

A G E N D A
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
August 18, 2020
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. 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. Electronic Meeting Resolution

C. APPROVAL OF MINUTES

1. Minutes for Approval - July 21, 2020

D. FINANCIAL REPORTS

1. Financial Reports for Approval - July 2020

E. CLOSED SESSION

F. NEW BUSINESS

G. OLD BUSINESS

1. Celebration of Business Event Discussion

H. LIAISON REPORTS

I. DIRECTOR'S REPORT

1. Director's Report

J. UPCOMING DATES OF INTEREST

K. ADJOURNMENT

ITEM SUMMARY

DATE: 8/18/2020

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88206983269>

Meeting ID: 882 0698 3269

Dial in audio (choose any):

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

Meeting ID: 882 0698 3269

REVIEWERS:

| Department | Reviewer | Action | Date |
|--------------------------------|-------------|----------|---------------------|
| Economic Development Authority | Sipes, Kate | Approved | 8/11/2020 - 2:42 PM |

ITEM SUMMARY

DATE: 8/18/2020

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 | Sipes, Kate | Approved | 8/11/2020 - 2:42 PM |

RESOLUTION

ECONOMIC DEVELOPMENT AUTHORITY ELECTRONIC MEETING HELD AUGUST 18, 2020

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, 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 August 18, 2020 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
18th day of August, 2020.

ITEM SUMMARY

DATE: 8/18/2020

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Minutes for Approval

ATTACHMENTS:

| | Description | Type |
|---|--------------------------------------|---------|
|  | Minutes for Approval - July 21, 2020 | Minutes |

REVIEWERS:

| Department | Reviewer | Action | Date |
|--------------------------------|-------------|----------|---------------------|
| Economic Development Authority | Sipes, Kate | Approved | 8/11/2020 - 2:42 PM |

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING

July 21, 2020
4:00 PM

**THE MEETING WAS HELD ELECTRONICALLY PURSUANT TO THE CONTINUITY OF
GOVERNMENT ORDINANCE ADOPTED ON APRIL 14, 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 4:00 p.m.

B. ROLL CALL

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

Also Attending:

Christopher Johnson, EDA Secretary
Jeff Wiggins, EDA Fiscal Agent
Max Hlavin, Deputy County Attorney
Liz Parman, EDA Counsel
Andrew Mullen, Extern, County Attorney
Jenni Tomes, James City County Treasurer
Kate Sipes, Assistant Director, Economic Development
Laura Messer, Tourism and Marketing Coordinator, Economic Development

C. CONTINUATION OF THE ESSENTIAL FUNCTIONS OF GOVERNMENT

Resolution Adoption - EDA Electronic Meeting, July 21, 2020

A motion to Approve the Resolution was made by Tom Tingle; motion Passed.
AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Campana, Meredith, Nice, Stanko, Stockton, Tingle, Turner

Mr. Johnson 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

Minutes Adoption - June 16, 2020

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

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

E. FINANCIAL REPORTS

June 2020 Financial Reports

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

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

Mr. Wiggins presented the revenue and expense reports for June 2020 and an overview of the year-end financials as the fiscal year closed June 30. Mr. Wiggins noted the expenses were less than budgeted in Fiscal Year (FY) 20, primarily due to COVID-related cancellations, most notably the Ladies Professional Golf Association (LPGA) Kingsmill Championship event. Mr. Wiggins also noted revenue exceeded budget due to the sale of land at 1720 Endeavor Drive.

Mr. Tingle inquired about the Marina property revenue.

Ms. Sipes responded that the two months of rent deferral approved by the EDA for the Marina tenant were for the months of July and August, which will be reflected in the FY 21 financial reports.

F. CLOSED SESSION

Enter Closed Session

A motion to enter Closed Session was made by Carlton Stockton; motion Passed.

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

Mr. Campana noted the next item on the agenda was Closed Session.

Mr. Johnson reminded the EDA of Mr. Campana's conflict of interest regarding the property at 8925 Columbia Drive.

Mr. Campana left the meeting.

Mr. Tingle, as Vice-Chair of the EDA, led the EDA into 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 2.2-3711(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 2.2-3711(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 2.2-3711(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 2.2-3711(A)(39); 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 2.2-3711(A)(8).

Certify Closed Session

A motion to certify the Closed Session was made by Lynn Meredith; motion Passed.
AYES: 6 NAYS: 0 ABSTAIN: 1 ABSENT: 0
Ayes: Meredith, Nice, Stanko, Stockton, Tingle, Turner
Abstain: Campana

Mr. Campana was readmitted to the EDA meeting.

Authorization to Incur Expenses

A motion to Authorize staff to incur expenses and contract for surveying costs not to exceed \$14,000 was made by Brandon Nice; motion Passed.
AYES: 6 NAYS: 0 ABSTAIN: 1 ABSENT: 0
Ayes: Meredith, Nice, Stanko, Stockton, Tingle, Turner
Abstain: Campana

Mr. Tingle requested action as a result of EDA discussion in Closed Session. Upon such action being taken, Mr. Campana presided over the remainder of the meeting.

