

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
February 16, 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 readopted 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. Roll Call
2. Electronic Meeting Resolution

C. APPROVAL OF MINUTES

1. Minutes for Approval - January 19, 2021

D. FINANCIAL REPORTS

1. Financial Reports

E. CLOSED SESSION

1. Closed Session in accordance with the Code of Virginia for the purposes of: 1) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the interest in locating or expanding its facilities in the community pursuant to Virginia Code Section 2.23711(A)(5); 2) the investment of public funds to incentivize relocating or expanding companies where competition or bargaining is involved where, if made public initially, the financial interest of the Authority and the County would be adversely affected pursuant to Virginia Code Section 2.23711(A)(6); 3) discussion or consideration of the disposition of publicly held real property located at 8925 Columbia Drive, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority pursuant to Virginia Code Section 2.23711(A)(3); 4) discussion or consideration of proprietary information related to economic development, voluntarily provided by private business pursuant to a promise of confidentiality from the Authority and used for business development and retention pursuant to Virginia Code Section 2.23711(A)(39); and 5) consultation with legal counsel retained by the Authority regarding specific legal matters related to agreements and property owned by the Authority requiring the provision of legal advice by such counsel pursuant to Virginia Code Section 2.23711(A)(8).
2. Closed Session Certification

F. NEW BUSINESS

1. LPGA Partnership Agreement

G. OLD BUSINESS

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. Director's Report

J. UPCOMING DATES OF INTEREST

1. LPGA Pure Silk Championship - tentatively May 20-23, 2021

K. ADJOURNMENT

ITEM SUMMARY

DATE: 2/16/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Join Zoom Meeting

James City County is inviting you to a scheduled Zoom meeting.

Topic: James City County Economic Development Authority Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83831166084>

Meeting ID: 838 3116 6084

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: 838 3116 6084

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/9/2021 - 3:33 PM

ITEM SUMMARY

DATE: 2/16/2021

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	2/9/2021 - 3:33 PM

RESOLUTION

ECONOMIC DEVELOPMENT AUTHORITY ELECTRONIC MEETING HELD FEBRUARY 16, 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, 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 February 16, 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	_____	_____	_____
TINGLE	_____	_____	_____
TURNER	_____	_____	_____

Adopted by the Economic Development Authority of James City County, Virginia, this
16th day of February, 2021.

ITEM SUMMARY

DATE: 2/16/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Minutes for Approval - January 19, 2021

ATTACHMENTS:

	Description	Type
	Minutes for Adoption	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/9/2021 - 3:33 PM

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

January 19, 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
Joe Stanko
Carlton Stockton-joined call at 4:15 p.m.
Tom Tingle, Vice Chair

Absent:

Brandon Nice
William Turner

Also Attending:

Sue Sadler, Board of Supervisors' Liaison to the EDA
Christopher Johnson, EDA Secretary
Jeff Wiggins, EDA Fiscal Agent
Liz Parman, EDA Counsel
Kate Sipes, Assistant Director, Economic Development
Laura Messer, Tourism and Marketing Coordinator, Economic Development
Jeff Howell, Whiting-Turner Contracting Company

C. CONTINUATION OF THE ESSENTIAL FUNCTIONS OF GOVERNMENT

Resolution Adoption - EDA Electronic Meeting, January 19, 2021

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

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

Ayes: Campana, Meredith, Stanko, Tingle

Absent: Nice, Stockton, Turner

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 - December 15, 2020

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

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

Ayes: Campana, Meredith, Stanko, Tingle

Absent: Nice, Stockton, Turner

E. FINANCIAL REPORTS

1. December 2020 Financial Reports

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

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

Ayes: Campana, Meredith, Stanko, Tingle

Absent: Nice, Stockton, Turner

Mr. Wiggins presented the revenue and expense reports for December 2020, and noted the bank balance as of December 31, 2020 was approximately \$565,000.

