

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON SEPTEMBER 20, 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 3:34 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. Mark Rinaldi

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Sanford B. Wanner, County Administrator
William C. Porter, Assistant County Administrator
Ron Nervitt, Board of Supervisors IDA Liaison
Kelly See, Recording Secretary, IDA
Sandra Barner, OED Project Coordinator
Ann Davis, IDA Treasurer
Sue Mellen, County Accounting Supervisor
Tara Moore, County Senior Accountant

ABSENT

Mr. Sterling Nichols
Mr. Jon Nystrom

3. APPROVAL OF MINUTES

On a motion by Mr. Berkenkamp and a second by Mr. Campana, the minutes from the July 19, 2001 meeting were approved by unanimous voice vote.

4. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Davis and Ms. Mellen presented the Treasurer's and Financial Reports and answered questions. 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.

5. REPORTS

a. BOS Liaison to IDA

Mr. Nervitt reported that the Heritage homes project will come before the Board soon, but that he thinks they will ask for a deferral. He asked if the IDA has weighed in on this case. Mr. Bartlett stated that at the last IDA meeting, representatives of Heritage were present, but that they had been asked not to present to the IDA. He stated that he had met with Mr. Anderson and Mr. Davis, who briefed him on the project. Mr. Campana reported that he had traveled to Northern Virginia to tour a similar project and had written a memo on his findings. He stated that it is now a political decision. Mr. Nervitt asked if the project was a net plus or a net minus to the County. Mr. Bartlett stated that this was a neutral project for the IDA.

Mr. Bartlett reminded the Directors that there will soon be a joint meeting with the Board of Supervisors and encouraged them to provide input on a possible agenda for the joint meeting.

b. Planning Commission Liaison

Mr. Rinaldi stated that there was nothing to report at this time.

c. Peninsula Alliance for Economic Development

Mr. Nystrom was not present.

Mr. Taylor reported that the Peninsula Alliance for Economic Development's Annual Dinner was to be held that night. He stated that the IDA would be hosting three business representatives from James City County at the dinner. He also reported that representatives of the Peninsula Alliance were tentatively scheduled to be presenters at the IDA's November meeting.

d. Crossroads Project Liaison

Mr. Wanner gave an update on the Crossroads Project. He stated that the subgroup

focused on the Geriatric Center of Excellence had been awarded grant money and was working with representatives from Eastern Virginia Medical School. He stated that another report to stakeholders was planned for late October or early November.

e. Research & Technology District Task Force

Mr. Campana stated that there was no report at this time.

Mr. Taylor reported that Ms. Barner is assembling information on State Technology Zones and will be visiting other communities with Technology Zones.

Mr. Taylor reported that he and Ms. Barner had that day attended a presentation by Jim Roberson on the Raleigh/Durham Research Triangle. Mr. Taylor stated that the momentum for that project had come from the private sector.

f. Secondary Schools Programming Focus Group Liaison

Ms. Hartmann reported that the draft report from the facilitators of the Secondary Schools Programming Focus Group was out. She stated that there had been another meeting of the focus group the previous night with less attendance than prior meetings. She stated that Dr. Beers had asked the group to look at the subgroup synopsis in the draft report and determine whether they agreed or disagreed with the draft. Ms. Hartmann stated that they generally agreed with that portion of the report, but there was no consensus at the end of the report. Mr. Campana asked Ms. Hartmann what her impression was of the purpose of the focus group. Ms. Hartmann stated that, in her view, the district wants a third building. She stated that some workforce training courses may result from the work of her subgroup. She said that she thought the subgroup had started something that would be helpful.

g. Shell Building Advancement Strategies

Mr. Taylor reported that some progress had been made on the shell building initiative, but that progress was slower than expected.

6. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that an inquiry had been received by the County from an industrial park seeking relief on a drainage issue. He stated that Staff had asked about the possibility of the IDA helping in the matter. He stated he and Mr. Bartlett had discussed the issue and agreed not to raise the issue at the meeting. He stated that over the last year or two, the IDA has received similar inquiries about infrastructure assistance. He asked the Directors what they thought of the idea of the IDA setting up a low or no interest revolving loan fund for companies asking for this type of assistance. Mr. Campana stated

that he thought the idea was worth exploring. Mr. Taylor stated that the loan fund would not use the IDA's money and that the IDA would probably need to go to the Board of Supervisors to ask to use money from the Economic Development capital fund. The Directors decided not to pursue this matter at this time.

Mr. Taylor reported that nearly all of the tickets for the Authority's Sky Box at the Michelob Championship had been assigned. He notified the Directors that this year the Sky Box will be in a different location, closer to the scoreboard. Ms. Barner asked each of the Directors to sign-up for a shift in the IDA's Sky Box at the tournament.

7. OTHER BUSINESS

There was no other business.

8. CLOSED SESSION

IDA Secretary Taylor recommended that the IDA go into Closed Session pursuant to Section 2.1-344(A)(3) of the Code of Virginia to consider acquisition of a parcel of property for public use and Section 2.1-344(A)(5) of the Code of Virginia to discuss a prospective business where no previous announcement has been made. Mr. Bartlett considered a motion from Mr. Berkenkamp, seconded by Mr. Rinaldi, to convene into Closed Session at 4:29 p.m. The motion was approved by the following roll call vote:

Mr. Bartlett	Aye
Mr. Berkenkamp	Aye
Mr. Campana	Aye
Ms. Hartmann	Aye
Mr. Rinaldi	Aye

Mr. Bartlett reconvened the Authority into open session at 4:55 p.m. and considered a motion from Mr. Rinaldi, seconded by Mr. Berkenkamp, to approve the Resolution Certification of Closed Meeting. The motion was approved by the following roll call vote:

Mr. Bartlett	Aye
Mr. Berkenkamp	Aye
Mr. Campana	Aye
Ms. Hartmann	Aye
Mr. Rinaldi	Aye

RESOLUTION


MEETING DATE: September 20, 2001

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Industrial Development Authority of the County of James City, Virginia (IDA) has convened a closed 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 closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Industrial Development Authority of the County of James City, Virginia, 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 closed 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 acquisition of a parcel of property for public use and Section 2.1-344 (A)(5) of the Code of Virginia to discuss a prospective business where no previous announcement has been made.


Gilbert A. Bartlett, Chairman
Industrial Development Authority

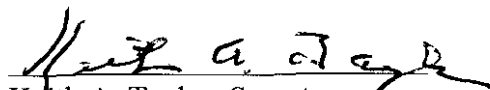
VOTE:

AYE: 5

NAY: 0

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

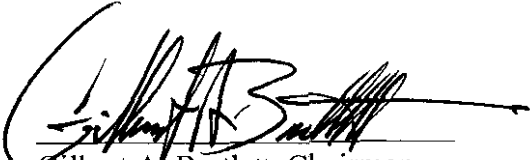
ATTEST:


Keith A. Taylor, Secretary
Industrial Development Authority

Adopted by the Industrial Development Authority of the County of James City, Virginia,
this 20th Day of September, 2001.

9. ADJOURNMENT

There being no further business Chairman Bartlett entertained a motion from Mr. Rinaldi to adjourn. The motion was seconded by Mr. Campana and approved by unanimous voice vote. The meeting was adjourned at 5:00 p.m.



