

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 D Mounts Bay Road, Williamsburg, VA 23185**  
**June 14, 2018**  
**8:00 AM**

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**A. CALL TO ORDER**

**ADOPTED**

**B. ROLL CALL**

**JUL 12 2018**

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

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  
Suzanne R. Mellen, Director, Financial and Management Services  
William C. Porter, Interim County Administrator  
David Denny, Executive Director, Greater Williamsburg Partnership  
P. Sue Sadler, Board of Supervisors Liaison to the Economic Development Authority

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - May 10, 2018 Meeting

A motion to Approve was made by Robin Bledsoe, the motion result was Passed. AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Bledsoe, Carson, Shippey, Tingle, Warner  
Absent: Odle

**D. FINANCIAL REPORTS**

1. May Financial Reports

A motion to Approve was made by Thomas Tingle, the motion result was Passed. AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Bledsoe, Carson, Shippey, Tingle, Warner  
Absent: Odle

Ms. Lahr addressed the Authority giving an overview of the financial documents included in the Agenda Packet.

**E. CLOSED SESSION**

**F. NEW BUSINESS**

1. Pegasus Partners

Ms. Jordan addressed the Authority giving an overview of the consulting group, Pegasus Partners, who work to attract Middelstand businesses from Germany, Austria and other areas of Europe. Middelstand businesses are small- to medium-sized family owned businesses that has showed a particular interest in locating United States operations in our area. Ms. Jordan turned the briefing over to Mr. David Denny, Executive Director of the Greater Williamsburg Partnership (GWP), and to Mr. Tingle as the Chair of the GWP Board.

Mr. Tingle apologized for this funding request coming outside the normal budget cycle. He stated that he wanted to address the questions raised by Ms. Bledsoe. The request is drafted as a three-year proposal; however, the intent is to authorize and commit one year at a time. The future funding for future years would come as budget requests during the normal budget cycles. The other question was why commit to this proposal before going through the process of hiring the new GWP Executive Director. Mr. Tingle stated that the feeling of the three Economic Development directors is that the GWP needs to keep the momentum going and move along the opportunity to work with this company. The hiring of a new GWP Director is expected to occur by October 1, but realistically it would be the first quarter of next year before that new director is up to speed on the area and the assets. While there is no immediate urgency to move on this item, the feeling was that they didn't want to wait six months.

Ms. Bledsoe said that in her professional experience, the new director should come in and get set up and then they could be the one to launch this idea as the next best and greatest thing for our area. She stated that it makes more sense to wait.

Mr. Denny gave an overview of the proposal included in the Agenda Packet. He stated that these Middelstand businesses fit very well with our region's current product and future plans, and they also fit very well with the educational and training component that we have here with the College of William and Mary and Thomas Nelson Community College. He stated that these businesses do not make quick decisions about where to locate, but once they do, they are very loyal. He stated that developing this proposal has been ongoing for several months. The consultants have come to the region to do an assessment and provided a scorecard; and the GWP asked that the company be thoroughly vetted which has been completed. Mr. Denny briefly reviewed the experience and background of the individual consultants that work for Pegasus Partners and what they bring to the table.

Mr. Tingle stated that this is a long play in the economic development game. This is really about building relationships that will help and influence those prospects down the road. These companies are going to reach out to people they know when they decide to come here.

The question was raised about the company working with other localities and competing against each other. Mr. Denny stated that the company is working in other states, but if the GWP were to sign the contract with them, they would not work with anyone else in Virginia.

Ms. Jordan spoke up and said that because of the proximity to North Carolina, perhaps it would be more appropriate to define a radius exclusion.

Mr. Shippey stated that it needs to be clear that at the end of the day, this money is going to build relationships and there is no guarantee of landing one of these Middelstand companies.

Ms. Jordan stated that is correct; however, most of the prospects being filtered down to the region from the State are coming from these Middelstand type businesses and this region in Europe.

Mr. Porter spoke up and stated that this is similar to applying for a job; you have to get your name out there and build those relationships.

Mr. Warner asked Mr. Porter if the EDA could petition the County for funding support.

Mr. Porter stated yes.

Ms. Jordan stated that is staff's recommendation.

Mr. Warner made a motion to commit \$9,500 via a request through the County with a two year option to extend and with an appropriate radius exclusion or non-compete area and the motion result was Passed.

AYES: 4 NAYS: 1 ABSTAIN: 0 ABSENT: 1

Ayes: Tingle, Shippey, Carson, Warner

Nays: Bledsoe

Absent: Odle

## **G. OLD BUSINESS**

### **1. Bond Documents - Update**

Mr. Hlavin addressed the Authority stating that most of the discussion will focus on what the Authority would like the fee structure to look like. Bond counsel has already made most of the housekeeping changes that were discussed at the last meeting and those changes have been reviewed by the Financial and Management Services Department. He stated that Bond

Counsel has submitted a comparison document outlining the fees assessed by other localities on their bond financings.

Ms. Carson stated that she did not see any other localities with a Closing fee.

Mr. Hlavin stated yes, James City County is the only one in our area that charges a Closing fee.

Mr. Tingle stated that he is fine with dropping the Closing fee in order to maintain consistency with the surrounding localities.

