

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
July 12, 2018
8 00 AM

A CALL TO ORDER

ADOPTED

B ROLL CALL

AUG 09 2018

Robin D Carson
Rick Shippey
Christopher J Odle
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
William C Porter, Interim County Administrator
P Sue Sadler, Board of Supervisors Liaison

C APPROVAL OF MINUTES

1 Unapproved Minutes from October 2017

A motion to Approve was made by Robin Bledsoe, the motion result was Passed
AYES 6 NAYS 0 ABSTAIN 0 ABSENT 0
Ayes Carson, Odle, Tingle, Shippey Bledsoe, Warner

2 Minutes Adoption - June 14, 2017

A motion to Approve was made by Thomas Tingle, the motion result was Passed
AYES 6 NAYS 0 ABSTAIN 0 ABSENT 0
Ayes Carson, Odle, Tingle, Shippey, Bledsoe, Warner

D FINANCIAL REPORTS

1 June 2018 Financial Reports

A motion to Approve was made by Robin Bledsoe, the motion result was Passed
AYES 6 NAYS 0 ABSTAIN 0 ABSENT 0
Ayes Carson, Odle Tingle, Shippey, Bledsoe Warner

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

E CLOSED SESSION

F NEW BUSINESS

1 Billsburg Brewery Lease Update

A motion to Approve was made by Robin Carson, the motion result was Passed
AYES 4 NAYS 0 ABSTAIN 2 ABSENT 0
Ayes Carson, Odle, Bledsoe, Warner
Abstain Tingle, Shippey

Mr Shippey notified the Authority that as a principal investor in Billsburg Brewery, he has a financial interest in the company, and therefore must abstain from any discussion or vote

Mr Tingle notified the Authority that although he does not have a financial interest in Billsburg Brewery, Ms Kristin Baum is a minority stockholder in Guernsey Tingle Architects, and therefore feels that it would be best if he abstain from the discussion and vote

Mr Hlavin addressed the Authority giving an overview of the materials included in the Agenda Packet Construction on the shell warehouse building at the marina was substantially complete one year ago, in June 2017 Staff, along with the County Attorney s office, has reviewed the lease language and identified minor amendments recommended for clarity and ease of implementation In addition to minor language modifications, the two leases between the EDA and Billsburg Brewery for the taproom and the warehouse, previously separate leases, are being combined into a single lease

Mr David Baum, President of Billsburg Brewery, was in attendance and available to answer any questions

G OLD BUSINESS

1 Bond Policy Documents

A motion to Approve was made by Thomas Tingle, the motion result was Passed
AYES 6 NAYS 0 ABSTAIN 0 ABSENT 0
Ayes Carson, Odle, Tingle Shippey Bledsoe, Warner

Mr Hlavin addressed the Authority stating that included in the Agenda Packet were the final drafts of the Bond Policy Documents inclusive of the changes made at the last meeting

2 Bylaws Discussion

Mr Warner stated that due to recent information sent out regarding attendance policies, a copy of the EDA's bylaws and approved calendar have been provided for discussion

Ms Jordan stated that the Board of Supervisors also recently adopted a Whistleblower/Conflict of Interest Policy that applies to both staff and Boards and Commissions A copy of this policy was also included in the Agenda Packet

Mr Tingle asked if the Authority's bylaws are in accordance with the Code of Virginia

Mr Hlavin said yes

Ms Carson asked about Special Meetings and how those effect the attendance policy

Mr Hlavin stated that he believes that is up to the appointing Board and how they would like to handle that

Mr Porter stated that he would confer with the Board of Supervisors and get an answer to that question

Mr Warner queried if the start time of the meeting should be adjusted and if that would make attending meetings easier

Ms Bledsoe stated that it makes more sense to her to have the meeting late in the afternoon

The rest of the Directors concurred

A motion to Amend the Calendar of the Economic Development Authority to change the start time of the meetings to 4 p m , was made by Robin Bledsoe and the motion result was Passed

