

MEETING MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY
OF JAMES CITY COUNTY
BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD
3:00 PM, THURSDAY, SEPTEMBER 22, 2005**

1. CALL TO ORDER

The meeting was called to order by Chairman Hartmann at 3:02 PM.

2. ROLL CALL

A roll call identified the following members present:

Mr. Vincent Campana, Jr.
Ms. Virginia Hartmann
Mr. Bernard Ngo
Mr. Mark G. Rinaldi

Also Present:

Sandra Barner, EDA Project Coordinator
M. Anderson Bradshaw, BOS Liaison
Barbara Finke, EDA Fiscal Agent
Marce Musser, EDA Recording Secretary
William Porter, Jr., Assistant County Administrator
Keith A. Taylor, EDA Secretary

Absent:

Mr. Alvin Bush
Mr. Matthew J. Diedzic, Jr.
Mr. Thomas G. Tingle

3. PERSONNEL MATTERS

- a. Ms. Hartmann asked Mr. Taylor to read a Resolution Certificate of Appreciation honoring former EDA General Counsel, Mr. Frank M. Morton III. A motion to adopt the resolution was made by Mr. Rinaldi, and seconded by Mr. Campana. The motion passed unanimously.

- b. Ms. Hartmann announced that a reception honoring retired Directors, Mr. Gil Bartlett and Mr. John Berkenkamp, and retired General Counsel, Mr. Frank M. Morton III, is scheduled at the Taylor home Thursday, October 20, at 6:00 PM. Invitations will be mailed Friday, September 23.

4. APPROVAL OF MINUTES

On a motion by Mr. Ngo and a second by Mr Rinaldi, the minutes of both the July 21,2005 Meeting and August 16,2005 Work Session were approved by unanimous vote.

5. FINANCIAL REPORTS

Ms. Finke presented the Treasurer's and Financial Reports for July-August 2005. No capital improvement (CIP) account reports were included, as there was no activity in those accounts. FMS is adjusting the format of the CIP portion of the EDA reports, and expect these to be available by the next EDA Meeting.

Mr. Ngo asked if the contract for the annual audit was to be bid out for next year. Ms. Finke stated that it would, and the EDA would have the option at that time of participating in that process.

Mr. Rinaldi made a motion that the Reports be adopted as presented. Mr. Ngo seconded the motion. which passed by unanimous voice vote.

6. STAFF REPORTS

- a. Michelob ULTRA Open at Kingsmill

Mr. Taylor reported that the EDA has been offered the opportunity to lock in its sponsorship package price at the Michelob ULTRA Open at Kingsmill for the next two years. He asked that no action be taken until he has a chance to speak with tournament officials to clarify the EDA's position with them.

- b. James River Commerce Center

Ms. Barner reported that the road to the EDA's property in James River Commerce Center (JRCC), Columbia Drive, is paved. A 12" dry waterline is to be run for future water access to the property.

The property exchange with Ball Metal has been recorded. This puts all Ball's property in a contiguous line, as well as facilitates the ability to bring rail to the EDA's property, if desired.

All documentation required by VDOT to release the County and WDI from their bonds for the eligible costs of the Endeavor Drive extension in JRCC has been supplied by Coresix Precision Glass. Ms. Barner is waiting now to hear from VDOT on the approval of Coresix as the required qualifying investment there. We still have two years left to locate a qualifying investment at the end of Columbia Drive.

c. Marketing Missions

Mr. Taylor shared upcoming marketing mission events:

1) October 8-12, Ms. Bamer will represent the County in Corpus Christi at the Industrial Asset Management Council's Fall Meeting

2) October 23-27, Mr. Taylor will represent the County at the CoreNet Fall Conference in Las Vegas. He will participate in joint contact meetings with HREDA.

3) October 30-November 4, Mr. Taylor will join HREDA on a marketing mission to New York City.

Mr. Taylor added that for almost a year OED has been working behind the scenes to arrange, in conjunction with HREDA, a special event for approximately 50 of the top IAMC participants to tout Hampton Roads features when they hold for their conference in Williamsburg in the fall of 2006.

d. Celebration of Business

Mr. Taylor reminded the Directors of the twelfth annual Celebration of Business Wednesday, October 5, in the Robert V. Hatcher Rotunda at Jamestown Settlement

7. ACTION ITEM

Ms. Hartmann briefly explained that the BOS had requested all Boards, Committees and Commissions adopt an attendance policy. She read the proposed EDA attendance policy, which had been reviewed by EDA General Counsel, Mr. Leo Rogers. After some discussion Mr. Ngo made the motion the policy be accepted as presented. The motion was seconded by Mr. Campana and passed unanimously.

