

## MEETING MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY  
OF JAMES CITY COUNTY  
BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD  
3:00 PM, THURSDAY, JULY 20, 2006**

### **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.  
Mr. Brien Craft  
Mr. Matthew J. Diedzic, Jr.  
Ms. Virginia Hartmann  
Mr. Bernard C. Ngo  
Mr. Mark G. Rinaldi  
Mr. Thomas G. Tingle

Also Present:

Mr. Eric E. Ballou, Esq., Christian & Barton, L.L.P.  
Mr. M. Anderson Bradshaw, BOS Liaison to EDA  
Dr. James R. Golden, Director, Economic Development and Corporate Affairs, W&M  
Samuel E. Jones, Vice President for Finance, W&M  
Stephen L. Johnson, Esq., Troutman and Sanders, L.L.P.  
Ms. Marcè Musser, EDA Recording Secretary  
Mr. Leo Rogers, EDA General Counsel  
Mr. Keith A. Taylor, EDA Secretary  
Mr. Marshall Warner, EDA Director Appointee

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

On a motion by Mr. Rinaldi and a second by Mr. Ngo the minutes from the May 18, 2006 Regular Meeting were approved as corrected by unanimous vote.

### **4. FINANCIAL REPORTS**

Mr. Keeler presented the Treasurer's and Financial Reports for May-June 2006. There was a

brief discussion to clarify categories and time periods. On a motion made by Mr. Rinaldi and seconded by Mr. Campana the reports were accepted unanimously.

Mr. Ngo agreed to get with Mr. Warner and the EDA's fiscal agents to inform Mr. Warner of the EDA's fiscal policies and procedures.

## **5. PERSONNEL MATTERS**

### **a. EDA Appointments**

Ms. Hartmann introduced new EDA Directors appointed by the BOS. Mr. Campana will return to the EDA filling the unexpired term of Mr. Alvin J. Bush. Mr. Craft will serve a four year term effective immediately, and Mr. Warner will serve a four year term beginning July 22, 2006.

Mr. Campana stated he was happy to remain on the EDA for another year, and praised the appointments of Mr. Craft and Mr Warner; stating what an asset they will be to the EDA.

Mr. Craft stated he was excited to be a part of the EDA. He has been a part of the county for five years, is active in the HREDA, and looks forward to bringing diversity to the group.

Mr. Warner stated he has been a member of and involved in the community for a number of years, is presently the Chairman of the Greater Williamsburg Chamber and Tourism Alliance, and is very happy to be a part of the EDA.

## **6. PRESENTATION**

### **a. IRB Presentation and Application from The College of W&M Foundation**

Mr. Taylor explained the IRB process for the benefit of new Directors, then introduced Mr. Golden and Mr. Jones, of The College of William & Mary, and bond counsel, Mr. Ballou and Mr. Johnson.

Mr. Ballou gave an overview of the Foundation, a 501.c.3 organization, project for which they were applying, followed by a more detailed explanation by Mr. Golden and Mr. Jones. The project will house the development arm of the College in a three-story, 35,000 square foot office building (Discovery I) on 2.25 acres in Newtown. This will consolidate college development offices and staff currently in three buildings on campus and two offsite locations.

Mr. Jones briefly described the Discovery II building, which will break ground at about the same time as Discovery I, and will house the College's Research Institute, Mr. Golden and his staff, the Thomas Nelson Community College Training Center, and the

County's Office of Economic Development.

Mr. Ballou then presented the Foundation's application for industrial revenue bond financing for the project.

There was discussion on key elements of the application, financing decisions, capital investment, bond cap and tax options. Ms. Hartmann asked if the building would be wholly owned by the Foundation, to which Mr. Jones answered, "Yes."

Mr. Ngo stated for the Directors' benefit that the Foundation was choosing to pay a one-time \$29,000 administrative fee up-front, instead of payments each year.

Mr. Johnson stated he had reviewed the application and all was in order.

## **7. PUBLIC HEARING**

### a. IRB Application for The College of W&M Foundation

Chairman Hartmann opened the public hearing concerning the Foundation's bond financing request. There being no member of the public appearing to speak, Chairman Hartmann then closed the public hearing

## **8. ACTION ITEMS**

### a. IRB Resolution for The College of W&M Foundation

Mr. Ballou gave an overview of the Resolution of Inducement. On a motion by Mr. Diedzic and a second by Mr. Campana, the Resolution of Inducement for the Industrial Revenue Bond for The College of William & Mary Foundation was approved by roll call vote:

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

Mr. Golden thanked the EDA, and especially Mr. Taylor, whom he said was instrumental for a long period of time, for seeing that Discovery I revenue bond came to fruition.

