

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON MARCH 27, 2003, AT 3:00 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 Campana at 3:03 p.m.

2. ROLL CALL

A roll call identified the following members present:

Mr. John Berkenkamp
Mr. Alvin Bush
Mr. Vincent Campana, Jr.
Ms. Virginia Hartmann
Mr. Bernard Ngo
Mr. Mark Rinaldi

ALSO PRESENT

Keith A. Taylor, IDA Secretary
Michael Brown, Board of Supervisors IDA Liaison
William Porter, Assistant County Administrator
Kelly See, IDA Recording Secretary
Sandra Barner, County Economic Development Project Coordinator

ABSENT

Mr. Gilbert Bartlett

3. APPROVAL OF MINUTES

On a motion by Ms. Hartmann and a second by Mr. Berkenkamp, the minutes from the January 23, 2003 regular meeting and February 18, 2003 work session were approved by unanimous voice vote.

4. FINANCIAL REPORTS

a. 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.

5. ACTION ITEMS

a. Revised Meeting Calendar for 2003

Mr. Taylor presented the revised meeting calendar, which includes the schedule of work sessions. On a motion by Mr. Berkenkamp, and a second by Mr. Rinaldi, the revised meeting calendar was adopted by unanimous voice vote.

b. Resolution of Support for the King William Reservoir Project

Mr. Taylor presented a resolution of support for the King William Reservoir Project. He explained that there was to be an April 22 hearing by the Virginia Marine Resources Commission to consider an intake permit for the proposed reservoir. He reported that the Peninsula Alliance for Economic Development had adopted a resolution of support at its Board of Directors meeting and that the Alliance was asking the individual IDAs to adopt similar resolutions, which they could then present at the hearing.

On a motion by Mr. Berkenkamp, and a second by Ms. Hartmann, the Resolution of Support for the King William Reservoir Project was adopted by unanimous voice vote.

6. REPORTS

a. BOS Liaison to IDA

Mr. Brown had no report.

b. Comp Plan/Planning Commission Liaisons

Ms. Hartmann reported that she has been receiving the Comprehensive Plan technical reports. She reported that land use would be coming up as an issue at the Steering Committee meetings and that the IDA may want to provide input. Mr. Brown reported that land use will be considered over four Steering Committee meetings. He reported there are 22 applications by land owners for land use designation changes, and ten proposed changes from staff. Mr. Berkenkamp suggested that the IDA review the applications at its April 15 work session and then present the IDA opinion at the Steering Committee meeting on April 21. Mr. Campana requested that staff send out the dates for Steering Committee meetings on land use to the Directors. Mr. Brown stated that each application would be evaluated separately by staff and by a consultant. Mr. Rinaldi requested that the IDA receive copies of the information given to the Steering Committee members on each application.

c. Peninsula Alliance for Economic Development

Mr. Taylor reported that he had asked Mr. Rick Weigel, President of the Peninsula Alliance for Economic Development, about the possibility of the IDA having an ex officio seat on the Alliance Board of Directors. He reported that the response had been

that the Board was already so large that adding IDA representatives would be overly cumbersome. Mr. Berkenkamp expressed concern over the heavy representation of Hampton on the Board. Mr. Campana requested that staff find out the number of James City County companies on the Board. Mr. Campana asked if the Directors could receive copies of the Board meeting minutes. Mr. Taylor noted that he could request on behalf of the IDA that a representative of the Alliance be present at the IDA's regular meetings to give a report; the Directors asked Mr. Taylor to do this.

d. Crossroads Project Liaison

Mr. Taylor reported that Mr. Wanner had no report.

e. Technology Initiatives

Mr. Campana reported that the Technology Policy Consultant Study Committee had met to review the consultant's first draft. He reported that they will want to have the other Directors' input later in the process.

f. IDA Strategic Plan

Mr. Berkenkamp reported that one of the to do items from the June strategic plan work session was to increase community awareness about the IDA through speaking to local organizations. He reported that another to do item related to metrics and that he and Mr. Rinaldi had met with Don Messmer of William & Mary's Business School to discuss a project about metrics. He reported that they are waiting to hear back from William & Mary. He stated that once they hear from William & Mary that the project can be done, the next step is to meet with County Administrator Wanner and FMS Manager McDonald to solicit their support for the project.

g. Shell Building #2

Mr. Taylor reported that the Shell Building #2 committee has decided to pursue a modification to the McKinney and Company Design and Engineering contract to provide for the development of a marketing package for a virtual building. He stated that the State has just implemented a virtual building program.

