

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JULY 17, 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 3:02 p.m.

2. ROLL CALL

A roll call identified the following members present:

Mr. John Berkenkamp  
Mr. Vincent Campana, Jr.  
Ms. Virginia Hartmann  
Mr. Mark Rinaldi

ALSO PRESENT

Keith A. Taylor, IDA Secretary  
Ann Davis, IDA Treasurer  
Michael Brown, Board of Supervisors IDA Liaison  
Kelly See, IDA Recording Secretary  
Sandra Barner, County Economic Development Project Coordinator  
Sue Mellen, County Director of Budget and Accounting  
John Horne, County Development Manager  
David Piggott, Vice President, Marketing, Peninsula Alliance for Economic Development

ABSENT

Mr. Gilbert Bartlett  
Mr. Alvin Bush  
Mr. Bernard Ngo

3. APPROVAL OF MINUTES

On a motion by Mr. Berkenkamp and a second by Ms. Hartmann, the minutes from the May 15, 2003 regular meeting and June 17, 2003 work session were approved by unanimous voice vote.

4. FINANCIAL REPORTS

a. Treasurer's and Financial Reports

Ms. Mellen presented the Treasurer's and Financial Reports and answered questions. The issue of showing expenditures that pass-through the IDA from the County on the

operating budget reports was discussed. Ms. Mellen stated that those expenditures could be removed from the operating budget report and shown on a different report so that the operating budget would not show a negative balance. On a motion by Mr. Berkenkamp and a second by Ms. Hartmann, the March/April and May/June Treasurer's and Financial Reports were adopted by unanimous voice vote.

## 5. REPORTS

### a. BOS Liaison to IDA

Mr. Brown reported that the update to the Comprehensive Plan is nearing completion. He stated that the Board of Supervisors would have a work session on the Draft Comprehensive Plan next Tuesday at 4 p.m. He mentioned that the Board is scheduled to vote on the Comprehensive Plan at its August meeting.

### b. Comp Plan/Planning Commission Liaison

Ms. Hartmann reported that several items in the Land Use section of the Draft Comprehensive Plan document may be of concern to the IDA. A discussion of those items followed. Mr. Rinaldi asked Mr. Brown if it would be appropriate to ask him to raise the issues discussed at the Board work session as the Board's IDA liaison. Mr. Brown responded that he had no problem with that and requested that the IDA send him an e-mail outlining the specific concerns before the work session. It was the concurrence of the Directors present to empower their Comprehensive Plan liaison to e-mail the IDA's concerns in the Land Use section of the Draft Comprehensive Plan to Mr. Brown with a copy to the other Directors and the full Board of Supervisors.

### c. Peninsula Alliance for Economic Development

Mr. David Piggott, Vice President, Marketing for the Peninsula Alliance for Economic Development, distributed two handouts. The first handout was the Marketing Plan for the Alliance. Mr. Piggott gave an overview of the Marketing Plan, which he stated was to be adopted at the Alliance Board meeting next Wednesday. He noted several changes to the Marketing Plan, one change being a shift to focusing on site selection consultants. He reported that the Alliance will be focusing on meeting with site selection consultants in the top 15 U.S. markets and that they are getting a great response from the meetings they have had so far. He mentioned that the Alliance is utilizing CDs at these meetings, rather than brochures. The second handout outlined how the Alliance will be using racial diversity as an economic development tool. He reported that a recent study showed that Hampton Roads is the most racially integrated of the 100 largest MSAs. He stated that the Alliance will be focusing on trying to attract firms with diversity programs for hiring.

Mr. Piggott also reported that the Alliance is starting a target industry program. He stated that the first three target industries are marine science, sensors and aeronautics. He reported that at the end of the fiscal year, the Alliance will sit down with the area economic development professionals and evaluate the target industry program to

determine if it should continue. Mr. Taylor noted that the City of Hampton has started working on an automotive cluster. He mentioned that the Southern Economic Development Council will be holding a seminar on the automotive industry, and that this might be another cluster worth exploring.

d. Crossroads Project Liaison

Mr. Taylor reported that Mr. Wanner had attended the June 24<sup>th</sup> Crossroads Steering Committee meeting and that the topics discussed included transportation, Eastern State Hospital, the Thomas Nelson Community College campus, the Center for Geriatric Excellence, and a New Town update on the Discovery Center. Mr. Taylor stated that each of these topics will be discussed further at a later time.

