

MEETING MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY
OF JAMES CITY COUNTY
BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD
3:00 PM, THURSDAY, MAY 18,2006**

1. CALL TO ORDER

The meeting was called to order by Chairman Hartmann at 3:03 PM.

2. ROLL CALL

A roll call identified the following members present:

Mr. Matthew J. Diedzic, Jr.
Ms. Virginia Hartmann
Mr. Thomas G. Tingle
Mr. Mark G. Rinaldi

Also Present:

Mr. M. Anderson Bradshaw, BOS Liaison to EDA
Ms. Marce Musser, EDA Recording Secretary
Mr. Keith A. Taylor, EDA Secretary

Absent:

Mr. Alvin Bush
Mr. Vincent Campana, Jr.
Mr. Bernard C. Ngo

3. APPROVAL OF MINUTES

On a motion by Mr. Rinaldi and a second by Mr. Diedzic the minutes from the March 15, 2006 Regular Meeting were approved as corrected by unanimous vote.

On a motion by Mr. Tingle and a second by Mr. Diedzic the minutes from the April 18,2006 Work Session were approved by unanimous vote.

4. FINANCIAL REPORTS

Mr. Keeler presented the Treasurer's and Financial Reports for March-April 2006. There

was no discussion. On a motion made by Mr. Rinaldi and seconded by Mr. Diedzic, the reports were accepted unanimously.

5. PERSONNEL MATTERS

a. EDA Candidates for Appointment

Ms. Hartmann urged the Directors to forward their recommendations for applicants to fill upcoming openings on the EDA by June 14, in order to meet the BOS June 27 meeting deadlines. Mr. Rinaldi asked that supporting paperwork on applicants be emailed and/or faxed to Directors. There was a short discussion of the types of business backgrounds and experience needed to fill upcoming vacancies.

Mr. Taylor asked Mr. Bradshaw if the BOS would like to see names for specific vacancies, or a list of names. Mr. Bradshaw urged the Directors to submit a list of recommendations to the BOS for consideration.

b. Director Attendance Action Item

Pursuant to the EDA's attendance policy, Mr. Tingle made a motion that the EDA forward to the Board of Supervisors a recommendation for the removal of Alvin J. Bush from the Economic Development Authority of James City County. Mr. Diedzic seconded the motion, which passed by unanimous vote.

6. REPORTS

a. BOS Liaison

Mr. Bradshaw expressed the Board's pleasure that the Business Climate Task Force's (BCTF) first meeting had been scheduled for May 25.

b. Planning Commission

Mr. Rinaldi stated that it had become increasingly more difficult to execute his task of reviewing and reporting Planning Commission matters and have informed input due to the untimely manner of receiving the information. Subsequently he had nothing to report.

c. Business Climate Task Force

Ms. Hartmann stated the EDA's representative to the BCTF is Mr. Tingle.

Mr. Rinaldi asked what staff support would be offered. Mr. Taylor answered that Mr. Yavorsky was temporarily serving as staff support until after the first meeting, when a chair would be elected and decisions regarding organization and tasks were established.

He further stated that Ms. Rona Vrooman, a trainer with James City County's Human Resources Department. would participate in the initial BCTF meeting as a facilitator.

d. Technology Business Incubator

Mr. Diedzic announced that the Incubator was open for business with one client, and two prospects. Press releases have been produced and the Incubator has had good media coverage to date.

Mr. Tingle asked if there was a coordinated PR effort internally and externally regarding the Incubator. Mr. Diedzic replied that the Hampton Roads Technology Council Board was divided into committees which handled PR and media releases. Mr. Taylor further explained Mr. Tim Early, Mr. Diedzic, Mr. Yavorsky, and he had met to establish a two-month PR plan. The plan called for a release or PR effort every other week in order for the Incubator to be kept in front of the community.

7. REPORTS OF THE ECONOMIC DEVELOPMENT STAFF

a. Industrial Asset Management Council (IAMC) Fall Conference

Mr. Taylor shared opportunities for possible sponsorship of the upcoming ICMA's Fall Conference in Williamsburg, and asked the EDA to consider participating with the Office of Economic Development in a sponsorship. Mr. Rinaldi indicated he was interested in supporting the event, but wanted more information which Mr. Taylor agreed to provide. Directors were urged to email their wishes after giving the matter some thought.

b. Michelob ULTRA Open at Kingsmill

Mr. Taylor told the Tournament was again oversubscribed, and extra tickets were purchased to accommodate guests. He stated a full report would be given at the next EDA meeting.

8. OTHER BUSINESS

a. Virginia Institute for Economic Development

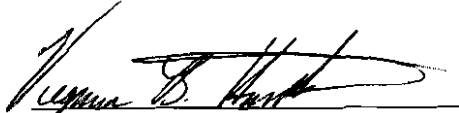
Mr. Tingle thanked the EDA for sponsorship of the VIED. Both attendees, Mr. Tingle and Mr. Diedzic, felt this as a beneficial way to fully understand EDA policies and possibilities.


b. June EDA Work Session

Mr. Taylor asked the Directors to please forward ideas for the June Work Session to him electronically. Absent a topic of mutual interest, Mr. Taylor would suggest canceling that work session.

