

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON MARCH 14, 2001, AT 4:00 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 4:00 p.m.

2. ROLL CALL

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

Mr. Gilbert Bartlett
Mr. Vincent Campana, Jr.
Mr. Sterling Nichols
Mr. Jon Nystrom
Mr. Mark Rinaldi

Mrs. Virginia Hartmann arrived at 4:05 p.m.

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Sanford B. Wanner, County Administrator
Kelly See, Recording Secretary, IDA
Sandra Barner, Economic Development Project Coordinator
Ron Nervitt, Board of Supervisors IDA Liaison
Sue Mellen, County Accounting Supervisor
Tara Moore, County Senior Accountant
Barbara Miller, County Assistant Treasurer
Leo Rogers, Assistant IDA General Counsel
Doug Powell, County Assistant Manager of Community Services

ABSENT

Mr. John Berkenkamp

3. PERSONNEL MATTERS

a. Nominating Committee Report

Mr. Nichols reported that the Nominating Committee recommended Mr. Gilbert Bartlett as Chairman and Mr. John Berkenkamp as Vice Chairman of the IDA for the calendar year 2001.

b. Election of 2001 Officers

Mr. Bartlett relinquished the chair to Mr. Nystrom who asked if there was a motion to approve the recommendation of the Nominating Committee. On a motion by Mr. Nichols, and a second by Mr. Rinaldi, the nominations for Mr. Gilbert Bartlett as Chairman and Mr. John Berkenkamp as Vice Chairman were approved by unanimous voice vote.

Mr. Nystrom then gave the chair back to Mr. Bartlett.

c. Standing Committee Chair/Liaison/Board Appointments

Mr. Bartlett presented the Committee Chair/Liaison/Board Positions for the IDA and stated that the appointments would remain the same for the year 2001. He pointed out that a new position had been established, Secondary Schools Programming Focus Group Liaison, and that he was appointing Mrs. Virginia Hartmann to fill this position.

4. APPROVAL OF MINUTES

On a motion by Mr. Campana and a second by Mr. Bartlett, the minutes from the January 18, 2001 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. On a motion by Mr. Campana, and a second by Mr. Bartlett, the Treasurer's and Financial Reports were accepted as presented by unanimous voice vote.

6. ACTION ITEMS

a. Adoption of Revised 2001 Meeting Calendar

Mr. Taylor reported that scheduling conflicts with the adopted 2001 calendar had been brought to his attention, and therefore he proposed a revised 2001 Meeting Calendar. On a motion by Mrs. Hartmann, and a second by Mr. Nystrom, the revised 2001 meeting calendar was approved by unanimous voice vote.

b. Approval of Revocable License for The Pointe at Jamestown Homeowners Association

Mr. Taylor reported that it had been proposed that the IDA grant an additional revocable license to The Pointe at Jamestown Homeowners Association. Mr. Leo Rogers explained that this license would allow a sign, lighting and irrigation that were installed by the developer of the property to be kept in place. Mr. Rogers stated that he had no problem recommending that the IDA keep the existing sign, lighting and irrigation in place and that the license can be revoked at any time. On a motion by Mr. Nystrom, and a second by Mrs. Hartmann, the IDA approved, by unanimous voice vote, granting of a revocable license to The Pointe at Jamestown Homeowners Association to keep and maintain the existing three rail white fence, subdivision monument sign, lighting, irrigation and landscaping at the right-of-way on Sir Thomas Way.

c. Approval of James River Enterprise Zone Grant Request

Mr. Doug Powell, Enterprise Zone Administrator, requested that the IDA approve the application submitted by Ball Metal for its second year Enterprise Zone grant. He stated that this grant amounts to \$18,720. He mentioned that he has not yet received paperwork from Service Metal for its second year grant, but that he expects to receive it soon. On a motion by Mr. Nystrom, and a second by Mr. Campana, the IDA approved the application submitted by Ball Metal for its second year Enterprise Zone grant by unanimous voice vote.

A discussion of the Enterprise Zone program followed. At the request of the Directors, Mr. Bartlett asked Staff to make an effort to send out a copy of Mr. Powell's most recent annual report on the Enterprise Zone.

