

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 D Mounts Bay Road, Williamsburg, VA 23185**  
**March 19, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

Ms. Bledsoe called the meeting to order at 4:02 p.m.

**ADOPTED**  
**APR 16 2019**

**B. ROLL CALL**

Robin Bledsoe, Chair  
Michael Maddocks, Vice Chair  
Robin Carson – absent  
Christopher Odle – arrived at 4:11 p.m.  
Carlton Stockton  
Thomas Tingle  
William Turner

Also Attending:

Amy B. Jordan, EDA Secretary  
Stephanie Lahr, EDA Fiscal Agent  
Maxwell Hlavin, EDA Counsel  
Kate Sipes, Assistant Director, Economic Development  
P. Sue Sadler, Board of Supervisors Liaison  
Jack Jacobs, *Virginia Gazette*

**C. APPROVAL OF MINUTES**

1. Minutes Adoption – February 19, 2019

A motion to Approve was made by Michael Maddocks; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Bledsoe, Maddocks, Stockton, Tingle, Turner

**D. FINANCIAL REPORTS**

1. February 2019 Financial Reports

A motion to Approve was made by Carlton Stockton; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Bledsoe, Maddocks, Stockton, Tingle, Turner

**E. CLOSED SESSION**

1. Enter Closed Session

A motion to enter Closed Session was made by Thomas Tingle; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Bledsoe, Maddocks, Stockton, Tingle, Turner

Mr. Tingle moved to go into Closed Session in accordance with the Code of Virginia for the purposes of: 1) the disposition of publicly held real property located at 8925 Columbia Drive and 1716 Endeavor Drive in James City County where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Va. Code Section 2.2-3711(A)(3); and 2) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the interest in locating or expanding its facilities in the community pursuant to Va. Code Section 2.2-3711(A)(5); and 3) the investment of public funds for improvements at 8925 Columbia Drive and 1716 Endeavor Drive 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 Va. Code Section 2.2-3711(A)(6); and 4) consultation with legal counsel retained by the EDA regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Va. Code Section 2.2-3711(A)(8).

2. Certify Closed Session

3.

A motion to adopt the resolution to certify the Closed Session was made by Carlton Stockton; motion Passed.

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

Ayes: Bledsoe, Maddocks, Odle, Stockton, Tingle, Turner

**F. NEW BUSINESS**

1. EDA Fiscal Year (FY) 20 Draft Budget

A motion to approve the FY20 Draft Budget was made by Carlton Stockton; motion Passed.

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

Ayes: Bledsoe, Maddocks, Odle, Stockton, Tingle, Turner

Ms. Bledsoe presented the draft budget prepared by the Finance Committee, noting there were no significant changes from the current approved budget.

2. Event Request, Marina property

A motion to approve on the condition all other approvals are granted was made by Tom Tingle; motion Passed.

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

Ayes: Bledsoe, Maddocks, Odle, Stockton, Tingle, Turner

Ms. Sipes presented a request from Billsburg Brewery to host an overnight camping event at the marina in May. Ms. Sipes noted various review processes were happening concurrently and this event may not ultimately receive all necessary approvals. However, the request is on the EDA agenda at the advice of legal counsel because the lease agreement requires EDA approval for events in certain areas of the marina property, and this event is proposed to occur in those areas that require EDA approval. Ms. Sipes indicated the item was before them to gather any feedback the EDA may have to offer while those other review processes were underway, noting the timing of the review and EDA scheduled meetings may make it impractical to wait until other reviews were complete before bringing the matter before the EDA.

Ms. Bledsoe asked about plans for parking and bathroom facilities.

Ms. Sipes shared she was uncertain about those details, but indicated the other County reviews were covering specifics related to the event planning.

Ms. Bledsoe asked what was needed from the EDA.

Mr. Tingle indicated the EDA was the landlord.

Mr. Hlavin responded the request was for exclusive use of the property for this particular weekend, and under the lease agreement the tenant does not have exclusive use of this part of the property without EDA permission.

Mr. Odle asked how many people were expected to attend.

Ms. Sipes replied between 50-100, with expectations closer to 50 but they did not want to be limited to 50 if there was interest. Ms. Sipes indicated the event would be open to members of a private running club and not the general public.

Mr. Odle asked why they wanted to camp on the marina rather than across the street at Jamestown Beach Event Park.

Ms. Jordan indicated there were restroom and shower facilities at the marina and it was less isolated.

Ms. Sadler asked if there would be RVs.

