

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JANUARY 14, 1999, AT 3:30 P.M. IN THE BUILDING E CONFERENCE ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

The meeting was called to order by Chairman Bartlett at 3:25 p.m. A roll call by Secretary Taylor identified the following members present:

Mr. Gilbert Bartlett
Mr. Vincent Campana, Jr.
Mr. William Greenwood
Mr. Sterling Nichols
Mr. Jon Nystrom

Mr. Robert Demer arrived at 3:38 p.m.

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Sanford B. Wanner, County Administrator
Donna Christian, Recording Secretary, IDA
Ronald Nervitt, Board of Supervisors
Rona Vrooman, Total Quality Performance, JCC

ABSENT

Mr. John Berkenkamp

2. APPROVAL OF MINUTES

On a motion by Mr. Nystrom and a second by Mr. Campana the minutes of the December 10, 1998 and December 28, 1998 meetings were approved by unanimous voice vote.

3. TREASURER'S REPORT

The Treasurer's Report from Ms. Davis for the Authority was presented by Mr. Taylor, along with the Capital Improvement Expenditure Report and the IDA operating budget report. On a motion by Mr. Nystrom, and a second by Mr. Greenwood, the Treasurer's Report and related financial reports were accepted as presented by unanimous voice vote.

4. PERSONNEL MATTERS

a. Board of Supervisors and Planning Commission Liaison Appointments

Mr. Bartlett reported that he asked Mr. Demer to continue on as the Planning Commission Liaison for the IDA and Mr. Demer agreed. He further reported that he felt it important to have the IDA Chairman as the liaison to the Board of Supervisors. Everyone was in agreement with this.

5. ACTION ITEMS

None

6. PRESENTATIONS

None

7. REPORTS

a. BOS Liaison to IDA

Mr. Nervitt reported that the BOS is working on having two meetings a year with the various appointed boards, authorities and commissions. He further reported that the BOS reassignments have been done and he has asked to remain the IDA liaison. Mr. Nervitt also mentioned that he would like see the IDA promote the new Research and Technology Zone.

b. Planning Commission Liaison

Mr. Demer stated that there were no issues to report at this time.

c. Peninsula Alliance for Economic Development

Mr. Nystrom reported that the Alliance is discussing an action plan for the year, to include business recruitment and workforce training. He further reported that the new President and CEO, Richard Weigel is an excellent addition to the Alliance.

d. Business & Industrial Zoning Ordinance Review Committee

Mr. Campana reported that the Committee sent a letter to Board of Supervisors Chairman, Jack Edwards regarding the new research and technology district.

e. Strawberry Plains Road Property Sales Status

Mr. Campana reported that the committee met with the prospective purchasers and everyone was pleased with the results of the prospective purchaser's plans for the property. He further stated that the deed has been signed and the closing is scheduled to take place on January 15, 1999.

f. Strategic Plan Update

Mr. Taylor reported that the teams have met and the draft will be finished soon. The IDA will then need to hold a meeting to finish up the plan, after which they will have a work session with the Board of Supervisors to get their input and approval.

g. Chairman's December 17 Procedural Suggestions

Chairman Bartlett stated that staff has put together a notebook for the directors to put there various correspondence, etc. in regarding the IDA and that the Directors should maintain the notebooks themselves. He also stated that the IDA may want to reconsider where they hold their meetings and possibly hold the regular IDA meetings in a different location. Chairman Bartlett also suggested that the directors who do not have e-mail access might consider getting it as this may be a good communication tool for the IDA.

h. Questions Concerning Written Staff Reports

Mr. Taylor stated that there was no written report this time do to the shortness of time between regular meetings.

Mr. Taylor reported that Mr. Wayne Sterling will be leaving the Virginia Economic Development Partnership to return to South Carolina.

He further stated that the next Business Leaders' Breakfast will be held at Kingsmill on Feb. 24, 1999. Mr. Taylor is considering asking Mr. Richard Weigel speak at the function regarding the Peninsula Alliance for Economic Development.

