

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON MAY 17, 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 identified the following members present:

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

ALSO PRESENT

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
Ann Davis, IDA Treasurer
Leo Rogers, Assistant IDA General Counsel
Doug Powell, County Assistant Manager of Community Services
Rebecca Boyd, Economic Development Intern

ABSENT

Mr. Jon Nystrom

3. PERSONNEL MATTERS

a. Introduce Rebecca Boyd

Ms. Barner introduced Rebecca Boyd, a Public Policy graduate student at The College of William & Mary who is working as an intern with the Economic Development Office for

the months of May and August. Ms. Boyd gave a brief explanation of her project which involves researching the various business clusters in the Williamsburg area. Ms. Boyd was welcomed by all present.

4. APPROVAL OF MINUTES

On a motion by Mr. Berkenkamp and a second by Mr. Campana, the minutes from the March 14, 2001 and April 18, 2001 meetings were approved by unanimous voice vote.

5. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Ann Davis presented the Treasurer's and Financial Reports. On a motion by Mr. Berkenkamp, and a second by Ms. Hartmann, the Treasurer's and Financial Reports were accepted as presented by unanimous voice vote.

6. ACTION ITEMS

a. FY 2002 IDA Operating Budget Adoption

Mr. Berkenkamp presented the Proposed IDA Operating Budget for FY 2002. On a motion by Mr. Berkenkamp and a second by Ms. Hartmann, the FY 2002 IDA Operating Budget was adopted by unanimous voice vote.

b. Adoption of Policy for Business Related Travel Expenditures

Mr. Berkenkamp presented a proposed policy for business related travel expenditures. He explained that the county per diem of \$35 a day may not fully cover the cost of entertaining prospects. He stated that the proposed policy would authorize reasonable and necessary expenditures appropriate to entertain prospects properly. On a motion by Mr. Berkenkamp and a second by Mr. Rinaldi, the policy for Business Related Travel Expenditures was adopted by unanimous voice vote.

c. Site Improvements for Mainland Farm

Mr. Rogers presented a request from John Horne, Development Manager, for the use of a portion of the revenue the IDA has received from rental income at Mainland Farm for site improvements. He explained that \$1,200 was requested for half of the cost of two historical markers proposed to be placed on the property with the other half to be paid by the James City County Historical Commission. He explained that an additional \$2,500 was requested for half of the cost to move a portion of the road providing access to the IDA's property with the other half of the cost to be paid for by Parks and Recreation. Mr.

Rogers then answered questions from the Directors. On a motion by Mr. Berkenkamp, and a second by Mr. Campana, the IDA approved using revenue derived from the rental of Mainland Farm to pay half of the cost of relocating a portion of the road providing access to the IDA property, and half of the cost of the historical marker about the Battle of Green Spring with the presented text, and conditionally approved using the revenue to pay half of the cost of the historical marker about Mainland Farm upon approval of the text of the historical marker.

7. PRESENTATIONS

a. James River Enterprise Zone Annual Report

Mr. Doug Powell, Enterprise Zone Administrator, presented a progress report on the James River Enterprise Zone. He went over the highlights of the program and the incentives available to businesses locating in the Enterprise Zone. He explained what incentives have been taken advantage of so far. Mr. Powell answered questions from the Directors. He reported that Staff will be reevaluating the goals and objectives of the Enterprise Zone program in the next few months.

8. REPORTS

a. BOS Liaison to IDA

Mr. Nervitt encouraged the IDA to become more visible on cases that come before the Board. He stated that the IDA does not necessarily have to be an advocate on every issue, but should present economic impact information to the Board.

