



Economic Development Authority
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M E M O R A N D U M

To: Records Management
From: Economic Development Authority
Date: April 9, 2015
Re: IDA-EDA Minutes – December 18, 2007

The following minutes for the Economic Development Authority of James City County dated December 18, 2007 were not ever approved.

These minutes, to the best of my knowledge, are the official minutes for the December 18, 2007 Economic Development Authority meeting.

Please accept these minutes as the official record for December 18, 2007.



Robin D. Carson, Vice Chair



Russell C. Seymour, Secretary

WORK SESSION MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY (JCC)
BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD
3:00 PM, TUESDAY, DECEMBER 18, 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:

Mr. Brien R. Craft
Ms. Leanne DuBois
Mr. Douglas M. Gebhardt
Ms. Virginia B. Hartmann
Mr. Mark G. Rinaldi
Mr. Marshall Warner

Also Present:

Mr. M. Anderson Bradshaw, Board of Supervisors (BOS) Liaison to EDA
Ms. Marcè Hunt Musser, EDA Recording Secretary
Mr. Jose Ribeiro, Planner
Mr. Keith A. Taylor, EDA Secretary
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Arrived Late:

Mr. Thomas G. Tingle

3. ACTION ITEMS

a. Proposed 2008 EDA Meeting Calendar

Mr. Taylor stated that promptness and allotting a full two hours for each meeting would be vital to making 8:00 morning meetings successful. Mr. Warner moved that the calendar be accepted as presented. The motion was seconded by Ms. Hartmann and passed unanimously.

b. Nominating Committee Report

Mr. Rinaldi passed the gavel to Mr. Tingle, who asked for the Nominating Committee Report. Ms. Hartmann presented the following slate of nominees for approval:

Mr. Mark Rinaldi, Chair

Mr. Tom Tingle, Vice Chair

Economic Development Director, Secretary

Assistant Economic Development Director, Assistant Secretary

Treasurer, James City County Treasurer.

Mr. Tingle accepted the report, and then entertained motions from the floor. There being none, Mr. Gebhardt moved that the slate be elected as presented. The motion was seconded by Mr. Craft and passed unanimously.

Mr. Tingle turned the gavel back over to Chairman Rinaldi.

c. Chairman Rinaldi reviewed the EDA chair, liaison, and board positions for the upcoming year. After little discussion, Mr. Rinaldi made the 2008 appointments (attached).

4. **DISCUSSION ITEM**

a. Virtual Shell Building

Mr. Tingle asked the status of the virtual shell building. Mr. Taylor replied that the site plan had preliminary approval with the understanding that no expedited review would be requested until OED has a bona fide client. However, the site plan is reviewed annually, and changing legislation and ordinances impacting it are addressed as needed.

Mr. Rinaldi asked if there was a way to anticipate an end-user in order not to have to go through the annual review process. He asked Mr. Yavorsky to investigate how to get final site plan approval

b. County Comprehensive Plan Update Input

Mr. Rinaldi introduced Mr. Ribeiro, Comprehensive (Comp) Plan Liaison, who gave an update of the Comp Plan Update process. The Citizen Participation Team has been appointed and already convened two meetings, the subject of which has been internal/organizational issues. There have been no public meetings yet.

Each planner has responsibility for a different section of the Comp Plan. Mr. Ribiero's section includes economic development. At present he is asking for data to go in the Tech Report section of the Plan. OED agreed to provide what relevant studies it had.

Mr. Tingle brought to Mr. Ribiero's attention the number of studies and reports looked at by the Business Climate Task Force. Ms. Musser will forward all studies and reports

to Mr. Ribiero electronically, including the Business Climate Task Force Report when it is released.

There was further discussion on issues of special interest to the EDA, in particular, land banking. Mr. Bradshaw stated that many questions regarding the issue of land banking itself needed to be identified before it could be brought to the table.

Ms. Musser will disseminate information from the October Work Session facilitated by Ms. Rona Vrooman, to Directors in order that key issues can be identified. From this, issues, including land banking, will be addressed, discussed and researched further.

