

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
January 11, 2018
8:00 AM

A. CALL TO ORDER

B. ROLL CALL

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

Also Present:

Amy B. Jordan, EDA Secretary
Teresa J. Fellows, EDA Recording Secretary
Maxwell Hlavin, EDA Legal Counsel
Stephanie Lahr, EDA Fiscal Agent
Kate Sipes, Assistant Director, Economic Development

C. APPROVAL OF MINUTES

A motion to Approve was made by Thomas Tingle, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Tingle, Bledsoe, Shippey
Absent: Carson, Odle

1. December 14, 2017 EDA Retreat Minutes

Mr. Gerhardt noted one minor change to the section containing his reason for abstaining from the vote with regard to Billsburg Brewery. He clarified that his firm may represent some of the investors with Billsburg and that is why he chose to abstain from the vote.

Mr. Tingle made the motion to approve the minutes with the correction as stated by Mr. Gerhardt.

D. FINANCIAL REPORTS

A motion to Approve was made by Thomas Tingle, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Gerhardt, Tingle, Bledsoe, Shippey
Absent: Carson, Odle

1. November and December 2017 Financial Reports

Ms. Lahr addressed the Authority, giving an overview of the reports included in the Agenda Packet.

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Mr. Tingle clarified that the bond fee revenue included in the budget is based on actual numbers. He stated that as it stands now, the revenue is going to fall short of the projections.

Ms. Lahr stated that another bond fee revenue payment is expected in January.

Mr. Gerhardt asked if there would be any bond capacity available for the Authority to capitalize on.

Ms. Jordan stated that she could confirm with staff and potentially have Ms. Sue Mellen, Director of Financial and Management Services, come in and discuss the issue with the Authority.

F. CLOSED SESSION

None

G. NEW BUSINESS

1. Landscape Improvements at the Marina

Ms. Sipes addressed the Authority giving an overview of information included in the Agenda Packet. She asked the Authority for its guidance and for clarification on its desired level of involvement.

Ms. Jordan stated that there would be minimal cost and the work would be done by volunteers.

Mr. Tingle asked if an agreement was needed with Mr. Taber.

Mr. Hlavin stated no, that this really falls under the realm of maintenance rather than improvements.

Mr. Warner, with no objection, instructed staff to proceed with the plan as proposed and outlined in the Agenda Packet.

2. Marina Maintenance

Ms. Jordan gave a brief overview of the information included in the Agenda Packet. In accordance with Section 10. (d) "Open Area" of the lease dated August 2, 2016, and executed between James City County and the EDA, the EDA or its subtenant, is responsible for maintenance of the open areas as defined on the attached exhibit. Mr. Hlavin will briefly review the maintenance agreement and answer any questions regarding obligations of responsibility to the open area. Staff recommends the EDA Real Estate Committee evaluate and discuss a maintenance plan in its next Real Estate Committee meeting to be considered as part of a budget recommendation.

Mr. Hlavin stated that as part of the lease with the County and the Authority, whatever was given to the Authority would be the responsibility of the Authority.

General discussion ensued regarding the maintenance and operational costs that would come with having landlord responsibilities. Concern was raised that the Authority does not have the financial resources to deal with these operational needs over the long-term.

Ms. Jordan stated that this would be something that could be included in the Authority's budget request to the Board.

Ms. Jordan confirmed that Ms. Bledsoe would be replacing Mr. Gerhardt on the Real Estate Committee.

Ms. Bledsoe voiced her willingness to be a part of the Committee.

3. EDA Parcel Maintenance

Ms. Sipes addressed the Authority giving an overview of the information included in the Agenda Packet. She asked for guidance on how staff should proceed.

General discussion ensued about the state of the vegetation and tree stumps on the property.

Ms. Jordan noted that the lower portion of the property, south of Columbia Drive, is very difficult to market in its current state. It is not currently pad ready.

Discussion ensued about the environmental impact of doing nothing and its effect on the wetlands delineation.

General consensus was that it needs to be addressed, but concern was noted about the price quoted.

Staff stated that the hope is that once the stumps are cleared that General Services can proceed with a regular mowing schedule.

Mr. Tingle stated that if it is going to be cleared, then all of the property south of Columbia Drive should be done. He stated that there is probably a better option for the regular maintenance of mowing the property.

Staff confirmed that formal action of the Authority would be required to appropriate monies from the RAISE Account over to the James River Commerce Center line item.

Mr. Shippey questioned if anyone had looked into having a cell tower put on the property. He stated that it is a great way to cover some of the routine maintenance costs.

Ms. Jordan stated that she would be having a discussion with the Planning Director about that.

The Authority voiced its agreement to move forward with the stump clearing aspect of the included proposal and asked staff to prepare the necessary documents to re-appropriate the funds from the RAISE account to cover the costs.

4. Retreat Follow-up

Ms. Jordan addressed the Authority giving an overview of the summary information included in the Agenda Packet. She highlighted that the next steps would include the following:

1. The Office of Economic Development staff will develop near and long-term strategy to target three sectors. (*ongoing*)

2. Further Evaluate the return on investment on regional partnerships. (*information included*)
3. Prioritize Think Tank. (*staff recommendations have been made*)
4. Develop Budget request and evaluate future Capital Improvements Program request.
5. Develop Incentives to support target sectors.

Ms. Jordan reviewed the regional partnership funding documents included in the Agenda Packet as well.

General discussion ensued regarding tourism events. General consensus seemed to believe that funding for tourism should go through the tourism budget process, not the Authority's budget.

Discussion ensued about regional joint events and whether or not they are a good use of time and dollars. Staff has begun having discussions with the other two localities about these events.

Staff recommended that future budgets contain a line item for regional events that can be used for whatever events the Authority and staff think have an added value, instead of appropriating specific dollars for specific events. Staff also recommended that those regional events be branded as Greater Williamsburg Partnership (GWP) events.

H. OLD BUSINESS

I. LIAISON REPORTS

1. BOS Liaison

No update necessary.

2. Greater Williamsburg Chamber & Tourism Alliance

No update necessary.

3. Planning Commission

No discussion necessary.

4. Greater Williamsburg Partnership

It was noted that the liaisons to the GWP Board were the previous Chair and Vice Chair by default. With the change to the officers of the Authority, a decision needed to be made about who would act as liaison.

Mr. Warner designated Mr. Tingle and Ms. Carson to continue serving on the GWP Board as the Chairman's liaisons.

5. JRCC Architectural Review Board

No discussion necessary.

6. Real Estate Holdings Committee

No discussion necessary.

7. Finance

No discussion necessary.

J. DIRECTOR'S REPORT

1. January Report

Ms. Jordan gave a brief overview of the report included in the Agenda Packet. She also highlighted the upcoming dates of interest.

K. ADJOURNMENT

1. Adjourn until 8 a.m. on February 8, 2018, for the Regular Meeting

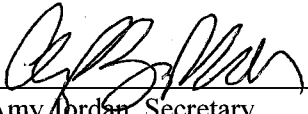
A motion to Adjourn was made by Paul Gerhardt, the motion result was Passed.

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

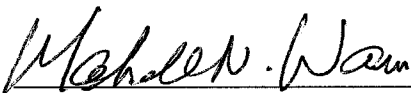
Ayes: Gerhardt, Tingle, Bledsoe, Shippey

Absent: Carson, Odle

At 9:35 a.m., Mr. Warner adjourned the Authority.



Amy Jordan, Secretary



Marshall Warner, Chair