F. NEW BUSINESS

1. Start Peninsula

A motion to Approve authorization to the EDA Secretary to sign the new regional Memorandum of Understanding for Start Peninsula was made by Joe Stanko; motion Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Meredith, Stanko, Stockton, Tingle

Absent: Nice, Turner

Ms. Laura Messer presented an update on the 2020 activities related to Start Peninsula, noting the Activity Report for 2020 included in the Agenda Packet. Ms. Messer noted the regional Memorandum of Understanding (MOU) expires in June 2021, and a new MOU is being drafted for consideration. Ms. Messer noted the Start Peninsula event is funded at \$.10 per capita by the peninsula localities and the new MOU will use updated population numbers, which will increase James City County's contribution amount.

G. OLD BUSINESS

There were no old business items.

H. LIAISON REPORTS

Mr. Campana asked if any of the EDA Directors had a Liaison Report to offer. There were none.

I. DIRECTOR'S REPORT

Mr. Johnson noted the construction had started at the marina for the first phase of the Shaping Our Shores upgrades and staff was working with Billsburg Brewery to minimize impacts during the construction period.

Mr. Johnson also noted that dates had been announced for the Pure Silk Championship for 2021, and while the dates are tentative, it is encouraging that dates have been set for the Ladies Professional Golf Association (LPGA) event in 2021.

Mr. Tingle asked what opportunities were available to use the LPGA event as a marketing and networking event in the current environment.

Mr. Johnson responded that the sponsorship agreement has not yet been finalized, but plans are being developed to include limited guest numbers, a Pro Am event, a pairings party, and some hospitality opportunity.

Mr. Tingle reminded the EDA that the LPGA was the only professional sports event in Virginia and he believes the EDA should be supportive of the event by promoting James City County.

Mr. Stanko asked what the target audience is for event sponsorships.

Mr. Johnson responded the EDA target has been existing businesses and attraction efforts, but noted that James City County is also a sponsor of the event, separate from the EDA.

Mr. Stanko asked about the dollar amounts of the sponsorships.

Mr. Johnson responded that the EDA sponsorship is approximately \$30,000 and the County's sponsorship is approximately \$85,000.

Ms. Meredith offered to assist staff with brainstorming creative ways to maximize opportunities for marketing if the 18th green is not available as in years past.

Mr. Johnson referred to the Director's Report in the Agenda Packet and asked if there were any specific questions; there were none.

J. UPCOMING DATES OF INTEREST

Mr. Johnson noted the tentative dates for the LPGA PureSilk Championship at Kingsmill Resort for 2021 are May 20-23.

K. ADJOURNMENT

1. Adjourn until February 16, 2021

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

Ayes: Campana, Meredith, Stanko, Stockton, Tingle

Absent: Nice, Turner

At approximately 4:27 p.m., Mr. Campana adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Vince Campana, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 2/16/2021

TO: The Economic Development Authority

FROM: Jeffrey Wiggins - EDA Fiscal Agent

SUBJECT: Financial Reports

ATTACHMENTS:

	Description	Type
☐	Revenue Report	Exhibit
☐	Expenditure Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/9/2021 - 3:34 PM

**JAMES CITY COUNTY
REVENUE- ALL FUNDS**

09-Feb-21

James City County

jccRev: Year (2021) Period (7)

