

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY
101-D Mounts Bay Road, Williamsburg, VA 23185
January 14, 2016
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

Robin B. Carson, Vice Chairman
Paul W. Gerhardt - **Absent**
Timothy G. Harris - **Absent**
Stephen H. Montgomery
Christopher Odle
Marshall N. Warner - **Absent**
Thomas G. Tingle, Chairman

Russell C. Seymour, Secretary
Teresa J. Fellows, Recording Secretary
Kate J. M. Sipes, Assistant Director, Office of Economic Development
Stephanie Lahr, Senior Budget and Accounting Analyst
Maxwell Hlavin, Legal Counsel
Ruth M. Larson, Board of Supervisors Liaison

At 8:04 a.m., Mr. Tingle called the meeting to order and a quorum was established.

C. APPROVAL OF MINUTES

1. Minutes - December 2, 2015, Continuation of Meeting

A motion to Approve was made by Mr. Montgomery and seconded by Mr. Odle, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Carson, Montgomery, Odle, Tingle
Absent: Gerhardt, Harris, Warner

2. Minutes - December 10, 2015, Regular Meeting

A motion to Approve was made by Mr. Montgomery and seconded by Mr. Odle, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Carson, Montgomery, Odle, Tingle
Absent: Gerhardt, Harris, Warner

D. FINANCIAL REPORTS

Ms. Lahr addressed the EDA giving an overview of the December Financial Statements.

1. December 2015 Treasurer's Report

A motion to Approve was made by Mr. Montgomery and seconded by Ms. Carson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Montgomery, Odle, Tingle

Absent: Gerhardt, Harris, Warner

2. December 2015 Expenditure Report

A motion to Approve was made by Mr. Montgomery and seconded by Ms. Carson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Montgomery, Odle, Tingle

Absent: Gerhardt, Harris, Warner

E. CLOSED SESSION

1. The discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in location or expanding its facilities in the community pursuant to Section 2.2-3711 (A)(5) of the Code of Virginia; the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position of negotiating strategy of the public body pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

Mr. Tingle stated that he would abstain from participating in the Closed Session and any corresponding votes due to a conflict of interest.

A motion to Enter a Closed Session was made by Mr. Montgomery and seconded by Ms. Carson, the motion result was Passed.

AYES: 3 NAYS: 0 ABSTAIN: 1 ABSENT: 3

Ayes: Carson, Montgomery, Odle

Abstain: Tingle

Absent: Gerhardt, Harris, Warner

At 8:12 a.m., Mr. Tingle left the room and Ms. Carson took over as the presiding officer.

At 8:12 a.m., the EDA entered into Closed Session.

2. Closed Session Certification

A motion to Certify the Closed Session was made by Mr. Montgomery and seconded by Ms. Carson, the motion result was Passed.

AYES: 3 NAYS: 0 ABSTAIN: 1 ABSENT: 3

Ayes: Carson, Montgomery, Odle

Abstain: Tingle

Absent: Gerhardt, Harris, Warner

At 9:28 a.m., the EDA re-entered into Open Session.

As a result of the discussion in Closed Session, a motion to Enter into a discussion with Billsburg regarding the use of the building and the land they would need for their operation at the Jamestown Marina, as well as Enter a discussion with Eco Discovery to discuss compatible use options for the remaining land under the control of the EDA at the Jamestown Marina, which was made by Mr. Montgomery and seconded by Mr. Odle. The motion result was Passed.

AYES: 3 NAYS: 0 ABSTAIN: 1 ABSENT: 3
Ayes: Carson, Montgomery, Odle
Abstain: Tingle
Absent: Gerhardt, Harris, Warner

F. NEW BUSINESS

1. Kingsmill 2016 Sponsorship

A motion to Authorize was made by Mr. Montgomery and seconded by Ms. Carson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Carson, Montgomery, Odle, Tingle
Absent: Gerhardt, Harris, Warner

Mr. Tingle gave an overview of the item included in the Agenda Packet. He noted that this Sponsorship was included in the EDA's budget for the year.

Mr. Montgomery asked for the dates of the event.

Ms. Sipes stated that the event dates are May 16-22.

2. Columbia Pipeline

Mr. Tingle gave an overview of the informational item included in the Agenda Packet. He noted that no action is necessary of the EDA. He also noted that he asked Mr. Seymour to contact Columbia Pipeline to see if they would be willing to improve the access coming off Columbia Drive, as that would allow the EDA to have better access to their owned property for the purpose of site visits.

Mr. Seymour stated that he has made that request, but has not received an answer as of yet.

3. Business Assistance Program

Mr. Tingle gave an overview of the informational item included in the Agenda Packet. He noted that no action is necessary of the EDA.

Mr. Seymour stated that a recipient of a Business Assistance Program Grant is relocating out of the County and at the point that they cease operations in the County, the repayment of any outstanding monies are due back to the EDA. He briefly outlined the circumstances and reasoning behind the relocation of this business outside of the County.

G. OLD BUSINESS

1. Bylaws Adoption

A motion to Approve was made by Mr. Montgomery and seconded by Ms. Carson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Carson, Montgomery, Odle, Tingle
Absent: Gerhardt, Harris, Warner

Mr. Tingle stated that the final draft of the Bylaws was included in the Agenda Packet. If there are no other questions or revisions, then the Bylaws are ready for adoption.

Mr. Hlavin noted that after the approval of the Bylaws that motions will no longer need to be seconded.

2. Liaison Appointments

A motion to Postpone was made by Mr. Tingle, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Montgomery, Odle, Tingle

Absent: Gerhardt, Harris, Warner

Mr. Tingle stated that he would be contacting the other Directors to confirm these prior to the next meeting.

H. COMMITTEE REPORTS

1. Liaison Reports

No information to report at this time.

I. DIRECTOR'S REPORT

1. Report from Director

Mr. Seymour gave a brief overview of the report included in the Agenda Packet. He noted that the Greater Williamsburg Partnership will be meeting with Virginia Economic Development Partnership (VEDP) within the next two weeks. He also intends to meet with VEDP, on behalf of the County, to discuss what they are seeing in prospect activity and to identify incentives other localities are using to close deals. He noted that staff is currently working on developing an incentive package and hopes to present that to the EDA either in February or March before taking it before the Board of Supervisors. He also highlighted the article in WYDaily regarding economic development in the County and noted that it was included in the Agenda Packet.

J. ADJOURNMENT

1. Adjourn until 8 a.m. on February 11, 2016, for the Regular Meeting

A motion to Adjourn was made by Mr. Montgomery, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Montgomery, Odle, Tingle

Absent: Gerhardt, Harris, Warner

At 9:52 a.m., Mr. Tingle adjourned the EDA.



Thomas G. Tingle, Chair



Russell C. Seymour, Secretary