Mr. Taylor reported that there is an upcoming Virginia Economic Developers Association seminar to be held in March and invited any directors to sign up if they are interested.

Mr. McDonald, Manager of Financial Management Services for James City County put together a draft list of the outstanding industrial revenue bonds per Mr. Bartlett's request and this list has been distributed to the IDA directors.

The James City County Attorney's office has put together an extensive group of Attorney General's opinions regarding the IDA. Mr. Herrick, Assistant County Attorney found 69 opinions and put together 20 for the Chairman Bartlett's review.

8. OTHER BUSINESS

a. Crossroads Project

Mr. Demer asked the IDA if they want to take a position on this issue. Mr. Nystrom stated that there are definitely economic development issues in the study. Mr. Greenwood stated that he will put all of the IDA directors on the mailing list regarding information for the study, informational purposes.

b. Regional Industrial Park Concept

Mr. Demer suggested that the IDA purchase land to help facilitate potential prospects getting into the industrial parks. He further stated that the IDA may want to consider this as an option, as well as explore the regional industrial park concept.

c. Greater Richmond Mayors and Chairs

Mr. Demer suggested that the IDA of JCC connect with the IDAs of Richmond to get information from them as to some of their practices and policies. He also suggested that it would be to the IDA's advantage to meet with them. It was then suggested that there be a formal liaison representative from JCC's IDA appointed. Mr. Nystrom suggested that other IDA chairs could come and address the County's IDA. Mr. Nichols suggested having a consultant speak to the IDA to inform the IDA of their process in finding a site for relocation.

9. EXECUTIVE SESSION

Mr. Taylor recommended that the IDA go into Executive Session pursuant to Section 2.1-344 (A) (3) of the Code of Virginia to consider the lease of a parcel of publically held property. On a motion made by Mr. Campana and seconded by Mr. Nichols, and approved by unanimous voice vote, the IDA went into Executive Session at 4:55 p.m.

On a motion made by Mr. Nystrom and seconded by Mr. Nichols, and approved by unanimous voice vote, the IDA came out of Executive Session at 5:34 p.m.

RESOLUTION

MEETING DATE: January 14, 1999

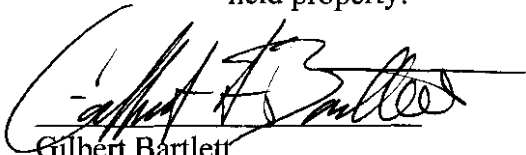
CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Industrial Development Authority of the County of James City, (IDA) has convened an executive 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 2.1-344.1 of the Code of Virginia requires a certification by the Board that such executive meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Industrial Development Authority of James City County, hereby certifies that, to the best of each member's knowledge; (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive 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 2.1-344 (A)(3) of the Code of Virginia to consider the lease of a parcel of publically held property.



Gilbert Bartlett

Chairman, Industrial Development Authority

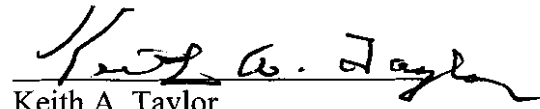
VOTE:

AYE: 6

NAY: 0

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

ATTEST:



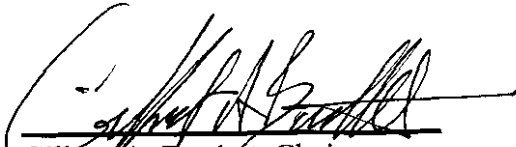
Keith A. Taylor

Secretary to the Industrial Development Authority

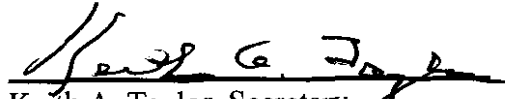
Adopted by the Industrial Development Authority of the County of James City, Virginia, this 14th day of January, 1999.