He reported that earlier in the week, staff had arranged for McKinney and Company to have a pre-application meeting with the Development Management department on permitting for the virtual building.

Mr. Bush asked about the status of the building of the road to the shell building. Mr. Taylor responded that they will go forward with construction of the road and that it will connect the IDA's property to the park's existing infrastructure.

h. James River Commerce Center ARB

Mr. Bush reported that the Architectural Review Board for James River Commerce Center will meet next Wednesday to go over plans for the second shell building with McKinney and Company.

i. James River Enterprise Zone Grant for Service Metal Fabricators

Mr. Taylor reported that at the IDA's January meeting, they had approved the first and second year Enterprise Zone grants for Service Metal Fabricators. He reported that since that meeting, LEZA's Mr. Powell discovered that Service Metal had previously received their first year grant, and that they were to receive their second and third year grants instead. He reported that Mr. Powell discovered the error prior to giving a check to Service Metal and that they had received the correct amount of \$15,680.70 for their second and third year grants.

j. Minority Business Activities

Mr. Bush reported that he had submitted recommendations to Mr. Wanner on developing Minority Business Enterprise business opportunities with James City County and that the next step was to meet with Mr. Wanner, Mr. Campana, Mr. Taylor, and Mrs. Barner to discuss the recommendations.

7. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that the Michelob Light Open LPGA tournament is coming up and that invitations for IDA skybox hospitality had been sent out. He stated that staff will follow up with key prospects the IDA would like to have attend. Mrs. Barner sent around a sign up list for skybox hosts.

Mr. Taylor reported that the State's Business Appreciation Week will be in May, two weeks after the LPGA tournament. He reported that this is historically when the County's Celebration of Industry has been held at Jamestown Island. He stated that this year the Office of Economic Development and County Administration have decided to defer the event until September. He reported that a letter will be sent out to the invitees for the event to advise them of this change.

Mr. Taylor reported that the existing industry visitations will start up soon and the Directors will be invited to participate in these meetings.

Mr. Taylor also reported that the IDA's Fiscal Year 2004 operating budget will need to be prepared prior to the IDA's May meeting. He stated that staff will meet with Mr. Ngo as the Budget Liaison to prepare this budget. Mr. Campana asked that the IDA Directors receive a copy of the IDA's travel policy.

8. OTHER BUSINESS

a. BASF and Green Mount Comp Plan Land Use Amendment Applications

Mr. Taylor noted that the Directors had received a copy of the Economic Development staff's input to the Planning staff on the BASF and Green Mount Land Use change applications. He stated that sooner or later, the IDA will be asked for its input on these applications. Mr. Campana asked Ms. Hartmann and Mr. Rinaldi to get the opinion of all of the Directors and come up with a position paper on these applications. Ms. Hartmann stated they could discuss the applications at the April work session. Mr. Rinaldi stated that they need to see the position of staff and the consultant before the IDA develops its position. Mr. Brown stated that of the 22 applications, only a few will be of interest to the IDA.

b. Work Session Topics

Mr. Campana stated that the topic for the April work session would be the land use change applications. He gave several additional ideas for future work sessions. Ms. Hartmann stated that she felt it would be helpful to have a portion of a work session for a briefing on the types of assistance the IDA can offer to existing businesses. Mr. Berkenkamp stated that the Directors need to understand what the IDA can and can not do legally. Mr. Rinaldi requested that staff prepare an outline or brief narrative about the IDA which could serve as a script to the Directors when talking about the IDA. Mr. Taylor asked the Directors to share with staff the kinds of questions they have been asked about the IDA. Mr. Taylor stated that the IDA could have its June work session with IDA Counsel or bring in other legal counsel to go over what the IDA can legally do.

