

## 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 19, 2011**

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

The work session was called to order by Chairman Tingle at 8:06 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 G. Tingle  
Mr. Marshall Warner

Also Present:

Ms. Ann Davis, EDA Treasurer  
Mr. James Kennedy, Board of Supervisors Liaison  
Mr. Russell Seymour, EDA Secretary  
Ms. Kathryn Sipes, Business Development & Retention Coordinator  
Ms. Jenni Tomes, EDA Fiscal Agent  
Ms. Tara Woodruff, James City County Accounting Director  
Mr. Steven Yavorsky, Assistant EDA Secretary

Absent:

Mr. Stephen Montgomery, Director

### **3. COMMENTS FROM CHAIRMAN**

Mr. Tingle took a few moments to note the accomplishments of Mr. Yavorsky's tenure with James City County including:

- Acting as Business Climate Task Force Secretary,
- Working with James City County Business and Technology Incubator,
- Planning joint Historic Triangle locality functions,
- Initiating the e-commerce grant program,
- Founding the Young Emerging Professionals of Williamsburg,

- Coordinating the JCC economic development video, and
- Coordinating the timbering of James River Commerce Center.

The EDA wished Mr. Yavorsky well on his new adventure in Texas.

Mr. Yavorsky thanked the EDA for their help over the years and stated that he had grown professionally, socially, and civically during his time with JCC.

Mr. Tingle stated that Mr. Gebhardt would be moving to Indiana at the end of June to pursue a new career and be closer to extended family.

The EDA noted the loss of Mr. Gebhardt and said he would be missed.

#### **4. APPROVAL OF MINUTES**

a. April 21, 2011

Mr. Tingle asked if there were any changes to the April 21 meeting minutes. Mr. Gebhardt noted a change needed regarding tax fees from a Business Assistance Program applicant. Mr. Gerhardt noted an error in the JCCBTI section regarding providing services.

Ms. Messer stated that she would amend the minutes as discussed by the EDA. Mr. Gebhardt made a motion to accept the minutes as amended, which was seconded by Mr. Warner and approved unanimously by voice vote.

#### **5. FINANCIAL REPORTS**

a. April Financial Report

Ms. Jenni Tomes, EDA Fiscal Agent, reviewed the financial reports for period 10, April. Ms. Tomes explained that \$900 was dispersed to Peterson Accounting as part of the Business Assistant Program.

Ms. Davis, EDA Treasurer began an overview of the fees associated with the separate bank account for the EDA and Ms. Davis stated that the County had a contract with Suntrust Bank. The EDA questioned why the fees were so high, and Ms. Davis continued by saying that the funds had to be secure and it was easiest to have all County funds with one bank. She stated the fees associated with the account must be paid. The EDA thanked Ms. Davis for her explanation.

Ms. Davis stated that the Certificates of Deposit with Chesapeake Bank had matured and that she had once again requested proposals of investment from local banks. She stated that of all the rates, Chesapeake Bank offered the best rate at 2.4% for five years with the ability to have a one-time withdrawal if necessary. She stated the other rates had been quite dismal and that many banks declined to provide a proposal.

After a quick conferral with EDA Counsel, it was decided that the EDA had a quorum present and could pass a reinvestment for the Certificate of Deposits.

Mr. Gebhardt made a motion to reinvest the funds with Chesapeake Bank, which was seconded by Mr. Gerhardt.

Mr. Seymour took a roll call vote as follows:

DuBois	AYE
Gebhardt	AYE
Gerhardt	AYE
Montgomery	Not present
Tingle	Abstain
Warner	Abstain

There being no other discussion or questions, Mr. Gebhardt made a motion to accept the financial reports. Mr. Gerhardt seconded the motion, which passed unanimously by voice vote.

The EDA thanked Ms. Tomes for her report and Ms. Davis for her assistance and help.

## 6. **DRAFT FY 2012 BUDGET PRESENTATION**

Mr. Warner began a brief overview of the FY 2012 EDA budget. He reviewed the budget line by line and stated that the only changes were the EDA encumbrance of the James City County Business and Technology Incubator as well as the potential of paying the County portion of the Regional Air Service Enhancement (RAISE) Fund.

All members of the EDA agreed that it was important to contribute the full amount to RAISE specifically with the recent growth and contract with Frontier Airlines.

Mr. Tingle inquired about the JCCBTI revenue and a brief discussion occurred. Ms. Messer noted a correction and said she would make this change before the June meeting.

Mr. Gerhardt asked about the rate of spending compared to available funds. Mr. Warner stated that the EDA can only last at this rate of spending through FY 2017.

