

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

**December 17, 2024**  
**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  
Vince Campana  
Brandon Nice  
Joe Stanko

Absent:

Lynn Meredith  
Rebecca Mulvain  
William Turner

Also Attending:

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

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - October 15, 2024

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

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

Ayes: Campana, Gajda, Nice, Stanko

Absent: Meredith, Mulvain, Turner

**D. FINANCIAL REPORTS**

1. October 2024 Financial Reports

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

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

Ayes: Campana, Gajda, Nice, Stanko

Absent: Meredith, Mulvain, Turner

2. November 2024 Financial Reports

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

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

Ayes: Campana, Gajda, Nice, Stanko

Absent: Meredith, Mulvain, Turner

Mr. Wiggins presented the revenue and expense reports for October and November and informed the EDA the cash balance was \$2,432,321 following the receipt of the annual Mainland Farms rent, a small Williamsburg Landing bond administration fee, and two months of Local Government Investment Pool interest and Billsburg Brewery rent.

**E. CLOSED SESSION**

There was no Closed Session.

**F. NEW BUSINESS**

1. Election of Officers for Calendar Year 2025

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

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

Mr. Johnson stated that the adopted EDA Bylaws require the election of a Chair and Vice Chair at its 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 serve as the EDA Fiscal Agent.

2. Adoption of 2025 Meeting Calendar

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

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

Mr. Johnson noted the proposed calendar contained no scheduled meetings that would need to be moved to avoid conflict with a holiday as in the previous two years.

**G. OLD BUSINESS**

There was no old business.

**H. LIAISON REPORTS**

There were no liaison reports.

**I. DIRECTORS REPORT**

Mr. Johnson stated that he had not had time to prepare a Director's Report in advance of the Agenda Packet publishing deadline due to his travel schedule the previous two weeks in Taiwan, Korea, and Japan with the Virginia Economic Development Partnership.

**J. UPCOMING DATES OF INTEREST**

1. January 31, 2025 – State and Local Statement of Economic Interest Forms Deadline


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, 2025. He stated that the forms cannot be sent out to Directors earlier than January 1, 2025. 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 Vince Campana; motion Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 3  
Ayes: Campana, Gajda, Nice, Stanko  
Absent: Meredith, Mulvain, Turner

1. Adjourn until January 21, 2025

At approximately 4:12 p.m., Ms. Gajda adjourned the Authority.

  
Christopher Johnson, Secretary  
Economic Development Authority

  
Ellen Smith Gajda, Chair  
Economic Development Authority

**2025 DRAFT MEETING CALENDAR  
ECONOMIC DEVELOPMENT AUTHORITY  
OF JAMES CITY COUNTY, VIRGINIA**

4 p.m., Tuesday, January 21, 2025

4 p.m., Tuesday, February 18, 2025

4 p.m., Tuesday, March 18, 2025

4 p.m., Tuesday, April 15, 2025

4 p.m., Tuesday, May 20, 2025

4 p.m., Tuesday, June 17, 2025

4 p.m., Tuesday, July 15, 2025

4 p.m., Tuesday, August 19, 2025

4 p.m., Tuesday, September 16, 2025

4 p.m., Tuesday, October 21, 2025

4 p.m., Tuesday, November 18, 2025

4 p.m., Tuesday, December 16, 2025

4 p.m., Tuesday, January 20, 2026

*This 2025 Meeting Calendar was adopted by the Economic Development Authority of James City County at its 12-17-24 meeting. The Economic Development Authority reserves the right to modify this schedule, as necessary. Special meetings may also need to be called as situations warrant.*

Unless posted to the contrary, all meetings will be held in the main conference room of 101-D Mounts Bay Road, Williamsburg, VA 23185.