Mr. Rinaldi asked what the policy was for IDA Directors to go on marketing missions themselves in the Mid-Atlantic region. Mr. Taylor stated that they were not legally precluded from doing this and would confirm his opinion with Counsel.

c. E-Transmittal of Meeting Packages

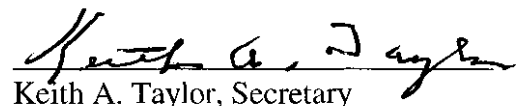
Mr. Campana went around the table to ask if the Directors wanted to continue to receive their meeting packages via e-mail. The majority wished to do so.

9. ADJOURNMENT

There being no further business Chairman Campana entertained a motion from Mr. Rinaldi to adjourn. The motion was seconded by Mr. Bush and approved by unanimous voice vote. The meeting was adjourned at 5:07 p.m.



Vincent A. Campana, Jr., Chairman



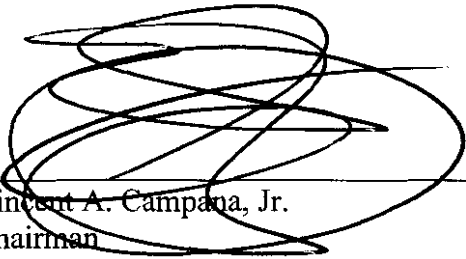
Keith A. Taylor, Secretary

RESOLUTION

SUPPORT FOR THE KING WILLIAM RESERVOIR PROJECT

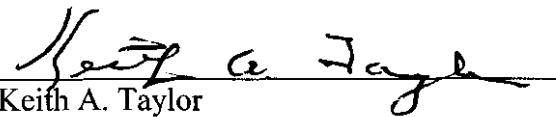
- WHEREAS, the Industrial Development Authority of the County of James City, Virginia's (the Authority) mission is to foster the economic well-being of both the County and the Virginia Peninsula region by attracting and retaining high quality employment and otherwise by promoting an environment that is conducive to business growth, and
- WHEREAS, the need for an expanded water supply for the Virginia Peninsula has been acknowledged by the Governor, the State Health Commissioner and the Army Corps of Engineers' North Atlantic Division Engineer, and
- WHEREAS, the lack of a reliable water supply would seriously hinder the county's and region's ability to remain economically viable, compete for high-quality employment and maintain a high quality of life for all of its citizens, and
- WHEREAS, the Authority supports regional approaches to meeting the long term water supply needs of the Virginia Peninsula, and
- WHEREAS, the King William Reservoir project, as planned, is the least environmentally damaging alternative for providing for the county's and the region's critical water needs through the mid-part of this century, as established by the final environmental impact statement and confirmed by the Commander of the North Atlantic Division of the Army Corps of Engineers.

NOW, THEREFORE BE IT RESOLVED, that the Authority supports the King William Reservoir project and urges the Virginia Marine Resources Commission to approve the required special permit for this project.



Vincent A. Campana, Jr.
Chairman

ATTEST:



Keith A. Taylor
Secretary

Adopted by the Industrial Development Authority of the County of James City, Virginia, this 27th day of March, 2003.

**Treasurer's Report-FY 03
Industrial Development Authority
Jan - Feb 03**

Rev Code	Revenue Source	Prior Collections	Collected this period	Collected to Date
021-325-0100	Lease Income	\$0.00	\$26,836.62	\$26,836.62
021-325-0200	Interest on Available Cash	\$3,920.00	\$3,603.25	\$7,523.25
021-325-0600	General Fund Contribution	\$489,559.72	\$44,705.52	\$534,265.24
021-325-0400	Bond Fee Revenue	\$45,750.00	\$12,801.83	\$58,551.83
021-325-0500	Land Contract Payment Revenue	\$0.00		\$0.00
021-325-0250	Misc Revenue	\$2,674,084.00		\$2,674,084.00
	Expense Reimbursement	\$0.00		\$0.00
	Total receipts this period		\$87,947.22	
	Fiscal Year Receipts			\$3,301,260.94
	Bank balance June 30, 2002			\$240,651.36
	Total Receipts			\$3,541,912.30
	Disbursements this Period	\$79,957.01		
	Previous disbursements	\$497,957.16		
	Total disbursements to Date			\$577,914.17
	Bank balance Feb 28, 2003			<u>\$2,963,998.13</u>

