

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

December 14, 2021
4:00 PM

A. CALL TO ORDER

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

ADOPTED
JAN 18 2022

B. ROLL CALL

Vince Campana, Chair
Lynn Meredith, Vice Chair
Ellen Gajda
Brandon Nice

Absent:

Joe Stanko
Carlton Stockton
William Turner

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Kate Sipes, Assistant Director, Economic Development
Jeff Wiggins, EDA Fiscal Agent
Leslie Roberts, Partner, Brown Edwards & Company, L.L.P.

C. APPROVAL OF MINUTES

1. Minutes Adoption - October 19, 2021

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Nice

Absent: Stanko, Stockton, Turner

D. FINANCIAL REPORTS

1. October 2021 Financial Reports

A motion to Approve was made by Ellen Gajda; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Nice

Absent: Stanko, Stockton, Turner

Mr. Wiggins referred to the revenue and expense reports for October 2021, noting bond fee revenue received from the recent Williamsburg Landing, Inc. revenue bond issuance.

2. November 2021 Financial Reports

A motion to Approve was made by Brandon Nice; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Nice

Absent: Stanko, Stockton, Turner

Mr. Wiggins referred to the revenue and expense reports for November 2021, noting expenses related to the audit, legal services, and the James River Commerce Center. Mr. Wiggins also noted the cash balance was approximately \$650,000.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Annual Audit

A motion to Accept the audit report was made by Ellen Gajda; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Nice,

Absent: Stanko, Stockton, Turner

Mr. Wiggins introduced Ms. Leslie Roberts with Brown, Edwards, and Company, L.L.P. to present the annual audit.

Ms. Roberts presented the annual audit, noting there were no findings and the process was smooth.

2. Election of Officers

A motion to elect Mr. Vince Campana to the position of EDA Chair was made by Lynn Meredith; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Nice

Absent: Stanko, Stockton, Turner

Mr. Johnson explained the need to elect a Chair and Vice Chair for the term of one year, running January through December with elections occurring each December during the organizational meeting.

Ms. Meredith nominated Vince Campana to another term as Chair.

Mr. Campana accepted the nomination.

Mr. Johnson noted the position of Chair could be held for three consecutive terms by the same person. He further noted that this will be Mr. Campana's third term.

A motion to elect Ms. Meredith to the position of Vice Chair was made by Vince Campana; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Nice

Absent: Stanko, Stockton, Turner

Mr. Campana nominated Lynn Meredith to another term as Vice Chair.

Ms. Meredith accepted the nomination.

3. Adoption of 2022 EDA Meeting Calendar

A motion to Adopt the 2022 EDA Meeting Calendar was made by Lynn Meredith; motion Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

Ayes: Campana, Gajda, Meredith, Nice,

Absent: Stanko, Stockton, Turner

Mr. Johnson presented the draft meeting calendar for 2022, noting the meetings were scheduled monthly for the third Tuesday at 4:00 p.m. He further noted the only exception was the meeting date in December, which is proposed for the second Tuesday due to the Christmas holiday.

Mr. Campana thanked staff for preparing the calendar for the upcoming year and asked directors to please add the dates to their calendars. He also reminded directors to notify the Chair and staff with any conflicts that arise in advance of the meetings so that quorum can be achieved.

G. OLD BUSINESS

There was no Old Business.

H. LIAISON REPORTS

There were no liaison reports.

I. DIRECTOR'S REPORT

Mr. Johnson noted Ms. Sadler was unable to attend today's meeting due to the Board of Supervisors' meeting starting at 5:00 p.m. and she sends her regrets.

Mr. Johnson referred to the report in the packet and asked if there were any questions.

Ms. Meredith asked if dates were announced for the Ladies Professional Golf Association (LPGA) Pure Silk Championship event at Kingsmill Resort.

Mr. Johnson replied that the 2022 LPGA calendar released recently did not include an event at Kingsmill Resort.

Ms. Meredith asked about how the Shop Local Boost program was progressing.

Mr. Campana commented that he has heard the sales have been very strong.

Mr. Johnson responded the gift cards have sold out at each of the four events that had already taken place.

Ms. Meredith indicated that was good news and she looked forward to the follow-up report regarding the utilization of the purchased cards.

Mr. Johnson referred to the upcoming ribbon cutting event highlighted in the Director's Report.

Ms. Meredith asked if the Office of Economic Development had marketing support with the current vacancies.

Mr. Johnson responded that the office does get support for some events through the County's Public Information Office but that marketing efforts generally have decreased due to the current vacancies.

Mr. Nice asked about the Manufacturing and Skilled Trades Workforce Summit.

Ms. Sipes summarized the event and efforts to identify increased opportunities for high school students to pursue trade occupations.

Mr. Nice and Ms. Meredith concurred there was a need for additional training and marketing for these careers and encouraged the effort.

J. UPCOMING DATES OF INTEREST

There were no upcoming dates noted.

K. ADJOURNMENT

A motion to Adjourn was made by Ellen Gajda; motion Passed.

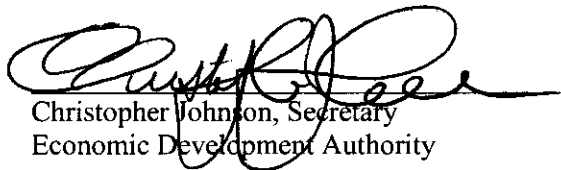
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3

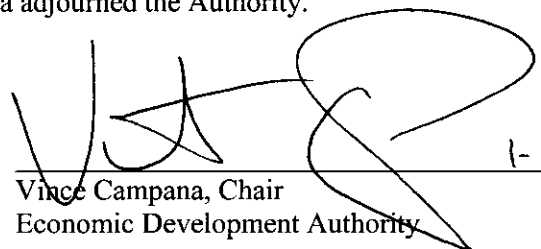
Ayes: Campana, Gajda, Meredith, Nice

Absent: Stanko, Stockton, Turner

1. Adjourn until January 18, 2022

At approximately 4:43 p.m., Mr. Campana adjourned the Authority.


Christopher Johnson, Secretary
Economic Development Authority


Vince Campana, Chair
Economic Development Authority

1-18-2022