

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

July 21, 2020
4:00 PM

**THE MEETING WAS HELD ELECTRONICALLY PURSUANT TO THE CONTINUITY OF
GOVERNMENT ORDINANCE ADOPTED ON APRIL 14, 2020, BY THE BOARD OF
SUPERVISORS OF JAMES CITY COUNTY, VIRGINIA.**

**THE MEETING WAS CONDUCTED VIA ZOOM WITH PUBLIC ACCESS PROVIDED
THROUGH INTERNET AUDIO AND VIDEO, AS WELL AS TELEPHONIC AUDIO.
COMMENTS ON AGENDA ITEMS WERE ACCEPTED BY EMAIL SUBMISSION TO THE
ECONOMIC DEVELOPMENT AUTHORITY (EDA) SECRETARY.**

A. CALL TO ORDER

Mr. Campana called the meeting to order at 4:00 p.m.

B. ROLL CALL

Vince Campana, Chair
Lynn Meredith
Brandon Nice
Joe Stanko
Carlton Stockton
Tom Tingle, Vice Chair
William Turner

ADOPTED
AUG 18 2020

Also Attending:

Christopher Johnson, EDA Secretary
Jeff Wiggins, EDA Fiscal Agent
Max Hlavin, Deputy County Attorney
Liz Parman, EDA Counsel
Andrew Mullen, Extern, County Attorney
Jenni Tomes, James City County Treasurer
Kate Sipes, Assistant Director, Economic Development
Laura Messer, Tourism and Marketing Coordinator, Economic Development

C. CONTINUATION OF THE ESSENTIAL FUNCTIONS OF GOVERNMENT

Resolution Adoption - EDA Electronic Meeting, July 21, 2020

A motion to Approve the Resolution was made by Tom Tingle; motion Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner

Mr. Johnson referred to the resolution in the Agenda Packet addressing the fact that the meeting was being held in an electronic format pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors due to social distancing guidelines issued in response to the COVID-19 outbreak.

D. APPROVAL OF MINUTES

Minutes Adoption - June 16, 2020

A motion to Approve was made by Lynn Meredith; motion Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner

E. FINANCIAL REPORTS

June 2020 Financial Reports

A motion to Approve was made by Lynn Meredith; motion Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner

Mr. Wiggins presented the revenue and expense reports for June 2020 and an overview of the year-end financials as the fiscal year closed June 30. Mr. Wiggins noted the expenses were less than budgeted in Fiscal Year (FY) 20, primarily due to COVID-related cancellations, most notably the Ladies Professional Golf Association (LPGA) Kingsmill Championship event. Mr. Wiggins also noted revenue exceeded budget due to the sale of land at 1720 Endeavor Drive.

Mr. Tingle inquired about the Marina property revenue.

Ms. Sipes responded that the two months of rent deferral approved by the EDA for the Marina tenant were for the months of July and August, which will be reflected in the FY 21 financial reports.

F. CLOSED SESSION

Enter Closed Session

A motion to enter Closed Session was made by Carlton Stockton; motion Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner

Mr. Campana noted the next item on the agenda was Closed Session.

Mr. Johnson reminded the EDA of Mr. Campana's conflict of interest regarding the property at 8925 Columbia Drive.

Mr. Campana left the meeting.

Mr. Tingle, as Vice-Chair of the EDA, led the EDA into Closed Session in accordance with the Code of Virginia for the purposes of: 1) 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 Virginia Code Section 2.2-3711(A)(5); 2) the investment of public funds to incentivize relocating or expanding companies where competition or bargaining is involved where, if made public initially, the financial interest of the Authority and the County would be adversely affected pursuant to Virginia Code Section 2.2-3711(A)(6); 3) discussion or consideration of the disposition of publicly held real property located at 8925 Columbia Drive, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority pursuant to Virginia Code Section 2.2-3711(A)(3); 4) discussion or consideration of proprietary information related to economic development, voluntarily provided by private business pursuant to a promise of confidentiality from the Authority and used for business development and retention pursuant to Virginia Code Section 2.2-3711(A)(39); 5) consultation with legal counsel retained by the Authority regarding specific legal matters related to agreements and property owned by the Authority requiring the provision of legal advice by such counsel pursuant to Virginia Code Section 2.2-3711(A)(8).

Certify Closed Session

A motion to certify the Closed Session was made by Lynn Meredith; motion Passed.
AYES: 6 NAYS: 0 ABSTAIN: 1 ABSENT: 0
Ayes: Meredith, Nice, Stanko, Stockton, Tingle, Turner
Abstain: Campana

Mr. Campana was readmitted to the EDA meeting.

