

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
November 9, 2017
8:00 AM

A. CALL TO ORDER

ADOPTED

B. ROLL CALL

DEC 14 2017

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

Ruth Larson, BOS Liaison
Amy Jordan, EDA Secretary
Teresa Fellows, EDA Recording Secretary
Maxwell Hlavin, EDA Legal Counsel
Stephanie Lahr, EDA Fiscal Agent
Jenni Tomes, EDA Treasurer
Kate Sipes, Assistant Director of Economic Development
Christopher Johnson, Ombudsman
Sharon Day, Assistant Director of Financial and Management Services

C. APPROVAL OF MINUTES

1. Minutes Adoption - September 14, 2017 Meeting

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Carson, Gerhardt, Odle, Warner, Shippey, Tingle

Absent: Bledsoe

D. FINANCIAL REPORTS

1. October Financial Reports

A motion to Approve was made by Rick Shippey, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Carson, Gerhardt, Odle, Warner, Shippey, Tingle

Absent: Bledsoe

2. Presentation of EDA Audit

Ms. Leslie Roberts, of Dixon Hughes Goodman, LLC, addressed the Authority and presented the findings of the audit and provided an overview of the financial reports included in the Agenda Packet. She stated that the audit went smoothly and again the Authority has a clean audit.

Ms. Roberts highlighted footnote 4 on page 13, footnote 6 on page 14 and footnote 7 on page 15. She noted that no material deficiencies were found during the course of the audit. She stated that the only negative finding is listed on page 21 under Findings and Responses for Commonwealth of Virginia Laws, Regulations, Contracts, and Grants and relates to a Conflict of Interest Statement not being filed for Mr. Shippey prior to him attending his first meeting.

E. CLOSED SESSION

1. The discussion or consideration of: (1) the acquisition of a portion of real property for the expansion of commercial and industrial facilities where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711(A)(3) of the Code; (2) the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the EDA and the County would be adversely affected pursuant to Section 2.2-3711(A)(6) of the Code; and (3) information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.

A motion to Enter a Closed Session was made by Marshall Warner, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 1 ABSENT: 1
Ayes: Carson, Odle, Warner, Shippey, Tingle
Abstain: Gerhardt
Absent: Bledsoe

Mr. Gerhardt stated that he could not participate in the Closed Session due to a conflict of interest.

At 8:20 a.m., the EDA entered into Closed Session.

At 8:41 a.m., the EDA re-entered Open Session.

2. Closed Session Certification

A motion to Certify the Closed Session was made by Marshall Warner, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 1 ABSENT: 1
Ayes: Carson, Odle, Warner, Shippey, Tingle
Abstain: Gerhardt
Absent: Bledsoe

F. NEW BUSINESS

1. Authorization of EDA Membership in the Virginia Peninsula Chamber of Commerce

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Carson, Gerhardt, Odle, Warner, Shippey, Tingle

Absent: Bledsoe

Ms. Jordan addressed the Authority giving an overview of the memorandum included in the Agenda Packet. She stated that currently, James City County is the only locality on the Peninsula without economic development representation. Additionally, the Military Advisory Committee of Virginia Peninsula Chamber of Commerce (VPCC) includes leadership from Fort Eustis, which would be beneficial to maintaining open lines of communication.

Mr. Tingle asked what the governmental rate would get the Authority.

Ms. Jordan stated that the Authority would then have a seat at the table of the VPCC and could begin participating in its Board meetings.

2. Review of Retreat Agenda and Approval of Facilitator Proposal

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

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Carson, Gerhardt, Odle, Warner, Shippey, Tingle

Absent: Bledsoe

Ms. Jordan addressed the Authority and gave an overview of the memorandum included in the Agenda Packet.

Mr. Tingle stated that the formal action that needs to be taken is to approve the facilitator agreement with Ms. Jody Puckett. He stated that the final agreement had been received and the amount is slightly higher than the estimate included in the memorandum. He asked that a motion be made to authorize the agreement with Ms. Puckett for \$2,100 for facilitator services and to authorize Ms. Jordan to sign the agreement on behalf of the Authority.

Mr. Tingle opened the discussion on the draft agenda for the upcoming Retreat that was included in the Agenda Packet.

Mr. Warner mentioned that there needs to be a discussion of the Authority's financial position.

Ms. Jordan stated that the goal is to come out of the retreat with three to five goals that can then be presented to the Board of Supervisors with a request for funding. She stated that there will be a discussion of the regional

initiatives and a look at those costs over the last several years. The question will be "does the Authority believe they are value-added, or should we discontinue our participation."