7. PRESENTATIONS

None

8. REPORTS

a. BOS Liaison to IDA

Mr. Nervitt reported that the County had received the first data from the 2000 census, but that he didn't know what the IDA could do with that. He stated that the realignment of the County's districts will start soon. He mentioned that any citizen can submit a proposal for redistricting.

b. Planning Commission Liaison

Mr. Rinaldi reported on his presentation on a rezoning case to the Planning Commission at their most recent meeting. He felt his remarks were received with mixed feelings. Mr. Bartlett asked if anyone was uncomfortable with the IDA becoming more visible before the Planning Commission. Mr. Nystrom remarked that he was not uncomfortable with that and he applauded such actions. Mr. Wanner suggested the IDA put something in the Board of Supervisors reading file for the meeting at which the case comes before the Board. Mr. Rinaldi stated that since the Chairman of the IDA is the liaison to the Board of Supervisors, he feels it would be more appropriate for the Chairman to make the presentation before the Board. Mr. Campana remarked that in coming before the Board, the IDA needs to be organized and have all the information necessary to do a good job in advising the Board.

c. Peninsula Alliance for Economic Development

Mr. Nystrom reported that the Alliance will have a major economic development announcement soon and one other announcement is possible. Mr. Taylor announced that Wal-Mart had today submitted expansion plans for the one million square foot-expansion of their facility. He estimated the expansion will bring 150 jobs and a \$38 million capital investment and is to be open by October. Mr. Nystrom reported that the Alliance is moving along well in Workforce Development. He also reported that the Alliance approved a resolution circulated by a group from the Southside to support high-speed rail coming to the area.

d. Crossroads Project Liaison

Mr. Taylor mentioned that the IDA had discussed at its last meeting the possibility of a special meeting in April to be briefed on Crossroads. He stated that Mr. Wanner felt there would not be much to report at that time. Mr. Wanner then gave a brief summary of what occurred at the last Crossroads Steering Committee meeting.

e. Research & Technology District Task Force

Mr. Campana reported that they are waiting for the consultant study on the shell building to be completed, and can hopefully build on that foundation to pursue additional research and technology initiatives.

f. Economic Development Initiatives

Mr. Bartlett stated that this topic had already been covered.

g. Shell Building Options Analysis

Mr. Campana reported that the committee had met on several occasions and that the progress of the consultant looks good. Mr. Taylor stated the report would be delayed about one month. Mr. Taylor stated that the presentation of the consultant's report will warrant a special meeting of the IDA. He also mentioned that he had several inquiries from the article in last week's Virginia Gazette on the shell building study.

h. Secondary Schools Programming Focus Group Liaison

Mrs. Hartmann reported that she attended the first meeting of the Secondary Schools Programming Focus Group. She explained that the schools are looking for input on several issues and the group will be meeting several times over the next few months to discuss these issues.

9. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that he had recently been on a Peninsula Alliance Marketing Mission to Baltimore and he had already received the first prospect inquiry from that trip.

Mr. Taylor reported that he will be going on a trade show mission to Toronto in April with the Alliance.

Mr. Taylor announced that he needed an IDA volunteer for the March 29th Existing Industry Visit to John Deere. Mr. Campana and Mr. Rinaldi both stated they could be available.

Mr. Taylor mentioned that the Small Business Appreciation Event will be on March 30th and Mr. Kit Letchworth with Maximus will be the speaker on entrepreneurship.

Ms. Barner reported that DesignMaster Associates is building a 40,000 square foot building in Stonehouse Commerce Park and a press briefing was recently held to publicize the building.

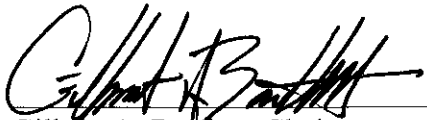
Mr. Taylor reported that Business Appreciation Week will be May 18th and the Directors will be getting ballots soon for the Captain John Smith Award.

