

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JULY 18, 2002, 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 Nichols at 3:32 p.m.

2. ROLL CALL

A roll call identified the following members present:

Mr. Vincent Campana, Jr.
Ms. Virginia Hartmann
Mr. Sterling Nichols
Mr. Mark Rinaldi

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Ann Davis, IDA Treasurer
Bruce Goodson, Board of Supervisors IDA Liaison
William C. Porter, Assistant County Administrator
Kelly See, Recording Secretary, IDA
Sandra Barner, OED Project Coordinator
Sue Mellen, County Director of Budget and Accounting
Tara Moore, County Accounting Supervisor

ABSENT

Mr. Gilbert Bartlett
Mr. John Berkenkamp
Mr. Jon Nystrom

3. APPROVAL OF MINUTES

On a motion by Mr. Campana and a second by Ms. Hartmann, the minutes from the May 16, 2002 and June 5, 2002 meetings were approved by unanimous voice vote.

4. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Mellen and Ms. Davis presented the Treasurer's and Financial Reports and answered questions. On a motion by Ms. Hartmann, and a second by Mr. Rinaldi, the Treasurer's and Financial Reports were accepted as presented by unanimous voice vote.

Mr. Taylor reported that the County Accounting Office had completed checking on the status of administrative fees owed to the IDA on bonds issued since the IDA's fee structure was created. He stated he had received a memo from Ms. Tara Moore in the

Accounting Division confirming all administrative fees owed the IDA had been paid. Mr. Goodson asked if the IDA's bond fee revenue was included in the IDA's budget for this year. Ms. Mellen reported that in the past, the IDA had not passed a balanced budget based on anticipated revenues, but had only passed a spending budget. She stated that she could bring a schedule showing anticipated revenue due to the IDA in the current fiscal year to the next IDA meeting.

5. ACTION ITEMS

a. Industrial Revenue Bond Financing Operating Procedures Revisions

Mr. Taylor reported that OED Staff met with Ms. Mellen and Ms. Davis to discuss procedures related to the collection of administrative fees on industrial revenue bonds. He reported that as an outcome of that meeting, he and Ms. See had determined that revisions to the Bond Financing Operating Procedures were required and that those revisions had been forwarded to the IDA Directors for their review. Mr. Rinaldi asked if OED Staff, Accounting Staff, and the Treasurer all agreed on the proposed changes. Mr. Taylor responded that they did agree. Mr. Rinaldi made a motion to approve the revisions to the Industrial Revenue Bond Financing Operating Procedures. On a second by Ms. Hartmann, the revisions were approved by unanimous voice vote.

b. Hampton Roads Technology Council Technology Tee-Off Sponsorship

Mr. Taylor reported that the IDA had an opportunity to be a sponsor at the Hampton Roads Technology Council's Technology Tee-Off at Kingsmill on September 5. He stated that the Technology Council was an emerging group of high technology companies and this would be a good opportunity to get exposure in front of those companies. Mr. Taylor listed the options for the sponsorship and answered questions. On a motion by Mr. Rinaldi, and a second by Mr. Campana, the IDA approved, by unanimous voice vote, doing an Awards Barbeque Sponsorship for up to \$2,500 with the condition that IDA Directors be able to attend the Barbeque.

c. Shell Building #2 Design and Engineering Services Contract

Mr. Taylor reported that the Request for Proposal for Design and Engineering Services on Shell Building #2 had resulted in 11 proposals being submitted. He reported that a selection committee composed of himself, Mr. Campana, and Mr. Bernie Farmer, the County's Capital Projects Administrator, had reviewed those 11 proposals, interviewed five of the firms, chosen the top two of those five and met yesterday with the top choice firm. He stated that he was asking the IDA to pass a resolution authorizing its Chairman to enter into a contract with the selection committee's top choice firm once a contract satisfactory to the Chairman, Secretary and Counsel had been negotiated. After some discussion, the resolution was withdrawn.

