

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY
101-D Mounts Bay Road, Williamsburg, VA 23185
August 11, 2016
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

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

Ruth M. Larson, BOS Liaison
Kate Sipes, OED Assistant Director
Maxwell Hlavin, EDA Legal Counsel
Stephanie Lahr, EDA Fiscal Agent
Teresa J. Fellows, EDA Recording Secretary
Russell C. Seymour, EDA Secretary

C. APPROVAL OF MINUTES

1. Minutes Adoption - July 14, 2016 Regular Meeting
2. Minutes Adoption - August 2, 2016 Special Meeting

A motion to Approve was made by Ms. Carson, the motion result was Passed.

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

D. FINANCIAL REPORTS

1. July Financial Reports

A motion to Approve was made by Mr. Warner, the motion result was Passed.

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

Ms. Lahr gave a brief overview of the financial reports included in the Agenda Packet.

Mr. Tingle questioned the cost of the annual audit. He stated that the cost is a percentage of their holdings, and considering the amount of the Authority's holdings and it is not a difficult audit, he wondered if there is something that the County could do about the cost.

Ms. Sharon Day, Assistant Director of Financial and Management Services, stated that she could look into the situation and give the Authority a report back.

E. CLOSED SESSION

F. NEW BUSINESS

1. Public Hearing - James City County Economic Development Authority (EDA) Concurrence - Williamsburg Landing

A motion to Approve was made by Mr. Warner, the motion result was Passed.

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

Mr. Tingle opened the Public Hearing at 8:07 a.m.

Mr. Kevin White, Kaufman & Canoles, Bond Counsel for Williamsburg Landing, addressed the Authority giving an overview of the documents included in the Agenda Packet. He explained the nature of the transaction and the legal requirements pertaining to the governmental approval process, and the limitation of the Authority's liability with respect to the same and invited questions from the Directors of the Authority.

No members of the public spoke at the Public Hearing in support of or in opposition to the Bonds.

Mr. Tingle closed the Public Hearing at 8:11 a.m.

2. Public Hearing - Revenue Bond Issuance for the Benefit of Virginia United Methodist Homes of Williamsburg, Inc., (dba WindsorMeade)

A motion to Approve was made by Ms. Carson, the motion result was Passed.

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

Mr. Tingle opened the Public Hearing at 8:12 a.m.

Mr. David Richardson, McGuire Woods, Bond Counsel for Virginia United Methodist Homes of Williamsburg, Inc., (dba WindsorMeade), addressed the Authority giving an overview of the documents included in the Agenda Packet. He explained the nature of the transaction and the legal requirements pertaining to the governmental approval process, and the limitation of the Authority's liability with the same, and invited questions from the Directors of the Authority.

No members of the public spoke at the Public Hearing in support of or in opposition to the proposed bond issuance.

Mr. Tingle closed the Public Hearing at 8:17 a.m.

3. September 27 EDA/Board of Supervisors Joint Work Session

Mr. Seymour gave an overview of the PowerPoint presentation that was used for last year's work session. He stated that this was a good starting point for the discussion. He believes that the Greater Williamsburg Partnership should be a large part of the accomplishments over the last year. He stated that projects and prospects will be highlighted, as well as the Target Sector Study done by Market St. for the Greater Williamsburg Partnership (GWP). Timmons is also doing a Site Readiness Study that can be highlighted as well. He stated that an enterprise zone replacement plan will be discussed as well as aligning it with the two studies. He stated that he is working with the County GIS office to visually show the remaining developable acreage in the County.

ordinances were discussed that might help the County be more business friendly. She stated that there seems to be some processes that need to be tightened up to make navigation through the County easier.

She briefly discussed the priority list that the Board was given during the Strategic Plan work session.

2. Greater Williamsburg Chamber & Tourism Alliance – None

3. Planning Commission

Draft language for the food truck ordinance will be going before the Policy Committee, and staff hopes to get the input of the current food truck operators in the County.

4. Launchpad – None

5. Greater Williamsburg Partnership (GWP)

Mr. Tingle gave a brief summary of the memorandum that he included in the Agenda Packet regarding the GWP Board meeting held on July 27. A lot was accomplished in a short amount of time. He stated that Ms. Carson will be working to formulate a strategic plan or vision for the organization.

Mr. Tingle requested that a formal resolution be drafted stating that the three jurisdictions are financially supporting the organization and that two members of the Authority shall be appointed to serve on the GWP Board.

6. RAISE Advisory Committee – None

7. JRCC Architectural Review Board – None

8. Real Estate Holdings

Mr. Odle stated that there were some questions from the Miller Group regarding the EDA parcel. Those questions have been answered and sent back to them and their consultant from Timmons.

Ms. Sipes gave a brief update on where things stand with Billsburg Brewery. She stated that there was a kick-off meeting between several County staff and the contractors from the civil engineer, the geo-tech firm and the surveying firm. There should be a draft site plan by the end of next week.

Mr. Tingle asked that Mr. Odle be copied on emails regarding the site plan at the Marina.

9. Finance

Mr. Warner stated that with the investment in the Marina property, the Authority will be going into the Certificates of Deposits. The terms of those certificates allow for withdrawal without any fees or penalties.

10. Strategic Planning Advisory Group (SPAG)

Ms. Carson gave an update on the recent SPAG meeting. She stated that the list of priorities was given out for the contribution. But, the items that are part of the County's normal maintenance that should be already accounted for, were not laid out in such a way that one would know they are already accounted for. She stated it was very confusing. There should be one pot of money that is designated for existing capital needs, then there should be another pot of money for future priorities. It is those future priorities that should be ranked and part of the Strategic Plan.

I. DIRECTOR'S REPORT

1. August Director's Report

Mr. Seymour gave a brief overview of the report included in the Agenda Packet.

Ms. Sipes mentioned the upcoming dates of interest and highlighted Manufacturing Day on October 7.

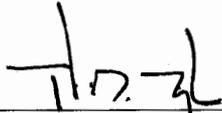
J. ADJOURNMENT

1. Adjourn until 8 am on September 8, 2016

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

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

At 9:48 a.m., Mr. Tingle adjourned the EDA.



Thomas Tingle, Chair



Russell C. Seymour, Secretary