e. IDA Strategic Plan

Mr. Berkenkamp reported on the completion of the PowerPoint presentation on the IDA's role. The IDA needs to get the word out to local organizations to find opportunities to speak about the IDA and its role. Mr. Taylor asked for any final comments on the IDA's services brochure and PowerPoint presentation. Ms. Hartmann asked that a footnote be added to the chart on slide seven describing what the chart showed. Mr. Rinaldi noted that the word "relative" in the brochure should be changed to "related."

f. Metrics Study Project

Mr. Berkenkamp reported that the study is moving forward and that he had requested some additional information from Mr. Taylor, County Administrator Wanner, and County Financial and Management Services Manager John McDonald. He reported that the study would kick off August 28 and involve six graduate students, two Senior Executive Resource Corps members, and Roy Pearson as the faculty advisor. He stated that the students would come back within three to four weeks with a schedule for the project and a mid-point review of progress would need to be scheduled. He also stated that the students would wrap up the project by the first of December and would then make a presentation to the IDA with the results, which would probably require a special meeting.

g. Small and Minority Business Enterprise Initiatives

Ms. Barner reported that she and Mr. Bush had met twice with Ms. Warkine Johnson from the State Department of Minority Business Enterprise to discuss plans for a Small and Minority Business Event. She stated that the event is planned for October 29<sup>th</sup> at the Radisson Ft. Magruder. Ms. Barner described the plans for the event and stated that they are working on developing an invitation list.

h. Shell Building #2

Mr. Taylor reported that Staff is still trying to get the shell building plans certified to be eligible for the State's Virtual Building program. He stated that the contract with

McKinney and Company had been modified to exclude money for construction administration and include money for marketing of a virtual building. He also stated that Staff would try to have samples of virtual buildings that could be shown at the next IDA meeting.

6. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

Mr. Taylor reported that the IDA had the opportunity again this year to co-sponsor the HRACRE Excellence in Development Design Awards Competition to be held in October for \$300. On a motion by Mr. Berkenkamp and a second by Ms. Hartmann, the IDA approved the \$300 sponsorship of the HRACRE Excellence in Development Design Awards Program by unanimous voice vote.

Mr. Taylor reported that the Celebration of Industry will be held September 4<sup>th</sup> at Jamestown Island. He stated that this year there would be a 10<sup>th</sup> anniversary memento. He also stated that ballots for the Captain John Smith award would be going out soon. He mentioned that Staff is considering giving a special award this year. He reported that with the concerns about attendance at the Celebration in years past, Staff thought it might be helpful if the IDA Directors made contact with the invited companies after the invitations go out to encourage attendance. He stated that Staff would divide up the list of invited companies and distribute the lists to the Directors.

7. OLD BUSINESS

a. Continued Discussion of Technology Study Implementation Plan

Mr. Taylor stated that he had distributed two handouts to the IDA via e-mail prior to the meeting, the first being a Technology Study Advancement Plan outline and the second a proposed budget for the Technology Attraction Plan Implementation.

Mr. Berkenkamp distributed a handout and gave an overview of sensors.

Mr. Campana reported that John Rhodes with Moran, Stahl, & Boyer had given a cost estimate of \$5,000 to do a SWOT analysis for sensors. Mr. Brown asked how the proposed SWOT analysis would differ from the study that has already been done. Mr. Taylor responded that Mr. Rhodes will interview at least ten sensor companies for this analysis. Mr. Berkenkamp noted that the Technology Policy Consultant Study was general in nature, and the SWOT analysis will be specifically focused on James City County and sensors. A discussion of the proposed SWOT analysis followed.

Mr. Taylor stated that Staff would redraft the Technology Study Advancement Plan into a white paper for the IDA's consideration. He also stated that he could schedule a fall briefing for the IDA with the Board of Supervisors, which could include bringing the consultant in and then having the IDA present its implementation strategy to the Board.

Mr. Rinaldi made a motion to proceed with a SWOT analysis of the sensor industry in James City County to be performed by Moran, Stahl & Boyer at a cost not to exceed \$5,000. On a second by Mr. Berkenkamp, the motion carried by unanimous voice vote.

