

**A G E N D A**  
**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**101 Mounts Bay Road, Bldg. D**  
**January 17, 2023**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES**

1. December 13, 2022 - Minutes for Approval

**D. FINANCIAL REPORTS**

1. Financial Reports

**E. CLOSED SESSION**

**F. NEW BUSINESS**

**G. OLD BUSINESS**

**H. LIAISON REPORTS**

**I. DIRECTOR'S REPORT**

1. January 2023 - Director's Report

**J. UPCOMING DATES OF INTEREST**

1. SLSOEI forms are due to County Attorney's Office by Feb. 1

**K. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 1/17/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: December 13, 2022 - Minutes for Approval

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**ATTACHMENTS:**

	Description	Type
	Minutes for Approval	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	1/13/2023 - 10:06 AM

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

**December 13, 2022**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Campana called the meeting to order at 4:02 p.m.

**B. ROLL CALL**

Vince Campana, Chair  
Lynn Meredith, Vice Chair  
Ellen Smith Gajda  
Brandon Nice  
Joe Stanko  
William Turner

Absent:

Rebecca Mulvain

Also Attending:

Christopher Johnson, Economic Development Authority (EDA) Secretary  
Jeff Wiggins, EDA Fiscal Agent  
Shawn Gordon, Chief Civil Engineer, General Services

**C. APPROVAL OF MINUTES**

1. Minutes Adoption - November 15, 2022

A motion to Approve was made by Lynn Meredith; motion Passed.

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

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

Absent: Mulvain

**D. FINANCIAL REPORTS**

1. November Financial Reports

A motion to Approve was made by Ellen Smith Gajda; motion Passed.

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

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

Absent: Mulvain

Mr. Wiggins presented the revenue and expense reports and informed the EDA the cash balance was approximately \$714,000.

**E. CLOSED SESSION**

There was no Closed Session.

**F. NEW BUSINESS**

1. Election of Officers

A motion to Approve was made by Lynn Meredith; motion Passed.

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

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

Absent: Mulvain

Ms. Meredith nominated Ms. Gajda as Chair of the EDA for calendar year 2023.

A motion to Approve was made by Ellen Smith Gajda; motion Passed.

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

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

Absent: Mulvain

Ms. Gajda nominated Ms. Meredith as Vice Chair of the EDA for calendar year 2023.

2. 2023 EDA Meeting Calendar

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

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

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

Absent: Mulvain

Mr. Campana 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 moves the November meeting to the second Tuesday in the month to avoid conflicts with the Thanksgiving holiday.

**G. OLD BUSINESS**

Mr. Johnson introduced Mr. Shawn Gordon, Chief Civil Engineer for James City County General Services, who provided an overview of upcoming renovations at the James City County Marina which will impact operations at Billsburg Brewery. Mr. Gordon stated that construction activities will provide structural improvements to the Marina building including an added support system for the second floor beneath the Tap Room which will increase capacity when completed. He added that Billsburg General Manager Eric Williams has been involved in planning the construction to occur to provide the least amount of disruption to normal business activities. He added that the brewery Tap Room will remain open until early January 2023 but will be closed temporarily for safety reasons. Brewery operations will allow customers to be served at the enclosed deck and the new pavilion and construction is expected to be complete by the end of January 2023.

Mr. Johnson stated that the overview was being provided to give Directors advance notice of the construction activities and prior to receipt of a formal request from the brewery for consideration of any financial relief proposal at an upcoming EDA meeting when the impact was more certain and measurable.

**H. LIAISON REPORTS**

There were no liaison reports.

**I. DIRECTOR'S REPORT**

Mr. Johnson referred to the report in the Agenda Packet noting that a closing date has tentatively been scheduled for the sale of property in the James River Commerce Center, which barring any issue should close before the end of the year. Mr. Johnson noted that staff received a site visit from the Virginia Department of Economic Development and KPMG Consulting for the Virginia Business Ready Sites Program grant application for Hazelwood Farms Enterprise Center. Announcement of the grant recipients is expected by early January 2023. Mr. Johnson also noted that a message from the County Attorney's Office would soon be sent to all Directors for the annual State and Local Statement of Economic Interest forms which are due by the end of January 2023.

**J. UPCOMING DATES OF INTEREST**

None.

**K. ADJOURNMENT**

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

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

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

Absent: Mulvain

1. Adjourn until January 17, 2023

At approximately 4:55 p.m., Mr. Campana adjourned the Authority.