Gilbert A. Bartlett, Chairman



Keith A. Taylor, Secretary

**Treasurer's Report-FY 02
Industrial Development Authority
July-Aug 2001**

Rev Code	Revenue Source	Prior Collections	Collected this period	Collected to Date
021-325-0100	Lease Income			\$0.00
021-325-0200	Interest on Available Cash		\$542.26	\$542.26
021-325-0600	General Fund Contribution		\$129,446.00	\$129,446.00
021-325-0400	Bond Fee Revenue			\$0.00
021-325-0500	Land Contract Payment Revenue			\$0.00
021-325-0250	Misc Revenue			\$0.00
	Expense Reimbursement			\$0.00
	Total receipts this period		\$129,988.26	
	Fiscal Year Receipts			\$129,988.26
	Bank balance June 30, 2001			\$96,855.51
	Total Receipts			\$226,843.77
	Disbursements this Period	\$136,176.23		
	Previous disbursements	\$0.00		
	Total disbursements to Date			\$136,176.23
	Bank balance Aug 31, 2001			<u>\$90,667.54</u>

**INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES**

13-Sep-01

James City County

IDA: Year (2002) Period (2)

Ledger ID	Ledger Description	Beg Budget	July	August	Encumb	Total YTD Exp	Balance
	OPERATING EXPENSES						
021-010-0205	PROMOTION	\$26,000.00	\$0.00	\$125.00	\$0.00	\$125.00	\$25,875.00
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0219	TELEPHONE	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
021-010-0220	TRAVEL & TRAINING	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
021-010-0222	LOCAL TRAVEL	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
021-010-0232	JAMES RIVER COMMERCE CTR -	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
021-010-0233	SHELL BUILDING - OPS	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
021-010-0234	STRAWBERRY PLAINS - OPS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
021-010-0235	ANNUAL AUDIT	\$5,000.00	\$2,150.00	\$1,075.00	\$0.00	\$3,225.00	\$1,775.00
021-010-0245	MAINLAND FARM - OPER	\$100.00	\$5.50	\$5.50	\$0.00	\$11.00	\$89.00
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
021-010-0370	HISTORICAL MARKERS	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	(\$1,200.00)
021-010-0398	OED DISCRETIONARY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
021-010-0600	SMALL BUSINESS ASSISTANCE	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
	Total Operating Expenses	\$44,450.00	\$2,155.50	\$1,205.50	\$1,200.00	\$3,361.00	\$39,889.00
	CAPITAL EXPENSES						
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$127,146.00	\$0.00	\$127,146.00	(\$127,146.00)
	Total Capital Expenses	\$0.00	\$0.00	\$127,146.00	\$0.00	\$127,146.00	(\$127,146.00)

**INDUSTRIAL DEVELOPMENT AUTHORITY
EXPENDITURES**

13-Sep-01

James City County

IDACIP: Year (2002) Period (2)

Ledger ID	Ledger Description	Begin Budget	July	August	Project to Date	Encumbrances	Ending Balance
	CAPITAL PROJECTS FUND						
	----- (PROJECT TO DATE) -----						
021-011-0200	JRCC	\$168,626.00	\$152.80	\$0.00	\$152.80	\$0.00	\$168,473.20
021-011-0300	ECONOMIC DEVELOPMENT	\$2,625,000.00	\$1,798,120.86	\$0.00	\$1,798,120.86	\$0.00	\$826,879.14
021-011-0350	INDUSTRIAL	\$2,496,535.00	\$20,700.00	\$1,150.00	\$21,850.00	\$0.00	\$2,474,685.00
021-011-0400	SHELL INDUSTRIAL BLDG FUND	\$92,760.80	\$6,421.87	\$0.00	\$28,271.87	\$21,850.00	\$64,488.93
	Total Capital Projects Fund	\$5,382,921.80	\$1,825,395.53	\$1,150.00	\$1,848,395.53	\$21,850.00	\$3,534,526.27

INDUSTRIAL DEVELOPMENT AUTHORITY
BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
August 31, 2001

Total disbursements per treasurer's report		\$136,176.23
Total operating expenses	\$3,361.00	
Total capital expenses	\$127,146.00	
Total capital projects expenses	\$2,300.00	
Accounts payable:		
Keith Taylor, reimbursement	\$377.48	
Stonehouse, Inc. - shell building expenses	\$2,991.75	
Total expenses		\$136,176.23
Net difference		\$0.00