

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, JUNE 16, 2011**

1. CALL TO ORDER

The meeting was called to order by Chairman Tingle at 8:01 AM.

2. ROLL CALL

A roll call identified the following members present:

Mr. Douglas M. Gebhardt
Mr. Paul W. Gerhardt
Mr. Stephen Montgomery
Mr. Thomas G. Tingle
Mr. Marshall Warner

Also Present:

Mr. William Derry, EDA Bond Counsel
Ms. Laura Hayes, Intern, James City County
Mr. Douglas L. Hornsby, CEO, Real Estate Foundation, Christopher Newport University
Mr. John McDonald, Manager, Financial Management Systems, James City County
Ms. Laura A. Messer, Recording Secretary, James City County
Mr. Russell Seymour, EDA Secretary
Ms. Kathryn Sipes, Business Development & Retention Coordinator
Ms. Jenni Tomes, EDA Fiscal Agent
Mr. Kevin A. White, Attorney, Kaufman & Canoles
Ms. Tara Woodruff, James City County Accounting Director

Absent:

Ms. Leanne DuBois, Director
Mr. James Kennedy, Board of Supervisors Liaison

3. RESOLUTION

Mr. Tingle read a Resolution of Certificate of Appreciation for Mr. Gebhardt as it was his last EDA meeting.

RESOLUTION

CERTIFICATE OF APPRECIATION

WHEREAS, Douglas M. Gebhardt served as a member of the Economic Development Authority of James City County from November 2006 to June 2011 and served as Vice Chairman from January 2009 through June 2011; and

WHEREAS, Mr. Gebhardt was instrumental in proposing and advocating the Business Assistance Program and assisting in its success throughout his terms with the Economic Development Authority, greatly supporting the Authority's two strategic initiatives of fostering a supportive economic environment for existing business, and creating a spirit of an entrepreneurial venture-seeking community in James City County; and

WHEREAS, Mr. Gebhardt served as Planning Commission Liaison for the Economic Development Authority of James City County throughout his terms, representing the positions of the Authority at numerous meetings of the Board of Supervisors, the Planning Commission, and other public bodies; and

WHEREAS, Mr. Gebhardt contributed to a multitude of Economic Development Authority initiatives during his terms in an effort to improve the business climate in James City County; and

WHEREAS, Throughout his period of service Mr. Gebhardt gave his time, his energy, and his knowledge for the betterment of James City County, as an active and dedicated member; and

WHEREAS, Mr. Gebhardt consistently demonstrated leadership and perseverance while providing exceptional service to the citizens of James City County.

NOW, THEREFORE BE IT RESOLVED, that the Economic Development Authority of James City County, Virginia, hereby extends its sincere appreciation to Douglas M. Gebhardt and recognizes his distinguished service and dedication to James City County and its citizens.

Thomas G. Tingle
Chairman, Economic Development Authority

ATTEST:

Russell C. Seymour
Secretary, Economic Development Authority

Adopted by the Economic Development Authority of the County of James City, Virginia, this 16th day of June, 2011.

The EDA wished Mr. Gebhardt well in Indiana.

4. **APPROVAL OF MINUTES**

a. May 19, 2011

Mr. Tingle asked if there were any changes to the May 19 meeting minutes. He noted two minor changes on the last page of minutes citing that there was a potential conflict of interest and that the meeting was adjourned. Ms. Messer noted these two corrections and 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. Montgomery and approved unanimously by voice vote.

5. **FINANCIAL REPORTS**

a. May Financial Report

Ms. Jenni Tomes, EDA Fiscal Agent, reviewed the financial reports for period 11, May. Ms. Tomes stated that the interest from the last matured CD had been deposited and totaled over \$14,000.

She stated a \$5,000 invoice had been paid, which Ms. Messer stated was the EDA's portion of support for the Greater Williamsburg Chamber and Tourism Alliance's September as Arts month fee.

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

The EDA thanked Ms. Tomes for her report.

6. **PUBLIC HEARING/ACTION ITEM**

Mr. Gerhardt has informed the EDA that his law firm served as counsel for the bond applicant thus he had a conflict of interest with the next agenda item and would not participate in the discussion or vote.

Mr. Tingle introduced Mr. Kevin White, Counsel for the Christopher Newport University Education Foundation (CNUEF).

Mr. White stated that his client had received a bond from the EDA and that at this time; it had matured after ten years. He stated that they were interested in amending the terms of the bond with a 30 year maturity.

Mr. White stated that his client was requesting the EDA amend the Revenue Bond (Christopher Newport University Project) Series 2001 (the "Bond"), issued by the Authority in the original principal amount of \$8,000,000, to assist the Foundation in (a) the acquisition of properties for student housing, parking and other facilities associated with Christopher Newport University (the "Project"), (b) financing the cost of issuing the Bond and (c) financing the costs of furnishings and other costs associated with the development of the properties. The Project, which is owned by the Foundation, consists of certain real

estate located adjacent to or in the immediate vicinity of the campus of Christopher Newport University in the City of Newport News, Virginia.

Mr. Douglas Hornsby, CEO of the CNU Real Estate Foundation, provided a brief overview of the projects conducted using the bond.

Mr. Tingle opened the public hearing. There being no comments, he asked Mr. William Derry, EDA Counsel (in lieu of Mr. Steve Johnson), if he had any comments. Mr. Derry stated that in the interest of the Authority there were no liabilities, although he did note that the EDA was only permitted to issue \$10 million in bonds.

