

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

April 16, 2024
4:00 PM

A. CALL TO ORDER

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

B. ROLL CALL

Ellen Smith Gajda, Chair
Vince Campana
Rebecca Mulvain (arrived at 4:03 p.m.)
Brandon Nice
Joe Stanko (arrived at 4:04 p.m.)
William Turner

Absent:

Lynn Meredith, Vice Chair

Also Attending:

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

C. APPROVAL OF MINUTES

1. Minutes Adoption - March 19, 2024

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

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

Ayes: Campana, Gajda, Nice, Turner

Absent: Meredith, Mulvain, Stanko

D. FINANCIAL REPORTS

1. March Financial Reports

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

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

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

Absent: Meredith

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was \$1,735,685. The only expense during March was the payment of commercial association dues for the EDA-owned parcels in the James River Commerce Center.

Ms. Mulvain and Mr. Stanko arrived during the review of the March Financial Reports.

Mr. Johnson stated that approximately 65% of the annual association dues would be refunded to the EDA following the closing on the sale of 8915 and 8925 Columbia Drive which is expected by the end of April.

E. CLOSED SESSION

There was no Closed Session.

F. NEW BUSINESS

1. Billsburg Brewery Improvements

A motion to Approve the installation of solar panels on the Brewhouse Building subject to County issuance of all required building permits and County Attorney authorization was made by Vince Campana; motion Passed.

AYES: 5 NAYS: 0 ABSTAIN: 1 ABSENT: 1

Ayes: Campana, Gajda, Mulvain, Stanko, Turner

Abstain: Nice

Absent: Meredith

Mr. Nice stated that he would not be participating in the vote due to a conflict of interest as part of the Billsburg Brewery ownership group.

Mr. Johnson stated that if there were no objections from the Directors, Mr. Nice could participate in the discussion, which would be helpful given his knowledge of the Brewhouse building construction and the proposed improvements. Hearing no objections, Mr. Nice remained in the meeting.

Mr. Johnson introduced a proposal to add solar panels to the Brewhouse building at the James City County Marina. Billsburg General Manager Eric Williams approached staff in March with the request which requires the EDA's permission prior to any submission of any building permit application for a proposed change to the size or scope of the Brewery operations. The lease agreement also requires the written consent of the EDA for any alteration of, addition to, or change to the Brewery buildings that exceed \$5,000 in cost or are structural in nature. Mr. Nice confirmed that the proposed solar panel additions would cost more than \$5,000 but would not impact the warranty on the A-frame, metal seam roof on the Brewhouse, which is approximately eight years old. The primary concern is the number of roof penetrations and potential for leaks.

Mr. Nice stated that ownership has obtained several quotes and agreed with the firm that they wish to move forward with once authorization to proceed has been granted by the EDA. He added that solar companies' work does not invalidate a roof warranty.

Mr. Johnson stated that he had a conversation with General Services Director Grace Boone about the proposal and she raised no objections to proceeding with Building Safety and Permits review of the plans for the project. She requested that General Services be notified prior to the start of construction to monitor progress given that the Brewhouse building is a County-owned structure.

Mr. Turner asked whether the addition of solar panels contributes any additional cost for the maintenance of the Brewhouse roof.

Mr. Nice responded that the installation should not lead to any additional maintenance cost for the County.

Mr. Campana asked if it was known when the project would go out to bid.

Mr. Johnson stated that County Purchasing would not be responsible for soliciting bids from solar companies. The installation cost would be funded entirely by Billsburg Brewery, but record drawings would be provided post-construction. The written authorization would be drafted by the County Attorney's Office and ensure that all proper permitting was obtained prior to the start of construction.

2. Fiscal Year 2025 Budget

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

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

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

Absent: Meredith

Mr. Johnson asked Mr. Wiggins to summarize the revenue estimates included in the proposed Fiscal Year 2025 (FY25) budget.

