

**MEETING MINUTES**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
OF JAMES CITY COUNTY (JCC)  
101-D MOUNTS BAY ROAD  
WILLIAMSBURG, VA 23185  
8:00 AM, THURSDAY, JUNE 11, 2015**

**1. CALL TO ORDER**

The meeting was called to order by Chair Warner at 8:04 AM.

**2. ROLL CALL**

A roll call identified the following members present:

Ms. Robin Carson, Vice Chair  
Ms. Leanne DuBois  
Mr. Paul Gerhardt  
Mr. Tim Harris  
Mr. Stephen Montgomery  
Mr. Thomas Tingle  
Mr. Marshall Warner, Chair

Also Present:

Ms. Allison Bacon, JCC Communications Intern  
Ms. Michelle Gowdy, EDA Counsel  
Dr. John McGlennon, Board of Supervisors, EDA Liaison  
Ms. Laura Messer, EDA Recording Secretary  
Mr. Brian Meyer, JCC Economic Development Intern  
Mr. Russell Seymour, EDA Secretary  
Ms. Kate Sipes, Business Development & Retention Coordinator  
Ms. Tara Woodruff, Interim EDA Fiscal Agent

**3. INTRODUCTIONS**

Mr. Seymour introduced the EDA to Ms. Michelle Gowdy, the new JCC County Attorney. He noted that Ms. Gowdy came from New Kent County and said that JCC was fortunate to have her.

Mr. Seymour introduced two interns, Ms. Allison Bacon, who attends Dennison University in Ohio, but is a Williamsburg resident. Ms. Bacon is the JCC Communications Intern through August. Mr. Seymour also introduced Mr. Brian Meyer, who is participating in the College of William & Mary Local Government Institute. Mr. Meyer is working with the Office of Economic Development through June.

The EDA welcomed everyone to the meeting.

4. **MINUTES**

a. April 9, 2015 Meeting Minutes

Mr. Warner asked if there were any changes to the April 9 meeting minutes. There being no changes, Mr. Warner asked for a motion to approve the minutes. Mr. Montgomery made a motion to approve the minutes, which was seconded by Ms. Carson. The minutes were approved unanimously by voice vote.

b. May 21, 2015

Mr. Warner asked if there were any changes to the May 21 bus tour meeting minutes. There being no changes, Mr. Warner asked for a motion to approve the minutes. Mr. Montgomery made a motion to approve the minutes, which was seconded by Ms. Carson. The minutes were approved unanimously by voice vote. Mr. Tingle commended Ms. Messer for being able to summarize the conversation during the bus tour.

c. Joint Special Meeting – March 16, 2015

Mr. Warner asked if there were any changes to the joint special meeting minutes from March 16. There being no changes, Mr. Warner asked for a motion to approve the minutes. Mr. Montgomery made a motion to approve the minutes, which was seconded by Mr. Tingle. The minutes were approved unanimously by voice vote.

5. **FINANCIAL STATEMENTS**

a. April Financial Statements

Mr. Warner asked Ms. Woodruff, Interim EDA Fiscal Agent for an update of financials. She discussed the revenues in Period 10 (April 2015). She said that interest was collected on the Certificates of Deposit as well as Triangle Business & Innovation Center client revenue and lease revenue from Breathe Healthy.

She noted the expenditures for the month of April including a payment to York County, the fiscal agent of the new regional website, in the amount of \$5,000. Ms. Woodruff continued and said that the final quarterly payment to the Hampton Roads Economic Development Alliance (HREDA) had been made as well as legal services fees in the amount of \$500.

Ms. Woodruff said that a repayment from Beanbank Coffee's business assistance grant had been made. Mr. Tingle asked if this completed the repayment. Ms. Messer said there was a remaining balance of approximately \$22.

b. May Financial Statements

Ms. Woodruff stated that in Period 11 (May 2015) that the EDA had received a payment from the York County EDA for their portion of TBIC management fees. She said that lease income revenue had also been received from Breathe Healthy.

Ms. Woodruff said that the EDA had paid Gilley Construction for work in James River Commerce Center (JRCC). She stated that TBIC expenses had also been paid in the amount of \$29,000.

Ms. Woodruff asked if there were any questions. There being none, Mr. Warner asked for approval of the financial reports.

Mr. Tingle made a motion to approve the April financial reports, which was seconded by Mr. Montgomery and approved unanimously by voice vote.

Mr. Warner asked for a motion to approve the May financial reports, which was made by Mr. Tingle and seconded by Mr. Montgomery. The May financial reports were approved unanimously by voice vote.

The EDA thanked Ms. Woodruff.

## 6. ACTION ITEMS

### a. FY2016 EDA Budget

Mr. Seymour reviewed the FY2016 EDA budget. He noted that the Promotions line item had no changes and included LPGA sponsorship as well as funding for the Arts Coordinator, Ms. Terry Buntrock, and event funding.

