

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, MAY 20, 2010**

1. CALL TO ORDER

The meeting was called to order by Chairman Tingle at 8:03 AM.

2. ROLL CALL

A roll call identified the following members present:

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

Also Present:

Mr. William Bean, Incubator Manager
Ms. Mary Jones, Board of Supervisors (BOS) Liaison to EDA
Ms. Laura A. Messer, EDA Recording Secretary
Mr. Leo Rogers, EDA Counsel
Mr. Keith A. Taylor, EDA Secretary
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Not Present:

Mr. Brien Craft, EDA Director

3. FINANCIAL REPORTS

a. March – April Financial Reports

Mr. Warner reviewed the reports including the James City County Business and Technology Incubator fees as well as expenditures on supplies including those from the Rural Economic Development Forum that was held on April 20.

Mr. Warner discussed the income for the EDA including interest from the Certificates of Deposit, industrial revenue bond administrative fees (APVA), and incubator rent.

There was a discussion about utility payments and transitional expenses for the incubator and the use of initial incubator rent charged to offset those costs.

Mr. Tingle asked if the Mainland Farms transaction was complete and Mr. Rogers stated that the balloon payment had been made and that the EDA owned Mainland Farms.

Mr. Tingle inquired about the negative balance in the Enterprise Zone line item and asked if that was an error. Ms. Messer stated she would ask Mr. Jeremy Keeler, EDA Fiscal Agent for clarification.

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

4. ACTION ITEM

a. Proposed FY 2011 Budget

Mr. Warner reviewed the proposed FY 2011 budget by each line item and discussed the minor changes in the FY 2011 budget.

He reviewed the income including the projected interest from investments and bond fee revenue.

Mr. Warner then discussed the expenses and noted the three changes:

- Reduce RAISE amount to actual reported request and add contribution to Virginians for High Speed Rail in the amount of \$2,000
- Creation of a line item to support the Rural Economic Development Committee
- Increase in the Business Assistance line item to include support of the Business Assistance Program

Mr. Warner asked if there were any comments or questions.

Mr. Tingle noted that the support for Virginians for High Speed Rail was needed because of funding cuts from the Board of Supervisors. He stated that it did not need its own line item, but could be incorporated to line item, County Budget Assistance.

Mr. Pulley inquired about where the funding from the EDA comes from and Mr. Taylor responded that it came primarily from administrative revenue bond fees and interest accrued from the John Deere incentive settlement agreement, the principal

of which was held in the EDA's account until fairly recently.

Mr. Tingle stated that it seemed that some of the numbers from past fiscal years seemed like budgeted numbers rather than actual numbers. Ms. Messer stated that she would have Mr. Keeler examine those numbers.

Mr. Tingle asked if there were any more comments, and there being none Ms. DuBois made a motion to accept the FY 2011 proposed budget as amended, which was seconded by Mr. Gebhardt and approved unanimously.

5. MINUTES

a. March 15, 2010 Meeting Minutes

Mr. Tingle asked if there were any changes to the March 15 meeting minutes. There being none, Mr. Warner made a motion to accept the minutes as presented, which was seconded by Ms. DuBois.

b. April 15, 2010 Work Session Minutes

Mr. Tingle asked if there were any changes for the April 15 work session minutes. There being none, Mr. Warner made a motion to accept the amended minutes, which was seconded by Mr. Gebhardt, and the motion was unanimously approved by voice vote.

6. PRESENTATION

a. James City County Business and Technology Incubator (JCCBTI) Quarterly Report

Mr. Tingle introduced Mr. Bill Bean, Director of the Technology Business Center for the College of William & Mary and incubator manager, who reviewed a quarterly report of the progress at JCCBTI.

Mr. Bean stated that there are four different types of client programs that have been created:

- Traditional Domestic Program Clients
- International Quick Start Program Clients
- Relocation to JCC Clients
- Academic clients

Each program caters to a different type of client and allows for a mix of types of companies.

Mr. Bean discussed the clients located at the incubator including the newest client, Breathe Healthy.

He detailed different steps that have been taken to provide assistance and mentorship to incubator clients including a variety of documents.

Mr. Bean reviewed the promotion and marketing, as well as income and he highlighted several issues at the incubator.

Ms. DuBois asked about the pricing for clients and how it was structured. Mr. Bean responded that office size in the incubator determines the base cost. Ms. DuBois asked how the current clients found out about JCCBTI. Mr. Bean stated that several of the current clients had been funneled through the JCC Office of Economic Development. He continued and stated that the Procurement Technical Assistance Center that is funded by George Mason University still resides in the incubator *quid pro quo* due to the assistance that they can provide clients with technical grant funding.

Mr. Tingle asked about the marketing efforts and Mr. Bean stated that a marketing plan was being worked on in addition to the presentations that JCCBTI has already been included in such as the Virginia Inventor's Forum. It was noted that JCCBTI should connect to groups such as the Young Emerging Professionals. Mr. Taylor suggested the idea of an article placed in William & Mary's Ideation or alumni magazines. Ms. Jones stated that it may be useful to include information the Greater Williamsburg Chamber and Tourism Alliance's new website, Williamsburg Works.

Mr. Bean stated that a grassroots effort was most important for the JCCBTI in his opinion. He said that more would be accomplished through this methodology.

Mr. Pulley inquired how much space was available at the incubator. Mr. Bean stated that it was 2,300 square feet and that three of eight offices were currently filled. He then stated there could be an issue with the gaps between the modular movable partitioning of certain offices and the ceiling and filling the space, but Mr. Tingle stated that this problem can be fixed and offered his firm's pro bono advice.

