

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

January 16, 2024
4:00 PM

A. CALL TO ORDER

Ms. Gajda called the meeting to order at 4 p.m. She welcomed Ms. Barbara Null as the Board of Supervisors' Liaison to the Economic Development Authority (EDA). Ms. Null began her term on the Board of Supervisors on January 1, 2024, and represents the Stonehouse District.

Mr. Johnson introduced Ms. Beth Cook as Assistant Director for the Office of Economic Development. Ms. Cook previously worked at the Greater Williamsburg Chamber of Commerce as Director of Membership and Development.

B. ROLL CALL

Ellen Smith Gajda, Chair
Lynn Meredith, Vice Chair
Vince Campana
Brandon Nice
Joe Stanko
William Turner (arrived at 4:06 p.m.)

ADOPTED
FEB 20 2024

Absent:
Rebecca Mulvain

Also Attending:
Christopher Johnson, EDA Secretary
Beth Cook, Assistant Director, Economic Development
Adam Kinsman, EDA Counsel
Jeff Wiggins, EDA Fiscal Agent
Cameron Boone, Assistant Treasurer
Barbara Null, Board of Supervisors' Liaison to the EDA

C. APPROVAL OF MINUTES

1. Minutes Adoption - December 19, 2023

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

D. FINANCIAL REPORTS

1. December Financial Reports

Mr. Turner arrived prior to the start of the Financial Reports.

A motion to Approve was made by Vince Campana; motion Passed.
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Campana, Gajda, Meredith, Nice, Stanko, Turner
Absent: Mulvain

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$1,609,000 following the receipt of Local Government Investment Pool (LGIP) interest, Billsburg Brewery lease payment, and a small Williamsburg Landing bond administration fee.

Mr. Johnson stated that the cash balance report did not reflect the transfer of \$100,000 from General Cash to the LGIP account approved at the December 19, 2023, EDA meeting because the transfer did not occur prior to the end of December 2023. The transfer will be reflected in the January Financial Reports.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Virginia Freedom of Information Act Training

Mr. Johnson introduced Mr. Adam Kinsman, EDA Counsel.

Mr. Kinsman presented state requirements of the Freedom of Information Act (FOIA) as it pertains to the EDA.

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 stated that recent discussion with the contract purchaser of the EDA-owned properties was productive and staff was responding to inquiries regarding the due diligence files for the subject properties.

J. UPCOMING DATES OF INTEREST

Ms. Gajda reminded everyone that State and Local Statements of Economic Interest are due by January 31, 2024.

K. ADJOURNMENT

A motion to Approve was made by Vince Campana; motion Passed.


AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1

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

Absent: Mulvain

1. Adjourn until February 20, 2024

At approximately 4:31 p.m., Ms. Gajda adjourned the Authority.



Christopher Johnson, Secretary
Economic Development Authority



Ellen Smith Gajda, Chair
Economic Development Authority