

MEETING MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY (JCC)
101-D MOUNTS BAY ROAD
WILLIAMSBURG, VA 23185
8:00 AM, THURSDAY, JUNE 12, 2014**

1. CALL TO ORDER

The meeting was called to order by Vice Chair Carson at 8:05 AM.

2. ROLL CALL

A roll call identified the following members present:

Ms. Robin Carson, Vice Chair
Mr. Paul Gerhardt
Mr. Tim Harris
Mr. Stephen Montgomery
Mr. Thomas Tingle
Mr. Marshall Warner, Chair

Also Present:

Ms. Cheryl Cochet, EDA Fiscal Agent
Mr. Michael Hipple, Board of Supervisors, EDA Liaison
Ms. Laura Messer, EDA Recording Secretary
Mr. Russell Seymour, EDA Secretary
Ms. Kathryn Sipes, Business Development and Retention Coordinator, JCC
Mr. Telly Tucker, EDA Assistant Secretary

Absent:

Ms. Leanne DuBois, Director

3. MINUTES

a. May 8, 2014 Meeting Minutes

Mr. Warner asked if there were any changes to the May 8 regular meeting minutes. There being no changes, he asked for a motion to approve the minutes. Mr. Montgomery made a motion to approve the minutes, which was seconded by Mr. Gerhardt. The minutes were approved unanimously by voice vote.

4. FINANCIAL STATEMENTS

a. May Financial Statements

Mr. Warner asked Ms. Cochet for a financial update. Ms. Cochet first discussed revenue received from both interest and from the incubator. She noted there was a reimbursement that had been processed. The EDA had also received \$1,150 from incubator revenue.

She discussed the expenditures in Period 10 (May 2014). She noted bank fees and legal fees had been paid.

Ms. Cochet discussed Triangle Business & Innovation Center spending including payments for utilities as well as the management fee to William & Mary's Mason School of Business.

There being no questions on May financials, Mr. Montgomery made a motion to approve the March financial report, which was seconded by Mr. Gerhardt and passed unanimously by voice vote.

5. ACTION ITEM

a. FY 2015 Operating Budget

Mr. Seymour reviewed the EDA's proposed FY 2015 budget. He stated that the incubator had undergone some changes in terms of what had been budgeted. He said that \$45,000 would be budgeted for the EDA's portion of the management contract.

Mr. Seymour noted that business assistance would include any community-based initiatives that the EDA engaged with in line with the Bankers Meetings. He noted that OED Discretionary Funding was raised due to budget cuts to OED's Promotional Fund.

Mr. Seymour asked the EDA if they had any questions.

Mr. Montgomery inquired about the Regional Air Service Enhancement (RAISE) Fund and Mr. Seymour said he felt that progress was being made and there would be a better understanding in 12-15 months of the status of RAISE. Mr. Warner said it would be best to continue funding with the new air carrier, PeoplExpress that recently announced flights beginning at the end of the month.

Mr. Gerhardt noted his firm has represents PeoplExpress and for that reason determined he would be abstaining from discussion and any potential vote on the budget due to the inclusion of RAISE as a part of the budget.

The EDA had a brief discussion about the Hampton Roads Economic Development Alliance and noted that it was imperative to continue to ask HREDA for participation in the northern region of Hampton Roads including JCC.

Mr. Tingle inquired about Mainland Farms and the lease revenue and it was noted that the

lease revenue would still come to the EDA.

There being no further questions, Ms. Carson made a motion to approve the budget as proposed, which was seconded by Mr. Tingle. Mr. Warner asked Mr. Seymour to take a roll call vote.

Mr. Seymour took a roll call vote:

Ms. Carson	AYE
Ms. DuBois	Absent
Mr. Gerhardt	Abstain
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

6. **DISCUSSION ITEMS**

a. Joint Board of Supervisors (BOS) Presentation

Mr. Seymour discussed the joint BOS presentation that would be presented at the June 24 work session.

The EDA discussed how they felt the presentation was too much text and did not maximize the opportunity of showing both the achievements and successes of the Office of Economic Development and the Economic Development Authority to the BOS.

Mr. Montgomery emphasized the importance of ending with goals to the BOS. He also noted the importance of prioritization of the goals from the BOS.

Mr. Tingle noted the importance of strategically selecting goals for the presentation.

The EDA discussed that 10 goals was too many to present to the BOS and noted that the Comprehensive Plan provided a better range of focus. The EDA noted the importance of reviewing the Business Climate Task Force report as well as the healthcare sector and also sites that were ready for development for prospective businesses. The EDA noted that there was also an importance of redevelopment and repurposing existing properties that need rehabilitation.

The EDA agreed that this clearer direction would be beneficial to the joint BOS work session.