AYES 6 NAYS 0 ABSTAIN 0 ABSENT 0

Ayes Carson, Odle, Tingle, Shippey Bledsoe, Warner

Mr Tingle voiced his concerns over the discussions that have occurred, in the last month, regarding attendance He stated that there are numerous hours of time dedicated, outside of regular meeting times, by various Directors and that time should be recognized and appreciated as well

H LIAISON REPORTS

1 BOS Liaison

No report at this time

2 Greater Williamsburg Chamber & Tourism Alliance

No update

3 Planning Commission

No update

4 Greater Williamsburg Partnership (GWP)

Mr Tingle stated that his report is contained in the Director's Report

5 JRCC Architectural Review Board

No update

6 Finance

No update

7 Real Estate Holdings Committee - JRCC Update

Ms Jordan stated that the Real Estate Committee met on June 21 to discuss next steps for the EDA parcels in James River Commerce Center. The Committee agreed to pursue updated conceptual plans for the Virtual Building site and staff will arrange for bids. Staff also met with the Planning staff to better understand implications of development proffers. Based on recent discussions, the priority tracking sheet has been updated and included in the Agenda Packet. The mowing contract, previously approved by the EDA, was finalized with JSG and the property was first mowed in June. No trespassing and no dumping signs were also ordered and are being installed by General Services. At its June meeting, the EDA approved the proposal by Vanasse Hangen Brustlin, Inc (VHB) to develop a drainage improvement plan for all three parcels in EDA ownership. The purchase order for this proposal was prepared by staff and awaits approval by Purchasing. VHB should be able to commence work in July.

Mr Porter stated that the Board recently adopted the Pocahontas Trail Corridor Study which will impact and transform that area. The EDA might want to get a presentation about that Study.

Mr Odle stated that a discussion had taken place about an expedited review process. He stated that several other localities have such a process and policies in place for an expedited planning process for economic development.

Ms Bledsoe stated that she has heard from several developers that the process here is not utilized and holds up Chesterfield County as an example of an expedited review process that works.

Ms Carson asked who has ownership of the process.

Mr Porter stated the Planning Department.

Mr Odle asked if the project has to originate in Economic Development Department, like a prospect, or if it starts in the Planning Department.

Mr Porter stated that it does not have to originate in Economic Development.

Mr Tingle stated that it might help to further define what projects qualify for expedited review.

The Authority generally agreed.

Ms Jordan noted that she has been invited to attend a weekly meeting in Planning where different planning applications are reviewed. She stated that this has been very helpful to further communication between the two departments.

Ms Carson recommended that the Real Estate Holdings Committee discuss this at its next meeting.

Mr Porter recommended that the Ombudsman come in and give a presentation to the EDA on the process.

I DIRECTOR'S REPORT

1 Director's Report - July 2018

Ms Jordan addressed the Authority giving the following update

Greater Williamsburg Partnership (GWP) Executive Director's Search - The GWP has received 22 qualified applicants for the Executive Director's position. The search committee has reviewed and met to discuss the applications and is now in the process of setting up the first-round interviews for later this month. The second-round interviews are tentatively scheduled for August 15. This schedule meets the goal of having the permanent full-time Executive Director in place by October 1.

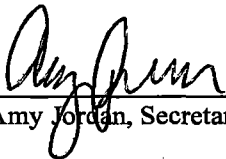
Workforce Housing Task Force - Last fall, Rick Shippey was asked to serve as the EDA's representative member to the Workforce Housing Task Force. However, since its formation, the meeting calendar has been set at a time that has been challenging for Mr. Shippey due to work obligations. Ms. Bledsoe has graciously agreed to fill this position on the task force and with her experience on the Planning Commission, will be a tremendous asset to the effort. We appreciate Mr. Shippey's service to the task force this past year.

J ADJOURNMENT

1 Adjourn until 4 p.m. on August 9, 2018 for the Regular Meeting

A motion to Adjourn was made by Marshall Warner, the motion result was Passed
AYES 6 NAYS 0 ABSTAIN 0 ABSENT 0
Ayes Carson, Odle, Tingle, Sadler Bledsoe Warner

At 9:00 a.m., Mr. Warner adjourned the Authority.



Amy Jordan, Secretary



Chair, Economic Development Authority