

MEETING MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY (JCC)
5308 DISCOVERY PARK BLVD. SUITE 203 CONFERENCE ROOM
WILLIAMSBURG, VA 23188
8:00 AM, THURSDAY, NOVEMBER 19, 2009**

1. CALL TO ORDER

The meeting was called to order by Chairman Tingle at 8:02 AM.

2. ROLL CALL

A roll call identified the following members present:

Ms. Leanne DuBois
Mr. Douglas M. Gebhardt
Mr. Paul W. Gerhardt
Mr. Thomas Tingle
Mr. Marshall Warner

Also Present:

Ms. Carla Brittle, Business Facilitator
Mr. Jeremy Keeler, EDA Fiscal Agent
Mr. James G. Kennedy, Board of Supervisors (BOS) Liaison to EDA
Ms. Laura A. Messer, EDA Recording Secretary
Mr. Bob Murray, Goodman & Company
Mr. Keith A. Taylor, EDA Secretary
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Not Present:

Mr. Brien Craft, EDA Director
Mr. Larry Pulley, EDA Director

3. MINUTES

a. September 24, 2009 Meeting Minutes

Mr. Tingle noted he had several changes to the minutes. He stated that more detail was needed regarding the bond issue highlighting the advisement of bond counsel and the liability for the EDA.

Mr. Tingle also stated that the portion notating the presentation by Mr. Jarrett Early needed to be corrected.

Mr. Warner noted a change in the financial section of these minutes as well.

Mr. Tingle suggested that approval of these minutes be deferred until the next meeting, so that the correct may first be reviewed. Everyone agreed.

b. October 15, 2009 Work Session Minutes

Mr. Tingle asked if there were any changes for October 15 work session minutes. Mr. Warner noted a correction in the action item regarding bond rates. Ms. Messer stated she would make this correction. Mr. Gebhardt made a motion to accept the minutes as corrected, which was seconded by Mr. Gerhardt, and the motion was unanimously approved by voice vote.

4. FINANCIAL REPORTS

Mr. Jeremy Keeler, EDA Fiscal Agent, presented the September and October financial reports. Mr. Keeler first discussed the disbursements of the EDA including the regular charges: Mainland Farms and the James City County Technology Incubator (JCCTI.) Mr. Keeler stated that the regular interest had been accrued. He stated that the Enterprise Zone payments had been disbursed and that the EDA had paid their portion of the 2009 Celebration of Business.

Mr. Keeler stated that the Small Business Development Center annual payment of \$5,000 had also been disbursed, which had previously been paid for by the County.

Mr. Gebhardt made a motion to accept the financial reports. Ms. DuBois seconded the motion, which passed unanimously by voice vote.

5. PRESENTATIONS

a. FY 2009 EDA Auditor's Report

Mr. Keeler introduced Mr. Bob Murray from Goodman & Company, who was presenting in Mr. Fred Westphal's absence.

Mr. Murray stated that the FY 2009 Auditor's Report was fairly standard and that there were no issues or problems.

He stated that the unqualified opinion from Goodman & Company was on page 1 of the report. He highlighted that pages 2 through 5 stated an executive summary of the financials and that the one change from the FY 2008 report was that the EDA transferred funds from money market accounts into Certificates of Deposit to help increase interest revenue.

Mr. Murray asked if the EDA had any questions, there being none, and he thanked the EDA for their time.

Mr. Warner made a motion to accept the FY 2009 EDA Auditor's Report from Goodman & Company. Mr. Gebhardt second the motion, which was approved by a roll call vote.

Mr. Craft	Not present
Ms. DuBois	AYE
Mr. Gebhardt	AYE
Mr. Gerhardt	AYE
Mr. Pulley	Not present
Mr. Tingle	AYE
Mr. Warner	AYE

6. DISCUSSION ITEM

a. Business Assistance Program

Mr. Gebhardt stated that Mr. Tingle had written a memo that was in the Board's reading file for November 10, 2009. Mr. Kennedy stated he would encourage the Board to submit feedback regarding the application and guidelines via e-mail.

Mr. Taylor stated that he had asked Staff to draft a press release. Ms. Messer stated she had drafted the release and sent it to Mr. Yavorsky for his review.

Mr. Gebhardt stated that the program should launch on December 1, 2009. He asked that Ms. Messer coordinate posting the application form and guidelines online.

7. REPORTS

a. Board of Supervisors Liaison

Mr. Kennedy discussed the progress of the Comprehensive Plan Update and stated heavy discussion had recently surrounded the concept of Economic Opportunity zones.

Mr. Kennedy stated that the Comprehensive Plan update had been going on for 2 years and 7 months.

Mr. Kennedy said that there have already been two work sessions on the Comprehensive Plan with a third scheduled for Tuesday, November 24.

