

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
June 15, 2021
4:00 PM

A. CALL TO ORDER

1. The meeting will be held electronically pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and reaffirmed on September 8, 2020. The meeting will have a live audio broadcast accessible through Zoom. Citizen comments may be submitted via email to EDA Secretary Christopher Johnson at Christopher.Johnson@jamescitycountyva.gov.
2. Join Zoom Meeting

B. ROLL CALL

1. Call the Roll
2. Electronic Meeting Resolution

C. APPROVAL OF MINUTES

1. Minutes for Approval

D. FINANCIAL REPORTS

1. Financial Reports for Approval

E. CLOSED SESSION

F. NEW BUSINESS

1. Election of Vice-Chair
2. Proposed Billsburg Brewery Pavilion

G. OLD BUSINESS

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. Director's Report

J. UPCOMING DATES OF INTEREST

K. ADJOURNMENT

ITEM SUMMARY

DATE: 6/15/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81201098682>

Meeting ID: 812 0109 8682

Dial-in audio (choose any):

+1 301 715 8592
+1 312 626 6799
+1 646 558 8656
+1 253 215 8782
+1 346 248 7799
+1 669 900 9128

Meeting ID: 812 0109 8682

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	6/8/2021 - 1:20 PM

ITEM SUMMARY

DATE: 6/15/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Electronic Meeting Resolution

ATTACHMENTS:

	Description	Type
	Electronic Meeting Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	6/8/2021 - 1:20 PM

RESOLUTION

ECONOMIC DEVELOPMENT AUTHORITY ELECTRONIC MEETING HELD

JUNE 15, 2021

WHEREAS, on March 24, 2020 the James City County Board of Supervisors (the “Board”) adopted an emergency Ordinance to ensure the continuity of government in response to the coronavirus pandemic negatively affecting the health, safety, and welfare of the citizens of James City County (the “County”); and

WHEREAS, on April 14, 2020 and again on September 8, 2020 and April 13, 2021, the Board readopted the continuity of government Ordinance (the “Ordinance”), which, under certain circumstances, permits the Board and its subordinate boards, committees, and commissions to conduct regularly scheduled, special, or emergency meetings solely by electronic or telephonic means without a quorum of members physically present (a “Virtual Meeting”); and

WHEREAS, the James City County Economic Development Authority is a subordinate board appointed by the Board and is therefore eligible to conduct a Virtual Meeting; and

WHEREAS, the James City County Economic Development Authority desires to conduct a Virtual Meeting on June 15, 2021 at which time those items listed on the agenda attached hereto (the “Agenda”) will be considered; and

WHEREAS, each of the members of the James City County Economic Development Authority have reviewed each the items listed on the Agenda and have determined that consideration of each is necessary to ensure the continuation of the essential functions of the government during the emergency described in the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, hereby finds and declares that immediate consideration of each of the items set forth in the Agenda is necessary to ensure the continuation of essential functions of the government during the emergency declared by the Board and further described in the Ordinance.

Vince Campana
EDA Chairman

ATTEST:

Christopher Johnson
EDA Secretary

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
CAMPANA	_____	_____	_____
MEREDITH	_____	_____	_____
NICE	_____	_____	_____
STANKO	_____	_____	_____
STOCKTON	_____	_____	_____
TURNER	_____	_____	_____

Adopted by the Economic Development Authority of James City County, Virginia, this 15th day of June, 2021.

ITEM SUMMARY

DATE: 6/15/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Minutes for Approval - May 18, 2021

ATTACHMENTS:

	Description	Type
	Minutes for Approval - May 18, 2021	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	6/8/2021 - 1:20 PM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

May 18, 2021
4:00 PM

**THE MEETING WAS HELD ELECTRONICALLY PURSUANT TO THE CONTINUITY OF
GOVERNMENT ORDINANCE ADOPTED ON APRIL 14, 2020, AND READOPTED ON
SEPTEMBER 8, 2020, BY THE BOARD OF SUPERVISORS OF JAMES CITY COUNTY,
VIRGINIA.**

**THE MEETING WAS CONDUCTED VIA ZOOM WITH PUBLIC ACCESS PROVIDED
THROUGH INTERNET AUDIO AND VIDEO, AS WELL AS TELEPHONIC AUDIO.
COMMENTS ON AGENDA ITEMS WERE ACCEPTED BY EMAIL SUBMISSION TO THE
ECONOMIC DEVELOPMENT AUTHORITY (EDA) SECRETARY.**

A. CALL TO ORDER

Mr. Campana called the meeting to order at 4:01 p.m.

