

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JANUARY 17, 2002, 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 3:32 p.m.

2. ROLL CALL

A roll call identified the following members present:

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

ALSO PRESENT

Keith A. Taylor, Secretary, IDA  
Sanford B. Wanner, County Administrator  
Bruce Goodson, Board of Supervisors IDA Liaison  
Kelly See, Recording Secretary, IDA  
Sandra Barner, OED Project Coordinator  
Leo Rogers, Assistant IDA General Counsel  
Barbara Miller, Assistant Treasurer  
Tara Moore, County Accounting Supervisor  
John Horne, Development Manager  
Bernard Farmer, Capital Projects Administrator  
Bryan Smith, Dominion Virginia Power  
David Allen, Dominion Virginia Power  
Victoria Gussman, Colonial Williamsburg Foundation  
Alan Meetze, Drucker & Falk, LLC  
Kevin Rhind, Truswood, Inc.  
Mike Putt, Prudential McCardle Realty  
Linda Rice, Peninsula Chamber of Commerce Leadership Institute

ABSENT

Mr. John Berkenkamp  
Ms. Virginia Hartmann

3. PERSONNEL MATTERS

a. Introduction of 2002 Board Liaison Bruce Goodson

Mr. Bartlett welcomed Mr. Goodson as the new Board of Supervisors IDA Liaison. Mr. Goodson stated that he was excited to be the new liaison.

b. Nominating Committee Report

Mr. Bartlett turned the Chair over to Mr. Nystrom as acting Nominating Committee Chair. Mr. Nystrom reported that the Nominating Committee recommended Mr. Sterling Nichols as Chairman and Mr. Vincent Campana as Vice Chairman of the IDA for the calendar year 2002.

c. Election of Officers

On a motion by Mr. Nystrom and a second by Mr. Rinaldi, the nominations for Mr. Sterling Nichols as Chairman and Mr. Vincent Campana as Vice Chairman were approved by unanimous voice vote.

Mr. Nystrom then gave the Chair over to Mr. Nichols. Mr. Nichols thanked Mr. Bartlett for his service as Chairman and noted that the IDA has been taking steps forward recently.

d. Standing Committee Chair/Project Liaison/Board Appointments

Mr. Nichols stated that he would be contacting each Director regarding committee chair, project liaison and Board appointments.

4. APPROVAL OF MINUTES

On a motion by Mr. Rinaldi and a second by Mr. Bartlett, the minutes from the November 15, 2001 meeting were approved by unanimous voice vote.

5. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Moore presented the Treasurer's and Financial Reports and stated she would be happy to answer any questions. On a motion by Mr. Rinaldi, and a second by Mr. Bartlett, the Treasurer's and Financial Reports were accepted as presented by unanimous voice vote.

Mr. Taylor noted that the IDA has under \$100,000 in cash assets. He stated that he would suggest to Chairman Nichols that he appoint an IDA Director as Budget Liaison.

6. ACTION ITEMS

a. Mainland Farm Management Agreement Approval

Mr. Horne reported that Staff has advertised a Request for Proposal for a new management

agreement for the farming and maintenance activities at Mainland Farm. After evaluating the proposals received, Mr. Horne stated that Staff recommends the IDA enter into a management agreement with Renwood Farms, Inc. The agreement will be for three years and payment to the IDA will be \$75.00 per acre for 155 acres of farmland. Mr. Horne presented a resolution to the IDA authorizing its Chairman to enter into a management agreement with Renwood Farms, Inc.

Mr. Horne then answered questions from the IDA Directors. On a motion by Mr. Nichols and a second by Mr. Bartlett, the resolution was approved by unanimous voice vote.

b. Acquisition of Property for New Shell Building

See item 12a.

7. PRESENTATIONS

a. James City County Promotional CD-ROM

Mr. Taylor introduced Bryan Smith and David Allen of Virginia Dominion Power. Mr. Allen explained that Dominion Virginia Power assists communities in its service area with economic development activities. He presented to the IDA Directors a copy of a promotional CD-ROM that they have developed for the Office of Economic Development to use in recruiting prospects. Mr. Allen stated that the business card-size CD-ROM is customizable for each prospect. Mr. Allen then gave a demonstration of the CD-ROM, and noted that the presentation includes video aerials and video of local business leaders discussing various topics of potential interest to visiting prospects. Mr. Allen then answered questions from the IDA Directors. Mr. Campana thanked Mr. Smith and Mr. Allen for their presentation.