He also stated he had some concern with the difficult budget time, but that he was pleased that there was support from the Chamber of Commerce as well as other

groups in the community. Finally, he stated that this Comprehensive Plan Update process had been very transparent and open to the public.

Mr. Kennedy briefly discussed the plight of farmers and the role of rural economic development. He stated that there was not enough workforce for farms and too much demand for products. Ms. DuBois noted she would discuss these and other rural issues in her forthcoming report.

Lastly, Mr. Kennedy commended Mr. Sandy Wanner, on his efforts as County Administrator and suggested that the EDA also do so as they see him.

b. James City County Technology Incubator (JCCTI)

Due to Mr. Craft's absence, Mr. Tingle led a brief discussion about JCCTI. He stated that a meeting with Bill Bean from the College of William and Mary's Technology and Business Center would take place the first week of December.

Mr. Tingle stated that they were going to discuss the original vision of the incubator and potential future plans.

Mr. Taylor stated that 5 companies graduated from the incubator and that 3 remained in JCC and of the 3 that remained in JCC that 2 of the companies were in commercial office space within the County.

Mr. Gebhardt inquired about whether or not management fee payments were still being made to the Hampton Roads Technology Council and Mr. Taylor stated they were.

c. Rural Economic Development Committee (REDC)

Ms. DuBois reviewed the demand of locally grown fruits and vegetables in the current economic climate. She stated that the demand was very high. For example, the new High Street development in Williamsburg hopes to add another farmer's market to the Historic Triangle.

Ms. DuBois reviewed the current project efforts including creating public awareness and the potential of hosting a farm to table dinner at the Williamsburg Winery. Ms. DuBois stated that REDC was going to participate in an open house at the Williamsburg Winery on December 6.

A brief discussion about local farms and local products took place. Ms. DuBois mentioned a berry farmer potentially looking for land in James City County in addition to the land she already has in another county in Virginia.

Mr. Kennedy suggested arranging a cooking demonstration in combination with a forum to promote local produce.

Mr. Taylor thanked Ms. Messer for her work with REDC and also briefly mentioned a prospect that is tied to the agriculture arena through a composting-biodome product.

d. Comprehensive Plan Update

Mr. Gebhardt briefly discussed the timely remarks that the EDA provided to the Comprehensive Plan. Mr. Tingle thanked Mr. Gebhardt, Mr. Gerhardt, and Mr. Warner for their presence at the work session.

e. Planning Commission Liaison

Mr. Gebhardt reported that the Planning Commission did not have much plan review activity.

8. OED STAFF REPORT

Mr. Taylor discussed the James River Commerce Center (JRCC) and notified the EDA that the annual association meeting was the next day. He asked Mr. Yavorsky to elaborate.

Mr. Yavorsky discussed the first issue of storm water management. The storm water pond in JRCC passed its inspection, but the report noted several routine maintenance items that need to be performed. Initially, there will be some cost up front to mow and clear trees and shrubs in order to define two 10'-wide access routes, to clear the area between the back slope of the dam embankment and the spillway, and to clear 5'-wide strips on either side of the spillway. Afterwards, only mowing of these areas once in the spring, summer, and fall will be required and will become part of the regular landscape service in the park.

The second issue is the issue of fill dirt at a site (Parcel 9) owned by Williamsburg Developments Inc. They have closed a deal and the fill dirt will need to be removed. It is estimated that the EDA is responsible for 12% of the cost of fill dirt removal, the total cost for which estimated to be somewhere between \$60,000 and \$120,000. The soil is not suitable for structural fill.

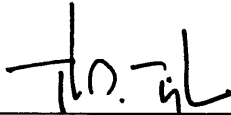
The last issue that Mr. Yavorsky discussed was the timbering of the EDA's property. It is hoped that the EDA could garner some income from the timber sale. Forestry regulations need to be researched. Ms. DuBois stated that Mr. Billy Apperson, JCC Forester, would be a good contact regarding timbering regulations.

Mr. Taylor noted that OED activity had seen an increase with 8 prospect inquiries in the month of October. He stated that 6 of the 8 had been serviced and that one of the 6 was being heavily worked on.

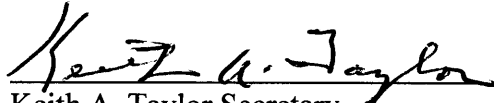
Mr. Taylor stated the EDA would have a December work session to discuss meeting dates, the nominating committee for 2010 Chairs and Liaisons and also to discuss the Certificates of Deposit with Ms. Ann Davis, EDA Treasurer.

11. ADJOURNMENT

There being no further business, Mr. Gebhardt made a motion to adjourn the meeting at 9:22 AM.



Thomas G. Tingle, Chairman



Keith A. Taylor Secretary