Ms. Hartmann recessed the meeting at 3:52 PM for a short period to allow for signing of documents associated with the motion passed.

Chairman Hartmann reconvened the meeting at 4:03 PM.

b. IAMC Fall Conference Funding – K. Taylor

Mr. Taylor explained the IAMC Fall Professional Conference sponsorship Director's had agreed to via email. Cost of exclusive sponsorship of the Monday Opening Session and Keynote Speaker will be split between the EDA and the Office of Economic Development.

Mr. Campana made a motion that the EDA adjust the fiscal year 2007 budget to reflect the following in order to cover this expenditure:

Increase projected interest revenue account 021-325-0200 by \$6000

Increase promotion account 021-010-0205 by \$6000.

Mr. Tingle seconded the motion, which passed unanimously.

**9. REPORTS**

a. James City County Technology Incubator (JCCTI)

Mr. Diedzic stated that JCCTI was up and running with its first two clients, and that an Advisory Group had been formed.

Mr. Taylor stated that the JCCTI clients and Mr. Tim Early, JCCTI Director, will give a presentation at the August 15 EDA Work Session.

b. BOS Liaison

Mr. Bradshaw shared the Board's pleasure with the process of finding replacements for vacancies on the EDA. The number of names submitted by the EDA for Board consideration, as well as the quality of those suggested made the decision much easier for the BOS.

Ms. Hartmann thanked the BOS for the opportunity to make those suggestions.

c. Planning Commission

Mr. Rinaldi had nothing report at this time.

d. Business Climate Task Force (BCTF)

Mr. Tingle gave an overview of the first two BCTF meetings. He stated there was good participation, and over the next few month's he feels the BCTF will have a set mission and direction.

Mr. Bradshaw stated he was excited about the makeup of the group. They were not strictly dealing with economic issues, but also social and community issues and values. The group's makeup brings representation from all disciplines to the table to wrestle with these conflicts as they arise.

Mr. Taylor agreed with Mr. Bradshaw. He further stated that his two concerns were trying to get arms around the methodology so needs can be identified and requests made based on those needs, and that a schedule of reporting to the BOS and EDA would be established. He suggested an interim report by the BCTF to the EDA and the BOS in early 2007.

Mr. Yavorsky stated he felt that the first meeting dealt with qualitative issues, and that the BCTF had now moved on to quantitative issues.

There was discussion regarding the BCTF charter, direction and mission. Mr. Ngo felt it would be premature for the EDA to interject what the end result should look like. Mr. Tingle agreed, saying he felt the mission, values and charter would be established before too long, and that the three BCTF representatives at the table (Mr. Bradshaw, Mr. Taylor and Mr. Tingle) were aware of the EDA's concerns and would represent those concerns to the BCTF.

Ms. Hartmann asked if support staff had been discussed. Mr. Tingle thanked Mr. Yavorsky for all of his work and stated he would like to see a record of the time spent by Mr. Yavorsky and Ms. Musser captured so the BCTF could address support needs in the future.

Mr. Rinaldi asked that Mr. Yavorsky send out the BCTF meeting calendar to the EDA, and that the BCTF be asked if sharing their agendas with the EDA, as well, would be appropriate.

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

### **a. Endeavor Drive Update**

Mr. Yavorsky stated that after aggressive efforts, in great part by Mr. Larry Foster, Coresix Precision Glass was certified by VDOT on June 13, as a qualified end user, fulfilling the requirement needed to satisfy the \$300,000 road bond with the State.

Mr. Taylor further stated that Ms. Musser had worked with Mr. Wayland Bass of the County's Development Management staff to ensure that Endeavor Drive had fulfilled all requirements to become part of the VDOT System, meaning VDOT is now fully responsible for maintenance on Endeavor Drive.

