

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
July 13, 2017
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

Paul W. Gerhardt
Tim G. Harris
Rick Shippey – Absent
Christopher J. Odle
Marshall N. Warner
Robin D. Carson, Vice Chairman – Absent
Thomas G. Tingle, Chairman

Also Present:

Amy B. Jordan, EDA Secretary
Maxwell Hlavin, EDA Legal Counsel
Teresa Fellows, EDA Recording Secretary
Stephanie Lahr, EDA Fiscal Agent
Kate Sipes, OED Assistant Director
Christopher Johnson, Ombudsman
Jason Purse, Assistant County Administrator
Bryan Hill, County Administrator

C. APPROVAL OF MINUTES

1. Minutes Adoption - June 8, 2017 Regular Meeting

A motion to Approve was made by Marshall Warner, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Odle, Warner, Tingle
Absent: Carson, Shippey

D. FINANCIAL REPORTS

1. June 2017 Financial Reports

A motion to Approve was made by Marshall Warner, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Odle, Warner, Tingle
Absent: Carson, Shippey

E. CLOSED SESSION

1. 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) of the Code of Virginia, and 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.

A motion to Enter a Closed Session was made by Paul Gerhardt, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Odle, Warner, Tingle
Absent: Carson, Shippey

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

At 8:39 a.m., the EDA re-entered Open Session.

2. Certification

A motion to Certify the Closed Session was made by Tim Harris, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Odle, Warner, Tingle
Absent: Carson, Shippey

F. NEW BUSINESS

1. Contribution to the Home Based Business Resource Fair and Conference

A motion to Approve was made by Marshall Warner, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Odle, Warner, Tingle
Absent: Carson, Shippey

Ms. Jordan gave a brief overview of the event and the sponsorship request that was included in the Agenda Packet. Staff recommends sponsoring the event at the Bronze level.

G. OLD BUSINESS

1. Columbia Drive Update and Discussion

Ms. Sipes addressed the Authority, stating that Mr. Barry Moses, Capital Projects Coordinator for the County, has stepped in to help push this project along with the Virginia Department of Transportation (VDOT).

Mr. Moses stated that VDOT would not originally accept Columbia Drive into the state system because it did not have enough parcels to serve. However, last year, VDOT changed its mind and has declared it an industrial park road, so it is now possible to have it accepted into the state system once the punch list is satisfied. He recommends putting a plan together of what is going to be done to satisfy all of the punch list items, presenting that plan to VDOT for its review and then quickly moving forward with getting those items accomplished.

Mr. Tingle asked for a timeframe and potential costs.

Mr. Moses stated that he hopes to present the plan to VDOT by September and he hopes that the cost estimate will be below \$50,000.

2. Joint Work Session Discussion

Ms. Jordan previewed the draft PowerPoint presentation for the joint work session that was included in the Agenda Packet. As she went through the slides, general discussion ensued regarding little tweaks that could be done to clarify the information.

Mr. Tingle recommended that the background on the IDA/EDA, and the information from the Code, should be taken out of the PowerPoint and just included as a handout or fact sheet.

General discussion ensued regarding the accomplishments of the EDA during FY 2017 and the goals for the upcoming year. The final several slides included maps of the industrial parks and the Marina. The benefit of these slides is the visual representation of the opportunities that are still available in the James River Commerce Park and Green Mount Industrial Park.

General discussion ensued regarding the Marina and how it ties into the beach area.

Mr. Purse stated that there are more restrictions on the beach side of the street, which is why the Authority has control of the Marina side. He stated that the Authority needs to continue focusing on the Marina.

Ms. Jordan highlighted the Authority's desire to create a destination and sense of place in the whole area down there.

H. LIAISON REPORTS

1. BOS Liaison

No update necessary.

2. Greater Williamsburg Chamber & Tourism Alliance

A motion to Appoint Mr. Shippey as the liaison to the Greater Williamsburg Chamber & Tourism Alliance Sports Marketing Committee was made by Mr. Harris and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Harris, Odle, Warner, Tingle
Absent: Carson, Shippey

Mr. Harris asked to have the Chamber come in and discuss the upcoming food event in November.

3. Planning Commission

No discussion necessary.

4. Launchpad

Mr. Harris stated that a management contract is signed, a budget approved and policies and procedures in place for the upcoming fiscal year.

5. Greater Williamsburg Partnership

Mr. Tingle highlighted the GWP kick-off event that was held at Kingsmill the end of June. A budget has been adopted and most of the work to set up the organization has been done. The development of a marketing campaign is in the beginning stages.

Mr. Tingle briefly gave an update on the GO Virginia meeting that was held in June.

6. RAISE Advisory Committee

No discussion necessary.

7. JRCC Architectural Review Board

No discussion necessary.

8. Real Estate Holdings Committee

Mr. Odle gave an overview of the minutes from the June 2017 Committee meeting that were included in the Agenda Packet for the Authority's review.

9. Finance

Mr. Tingle asked Mr. Warner to begin looking at some of the smaller items listed in the budget and to begin setting some priorities.

I. DIRECTOR'S REPORT

1. July 2017 Report

Ms. Jordan gave a brief overview of the report included in the Agenda Packet.

Ms. Sipes gave an overview of the Marina project and the project financials that were included with the Director's Report.

Discussion ensued regarding a date for an Industrial Site Tour in August and the potential dates for a retreat.

J. ADJOURNMENT

1. Adjourn until 4 p.m. on July 25, 2017 for the Joint Work Session

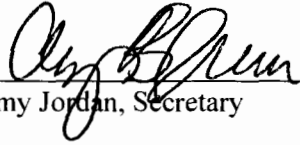
A motion to Adjourn was made by Marshall Warner, the motion result was Passed.

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

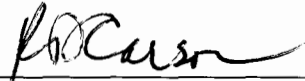
Ayes: Gerhardt, Harris, Odle, Warner, Tingle

Absent: Carson, Shippey

At 10:22 a.m., Mr. Tingle adjourned the EDA.



Amy Jordan, Secretary



Robin Carson, Vice Chair