

## MEETING MINUTES

### **ECONOMIC DEVELOPMENT AUTHORITY OF JAMES CITY COUNTY BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD 3:00 PM, THURSDAY, JANUARY 19,2006**

#### **1. CALL TO ORDER**

Ms. Hartmann called the meeting to order at 3:06 PM.

#### **2. ROLL CALL**

A roll call identified the following members present:

Mr. Vincent A. Campana, Jr.  
Mr. Matthew J. Diedzic  
Ms. Virginia B.Hartmann  
Mr. Bernard C. Ngo  
Mr. Mark G. Rinaldi  
Mr. Thomas G. Tingle

Also Present:

Mr. M. Anderson Bradshaw, BOS Liaison  
Mr. Adam Kinsman, Assistant County Attorney  
Ms. Sue Mellen, Director of Budget and Finance  
Ms. Marce Hunt Musser, EDA Recording Secretary  
Mr. Keith A. Taylor, EDA Secretary

Absent:

Mr. Alvin Bush

#### **3. APPROVAL OF MINUTES**

On a motion by Mr. Rinaldi and a second by Mr. Ngo the minutes from the November 17,2005 Regular Meeting were approved by unanimous vote.

#### **4. PERSONNEL MATTERS**

##### a. OED Staffing Vacancy

Mr. Taylor stated Ms. Sandra Barner, former OED Project Coordinator, has taken

a position as Marketing and Development Administrator in Hillsboro, Texas. The replacement process has begun, with approximately 20 applications being received to date, 5-6 of which indicate economic development experience. The Project Coordinator position has been reclassified as Economic Development Assistant Director. Mr. Taylor hopes to conduct interviews the week of February 6, and extend a job offer by mid-February.

After some discussion, consensus of the EDA was to ask that the Chair or Vice Chair be included on interviews with candidate finalists. Mr. Taylor will make those arrangements.

b. Clarification re: Enforcement of Director Attendance Policy

Ms. Hartmann asked Mr. Kinsman to verify the process for enforcing the EDA Attendance policy, recently adopted at BOS request. Mr. Kinsman suggested the Chair send a letter to any Director in violation of the policy advising them of impending action and asking for their immediate compliance with the policy or resignation.

**5. ACTION ITEM**

Mr. Taylor presented the current draft of the Technology Business Incubator Management Agreement. After discussion, Mr. Tingle made a motion that the EDA Chair be authorized to sign the final version of said agreement subject to its approval by the Hampton Roads Technology Council and the BOS.

Mr. Carnpana seconded the motion which passed unanimously

**6. PERSONNEL MATTERS**

Ms. Hartmann presented her proposed 2006 Committee/Liaison appointments. There being no objections, the appointments stand as presented.

**7. FINANCIAL REPORTS**

Ms. Mellen presented the Treasurer's and Financial Reports for November-December 2005. There was no discussion. On a motion made by Mr. Rinaldi and seconded by Mr. Campana, the reports were accepted unanimously.

Ms. Mellen announced Financial and Management Services (FMS) was actively looking for an accountant to replace Ms. Barbara Finke, who has been moved to another position within FMS. The new hire will be assigned to EDA tasks.

## 8. PERSONNEL MATTERS

### a. Nominating Committee Report

Mr. Ngo presented a slate of EDA officers for 2006 from the Nominating Committee, consisting of himself and Mr. Campana:

Ms. Virginia Hartmann for EDA Chair

Mark Rinaldi for EDA Vice Chair

County Economic Development Director for EDA Secretary

County Treasurer for EDA Treasurer.

### b. Election of Officers

Ms. Hartmann gave the Chair to Mr. Tingle. Mr. Tingle asked if there was discussion on the slate of officers presented. There being none, Mr. Tingle made a motion the nominations be accepted as presented. The motion was seconded by Mr. Diedzic, and the presented slate was elected by unanimous voice vote.

Mr. Tingle gave the Chair back to Ms. Hartmann.

### c. Ms. Hartmann expressed the Directors' pleasure that Mr. Bradshaw was reappointed as the BOS Liaison to the EDA.

## 9. ACTION ITEMS

Ms. Hartmann opened the floor for discussion of the draft put forward by the September 27, 2005 Joint EDA/BOS Work Session Response Committee. Mr. Tingle briefly explained certain points within the Response.

There was discussion of Mr. Rinaldi's suggested revisions, which had been circulated with the draft.

It was agreed that attracting and retaining business is the ultimate goal of the Joint Task Force and the mission is to gather information and find the facts that will better enable the County to achieve this goal.

Mr. Bradshaw suggested titles instead of actual names be submitted to the BOS. Actual recommendations of those to serve on the Joint Task Force will be considered by the BOS in closed session if the Joint Task Force is approved.