Ledger ID	Ledger Description	Revised Budget	MTD Realized	YTD Realized	Unrealized	Actual %
<u>(021) EDA</u>						
<u>(305) Use of Money & Prop</u>						
021-305-3511	INTEREST REVENUE	\$3,500.00	\$337.28	\$2,486.32	\$1,013.68	71.04%
	Subtotal (305) Use of Money & Prop:	\$3,500.00	\$337.28	\$2,486.32	\$1,013.68	71.04%
<u>(308) Charges for Services</u>						
021-308-3400	LEASE INCOME	\$14,725.00	\$0.00	\$14,725.00	\$0.00	100.00%
	Subtotal (308) Charges for Services:	\$14,725.00	\$0.00	\$14,725.00	\$0.00	100.00%
<u>(309) Miscellaneous</u>						
021-309-3972	BOND FEE REVENUE	\$15,000.00	\$0.00	\$8,410.15	\$6,589.85	56.07%
021-309-5915	MARINA PROPERTY	\$49,173.00	\$5,463.64	\$16,390.92	\$32,782.08	33.33%
	Subtotal (309) Miscellaneous:	\$64,173.00	\$5,463.64	\$24,801.07	\$39,371.93	38.65%
<u>(398) Carryforwards</u>						
021-398-3705	CARRYFORWARD ENCUMBRANCES	\$9,775.00	\$0.00	\$0.00	\$9,775.00	0.00%
	Subtotal (398) Carryforwards:	\$9,775.00	\$0.00	\$0.00	\$9,775.00	0.00%
<u>(399) Fund Balance</u>						
021-399-3100	FUND BALANCE	\$29,730.00	\$0.00	\$0.00	\$29,730.00	0.00%
	Subtotal (399) Fund Balance:	\$29,730.00	\$0.00	\$0.00	\$29,730.00	0.00%
	Subtotal (021) EDA:	\$121,903.00	\$5,800.92	\$42,012.39	\$79,890.61	34.46%

JAMES CITY COUNTY
EXPENDITURES- ALL FUNDS

James City County

09-Feb-21

jccExp: Year (2021) Period (7)

Ledger ID	Ledger Description	TOTAL BUDGET	MTD EXPENSES	ENCUMBRANCES	YTD EXPENSES	BALANCE	ACTUAL %
(021) EDA							
(259) EDA Operating							
021-259-0200	ADVERTISING	\$500.00	\$0.00	\$0.00	\$506.00	(\$6.00)	101.20%
021-259-0205	PROMOTION	\$45,701.00	\$0.00	\$0.00	\$6,700.90	\$39,000.10	14.66%
021-259-0220	TRAVEL AND TRAINING	\$1,000.00	\$0.00	\$0.00	\$150.00	\$850.00	15.00%
021-259-0222	LOCAL TRAVEL	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
021-259-0235	ANNUAL AUDIT	\$10,726.00	\$0.00	\$0.00	\$10,581.00	\$145.00	98.65%
021-259-0319	OFFICE SUPPLIES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
021-259-0710	LEGAL SERVICES	\$6,000.00	\$500.00	\$0.00	\$3,500.00	\$2,500.00	58.33%
021-259-5900	REGIONAL ECON DEVEL SUPPORT	\$34,500.00	\$0.00	\$0.00	\$34,500.00	\$0.00	100.00%
021-259-5902	VA HIGH SPEED RAIL	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
021-259-5903	JAMES RIVER COMMERCE CTR-OPS	\$21,575.00	\$9,111.34	\$9,775.00	\$9,369.30	\$2,430.70	88.73%
021-259-5904	MAINLAND FARM OPER EXPENSES	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
021-259-5915	MARINA PROPERTY	\$101.00	\$0.00	\$0.00	\$0.00	\$101.00	0.00%
Subtotal (259) EDA Operating:		\$121,903.00	\$9,611.34	\$9,775.00	\$65,307.20	\$46,820.80	61.59%

JAMES CITY COUNTY
EXPENDITURES- ALL FUNDS

James City County

09-Feb-21

jccExp: Year (2021) Period (7)

Ledger ID	Ledger Description	TOTAL BUDGET	MTD EXPENSES	ENCUMBRANCES	YTD EXPENSES	BALANCE	ACTUAL %
	Subtotal (021) EDA:	\$121,903.00	\$9,611.34	\$9,775.00	\$65,307.20	\$46,820.80	61.59%

ITEM SUMMARY

DATE: 2/16/2021

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Closed Session Certification

ATTACHMENTS:

	Description	Type
	Closed Session Certification	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority Clerk	Sipes, Kate	Approved	2/9/2021 - 3:36 PM

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, on February 16, 2021 the Economic Development Authority of James City County, Virginia, (the "Authority") convened an electronic meeting pursuant to the Continuity of Government ordinance adopted by the James City County Board of Supervisors on April 14, 2020; and

