

## **MEETING MINUTES**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
OF JAMES CITY COUNTY (JCC)  
BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD  
3:00 PM, THURSDAY, SEPTEMBER 20, 2007**

### **1. CALL TO ORDER**

The meeting was called to order by Chairman Rinaldi at 3:05 PM.

### **2. ROLL CALL**

A roll call identified the following members present:

Ms. Leanne DuBois  
Ms. Virginia B. Hartmann  
Mr. Mark G. Rinaldi  
Mr. Thomas G. Tingle  
Mr. Marshall Warner

Also Present:

Mr. M. Anderson Bradshaw, Board of Supervisors (BOS) Liaison to EDA  
Mr. Steve Johnson, EDA Bond Counsel  
Mr. Jeremy Keeler, EDA Fiscal Agent  
Ms. Marcè Hunt Musser, EDA Recording Secretary  
Mr. Keith A. Taylor, EDA Secretary  
Ms. Rona Vrooman, JCC Training and Quality Performance  
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Arrived Late:

Mr. Brien R. Craft  
Mr. Douglas M. Gebhardt

### **3. APPROVAL OF MINUTES**

Mr. Rinaldi entertained a motion by Mr. Warner to approve the minutes of the July 19, 2007 EDA Meeting and August 21, 2007 EDA Work Session. The motion was seconded by Mr. Tingle and passed unanimously.

## **5. FINANCIAL REPORTS**

Mr. Keeler presented the Treasurer's and Financial Reports for July-August 2007, stating primary activity was from the Virginia United Methodist Home Industrial Revenue Bond and regular bond revenue from Christopher Newport University and the Association for the Preservation of Virginia Antiquities. Mr. Keeler responded to a few questions, after which Mr. Rinaldi entertained a motion by Mr. Warner, seconded by Mr. Tingle, to accept the reports as presented, which passed unanimously.

## **6. DISCUSSION ITEMS**

### **a. Possible Need to Amend EDA's Revenue Bond Operating**

Due to a request by Williamsburg Landing for approval of revenue bond financing from the City of Williamsburg and Mathews County, Mr. Taylor asked that Mr. Johnson explain the process of such approval. After a brief explanation, Mr. Johnson fielded questions from Directors regarding the approval, followed by a brief discussion of the possible need for a policy in the event other such requests arise. The EDA asked Mr. Johnson to work with Office of Economic Development Staff.

### **b. EDA's Contribution to the Comprehensive Plan Update Process**

Mr. Rinaldi introduced Ms. Vrooman, who led the EDA through an exercise in understanding the Comprehensive Plan Update process, ways to focus on specific issues pertinent to economic development interests, and an explanation of the timeline and where the Directors are invited/expected to be involved.

## **7. REPORTS**

### **a. Planning Commission Liaison**

Mr. Gebhardt announced that Planning Department representatives would attend the next EDA meeting to discuss the Stonehouse Master Plan.

### **b. Business Climate Task Force**

Mr. Tingle, Mr. Bradshaw, Mr. Yavorsky and Mr. Taylor brought the EDA up to date on the progress of the BCTF. Recommendations on various sections of the final report are being reviewed and edited, with only a couple of sections still being written. Current plans are to present the report to the EDA in early January at a special called meeting and to the BOS at a January 22 Work Session.

Mr. Yavorsky will forward the minutes of April-present BCTF meetings, and send minutes of future meetings to the Directors.


**8. REPORTS OF ECONOMIC DEVELOPMENT STAFF**

- a. Mr. Yavorsky explained that the utility easement for the EDA property goes before the Planning Commission at its next meeting, and to the BOS in October.
- b. Mr. Taylor announced he and Mr. Yavorsky will attend the Virginia Economic Developers Association meeting next week, after which Mr. Taylor will accompany the HREDA on a marketing mission. The Greater Williamsburg Chamber and Tourism Alliance has put the recently completed labor report on its website ([www.williamsburgcc.com](http://www.williamsburgcc.com)).
- c. Ms. Musser reminded the Directors of the upcoming Celebration of Business Wednesday, November 14, at Jamestown Settlement.

**12. ADJOURNMENT**

There being no further business, Chairman Rinaldi entertained a motion by Mr. Tingle to adjourn, which passed unanimously. The meeting was adjourned at 5:29 PM.

  
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Mark G. Rinaldi, Chairman

  
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Keith A. Taylor, Secretary