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Christopher Johnson, Secretary  
Economic Development Authority

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Vince Campana, Chair  
Economic Development Authority

**ITEM SUMMARY**

DATE: 1/17/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Financial Reports

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**ATTACHMENTS:**

	Description	Type
▣	Financials Expense Report	Exhibit
▣	Financials Revenue Report	Exhibit
▣	Financials Balance Sheet Report	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	1/13/2023 - 10:07 AM

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 300	EDA							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>259 EDA Operating</b>								
300-259-0200-				Advertising				
	550.00	550.00		0.00	0.00	0.00	550.00	.0%
300-259-0205-				Promotion				
	46,900.00	46,900.00		10,825.40	3,000.00	0.00	36,074.60	23.1%
300-259-0220-				Travel And Training				
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%
300-259-0235-				Annual Audit				
	11,000.00	11,000.00		11,210.00	0.00	0.00	-210.00	101.9%
300-259-0319-				Office Supplies				
	200.00	200.00		0.00	0.00	0.00	200.00	.0%
300-259-0702-				Bad Debt Expense				
	0.00	0.00		13,028.00	0.00	0.00	-13,028.00	100.0%
300-259-5900-				Regional Econ Devel Support				
	34,500.00	34,500.00		34,500.00	0.00	0.00	0.00	100.0%
300-259-5902-				VA High Speed Rail				
	1,000.00	1,000.00		0.00	0.00	0.00	1,000.00	.0%
300-259-5903-				James River Commerce Ctr-Ops				
	14,800.00	14,800.00		0.00	0.00	0.00	14,800.00	.0%
300-259-5904-				Mainland Farm Oper Expenses				
	100.00	100.00		0.00	0.00	0.00	100.00	.0%
300-259-5913-				Small Business Assistance				
	10,000.00	20,000.00		10,000.00	10,000.00	0.00	10,000.00	50.0%
300-259-5915-				Marina Property				
	101.00	101.00		0.00	0.00	0.00	101.00	.0%
300-259-5918-				Contingency				
	34,544.00	24,544.00		0.00	0.00	0.00	24,544.00	.0%
TOTAL EDA Operating								
	154,695.00	154,695.00		79,563.40	13,000.00	0.00	75,131.60	51.4%
TOTAL EDA								
	154,695.00	154,695.00		79,563.40	13,000.00	0.00	75,131.60	51.4%
TOTAL EXPENSES								
	154,695.00	154,695.00		79,563.40	13,000.00	0.00	75,131.60	

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 154,695.00	154,695.00	79,563.40	13,000.00	0.00	75,131.60	51.4%
** END OF REPORT - Generated by Jeffrey wiggins **						

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 300 EDA					REMAINING REVENUE	% COLL
ORIGINAL	ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE		
308 Charges For Services						
300-308-3400-			Lease Income			
	-14,725.00	-14,725.00	-14,725.00	0.00	0.00	100.0%
TOTAL Charges For Services						
	-14,725.00	-14,725.00	-14,725.00	0.00	0.00	100.0%
309 Miscellaneous						
300-309-3970-			Marina Property			
	-69,220.00	-69,220.00	-34,440.56	-5,796.37	-34,779.44	49.8%
300-309-3972-			Bond Fee Revenue			
	-70,750.00	-70,750.00	-60,412.25	-28,367.00	-10,337.75	85.4%
TOTAL Miscellaneous						
	-139,970.00	-139,970.00	-94,852.81	-34,163.37	-45,117.19	67.8%
TOTAL EDA						
	-154,695.00	-154,695.00	-109,577.81	-34,163.37	-45,117.19	70.8%
TOTAL REVENUES						
	-154,695.00	-154,695.00	-109,577.81	-34,163.37	-45,117.19	

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ORIGINAL	ESTIM REV	REVISED	ESTIM REV	ACTUAL YTD	REVENUE	ACTUAL MTD	REVENUE	REMAINING	REVENUE	% COLL
	GRAND TOTAL									
	-154,695.00		-154,695.00		-109,577.81		-34,163.37		-45,117.19	70.8%
** END OF REPORT - Generated by Jeffrey Wiggins **										

