

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

February 20, 2024
4:00 PM

A. CALL TO ORDER

Ms. Meredith called the meeting to order at 4:03 p.m.

B. ROLL CALL

Lynn Meredith, Vice Chair
Rebecca Mulvain
Joe Stanko
William Turner (arrived at 4:13 p.m.)

ADOPTED
MAR 19 2024

Absent:

Vince Campana
Ellen Smith Gajda
Brandon Nice

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary
Beth Cook, Assistant Director, Economic Development
Jeff Wiggins, EDA Fiscal Agent
Barbara Null, Board of Supervisors' Liaison to the EDA
John Carnifax, Director, Parks & Recreation

Ms. Meredith proposed moving New Business, James City County Marina Improvements, to the first item on the Agenda to allow additional time for Directors to arrive and establish a quorum. Hearing no objections, Ms. Meredith amended the Agenda.

C. NEW BUSINESS

1. James City County Marina Improvements

Mr. Johnson introduced Mr. John Carnifax, Director of Parks & Recreation, to provide an update on recent improvements at the James City County Marina.

Mr. Carnifax outlined the various improvements which have been completed in recent years including shoreline stabilization, replacement of the covered boat slips with floating docks, and the addition of transient slips. A Request for Qualifications has been issued for Phase 2 of the project with a goal of signing a contract by the end of July 2024 and completion of construction by Spring 2026.

Mr. Johnson stated that a draft lease agreement between Billsburg Brewery and the County is under review which would allow the addition of a multi-story restaurant and event space around the site where the Butterfly Garden is located. When completed, the Brewery Tap Room would relocate into the new building and the old site could be converted to community meeting space.

Mr. Turner arrived during the New Business presentation by Mr. Carnifax.

D. APPROVAL OF MINUTES

1. Minutes Adoption - January 16, 2024

A motion to Approve was made by Joe Stanko; motion Passed.

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

Ayes: Meredith, Mulvain, Stanko, Turner

Absent: Campana, Gajda, Nice

E. FINANCIAL REPORTS

1. January Financial Reports

A motion to Approve was made by Joe Stanko; motion Passed.

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

Ayes: Meredith, Mulvain, Stanko, Turner

Absent: Campana, Gajda, Nice

A motion to Approve the \$125,000 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: Meredith, Mulvain, Stanko, Turner

Absent: Campana, Gajda, Nice

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was \$1,722,953 following the receipt of the Williamsburg Landing expansion bond fee and Mainland Farm's annual rent. The Fiscal Year 2023 audit fee of \$13,200 has been encumbered but not yet paid.

Mr. Johnson stated that he contacted Assistant Treasurer Cameron Boone and confirmed that the \$100,000 transfer from General Cash to the EDA LGIP account was processed on January 16, 2024, but is not reflected on the balance sheet due to an administrative accounting procedure which occurs at the end of each month.

Mr. Johnson stated that the receipt of the \$96,910 bond fee and \$14,725 Mainland Farms rental payment increases the cash balance to approximately \$142,000. He added that it would be prudent to transfer \$125,000 from General Cash to the LGIP account.

Mr. Wiggins concurred with the statement.

F. CLOSED SESSION

There was no Closed Session.

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 drew attention to the Hampton Roads Alliance Annual Meeting at Hampton University on February 29 from 3-5:30 p.m. and stated that James City County is the host for the Business Appreciation Event which will be scheduled in May.

J. UPCOMING DATES OF INTEREST

There were no dates of interest.

K. ADJOURNMENT

A motion to Adjourn was made by Joe Stanko; motion Passed.

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

Ayes: Meredith, Mulvain, Stanko, Turner

Absent: Campana, Gajda, Nice

1. Adjourn until March 19, 2024

At approximately 4:56 p.m., Ms. Meredith adjourned the Authority.



Christopher Johnson, Secretary
Economic Development Authority



Lynn Meredith, Vice Chair
Economic Development Authority