Mr. Warner noted that while tourism may not be a goal of the EDA that it is a goal of JCC. Ms. Carson noted the importance of events as a part of a quality community lifestyle and how such would be beneficial to the EDA.

Mr. Hipple explained that he thought the BOS was providing more prioritization for

County departments. He agreed with the EDA that it was important to streamline for the work session as it is not a large amount of time.

Mr. Montgomery stated that with the new plan and refocus for the presentation that he felt it would be a more successful meeting.

Mr. Seymour stated that he would edit the presentation accordingly and then send it to the EDA for their review no later than Friday afternoon.

b. Meeting Schedule

Mr. Seymour reminded the EDA that there were no scheduled meeting for July and August, but noted that if something came up the EDA would be on call.

Chair Warner excused himself from the meeting, and Vice Chair Carson took over presiding the meeting.

7. **INTRODUCTION OF JULIE SUMMS**

Ms. Julie Summs, the new Director of Economic Development for the College of William & Mary, introduced herself and provided a brief background. She stated that she was formerly the County Administrator of Orange in Virginia. She had coordinated a tour of New Town last summer with staff from Orange and was very impressed.

Ms. Summs continued and stated she had previously worked as the Director of Economic Development and as Assistant County Administrator, both in Orange. Prior to her tenure in Orange, Ms. Summs had worked for the Virginia Economic Development Partnership (VEDP).

Ms. Summs stated that she was enjoying her new role with W&M and had begun working on an update of the Economic Diversification Task Force report from 2010 and also with planning the 2014 W&M Alumni Homecoming event. Ms. Summs is also working on several new initiatives including working with the W&M Cohen Career Center.

Mr. Tingle asked if Ms. Summs had been involved in the Technology Business & Innovation Center (TBIC) at all and she responded that she had not been involved.

The EDA thanked Ms. Summs for coming to their meeting.

8. **STAFF REPORT**

Mr. Seymour briefly reviewed some upcoming activities including the REV3 Triathlon. He noted that Ms. Messer had helped coordinate much of the deals for REV3 participants while they were in town in conjunction with New Town and other local attractions.

Mr. Seymour also said there would be an upcoming VEDP Site and Building Tour in JCC.

He also noted that there would be a forthcoming meeting with commercial brokers and Development Management as a part of an initiative from Mr. Kevin Onizuk, Board of Supervisors.

Mr. Seymour stated that there had been three sites toured for TBIC and there were also concurring discussions of the process for hiring management for TBIC. He noted each jurisdiction had provided one potential site.

Mr. Seymour noted that three public meetings had been held for the Comprehensive Plan. These meetings took place to receive feedback from citizens. Related to the Comprehensive Plan, Mr. Seymour noted that several land use applications had been received and they were emailed to the EDA to review and come back with input. Mr. Montgomery asked about input, and Mr. Seymour said it was not required, but was an available opportunity and it was an advisory role if chosen. Ms. Carson asked if Mr. Seymour could provide his opinion to the EDA.

Mr. Gerhardt asked Mr. Seymour to break out the staff report by categories moving forward.

9. **OTHER BUSINESS**

a. Reports

In the essence of time, Ms. Carson asked each report of the EDA to be quickly briefed. Mr. Hipple stated everything seemed on track. Mr. Gerhardt said the TBIC information had already been received by the EDA. Mr. Tingle noted that the grass had been cut at the EDA parcel in James River Commerce Center and Mr. Montgomery said that REV3 was on Sunday as Mr. Seymour had already noted and that was a result of the Sports Grants Committee.

Ms. Carson thanked everyone for their brevity.

b. Motion of Appreciation

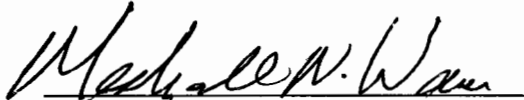
Mr. Tingle asked if it was Mr. Tucker's last EDA meeting and Mr. Tucker responded that it was his last EDA meeting. He said his last day with JCC would be June 30th with his first day in Danville being July 1.


Mr. Gerhardt made a motion to recognize Mr. Tucker's hard work for James City County as Assistant Director of Economic Development for the last three years. He asked that the minutes show the appreciation of the EDA. The motion was seconded by Mr. Montgomery and approved unanimously by voice vote.

Mr. Tucker expressed his appreciation to the EDA and everyone echoed that if Mr. Tucker needed anything he could call them all. The EDA wished Mr. Tucker luck in Danville.

10. ADJOURNMENT

There being no more time for further discussion, Mr. Seymour thanked everyone for their time. Mr. Montgomery made a motion to adjourn, which was seconded by Mr. Gerhardt. The meeting was adjourned at 9:47 a.m.


Marshall N. Warner, Chairman


Russell C. Seymour, Secretary