

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

A. CALL TO ORDER

B. ROLL CALL

Marshall N. Warner, Chair
Robin B. Carson, Vice Chair
Christopher Odle
Thomas G. Tingle
Paul W. Gerhardt
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, Assistant Director, Office of Economic Development
Michelle M. Gowdy, County Attorney

At 8:06 a.m., Mr. Warner called the meeting to order and noted that Mr. Montgomery would be late in arriving, but a quorum was still present.

C. APPROVAL OF MINUTES

1. September 22, 2015 Joint Work Session with BOS

Ms. Carson made a motion to approve the September 22, 2015 joint work session minutes as provided in the agenda packet, which was seconded by Mr. Odle.

The motion passed by a unanimous voice vote.

2. November 12, 2015 Regular Meeting

Mr. Gerhardt made a motion to approve the November 12, 2015 regular meeting minutes as provided in the agenda packet, which was seconded by Mr. Odle.

The motion passed by a unanimous voice vote.

D. FINANCIAL REPORTS

1. Treasurer's Report, November 2015

2. Expenditure's Report, November 2015

Ms. Tomes and Ms. Lahr presented the Treasurer's Report and Expenditure's Report respectively.

Mr. Harris complimented both departments for their efforts as reflected in the Auditor's Report last month.

Mr. Tingle made a motion to approve the November financial reports, which was seconded by Mr. Gerhardt.

The motion passed by a unanimous voice vote.

E. CLOSED SESSION

1. The 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.

Mr. Warner announced that all but one of the published code sections listed on the Agenda authorizing the Closed Session were no longer necessary. The Authority still needed to enter a Closed Session for the purpose of obtaining legal counsel on a specific legal matter.

Mr. Gerhardt made a motion to enter a Closed Session pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia, which was seconded by Ms. Carson.

The motion passed by a unanimous voice vote.

At 8:10 a.m., the Authority entered Closed Session.

At 8:39 a.m., the Authority reentered Open Session.

2. Closed Session Certification

Mr. Harris made a motion to certify the Closed Session, which was seconded by Ms. Carson.

On a roll call vote:

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

F. NEW BUSINESS

1. Organizational Meeting

- a. Election of Officers

Mr. Warner nominated Mr. Tingle for chairman.

Mr. Gerhardt made a motion to elect Mr. Tingle as chairman for 2016, which was seconded by Ms. Carson.

The motion passed by a unanimous voice vote.

Mr. Warner nominated Ms. Carson for vice-chairman.

Mr. Gerhardt made a motion to elect Ms. Carson as vice-chairman for 2016, which was seconded by Mr. Odle.

The motion passed by a unanimous voice vote.

Mr. Warner made a recommendation to elect Mr. Russell Seymour as secretary for 2016 and Ms. Jenni Tomes as treasurer for 2016.

Mr. Gerhardt moved Mr. Warner's recommendation, which was seconded by Ms. Carson.

The motion passed by a unanimous voice vote.

b. Meeting Dates and Times

Mr. Tingle made a motion to adopt the meeting calendar as provided in the agenda packet, which was seconded by Ms. Carson.

The motion passed by a unanimous voice vote.

c. Remote Participation Policy

Mr. Seymour and Mr. Hlavin clarified that utilization of the remote participation policy cannot count towards the establishment of a quorum, that a director participating remotely cannot listen in on Closed Sessions and that travel counts as a "personal matter" which would qualify for remote participation.

Mr. Odle stated that he does not see how adopting the policy hurts the Authority, while it may not necessarily prove useful, it cannot hurt to have it on record.

Mr. Warner agreed that it does not hurt to have it on record.

Mr. Tingle made a motion to adopt the Remote Participation Policy, which was seconded by Ms. Carson.

On a roll call vote:

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

d. Approval of Bylaws

1. Restructuring of Committees

Mr. Hlavin gave a general overview of the Bylaws and the issues surrounding the current committees. He stated that after today's discussion, he will finalize the Bylaws and have them ready for a vote at the January meeting. He stated that all references to committees can be removed and then designate the chairman's ability to appoint liaisons to other bodies and create committees as necessary.