B. ROLL CALL

Vince Campana, Chair
Lynn Meredith
Brandon Nice
Carlton Stockton
Tom Tingle, Vice Chair
William Turner

Absent:
Joe Stanko

Also Attending:
Sue Sadler, Board of Supervisors' Liaison to the EDA
Christopher Johnson, EDA Secretary
Jeff Wiggins, EDA Fiscal Agent
Max Hlavin, EDA Counsel
Kate Sipes, Assistant Director, Economic Development
Laura Messer, Tourism and Marketing Coordinator, Economic Development
Jenni Tomes, James City County Treasurer

C. CONTINUATION OF THE ESSENTIAL FUNCTIONS OF GOVERNMENT

Resolution Adoption - EDA Electronic Meeting, May 18, 2021

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

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

Ayes: Campana, Meredith, Nice, Stockton, Tingle, Turner

Absent: Stanko

Mr. Campana referred to the resolution in the Agenda Packet addressing the fact that the meeting was being held in an electronic format pursuant to the Continuity of Government Ordinance adopted by the Board of Supervisors, due to social distancing guidelines issued in response to the COVID-19 outbreak.

D. APPROVAL OF MINUTES

1. Minutes Adoption - April 20, 2021

A motion to Approve was made by Carlton Stockton; motion Passed.

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

Ayes: Campana, Meredith, Nice, Stockton, Tingle, Turner

Absent: Stanko

E. FINANCIAL REPORTS

1. April 2021 Financial Reports

A motion to Approve was made by Tom Tingle; motion Passed.

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

Ayes: Campana, Meredith, Nice, Stockton, Tingle, Turner

Absent: Stanko

Mr. Wiggins presented the revenue and expense reports for April 2021.

Mr. Turner requested a balance sheet each month.

Mr. Wiggins agreed to provide a balance sheet each month, noting the information would be limited.

Mr. Tingle acknowledged the limited scope, but agreed with Mr. Turner that having a monthly balance sheet available would be beneficial to the EDA.

Mr. Wiggins noted the cash balance is approximately \$595,000.

F. NEW BUSINESS

1. EDA Fiscal Year 2022 Budget

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

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

Ayes: Campana, Meredith, Nice, Stockton, Tingle, Turner

Absent: Stanko

Mr. Stockton presented the draft EDA budget for Fiscal Year 2022, noting increases in projected revenue from Marina Revenue due to the annual escalator and projected expenses in James River Commerce Center maintenance due to an increase last year in owner

association fees. Mr. Stockton also noted a slight increase in the projected cost of the annual audit.

The budget was discussed briefly, with EDA Directors noting no significant changes proposed from last year's budget.

G. CLOSED SESSION

There was no Closed Session.

H. OLD BUSINESS

There was no Old Business.

I. LIAISON REPORTS

Mr. Campana asked if any of the EDA Directors had a Liaison Report to offer.

There were no reports.

Mr. Campana recognized Mr. Tingle, noting his term was ending May 31, 2021, after serving 16 years on the EDA. Mr. Campana read a Resolution of Appreciation in acknowledgement of Mr. Tingle's many contributions to the County and EDA during his tenure.

Ms. Sadler expressed her appreciation and gratitude to Mr. Tingle for his years of service and contributions to James City County and our community.

Members of the EDA echoed gratitude to Mr. Tingle for his leadership and vision, as well as his mentorship of new members of the EDA over the years.

J. DIRECTOR'S REPORT

Mr. Johnson referred to the Director's Report in the packet, noting the upcoming LPGA Pure Silk Championship at Kingsmill Resort.

K. UPCOMING DATES OF INTEREST

The dates for the LPGA Pure Silk Championship at Kingsmill Resort for 2021 are May 20-23.

