

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY
101-D Mounts Bay Road, Williamsburg, VA 23185
April 13, 2017
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

Thomas G. Tingle, Chair
Robin D. Carson, Vice Chair - Absent
Marshall N. Warner - Absent
Paul W. Gerhardt
Stephen H. Montgomery
Timothy G. Harris
Christopher J. Odle

Ruth M. Larson, Berkeley District, BOS Liaison

Also Present:

Bryan J. Hill, County Administrator
Jason Purse, EDA Secretary
Maxwell Hlavin, EDA Legal Counsel
Stephanie N. Lahr, EDA Fiscal Agent
Teresa J. Fellows, EDA Recording Secretary
Kate Sipes, Assistant Director, Office of Economic Development

C. APPROVAL OF MINUTES

1. Minutes Adoption - March 9, 2017, Regular Meeting

A motion to Approve was made by Stephen Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Montgomery, Odle, Tingle

Absent: Carson, Warner

D. FINANCIAL REPORTS

1. March 2017 Financial Reports

A motion to Approve was made by Stephen Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Montgomery, Odle, Tingle

Absent: Carson, Warner

E. CLOSED SESSION

F. NEW BUSINESS

1. The Miller Group Invoice Approval

A motion to Approve was made by Stephen Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Gerhardt, Harris, Montgomery, Odle, Tingle

Absent: Carson, Warner

Mr. Tingle gave a brief overview of the events leading up to the receipt of the invoice from The Miller Group, which was outlined in the Agenda Packet. He stated that the Economic Development Authority (EDA) had previously agreed to pay up to \$2,000 for the study, but no formal action was taken. This action is simply to rectify that oversight.

Mr. Odle and Mr. Montgomery asked if a copy of the report had been received.

Mr. Tingle stated that he received the report and had turned it over to staff.

Mr. Purse stated that this report would be included with the Timmons Site Readiness Report that would be received from the Timmons Group next month.

2. Approval for Economic Development Authority Grants - Enterprise Zone

A motion to Approve was made by Stephen Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Gerhardt, Harris, Montgomery, Odle, Tingle

Absent: Carson, Warner

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

Brief discussion ensued regarding the businesses that qualify for these incentive grants.

G. OLD BUSINESS

1. Adoption of Proposed FY 2018 EDA Budget

A motion to Approve was made by Stephen Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Gerhardt, Harris, Montgomery, Odle, Tingle

Absent: Carson, Warner

Mr. Tingle opened the discussion of the proposed FY 2018 EDA Budget. He stated that he did have a discussion with Mr. Warner regarding the budget, and Mr. Warner indicated that he was comfortable with what was being proposed.

Mr. Purse stated that there were only minor changes to the budget after last month's discussion which included making sure that Launchpad was properly addressed, having

regional initiatives include both contributions to the Greater Williamsburg Partnership and Launchpad and then the line item for potential projects. He indicated that those changes had been made accordingly.

Mr. Gerhardt asked about the cash on hand and whether or not it included the monies committed to the Marina Project.

Ms. Lahr stated that there is currently about \$200,000 in the Marina Property account that can be used on the project, and next month they will see the County's contribution to that project as well.

It was clarified that the Strategic Initiatives Projects (SIP) account holds the remaining monies, not otherwise accounted for, that is available for the EDA to use on future projects.

Mr. Harris stated that the EDA basically has a year's worth of funding left.

Mr. Tingle stated correct, if the EDA chooses to use all of the monies sitting in the SIP account.

Mr. Harris noted that the contribution to Launchpad had not been pulled up into the regional economic support line item.

Mr. Purse stated for the record that the \$37,000 in account ending in 5916, entitled EDA transfer to Launchpad, would be moved and combined with the account ending in 5900, entitled Regional Economic Development Support.

Mr. Montgomery asked about the RAISE Committee and whether the EDA intends to keep funding it.

Ms. Sipes stated that those funds have been budgeted, but there is no indication to utilize those funds at this time. The EDA discussed previously that they would suspend payments to RAISE, but would keep it in the budget until it is known what will happen with that committee.

Mr. Harris asked about the expenditure for the Ladies' Professional Golf Association (LPGA) tournament.

Mr. Purse stated that it was being left in the budget, but it is not known if the tournament will be back next year.

Mr. Gerhardt stated that in FY 2020 the EDA will be out of money. At what point does the EDA start cutting some of these miscellaneous payments out of the budget.

Mr. Purse stated that the EDA should be looking at what expenditures will give them the highest return on their investment. He believes that there will be opportunities for the EDA to go to the Board and show them that the EDA is doing projects that have the potential to bring monies back into the EDA and see if there is a way to build those reserves back up.

Mr. Harris stated that the EDA is heading to a situation like the City of Williamsburg's EDA has, where they have to go to the City Council for every expenditure. Once the EDA is out of money that will be the only option.