Ms. Sipes responded it was an event for tent campers only, no RVs. Ms. Sipes reiterated the event was proposed and under review and may not occur if multiple approvals were not received.

Mr. Turner asked if the group was required to have insurance.

Ms. Sipes replied she was uncertain, but restated other departments were reviewing the request and the event may be subject to a special events permit, which would cover those details.

Ms. Bledsoe asked if it would be appropriate for the EDA to take action subject to other County approvals. Ms. Bledsoe continued by saying it is a revenue generator for the EDA's tenant and it is in the County's best interest to see the tenant be successful.

Mr. Hlavin indicated action on the condition of other approvals was an available option.

Mr. Odle asked if the EDA had seen financials from Billsburg's first year in operation.

Ms. Jordan replied that staff had met with Billsburg management recently and they had shared they were ahead of first-year projections.

Ms. Bledsoe asked if a motion was required.

Mr. Hlavin indicated yes.

Ms. Bledsoe asked for a motion to approve the special event at Billsburg Brewery May 24-26, subject to other County approvals.

Mr. Tingle made the motion.

Following the vote, Mr. Tingle was suggesting staff use the discussion to generate a checklist of relevant questions so the EDA can quickly consider future requests. Mr. Tingle stated his opinion that the EDA was acting as landlord and should let other County departments review items specific to governing special events.

Ms. Bledsoe asked if Mr. Tingle was suggested a checklist indicating approval by other departments prior to coming to the EDA.

Mr. Tingle replied no, that he was trying to make the EDA's role small and simple and focused on landlord concerns. Mr. Tingle restated future requests would all be subject to other appropriate approvals, but that the EDA would be acting almost as an administrative body.

Ms. Bledsoe confirmed the message that the EDA need not be in the weeds of the event details.

## **G. OLD BUSINESS**

### **1. James River Commerce Center Covenants**

Ms. Jordan indicated the Real Estate Holdings Committee was scheduled to discuss possible updates to the proffers and covenants at the next meeting.

## **H. LIAISON REPORTS**

### **1. BOS Liaison**

Ms. Sadler indicated she had been unable to attend the most recent meeting of the Eastern Virginia Regional Industrial Facility Authority (EVRIFA), and thanked Ms. Bledsoe for attending on the County's behalf. Ms. Sadler also noted Ms. Bledsoe had been elected Treasurer of EVRIFA.

### **2. Business Outreach Liaison**

Mr. Maddocks reported he had met with Ms. Maureen Anderson of Tasha's Own regarding her goat soap business in Toano, noting her business was a very nice addition to the Toano community. Mr. Maddocks also reported that he had met with representatives from the BP Station on Centerville Road and La Tienda.

### **3. Finance**

No additional report from what was discussed earlier on the agenda.

### **4. GO Virginia**

Mr. Tingle reported the committee met in February and recommended three new projects to the state for funding: a 757 Angels Grant, in the amount of \$240,000; a planning grant for the Eastern Shore for a force main sewer that opens industrial land for development in the amount of \$65,000; and \$99,705 for capacity building for the Hampton Roads Workforce Council for a project that will benefit all localities on the Peninsula and on the Southside. Mr. Tingle was pleased to share all three projects had their funding approved

by the state, making the total amount allocated to Region 5 \$5 million over the past two fiscal years. Mr. Tingle also noted larger competitive grants are a real opportunity in the future through the EVRIFA; the competitive grants are available for projects involving multiple regions, and Gloucester is not part of Region 5 but is part of the RIFA.

5. Greater Williamsburg Partnership (GWP)

Ms. Bledsoe reported that Ms. Terry Banez has been appointed Interim Director of the Business Council and Mr. Steve Meade is the Chair of GWP. Ms. Bledsoe also reported that details were being finalized to house GWP under the Business Council, with a new junior level executive being hired as Director of the GWP.

6. JRCC Architectural Review Board

No activity to report.

7. Planning Commission

No report.

8. Real Estate Holdings

No additional report from what was discussed earlier in the agenda.

9. Workforce Development

Ms. Sipes offered a summary of the Healthcare Workforce Summit held on March 5 at Legacy Hall in conjunction with Williamsburg-James City County Schools and Thomas Nelson Community College. Ms. Sipes shared a follow-up meeting was scheduled for the following week with the Work Force Resource Team to determine the next steps. Ms. Sipes also shared the immediate feedback was positive from both the healthcare employers and the partners in attendance.