10. ADJOURNMENT

There being no further business Chairman Bartlett entertained a motion from Mr. Greenwood to adjourn. The motion was seconded by Mr. Campana and approved by unanimous voice vote. The meeting was adjourned at 5:37 p.m.



Gilbert A. Bartlett, Chairman



Keith A. Taylor, Secretary

TREASURER'S REPORT
INDUSTRIAL DEVELOPMENT AUTHORITY
DECEMBER 1998
FY 99

Revenue Source	Prior Collections	Collected this period	Collected to Date
Farmers Market Lease			\$0.00
Interest on Available Cash	\$14,534.93	\$2,401.62	\$16,936.55
General Fund Transfer			\$0.00
Received from Commonwealth			\$0.00
Bond Application Fees	\$11,250.00		\$11,250.00
Land Contract Payment Revenue		\$285,910.30	\$285,910.30
Williamsburg Land conservancy			\$0.00
Expense Reimbursement			\$0.00
MISC Revenue			\$0.00
 December Receipts		 \$288,311.92	
 Fiscal Year Receipts			 \$314,096.85
Bank balance June 30, 1998			\$731,866.46
 Total Receipts			 \$1,045,963.31
 Disbursements this Period	 \$288,860.28		
Previous disbursements	\$14,631.24		
Total disbursements to Date			\$303,491.52
 Bank balance December 31, 1998			 <u>\$742,471.79</u>

**Industrial Development Authority
of the County of James City
FY 99 Budget Report
Period Covered Dec 98**

Account #	Account Name	Beginning Budget	Exp. Dec*	Previously Reported YTD Expenses*	Total YTD Exp.*	Balance
021-010-0203	Professional Services	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
021-010-0205	Promotion	\$ 7,300.00	\$ -	\$ 4,443.00	\$ 4,443.00	\$ 2,857.00
021-010-0210	Insurance	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
021-010-0219	Telephone	\$ 400.00	\$ 48.02	\$ 121.82	\$ 169.84	\$ 230.16
021-010-0220	Travel & Training	\$ 2,000.00	\$ 613.00	\$ 530.00	\$ 1,143.00	\$ 857.00
021-010-0232	James River Comm.Ctr.OE.	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00
021-010-0233	Shell Building OE.	\$ 5,000.00	\$ 985.25	\$ 2,118.11	\$ 3,103.36	\$ 1,896.64
021-010-0234	Strawberry Plains OE.	\$ 2,000.00	\$ 887.29	\$ 868.71	\$ 1,756.00	\$ 244.00
021-010-0235	Annual Audit	\$ 4,000.00	\$ -	\$ 3,950.00	\$ 3,950.00	\$ 50.00
021-010-0319	Office Supplies & Equipment	\$ 500.00	\$ 408.42	\$ 224.94	\$ 633.36	\$ (133.36)
021-010-0398	OED Discretionary Exp.	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Totals		\$ 38,700.00	\$ 2,941.98	\$ 12,756.58	\$ 15,698.56	\$ 23,001.44

*Extrapolated from monthly computer printouts received from the County Accounting Office.

**James City County
Capital Improvement Project Funds
Involving Industrial Development Authority
FY 99
Periods Covered December '98**

Account #	Account Name	Total Budget	Exp. December*	Previously Reported YTD Expenses	Total Expenses	Balance
013-071-0100	Strawberry Plains Rd Property	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 6,500.00	\$ -
013-071-0200	James River Commerce Center	\$ 842,352.00	\$ -	\$ 464,086.00	\$ 464,086.00	\$ 378,266.00
013-071-0400	Industrial Shell Building	\$ 2,450,000.00	\$ 1,700.93	\$ 1,929,835.00	\$ 1,931,535.93	\$ 518,464.07
TOTALS		\$ 3,298,852.00	\$ 1,700.93	\$ 2,400,421.00	\$ 2,402,121.93	\$ 896,730.07

*Extrapolated from monthly computer printouts
received from the County Accounting Office.