Mr. Purse and Mr. Hill both stated that the EDA needs to be looking forward and what are the projects that the EDA wants to do to further economic development in the County. Once there is a plan, then the EDA can go to the Board for help in making that plan come to fruition.

General discussion ensued about creating opportunities for projects instead of waiting around for projects to present themselves.

Mr. Tingle stated that the discussion over the last several months about Strategic Initiatives for the EDA, combined with the Site Readiness Study by Timmons, should hopefully identify some opportunities for projects. Also, there was discussion about forming a working group that includes an EDA member, Planning Commission member and a Board of Supervisors member to continue chipping away at the barriers to doing business in the County.

Mr. Tingle stated that the business people sitting around the table will feel angst when talking about spending all the balance in the accounts. It is not how business is done, which is why there is such concern around the table.

Mr. Harris stated that it is a paradigm shift in how the EDA operates.

General discussion ensued about what regional activities could and should continue to be supported.

Mr. Purse stated that some of these items can be discussed with the Board at the July Joint Work Session. He would recommend keeping this budget the way it is now, because some of these groups would not be expecting it if their funding was cut.

Mr. Hill stated that he wants to know what the EDA sees themselves getting involved in. He and the Board want to renovate the Amblers House at the Jamestown Event Park site. What does the EDA see going on out at the Jamestown Marina after the brewery project is over.

Mr. Tingle noted that one of the strategic initiatives adopted by the EDA last month included sitting down with Parks and Recreation, the Board and the Administration to develop a long-range vision for the development of the Marina site. That may mean the EDA funds construction of something or planning.

Mr. Hill questioned what Parks and Recreation has to do with that goal.

Mr. Gerhardt questioned what the parameters are for the Marina, what can and cannot be done.

Mr. Hill questioned what the EDA wants to do. Bring forward an idea and we will see what we can do to make it happen. He stated that he can almost guarantee that he and staff will figure out a way to make it happen.

Mr. Purse stated that when looking at the budget, it needs to be adopted now and then over the next year items need to be evaluated and cut.

Mr. Tingle recommended taking the James River Commerce Center line item back down to \$5,000 and to take the Business Assistance item back down to \$5,000.

Discussion circled back to the regional initiatives that could be cut from the budget and what could not.

Mr. Montgomery recommended adopting the budget as proposed and to create a working group to define decisions that need to be made with regards to next year's budget.

The EDA voiced its agreement.

H. LIAISON REPORTS

1. Board of Supervisors Liaison

Ms. Larson stated that she is looking forward to the July Joint Work Session and if anyone wants to have a discussion prior to that meeting, please let her know. She stated that during the Budget Community meetings, the Billsburg project was discussed as well as economic development at the Marina.

2. Greater Williamsburg Chamber & Tourism Alliance

No discussion necessary.

3. Planning Commission

Mr. Harris stated that staff has recommended approval of the proposed solar farm out in Norge. He generally discussed the merits of the proposed case that will be going before the Board soon. He stated that the Taylor Farm property is in a similar position as the County does not want to see a bunch of residential development, but they want to get out of the farming business.

4. Launchpad

Mr. Harris stated that there has been progress administratively in moving things forward. He stated that the Treasurer is engaged with the Director on getting the books straight and developing a sound budget.

5. Greater Williamsburg Partnership

Mr. Tingle stated that the Greater Williamsburg Partnership (GWP) is working well. James City County is currently in the running for a project that was funneled through the GWP. York County has one ongoing now as well. Mr. Denny continues to have a good working relationship with the Virginia Economic Development Partnership. GWP plans to have a launch event sometime in early summer and hopefully kick-off a private funding campaign.

Mr. Tingle also gave an update on the recent GoVirginia meeting that he attended.

6. RAISE Advisory Committee

Mr. Tingle stated that this situation continues to develop and does not seem it will be resolved soon.

7. James River Commerce Center Architectural Review Board

No discussion necessary.

8. Real Estate Holdings

No discussion necessary.

9. Finance

No discussion necessary.

I. DIRECTOR'S REPORT

1. Staff Update

Ms. Sipes addressed the EDA giving an update on the Marina project. She stated that the project is on track.

Ms. Sipes reminded the Directors to sign up for the LPGA Skybox. She also noted the upcoming Business Appreciation Event.

Mr. Purse announced that Ms. Amy Jordan, the new Economic Development Director, will start on April 17, 2017.

J. ADJOURNMENT

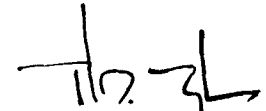
1. Adjourn until 8 a.m. on May 11, 2017, for the Regular Meeting.

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Montgomery, Odle, Tingle

Absent: Carson, Warner

At 9:43 a.m., Mr. Tingle adjourned the Authority.



Thomas Tingle, Chair



Amy Jordan, Secretary