He stated there was no longer payment for HREDA and that in its place there was per capita funding for a regional partnership between JCC, the City of Williamsburg and York County.

He reviewed other line items including JRCC association fees. Mr. Harris noted that he felt this property needed to be sold to help reduce expenditures. The EDA had a brief discussion about commercial brokers for this property. Mr. Tingle said he felt that having a broker would not assist in selling the property because it is already very marketed through the Virginia Economic Development Partnership. Ms. Carson said she agreed with Mr. Harris that it did not make sense to maintain, but not market it.

Mr. Seymour said that the audit price was included in the budget. The EDA had a brief discussion about the cost. Ms. Woodruff said that the price had increased because of the various agreements that the EDA now enters into as regional partners.

Mr. Seymour continued and reviewed the legal fees as well as the Regional Air Service Enhancement Fund. Mr. Montgomery questioned the benefit of the RAISE expenditure asking what the return on investment was. Ms. Carson noted how rapidly the airline

industry changes and said that she did not know if incentives would help with the success of the Newport News-Williamsburg International Airport. Mr. Harris noted an article he read in the *Wall Street Journal*. The EDA questioned whether it was time for JCC to pay for items such as the RAISE fund and Virginians for High Speed Rail (VHSR).

Dr. McGlennon noted that it was an issue of funding or cutting items. He said that the RAISE agreement had been cut from JCC's budget and that the EDA had felt it was important, so it took over the County's entire contribution. The EDA agreed that an airport was important to the region.

Dr. McGlennon noted that he understood the primary issue for the EDA was there was no long-term revenue stream. He said he felt VHSR was important because he had many citizens ask him about it, but said he was unsure if providing the airport with a subsidy was high on the priority list.

Ms. Gowdy questioned whether or not there was a notice condition in the RAISE agreement.

The EDA noted that they would like to look at the return on investment for RAISE.

The EDA had a brief discussion about their funding stream and their anticipated income for FY2016. Mr. Montgomery acknowledged that often he had bond issues that would provide revenue to the EDA, but JCC had first preference on use of the bank-qualified bonds.

Mr. Seymour reviewed the Triangle Business & Innovation Center (TBIC) expenses including START! Peninsula. There was a brief discussion of the new lease and payments to the Small Business Development Center.

It was noted that Mr. Tim Ryan, Director of TBIC, had numerous ideas and was making good progress in working with TBIC.

The EDA noted that they would like to have a discussion on the budget one month prior to their vote. Mr. Seymour noted that this year had been an anomaly due to the LPGA tournament falling on the EDA meeting day.

There being no more discussion, Mr. Warner asked for a motion to approve the FY2016 EDA budget as proposed, which was made by Mr. Tingle and seconded by Mr. Harris.

Mr. Seymour took a roll call vote:

Ms. Carson	AYE
Ms. DuBois	AYE
Mr. Gerhardt	AYE
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Tingle	AYE

Mr. Warner                      AYE

b. Resolution of Support for Enterprise Zone Application

Mr. Seymour briefly reviewed the Enterprise Zone and said that staff was reviewing potential changes to the Enterprise Zone and noted that this was an opportunity to amend the Zone to have a positive impact on businesses. He noted the zone was nearly 20 years old and would expire at the end of calendar year 2015.

He said that Ms. Sipes was working on a joint application with the City of Williamsburg for a new Enterprise Zone.

Mr. Seymour asked the EDA to support a new Enterprise Zone application. Mr. Warner asked for a motion of support, which was provided by Mr. Montgomery and seconded by Ms. Carson.

Mr. Seymour took a roll call vote:

Ms. Carson	AYE
Ms. DuBois	AYE
Mr. Gerhardt	AYE
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

c. Amended EDA Meeting Calendar

Mr. Seymour told the EDA that Financial Management Services of JCC had asked for an EDA meeting at the end of the month for a bond issue. Mr. Seymour asked the EDA if they would be able to meet on June 25 at 8 a.m. The EDA checked their calendars and agreed they would be able to have a brief meeting.

Mr. Seymour asked the EDA to amend the calendar to also include an August meeting because of the September joint work session with the Board of Supervisors. He said the date of the August meeting would be August 13. Mr. Harris and Ms. Carson both stated they would be unavailable for an August meeting.

Mr. Warner asked for a motion to amend the EDA calendar as presented. Mr. Montgomery made a motion to approve the calendar amendments, which was seconded by Mr. Tingle.