L. ADJOURNMENT

1. Adjourn until June 15, 2021

A motion to Adjourn was made by Tom Tingle; motion Passed.

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

Ayes: Campana, Meredith, Nice, Stockton, Tingle, Turner

Absent: Stanko

At approximately 4:43 p.m., Mr. Campana adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Vince Campana, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 6/15/2021

TO: The Economic Development Authority

FROM: Jeffrey Wiggins - EDA Fiscal Agent

SUBJECT: Minutes for Approval - May 2021

ATTACHMENTS:

	Description	Type
☐	Revenue Report	Exhibit
☐	Expenditure Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	6/8/2021 - 1:21 PM

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11								
ACCOUNTS FOR: 300 EDA	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
305 Use Of Money & Property								
300305 3511 Interest Revenue	-3,500	0	-3,500	-3,910.92	.00	410.92	111.7%	
TOTAL Use Of Money & Property	-3,500	0	-3,500	-3,910.92	.00	410.92	111.7%	
308 Charges For Services								
300308 3400 Lease Income	-14,725	0	-14,725	-14,725.00	.00	.00	100.0%	
TOTAL Charges For Services	-14,725	0	-14,725	-14,725.00	.00	.00	100.0%	
309 Miscellaneous								
300309 3970 Marina Property	-49,173	0	-49,173	-49,736.36	.00	563.36	101.1%	
300309 3972 Bond Fee Revenue	-15,000	0	-15,000	-14,006.25	.00	-993.75	93.4%	
TOTAL Miscellaneous	-64,173	0	-64,173	-63,742.61	.00	-430.39	99.3%	
398 Carryforwards								
300398 3705 Carryforward Encumb	0	-9,775	-9,775	.00	.00	-9,775.00	.0%	
TOTAL Carryforwards	0	-9,775	-9,775	.00	.00	-9,775.00	.0%	
399 Fund Balance								
300399 3100 Fund Balance	-29,730	0	-29,730	.00	.00	-29,730.00	.0%	
TOTAL Fund Balance	-29,730	0	-29,730	.00	.00	-29,730.00	.0%	
TOTAL EDA	-112,128	-9,775	-121,903	-82,378.53	.00	-39,524.47	67.6%	
TOTAL REVENUES	-112,128	-9,775	-121,903	-82,378.53	.00	-39,524.47		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-112,128	-9,775	-121,903	-82,378.53	.00	-39,524.47	67.6%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 300 EDA	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
259 EDA Operating							
300259 0200 Advertising	500	0	500	506.00	.00	-6.00	101.2%
300259 0205 Promotion	45,701	0	45,701	21,700.90	.00	24,000.10	47.5%
300259 0220 Travel And Training	1,000	0	1,000	150.00	.00	850.00	15.0%
300259 0222 Local Travel	500	0	500	.00	.00	500.00	.0%
300259 0235 Annual Audit	10,726	0	10,726	10,581.00	.00	145.00	98.6%
300259 0319 Office Supplies	200	0	200	.00	.00	200.00	.0%
300259 0710 Legal Services	6,000	0	6,000	5,500.00	.00	500.00	91.7%
300259 5900 Regional Econ Devel	34,500	0	34,500	34,500.00	.00	.00	100.0%
300259 5902 VA High Speed Rail	1,000	0	1,000	.00	.00	1,000.00	.0%
300259 5903 James River Commere	11,800	9,775	21,575	9,369.30	9,775.00	2,430.70	88.7%
300259 5904 Mainland Farm Oper	100	0	100	.00	.00	100.00	.0%
300259 5913 Small Business Assi	0	0	0	2,568.06	.00	-2,568.06	100.0%
300259 5915 Marina Property	101	0	101	.00	.00	101.00	.0%
TOTAL EDA Operating	112,128	9,775	121,903	84,875.26	9,775.00	27,252.74	77.6%
TOTAL EDA	112,128	9,775	121,903	84,875.26	9,775.00	27,252.74	77.6%
TOTAL EXPENSES	112,128	9,775	121,903	84,875.26	9,775.00	27,252.74	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	112,128	9,775	121,903	84,875.26	9,775.00	27,252.74	77.6%

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

ITEM SUMMARY

DATE: 6/15/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Election of Vice-Chair

The vacancy on the EDA due to the expiration of the term held by Mr. Tom Tingle has also created a vacancy of the Vice-Chair position. Per the By-laws, "should an office of the Authority become vacant, the Directors shall elect a successor from their membership at the next meeting...and such election shall be for the unexpired term of said office."