5. OTHER ITEMS

a. James City County Technology Incubator (JCCTI)

Mr. Taylor reported on the JCCTI Marketing Advisory Meeting. There were good strategies discussed at the meeting. Mr. Taylor will have Ms. Jennifer Barker, JCCTI Director of Client Services forward minutes on the meeting to EDA Directors.

b. Air Service Fund

Mr. Rinaldi shared a letter with Directors from Matthew James, Peninsula Council for Workforce Development Director, regarding the Port Authority's awarding of a \$600,000 grant pending approval by all parties of the municipalities' contributions. Mr. Taylor stated he would attend the Air Service Fund meeting scheduled December 19, and report back to the EDA. Mr. Rinaldi reinforced the EDA's position that FY2007 funds would be forthcoming from the EDA upon satisfaction of the EDA's earlier requests.

c. EDA Seminar in Birmingham

Mr. Warner and Mr. Craft shared information provided by OED on an economic development seminar in Birmingham February 17-19. After brief discussion it was decided Mr. Warner will attend, with Mr. Craft as alternate should Mr. Warner's schedule prevent him from attending.

d. Horticulture Forum

Ms. DuBois reported that ten business leaders from community colleges, workforce development and the horticulture clusters met to discuss training for workforce in the horticulture field. Those attending represented over 200 employees in the horticulture field. Training is being planned on the high school, community college and technical school levels as a result of the Forum. Ms. DuBois will report back on further developments.

6. **PERSONNEL MATTERS**

a. Economic Development Assistant Position

Mr. Rinaldi asked Mr. Taylor the status of the Economic Development Assistant position with the County, stating the EDA had written a letter of concern to County Administration regarding the importance of said position. Mr. Taylor replied that approval to replace Ms. Musser in that capacity had been granted, and that Ms. Musser will stay on temporarily with the Office of Economic Development in an “on call” status to help train the new hire and finish current projects.

Mr. Rinaldi then read a resolution of appreciation for Ms. Musser’s service while in the Economic Development position. Mr. Wanner made a motion to accept the resolution, as corrected. Ms. Hartmann seconded the motion which passed unanimously.

RESOLUTION OF APPRECIATION

WHEREAS, Marcè has served as a steadfast and committed member of the James City County, Virginia economic development team since March 12, 2004; and

WHEREAS, Marcè has performed her professional duties in the Office of Economic Development with wit, charm, creativity and grace; and

WHEREAS, Marcè has given unselfishly of her time and talents to improve the economic development function in James City County; and

WHEREAS, Marcè has persevered through personal and family challenges, all the while remaining focused on ably assisting the Office of Economic Development and the Economic Development Authority in reaching for continued economic development success; and

WHEREAS, the Economic Development Authority doesn’t have a clue in the world how the Office of Economic Development will ever get along without her;

NOW, THEREFORE, BE IT KNOWN by the foregoing proclamation drafted this 18th day of December 2007 that the Economic Development Authority of James City County does hereby extend its sincere thanks and gratitude, and offers its best wishes for health and happiness to Marcè and to all her family, as they continue in their life’s journey.

Mark G. Rinaldi, Chair
Economic Development Authority

b. BOS Liaison to the EDA

Mr. Rinaldi thanked Mr. Bradshaw for his contributions in the two years Mr. Bradshaw served as BOS Liaison, and asked Mr. Bradshaw to consider serving on the Economic Development Use of Rural Lands Committee. Mr. Bradshaw expressed his thanks to the EDA, as well, and stated he would consider serving on the Committee.

7. **CLOSED SESSION**

Mr. Taylor recommended the EDA go in to closed session pursuant to Section 2.2-3711 (A) (5) of the Code of Virginia to discuss a prospective business or industry/or expansion of an existing business or industry where no previous announcement has been made.

Mr. Tingle made the motion, seconded by Ms. Hartmann, to convene into Closed Session. The motion was approved by the following roll call vote:

Mr. Craft	Aye
Ms. DuBois	Aye
Mr. Gebhardt	Aye
Ms. Hartmann	Aye
Mr. Rinaldi	Aye
Mr. Tingle	Aye
Mr. Warner	Aye

At 4:50 PM the EDA convened into Closed Session.

Mr. Rinaldi reconvened the Authority into open session at 5:10 PM.