Mr. Warner stated that the budget would be approved at the June meeting.

## 7. **REPORTS**

### a. Board of Supervisors (BOS) Liaison

Mr. Kennedy discussed the approval of the car wash located next to Williamsburg Crossing. He stated that there had been some discussion about hours of operation.

Mr. Kennedy noted that the joint meeting between the three jurisdictions in the Historic Triangle was no longer on the table. He stated that after eight years of trying to put together the meeting that it did not appear likely. He stated it was a shame because of the potential for ideas if a meeting and discussion had occurred.

Mr. Tingle expressed disappointment in this fact and thanked Mr. Kennedy for the update.

b. Planning Commission Liaison

Mr. Gebhardt noted the only occurrence from the Planning Commission was the car wash as previously noted by Mr. Kennedy.

c. Business Assistance Program

Mr. Gebhardt noted no updates.

Ms. Messer noted that a member of the EDA would need to take the lead in the program due to Mr. Gebhardt's departure.

d. James City County Business and Technology Incubator

Mr. Gerhardt provided an update about clients at JCCBTI. He stated that MODU Systems, a JCCBTI graduate was having success. MODU System still participates as a graduate of JCCBTI.

He stated that Beanbank Coffee was no longer interested in JCCBTI and would be leaving.

A brief discussion about Beanbank Coffee occurred since they had received business assistance. Mr. Seymour stated he would schedule an existing industry meeting with Beanbank and Ms. Sipes to follow up.

Mr. Gerhardt stated he had met with Court Record Solutions and they were continuing to develop their business and may be interested in business assistance.

e. Rural Economic Development Committee (REDC)

Ms. DuBois provided updates on local rural economic development including the Colonial Heritage Farmer's Market and that Mr. Billy Apperson had expanded his product line and had a bumper crop of blackberries.

Ms. DuBois briefly discussed emerging issues with the Toano Farmer's Market.

Ms. DuBois discussed the Right to Farm Policy and how it continues to move forward and will be the first in the state.

9. **OED STAFF REPORT**

Mr. Seymour stated that he had enjoyed working with Mr. Yavorsky. He stated that OED had a new intern for the summer, Ms. Laura Hayes. She would be working on completing the Business-to-Business Directory and attending meetings to get a sense of economic development.

Mr. Seymour stated that he was in the process of working to develop a better tracking system for businesses that open and close in James City County. He said that in May 2010, 226 businesses open and 70 closed, whereas in May 2011, 245 opened and 65 closed.

Mr. Seymour said that he had met with Ms. Sipes, Mr. Warner, and Mr. Gerhardt regarding Business/Professional/Occupational License (BPOL) fees. He stated that they had retrieved information from the Commissioner of the Revenue and that a discussion about possibly raising the limit to be more in line with regional localities was in process. Mr. Seymour reviewed that some jurisdictions replace BPOL with a Merchant Capital Tax.

The EDA had a brief discussion about the different scenarios of BPOL and looking at the fiscal impacts.

Mr. Seymour stated that a recommendation would be made in June at the EDA meeting.

Mr. Seymour briefly discussed marketing and the goals for economic development. He stated that it was important to note that JCC is different and to aim to change the perspective of business.

Mr. Seymour stated that he and Ms. Sipes had visited Lumber Liquidators and met with Mr. Glenn Sharpe. He stated they were expanding into an existing location in Hampton for a portion of their manufacturing operation. He said that Lumber Liquidators was very interested in job training and development offered through Thomas Nelson Community College Workforce Development.

Mr. Seymour reminded the EDA that the annual Hampton Roads Association for Commercial Estate golf tournament was forthcoming and that two players were still needed.

Mr. Yavorsky provided a brief update about the Business Retention Expansion International conference stating that sessions were well attended and that many attendees were impressed with the Historic Triangle area.

Mr. Seymour noted revisions to the e-commerce program in the upcoming months.

Mr. Tingle thanked OED for the update.

10. **OTHER BUSINESS**

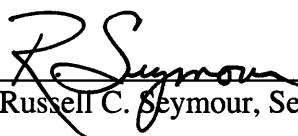
Mr. Tingle reminded the EDA that there would likely be a bond issue on the agenda at the June meeting and that attendance was vital due to several potential conflicts of interest.

Mr. Tingle stated there was a regional incubator meeting scheduled for next week between the three jurisdictions in the Historic Triangle.

11. **ADJOURNMENT**

There being no further business, Mr. Gebhardt made a motion to adjourn. The work session was adjourned at 9:45 AM.

  
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Thomas G. Tingle, Chairman

  
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Russell C. Seymour, Secretary