He stated that CNU had opted to pay an one eighth of a percent on the remaining bond as part of the administrative agreement.

Mr. Tingle asked if the EDA had any questions. There being none, Mr. Gebhardt made a motion to pass the amendments to the bond agreement, which were seconded by Mr. Montgomery.

Mr. Tingle asked Mr. Seymour to take a roll call vote:

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

CNUEF thanked the EDA for their support.

7. ACTION ITEMS

a. Approval of FY 2012 Budget

Mr. Warner reviewed the draft FY 2012 budget that had been discussed at the May EDA meeting. Mr. Warner stated it was important to remain consistent with the cash basis standard on the financial reports and stated this would affect the interest collected on the budgets.

It was noted that a footnote should be added to the budget indicating the interest collection.

A brief discussion about the revenues versus expenditures occurred. There being no more discussion, Mr. Montgomery made a motion to approve the budget with the addition of a footnote, which was seconded by Mr. Gebhardt.

b. Timbering of James River Commerce Center

Mr. Seymour provided a review of the status of timbering of the EDA's site in James River Commerce Center. He stated that he had toured the site with Development Management and that the American Forestry Management would timber the 37 acre site. The EDA would receive \$22,000 for the wood collected.

Mr. Gerhardt asked if there would be slash remaining debris on the site. Mr. Seymour stated that it would be clear cut.

Mr. Seymour reminded the EDA that bids had been collected and that American Forestry Management had the best rates.

Mr. Tingle asked if any action needed to be taken, and Mr. Seymour reminded everyone that action had already been taken.

c. E-Commerce Program

Ms. Sipes began a review of the applications submitted to the e-commerce program. She stated that Veloce Today and Shelton Glassworks had both put in applications for grants.

Veloce Today is an online magazine dedicated to import sports cars and have been in the County since 2007. Shelton Glassworks has been in business in James City County for more than 30 years.

Ms. Sipes noted revisions to the program and Mr. Montgomery suggested that grants only be approved twice a year.

Mr. Gerhardt noted several minor changes including making sure that businesses were registered with the State Corporate Commission and that each applicant showed written intent.

The EDA made a motion to pass e-commerce grants to both Veloce Today and Shelton Glassworks in the amount of \$1,500 per grant. This was approved by a voice vote.

d. Business/Professional/Occupational Licenses (BPOL) Changes

Mr. Seymour reviewed the previous discussions on BPOL. He stated that there were two scenarios for changes and that a decision would be made in July and that it would go to the Board of Supervisors meeting in August.

Mr. Warner discussed the percentage of revenue that stems from BPOL.

Mr. Gerhardt, who has also been involved in BPOL meetings, stated that he would meet with Mr. Kennedy to talk about the Board of Supervisors' intent with amending BPOL.

Mr. Tingle stated that he would look forward to more discussion.

8. REPORTS

a. Planning Commission Liaison

Mr. Gebhardt noted there had not been a Planning Commission meeting and there were no updates.

b. Business Assistance Program

Mr. Gebhardt noted no updates.

c. James City County Business and Technology Incubator (JCCBTI)

Mr. Gerhardt said there was not an update from JCCBTI.

d. Nominating Committee

Mr. Gerhardt provided an update from the Nominating Committee. He stated that Mr. Timothy Harris had been appointed to complete Mr. Larry Pulley's term as an EDA Director and that Ms. Leanne DuBois had been reappointed.

He stated he would be meeting with Mr. Tingle to discuss replacements for Mr. Gebhardt.

e. Sports Committee

Since Ms. DuBois was not present for a rural economic development update, Mr. Tingle asked Mr. Montgomery if he had any updates. Mr. Montgomery stated that there were no current updates.

9. OED STAFF REPORT

Mr. Seymour stated that it had been suggested to combine the EDA's Business Assistance Program Committee and the e-commerce Committee. The EDA agreed that this was a logical combination.

Mr. Seymour said that OED was working on a Tourism Zone that would focus on the creation of a tourism plan for James City County and include aspects of sports marketing. He stated that the creation of a Tourism Zone would enhance the marketability of JCC.

Mr. Seymour updated the EDA on the Enterprise Zone and stated that the amendments had approved by the Virginia Department of Housing and Community Development. He stated that marketing the new additions to the Enterprise Zone would occur in the next several weeks including a mailer to all the owners of businesses and property.

The EDA noted how impressed they were with the proactive marketing for the Enterprise Zone and had a brief discussion about the criteria of Enterprise Zone incentives.

A brief discussion about BPOL rebates occurred and the possibility of using it as a marketing tool.

Mr. Seymour updated the EDA on the search for a new assistant director. He stated that the positioned closed the following day, June 17, and that there had been more than thirty applicants. He reminded the EDA that there would be some participation in the hiring process. He continued and said he anticipated the process being completed by August.

Mr. Montgomery asked about the quality of the applicants, and Mr. Seymour stated that he felt like 50% of the applicants were potential fits.

The EDA inquired about regular reporting of OED activity and Mr. Seymour stated it would be discussed at the next meeting. He briefly touched on lead generation and trends.

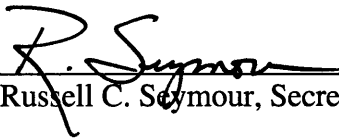
Mr. Tingle thanked OED for the update.

10. **ADJOURNMENT**

There being no further business, Mr. Gebhardt made a motion to adjourn. The work session was adjourned at 10:09 AM.



Thomas G. Tingle, Chairman



Russell C. Seymour, Secretary