Nominations will be accepted from the floor. The term for officers runs on a calendar year, so the unexpired term is through December 31, 2021. The EDA typically elects officers at their December organizations meeting for the upcoming calendar year.

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	6/8/2021 - 1:21 PM

ITEM SUMMARY

DATE: 6/15/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Proposed Billsburg Brewery Pavilion

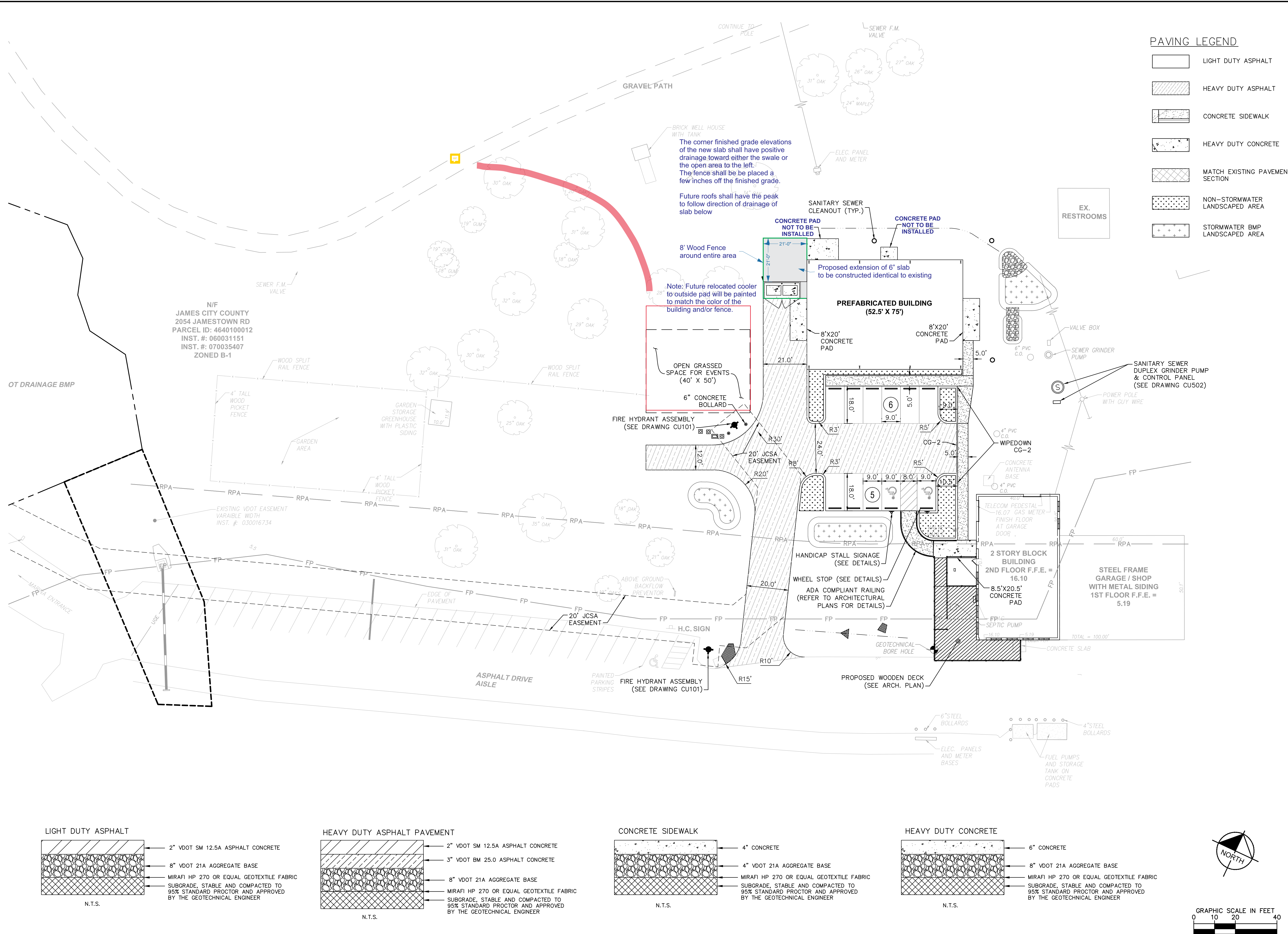
Billsburg Brewery has informed staff they are considering adding a picnic shelter/pavilion to the grounds outside their warehouse. Per the lease between the EDA and Billsburg Brewery, certain improvements require EDA authorization. Staff notes the proposal is subject to other County review and approval.