Mr. Seymour took a roll call vote:

Ms. Carson	AYE
Ms. DuBois	AYE
Mr. Gerhardt	AYE
Mr. Harris	AYE

Mr. Montgomery	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

d. Resolution to Authorize TBIC License Approvals

Mr. Seymour stated that in reviewing the TBIC contract with Mr. Maxwell Hlavin, EDA Counsel, they discovered that the EDA would need to have licenses with TBIC clients. Mr. Seymour stated that this would protect the EDA and JCC from any liabilities.

The EDA had a brief discussion about the new space and the licenses.

Mr. Montgomery made a motion to approve the authorization of TBIC license approvals, which was seconded by Ms. Carson.

Mr. Seymour took a roll call vote:

Ms. Carson	AYE
Ms. DuBois	AYE
Mr. Gerhardt	AYE
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

Mr. Seymour thanked the EDA.

7. **DISCUSSION ITEMS**

a. EDA Bus Tour

Mr. Seymour asked the EDA for any points of discussion from the bus tour on May 21. Mr. Warner said that staff did a tremendous job putting the tour together and Mr. Montgomery noted that the accompaniment package was good.

Mr. Seymour said that speaking strategically, it was important for the EDA to know the existing sites and buildings.

Ms. Carson said that it was an eye-opening experience particularly the substandard largest existing building.

Mr. Seymour thanked the EDA and Dr. McGlennon for attending. He said that he felt industry is tucked away from the public eye in JCC and that this is a successful trait.

Mr. Warner noted the importance of retention of existing business.

Mr. Seymour noted that knowing available land was important.

The EDA had a brief discussion about the Eastern State property noting that it could be a gorgeous corporate campus because of its large space and central location. The EDA questioned whether or not the proximity to Eastern State was a downside.

Dr. McGlennon noted it was important to look at revenue generation to offset the need of services. He said taxable assets would be needed for any business that located to that area. He identified retail as not an appropriate industry for the area. The EDA noted that a mix of activity would be best for that location.

Mr. Harris questioned whether or not JCC had use for the site and Dr. McGlennon noted that perhaps a portion of the site, but not the whole site.

b. LPGA Follow-Up

Mr. Seymour reviewed the attendance at the LPGA EDA Skybox. He said it was a successful event with 140 total attendees. He said it broke down to 72 invitees and 68 guests. He said in comparison there were 12 more attendees last year, but noted there was bad weather this year on Sunday.

The EDA said they were pleased with the mix of attendees and thanked staff for their coordination.

c. Business Climate Task Force

Mr. Seymour reviewed the Business Climate Task Force. He noted the review of sites and utilities for those sites. He noted the potential for a Manufacturing Zone, which may assist JCC.

He noted that JCC had a mix of both small and large businesses.

He said that efforts for the new regional website were underway as well as branding the region. He said that these efforts would come to fruition by the fall.

He reviewed the need for cold storage facilities as well as investors for an Angel Fund and also from the banking community to assist in entrepreneurial initiatives. He said that this was critical for future success.

Mr. Seymour noted the efforts of the Rural Economic Development Committee and noted some ideas he had for corridor maintenance.

Ms. Carson asked about the direction of these initiatives. Mr. Seymour stated he had submitted the items for feedback.

Mr. Gerhardt noted that reviewing the items in this manner was helpful. He also suggested

looking at the Comprehensive Plan once it was approved.

The EDA asked if the Board of Supervisors was reviewing their strategies.

Mr. Gerhardt said it would be important to look to the BOS for feedback on the Comprehensive Plan to tie into their own priorities.

Mr. Harris noted that Mr. Michael Hipple had noted identifying sites and utility providers as well as small business as priorities.

The EDA had a brief discussion about their involvement in tourism including the Williamsburg Harvest Celebration (WHC). Mr. Harris noted that Tienda was participating in the event. Ms. Messer noted that several JCC businesses were participating in a Tapas Crawl around New Town during WHC and that JCC was hosting its own event.

The EDA thanked Mr. Seymour for his work on the BCTF review.

## 8. **OED STAFF REPORT**

Mr. Seymour began his monthly staff report. He noted that he had presented at a May 26 class for the Local Government Institute.

He said that he and Ms. Michele DeWitt and Mr. Jim Noel had all gone to the National Site Consultants Convention in Philadelphia and that he had received all the presentation materials.

He said there was progress with the regional website and branding.

He noted that David Nice Builders had been awarded the purchase order for the TBIC buildout.

He said that he had also spoken at a meeting of the Williamsburg Area Association of Realtors.

Mr. Seymour told the EDA that as of July 1, Ms. Messer would be transitioning to a new role with JCC as Tourism Event Coordinator. The EDA congratulated Ms. Messer.

Mr. Gerhardt made a motion to recognize Ms. Messer's hard work for the EDA as the recording secretary for the last 7½ years. He noted her historical knowledge and organization as assets to the EDA. He asked that the minutes show the appreciation of the EDA. The motion was seconded by Ms. DuBois and approved unanimously by voice vote. Ms. Messer thanked the EDA and said that she would not be far and would still be in touch.

