

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JANUARY 18, 2001, AT 3:30 P.M. IN THE BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. CALL TO ORDER

The meeting was called to order by Chairman Bartlett at 3:30 p.m.

2. ROLL CALL

A roll call by Secretary Taylor identified the following members present:

Mr. Gilbert Bartlett  
Mr. John Berkenkamp  
Mr. Vincent Campana, Jr.  
Ms. Virginia Hartmann  
Mr. Mark Rinaldi

ALSO PRESENT

Keith A. Taylor, Secretary, IDA  
Sanford B. Wanner, County Administrator  
Kelly See, Recording Secretary, IDA  
Ron Nervitt, Board of Supervisors IDA Liaison  
Sue Mellen, County Accounting Supervisor  
Tara Moore, County Senior Accountant  
Barbara Miller, Assistant Treasurer  
John Horne, Manager, County Development Manager  
Leo Rogers, Assistant IDA General Counsel  
Brian Murer, President, Versar Greenwood Inc.  
Greg Kelly, Vice President, Versar Greenwood Inc.  
Deborah Burke, Business Development Mechanical Engineer, Versar Greenwood Inc.

ABSENT

Mr. Sterling Nichols  
Mr. Jon Nystrom

3. PERSONNEL MATTERS

a. Board Appointment of Ron Nervitt as IDA Liaison

Mr. Bartlett welcomed Mr. Nervitt as IDA Liaison for the new year.

4. APPROVAL OF MINUTES

Mr. Taylor reported that a change had been made to the minutes previously received for review by the Directors. The change was to the title used for Ms. Sue Mellen. On a motion by Mr. Berkenkamp and a second by Ms. Hartmann, the minutes from the November 15, 2000 meeting were approved by unanimous voice vote.

5. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Sue Mellen presented the Treasurer's and Financial Reports. Mr. Berkenkamp commented that the Land Contract Payment line item should not be reported as part of the IDA's Operating Expenses. Ms. Mellen stated that the item could be moved to another part of the report. On a motion by Mr. Berkenkamp, and a second by Mr. Campana, the Treasurer's and Financial Reports were accepted as presented by unanimous voice vote.

6. ACTION ITEMS

a. Adoption of 2001 Meeting Calendar

Mr. Bartlett asked if there were any objections to the revised 2001 Meeting Calendar presented by Mr. Taylor. On a motion by Mr. Campana, and a second by Mr. Berkenkamp, the 2001 meeting calendar was approved by unanimous voice vote.

b. Ratification of Shell Building Options Analysis Contract with Versar Greenwood

Mr. Bartlett suggested that the IDA move to Item Number Seven on the agenda, Presentations, Shell Building Options Analysis Overview. Mr. Taylor introduced Mr. Greg Kelly, Mr. Brian Murer, and Ms. Deborah Burke of Versar Greenwood Inc. Mr. Taylor explained that Versar Greenwood was the top choice of the Shell Building Options Analysis Committee to perform the study. Mr. Kelly reported on the work that has been done so far on the Shell Building Options Analysis. He stated that at this point they are a little ahead of schedule. He further reported what the next steps in the study will be and answered questions.

Mr. Bartlett asked Mr. Leo Rogers to update the Directors on the contract with Versar Greenwood. Mr. Rogers explained that the contract had been dated December 19, 2000 since Versar Greenwood began work on that date. He further explained that the contract was for a fixed dollar amount, \$23,000. On a motion by Mr. Campana, and a second by Mr. Berkenkamp, the IDA, by unanimous voice vote, authorized Mr. Bartlett to sign the contract with Versar Greenwood Inc. on their behalf once the contract has been revised and reviewed by counsel.

Mr. Bartlett thanked Mr. Rogers and the representatives of Versar Greenwood for appearing at the meeting.

c. Approval of a Revocable License for Fence Installation at Mainland Farm

Mr. John Horne requested that the IDA approve execution of a revocable license to the neighbor of the Mainland Farm property, The Pointe at Jamestown Homeowners Association, for a fence to be placed on the Mainland Farm property as a buffer to the neighboring development. Mr. Horne explained that the license would be revocable with or without cause and, if the license was revoked, the fence would be required to be removed within 30 days of revocation. Mr. Horne and Mr. Rogers then answered questions. On a motion by Mr. Berkenkamp, and a second by Mr. Campana, the IDA approved execution of a revocable license for a fence to be placed on the Mainland Farm property by the adjoining property owner by unanimous voice vote.