8. DISCUSSION ITEM

Ms. Hartmann opened the discussion on Joint BOS/EDA Work Session Topics by bringing Directors' attention to the notes submitted in the BOS packets for next week's meeting.

Mr. Campana stated the format of the meeting should be open and two-way, instead of in a report format. The Directors concurred. A discussion followed, centering on requesting that

the BOS form a Joint Task Force of representatives from the BOS, EDA, PC, senior County Staff, general citizenry, business/industry/engineering/design community, Williamsburg Area Chamber of Commerce and special stakeholders specific to selected issues.

Mr. Ngo clarified that we want to stress that businesses should view the County as a "value-added partner." instead of just a regulatory force; the County's loyalty being to those established businesses which have stayed in James City County and grown and/or expanded their businesses here. Assisting them should be a major emphasis of County policy; the County's core middle market (those grossing \$2-\$50 million).

Ms. Hartmann stated that focusing on retaining, expanding and attracting business to the County (in that order) is part of the EDA's mission. Mr. Bradshaw commented that this fact should be strongly emphasized.

The Directors' consensus was not to discuss details at the work session, but rather to emphasize that this would be the job before the Joint Task Force. Potential Work Efforts for the Joint Task Force are listed in the memo September 27 memo circulated to the BOS.

Mr. Bradshaw asked for clarification on two points under Potential Work Efforts on the Discussion Notes circulated in the BOS packets. Director Rinaldi responded and cited examples.

Ms. Hartmann will open the Joint BOS/EDA Work Session discussion by stating the background and purpose. The discussion will include all Supervisors and Directors from there on.

9. REPORTS

a. BOS Liaison

Mr. Bradshaw shared information about the anticipated Toano and Anderson's Comer Studies. There is a Village of Toano Study underway, but it deals mostly with the community's character where architecture is concerned. There is, therefore, no EDA representation warranted there. The Anderson's Comer Study may be initiated in the future.

A study that does require an EDA presence, he felt, is the Rural Lands Study Committee. That Task Force is being established at present, and Mr. Bradshaw will report to the EDA its status at a future meeting.

b. Planning Commission

Mr. Rinaldi stated he had no new information on Planning Commission issues at this time.

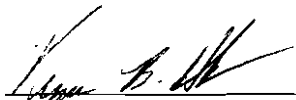
c. Finance Committee

Mr. Ngo stated the Finance Committee had met, and would have follow up meeting after the EDA's next Work Session. Topics at the October Work Session are pertinent to the Finance Committee's planning efforts.

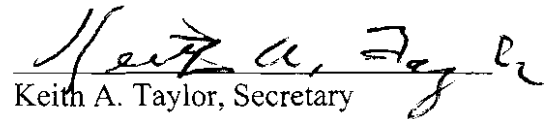
At present three areas of investing options, short term, mid term and long term, are being investigated, in addition to ways to re-invest in the business community.

10. ADJOURNMENT

There being no further business, Chairman Hartmann entertained a motion by Mr. Ngo to adjourn. The motion was approved by unanimous voice vote, and the meeting adjourned at 4:55 PM.



Virginia B. Hartmann, Chairman



Keith A. Taylor, Secretary

RESOLUTION

CERTIFICATE OF APPRECIATION

WHEREAS, Frank M. Morton, III served as a County Attorney at the time of the Industrial Development Authority of the County of James City's inception on July 24, 1979; and

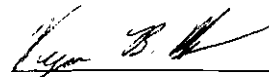
WHEREAS, Frank M. Morton, III was instrumental in the organization and initial operation of the Industrial Development Authority of the County of James City; and

WHEREAS, Frank M. Morton, III served as General Counsel for the Industrial Development Authority of the County of James City, now known as the Economic Development Authority of James City County for twenty-five years, from July 24, 1979 to July 14, 2004; and

WHEREAS, throughout this period of service Frank M. Morton, III advised the Economic Development Authority of James City County, giving freely of his time, his energy, and his knowledge for the betterment of this County; and

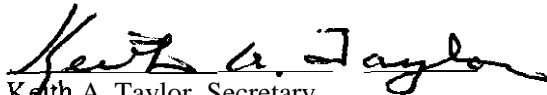
WHEREAS, Frank M. Morton, III consistently demonstrated those essential qualities of leadership, diplomacy, perseverance and dedication while providing exceptional service to the citizens of James City County.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, hereby extends its sincere appreciation to Frank M. Morton, III, and recognizes his distinguished service and dedication to the County and its citizenry.