## 9. **REPORTS**

- a. Sports Grant Committee

Mr. Montgomery noted a large lacrosse tournament with 1,000 teams was coming at the end of the month. He also said that there would be a July meeting of the Greater Williamsburg Chamber and Tourism Alliance Sports Grants Committee.

**10. ADJOURNMENT**

There being no other reports or business, Mr. Seymour thanked everyone for their time. Mr. Montgomery made a motion to adjourn, which was seconded by Mr. Harris. The meeting was adjourned at 10:04 a.m.

  
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Marshall Warner, Chair

  
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Russell C. Seymour, Secretary

RESOLUTION SUPPORTING THE APPLICATION FOR A NEW JAMES CITY COUNTY

ENTERPRISE ZONE DESIGNATION

WHEREAS, the Economic Development Authority of James City County (JCC EDA) acknowledges the importance of the Enterprise Zone as developed by the Commonwealth of Virginia; and,

WHEREAS, James City County has administered an Enterprise Zone since 1996; and,

WHEREAS, the current James City County Enterprise Zone expires December 31, 2015; and,

WHEREAS, the Virginia Department of Housing and Community Development is accepting applications for the 2016 designation round of new Enterprise Zones; and,

WHEREAS, the JCC EDA strongly supports economic development in James City County and the goals and results of the Enterprise Zone, which provides incentives to both companies new to the County and existing companies expanding in the County; and,

WHEREAS, the Economic Development Authority of the City of Williamsburg and the JCC EDA have discussed the merits of a joint application and a joint Enterprise Zone.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, hereby asks the Board of Supervisors of James City County to authorize the County Administrator to submit all information needed to apply for a joint multi-jurisdictional Enterprise Zone designation with the City of Williamsburg and satisfy all other administrative reporting requirements throughout the life of the Zone.

The undersigned hereby certifies that the above Resolution was duly adopted by the directors of the Economic Development Authority of James City County, Virginia at a meeting duly called and held on June 11, 2015 and that such resolution is in full force and effect on the date hereof.

*Mahesh W. Warner*

Chairman, Economic Development Authority  
James City County, Virginia

ATTEST:

*Russell C. Seymour*

Russell C. Seymour  
Secretary to the EDA

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
WARNER	X	—	—
CARSON	X	—	—
DUBOIS	X	—	—
GERHARDT	X	—	—
HARRIS	X	—	—
MONTGOMERY	X	—	—
TINGLE	X	—	—

Adopted by the Economic Development Authority of James City County, Virginia, this 11<sup>th</sup> day of June, 2015.

RESOLUTION REGARDING A LICENSE AGREEMENT FOR THE TRIANGLE BUSINESS AND INNOVATION CENTER

- WHEREAS, the Economic Development Authorities of James City County, the City of Williamsburg, and York County, Virginia (the "EDAs") have entered into a Memorandum of Understanding (the "MOU") for the operation of a regional business incubator – the Triangle Business and Innovation Center (TBIC); and,
- WHEREAS, under the MOU the EDAs will appointment a cross-jurisdictional board to manage the operation of TBIC (the "Incubator Board"); and,
- WHEREAS, the EDAs have leased space designated as Unit 200 of the Green Leafe Building Condominium located at 4345 New Town Avenue in James City County, Virginia for the purposes of housing TBIC (the "Premises"); and,
- WHEREAS, the EDAs will need to execute license agreements authorizing individual clients of TBIC to use the Premises; and
- WHEREAS, the James City County Economic Development Authority believes it to be in the best interest of the EDAs, TBIC, and its clients that appointees to the Incubator Board analyze and execute the individual client license agreements; and,
- WHEREAS, the Economic Development Authorities of the City of Williamsburg and York County are both pursuing appropriate action to authorize their appointees to the Incubator Board to analyze and execute the individual client license agreements.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, hereby authorizes its representatives appointed to the Incubator Board to approve and execute License Agreements with clients of the Triangle Business and Innovation Center.

The undersigned hereby certifies that the above Resolution was duly adopted by the directors of the Economic Development Authority of James City County, Virginia at a meeting duly called and held on June 11, 2015 and that such resolution is in full force and effect on the date hereof.

  
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 Chairman, Economic Development Authority  
 James City County, Virginia

ATTEST:  
  
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 Russell C. Seymour  
 Secretary to the EDA

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
WARNER	X	___	___
CARSON	X	___	___
DUBOIS	X	___	___
GERHARDT	X	___	___
HARRIS	X	___	___
MONTGOMERY	X	___	___
TINGLE	X	___	___

Adopted by the Economic Development Authority of James City County, Virginia, this 11<sup>th</sup> day of June, 2015.