7. PRESENTATIONS

a. Shell Building Options Analysis Overview

See item 6b.

2. REPORTS

a. BOS Liaison to IDA

Mr. Nervitt reported that the BOS has a new chair, Mr. McGlennon. He further reported that BOS reassignments had been done and he had been selected as IDA liaison for this year. He stated that he enjoyed his last stint as IDA Liaison and was looking forward to this time. Mr. Nervitt asked what action had been taken by the IDA on the issues raised at the last joint meeting of the Board of Supervisors and the IDA. Mr. Bartlett replied that all the subjects raised at the joint meeting are still on the IDA's plate.

Mr. Taylor mentioned that the Board has agreed to annually fund Economic Development Incentives by approximately the equivalent of one penny on the tax base.

b. Planning Commission Liaison

Mr. Rinaldi commented to Mr. Nervitt that the revision of the Comprehensive Plan, the IDA's desired participation in which is one of the IDA initiatives to come out of the last joint meeting of the Board and the IDA, has been put on the back burner as the County's development of a process to update the Comprehensive Plan has been delayed.

c. Peninsula Alliance for Economic Development

Mr. Nystrom was not present. No report.

Mr. Bartlett announced that there is a PAED meeting at 8:30 a.m. on January 24<sup>th</sup> that he will be attending. He inquired if other directors have been receiving mailings from PAED and stated that the other directors could be put on the mailing list.

d. Crossroads Project Liaison

Mr. Bartlett reported that the IDA is currently not playing any role in the Crossroads Project, but the County may have a role. He stated that he did not know if the IDA has a role unless it relates to shell building initiatives. Mr. Nervitt asked what the position of the IDA is on Crossroads. Mr. Bartlett responded that the IDA stands ready to put someone on the Crossroads advisory committee.

e. Research & Technology District Task Force

Mr. Campana stated that he still wants to propose a consultant to the Board to determine the feasibility of Research and Technology as an initiative in the County. He recommended waiting to see what the report of Versar Greenwood says and then make a recommendation to the Board. Mr. Taylor stated that he would talk with the County Administrator to get his opinion. Mr. Bartlett commented that the IDA should not lose sight of this initiative.

f. Economic Development Initiatives

Mr. Rinaldi reported that this topic had already been covered.

9. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that the resolution to submit application to extend Endeavor Drive to the IDA's property has been approved by the Board and he is hoping the application will get on February's docket with VDOT.

Mr. Taylor reported that he will be going on a marketing mission with the State Partnership to Southern California next week.

Mr. Taylor reported that he would discuss with the County Administrator the possibility of an RFP for a consultant to develop an implementation strategy to establish one or more Research and Technology zoning districts in the County.

10. OTHER BUSINESS

a. 2001 Project Planning Calendar

Mr. Rinaldi stated that the IDA has discussed taking on more work but did not increase the number of its meetings. He further stated that perhaps it is premature to discuss this issue with the delay of the revision to the Comprehensive Plan to the end of the year. Mr. Bartlett commented on the need to find out the status of the Comprehensive Plan. Mr. Nervitt stated that the revision will be kicking off sometime between September and November. Mr. Campana stated that the IDA needs to remain flexible about meeting more often if necessary. The IDA directors then discussed possible options for additional work sessions with more focused agendas.

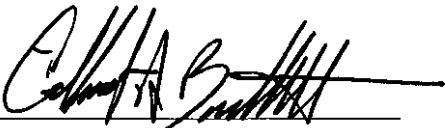
b. 2001 Small Business Appreciation Event, March 30

Mr. Taylor announced that the 2001 Small Business Appreciation Event is planned for the evening of Friday, March 30.

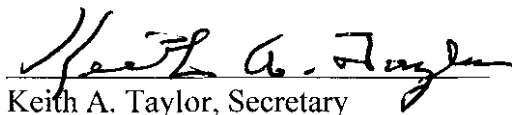
11. ADJOURNMENT

Mr. Berkenkamp commented that he had received a letter from Yorktownuniversity.com requesting the IDA invest in the company. He stated that this type of investment is not for the IDA and that someone should write to the company to notify them of this. Mr. Taylor stated that he would write such a letter.

There being no further business Chairman Bartlett entertained a motion from Mr. Campana to adjourn. The motion was seconded by Mr. Rinaldi and approved by unanimous voice vote. The meeting was adjourned at 5:14 p.m.