Ms. Sadler asked if the Board could be invited to future events.

Ms. Jordan indicated invitations could certainly be extended to Board members for future events.

10. Workforce Housing Advisory Committee

Ms. Bledsoe reported the Advisory Committee had finished its work and she had been impressed with the energy brought to its discussions. Ms. Bledsoe reminded the EDA that the recommendations were public and had been shared with the EDA at a previous meeting and would be included in the upcoming Comprehensive Plan update.

11. Greater Williamsburg Chamber Sports Marketing Committee

Mr. Turner reported that the Committee had met twice in the previous quarter. Mr. Turner noted that the Committee has a budget of \$100,000 for grants and \$80,000 has been awarded so far for 74 events. Those events have an estimated economic impact of \$9 million and 36,000 room nights. The largest event planned is the Ironman, which is

also an Olympic qualifying event. The Ironman is new to the area, as is a gymnastics event and 4A golf championship, but there are several repeat or expanding events as well.

12. Eastern Virginia Regional Industrial Facility Authority (EVRIFA)

Ms. Bledsoe reported that she and Ms. Sadler are appointed to the EVRIFA Board. Ms. Bledsoe shared her belief that this model is the future of economic development for site development and she is very enthusiastic about the opportunities that could lie ahead. The most recent meeting was the organizational meeting and Ms. Bledsoe was appointed Treasurer of the Board at that meeting. Ms. Bledsoe reminded the EDA that the unmanned systems project was the first project of the Board and the County has not yet officially committed funds to this project.

**I. DIRECTOR'S REPORT**

Ms. Jordan presented an updated spreadsheet on the progress in James River Commerce Center.

Ms. Sadler asked if Ms. Jordan could email her a copy so she could share it with the Board.

Ms. Jordan indicated she would be happy to do so.

Ms. Bledsoe requested the report be shared with the EDA on a quarterly basis.

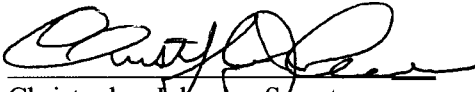
Ms. Jordan shared the dates of the upcoming LPGA tournament and passed around a sign-up sheet for EDA members to serve as hosts in the EDA Skybox.

Ms. Jordan also shared that the annual Business Appreciation Event was scheduled for June 6.

**J. ADJOURNMENT**

1. Adjourn until April 16, 2019

At approximately 5:34 p.m., Ms. Bledsoe adjourned the Authority on a motion by Mr. Maddocks and a unanimous voice vote.

  
Christopher Johnson, Secretary  
Economic Development Authority

  
Robin Bledsoe, Chair  
Economic Development Authority

**RESOLUTION**

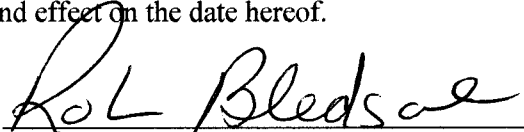
**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Economic Development Authority of James City County, Virginia, (the "Authority") has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Authority that such closed meeting was conducted in conformity with Virginia law.

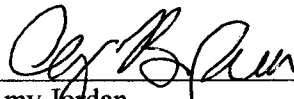
NOW, THEREFORE, BE IT RESOLVED that the Authority hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Authority as were identified in the motion, including: (1) the disposition of publicly held real property located at 8925 Columbia Drive and 1716 Endeavor Drive in James City County where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Va. Code Section 2.2-3711(A)(3); and (2) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the interest in locating or expanding its facilities in the community pursuant to Va. Code Section 2.2-3711(A)(5); and (3) the investment of public funds for improvements at 8925 Columbia Drive and 1716 Endeavor Drive 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 Va. Code Section 2.2-3711(A)(6).

The undersigned hereby certifies that the above resolution was duly adopted by the Directors of the Economic Development Authority of James City County, Virginia, at a meeting duly called and held on March 19, 2019 and that such resolution is in full force and effect on the date hereof.



Robin Bledsoe  
Chairman, Economic Development Authority

ATTEST:

  
\_\_\_\_\_  
Amy Jordan  
Secretary to the EDA

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
TINGLE	✓	_____	_____
CARSON	_____	_____	_____
ODLE	✓	_____	_____
MADDOCKS	✓	_____	_____
STOCKTON	✓	_____	_____
TURNER	✓	_____	_____
BLEDSON	✓	_____	_____

Adopted by the Economic Development Authority of James City County, Virginia, this 19th day of March, 2019.