WHEREAS, at such electronic meeting, the Authority convened a closed meeting pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Authority that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Authority as were identified in the motion, including: (1) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the interest in locating or expanding its facilities in the community pursuant to Va. Code Section 2.2-3711(A)(5); and (2) the investment of public funds to incentivize relocating or expanding companies where competition or bargaining is involved where, if made public initially, the financial interest of the Authority and the County would be adversely affected pursuant to Va. Code Section 2.2-3711(A)(6); and (3) discussion or consideration of the disposition of publicly held real property located at 8295 Columbia Drive, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority pursuant to Va. Code Section 2.2-3711(A)(3); and (4) discussion or consideration of proprietary information related to economic development, voluntarily provided by private business pursuant to a promise of confidentiality from the Authority and used for business development and retention pursuant to Va. Code Section 2.2-3711(A)(39); and (5) consultation with legal counsel retained by the Authority regarding specific legal matters related to agreements and property owned by the Authority requiring the provision of legal advice by such counsel pursuant to Va. Code Section 2.2-3711(A)(8).

The undersigned hereby certifies that the above resolution was duly adopted by the Directors of the Economic Development Authority of James City County, Virginia, at an electronic meeting duly called and held on February 16, 2021 and that such resolution is in full force and effect on the date hereof.

Vince Campana
Chairman, Economic Development Authority

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
CAMPANA	_____	_____	_____
MEREDITH	_____	_____	_____
NICE	_____	_____	_____

ATTEST:

STANKO
STOCKTON
TINGLE
TURNER

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Christopher Johnson
Secretary to the EDA

Adopted by the Economic Development Authority of James City County, Virginia, this 16th day of February, 2021.

ITEM SUMMARY

DATE: 2/16/2021

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	2/9/2021 - 3:37 PM

MEMORANDUM

DATE: February 16, 2021
TO: The Economic Development Authority
FROM: Christopher M. Johnson, Director of Economic Development
SUBJECT: Director's Report, January-February 2021

Greater Williamsburg Small Business Relief Fund - Staff continues to support the Board of Supervisors' allocation to the Greater Williamsburg Small Business Relief Fund. The allocation has directly supported more than 120 County businesses.

Greater Williamsburg Partnership - Staff participated in the quarterly GWP meeting, a webinar about the updated Target Industry Sector study and a webinar about Brownfields Community Engagement.

Comprehensive Plan Update - Staff participated in the Jan. 20 Planning Commission Working Group meeting and the Jan. 28 Community Chat.

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

Emerging Leaders Academy - Laura Messer graduated from the James City County Emerging Leaders Academy. This program was in partnership with York County and Virginia Tech and began in January 2020.

Staff continues to engage in meetings with prospects for the James River Commerce Center and a new prospect for the Hankins Industrial Park.

Regional Events/Initiatives:

- Staff participated in a Williamsburg-James City County Schools 21st Century & Career Ready Advisory Committee Meeting.
- Staff executed signature pages for the renewed Start Peninsula Memorandum of Understanding (MOU). The City of Newport News and York County have also executed their portions of the MOU. Planning meetings have begun for the 2021 events.
- Staff participated in the first planning meeting for 2021 Home-Based Business events.
- Staff participated in a kick-off meeting for the Lower Chickahominy Watershed Partnership.
- Staff has participated in multiple conference calls and webinars regarding COVID-19 including:
 - Monthly Virginia Tourism Corporation call;
 - ImpactED sessions from the Virginia Economic Developers Association;
 - Bi-weekly Greater Williamsburg Partnership call;
 - Small Business Development Center call; and
 - Senator Mark Warner webinar.

News:

- [Sweethaven Lavender of Williamsburg](#) (Sweethaven) has been named a 2020-2021 recipient of a United States Department of Agriculture (USDA) Value Added Producer Grant. Sweethaven was one of 14 Virginia-based businesses to receive funding.

Upcoming Dates:

- **LPGA PureSilk Championship at Kingsmill** is on May 20-23.