b. Planning Commission Liaison

Mr. Rinaldi and Mr. Nervitt raised the question of IDA interest in an upcoming timeshare development case. Suggestions included 1) the IDA get information from John McDonald, Manager of Financial and Management Services, on the fiscal impact of timeshares to the County, 2) the IDA get information from the local hotel/motel association on what timeshares do for the hotel/motel industry, 3) the IDA get information from a timeshare association, and 4) the IDA should ask John Horne to come make a presentation to the IDA on this issue. There was further discussion on the process by which the IDA will provide input to the Planning Commission and Board of Supervisors on projects having an economic development impact. Mr. Wanner noted that when the Planning Staff prepares a report for the Planning Commission and identifies that a project has an economic development component, the Staff flags the Office of Economic Development for their input. Mr. Wanner suggested that when the Office of Economic Development is flagged, they should notify the IDA's Planning Commission Liaison so the IDA can provide input to go along with the Staff report, as a separate item.

c. Peninsula Alliance for Economic Development

Mr. Nystrom was not present. No report. Mr. Wanner mentioned that the main focus of the last meeting was workforce issues.

d. Crossroads Project Liaison

Mr. Wanner gave a brief summary of what occurred at the last meeting of the Crossroads Steering Committee.

e. Research & Technology District Task Force

Mr. Campana reported that there has been no change in the news from the task force. He reported that they are waiting on the shell building options analysis report.

f. Economic Development Initiatives

Mr. Bartlett stated that this topic had been covered under other headings and requested that the heading of Economic Development Initiatives be deleted on future agendas.

g. Shell Building Options Analysis

Mr. Campana reported that a draft of the shell building options analysis report has been completed. He stated that the report raised some questions and that it is going in the right direction. He stated that the report should be ready in another month. Mr. Bartlett reported that he had been invited to meet with Timothy Sullivan and Jim Golden of The College of William & Mary to hear a presentation on why the next shell building should go into the New Town area.

h. Water Resources Committee

Ms. Hartmann reported that she and Mr. Berkenkamp met with Larry Foster, JCSA, and John Horne to discuss water issues. She stated that one of the main questions asked by the IDA was if the County would have water to supply future businesses. She stated that they determined from the meeting that the water would be available if needed. Mr. Berkenkamp reported that permitted capacity is 56% of production capacity. However, he also reported that water in James City County is allocated on a first come, first serve basis. Mr. Bartlett suggested that the Directors read the report provided by the committee and then determine if there is a need to send the committee back for more information.

i. Secondary Schools Programming Focus Group Liaison

Ms. Hartmann reported that the Schools Focus Group had been organized by School Superintendent Dr. Martin, who brought in school architects as facilitators for the

meetings. She stated that the focus group was charged with looking at how a third building would best be used by the district, if one were needed. She reported that the group had been divided into 4 subgroups to address different issues. Her committee, Career/Technical, had combined with the Adult Workforce Committee. Other sub-groups included International Diploma, Alternative Education, and Athletic Facilities. She stated that her committee had considered information on how few local graduates had been hired in two major employment opportunities, and also the problems employers are finding with lack of "soft skills" in the workforce, such as punctuality, appearance, team work, work ethic, etc. Her committee is recommending that non-degree classes be offered in existing school facilities in the evening and on weekends. She further reported that she is now going to serve on a small group that will attempt to combine the sub-committee reports into a draft recommendation.

9. OTHER BUSINESS

Mr. Bartlett reported that Jim Oliver had been retained by the Board of Supervisors of Southhampton County to lead a retreat and had been asked to use James City County as a model.

Mr. Bartlett reminded everyone that the Celebration of Industry event will be held Friday evening at Jamestown Island.

Ms. Barner reported that a press release will be coming out soon about a small distribution company that bought land in James River Commerce Center from the Colonial Williamsburg portion of the industrial park.

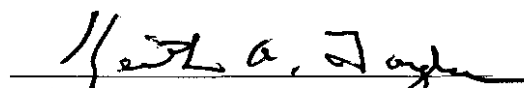
Ms. Barner reported that the contract with LandMark Design for the phase two extension of the road into James River Commerce Center is in the process of being signed.

Ms. Barner reminded everyone that the County Fair will be held August 11.

10. ADJOURNMENT

There being no further business Chairman Bartlett entertained a motion from Mr. Campana to adjourn. The motion was seconded by Mr. Bartlett and approved by unanimous voice vote. The meeting was adjourned at 5:32 p.m.