6. REPORTS

a. BOS Liaison to IDA

Mr. Goodson stated he had no report at this time. Mr. Taylor asked when the Board would like to have its next worksession with the IDA. Mr. Porter responded it would be in the early fall.

b. Comp Plan/Planning Commission Liaisons

Mr. Rinaldi reported that the Development Potential Analysis Committee of the Planning Commission is still answering questions on the development potential of lots and extending the Primary Service Area. He reported that the Community Participation Team has met twice on the Comprehensive Plan.

c. Peninsula Alliance for Economic Development

Mr. Taylor reported that the Alliance had adopted its Marketing Plan for the coming year. He stated a major part of the Plan is drumming up support for the Aviation's World Fair in 2003. He also reported that the Alliance's annual dinner will be September 12th. There was some discussion of the IDA possibly sponsoring a table at this year's dinner.

d. Crossroads Project Liaison

Mr. Porter reported that there had been a Crossroads stakeholders' meeting which focused on the Center for Geriatric Excellence. He further reported that the New Town Ground Breaking had been held.

e. Technology Initiatives

Mr. Campana reported that the Directors had received a copy of the draft Request for Proposal for a consultant on a Technology Policy. After some discussion of the RFP draft, Mr. Campana stated the he and Ms. Barner would revisit the purpose of the RFP and send out a revised version to the Directors for comments.

f. IDA Strategic Plan

Mr. Nichols presented a To-Do list of items from the IDA's June 5th Workshop. He asked each IDA Director to volunteer to work on at least one item from the list and let Ms. See know which item or items they had chosen.

Mr. Taylor noted that the issues discussed at the IDA's June 5th Workshop could be the basis of a worksession with the Board of Supervisors.

g. Shell Building #2

Mr. Taylor stated that this item had previously been covered.

7. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that OED may be two to three weeks away from having a user for the Barré building. He stated that it may be time to appoint an IDA Liaison to work with OED.

Mr. Taylor reported that he and Leo Rogers had met with John Deere on Deere's Performance Based Agreement with the IDA. He stated it was a good meeting and that Deere wants to live up to its responsibilities. He stated that they are still negotiating the exact terms and may need to have the IDA approve modifications to the Agreement.

Mr. Taylor reported that the State Partnership had made its Marketing Mission assignments and he would be attending the SEUS-Japan Meeting in Charleston, South Carolina in September, SEUS-Korea Meeting in November, BIO International Trade Show, CTIA Wireless Trade Show in New Orleans and a Marketing Mission in Northern California in December.

Ms. Barner reported that OED would have a small display at the County Fair on August 10th.

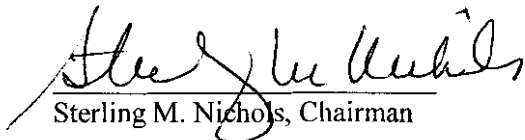
Mr. Taylor reported that he might suggest starting the September IDA meeting earlier than usual, due to an unusually heavy agenda.

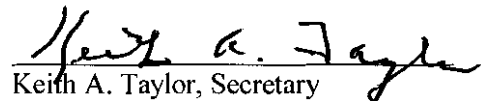
8. OTHER BUSINESS

There was no other business.

9. ADJOURNMENT

There being no further business Chairman Nichols entertained a motion from Mr. Campana to adjourn. The motion was seconded by Ms. Hartmann and approved by unanimous voice vote. The meeting was adjourned at 5:05 p.m.