Virginia B. Hartmann, Chair
Economic Development Authority

ATTEST:



Keith A. Taylor, Secretary
Economic Development Authority

Adopted by the Economic Development Authority of the James City County, Virginia, this 22nd day of September, 2005.

morton.res

**Treasurer's Report-FY 06
Economic Development Authority
July - August 2005**

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		\$18,085.18	\$18,085.18
021-325-0250	Misc Revenue			\$0.00
021-325-0400	Bond Fee Revenue			\$0.00
021-325-0500	Land Contract Payment Revenue			\$0.00
021-325-0600	General Fund Contribution		\$113,010.00	\$113,010.00
021-325-1000	Gain/Loss on Sale			\$0.00
	Expense Reimbursement			\$0.00
	Total receipts this period		\$131,095.18	\$131,095.18
	Fiscal Year Receipts			
	Balance June 30,2005			\$3,190,542.18
	Total Receipts			\$3,321,637.36
	Disbursements this Period	\$119,537.76		
	Previous disbursements	\$0.00		
	Total disbursements to Date			\$119,537.76
	Balance August 31,2005			<u>\$3,202,099.60</u>

**ECONOMIC DEVELOPMENT AUTHORITY
EXPENDITURES**

James City County

13-Sep-05

IDA: Year (2006) Period (2)

Ledger ID	Ledger Description	Beg Budget	JULY	AUGUST	Encumb	Total YTD Exp	Balance
OPERATING EXPENSES							
021-010-0205	PROMOTION	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
021-010-0220	TRAVEL & TRAINING	\$4,000.00	\$0.00	\$95.00	\$0.00	\$95.00	\$3,905.00
021-010-0222	LOCAL TRAVEL	\$500.00	\$37.37	\$229.39	\$0.00	\$266.76	\$233.24
021-010-0232	JAMES RIVER COMMERCE CTR - OP	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
021-010-0235	ANNUAL AUDIT	\$6,500.00	\$0.00	\$3,050.00	\$3,050.00	\$3,050.00	\$400.00
021-010-0245	MAINLAND FARM - OPER EXPENSES	\$500.00	\$0.00	\$5.50	\$0.00	\$5.50	\$494.50
021-010-0300	ADVERTISING	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
021-010-0325	MISCELLANEOUS EXPENSE	\$69,808.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,808.00
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	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
	Total Operating Expenses	\$116,408.00	\$37.37	\$3,379.89	\$3,050.00	\$3,417.26	\$109,940.74

**ECONOMIC DEVELOPMENT AUTHORITY
BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
August 30,2005**

Total to date disbursements per treasurer's report		\$119,537.76
Total Capital Expenses	\$113,010.00	
Total Operating Expenses	\$3,417.26	
Reimbursement to County for Mainland Farm	\$3,200.00	
Accounts Payable Dominion Power FY04 reversed FY05	\$5.50	
Reimbursement Due to County Travel and Training	(\$95.00)	
Total expenses		\$119,537.76
Net difference		

Economic Development Authority of James City County
Attendance Policy

As a courtesy to other EDA Directors, and to ensure the proper functioning of the Authority, and EDA Director needs to provide adequate notice that he/she will not be able to attend a meeting. If an EDA Director has more than two unexcused absences in a twelve-month period, then the EDA at its next meeting shall consider recommending to the Board of Supervisors that said Director be removed from the EDA. An unexcused absence shall be defined as a Director's failure to notify the Office of Economic Development Staff at least twenty-four hours in advance that he/she will not attend a scheduled EDA Meeting or Work Session. A Director should notify Economic Development Staff as soon as possible in cases of business, personal and/or family conflicts with scheduled EDA meetings.