

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
August 20, 2019
4:00 PM

A. CALL TO ORDER

Ms. Bledsoe called the meeting to order at 4:01 p.m.

B. ROLL CALL

Robin Bledsoe, Chair
Vince Campana
Thomas Tingle
William Turner
Sue Sadler, Board of Supervisor liaison

Absent:

Jeff Scott
Carlton Stockton

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Jeff Wiggins (standing in for Cheryl Cochet), EDA Fiscal Agent
Maxwell Hlavin, EDA Counsel
Kate Sipes, Assistant Director, Economic Development
Laura Messer, Marketing & Tourism Coordinator, Economic Development
John Carnifax, Parks & Recreation Director
Dave Baum, Billsburg Brewery Founder
Sarah Fearing, *Williamsburg-Yorktown Daily*
Jack Jacobs, *The Virginia Gazette*
Chas Rinne, Student
Lois Kim, Student
Saniya Han, Student
Elizabeth Mealiea, Student
Erin McCluskey, Student
Bianca Cabral, Student
Kathryn Webb, Student
Conor McCambridge, Student
John Riegner, Student
Torie Dunlap, Student
Caitlyn Whitesell, Student

Ms. Bledsoe welcomed guests to the meeting, noting several students from the College of William & Mary were in attendance.

Ms. Torie Dunlap introduced the students as participants of the Seven Generations Program, designed by the Office of Community Engagement to introduce freshmen to the community. Ms. Dunlap explained the students were exploring the topic of Economic Sustainability.

ADOPTED
SEP 17 2019

Ms. Bledsoe welcomed the students to our area and thanked them for attending.

C. APPROVAL OF MINUTES

1. Minutes Adoption - July 16, 2019

A motion to Approve was made by William Turner; motion Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Bledsoe, Campana, Tingle, Turner
Absent: Scott, Stockton

D. FINANCIAL REPORTS

1. July 2019 Financial Reports

A motion to Approve was made by Thomas Tingle; motion Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Bledsoe, Campana, Tingle, Turner
Absent: Scott, Stockton

Mr. Wiggins presented the revenue and expense reports.

E. NEW BUSINESS

1. Shaping Our Shores Update

Mr. Carnifax presented the draft revised master plan for the James City County Marina property, summarizing Phase I and Phase II improvements. Mr. Carnifax noted the construction for Phase I was planned for December 2019 through May 2020, which is off-season for the boaters. Improvements include the replacement of the existing bulkhead with a living shoreline, replacement of the uncovered slips, relocating the fuel tank, the addition of a pedestrian walkway, and installing the utilities underground. Mr. Carnifax described Phase II as the replacement of the two covered boat sheds and a third area for additional boat slips, relocation of the boat ramp and parking lot improvements/expansion, with dry boat storage still being considered but not finalized. Mr. Carnifax indicated the construction for Phase II was estimated for FY 23.

Following Mr. Carnifax' presentation, Mr. Dave Baum, founder of Billsburg Brewery which leases space at the James City County Marina, offered his appreciation for being included in the development of the revised master plan. Mr. Baum noted Billsburg Brewery has seen annual growth of 33% year over year and now has 16 employees, four of which are full-time. Mr. Baum indicated the brewery is planning to add tanks for production and is considering a canning or bottling line in the near future.

2. Election of Vice Chair

A motion to Elect Mr. Tingle as Vice Chair of the EDA was made by Robin Bledsoe; motion Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Bledsoe, Campana, Tingle, Turner

Absent: Scott, Stockton

Ms. Bledsoe noted that Mr. Odle had served as Vice Chair of the EDA and with his term ending in August, the EDA must elect a new Vice Chair. Ms. Bledsoe nominated Mr. Tingle to serve as Vice Chair.

3. EDA Calendar Amendment

A motion to Amend the EDA Meeting Calendar was made by Thomas Tingle; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Bledsoe, Campana, Tingle, Turner

Absent: Scott, Stockton

Mr. Johnson informed the EDA the official meeting calendar must be updated to include the upcoming Joint Work Session with the Board of Supervisors, scheduled for October 22, 2019 at 4:00 p.m.