Mr. Rinaldi considered a motion from Mr. Craft, seconded by Mr. Warner, to approve the Resolution Certification of Closed Meeting. The motion was approved by the following roll call vote:

Mr. Craft	Aye
Ms. DuBois	Aye
Mr. Gebhardt	Aye
Ms. Hartmann	Aye
Mr. Rinaldi	Aye
Mr. Tingle	Aye
Mr. Warner	Aye

RESOLUTION

MEETING DATE: December 18, 2007

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Economic Development Authority of James City County, Virginia (EDA) 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 2.2-3711 of the Code of Virginia requires a certification by the EDA that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, hereby certifies that, to the best of each members' 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 2.2-3711 (A) (5) of the Code of Virginia to discuss a prospective business where no previous announcement has been made.

Mark G. Rinaldi, Chair
Economic Development Authority

VOTE:

AYE: 7

NAY: 0

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

ATTEST:

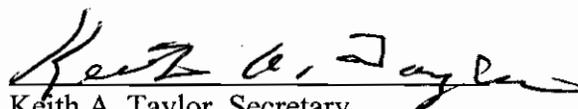
Keith A. Taylor, Secretary
Economic Development Authority

8. **ADJOURNMENT**

There being no further business, Chairman Rinaldi entertained a motion by Mr. Gebhardt to adjourn, which passed unanimously. The meeting was adjourned at 5:15 PM.



Mark G. Rinaldi, Chairman



Keith A. Taylor, Secretary

ECONOMIC DEVELOPMENT AUTHORITY

2008 CHAIR/LIAISON/BOARD POSITIONS

POSITIONS

Board of Supervisors Liaison (historically EDA Chair)

Budget Committee Chair

Planning Commission Liaison

JCCTI/HRTC Liaison

James River Commerce Center Architectural Review Board

James River Enterprise Zone Advisory Board

Nominating Committee

HREDA Liaison

Shell Building #2 Advisory Liaison

Joint BOS/EDA Task Force

Route 60 Corridor Enhancement Project Liaison

Economic Development Use of Rural Lands

2008 APPOINTEES

Mark Rinaldi

Marshall Warner

Doug Gebhardt

Brien Craft

Tom Tingle

Ginny Hartmann

Ginny Hartmann, Tom Tingle

Keith Taylor

Marshall Warner

Tom Tingle

Leanne DuBois

Leanne DuBois/Ginny Hartmann

**ADOPTED 2008 MEETING CALENDAR
ECONOMIC DEVELOPMENT AUTHORITY
OF JAMES CITY COUNTY, VIRGINIA**

3:00 PM, TUESDAY, JANUARY 8, 2008 (SPECIAL WORK SESSION)

8:00 AM, THURSDAY, JANUARY 17, 2008

4:00 PM, TUESDAY, JANUARY 22, 2008 (JOINT BOS/EDA/BCTF WORK SESSION)
BUILDING F - WORK SESSION ROOM

8:00 AM, TUESDAY, FEBRUARY 19, 2008 (WORK SESSION)
SUNTRUST CONFERENCE ROOM, 4801 COURTHOUSE ST., WILLIAMSBURG

8:00 AM, THURSDAY, MARCH 20, 2008

8:00 AM, TUESDAY, APRIL 15, 2008 (WORK SESSION)

8:00 AM, THURSDAY, MAY 15, 2008

8:00 AM, TUESDAY, JUNE 24, 2008 (WORK SESSION)

8:00 AM, THURSDAY, JULY 24, 2008

NO AUGUST MEETING

8:00 AM, THURSDAY, SEPTEMBER 25, 2008

8:00 AM, TUESDAY, OCTOBER 21, 2008 (WORK SESSION)

8:00 AM, THURSDAY, NOVEMBER 20, 2007

8:00 AM, TUESDAY, DECEMBER 16, 2007 (TENTATIVE WORK SESSION)

This 2008 Meeting Calendar was adopted by the Economic Development Authority of James City County, Virginia at its December 18, 2007 meeting. The Economic Development Authority reserves the right to modify this schedule as necessary. Special meetings may also need to be called as situations warrant.

Unless posted to the contrary, all meetings will be held in the Main Conference Room of Building C, James City County Government Center, 101 Mounts Bay Road, Williamsburg, James City County, Virginia.