The Authority generally concurred with Mr. Tingle's assessment of dropping the Closing fee.

Mr. Hlavin asked if there should be a discount for re-fundings. Some localities offer a discount when an applicant comes back for a refinancing.

Ms. Carson stated that she believes it is fair to charge a fee on a re-funding/refinancing, but she thinks that the fee should be more in line with what other localities are doing.

Ms. Mellen stated that when the County has to go back and refinance its debt, the County has to pay all the fees again.

General discussion ensued about the fees assessed by the other localities.

In summary, Mr. Hlavin stated that in the Operating Procedures Document, Section III - Fees and Expenses Including New Dollars in a Refunding, Item A would remain the same, Item B would be removed, Item C will be kept the way it is written, and then under Section II - Application Process, Item B should be changed to state one signed, original application shall be submitted. On the Policy Statement, most of the changes discussed have been made. In Section G, he suggested changing the Enterprise Zone language to the new Grove Opportunity Zone as it was designated.

The Authority concurred with the summary of the changes as outlined by Mr. Tingle.

Mr. Hlavin stated that he would bring back the final documents to the Authority for final approval at the next EDA meeting.

## 2. JRCC Update

Ms. Jordan stated that on behalf of the EDA, staff has been working with Stantec on the reconfirmation of the shell building site. The wetland reconfirmation is complete for the portion of the parcel that is north of Columbia Drive, and permits from both the Army Corps and DEQ have been finalized. Next steps include having Stantec prepare the Storm Water

Pollution Prevention Plan (SWPPP), paying for credits to offset the impacts to the wetlands, updating the site plan and architectural drawings to market to current demand and applying for the land disturbing permit from James City County. The funding and timing of the construction must be considered, but the site can be marketed as a high Tier 4 and pending Tier 5 site.

The southern portion of the parcel, as well as the two parcels recently acquired by the County and EDA, will first need a drainage plan to correct deficiencies from previous construction and improper clearing techniques as well as blocked or inadequate ditches. Vanasse Hangen Brustlin, Inc. (VHB) has evaluated the preliminary constraints of the site, and have provided a proposal for the Drainage Improvements Plan. Staff request this proposal be approved so work may commence on these sites. However, while this work is ongoing, it is recommended the EDA continue to focus attention and resources on the shell Building site (Parcel A) as that is the closest site ready for development.

Columbia Drive maintenance was approved as part of the FY 2019 budget in the Capital Improvement Plan (CIP). That work will commence this summer and is expected to take three to four weeks to complete. General Services is managing that project for the EDA. Once completed, the application can be filed to have the State adopt the road into the state highway system; and then the Authority can proceed with the subdivision application to subdivide the top portion of the property off from the lower portion.

General discussion ensued regarding the Drainage Improvement Plan submitted by VHB.

Ms. Jordan stated that a Real Estate Committee meeting had been set. The thought is that the committee will meet on a monthly basis, will continue to review and update the Priorities Spreadsheet and then will present them as part of the monthly EDA meeting. Thus, allowing the committee to be the one to vet these steps as the priorities move forward and then come to the EDA and report out.

A motion to Approve the VHB Drainage Improvement Plan Proposal was made by Robin Bledsoe and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Bledsoe, Tingle, Shippey, Carson, Warner

Absent: Odle

## **H. LIAISON REPORTS**

### **1. BOS Liaison**

Ms. Sadler stated that the Board is still deliberating over the appointments to the Authority. Any members with terms that expire soon will continue to serve until

new appointments are made. Ms. Sadler stated that a formal request could be made to change the Joint Meeting with the Board of Supervisors until the September work session.

2. Greater Williamsburg Chamber & Tourism Alliance

No update

3. Planning Commission

Ms. Bledsoe stated that she met with Chairman Richardson and Planning Director Paul Holt to keep the dialogue open between the two Commissions. She briefly highlighted the existing expedited review process and asked if there was any issue with sharing the JRCC Priorities Spreadsheet with the Planning Commission.

General consensus was that it would be fine to share the Priorities Spreadsheet, as long as it was understood that it is a fluid document and subject to change as necessary.

4. Greater Williamsburg Partnership (GWP)

Mr. Tingle stated that the Executive Director search closes tomorrow. The Search Committee will begin sifting through the applicants and beginning the first round of interviews. The search will continue to remain private, at least through the second round of interviews.

Mr. Tingle also stated that the GWP Board took action to expand the Board by formally inviting the College of William & Mary and Thomas Nelson Community College to make appointments to the Board, and to increase the Board by three private sector members.

5. JRCC Architectural Review Board

No update

6. Real Estate Holdings Committee

Meeting scheduled for next week.

7. Finance

No update

**I. DIRECTOR'S REPORT**

1. June Director's Report

Ms. Jordan addressed the Authority giving an overview of the report included in the Agenda Packet.

**J. ADJOURNMENT**

1. Adjourn until 8 a.m., on July 12, 2018 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: 1  
Ayes: Bledsoe, Carson, Shippey, Tingle, Warner  
Absent: Odle

At 10:01 a.m., Mr. Warner adjourned the Authority.

  
Secretary

  
Chairman