4. James River Commerce Center (JRCC) Mowing Maintenance

A motion to Renew a Contract with J.S.G. Corporation (JSG) for mowing services at 8925 Columbia Drive was made by Vince Campana; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Bledsoe, Campana, Tingle, Turner

Absent: Scott, Stockton

Ms. Sipes presented the EDA with the recommendation to renew a contract with JSG to mow the southern portion of the EDA-owned property at 8925 Columbia Drive. Ms. Sipes reminded the EDA that JSG had mowed the property two times in FY 19 at a cost of \$2,843 per mow, or a total of \$5,686 for the fiscal year. Ms. Sipes informed the EDA the Purchasing Division had confirmed the ability to renew the contract under the same terms. Ms. Sipes noted the cost would be charged against the JRCC line item in the EDA budget.

5. JRCC Drainage Improvements

A motion to Contract with Vanasse Hangen Brustlin, Inc. (VHB) for additional services to satisfy County review comments on the drainage improvement plans for JRCC was made by William Turner; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Bledsoe, Campana, Tingle, Turner

Absent: Scott, Stockton

Ms. Sipes presented a proposal from VHB to complete additional work requested as part of the site plan for drainage improvements, specifically a review and assessment of the existing regional stormwater facility. Ms. Sipes noted the additional work was priced at \$3,600 and would take approximately eight weeks to complete.

Mr. Johnson informed the EDA the updated spreadsheet identifying land development costs in JRCC was included in the meeting packet. At the suggestion of Mr. Turner, the spreadsheet was titled "Site Readiness Reimbursement Fund" for future reference.

F. OLD BUSINESS

1. Business Assistance Funds

Ms. Sipes referenced a memorandum in the meeting packet summarizing business assistance programs offered by the EDA between 2009 and 2017, noting that each program had a specific goal or target, application, and approval process. Ms. Sipes stated there was no program currently offered by the EDA.

G. LIAISON REPORTS

1. BOS Liaison

Ms. Sadler informed the EDA that she had requested a survey for the Board of Supervisors and EDA members that had been distributed recently, with the hope that the results could be discussed at the Joint Work Session scheduled for October.

Ms. Bledsoe requested the results be shared prior to the meeting.

2. Business Liaison

Ms. Bledsoe informed the EDA that Mr. Campana had agreed to fill this role, and his appointment was effective immediately.

3. Eastern Virginia Regional Industrial Facility Authority (EVRIFA)

Ms. Bledsoe reported the group had selected a logo, and Isle of Wight was now part of the EVRIFA. Ms. Bledsoe also noted a budget and contract for legal services had been approved at the last meeting and the solar farm and unmanned systems projects were still in progress.

4. Finance

No update at this time.

5. GO Virginia

Mr. Tingle reported the GO Virginia Region 5 Board met earlier in August and approved two grants; one for 757 Angel Investors and one for a co working space on the Eastern Shore, as well as revised the growth and diversification plan.

Mr. Tingle noted a presentation by the 757 Angel Investors might be appropriate for a future EDA meeting.

6. Greater Williamsburg Chamber & Tourism Alliance Sports Marketing Committee

No update at this time.

7. Greater Williamsburg Partnership (GWP)

Ms. Bledsoe reported the hiring process for a new Executive Director was underway.

8. JRCC Architectural Review Board

No update at this time.

9. Real Estate Holdings

No update at this time.

10. Strategic Investment Areas

Mr. Turner reported the Committee was focusing on Grove, primarily the eastern half, and mentioned future strategies would focus on the more residential western half.

11. Workforce Development

Ms. Sipes reported on the recent graduation ceremony for Chefs GO. Ms. Sipes noted this was the third year for the program, with nine graduates in the Class of 2019.

Mr. Turner reported that the One Stop Program and Thomas Nelson Community College are applying for grant funds.

I. DIRECTOR'S REPORT

Mr. Johnson referred to the written report included in the packet and highlighted the upcoming meeting regarding The Edge District.

J. ADJOURNMENT

1. Adjourn until September 17, 2019

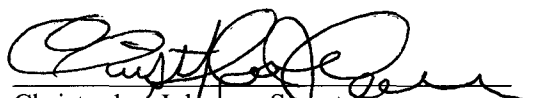
A motion to Adjourn was made by Thomas Tingle; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Bledsoe, Campana, Tingle, Turner

Absent: Scott, Stockton

At approximately 5:20 p.m., Ms. Bledsoe adjourned the Authority on a motion by Thomas Tingle and a unanimous voice vote.



Christopher Johnson, Secretary
Economic Development Authority



Robin Bledsoe, Chair
Economic Development Authority