Mr. Gerhardt stated that he believes it should be the chairman as the liaison or his/her designee.

Ms. Sipes clarified that the Authority would have liaisons to the Board of Supervisors, Planning Commission, the Greater Williamsburg Chamber and Tourism Alliance, the Greater Williamsburg Partnership and Launchpad.

Mr. Tingle stated that he believes those designations make sense and should be legislated in the Bylaws.

Mr. Tingle also stated that he believes the officer terms should be limited to three terms instead of two. The rest of the directors concurred.

Mr. Hlavin stated that he will include these changes in the Bylaws and have them ready for the January meeting.

Mr. Seymour and Ms. Sipes generally discussed the Rural Economic Development Committee (REDC) and its future. If the Authority wants it to continue, then the liaison would need to take on more of a leadership role and take on more responsibility.

Mr. Harris stated that while a lot of information came out of that committee, not much was accomplished. He suggested that it be retired.

Mr. Seymour stated that Ms. Sipes and Planning did a good job with this committee, but it is probably not the typical focus of economic development.

General discussion ensued regarding the Kitchen Agreement and Cold Storage and how those ideas grew out of the REDC. Mr. Gerhardt stated that a communications strategy needs to be developed that conveys why the REDC is being retired even though it is referenced in the 2009 Comprehensive Plan.

Mr. Warner clarified that the revised Bylaws would be sent out in advance of the January meeting.

Mr. Hlavin stated correct.

At 8:45 a.m., Mr. Montgomery joined the meeting.

G. OLD BUSINESS

1. Celebration of Business Feedback

Mr. Seymour gave an overview that the event had a high response but a low turnout. Most people that he talked to stated that they were either overbooked or did not come because of the weather. He asked the directors to help staff refine the invitation list and send names of businesses that should be included throughout the year.

Mr. Montgomery recommended moving the event to an earlier time in the fall and not waiting till closer to the start of the holiday season, preferably toward the end of September.

General discussion ensued regarding the predictability of the event and the different options for changing things up. Different venues should be considered and earlier in the day would be an option as well. It was mentioned that the event could focus on a particular sector of the economy each year and rotate invites based on that particular sector. The event was well executed, but the lower attendance was surprising.

a. Update: Lease of Property from the County

Mr. Seymour updated the directors that the Request for Proposal for the marina property has been released and it closes on January 8.

Mr. Warner asked if the discussion of the proposals at the January meeting would be done in Closed Session.

Mr. Hlavin stated yes.

H. COMMITTEE REPORTS

1. Committee Updates

The Real Estate Holdings Committee is disappointed to report that the Economic Development Authority's James River Commerce Center property is not shovel ready. Some wetlands areas have been identified on the virtual shell building site. General Services notified the committee that the Authority would have to go through a wetlands process.

I. DIRECTOR'S REPORT

Mr. Seymour gave an overview of the winners of Start Peninsula 4.0. He also updated the Authority on the Launchpad management team. The Attorney's office is currently working on establishing Launchpad and the Greater Williamsburg Partnership as legal entities. As that process moves forward, information will be provided to the directors.

J. UPCOMING DATES OF INTEREST

The Ladies' Professional Golf Association tournament is scheduled for May 16-22, 2016 is the last year of the four year contract. Staff has begun talking to Kingsmill and will have preliminary sponsorship information after the first of the year.

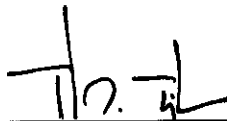
K. ADJOURNMENT

Adjourn until 8 a.m. on January 14, 2016

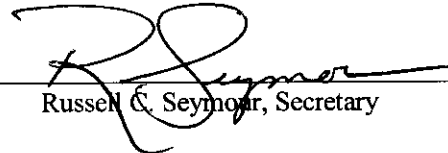
Mr. Tingle made a motion to adjourn, which was seconded by Mr. Harris.

The motion passed by a unanimous voice vote.

At 9:50 a.m., Mr. Warner adjourned the EDA.



Thomas Tingle, Chair



Russel C. Seymour, Secretary