

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

**January 17, 2023**  
**4:00 PM**

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**A. CALL TO ORDER**

Ms. Gajda called the meeting to order at 4:00 p.m.

**B. ROLL CALL**

Ellen Smith Gajda, Chair  
Lynn Meredith, Vice Chair  
Vince Campana  
Rebecca Mulvain  
Joe Stanko

Absent:

Brandon Nice  
William Turner

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary  
Jeff Wiggins, EDA Fiscal Agent

**ADOPTED**  
**MAR 21 2023**

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - December 13, 2022

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

**D. FINANCIAL REPORTS**

1. December Financial Reports

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

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$735,000 following the receipt of the Blaine Landing bond administration fee.

Ms. Meredith asked for an explanation of the bad debt expense on the expenditure report.

Mr. Wiggins responded that two cure payments had been received in November 2022 from OKS Systems and MODU for two forgivable loans issued by the EDA over a decade ago, effectively resulting in the remainder written off per the agreement. Writing off the remainder of the loan as a bad debt expense does not result in any additional funds being spent and is an accounting procedure to acknowledge that the obligation was paid in full.

**E. CLOSED SESSION**

There was no Closed Session.

**F. NEW BUSINESS**

There was no new business.

**G. OLD BUSINESS**

Mr. Johnson provided an update on the maintenance project at the James City County Marina and reported that the project was proceeding ahead of schedule with the beam replacements to stabilize the second floor Taproom for Billsburg Brewery having been completed and a Certificate of Occupancy inspection scheduled for January 18, 2023. Mr. Johnson added that the General Manager for Billsburg was pleased with the speed of the work and would be discussing a potential request for partial rent abatement with his Board which would be presented for EDA consideration when it is received.

**H. LIAISON REPORTS**

There were no liaison reports. Mr. Johnson stated that the Eastern Virginia Regional Industrial Facility Authority (EVRIFA) appointments made in 2019 were set to expire this year. A memorandum will be on the Board of Supervisors February 14 Agenda to reappoint Ms. Sue Sadler and Mr. Campana as primary EVRIFA members and Mr. Jason Purse and Mr. Johnson as alternate EVRIFA members.

**I. DIRECTOR'S REPORT**

Mr. Johnson referred to the report in the Agenda Packet noting an item that was not included in the report was a press release from the Governor's Office on Monday, February 16, announcing that James City County had been awarded a \$485,500 grant through the Virginia Business Ready Sites Program or due diligence studies required to elevate the Hazelwood Farms Enterprise Center property to a Tier 4 and complete design work for water and sanitary sewer extensions from La Grange Parkway in the Stonehouse Commerce Park to Old Stage Road that would make the property "shovel ready" within 12-18 months. The County was one of only 21 localities in the Commonwealth to receive a grant award in a highly competitive process that saw over \$400,000,000 in projects submitted for \$85,000,000 in available funding.

**J. UPCOMING DATES OF INTEREST**

Mr. Johnson reminded the Directors to submit their annual State and Local Statement of Economic Interest Forms to the County Attorney's Office by the close of business on February 1, 2023.

**K. ADJOURNMENT**

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

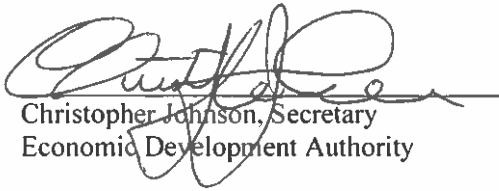
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Gajda, Meredith, Campana, Mulvain, Stanko

Absent: Nice, Turner

1. Adjourn until February 21, 2023

At approximately 4:38 p.m., Ms. Gajda adjourned the Authority.



Christopher Johnson, Secretary  
Economic Development Authority



Ellen Smith Gajda, Chair  
Economic Development Authority