9. ADJOURNMENT

There being no further business, Chairman Hartmann entertained a motion by Mr. Diedzic 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

**Treasurer's Report-FY 06
Economic Development Authority
March - April 2006**

Rev Code	Revenue Source	Prior Collections	Collected this period	Collected to Date
021-325-0100	Lease Income	\$66,009.54		\$66,009.54
021-325-0200	Interest on Available Cash	\$79,266.20	\$24,071.11	\$103,337.31
021-325-0250	Misc Revenue	\$1,428.86		\$1,428.86
021-325-0400	Bond Fee Revenue	\$10,000.00		\$10,000.00
021-325-0500	Land Contract Payment Revenue			\$0.00
021-325-0600	General Fund Contribution	\$113,010.00	\$2,000.00	\$115,010.00
021-325-0600	Transfer from Capital Projects	\$100,000.00		\$100,000.00
021-325-1000	Gain/Loss on Sale			\$0.00
	Expense Reimbursement			\$0.00
	Total receipts this period		\$26,071.11	\$395,785.71
	Fiscal Year Receipts			
	Balance June 30.2005			\$3,190,542.18
	Total Receipts			\$3,586,327.89
	Disbursements this Period	\$2,087.78		
	Previous disbursements	\$305,283.54		
	Total disbursements to Date			\$307,371.32
	Balance April 28.2006			<u>\$3,278,956.57</u>

ECONOMIC DEVELOPMENT AUTHORITY
EXPENDITURES

James City County

10-May-06

IDA: Year (2006) Period (10)

Ledger ID	Ledger Description	Beg Budget	Mar	April	Encumb	Total YTD Exp	Balance
OPERATING EXPENSES							
	-						
021-010-0205	PROMOTION	\$25,000.00	\$0.00	\$27.31	\$0.00	\$20,801.38	\$4,198.62
021-010-0220	TRAVEL & TRAINING	\$4,000.00	\$0.00	\$760.00	\$0.00	\$2,934.88	\$1,065.12
021-010-0222	LOCAL TRAVEL	\$500.00	\$0.00	\$10.00	\$0.00	\$673.65	(\$173.65)
021-010-0232	JAMES RIVER COMMERCE CTR - OPER	\$6,000.00	\$0.00	\$0.00	\$0.00	\$4,672.89	\$1,327.11
021-010-0235	ANNUAL AUDIT	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,100.00	\$400.00
021-010-0245	MAINLAND FARM - OPER EXPENSES	\$500.00	\$5.50	\$5.50	\$0.00	\$49.50	\$450.50
021-010-0300	ADVERTISING	\$600.00	\$0.00	\$0.00	\$0.00	\$337.05	\$262.95
021-010-0319	OFFICE SUPPLIES & EQUIPMENT	\$500.00	\$76.78	\$0.00	\$0.00	\$86.77	\$413.23
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	\$124.95	\$1,375.05
021-010-0600	SMALL BUSINESS ASSISTANCE	\$1,500.00	\$500.00	\$0.00	\$0.00	\$500.00	\$1,000.00
	Total Operating Expenses	\$116,408.00	\$582.28	\$802.81	\$0.00	\$36,281.07	\$80,126.93

ECONOMIC DEVELOPMENT AUTHORITY
 BRIDGE BETWEEN TREASURER'S REPORT AND ACCOUNTING REPORTS
 April 30, 2006

	Period to Date	Year To Date	
Total to date disbursements per treasurer's report	\$ 2,087.78	\$ 307,371.32	
Operating Expenses			
Operating Expenses from Management's Report	\$ 1,385.09	\$ 36,281.07	
Reimbursement to County for Mainland Farm		\$ 3,200.00	
Accounts Payable Dominion Power FY04 reversed FY05		\$ 5.50	
Reimbursement for Postage due to County	\$ (500.00)	\$ (500.00)	
Reimbursement due to County for travel and training	\$ (770.00)	\$ (982.48)	
Reimbursement due to County for Promotional Spending	\$ (27.31)	\$ (27.31)	
Total Expenses			
Total Operating Expenses	\$ 87.78	\$ 37,976.78	
EDA Incentives			
Renwood Farms		\$ 54,384.54	
Debt Expenses Funded by JCC			
Mainland Farm		\$ 113,010.00	
Incentives Funded by JCC			
Enterprise Zone Grant		\$ 100,000.00	
Incentives to Company			
Projects Funded by JCC			
James River Commerce Center	\$ 2,000.00	\$ 2,000.00	Project To Date \$ 7,713.12
Industrial Prop./ Infrastructure	\$ -	\$ -	
Total Expenses for EDA Incentives	\$ -	\$ 54,384.54	
Total Expenses Funded by JCC	\$ 2,000.00	\$ 215,010.00	
Total Expenses	\$ 2,087.78	\$ 307,371.32	
Net difference Treasurer's Report and EDA Expenses	\$ -	\$ -	