INDUSTRIAL DEVELOPMENT AUTHORITY

James City County

EXPENDITURES

20-Mar-03

IDA: Year (2003) Period (8)

Ledger ID	Ledger Description	Beg Budget	January	February	Encumb	Total YTD Exp	Balance
OPERATING EXPENSES							
021-010-0203	PROFESSIONAL SERVICES	\$35,000.00	\$0.00	(\$82.87)	\$35,000.00	\$0.00	\$0.00
021-010-0205	PROMOTION	\$21,000.00	\$0.00	\$14,950.00	\$0.00	\$18,285.00	\$2,715.00
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0220	TRAVEL & TRAINING	\$3,000.00	\$332.86	\$0.00	\$0.00	\$1,262.38	\$1,737.62
021-010-0222	LOCAL TRAVEL	\$200.00	\$50.00	\$695.84	\$0.00	\$782.24	(\$582.24)
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,000.00	\$0.00	\$3,362.73	\$0.00	\$3,787.73	\$212.27
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	\$4,400.00	\$600.00
021-010-0245	MAINLAND FARM - OPER EXPENSES	\$100.00	\$15,842.12	\$5.50	\$0.00	\$15,875.12	(\$15,775.12)
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$82.87	\$0.00	\$82.87	\$917.13
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$250.00	\$0.00	\$12.44	\$0.00	\$241.04	\$8.96
021-010-0398	OED DISCRETIONARY EXPENDITURE	\$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	\$73,300.00	\$16,224.98	\$19,026.51	\$35,000.00	\$44,716.38	(\$6,416.38)
CAPITAL EXPENSES							
021-010-0360	ENTERPRISE ZONE GRANTS	\$0.00	\$0.00	(\$289,074.15)	\$0.00	\$0.00	\$0.00
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$123,612.00	(\$123,612.00)
021-010-0550	PERFORMANCE AGREEMENT PMTS	\$0.00	\$0.00	(\$36,000.00)	\$0.00	\$0.00	\$0.00
	Total Capital Expenses	\$0.00	\$0.00	(\$325,074.15)	\$0.00	\$123,612.00	(\$123,612.00)

INDUSTRIAL DEVELOPMENT AUTHORITY**James City County****EXPENDITURES**

20-Mar-03

IDACIP: Year (2003) 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	\$9,713.12	\$0.00	\$158,912.88
021-011-0300	ECONOMIC DEVELOPMENT	\$3,625,000.00	\$0.00	\$373,514.85	\$2,171,635.71	\$0.00	\$1,453,364.29
021-011-0350	INDUSTRIAL PROP//INFRASTRUCTUR	\$2,588,015.68	\$21,014.80	\$8,010.02	\$89,018.52	\$46,963.85	\$2,452,033.31
	Total Capital Projects Fund	\$6,381,641.68	\$21,014.80	\$381,524.87	\$2,270,367.35	\$46,963.85	\$4,064,310.48

INDUSTRIAL DEVELOPMENT AUTHORITY
BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
February 28, 2003

Total disbursements per treasurer's report		\$577,914.17
Total operating expenses	\$44,716.38	
Total capital expenses	\$123,612.00	
Total capital projects expenses	\$404,880.29	
Accounts Payable		
Landmark Design Group - surveying services	\$5,800.00	
Dominion Virginia Power - Mainland Farm operating expense	\$5.50	
Prepaid Expense		
KPMG - auditing services	(\$1,100.00)	
Total expenses		\$577,914.17
Net difference		\$0.00