Authorization to Incur Expenses

A motion to Authorize staff to incur expenses and contract for surveying costs not to exceed \$14,000 was made by Brandon Nice; motion Passed.
AYES: 6 NAYS: 0 ABSTAIN: 1 ABSENT: 0
Ayes: Meredith, Nice, Stanko, Stockton, Tingle, Turner
Abstain: Campana

Mr. Tingle requested action as a result of EDA discussion in Closed Session. Upon such action being taken, Mr. Campana presided over the remainder of the meeting.

G. NEW BUSINESS

Mr. Johnson informed the EDA that staff traditionally begins preparations for the annual Celebration of Business event in August and requested feedback from the EDA Directors regarding the possibilities of either organizing a virtual event or cancelling or postponing the event this year due to the ongoing COVID-related social distancing guidelines.

Mr. Turner offered that the business community would likely appreciate hearing from the Office of Economic Development right now, even virtually, and perhaps this year's event focuses more on information versus the Captain John Smith Award presentation.

Ms. Meredith concurred.

Mr. Tingle agreed that communication was more important than ever and suggested we seek a strong speaker as a possible keynote. Mr. Tingle continued that, in his opinion, presenting the Captain John Smith Award was more challenging if the event is held virtually.

Mr. Stanko agreed and offered the possibility of presenting the award in advance and having that portion of the virtual event be pre-recorded.

Mr. Campana noted the Greater Williamsburg Business Council hosted a virtual event recently and he thought it was very well-executed and well-received.

Ms. Messer noted we may run into an issue with video quality depending on the number of participants in a virtual event, and staff would look into technology capabilities.

By consensus it was agreed staff would proceed with planning a virtual event and will present more details and options at the August EDA meeting.

H. OLD BUSINESS

There were no Old Business items on the Agenda.

I. LIAISON REPORTS

Mr. Campana stated that Mr. Brandon Nice had joined the Real Estate Holdings Committee as a member, at Mr. Campana's invitation.

Mr. Campana asked if any of the EDA Directors had a Liaison report to offer.

Mr. Tingle noted the GO Virginia Region 5 Board meets next week to review eight applications for grants, one of which is from the Greater Williamsburg Partnership (GWP) for an update to the target sector analysis. Mr. Tingle noted this was the first GO Virginia grant application from GWP; the group is requesting \$36,000.

J. DIRECTOR'S REPORT

Mr. Johnson referred to the report in the Agenda Packet, noting the gate installation at 8925 Columbia Drive discussed at last month's meeting has been completed.

Mr. Johnson also reminded the EDA Directors to complete the Conflict of Information report that had been emailed to them by Adam Kinsman, County Attorney, and the due date is August 3.

Mr. Hlavin noted the new form is lengthy and encouraged the EDA Directors to start the process sooner rather than later and reach out as questions arise.

K. UPCOMING DATES OF INTEREST

Mr. Johnson noted all anticipated events had been canceled or postponed indefinitely due to COVID-19.

L. ADJOURNMENT


Adjourn until August 18, 2020

A motion to Adjourn was made by Carlton Stockton; motion Passed.


AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner

At approximately 4:40 p.m., Mr. Campana adjourned the Authority.



Christopher Johnson, Secretary
Economic Development Authority



Vince Campana, Chair
Economic Development Authority

RESOLUTION

ECONOMIC DEVELOPMENT AUTHORITY ELECTRONIC MEETING HELD JULY 21, 2020

WHEREAS, on March 24, 2020 the James City County Board of Supervisors (the "Board") adopted an emergency Ordinance to ensure the continuity of government in response to the coronavirus pandemic negatively affecting the health, safety, and welfare of the citizens of James City County (the "County"); and

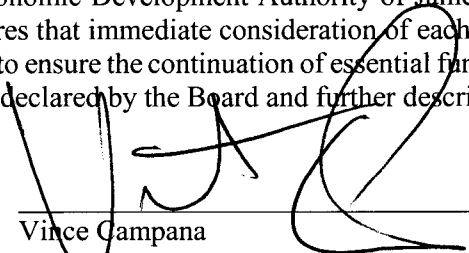
WHEREAS, on April 14, 2020, the Board readopted the continuity of government Ordinance (the "Ordinance"), which, under certain circumstances, permits the Board and its subordinate boards, committees, and commissions to conduct regularly scheduled, special, or emergency meetings solely by electronic or telephonic means without a quorum of members physically present (a "Virtual Meeting"); and

