

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY
101-D Mounts Bay Road, Williamsburg, VA 23185
September 10, 2015
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

Marshall N. Warner, Chair
Robin B. Carson, Vice Chair
Thomas G. Tingle
Paul W. Gerhardt – **ABSENT**
Stephen H. Montgomery
Timothy G. Harris

John J. McGlennon, Roberts District, BOS Liaison
Max Hlavin, EDA Legal Counsel
Russell C. Seymour, EDA Secretary
Kate J. Sipes, Business and Retention Coordinator
Teresa J. Fellows, Recording Secretary

Also Present:

Michelle M. Gowdy, County Attorney
Tara E. Woodruff, Director of Budget and Accounting Division
Stephanie N. Lahr, Senior Budget and Accounting Analyst

At 8:06 a.m., Mr. Warner called the meeting to order and a quorum was established.

Mr. Warner welcomed Mr. Odle as the newest member of the EDA. The rest of the EDA Directors gave a brief introduction of themselves.

C. APPROVAL OF MINUTES

1. August 13, 2015 Meeting

Mr. Montgomery made a motion to approve the amended minutes that were sent out in advance of the meeting, which was seconded by Ms. Carson.

The motion passed by a unanimous voice vote.

D. FINANCIAL REPORTS

1. August 2015

Ms. Lahr gave a brief overview of the August financial reports.

As there were no questions for staff, Mr. Montgomery made a motion to approve the August financials as presented, which was seconded by Mr. Harris.

The motion passed by a unanimous voice vote.

E. NEW BUSINESS

1. Memorandum of Agreement, Greater Williamsburg Partnership

Mr. Seymour gave an overview of the memorandum and agreement that was included in the Agenda Packet. He clarified that the agreement was designed to be temporary and that York County is the Fiscal Agent for the Greater Williamsburg Partnership (GWP).

Mr. Montgomery asked what the term of the agreement is and if it is temporary.

Mr. Seymour stated hopefully six months and then the three jurisdictions will be back with a more formal and permanent agreement.

Ms. Carson asked if Interim should be added to the title.

Mr. Seymour stated that York County has already approved the agreement and signed it so the text and title cannot be changed at this point.

Mr. Tingle asked if the City of Williamsburg had already taken action on the agreement.

Mr. Seymour stated that it was on the agenda for their meeting yesterday, but he has not heard the outcome.

Mr. Tingle and Ms. Gowdy discussed the appropriate way to form a motion and vote on the agreement as presented that would indicate the EDA's intention that it only be temporary.

Mr. Tingle made a motion to approve the Memorandum of Agreement on an interim basis, which was seconded by Ms. Carson.

The motion passed by a unanimous voice vote.

2. Joint Work Session with the Board of Supervisors

Mr. Seymour opened the discussion by showing the PowerPoint presentation that was developed by staff and sent out in advance of the meeting.

Mr. Warner informed the Directors that he would not be able to attend the Joint Work Session as he will be out of town. Ms. Carson, as the Vice-Chair, will be leading the discussion.

Mr. Seymour began by discussing the accomplishments over the last year. He highlighted the development of the GWP and the expanded relationship with Virginia Economic Development Partnership (VEDP), both as an individual locality and as a regional partnership. He stated that VEDP has placed the GWP on its regional map. He stated that the Incubator is doing well and the build out is almost complete. Breathe Healthy was the only client not to make the move to the new building, but they are moving to a new location within the County. They have expanded their operations and continue to move forward. The Enterprise Zone activity has been a big plus for the County and for the businesses in the County. He reminded the Directors that the current Enterprise Zone expires at the end of this year and that a new joint application between the City and the County was submitted. He clarified that the success of the application is heavily tied to our distress criteria. Our current criteria is currently 40 while other applications have a distress criteria in the 200s; however, our application prospects are bettered by being a joint application with the City and it reinforces our regional partnership. He highlighted the efforts to put together Manufacturing Day.

Mr. Seymour moved on to discussing project activity and where we want business development to go. As a locality, we do not have a lot of empty space and we also do not

have a lot of space that is zoned appropriately and has utilities in place that can support expansion. Staff is looking at redevelopment possibilities and as we move forward, the EDA can take a leadership role in helping to direct that. He stated that staff has a meeting with the James City Service Authority next week and will be looking at where the water lines are, what the capacity is for those areas. We do not want to determine areas of development, only to learn that the water capacity in that area can handle development.

With regards to internal project activity, Mr. Seymour stated that with the break from Hampton Roads Economic Development Authority (HREDA), project activity is coming directly to staff from the State. So, we have seen a slight tapering off in projects than where we were this time last year. However, when looking at the statistics, there is an increase desire for land and the acreage of land that is being looked at has increased from last year. The two current projects that the County is in contention for are both looking for land. He stated that he has pulled statistics from the Treasurer's Office and the Commissioner of the Revenue's office, including sales tax, meals tax, Business, Professional, and Occupational License (BPOL), and permits and fees, all of the numbers are on the positive side.

Mr. Tingle questioned how to translate all of that information into one or two slides for the presentation. Perhaps one or two take-aways that lead into the next part of the discussion, specifically focusing on the fiscal impact of the trends. Outside of the fiscal information, he would not recommend focusing on the numbers of the project activity. He recommended focusing on the trend of looking for land instead of looking for current empty available space.