Mr. Wiggins stated that Local Government Investment Pool (LGIP) interest was estimated using \$7,000 as a conservative monthly figure based on the interest income received in the EDA LGIP account in recent months. The projected revenue also included a full year of Billsburg Brewery rent at \$5,833 per month, Mainland Farm rental income of \$14,725 annually, and \$67,700 in bond administration fees from Christopher Newport University and Virginia United Methodist Homes, Inc. (WindsorMeade Williamsburg).

Mr. Johnson presented the proposed budget expenses and explained the minor changes which included lower James River Commerce Center Owners Association fees, higher audit fees, and large additions to the Promotions and Small Business Assistance line items given the increased amount of revenues. He added that \$44,404 remained in Contingency as Unallocated Funds.

Ms. Gajda recommended that the Unallocated Funds should be moved to other line items, referencing her years of professional experience in government accounting.

Mr. Stanko asked whether the Board of Supervisors had ever taken EDA funds.

Mr. Johnson stated that all EDA funds are County funds, and the Board of Supervisors has the right to transfer EDA funds. He highlighted the development of the James City County Marina property a decade ago as an example where a combination of County Capital Improvement funds and EDA funds were used to create the commercial shell and infrastructure that were leased to Billsburg Brewery.

Ms. Turner asked if Bond Fee Revenue was based on existing bonds or anticipated bond activity in FY25.

Mr. Wiggins stated that the Bond Fee Revenue was based on existing bonds.

Mr. Stanko asked if staff had identified any property that the EDA could consider for future investment opportunities.

Mr. Johnson stated that there were several properties and sites that would be of greater interest if they were further along in the development process but none at this time.

Ms. Gajda asked if staff had any suggestions for use of the funds listed in the draft budget as Unallocated Funds.

Mr. Johnson stated that higher expected revenues over previous fiscal years resulted in staff allocating additional funds to the Promotions and Business Assistance line items, even if a specific program or anticipated expense had yet to be identified. He suggested that the EDA could either shift an additional \$10,000 to both Promotions and Business Assistance to leave approximately \$20,000 as Unallocated Funds as it had done in previous years' budgets or evenly allocate the entire \$44,404 between Promotions and Business Assistance.

Mr. Stanko asked if there were any additional projects at the James City County Marina that the EDA could consider providing financial assistance towards.

Mr. Nice stated that there are several opportunities in development at Billsburg Brewery and elsewhere at the Marina.

Mr. Johnson noted that County Administration was still negotiating a lease amendment with Billsburg Brewery for the addition of a restaurant and meeting space in the area where the butterfly garden is currently located. He added that there was another private development that had been in discussion with the Parks & Recreation Department to provide dry dock storage and the next phase of Marina improvements was using Capital Improvement Program funds for development of additional parking and stormwater infrastructure.

Ms. Mulvain stated that the entire Unallocated Fund line item should be split evenly between Promotions, Business Assistance, and Regional Business Development Support.

Mr. Johnson stated that the recommended amount of \$34,500 for Regional Business Development Support was a single recurring expense tied to support for the Launchpad and the amount was specified in an executed Memorandum of Understanding.

Mr. Stanko stated that the Unallocated Funds balance should be evenly split between the Promotions and Business Assistance line items.

Mr. Campana asked whether the motion would leave \$0 in Unallocated Funds.

Ms. Gajda responded affirmatively and stated that the EDA can always reallocate funds among the other accounts at future meetings based on specific program needs or project requests.

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 had no additions to report.

J. UPCOMING DATES OF INTEREST

Mr. Johnson reminded Directors to note the date for the Business Appreciation Event on their calendars.

K. ADJOURNMENT

A motion to Adjourn was made by William Turner; motion Passed.

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

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

Absent: Meredith

1. Adjourn until May 21, 2024

At approximately 4:35 p.m., Ms. Gajda adjourned the Authority.



Christopher Johnson, Secretary
Economic Development Authority



Ellen Smith Gajda, Chair
Economic Development Authority