### **b. Jamestown 2007 African American Advisory Committee**

Mr. Yavorsky reported that he and Ms. Stephanie Ahrendt, County Purchasing Manager,

attended the planning meeting for the Women and Minority Business Pre-bid Conference and Business Forum: Jamestown 2007. This forum will allow attendees an opportunity to hear about and/or bid on projects/opportunities within the Historic Triangle. Those involved with the Forum will be Jamestown 2007, James City County, York County, the City of Williamsburg, Greater Williamsburg Chamber and Tourism Alliance and the College of William & Mary.

c. Hampton Roads Economic Development Alliance (HREDA) Capitol Hill Reception

Mr. Taylor reported that he and Mr. Bruce Goodson, BOS Chairman, attended the HREDA Capitol Hill Reception in Washington D.C. Wednesday, July 19. There was nearly 100% participation from the Virginia delegation, in addition to many D.C. area real estate consultants and embassy representatives.

d. Michelob ULTRA Open at Kingsmill

Mr. Taylor gave a breakdown of attendee categories at the Michelob ULTRA Open LPGA Tournament at Kingsmill May 11-14. 98 (77%) of those issued tickets came to the EDA's skybox, which broke down in to the following category (excluding hosts and guests):

Service Providers	15%
Existing Industries	24%
Prospects and Prospect Liaisons	12%

e. Enterprise Zone Code Change

Mr. Taylor stated that the County's Enterprise Zone Ordinance had been changed. The previous ordinance reflected the EDA's former name (Industrial Development Authority), and had no sunset provision for which companies may claim benefits. The revised ordinance contains added portion, Section 7-6. b. which states:

“Any business firm, which has been operating or located within the enterprise zone for two years or more, as of July 1, 2006 and has achieved the qualification standards set forth in county code section 7-4, but has not applied for the local enterprise zone incentives must make an application to the enterprise zone administrator no later than December 31, 2006, to remain eligible for the local enterprise zone incentives. Once a business firm is awarded a grant or grants from the economic development authority, the business firm shall then provide yearly documentation to the enterprise zone administrator, no later than March 31 of each successive year after the awarded grant or grants, to assure that said business firm has retained the requisite qualifications for the receipt of local enterprise zone incentives.”

Mr. Taylor shared details of those projected expenses if all companies due benefits filed by the December 31, 2006 deadline, stating that this does not include tax credit incentives for the employment provision of the Enterprise Zone benefits. No one has filed for employment tax incentives since the inception of the Enterprise Zone program.

f. Basic Economic Development Course (BEDC)

Mr. Taylor stated that Ms. Musser was admitted to the BEDC at the University of North Carolina, and would attend classes August 7-10, in Chapel Hill.

g. Upcoming Dates to Remember

Mr. Taylor announced the EDA's Celebration of Business is scheduled November 8, 2006, in the Robert V. Hatcher, Jr. Rotunda at Jamestown Settlement. He further stated that the Office of Economic Development is planning a Small Business Event in September, date to be announced.

**11. OTHER BUSINESS**

a. Prepare and Profit Seminar

Ms. Hartmann shared follow-up information on the Prepare and Profit Seminar, of which the EDA was a co-sponsor. A survey of Seminar participants was mailed with 58% responding. Responses were overwhelmingly positive.

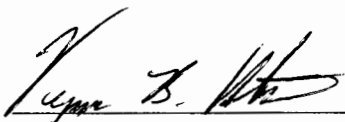
b. Goodbye to Mr. Ngo

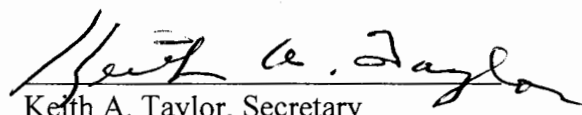
Ms. Hartmann thanked Mr. Ngo, whose term expires July 22, 2006, for his service and dedication to the EDA, especially in chairing the EDA's Finance Committee. She stated that Mr. Ngo's expertise has been invaluable during his term.

c. Mr. Campana announced that he will no longer be with the firm of Drucker and Falk. He will be working for his own company, Campana-Waltz, which will engage in property management in addition to being a brokerage firm. They will have offices in Newport News and James City County.

**12. ADJOURNMENT**

There being no further business, Chairman Hartmann entertained a motion by Mr. Campana to adjourn. The motion was approved by unanimous voice vote, and the meeting adjourned at 5:10 PM.

  
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Virginia B. Hartmann, Chairman

  
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Keith A. Taylor, Secretary