Ms. Carson stated that she looks at the trends a little differently and believes that the changes in projects is a result of the break from HREDA. They are no longer screening the projects before sending them on to us. She does not believe that the numbers are statistically significant; however the process is different as that filter has been removed. The significant point may be that with the change in process, there may continue to be an increase in projects.

Mr. Seymour stated that the size of the land requests was what really captured his attention.

Ms. Carson asked if the same range of inquiries and project data is available like it is for the financial data, going back to fiscal year 2012. If so, if that data was plotted out, there probably would not be any significant changes, but possible trends might start to emerge.

Mr. Seymour stated that he would caution about throwing too much data at the Board, he believes that focusing on the trends would be best. The EDA and staff will focus more on the data over the coming months as we move forward and begin developing the plan for the future.

Mr. Montgomery stated that he would flip the order of the statistics and focus on the financial information. The financial information is what will have an impact on the County's bottom line. The County is seeing healthy growth in the business sector and how the revenues have increased and then mentioned that there has been an increase in projects looking for land.

Mr. Seymour stated that he would put together the raw numbers and send that out to the EDA in the next few days and then look for input on the best way to present it to the Board.

Mr. Harris asked if we have the land that projects are looking for and do they better suit our available inventory.

The Directors continued to generally discuss project activity over the last year and cold storage. They asked that retention information for current businesses be included in the presentation to the Board.

A discussion ensued regarding the GWP and stressing that regional partnership.

Mr. Harris generally discussed food trucks and enabling them to come into the County.

As the discussion moved on the Strategic Plan process, Mr. Tingle stated that the EDA needs to have a seat at the table during the economic development portion of that planning process.

Significant discussion ensued regarding priorities going forward.

In wrapping up the discussion, it was decided that the questions about revenue would be removed from the presentation and the priorities going forward should be worked into the strategic planning process. Mr. Seymour stated that he would rework the PowerPoint presentation based upon the discussion and send it out to the EDA for its review and comments prior to the Work Session with the Board.

At 9:37 a.m., Ms. Carson left the meeting due to a previous engagement.

F. OLD BUSINESS

1. Business Accelerator Proposal by JunipHER

Mr. Warner provided an overview of the proposal that was presented at last month's meeting.

Mr. Seymour stated that the City of Williamsburg has tabled action on this proposal until next month. He stated that they want a claw-back included in the agreement. York County takes up the funding request at the end of this month. He stated that if approved, the \$5,000 request would come from the Small Business Assistance Line Item.

At 9:45 a.m., Mr. McGlennon left the meeting due to a previous engagement.

Mr. Montgomery stated that either the three localities are in this together or not at all and for marketing purposes, the GWP should be the supporter of the proposal.

Mr. Montgomery made a motion to support the JunipHER proposal of \$5,000, provided that both the City of Williamsburg and York County EDAs do the same, which was seconded by Mr. Tingle.

On a roll call vote:

Ms. Carson	Absent
Mr. Gerhardt	Absent
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Odle	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

G. CLOSED SESSION

Mr. Montgomery made a motion to enter Closed Session for the purpose of consultation with legal counsel on a specific legal matter requiring the provision of legal advice pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia; for the consideration of the acquisition of a parcel of property pursuant to Section 2.2-3711 (A)(3); and the discussion

of a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made pursuant to Section 2.2-3711 (A)(5), which was seconded by Mr. Warner.

On a roll call vote:

Ms. Carson	Absent
Mr. Gerhardt	Absent
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Odle	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

At 9:55 a.m., the EDA entered Closed Session.

The EDA re-entered Open Session at 10:16 a.m.

Mr. Montgomery made a motion to certify the Closed Session, which was seconded by Mr. Warner.

On a roll call vote:

Ms. Carson	Absent
Mr. Gerhardt	Absent
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Odle	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

At 10:17 a.m., Mr. Montgomery left the meeting due to a previous engagement.

H. COMMITTEE REPORTS - None

1. Board of Supervisors Liaison – J. McGlennon
2. Planning Commission Liaison – T. Harris
3. Triangle Business & Innovation Center – P. Gerhardt
4. Real Estate Holdings Committee – T. Tingle
5. Sports Grant Committee – S. Montgomery

I. DIRECTOR'S REPORT

Mr. Tingle made a motion to appoint Ms. Teresa Fellows as the Recording Secretary for the EDA, which was seconded by Mr. Warner.

The motion passed by a unanimous voice vote.

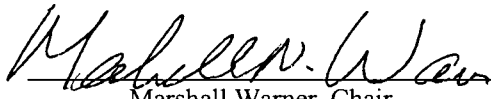
J. ADJOURNMENT

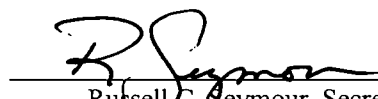
1. Adjourn until 4 p.m. on September 22, 2015 for the Joint Work Session with the Board of Supervisors

Mr. Harris made a motion to adjourn which was seconded by Mr. Warner.

The motion passed by a unanimous voice vote.

At 10:25 a.m., Mr. Warner adjourned the EDA.


Marshall Warner, Chair


Russell C. Seymour, Secretary

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