

**MINUTES**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**

**October 20, 2020**  
**4:00 PM**

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**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.

**ADOPTED**  
**NOV 17 2020**

**B. ROLL CALL**

Vince Campana, Chair  
Lynn Meredith  
Joe Stanko  
Carlton Stockton  
Tom Tingle, Vice Chair

Absent:

Brandon Nice  
William Turner

Also Attending:

Leslie Roberts, Partner, Brown Edwards  
T.W. Bruno, McGuire Woods  
William Copan, Assistant Vice President, the William & Mary Foundation  
Christopher Johnson, EDA Secretary  
Jeff Wiggins, EDA Fiscal Agent  
Adam Kinsman, County Attorney  
Liz Parman, EDA Counsel  
Laura Messer, Tourism and Marketing Coordinator, Economic Development

**C. CONTINUATION OF THE ESSENTIAL FUNCTIONS OF GOVERNMENT**

Resolution Adoption - EDA Electronic Meeting, October 20, 2020

A motion to Approve the Resolution was made by Carlton Stockton; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Campana, Meredith, Stanko, Stockton, Tingle  
Absent: Nice, Turner

Mr. Campana 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**

1. Minutes Adoption - September 15, 2020

A motion to Approve was made by Tom Tingle; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Campana, Meredith, Stanko, Stockton, Tingle  
Absent: Nice, Turner

**E. FINANCIAL REPORTS**

1. September 2020 Financial Reports

A motion to Approve was made by Carlton Stockton; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Campana, Meredith, Stanko, Stockton, Tingle  
Absent: Nice, Turner

Mr. Wiggins presented the revenue and expense reports for September 2020, and noted the audit progress payment was made as well as the annual contribution to Launchpad.

**F. NEW BUSINESS**

1. Bond Amendment

A motion to Approve was made by Tom Tingle; motion Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2  
Ayes: Campana, Meredith, Stanko, Stockton, Tingle  
Absent: Nice, Turner

Mr. Johnson introduced Mr. T.W. Bruno with McGuire Woods, who serves as bond counsel for the William & Mary Foundation. Mr. Bruno stated that the amendment was regarding a bond issued in 2011 and refinancing. He stated that the bond was originally approved by Sun Trust Bank, but it was now being held by Truist Bank (Truist Financial Holdings) and expires in 2021. Mr. Bruno said the resolution authorizes the chair to sign the necessary documents and the bond amendment would not change the repayment schedule and was at no cost to the EDA.

Mr. Tingle asked what the bond originally funded.

Mr. Bruno stated that it was the Discovery I Building in New Town in 2006 and that it was amended in 2011.

Mr. Tingle asked Mr. Kinsman if the EDA's bond counsel had reviewed the amendment.

Mr. Kinsman stated that Mr. Chris Kulp with Hunton Andrews Kurth, LLC had reviewed the amendment and found no liability to the EDA.

## 2. Annual EDA Auditor's Report

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Meredith, Stanko, Stockton, Tingle

Absent: Nice, Turner

Mr. Wiggins introduced Ms. Leslie Roberts with Brown Edwards and she presented documents for the annual audit of the EDA's financial records and activities.

Ms. Roberts pointed out this was another clean audit, with no findings. She noted the change in assets due to the James River Commerce Center land sale, which subsequently caused a reduction in expenses. Ms. Roberts stated there was a statement about uncertainty due to COVID-19 in this year's audit.

A brief discussion about conflict of interest forms ensued.

Mr. Wiggins stated that Financial & Management Services will send reminders in future years.

## **G. OLD BUSINESS**

### 1. James River Commerce Center Stream Restoration Project

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Meredith, Stanko, Stockton, Tingle

Absent: Nice, Turner

Mr. Johnson introduced Mr. Barry Moses, Capital Projects Coordinator for James City County.

Mr. Moses reviewed a request to the EDA for written permission to secure a temporary and a permanent easement for a stream restoration project in the James River Commerce Center. The property where the easements would be is owned by the EDA. Grant funding was requested in June 2019 for this project and it was approved. The funding comes from the Dominion Energy Skiffes Creek mitigation settlement. Mr. Moses said that the Army Corps of Engineers will monitor the project after completion for 3-5 years.

Mr. Tingle asked about the area of the easement being 20-25 feet wide.

Mr. Moses said that the easement must include permanent structures including the rock bed.

Mr. Kinsman stated that the easements were nonexclusive and should not hinder any other projects.

**H. LIAISON REPORTS**

Mr. Campana asked if any of the EDA Directors had a Liaison report to offer and there were none.

**I. DIRECTOR'S REPORT**

Mr. Johnson referred to the report in the Agenda Packet and asked if there were any questions and there were none.

**J. UPCOMING DATES OF INTEREST**

Mr. Johnson noted the Virginia Industrial Development Authorities Institute training was virtual this year and that EDA directors were welcome to attend the training on November 16-17. There is funding available.

Ms. Meredith said she is interested but may have a conflict. She asked when the deadline for registration was.

Mr. Johnson said he would provide follow-up.

Mr. Johnson briefly reviewed the Celebration of Business, which will be held on November 17, 2020 after the next EDA meeting. He said invitations were emailed last week and 35 guests had already submitted an RSVP. He stated that Mr. Stephen Moret would be the keynote speaker and that staff had received eight submissions for the video.

Ms. Meredith thanked staff for their work and said she is excited about the event.

**K. ADJOURNMENT**

1. Adjourn until November 17, 2020


A motion to Adjourn was made by Lynn Meredith; motion Passed.


AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Meredith, Stanko, Stockton, Tingle

Absent: Nice, Turner

At approximately 4:37 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  
OCTOBER 20, 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

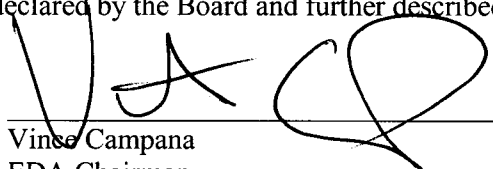
WHEREAS, on April 14, 2020 and again on September 8, 2020, the Board readopted the continuity of government Ordinance (the "Ordinance"), which, under certain circumstances, permits the Board and its subordinate boards, committees, and commissions to conduct regularly scheduled, special, or emergency 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 October 20, 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.

  
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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 20th day of October, 2020.