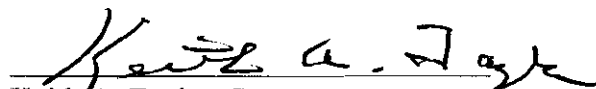
10. OTHER BUSINESS

Mr. Rinaldi reported that it had been brought to his attention that there is an interest in aquaculture in the Stonehouse District. He stated he didn't know what role the IDA can play in that but that the IDA should consider it in general terms.

11. ADJOURNMENT

There being no further business Chairman Bartlett entertained a motion from Mr. Rinaldi to adjourn. The motion was seconded by Mr. Nichols and approved by unanimous voice vote. The meeting was adjourned at 5:52 p.m.


Gilbert A. Bartlett, Chairman


Keith A. Taylor, Secretary

**Treasurer's Report
Industrial Development Authority
January-February 2001**

Rev Code	Revenue Source	Prior Collections	Collected this period	Collected to Date
021-325-0100	Lease Income	\$7,362.50		\$7,362.50
021-325-0200	Interest on Available Cash	\$2,652.32	\$980.95	\$3,633.27
021-325-0600	General Fund Contribution	\$410,727.48	\$5,750.00	\$416,477.48
021-325-0400	Bond Fee Revenue	\$0.00	\$9,260.16	\$9,260.16
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	\$700,000.00		\$700,000.00
	Total receipts this period		\$15,991.11	
	Fiscal Year Receipts			\$1,136,733.41
	Bank balance June 30, 2000			\$161,900.15
	Total Receipts			\$1,298,633.56
	Disbursements this Period	\$8,591.94		
	Previous disbursements	\$1,174,329.75		
	Total disbursements to Date			\$1,182,921.69
	Bank balance Februray 28, 2001			<u>\$115,711.87</u>

INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

07-Mar-01

IDA: Year (2001) Period (8)

Ledger ID	Ledger Description	Beg Budget	January	February	Total YTD Exp	Balance
OPERATING EXPENSES						
021-010-0205	PROMOTION	\$24,000.00	\$6.62	\$0.00	\$1,655.32	\$22,344.68
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	\$0.00	\$18.16	\$1,981.84
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,500.00	\$2,824.32	\$0.00	\$2,824.32	\$1,675.68
021-010-0233	SHELL BUILDING - OPS	\$3,000.00	\$0.00	\$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	\$38.50	\$61.50
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
021-010-0398	OED DISCRETIONARY EXPENDITURE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	Total Operating Expenses	\$42,450.00	\$2,836.44	\$5.50	\$11,663.48	\$30,786.52
CAPITAL EXPENSES						
021-010-0350	LAND CONTRACT PAYMENTS	\$0.00	\$0.00	\$0.00	\$271,479.60	(\$271,479.60)
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	\$402,159.60	(\$402,159.60)

INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

07-Mar-01

IDACIP: Year (2001) Period (8)

Ledger ID	Ledger Description	Begin Budget	January	February	Project to Date	Encumbrances	Ending Balance
	CAPITAL PROJECTS FUND						

	(PROJECT TO DATE)						

021-011-0200	JRCC	\$168,626.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168,626.00
021-011-0300	ECONOMIC DEVELOPMENT	\$2,145,000.00	\$0.00	\$0.00	\$1,798,120.86	\$0.00	\$346,879.14
021-011-0350	INDUSTRIAL PROP/INFRASTRUCTUR	\$2,496,535.00	\$0.00	\$5,750.00	\$5,750.00	\$0.00	\$2,490,785.00
021-011-0400	SHELL INDUSTRIAL BLDG FUND	\$92,760.80	\$0.00	\$0.00	\$25,280.12	\$23,000.00	\$67,480.68
	Total Capital Projects Fund	\$4,902,921.80	\$0.00	\$5,750.00	\$1,829,150.98	\$23,000.00	\$3,073,770.82

INDUSTRIAL DEVELOPMENT AUTHORITY
BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
February 28, 2001

Total disbursements per treasurer's report		\$1,182,921.69
Total operating expenses	\$11,663.48	
Total capital expenses	\$402,159.60	
Total capital projects expenses	\$5,750.00	
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		\$1,182,921.69
Net difference		\$0.00