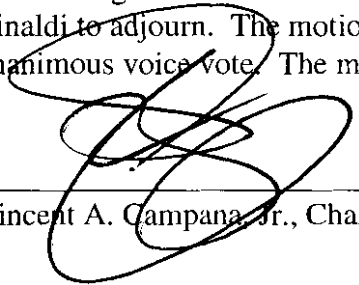
8. OTHER BUSINESS

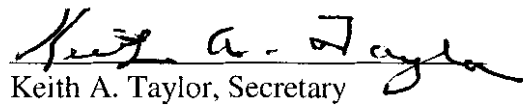
Ms. Hartmann asked that the issue of the proposed Thomas Nelson Community College Williamsburg campus be added to the agenda for the next IDA meeting.

Mr. Taylor asked if there was any objection to canceling the planned August IDA work session. On a motion by Mr. Berkenkamp and a second by Mr. Rinaldi, the August work session was cancelled.

9. ADJOURNMENT

There being no further business Chairman Campana entertained a motion from Mr. Rinaldi to adjourn. The motion was seconded by Mr. Berkenkamp and approved by unanimous voice vote. The meeting was adjourned at 5:25 p.m.

  
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Vincent A. Campana, Jr., Chairman

  
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Keith A. Taylor, Secretary

**Treasurer's Report-FY 03  
Industrial Development Authority  
Mar - April 03**

<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	\$26,836.62		\$26,836.62
021-325-0200	Interest on Available Cash	\$7,523.25	\$4,875.18	\$12,398.43
021-325-0600	General Fund Contribution	\$534,265.24	\$55,313.14	\$589,578.38
021-325-0400	Bond Fee Revenue	\$58,551.83	\$5,275.00	\$63,826.83
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		\$65,463.32	
	Fiscal Year Receipts			\$3,366,724.26
	Bank balance June 30, 2002			\$240,651.36
	Total Receipts			\$3,607,375.62
	Disbursements this Period	\$19,148.31		
	Previous disbursements	\$577,914.17		
	Total disbursements to Date			\$597,062.48
	Bank balance April 30, 2003			<b><u>\$3,010,313.14</u></b>

**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**EXPENDITURES**

**James City County**

08-May-03

IDA: Year ( 2003 ) Period ( 10 )

Ledger ID	Ledger Description	Beg Budget	March	April	Encumb	Total YTD Exp	Balance
OPERATING EXPENSES							
021-010-0203	PROFESSIONAL SERVICES	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00
021-010-0205	PROMOTION	\$21,000.00	\$2,080.00	\$437.59	\$0.00	\$20,802.59	\$197.41
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0220	TRAVEL & TRAINING	\$3,000.00	\$90.00	\$64.20	\$0.00	\$1,416.58	\$1,583.42
021-010-0222	LOCAL TRAVEL	\$200.00	\$218.69	\$0.00	\$0.00	\$1,000.93	(\$800.93)
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,000.00	\$0.00	\$0.00	\$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	\$5.50	\$5.50	\$0.00	\$15,886.12	(\$15,786.12)
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$82.87	\$917.13
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$250.00	\$0.00	\$0.00	\$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	\$2,394.19	\$507.29	\$35,000.00	\$47,617.86	(\$9,317.86)
CAPITAL EXPENSES							
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$123,612.00	(\$123,612.00)
	Total Capital Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$123,612.00	(\$123,612.00)

**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**EXPENDITURES**

**James City County**

08-May-03

IDACIP: Year ( 2003 ) Period ( 10 )

Ledger ID	Ledger Description	Begin Budget	March	April	Project to Date	Encumbrances	Ending Balance
CAPITAL PROJECTS FUND							
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(PROJECT TO DATE)							
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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	\$0.00	\$2,171,635.71	\$0.00	\$1,453,364.29
021-011-0350	INDUSTRIAL PROP//INFRASTRUCTUR	\$2,588,015.68	\$9,665.24	\$6,581.59	\$105,265.35	\$30,717.02	\$2,452,033.31
	Total Capital Projects Fund	\$6,381,641.68	\$9,665.24	\$6,581.59	\$2,286,614.18	\$30,717.02	\$4,064,310.48