8. REPORTS

a. BOS Liaison to IDA

Mr. Goodson stated that he did not have a report at this time.

b. Planning Commission Liaison

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

c. Peninsula Alliance for Economic Development

Mr. Nystrom reported that the Alliance continues to be very active. Mr. Goodson stated that the Alliance Board of Directors meeting on January 23<sup>rd</sup> will include a presentation by a representative of the National Workforce Development Board. He stated that anyone interested in more information about the meeting could call him.

d. Crossroads Project Liaison

Mr. Wanner reported that a Crossroads Stakeholders meeting was held last month. He stated that the Crossroads group has three initiatives that it is focusing on. The initiatives are (1) the

development of the Discovery Center, (2) the effort to develop a Geriatric Center of Excellence, and (3) the development of a long-range transportation plan, linking into 2007 activities.

e. Technology Initiatives

Mr. Campana reported that as a result of the October joint worksession between the Board of Supervisors and the IDA, the Office of Economic Development had conducted a survey of stakeholders to gauge interest in retaining a consultant to evaluate the desirability of proactively recruiting technology-related businesses. He stated that the respondents to the survey had replied three to one in favor of retaining a consultant. He noted that the issue of funding was now a concern. A discussion of the cost of such a study, the development of an RFP, and the possible funding sources for the study followed. Mr. Taylor suggested that Staff could put together a justification on the IDA's behalf requesting funding for the study from the Board of Supervisors, and check with some consultants to get price estimates. Mr. Nystrom moved to approve proceeding with Mr. Taylor's suggestion. Mr. Campana seconded the motion, which was approved by unanimous voice vote.

9. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that the next Business Leaders' Breakfast Meeting will be held January 31, 2002 at the Kingsmill Resort. He stated that the program for the meeting would be a panel presentation on attracting INCOGEN to James City County.

Mr. Taylor reported that he would be attending the CTIA Wireless Trade Show Marketing Mission in March with a team from the Virginia Economic Development Partnership.

Ms. Barner reported that the Small Business Recognition Event has been set for March 15, 2002 at The Music Theatre of Williamsburg and that more information would follow.

Mr. Taylor reported that new prospect activity had been slow, but that he had a good marketing mission to the Los Angeles area in December with the Peninsula Alliance.

10. OTHER BUSINESS

There was no other business at this time.

11. CLOSED SESSION TO DISCUSS PROPERTY ACQUISITION

IDA Secretary Taylor recommended the IDA go into Closed Session pursuant to Section 2.2-3711(A)(3) of the Code of Virginia to consider acquisition of a parcel/parcels of property for public use. Mr. Nichols considered a motion from Mr. Bartlett, seconded by Mr. Nystrom, to convene into Closed Session at 4:20 p.m. The motion was approved by the following roll call vote:

Mr. Bartlett	Aye
Mr. Campana	Aye
Mr. Nichols	Aye
Mr. Nystrom	Aye

Mr. Rinaldi                      Aye

The IDA reconvened in open session at 4:45 p.m. Mr. Nichols considered a motion from Mr. Bartlett, seconded by Mr. Nystrom, to approve the Resolution Certification of Closed Meeting. The motion was approved by the following roll call vote:

Mr. Bartlett                      Aye  
Mr. Campana                      Aye  
Mr. Nichols                        Aye  
Mr. Nystrom                        Aye  
Mr. Rinaldi                        Aye

**RESOLUTION**


MEETING DATE: January 17, 2002

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 2.2-3711 of the Code of Virginia requires a certification by the IDA 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 2.2-3711(A)(3) of the Code of Virginia to consider acquisition of a parcel/parcels of property for public use.

  
Sterling M. Nichols, Chairman  
Industrial Development Authority

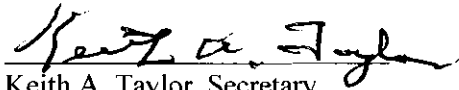
VOTE:

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 17th Day of January, 2002.

12. ACTION ITEM

a. Acquisition of Property for New Shell Building

Mr. Taylor presented the major conclusions of the Staff team following their due diligence and negotiations with the site owners of the top two sites recommended by Versar Greenwood in their consultant study to the IDA. The major conclusions were that the cost of the site work at James River Commerce Center was expected to be less; the cost of infrastructure extension at James River Commerce Center was expected to be significantly less; partnering on the waterline with Truswood could yield additional cost savings at James River Commerce Center; existing regional stormwater detention at James River Commerce Center offers additional cost savings; considerably more additional acreage would be opened up for development at James River Commerce Center; the site at James River Commerce Center offers more building construction/expansion flexibility; construction access would be a certainty at James River Commerce Center; the option price for additional acreage is significantly less at James River Commerce Center; and rail service is possible at James River Commerce Center. He reported that Staff had concluded that the James River Commerce Center site would be the most advantageous.