Gilbert A. Bartlett, Chairman



Keith A. Taylor, Secretary

**Treasurer's Report  
Industrial Development Authority  
November-December 2000**

Rev Code	Revenue Source	Prior Collections	Collected this period	Collected to Date
021-325-0100	Lease Income	\$0.00	\$7,362.50	\$7,362.50
021-325-0200	Interest on Available Cash	\$1,856.89	\$795.43	\$2,652.32
021-325-0600	General Fund Contribution	\$137,717.88	\$273,009.60	\$410,727.48
021-325-0400	Bond Fee Revenue	\$0.00	\$0.00	\$0.00
021-325-0500	Land Contract Payment Revenue	\$0.00	\$0.00	\$0.00
021-325-0250	Misc Revenue	\$0.00	\$0.00	\$0.00
	Expense Reimbursement	\$0.00	\$700,000.00	\$700,000.00
	Total receipts this period		\$981,167.53	
	Fiscal Year Receipts			<b>\$1,120,742.30</b>
	Bank balance June 30, 2000			\$161,900.15
	Total Receipts			\$1,282,642.45
	Disbursements this Period	\$974,334.46		
	Previous disbursements	\$199,995.29		
	Total disbursements to Date			\$1,174,329.75
	Bank balance December 31, 2000			<b><u>\$108,312.70</u></b>

**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**EXPENDITURES**

**James City County**

05-Jan-01

IDA: Year ( 2001 ) Period ( 6 )

Ledger ID	Ledger Description	Beg Budget	November	December	Total YTD Exp	Balance
OPERATING EXPENSES						
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021-010-0205	PROMOTION	\$24,000.00	\$1,120.10	\$135.80	\$1,648.70	\$22,351.30
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0219	TELEPHONE	\$600.00	\$0.00	\$0.00	\$9.30	\$590.70
021-010-0220	TRAVEL & TRAINING	\$2,000.00	\$0.00	\$18.16	\$18.16	\$1,981.84
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
021-010-0233	SHELL BUILDING - OPS	\$3,000.00	\$39.80	\$0.00	\$3,017.88	(\$17.88)
021-010-0235	ANNUAL AUDIT	\$4,500.00	\$0.00	\$0.00	\$4,100.00	\$400.00
021-010-0245	MAINLAND FARM - OPER EXPENSES	\$100.00	\$5.50	\$5.50	\$27.50	\$72.50
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
021-010-0350	LAND CONTRACT PAYMENTS	\$0.00	\$0.00	\$271,479.60	\$271,479.60	(\$271,479.60)
021-010-0398	OED DISCRETIONARY EXPENDITURE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	Total Operating Expenses	\$42,450.00	\$1,165.40	\$271,639.06	\$280,301.14	(\$237,851.14)
CAPITAL EXPENSES						
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021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$130,680.00	(\$130,680.00)
	Total Capital Expenses	\$0.00	\$0.00	\$0.00	\$130,680.00	(\$130,680.00)

**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**EXPENDITURES**

**James City County**

05-Jan-01

IDACIP: Year ( 2001 ) Period ( 6 )

Ledger ID	Ledger Description	Begin Budget	November	December	Project to Date	Ending Balance
CAPITAL PROJECTS FUND						
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(PROJECT TO DATE)						
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021-011-0200	JRCC	\$168,626.00	\$0.00	\$0.00	\$0.00	\$168,626.00
021-011-0300	ECONOMIC DEVELOPMENT	\$2,145,000.00	\$0.00	\$271,479.60	\$1,798,120.86	\$346,879.14
021-011-0350	INDUSTRIAL PROP/INFRASTRUCTURE	\$2,496,535.00	\$0.00	\$0.00	\$0.00	\$2,496,535.00
021-011-0400	SHELL INDUSTRIAL BLDG FUND	\$92,760.80	\$1,530.00	\$0.00	\$2,280.12	\$90,480.68
	Total Capital Projects Fund	\$4,902,921.80	\$1,530.00	\$271,479.60	\$1,800,400.98	\$3,102,520.82



**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS**  
**December 31, 2000**

Total disbursements per treasurer's report		\$1,174,329.75
Total operating expenses	\$280,301.14	
Total capital expenses	\$130,680.00	
Accounts payable:		
John Deere, performance agreement payment	\$60,000.00	
Virginia Power, Mainland Farm operating expenses	\$5.85	
Landmark Design, Shell building expenses	\$1,812.76	
Southern Landscaping, Shell building expenses	\$1,530.00	
Pass-through: Governors Opportunity Fund -		
Walmart	\$700,000.00	
Total expenses		\$1,174,329.75
Net difference		\$0.00