

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185

September 14, 2017
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

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

Also Present:

Amy Jordan, EDA Secretary
Teresa Fellows, EDA Recording Secretary
Stephanie Lahr, EDA Fiscal Agent
Maxwell Hlavin, EDA Legal Counsel
Christopher Johnson, Ombudsman
Kate Sipes, Assistant Director, Economic Development

C. APPROVAL OF MINUTES

1. Minutes Adoption - July 13, 2017 Regular Meeting

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

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

Ayes: Carson, Gerhardt, Bledsoe, Shippey, Warner

Absent: Odle, Tingle

D. FINANCIAL REPORTS

1. Financial Reports - July and August 2017

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

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

Ayes: Carson, Gerhardt, Bledsoe, Shippey, Warner

Absent: Odle, Tingle

Mr. Warner asked for clarification on how the brewery would show on the financial reports once it is capitalized.

Ms. Lahr stated that it would show on the EDA's balance sheet, once it is a capital asset, and would be subject to straight-line depreciation for the duration of the lease.

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

A motion to Enter a Closed Session was made by Robin Carson, the motion result was Passed.

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

Ayes: Carson, Gerhardt, Bledsoe, Shippey, Warner

Absent: Odle, Tingle

At 8:09 a.m., the EDA entered into Closed Session.

At 8:16 a.m., the EDA re-entered Open Session.

2. Closed Session Certification

A motion to Certify the Closed Session was made by Robin Carson, the motion result was Passed.

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

Ayes: Carson, Gerhardt, Bledsoe, Shippey, Warner

Absent: Odle, Tingle

F. NEW BUSINESS

1. Remote Participation Policy Update

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

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

Ayes: Carson, Gerhardt, Bledsoe, Shippey, Warner

Absent: Odle, Tingle

Mr. Hlavin addressed the EDA giving an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Carson asked for clarification if participating remotely counted as an absence.

Mr. Hlavin stated no, participating remotely does not count as an absence. He also noted that the EDA decided to not allow remote participation in closed sessions and that stipulation is included in the EDA bylaws.

2. Launchpad Liaison

Mr. Hlavin stated that the EDA does not have a liaison to the Launchpad, the EDA has a member on the GWP Board. Our representatives to the GWP Board are Mr. Tingle and Ms. Jordan.

As the controlling organization, the GWP Board can appoint whomever it wants to the Launchpad Board. If GWP Board wants to keep Mr. Tim Harris on the Launchpad Board, then the GWP can make that decision. Therefore, there is no action for the EDA to take on this item.

G. OLD BUSINESS

1. Next Steps for Economic Development Authority owned Parcel

A motion to Approve the plan as outlined by staff was made by Marshall Warner and the motion result was Passed.

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

Ms. Sipes addressed the EDA giving an overview of the memorandum included in the Agenda Packet. She stated that the Real Estate Committee discussed the proposals in depth at its meeting on Monday, and the assessment is that the proposal from Stantec gets the project a bit further down the road and is more value for the money.

Staff and the Real Estate Committee are requesting that the EDA authorize the acceptance of the proposal from Stantec and authorize the expenditure of funds.

Ms. Carson clarified that the price would go against the \$25,000 line item in the Budget for the James River Commerce Center Operating Expense.

Ms. Sipes stated correct.

General discussion ensued about the necessity for getting the EDA owned parcel completely pad ready.

H. LIAISON REPORTS

1. Real Estate Committee Minutes - July 11, 2017 Meeting

Mr. Gerhardt gave a summary of the most recent Real Estate Committee meeting. He noted that the approved July committee meeting minutes were included in the Agenda Packet for their information.

Ms. Jordan stated that the next step is to have John Carnifax, Director of Parks and Recreation, Mr. Paul Holt, Director of Planning, and Grace Boone, Director of General Services, come to the next meeting and have a discussion about the next phase for the Marina. It is imperative that all of the stakeholders be on the same page about what should and should not happen down there. It will also be beneficial to know if there are any legislative steps that will have to happen.

Ms. Carson stated that from a planning perspective, the EDA only has this one little piece that is part of a much bigger whole. It will be helpful to have everyone around the table so that the EDA does not plan something that is totally out of line with the plans for the rest of the Marina and Beach areas.

Ms. Bledsoe asked about the Shaping our Shores Master Plan.

Ms. Jordan stated that she has met with staff about the Shaping our Shores document and it may have to be updated at some point. That document was approved before Parks and Recreation took over the operation of the area, it predates current staff members and predates the Board leasing a portion of the Marina to the EDA. She also noted that the residential component of the plan was adamantly denied by the Board of Supervisors. She stated it is difficult to implement a plan that is built around a use group that the prevailing sentiment is to not do. Therefore, there will have to be some changes to that plan at some point. Also, a market analysis needs to be done knowing that there will not be any residential development implemented.

2. GO Virginia Update

Ms. Carson stated that Mr. Tingle included information in the Agenda Packet as an update on the happenings of Go Virginia.

Ms. Jordan gave an overview of the information included in the Packet.

I. DIRECTOR'S REPORT

1. September 2017 Report

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

Ms. Carson displayed a brief video about the ChefsGo1.0 program and the recent graduation ceremony. She noted that the program has been submitted for a Chancellor's Award through Thomas Nelson.

J. ADJOURNMENT

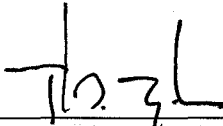
1. Adjourn until 8 am on October 12, 2017 for the Regular Meeting

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

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

At 8:58 a.m., Ms. Carson adjourned the EDA.


Secretary, Economic Development Authority


Chair, Economic Development Authority