*Ms. Hartmann initiated a five minute recess at 4:00 PM to allow Ms. Musser to make additional copies of the document and supporting material. Ms. Hartmann reconvened the meeting at 4:05 PM.*

Mr. Campana made a motion that the Response Committee make the final revisions

agreed upon. circulate the document to the Directors' electronically, and OED staff prepare and move the document through the process needed to be on the Agenda for the BOS February 14 meeting. Mr. Rinaldi seconded the motion, which passed unanimously.

## **10. REPORTS**

### a. BOS Liaison

Mr. Bradshaw stated the Rural Lands Study's directive is concentrated on residential development. When it has completed its work, another study will be proposed to the BOS that will concentrate on proposed land use, including development patterns and a blue print for physical development to proceed. He advised the latter study will need to have representation from the EDA. Ms. Hartmann stated she may be available at that time to serve on that Study, but if not, she would appoint an EDA representative.

### b. Planning Commission Liaison

Ms. Hartmann thanked Mr. Rinaldi for his diligence in watching out for EDA interests, in particular for bringing to Staffs attention that the James River Commerce Center Wetlands Permit Designation was about to expire. The permit has been reapplied for with the Army Corps of Engineers.

Mr. Rinaldi stated the Stonehouse rezoning plan is moving forward. Many issues need to be clarified at this time, and Mr. Kinsman was asked to contact the attorney representing Stonehouse for that clarification and report back to the EDA. This issue will be revisited when the EDA next meets.

## **11. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF**

### a. Michelob ULTRA Open LPGA Tournament

Mr. Taylor shared that the Tournament Officials have extended to the EDA an offer of a fixed sponsorship price dependent upon a two-year commitment. The EDA had already voted to approve sponsorship of the Tournament via approval of its operating budget. Mr. Taylor was authorized to accept the offer in writing using a clause, "subject to appropriate funds," in his response to the Tournament.

### b. Budget Issues

Mr. Taylor has been given the impression by Senior Staff that fiscal year 2007 is going to be challenging. Management may be looking more toward EDA assets to be used for certain expenses traditionally paid for by Capital Improvement Project

accounts. For example OED presently has a request in for an additional \$70,000 to satisfy contractual obligations in James River Commerce Center. Informal feedback from FMS indicates the County may ask the EDA to cover these expenses.

With this in mind, Mr. Taylor suggested the EDA's Finance Committee put a multi-year Financial Plan draft before the EDA to ensure project expenses the EDA has discussed in the past and/or committed to are set aside before the County approaches the EDA for these funds.

c. Business Leaders' Breakfast

Ms. Musser reminded the Directors of the Winter Business Leaders' Breakfast meeting scheduled Thursday, January 26, at 7:30 AM in the Harrison Room at the Williamsburg Marriott.

Mr. Taylor said the speaker would be Dr. James Koch, President Emeritus and Professor of Economics at ODU, and his presentation would discuss the circulation of capital through the area driven by business/industry location.

**12. CLOSED SESSION**

Mr. Taylor recommended that the EDA go into Closed Session pursuant to Section 2.2-3711 (A) (5) of the Code of Virginia to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.

Mr. Rinaldi made the motion, seconded by Mr. Diedzic, to convene into Closed Session. The motion was approved by the following roll call vote:

Mr. Campana	Aye
Mr. Diedzic	Aye
Ms. Hartmann	Aye
Mr. Ngo	Aye
Mr. Rinaldi	Aye
Mr. Tingle	Aye

At 5:00 PM the EDA convened into Closed Session.

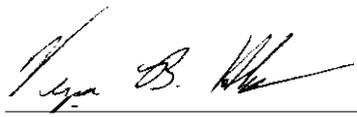
Ms. Hartmann reconvened the Authority into open session at 5:11 PM.

Ms. Hartmann considered a motion from Mr. Rinaldi, seconded by Mr. Ngo, to approve the Resolution Certification of Closed Meeting. The motion was approved by the following roll call vote:

Mr. Campana	Aye
Mr. Diedzic	Aye
Ms. Hartmann	Aye
Mr. Ngo	Aye
Mr. Rinaldi	Aye
Mr. Tingle	Aye

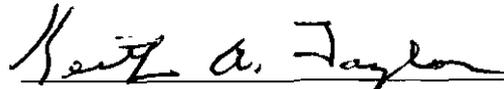
**13. ADJOURNMENT**

Ms. Hartmann entertained a motion from Mr. Ngo to adjourn, which passed unanimously. The meeting was adjourned at 5:14 PM



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Virginia B. Hartmann, Chair



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Keith A. Taylor, Secretary