Mr. Gerhardt asked if, during the update of the Business Climate Task Force, an update on the relationship between Planning and Economic Development will be discussed and the relative influence on that process.

Mr. Johnson stated that he could flush that out and put it on paper for discussion.

Mr. Tingle asked that as much information as possible be provided ahead of time to help the members be prepared for the agenda and the discussion.

3. Incentive Presentation and Broker Policy

A motion to Approve was made by Robin Carson, the motion result was Passed.

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Carson, Gerhardt, Odle, Warner, Shippey, Tingle

Absent: Bledsoe

Ms. Sipes addressed the Authority giving an overview of the memorandum included in the Agenda Packet. Staff is proposing the consideration of a Technology Zone as a way to provide competitive incentives to commercial businesses making a significant capital investment in the County. Previously, local Enterprise Zone incentives have been offered to companies making a capital investment of at least \$500,000. She stated that the Business Real Estate Improvement Grant and Business Equipment Grant are very similar to our previous Enterprise Zone incentives. Staff proposes shortening the time frame from 5 years to 3 years and increasing the percentage offered as a grant of 50% for each of the 3 years.

Mr. Tingle asked what types of businesses this would apply to.

Ms. Jordan stated that it would apply to all commercial businesses inside the Public Service Area. She stated that staff has struggled with whether or not to include retail businesses or whether there should be a different threshold for retail.

Mr. Hlavin recommended that there be some type of delineation made about the type of business that can qualify as a technology business.

Mr. Odle asked if a new business came into the Technology Zone, would they be automatically entitled to a benefit or would they still have to come and ask for it.

Ms. Jordan stated that if they come to us and fit within the parameters, then it would be handled administratively.

General discussion ensued about the parameters that would qualify for the incentive.

Mr. Tingle asked if the State Code regulates the funding mechanism of the Technology Zone.

Mr. Hlavin stated that the locality would adopt the Zone, but the Code does not stipulate the payment structure.

Ms. Jordan recommended that the EDA not be a pass through for the funding like it was under the Enterprise Zone. It is an unnecessary step that could be confusing for future Boards.

Ms. Jordan gave a brief overview of the Broker Policy that was included in the Agenda Packet and asked the Authority for a formal action.

Ms. Carson made a motion to approve the Broker Policy that was included in the Agenda Packet.

G. OLD BUSINESS

H. LIAISON REPORTS

At 9:31 a.m., Mr. Odle left the meeting due to a previous engagement.

1. BOS Liaison

Ms. Larson stated that the elections are over and Mr. Icenhour will be coming onto the Board of Supervisors (BOS) in January. She is pleased with all the interaction with the businesses lately as there have been many events and ribbon cuttings throughout the County. She stated that she forwarded the draft Retreat Agenda to the rest of the BOS and asked for comments back by the end of the month.

2. Greater Williamsburg Chamber & Tourism Alliance

Mr. Shippey stated that the quarterly meeting was held recently. There were four proposals submitted for the Sports Grant monies and all four were approved. He stated that there was discussion about funding structure and the return on the investment as seen as economic impact on the locality.

3. Planning Commission

None

4. Greater Williamsburg Partnership

Mr. Tingle stated that the organization is about one quarter of the way toward the goal for private sector funding. Mr. Denny, Executive Director of GWP, has passed along several prospect emails to the localities; and a

monthly email newsletter has been developed to keep everyone up-to-date on what is happening in the region.

5. JRCC Architectural Review Board

None

6. Real Estate Holdings

Discussed during Closed Session.

7. Finance

None

I. DIRECTOR'S REPORT

1. Director's Report

At 9:43 p.m., Ms. Larson left the meeting due to a previous engagement.

Ms. Jordan gave a brief overview of the report included in the Agenda Packet and discussed the status of the GoVirginia application that was submitted. She also stated that it looks like all three winners from StartPeninsula will be coming to Launchpad.

Ms. Carson stated that ChefsGo1.0 has been nominated for the Chancellor's Workforce Development Award, which is an award that all community colleges in the state participate in. Fingers crossed that the program wins, and she should know by the time the Authority meets for the Retreat.

J. ADJOURNMENT

1. Adjourn until 8:30 a.m. on December 14, 2017, for the EDA Retreat at Freedom Park


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

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

Ayes: Carson, Gerhardt, Warner, Shippey, Tingle

Absent: Odle, Bledsoe

At 9:50 a.m., Mr. Tingle adjourned the Authority.



Secretary, Economic Development Authority



Chair, Economic Development Authority