Mr. Taylor presented a resolution to the IDA authorizing their Chairman to execute all documents necessary to acquire the James River Commerce Center shell building site and to pay all closing costs necessary to acquire the property.

Mr. Campana stated that he would recuse himself from discussion and abstain from voting on this matter due to his firm's, Drucker & Falk LLC's, involvement with Williamsburg Development Inc. and James River Commerce Center.

On a motion by Mr. Bartlett, and a second by Mr. Nystrom, the resolution was passed by unanimous voice vote. Mr. Campana abstained from voting on this issue.

13. OTHER BUSINESS

a. Truswood Waterline

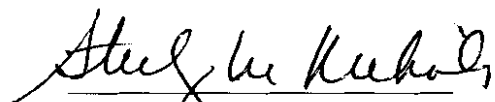
Mr. Rogers reported that Truswood, Inc. had approached Staff to discuss the extension of a waterline across James River Commerce Center to its property. He explained that Truswood would like to extend a waterline to its property below James River Commerce Center which would cross the properties the IDA both owns and proposes to buy from WDI for the shell building. Truswood was proposing that the IDA could pay the costs to upgrade the waterline for

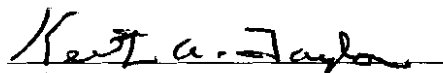
\$20 per linear foot and get access to the waterline. He stated that this would be a good deal for the IDA. He stated that the IDA would give an easement at no cost across its property. Mr. Rogers asked for a straw vote of the IDA Directors expressing their support of a cost sharing agreement between Truswood and the IDA for the extension of the waterline. He stated that the IDA was not in a position to enter into a contract with Truswood at this time, but that the IDA could express its support of the agreement. All the Directors expressed their support for the cost-sharing agreement. Mr. Rogers stated that he thought Staff would need to go to the Board for infrastructure costs.

14. ADJOURNMENT

Mr. Taylor introduced Ms. Linda Rice, who will be attending the IDA's meetings as part of her participation in the Peninsula Chamber of Commerce's Leadership Institute class.

There being no further business Chairman Nichols 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 5:05 p.m.

  
Sterling M. Nichols, Chairman

  
Keith A. Taylor, Secretary


RESOLUTION

MANAGEMENT AGREEMENT – MAINLAND FARM

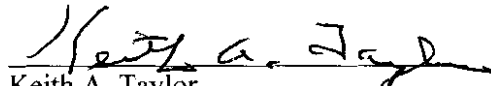
WHEREAS, the Industrial Development Authority of James City County has the goal of maintaining the agricultural productivity of Mainland Farm while protecting the environmental sensitivity of the property; and

WHEREAS, the Industrial Development Authority of James City County has engaged in a thorough public procurement process to select a qualified Agent to manage the property under the terms and conditions of a Management Agreement which will accomplish these goals.

NOW, THEREFORE BE IT RESOLVED, that the Industrial Development Authority of James City County, Virginia, authorizes and directs its Chairman to enter into a Management Agreement with Renwood Farms, Inc. for the management of Mainland Farm.

  
\_\_\_\_\_  
Sterling M. Nichols  
Chairman, Industrial Development Authority

ATTEST:

  
\_\_\_\_\_  
Keith A. Taylor  
Secretary, Industrial Development Authority

Adopted by the Industrial Development Authority of James City County, Virginia this 17<sup>th</sup> day of January, 2002.

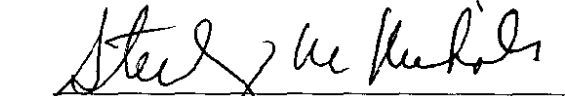


RESOLUTION

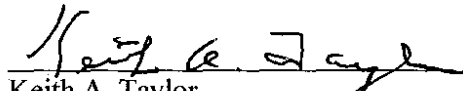
ACQUISITION OF PROPERTY FOR NEW SHELL BUILDING

- WHEREAS, the Industrial Development Authority wishes to construct a new shell building;  
and
- WHEREAS, the Industrial Development Authority retained Versar Greenwood, Inc. to  
evaluate sites for a new shell building; and
- WHEREAS, the IDA directed Staff to investigate the feasibility of constructing a shell  
building on the two top sites recommended by Versar Greenwood and negotiate  
with the property owners for each site; and
- WHEREAS, after considering all reports, memoranda and proposals, the Directors of the  
Industrial Development Authority believe that James River Commerce Center is  
the preferred location for the new shell building.