Gilbert A. Bartlett, Chairman


Keith A. Taylor, Secretary

**Treasurer's Report
Industrial Development Authority
March-April 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	\$3,633.27	\$795.32	\$4,428.59
021-325-0600	General Fund Contribution	\$416,477.48	\$11,500.00	\$427,977.48
021-325-0400	Bond Fee Revenue	\$9,260.16	\$400.00	\$9,660.16
021-325-0500	Land Contract Payment Revenue	\$0.00		\$0.00
021-325-0250	Misc Revenue	\$0.00		\$0.00
	Expense Reimbursement	\$700,000.00	\$20.03	\$700,020.03
	Total receipts this period		\$12,715.35	
	Fiscal Year Receipts			\$1,149,448.76
	Bank balance June 30, 2000			\$161,900.15
	Total Receipts			\$1,311,348.91
	Disbursements this Period	\$12,972.66		
	Previous disbursements	\$1,182,921.69		
	Total disbursements to Date			\$1,195,894.35
	Bank balance April 30 2001			<u>\$115,454.56</u>

INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

09-May-01

IDA: Year (2001) Period (10)

Ledger ID	Ledger Description	Beg Budget	March	April	Total YTD Exp	Balance
OPERATING EXPENSES						

021-010-0205	PROMOTION	\$24,000.00	\$500.00	\$0.00	\$2,155.32	\$21,844.68
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	\$37.10	\$55.26	\$1,944.74
021-010-0222	LOCAL TRAVEL	\$0.00	\$0.00	\$29.56	\$29.56	(\$29.56)
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,500.00	\$0.00	\$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	\$49.50	\$50.50
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	\$505.50	\$72.16	\$12,241.14	\$30,208.86
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)
021-010-0600	SMALL BUSINESS ASSISTANCE	\$0.00	\$0.00	\$420.00	\$420.00	(\$420.00)
	Total Capital Expenses	\$0.00	\$0.00	\$420.00	\$402,579.60	(\$402,579.60)

INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

09-May-01

IDACIP: Year (2001) Period (10)

Ledger ID	Ledger Description	Begin Budget	March	April	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	\$5,750.00	\$5,750.00	\$17,250.00	\$0.00	\$2,479,285.00
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	\$5,750.00	\$5,750.00	\$1,840,650.98	\$23,000.00	\$3,062,270.82

**INDUSTRIAL DEVELOPMENT AUTHORITY
BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
April 30, 2001**

Total disbursements per treasurer's report		\$1,195,894.35
Total operating expenses	\$12,241.14	
Total capital expenses	\$402,579.60	
Total capital projects expenses	\$17,250.00	
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	
Empire Block, Shell building expenses	\$475.00	
Pass-through: Governors Opportunity Fund - Walmart	\$700,000.00	
 Total expenses		\$1,195,894.35
 Net difference		\$0.00

**Industrial Development Authority
of the County of James City, Virginia
FY02 Adopted Operating Budget**

Account#	Account Name	Adopted Budget FY02
021-010-0203	Professional Services	\$ -
021-010-0205	Promotion	\$ 26,000.00
021-010-0210	Insurance	\$ 650.00
021-010-0219	Telephone	\$ 200.00
021-010-0220	Travel & Training	\$ 3,000.00
021-010-0222	Local Travel	\$ 200.00
021-010-0232	James River Commerce Center OE.	\$ 3,500.00
021-010-0233	Shell Building Operating Expenses	\$ 1,500.00
021-010-0234	Stonehouse Commerce Park OE	\$ 1,000.00
021-010-0235	Annual Audit	\$ 5,000.00
021-010-0245	Mainland Farm - Operating Exp.	\$ 100.00
021-010-0300	Advertising	\$ 1,000.00
021-010-0319	Office Supplies & Equipment	\$ 200.00
021-010-0398	OED Discretionary Expenses	\$ 1,500.00
021-010-0600	Small Business Assistance	\$ 600.00
Totals	Totals	\$ 44,450.00