

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

December 19, 2023
4:00 PM

A. CALL TO ORDER

Ms. Gajda called the meeting to order at 4:02 p.m.

B. ROLL CALL

Ellen Smith Gajda, Chair
Lynn Meredith, Vice Chair
Vince Campana
Joe Stanko
William Turner (arrived at 4:05 p.m.)

ADOPTED
JAN 16 2024

Absent:

Rebecca Mulvain
Brandon Nice

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Jeff Wiggins, EDA Fiscal Agent
Rob Churchman, Partner, Cherry Bekaert

Ms. Gajda proposed moving Item No. 3 in New Business, the EDA Audit Report, to the beginning of New Business so that Mr. Churchman would not have to wait until the end of the meeting to present his report. Hearing no objections, Ms. Gajda amended the Agenda.

C. APPROVAL OF MINUTES

1. Minutes Adoption - November 14, 2023

A motion to Approve was made by Lynn Meredith; motion Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Campana, Gajda, Meredith, Stanko
Absent: Mulvain, Nice, Turner

D. FINANCIAL REPORTS

1. November Financial Reports

A motion to Approve was made by Vince Campana; motion Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3
Ayes: Campana, Gajda, Meredith, Stanko
Absent: Mulvain, Nice, Turner

A motion to Approve the \$100,000 transfer from General Cash to the Local Government Investment Pool (LGIP) Account was made by Joe Stanko; motion Passed.

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

Ayes: Campana, Gajda, Meredith, Stanko

Absent: Mulvain, Nice, Turner

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was \$1,597,665 following the receipt of the annual Virginia United Methodist Homes, Inc. WindsorMeade bond fee.

Mr. Johnson stated that the only upcoming expenses are approximately \$13,000 for the annual audit and the Greater Williamsburg Chamber of Commerce Shop Local Boost sponsorship for \$10,000 and recommended that the EDA consider transferring \$100,000 of the General Cash balance into the EDA's LGIP account.

Mr. Wiggins agreed and stated that another transfer may be warranted following receipt of the approximately \$60,000 Williamsburg Landing bond fee in early 2024.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Audit Report with Financial Statements and Supplemental Information

A motion to Approve the audit report was made by William Turner; motion Passed.

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

Ayes: Campana, Gajda, Meredith, Stanko, Turner

Absent: Mulvain, Nice

Mr. Turner arrived prior to the start of New Business.

Ms. Gajda introduced Mr. Churchman from Cherry Bekaert to present the audit report.

Mr. Churchman presented the annual audit noting there were no findings and all materials had been fairly presented in all material aspects.

2. 2024 Election of Officers

A motion to Approve Ms. Gajda as Chair was made by Lynn Meredith; motion Passed.

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

Ayes: Campana, Gajda, Meredith, Stanko, Turner

Absent: Mulvain, Nice

A motion to Approve Ms. Meredith as Vice Chair was made by Ellen Smith Gajda; motion Passed.

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

Ayes: Campana, Gajda, Meredith, Stanko, Turner

Absent: Mulvain, Nice

Mr. Johnson stated that the adopted EDA Bylaws require the election of a Chair and Vice Chair at their organizational meeting each calendar year. The Director of Economic Development serves as Secretary to the EDA, the County Attorney serves as EDA Counsel, and the Treasurer and Financial and Management Services Director jointly serves as the EDA Fiscal Agent.

3. 2024 EDA Meeting Calendar

A motion to Approve was made by Vince Campana; motion Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Gajda, Meredith, Stanko, Turner
Absent: Mulvain, Nice

Ms. Gajda referred to the proposed calendar in the Agenda Packet, with regular meetings scheduled for the third Tuesday of each month at 4:00 p.m.

Mr. Johnson noted the proposed calendar does not contain any scheduled meetings that needed to be moved to avoid a conflict with a holiday like the two previous years.

G. OLD BUSINESS

There was no old business.

H. LIAISON REPORTS

There were no liaison reports.

I. DIRECTOR'S REPORT

Mr. Johnson referred to the report in the Agenda Packet and announced that effective January 16, 2024, Ms. Beth Cook has agreed to serve as the Assistant Director of the Office of Economic Development. Ms. Cook is currently the Director of Membership and Development for the Greater Williamsburg Chamber of Commerce and has served in a variety of other positions including the Member Relations Director for the Retail Alliance and several nonprofit organizations.

J. UPCOMING DATES OF INTEREST

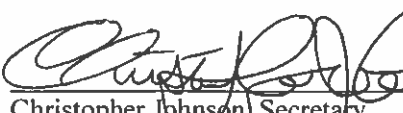
Mr. Johnson offered advance notice that the State and Local Statement of Economic Interest forms must be submitted to the County Attorney's Office by the close of business on January 31, 2024. He stated that the forms cannot be sent out to Directors earlier than January 1, 2024. If anyone has any questions, they should contact the County Attorney in advance of the deadline.

K. ADJOURNMENT

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

1. Adjourn until January 16, 2024

At approximately 4:40 p.m., Ms. Gajda adjourned the Authority.


Christopher Johnson, Secretary
Economic Development Authority


Ellen Smith Gajda, Chair
Economic Development Authority