOPMENT	\$2,145,000.00	\$0.00	\$0.00	\$1,798,120.86	\$0.00	\$346,879.14
021-011-0350	INDUSTRIAL PROP/INFRASTRUCTUR	\$2,496,535.00	\$3,450.00	\$0.00	\$20,700.00	\$0.00	\$2,475,835.00
021-011-0400	SHELL INDUSTRIAL BLDG FUND	\$92,760.80	\$0.00	\$0.00	\$25,280.12	\$23,000.00	\$67,480.68
	Total Capital Projects Fund	\$4,902,921.80	\$3,450.00	\$0.00	\$1,844,100.98	\$23,000.00	\$3,058,820.82

INDUSTRIAL DEVELOPMENT AUTHORITY
BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
June 30, 2001

Total disbursements per treasurer's report		\$1,238,179.59
Total operating expenses	\$51,076.38	
Total capital expenses	\$402,579.60	
Total capital projects expenses	\$20,700.00	
Accounts payable:		
John Deere, performance agreement payment	\$60,000.00	
Virginia Power, Mainland Farm operating expenses	\$5.85	
Landmark Design, Shell building expenses	\$1,812.76	
Southern Landscaping, Shell building expenses	\$1,530.00	
Empire Block, Shell building expenses	\$475.00	
Pass-through: Governors Opportunity Fund - Walmart	\$700,000.00	
Total expenses		\$1,238,179.59
Net difference		\$0.00