Sterling M. Nichols, Chairman


Keith A. Taylor, Secretary

**Treasurer's Report-FY 02
Industrial Development Authority
May - June 2002**

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	\$1,445.58	\$369.72	\$1,815.30
021-325-0600	General Fund Contribution	\$145,221.45	\$3,763.50	\$148,984.95
021-325-0400	Bond Fee Revenue	\$14,937.99	\$155,538.77	\$170,476.76
021-325-0500	Land Contract Payment Revenue	\$0.00		\$0.00
021-325-0250	Misc Revenue	\$0.00		\$0.00
	Expense Reimbursement	\$0.00		\$0.00
	Total receipts this period		\$159,671.99	
	Fiscal Year Receipts			\$328,639.51
	Bank balance June 30, 2001			\$96,855.51
	Total Receipts			\$425,495.02
	Disbursements this Period	\$26,200.24		
	Previous disbursements	\$158,643.42		
	Total disbursements to Date			\$184,843.66
	Bank balance June 28, 2002			<u>\$240,651.36</u>

INDUSTRIAL DEVELOPMENT AUTHORITY

James City County

EXPENDITURES

11-Jul-02

IDA: Year (2002) Period (12)

Ledger ID	Ledger Description	Beg Budget	May	June	Encumb	Total YTD Exp	Balance
OPERATING EXPENSES							
021-010-0205	PROMOTION	\$26,000.00	\$0.00	\$20,896.19	\$0.00	\$22,006.19	\$3,993.81
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0219	TELEPHONE	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
021-010-0220	TRAVEL & TRAINING	\$3,000.00	\$0.00	\$276.70	\$0.00	\$1,262.43	\$1,737.57
021-010-0222	LOCAL TRAVEL	\$200.00	\$0.00	\$65.00	\$0.00	\$220.92	(\$20.92)
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$3,500.00	\$0.00	\$0.00	\$0.00	\$2,889.12	\$610.88
021-010-0233	SHELL BUILDING - OPS	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
021-010-0234	STRAWBERRY PLAINS - OPS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
021-010-0235	ANNUAL AUDIT	\$5,000.00	\$0.00	\$0.00	\$0.00	\$4,225.00	\$775.00
021-010-0245	MAINLAND FARM - OPER EXPENSES	\$100.00	\$5.50	\$5.50	\$0.00	\$74.15	\$25.85
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$36.00	\$964.00
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$200.00	\$0.00	\$41.61	\$0.00	\$41.61	\$158.39
021-010-0398	OED DISCRETIONARY EXPENDITURE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
021-010-0600	SMALL BUSINESS ASSISTANCE	\$600.00	\$0.00	\$0.00	\$0.00	\$479.61	\$120.39
	Total Operating Expenses	\$44,450.00	\$5.50	\$21,285.00	\$0.00	\$31,235.03	\$13,214.97
CAPITAL EXPENSES							
021-010-0360	ENTERPRISE ZONE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$14,040.00	(\$14,040.00)
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$127,146.00	(\$127,146.00)
	Total Capital Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$141,186.00	(\$141,186.00)

INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

11-Jul-02

IDACIP: Year (2002) 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	\$3,760.32	\$3,913.12	\$0.00	\$164,712.88
021-011-0300	ECONOMIC DEVELOPMENT	\$3,625,000.00	\$0.00	\$0.00	\$1,798,120.86	\$0.00	\$1,826,879.14
021-011-0350	INDUSTRIAL PROP/INFRASTRUCTUR	\$2,496,535.00	\$3.18	\$46.24	\$24,893.08	\$0.00	\$2,471,641.92
021-011-0400	SHELL INDUSTRIAL BLDG FUND	\$92,760.80	\$0.00	\$0.00	\$5,271.87	\$21,850.00	\$65,638.93
	Total Capital Projects Fund	\$6,382,921.80	\$3.18	\$3,806.56	\$1,832,198.93	\$21,850.00	\$4,528,872.87

INDUSTRIAL DEVELOPMENT AUTHORITY
BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
June 30, 2002

Total disbursements per treasurer's report		\$184,843.66
Total operating expenses	\$31,235.03	
Total capital expenses	\$141,186.00	
Total capital projects expenses	\$7,953.40	
Accounts payable:		
Keith Taylor, reimbursement	\$377.48	
Stonehouse, Inc. - shell building expenses	\$2,991.75	
KPMG - prepaid audit expense	\$1,100.00	
Total expenses		\$184,843.66
Net difference		\$0.00