

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

**December 15, 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.**

**ADOPTED**  
**JAN 19 2021**

**A. CALL TO ORDER**

Mr. Campana called the meeting to order at 4:01 p.m.

**B. ROLL CALL**

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

Also Attending:

Christopher Johnson, EDA Secretary  
Jeff Wiggins, EDA Fiscal Agent  
Liz Parman, EDA Counsel  
Adam Kinsman, County Attorney  
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, December 15, 2020

A motion to Approve the Resolution was made by Carlton Stockton; motion Passed.  
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner  
Absent: None.

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 - November 17, 2020

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

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

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

Absent: None.

**E. FINANCIAL REPORTS**

1. November 2020 Financial Reports

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

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

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

Absent: None.

Mr. Wiggins presented the revenue and expense reports for November 2020.

Mr. Tingle noted the rent revenue from Billsburg Brewery and asked if full rent was being collected after the adjustments were made due to the COVID-19 Pandemic.

Ms. Sipes responded that Billsburg Brewery was paying full rent each month, with two months of deferred rent still outstanding and set to be repaid over the upcoming year.

**F. NEW BUSINESS**

1. James River Commerce Association Dues

Mr. Johnson referred to the memorandum in the Agenda Packet, noting a recent meeting of the James River Commerce Association Board of Directors where the annual dues paid by each property owner in the James River Commerce Center were raised from \$61.48/acre to \$92.22/acre. Mr. Johnson noted the EDA owned two parcels for a total of 98.8 acres, resulting in an increase for the upcoming 2021 annual dues payment from the amount budgeted of \$6,075 to approximately \$9,111. Mr. Johnson further noted that a budget amendment was not required at this time, but may be required before the end of the fiscal year.

A brief discussion regarding activity in the James River Commerce Center followed.

2. Election of Officers

A motion to Approve Mr. Vince Campana as EDA Chair for 2021 was made by Tom Tingle; motion Passed.

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

Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner  
Absent: None.

Mr. Johnson noted EDA officers serve for one year and for the past several years have been elected at the December meeting for the upcoming calendar year. Mr. Johnson asked for nominations from the floor for the positions of Chair and Vice Chair for calendar year 2021.

Mr. Tom Tingle nominated Mr. Vince Campana for the position of Chair.

Mr. Campana accepted the nomination.

A motion to Approve Mr. Tom Tingle as EDA Vice Chair for 2021 was made by Carlton Stockton; motion Passed.

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

Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner  
Absent: None.

Mr. Carlton Stockton nominated Mr. Tom Tingle for the position of Vice Chair.

Mr. Tingle accepted the nomination.

### 3. 2021 Meeting Calendar

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

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

Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner  
Absent: None.

Mr. Johnson presented a draft meeting calendar for January through December 2021, noting the proposed calendar was based on keeping the meetings on the third Tuesday of each month with a 4:00 p.m. start time. Mr. Johnson noted the draft calendar proposed the December 2021 meeting be held on the second Tuesday to avoid holiday conflicts, and further noted the EDA could choose to make additional changes if so desired.

No changes were proposed for the draft calendar, which was approved as presented.

## **G. OLD BUSINESS**

There were no old business items.

## **H. LIAISON REPORTS**

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

Mr. Tom Tingle noted the Real Estate Holdings Committee had met just prior to the EDA meeting to discuss several projects proposed as possible projects in the James River Commerce Center. Mr. Tingle indicated these projects were not yet developed fully enough to request EDA action or feedback, and expected additional information to develop in 2021.

**I. DIRECTOR'S REPORT**

Mr. Johnson extended thanks to the Directors, especially Ms. Lynn Meredith, for assistance and cooperation regarding the virtual Celebration of Business event held in November 2020.

Mr. Tingle noted Mr. Stephen Moret's keynote address demonstrated impressive knowledge and familiarity with James City County and the Greater Williamsburg Partnership.

There was general consensus among the EDA that the event was successful and Mr. Moret was an excellent choice for keynote speaker.

Mr. Johnson mentioned the Start Peninsula event, also held in November, and noted Mr. William Turner had generously served as a judge for this year's final event.

Mr. Turner spoke of several of the start-ups that presented at the event, noting the top three scoring presenters each won \$5,000 toward further development of their business. Mr. Turner spoke enthusiastically of the event, done virtually this year, and his willingness to serve again as a judge next year.

Mr. Turner, Mr. Johnson, and Ms. Messer expressed pleasure with the virtual format and the benefits that could be replicated in future years.

Mr. Johnson referred to the Director's Report in the Agenda Packet and asked if there were any specific questions; there were none.

**J. UPCOMING DATES OF INTEREST**

Mr. Johnson noted plans were in progress for the Ladies Professional Golf Association PureSilk Championship at Kingsmill Resort for 2021.

**K. ADJOURNMENT**

1. Adjourn until January 19, 2021

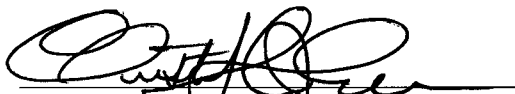
A motion to Adjourn was made by Carlton Stockton; motion Passed.

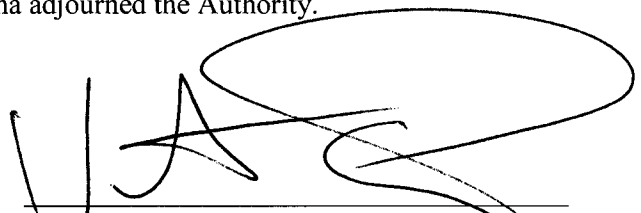
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

Absent: None.

At approximately 4:23 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  
DECEMBER 15, 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

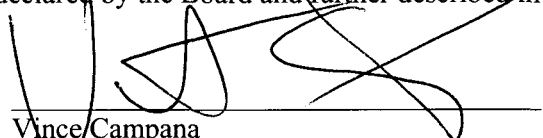
WHEREAS, on April 14, 2020 and again on September 8, 2020, the Board readopted the continuity of government Ordinance (the "Ordinance"), which, under certain circumstances, permits the Board and its subordinate boards, committees, and commissions to conduct regularly scheduled, special, or emergency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

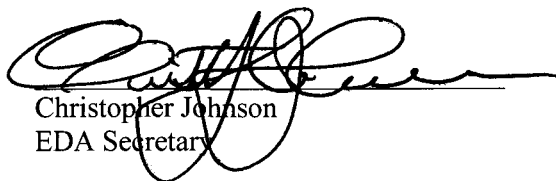
WHEREAS, the James City County Economic Development Authority desires to conduct a Virtual Meeting on December 15, 2020 at which time those items listed on the agenda attached hereto (the "Agenda") will be considered; and

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	X	—	—
MEREDITH	X	—	—
NICE	X	—	—
STANKO	X	—	—
STOCKTON	X	—	—
TINGLE	X	—	—
TURNER	—	—	—

Adopted by the Economic Development Authority of James City County, Virginia, this 15th day of December, 2020.