NOW, THEREFORE BE IT RESOLVED that the Directors of the Industrial Development  
Authority of James City County, Virginia hereby authorize and direct their  
Chairman to execute all documents necessary to acquire the proposed James  
River Commerce Center shell building site and to pay all closing costs necessary  
to acquire the property.

  
\_\_\_\_\_  
Sterling M. Nichols  
Chairman, Industrial Development Authority

ATTEST:

  
\_\_\_\_\_  
Keith A. Taylor  
Secretary, Industrial Development Authority

Adopted by the Industrial Development Authority of James City County, Virginia this  
17<sup>th</sup> day of January, 2002.

**Treasurer's Report-FY 02  
Industrial Development Authority  
Nov-Dec 2001**

<b>Rev Code</b>	<b>Revenue Source</b>	<b>Prior Collections</b>	<b>Collected this period</b>	<b>Collected to Date</b>
021-325-0100	Lease Income	\$0.00	\$7,362.50	\$7,362.50
021-325-0200	Interest on Available Cash	\$841.86	\$161.22	\$1,003.08
021-325-0600	General Fund Contribution	\$129,446.00		\$129,446.00
021-325-0400	Bond Fee Revenue	\$0.00		\$0.00
021-325-0500	Land Contract Payment Revenue	\$0.00		\$0.00
021-325-0250	Misc Revenue	\$0.00		\$0.00
	Expense Reimbursement	\$0.00		\$0.00
	Total receipts this period		\$7,523.72	
	Fiscal Year Receipts			\$137,811.58
	Bank balance June 30, 2001			\$96,855.51
	Total Receipts			\$234,667.09
	Disbursements this Period	\$794.15		
	Previous disbursements	\$138,188.35		
	Total disbursements to Date			\$138,982.50
	Bank balance Dec 31, 2001			<b><u>\$95,684.59</u></b>

**INDUSTRIAL DEVELOPMENT AUTHORITY  
EXPENDITURES**

10-Jan-02

**James City County**

IDA: Year ( 2002 ) Period ( 6 )

Ledger ID	Ledger Description	Beg Budget	November	December	Encumb	Total YTD Exp	Balance
<b>OPERATING EXPENSES</b>							
021-010-0205	PROMOTION	\$26,000.00	\$535.00	\$0.00	\$0.00	\$960.00	\$25,040.00
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	\$124.61	\$0.00	\$0.00	\$825.73	\$2,174.27
021-010-0222	LOCAL TRAVEL	\$200.00	\$123.54	\$0.00	\$0.00	\$123.54	\$76.46
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	\$0.00	\$0.00	\$0.00	\$4,225.00	\$775.00
021-010-0245	MAINLAND FARM - OPER	\$100.00	\$5.50	\$5.50	\$0.00	\$33.00	\$67.00
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	\$788.65	\$5.50	\$1,200.00	\$6,167.27	\$37,082.73
<b>CAPITAL EXPENSES</b>							
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$127,146.00	(\$127,146.00)
	Total Capital Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$127,146.00	(\$127,146.00)

**INDUSTRIAL DEVELOPMENT AUTHORITY  
EXPENDITURES**

10-Jan-02

**James City County**

IDACIP: Year ( 2002 ) Period ( 6 )

Ledger ID	Ledger Description	Begin Budget	November	December	Project to Date	Encumbrances	Ending Balance
	CAPITAL PROJECTS FUND						
	----- (PROJECT TO DATE) -----						
021-011-0200	JRCC	\$168,626.00	\$0.00	\$0.00	\$152.80	\$0.00	\$168,473.20
021-011-0300	ECONOMIC DEVELOPMENT	\$3,625,000.00	\$0.00	\$0.00	\$1,798,120.86	\$0.00	\$1,826,879.14
021-011-0350	INDUSTRIAL	\$2,496,535.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$2,473,535.00
021-011-0400	SHELL INDUSTRIAL BLDG FUND	\$92,760.80	\$0.00	\$0.00	\$5,271.87	\$21,850.00	\$65,638.93
	Total Capital Projects Fund	\$6,382,921.80	\$0.00	\$0.00	\$1,826,545.53	\$21,850.00	\$4,534,526.27

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

Total disbursements per treasurer's report		\$138,982.50
Total operating expenses	\$6,167.27	
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		\$138,982.50
Net difference		\$0.00