ATTACHMENTS:

	Description	Type
	Proposed location exhibit	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	6/9/2021 - 12:18 PM



JCC MARINA WAREHOUSE PREPARED FOR JCC ECONOMIC DEVELOPMENT JCC CASE # SP-0070-2016		SHEET NUMBER CS101		JAMES CITY COUNTY		VIRGINIA	
SITE IMPROVEMENT PLAN				KHA PROJECT 116085044			
DATE 9/15/2016				SCALE AS SHOWN			
DESIGNED BY LEB				DRAWN BY GMD			
CHECKED BY LWT				LWT			
© 2016 KIMLEY-HORN AND ASSOCIATES, INC. 11815 FOUNTAIN WAY, SUITE 300, NEWPORT NEWS, VA 23606 PHONE: 757-213-8600 FAX: 757-213-8601 WWW.KIMLEY-HORN.COM				Kimley»Horn			
COMMONWEALTH OF VIRGINIA EDWARD W. MILLER Lic. No. 033592 9/28/2016 PROFESSIONAL ENGINEER							
No.				Revisions			
DATE				BY			

ITEM SUMMARY

DATE: 6/15/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Director's Report

ATTACHMENTS:

	Description	Type
	Director's Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	6/8/2021 - 1:21 PM

MEMORANDUM

DATE: June 15, 2021

TO: The Economic Development Authority

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Director's Report, May-June 2021

Greater Williamsburg Small Business Relief Fund - Staff continues to support the Board of Supervisors' allocation to the Greater Williamsburg Small Business Relief Fund. Second round funding opportunities are expected to exhaust the remaining funds by the end of the month.

Greater Williamsburg Partnership (GWP) - Staff participated in the monthly GWP meeting with staff from the City of Williamsburg, York County and the College of William & Mary.

LPGA - Staff hosted the Economic Development Authority event at the 2021 Pure Silk Championship at Kingsmill Resort. More than 25 businesses and partner organizations attended the limited capacity event.

Owens-Illinois (O-I) – The Board of Supervisors on May 25 formally accepted a grant for the O-I project on May 25. A [press release](#) was issued. Staff coordinated the ordering of the purple containers.

Hampton Roads Workforce Council – Staff met with two representatives from the Hampton Roads Workforce Council. Staff also worked with local representatives to prepare information for upcoming job fairs for businesses who are struggling to hire employees.

James City County Marina - Staff continues to support Parks & Recreation with construction projects at the James City County Marina and at Jamestown Beach Event Park.

James River Commerce Center Site Readiness - Staff continues to engage in meetings with prospects for the James River Commerce Center. Site Plans for two projects have been designated for expedited review with Community Development staff.

Regional Events/Initiatives:

- Staff participated in a WJCC School board presentation to present the annual report of the Career-Ready Advisory Committee for WJCC Schools.
- Staff received an update from the Chefs GO program and is pleased to announce classes will be resuming. Applications are being accepted now for students.
- Staff has participated in multiple conference calls and webinars including:
 - Two Virginia Economic Developers Association impactED events;
 - Webinar: Home-Based Business Lunch & Learn;
 - Webinar: New Virginia Tourism Corporation directory

News:

- [Masala Craft Indian Kitchen](#) is now open.

Upcoming Dates:

- **Ribbon Cuttings:** Pariser Dermatology in New Town on Thursday, June 17 at 4:30 p.m.

CMJ/md