

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY
101-D Mounts Bay Road, Williamsburg, VA 23185
March 10, 2016
8:00 AM

A. CALL TO ORDER

Chairman Tingle stated that Mr. Harris would be arriving late and until then a quorum could not be established. He stated that they would proceed with the presentation listed on the Agenda, as that did not require any action.

1. Joseph Hines Presentation

Mr. Joseph Hines, Principal Director of Economic Development for the Timmons Group, addressed the EDA Directors in attendance, giving a presentation entitled "Are You Prospect Ready?" He focused on how site identification, selection and evaluation, as well as infrastructure development intertwine to make economic development projects successful. He highlighted the fast pace of prospects, quickly moving from the site selection decision to building and completing the project. He introduced a tier matrix for evaluating the readiness of different sites. Site and infrastructure development has the greatest cost variability and prospects are looking for price certainty when purchasing land. Every deal revolves around site, infrastructure and land costs, therefore, sites must be developed to a point with infrastructure in-place, to even be considered for a project. He stated that having a fast track permitting process, having sites that are zoned appropriately so that the project does not get caught in politics and having extensive knowledge of your tax structure and political process can greatly increase your odds of landing new prospects. He stated that you need to have the political will and fortitude to prepare to win those new prospects.

The Directors generally discussed ways that the County could make changes to their processes to increase their readiness. The political process was discussed and questioned if the Special Use Permit process could be morphed into a more administrative approval process. Certified site programs are growing throughout the country, and the state certification process was discussed. Every surrounding state that Virginia is competing with has a state certification process. Mr. Hines stated that there is benefit to participating in the certification process.

B. ROLL CALL

At 9:15 a.m., a quorum was established and the meeting was formally called to order.

Robin B. Carson, Vice Chairman
Paul W. Gerhardt
Timothy G. Harris
Stephen H. Montgomery - **Absent**
Christopher Odle - **Absent**
Marshall N. Warner - **Absent**
Thomas G. Tingle, Chairman

Russell C. Seymour, Director, Office of Economic Development; EDA Secretary
Kate J. M. Sipes, Assistant Director, Office of Economic Development
Stephanie Lahr, Senior Budget and Accounting Analyst; EDA Fiscal Agent

Maxwell Hlavin, EDA Legal Counsel
Ruth M. Larson, Board of Supervisors Liaison

Mr. Tingle stated that he was going to move items around on the agenda as there are several guests in attendance for the bond issue.

4. Bond Issue

A motion to Approve was made by Mr. Harris, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Gerhardt, Harris, Tingle
Absent: Montgomery, Odle, Warner

Ms. Suzanne R. Mellen, Director of Financial and Management Services, addressed the EDA giving an overview of the materials included in the Agenda Packet. She stated that another item will be coming before the EDA next month in conjunction with this bond issue.

Mr. Tingle clarified that assuming the EDA moves forward with the bond issuance, this does not place any liability or responsibility on the EDA or its Directors.

Ms. Martha Warthen, Bond Counsel from Hunton & Williams, LLP, stated no, not at all.

C. APPROVAL OF MINUTES

1. February 11, 2016, Regular Meeting Minutes

A motion to Approve was made by Mr. Gerhardt, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Gerhardt, Harris, Tingle
Absent: Montgomery, Odle, Warner

D. FINANCIAL REPORTS

1. February 2016 Financial Reports

A motion to Approve was made by Mr. Gerhardt, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Gerhardt, Harris, Tingle
Absent: Montgomery, Odle, Warner

Ms. Lahr addressed the EDA giving an overview of the financial reports included in the Agenda Packet.

E. CLOSED SESSION

F. NEW BUSINESS

2. Changes to PUD-C (Planned Unit Development Commercial)

A motion to Approve was made by Ms. Carson, the motion result was Passed.
AYES: 3 NAYS: 0 ABSTAIN: 1 ABSENT: 3

Ayes: Carson, Gerhardt, Tingle

Abstain: Harris

Absent: Montgomery, Odle, Warner

Mr. Seymour addressed the EDA giving an overview of the memorandum included in the Agenda Packet. He stated that staff is looking for the EDA to make a formal motion to support the PUD-C Ordinance change and authorize the Chair or the Chair's designee to support the change as it through the ordinance change process.

Ms. Carson made a motion to approve the recommendation from staff and to support the PUD-C ordinance change and authorize the Chair or the Chair's designee to support the change as it through the ordinance change process.

Mr. Harris stated that he would have to abstain from the vote as he has a conflict of interest and could potentially benefit from the proposed ordinance changes.

3. Site Preparation at 8925 Columbia Drive

A motion to Authorize was made by Paul Gerhardt, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Gerhardt, Harris, Tingle

Absent: Montgomery, Odle, Warner

Mr. Seymour addressed the EDA giving an overview of the memorandum included in the Agenda Packet. He stated that the funds to cover the cost have been allocated in the adopted budget.

Mr. Gerhardt clarified that there is a plan in place to maintain the property moving forward.

Mr. Seymour stated yes. General Service's staff has been going out and bush hogging it. There are also funds allocated in the budget for maintenance as well.

G. OLD BUSINESS

1. James River Commerce Center, Columbia Drive

Ms. Sipes addressed the EDA giving an overview of the memorandum included in the Agenda Packet.

No action is necessary.

H. LIAISON REPORTS

Mr. Harris stated that the Incubator is about 40% full. He stated that he has some concern over what appears to be competition between the Incubator and the College of William and Mary's Business School. He stated that the Incubator will be moving forward with working with the County to become its own legal entity which will allow for some more interesting projects in the future. He stated that if the Incubator gets more clients, then Mr. Ryan may need help in running it.

Ms. Carson gave a quick update on the Strategic Planning process. She stated that Phase 2 has been completed. She announced the Strategic Plan Open Houses for public input on March 30 at Legacy Hall.

General discussion ensued regarding sports tourism in the County and the associated room nights. Mr. Harris questioned the old Howard Johnson Hotel and whether or not it

could be purchased and renovated since it is so close to Warhill Sports Complex, or it would be nice if there was a mid-flagship hotel available in the Lightfoot area.

Mr. Tingle gave an update on the Greater Williamsburg Partnership. He stated that the three EDA Chairs and Directors met with an attorney recently to see about the Partnership becoming its own legal entity. There was discussion about the Partnership becoming the umbrella organization and the Incubator becoming an offshoot organization under it.

I. DIRECTOR'S REPORT

1. March Director's Report

Mr. Seymour addressed the EDA giving an overview of the Director's Report included in the Agenda Packet. He also announced that the Strictly Business Event will be held on April 28 at the Williamsburg Community Building. He noted that the Request for Proposals for the Target Industry Study, through Greater Williamsburg Partnership, has been sent out.

J. ADJOURNMENT

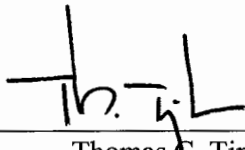
1. Adjourn until 8 a.m. on April 14, 2016, for the Regular Meeting

A motion to Adjourn was made by Ms. Carson, the motion result was Passed.

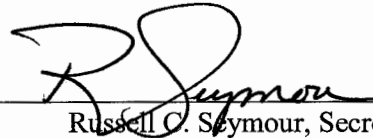
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Carson, Gerhardt, Harris, Tingle
Absent: Montgomery, Odle, Warner

At 10:02 a.m., Mr. Tingle adjourned the EDA.



Thomas G. Tingle, Chair



Russell C. Seymour, Secretary