## BALANCE SHEET FOR 2023 6

FUND: 300 EDA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
300401	0000	General Cash	21,163.37	735,898.49
300413	8250	Misc Receivables	.00	32,045.25
300415	8275	Lease Receivable	.00	743,088.90
300415	8276	Lease Interest Receivable	.00	3,461.56
300455	0814	Land Improvements	.00	237,988.25
300455	0815	Land	.00	710,794.67
300455	0819	Buildings	.00	290,094.53
300455	0820	Accum Deprec-Buildings	.00	-33,876.81
300455	0831	Infrastructure	.00	182,379.34
300455	0832	Accum Deprec-Infrastructure	.00	-29,124.54
300455	0837	Accum Deprec-Land Improvements	.00	-55,645.56
300455	0840	Land Improvements (ND)	.00	34,200.00
TOTAL ASSETS			21,163.37	2,851,304.08
<b>LIABILITIES</b>				
300585	0920	Deferred Inflow-Leases	.00	-723,836.95
TOTAL LIABILITIES			.00	-723,836.95
<b>FUND BALANCE</b>				
300601	6138	Net Position - Restatement	.00	32,359.86
300601	6140	Net Pos - Net Invt Cap Assets	.00	-1,362,287.60
300601	6142	Net Pos - Unrestricted	.00	-767,524.98
300601	6150	Revenue-Year To Date	-34,163.37	-109,577.81
300601	6151	Expenditures-Year To Date	13,000.00	79,563.40
TOTAL FUND BALANCE			-21,163.37	-2,127,467.13
TOTAL LIABILITIES + FUND BALANCE			-21,163.37	-2,851,304.08

**BALANCE SHEET FOR 2023 6**

FUND: 300 EDA	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
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FUND BALANCE

\*\* END OF REPORT - Generated by Jeffrey Wiggins \*\*

**ITEM SUMMARY**

DATE: 1/17/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: January 2023 - Director's Report

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**ATTACHMENTS:**

	Description	Type
	Director's Report	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	1/13/2023 - 10:07 AM

## MEMORANDUM

DATE: January 17, 2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, December 2022-January 2023

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**Small Business Relief Grant Program** - Staff continues to work to approve the remaining applications and close out the program by the end of January. To date, the program has processed 91 applications for \$900,878 in funding requests. Checks totaling \$869,920 have been distributed to 69 local small businesses.

**James River Commerce Center** - The closing for the sale of 8930 Columbia Drive in the James River Commerce Center has been delayed by a title exception that must be resolved with a Deed of Exchange with the adjacent property at 8925 Columbia Drive and Ball Metal. Economic Development Authority counsel is working with Ball Corporation counsel to resolve the issue and schedule closing as soon as possible.

**Virginia Business Ready Sites Program** - Staff has been in communication with Virginia Economic Development Partnership Real Estate Solutions staff members and anticipates an announcement of grant awards to happen within the next week. Staff submitted a grant application last year to conduct due diligence studies and design and construct water and sanitary sewer extensions to increase the tiering level for the Hazelwood Farms Enterprise Center from Tier 1 to Tier 4.

**Skiffes Creek Connector** - The Virginia Department of Transportation celebrated the Skiffes Creek Connector Project with a ribbon cutting ceremony on Dec. 16. The project includes construction of a 1-mile, two-lane roadway extension of the existing Green Mount Parkway, two new bridges, expanded turn lanes and the addition of new traffic signals at intersections with Route 60 (Pocahontas Trail) and Route 143 (Merrimac Trail). In addition to providing another travel option between Route 143 and Route 60, the new roadway was designed to provide congestion relief on local roads, improve safety and emergency evacuation, and streamline the movement of goods along the two primary routes. The new roadway opened to traffic on Nov. 17.

**Shop Local Boost Program** - The Greater Williamsburg Chamber of Commerce's Shop Local Boost Program successfully sold out its entire allotment of gift cards and of Williamsburg Area Restaurant Association gift certificates, providing \$20,000 for local restaurants and \$70,000 into the local economy. The \$90,000 total boost was double the amount distributed in 2021.

### **Regional Events/Initiatives:**

- Staff attended a Virginia Economic Development Association Legislative Reception on Dec. 14 in Richmond.
- Staff participated in a START Peninsula Annual Report Core Team meeting on Dec. 15 to discuss planning for the 2023 Pitch Perfect and Micro Pitch meeting dates.
- Staff met with the officials from the Virginia Peninsula Community College on Dec. 6 to discuss plans for the Skilled Trades Center in the Jacobs Industrial Park in Toano.
- Staff attended the Hampton Roads Regional Business Retention and Expansion Roundtable on Jan. 11 at the new Hampton Roads Alliance offices in Norfolk.

Director's Report, December 2022-January 2023

January 17, 2023

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**Upcoming Dates of Interest:**

- **State and Local Statement of Economic Interests (SLSOEI):** Annual disclosure/conflict of interest SLSOEI forms are due to the County Attorney's Office no later than the close of business on Wednesday, Feb. 1.

CMJ/md

DirRptDec22-Jan23-mem

**ITEM SUMMARY**

DATE: 2/1/2023

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: SLSOEI forms are due to County Attorney's Office by Feb.1

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**REVIEWERS:**

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	1/13/2023 - 10:07 AM