**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS**  
**April 30, 2003**

Total disbursements per treasurer's report		\$597,062.48
Total operating expenses	\$47,617.86	
Total capital expenses	\$123,612.00	
Total capital projects expenses	\$421,127.12	
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		\$597,062.48
Net difference		\$0.00

**Treasurer's Report-FY 03  
Industrial Development Authority  
May - June 03**

<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	\$26,836.62		\$26,836.62
021-325-0200	Interest on Available Cash	\$12,398.43	\$4,530.83	\$16,929.26
021-325-0600	General Fund Contribution	\$589,578.38	\$20,900.66	\$610,479.04
021-325-0400	Bond Fee Revenue	\$63,826.83		\$63,826.83
021-325-0500	Land Contract Payment Revenue	\$0.00		\$0.00
021-325-0250	Misc Revenue	\$2,674,084.00		\$2,674,084.00
	Total receipts this period		\$25,431.49	
	Fiscal Year Receipts			\$3,392,155.75
	Bank balance June 30, 2002			\$240,651.36
	Total Receipts			\$3,632,807.11
	Disbursements this Period	\$67,401.89		
	Previous disbursements	\$597,062.48		
	Total disbursements to Date			\$664,464.37
	Bank balance June 30, 2003			<b><u>\$2,968,342.74</u></b>

**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**EXPENDITURES**

**James City County**

10-Jul-03

IDA: Year ( 2003 ) Period ( 12 )

Ledger ID	Ledger Description	Beg Budget	May	June	Encumb	Total YTD Exp	Balance
OPERATING EXPENSES							
021-010-0203	PROFESSIONAL SERVICES	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00
021-010-0205	PROMOTION	\$21,000.00	\$0.00	(\$150.00)	\$0.00	\$20,652.59	\$347.41
021-010-0210	INSURANCE	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
021-010-0220	TRAVEL & TRAINING	\$3,000.00	\$0.00	\$432.05	\$0.00	\$1,848.63	\$1,151.37
021-010-0222	LOCAL TRAVEL	\$200.00	\$401.93	\$530.98	\$0.00	\$1,933.84	(\$1,733.84)
021-010-0232	JAMES RIVER COMMERCE CTR - OPS	\$4,000.00	\$0.00	\$479.52	\$0.00	\$4,267.25	(\$267.25)
021-010-0234	STONEHOUSE COMMERCE PARK OE	\$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	\$5.50	\$5.50	\$0.00	\$15,897.12	(\$15,797.12)
021-010-0300	ADVERTISING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$82.87	\$917.13
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$250.00	\$435.75	\$0.00	\$0.00	\$676.79	(\$426.79)
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	\$35,843.18	\$1,298.05	\$0.00	\$84,759.09	(\$11,459.09)
CAPITAL EXPENSES							
021-010-0360	ENTERPRISE ZONE GRANTS	\$0.00	\$9,360.00	\$0.00	\$0.00	\$9,360.00	(\$9,360.00)
021-010-0405	CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$123,612.00	(\$123,612.00)
	Total Capital Expenses	\$0.00	\$9,360.00	\$0.00	\$0.00	\$132,972.00	(\$132,972.00)

**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**EXPENDITURES**

**James City County**

10-Jul-03

IDACIP: Year ( 2003 ) Period ( 12 )

Ledger ID	Ledger Description	Begin Budget	May	June	Project to Date	Encumbrances	Ending Balance
CAPITAL PROJECTS FUND							
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(PROJECT TO DATE)							
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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	\$0.00	\$2,171,635.71	\$0.00	\$1,453,364.29
021-011-0350	INDUSTRIAL PROP/INFRASTRUCTUR	\$2,588,015.68	\$10,817.22	\$10,083.44	\$126,166.01	\$9,816.36	\$2,452,033.31
	Total Capital Projects Fund	\$6,381,641.68	\$10,817.22	\$10,083.44	\$2,307,514.84	\$9,816.36	\$4,064,310.48

**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS**  
**June 30, 2003**

Total disbursements per treasurer's report		\$664,464.37
Total operating expenses	\$84,759.09	
Total capital expenses	\$132,972.00	
Total capital projects expenses	\$442,027.78	
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		\$664,464.37
Net difference		\$0.00