Mr. Gebhardt stated that Mr. Bean had accomplished quite a bit, but asked about the priority of clients. Mr. Bean stated that the bar was going to continue to be raised as success stories occurred.

Lastly, Mr. Taylor asked if Mr. Bean had any plans for an event of some sort in the future. Mr. Bean said that he hoped to have a luncheon or small workshop in the future.

The EDA thanked Mr. Bean for his efforts and time.

Mr. Tingle asked that the meeting minutes reflect the departure of Mr. Warner to chair another meeting.

7. ACTION ITEMS CONTINUED

a. Performance Based Agreements

Mr. Taylor stated that a corporate official from Owens-Illinois (O-I) contacted him in April regarding a possible amendment to O-I's April, 2009 Second Performance Based Agreement, requesting an extension of the timeline during which the company would install its second new furnace. Additionally, O-I expressed interest in negotiating a Third Performance Based Agreement to incentivize O-I adding an additional \$20 million in more new manufacturing equipment in order to expand its product mix at its Toano facility.

Mr. Tingle asked if there were any comments and there being none, Mr. Gebhardt moved approval of the proposed amendment to the Second Performance Based Agreement and Mr. Pulley seconded the motion. Mr. Tingle asked Mr. Taylor to take a roll call vote:

Ms. DuBois	AYE
Mr. Gebhardt	AYE
Mr. Gerhardt	Abstain
Mr. Pulley	AYE
Mr. Tingle	AYE

Mr. Gebhardt moved approval of the proposed Third Performance Based Agreement and Mr. Pulley seconded the motion. Mr. Tingle asked Mr. Taylor to take a roll call vote:

Ms. DuBois	AYE
Mr. Gebhardt	AYE
Mr. Gerhardt	Abstain
Mr. Pulley	AYE
Mr. Tingle	AYE

Mr. Taylor thanked the EDA and stated a press release would be issued later in the day after review and approval by O-I's Communication Specialist were received.

b. Review of Timbering Proposals

Mr. Yavorsky began a discussion of the timbering of the EDA site in James River Commerce Center.

Mr. Yavorsky shared that he had been working with Ms. Stephanie Luton, JCC Purchasing, to review two proposals. He cited that he and Ms. Luton used criteria

based on the EDA's goals for the property and timbering project – road design and construction, improving the marketability of the site and cost aversion. He stated that the proposals were from American Forestry Management (AFM) and Williamsburg Environmental Group (WEG).

A discussion followed concerning the proposals.

Ms. DuBois asked if Billy Apperson, Forrester with Virginia Department of Forestry, had reviewed the proposals. Mr. Yavorsky confirmed that Mr. Apperson had been involved in the process for several months and had reviewed and commented that both proposals would satisfy the EDA's expectations.

Mr. Pulley made a motion to accept the proposal from American Forestry Management. The motion was seconded by Ms. DuBois and passed unanimously by voice vote.

8. DISCUSSION ITEMS

a. April Work Session Actions

A brief discussion about the April work session actions/tasks took place. The discussion reviewed the tasks at hand including increasing the percentage of younger people working and living in JCC, increasing the amount of revenue tax from Level 1 and Level 2 businesses, and increased alignment between the EDA and other partners/initiatives.

A brief discussion about the new strategic management plan for the County also took place. The EDA talked about the forthcoming Board of Supervisors-EDA work session including the topics that the EDA would like to discuss.

A suggestion was made that the EDA consider having a student liaison to assist with discussions and topics relevant to the younger demographic.

9. REPORTS

a. Board of Supervisors (BOS) Liaison

Ms. Jones stated that the Board of Supervisors had passed the FY 11/12 Budgets with no tax increases.

She stated that the search for a new County Administrator to replace Mr. Wanner was continuing and had been reduced to six finalists to interview with the BOS. Ms. Jones stated she expected an announcement in June.

Mr. Tingle thanked her for the update.

b. Planning Commission Liaison

Mr. Gebhardt had no updates on the Planning Commission.

c. Rural Economic Development Committee (REDC)

Ms. DuBois briefly mentioned the Right-to-Farm ordinance that REDC was working on and that other state localities had such ordinances in place. She stated that Mr. Mark Rinaldi would be at the EDA's June work session meeting to discuss the ordinance.

10. OED STAFF REPORT

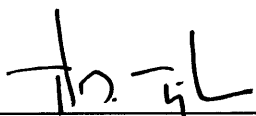
Mr. Taylor reviewed the spring business appreciation event that was arranged at the College of William and Mary's Plumeri Park. The event had a mediocre turnout due to the overcast weather and chilly temperatures, but the logistics of the event were a success. He stated that it may be a seasonal small business event and Ms. Jones stated that this was a positive idea to include more small businesses.

Mr. Yavorsky stated an existing industry visit at OpTech had occurred earlier in the week with Mr. Sandy Wanner, County Administrator. OpTech was given the Business Assistance Program to review.

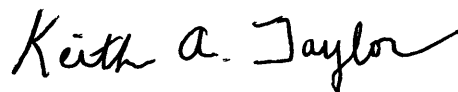
Mr. Yavorsky asked the EDA to please let him know of any existing industry visits they would like to attend.

11. ADJOURNMENT

There being no further business, Mr. Gebhardt made a motion to adjourn the meeting at 10:12 AM.



Thomas G. Tingle, Chairman



Keith A. Taylor Secretary