WHEREAS, the James City County Economic Development Authority is a subordinate board appointed by the Board and is therefore eligible to conduct a Virtual Meeting; and

WHEREAS, the James City County Economic Development Authority desires to conduct a Virtual Meeting on July 21, 2020 at which time those items listed on the agenda attached hereto (the "Agenda") will be considered; and

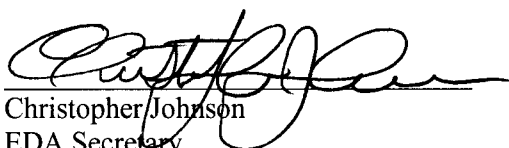
WHEREAS, each of the members of the James City County Economic Development Authority have reviewed each the items listed on the Agenda and have determined that consideration of each is necessary to ensure the continuation of the essential functions of the government during the emergency described in the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, hereby finds and declares that immediate consideration of each of the items set forth in the Agenda is necessary to ensure the continuation of essential functions of the government during the emergency declared by the Board and further described in the Ordinance.



Vince Campana
EDA Chairman

ATTEST:



Christopher Johnson
EDA Secretary

| | VOTES | | |
|----------|------------|------------|----------------|
| | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> |
| CAMPANA | ✓ | --- | --- |
| MEREDITH | ✓ | --- | --- |
| NICE | ✓ | --- | --- |
| STANKO | ✓ | --- | --- |
| STOCKTON | ✓ | --- | --- |
| TINGLE | ✓ | --- | --- |
| TURNER | ✓ | --- | --- |

Adopted by the Economic Development Authority of James City County, Virginia, this 21st day of July, 2020.

RESOLUTION

CERTIFICATION OF CLOSED MEETING

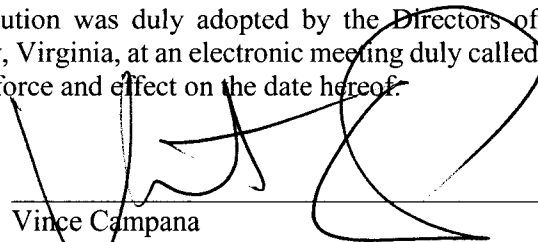
WHEREAS, on July 21, 2020 the Economic Development Authority of James City County, Virginia, (the "Authority") convened an electronic meeting pursuant to the Continuity of Government ordinance adopted by the James City County Board of Supervisors on April 14, 2020; and

WHEREAS, at such electronic meeting, the Authority convened a closed meeting 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) 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 (2) the investment of public funds to incentivize relocating or expanding companies where competition or bargaining is involved where, if made public initially, the financial interest of the Authority and the County would be adversely affected pursuant to Va. Code Section 2.2-3711(A)(6); and (3) discussion or consideration of the disposition of publicly held real property located at 8295 Columbia Drive, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority pursuant to Va. Code Section 2.2-3711(A)(3); and (4) discussion or consideration of proprietary information related to economic development, voluntarily provided by private business pursuant to a promise of confidentiality from the Authority and used for business development and retention pursuant to Va. Code Section 2.2-3711(A)(39); and (5) consultation with legal counsel retained by the Authority regarding specific legal matters related to agreements and property owned by the Authority requiring the provision of legal advice by such counsel pursuant to Va. Code Section 2.2-3711(A)(8).

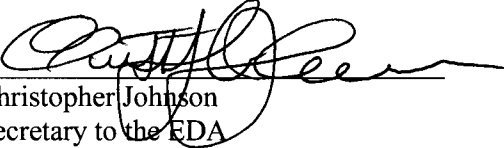
The undersigned hereby certifies that the above resolution was duly adopted by the Directors of the Economic Development Authority of James City County, Virginia, at an electronic meeting duly called and held on July 21, 2020 and that such resolution is in full force and effect on the date hereof.



Vince Campana
Chairman, Economic Development Authority

| | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> |
|----------|------------|------------|----------------|
| CAMPANA | _____ | _____ | _____✓ |
| MEREDITH | _____✓ | _____ | _____ |
| NICE | _____✓ | _____ | _____ |

ATTEST:



Christopher Johnson
Secretary to the EDA

STANKO
STOCKTON
TINGLE
TURNER

| | | |
|----------|-------|-------|
| <u>✓</u> | _____ | _____ |
| <u>✓</u> | _____ | _____ |
| <u>✓</u> | _____ | _____ |
| <u>✓</u> | _____ | _____ |

Adopted by the Economic Development Authority of James City County, Virginia, this 21st day of July, 2020.