G. NEW BUSINESS

Mr. Johnson informed the EDA that staff traditionally begins preparations for the annual Celebration of Business event in August and requested feedback from the EDA Directors regarding the possibilities of either organizing a virtual event or cancelling or postponing the event this year due to the ongoing COVID-related social distancing guidelines.

Mr. Turner offered that the business community would likely appreciate hearing from the Office of Economic Development right now, even virtually, and perhaps this year's event focuses more on information versus the Captain John Smith Award presentation.

Ms. Meredith concurred.

Mr. Tingle agreed that communication was more important than ever and suggested we seek a strong speaker as a possible keynote. Mr. Tingle continued that, in his opinion, presenting the Captain John Smith Award was more challenging if the event is held virtually.

Mr. Stanko agreed and offered the possibility of presenting the award in advance and having that portion of the virtual event be pre-recorded.

Mr. Campana noted the Greater Williamsburg Business Council hosted a virtual event recently and he thought it was very well-executed and well-received.

Ms. Messer noted we may run into an issue with video quality depending on the number of participants in a virtual event, and staff would look into technology capabilities.

By consensus it was agreed staff would proceed with planning a virtual event and will present more details and options at the August EDA meeting.

H. OLD BUSINESS

There were no Old Business items on the Agenda.

I. LIAISON REPORTS

Mr. Campana stated that Mr. Brandon Nice had joined the Real Estate Holdings Committee as a member, at Mr. Campana's invitation.

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

Mr. Tingle noted the GO Virginia Region 5 Board meets next week to review eight applications for grants, one of which is from the Greater Williamsburg Partnership (GWP) for an update to the target sector analysis. Mr. Tingle noted this was the first GO Virginia grant application from GWP; the group is requesting \$36,000.

J. DIRECTOR'S REPORT

Mr. Johnson referred to the report in the Agenda Packet, noting the gate installation at 8925 Columbia Drive discussed at last month's meeting has been completed.

Mr. Johnson also reminded the EDA Directors to complete the Conflict of Information report that had been emailed to them by Adam Kinsman, County Attorney, and the due date is August 3.

Mr. Hlavin noted the new form is lengthy and encouraged the EDA Directors to start the process sooner rather than later and reach out as questions arise.

K. UPCOMING DATES OF INTEREST

Mr. Johnson noted all anticipated events had been canceled or postponed indefinitely due to COVID-19.

L. ADJOURNMENT

Adjourn until August 18, 2020

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

AYES: 7 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

At approximately 4:40 p.m., Mr. Campana adjourned the Authority.

Christopher Johnson, Secretary
Economic Development Authority

Vince Campana, Chair
Economic Development Authority

ITEM SUMMARY

DATE: 8/18/2020

TO: The Economic Development Authority

FROM: Jeffrey Wiggins - EDA Fiscal Agent

SUBJECT: Financial Reports for Approval - July 2020

ATTACHMENTS:

| | Description | Type |
|---|--------------------|--------------|
| 📎 | Expenditure Report | Staff Report |
| 📎 | Revenue Report | Staff Report |

REVIEWERS:

| Department | Reviewer | Action | Date |
|--------------------------------|-------------|----------|---------------------|
| Economic Development Authority | Sipes, Kate | Approved | 8/11/2020 - 2:43 PM |

JAMES CITY COUNTY
EXPENDITURES- ALL FUNDS

James City County

10-Aug-20

jccExp: Year (2021) Period (1)

| 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 | \$0.00 | \$500.00 | 0.00% |
| 021-259-0205 | PROMOTION | \$45,701.00 | \$6,700.90 | \$0.00 | \$6,700.90 | \$39,000.10 | 14.66% |
| 021-259-0220 | TRAVEL AND TRAINING | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | 0.00% |
| 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 | \$10,581.00 | \$0.00 | \$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 | \$500.00 | \$5,500.00 | 8.33% |
| 021-259-5900 | REGIONAL ECON DEVEL SUPPORT | \$34,500.00 | \$0.00 | \$0.00 | \$0.00 | \$34,500.00 | 0.00% |
| 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 | \$257.96 | \$9,775.00 | \$257.96 | \$11,542.04 | 46.50% |
| 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 | \$7,458.86 | \$20,356.00 | \$7,458.86 | \$94,088.14 | 22.82% |

JAMES CITY COUNTY
EXPENDITURES- ALL FUNDS

James City County

10-Aug-20

jccExp: Year (2021) Period (1)

| Ledger ID | Ledger Description | TOTAL BUDGET | MTD EXPENSES | ENCUMBRANCES | YTD EXPENSES | BALANCE | ACTUAL % |
|-----------|---------------------|--------------|--------------|--------------|--------------|-------------|----------|
| | Subtotal (021) EDA: | \$121,903.00 | \$7,458.86 | \$20,356.00 | \$7,458.86 | \$94,088.14 | 22.82% |

**JAMES CITY COUNTY
REVENUE- ALL FUNDS**

10-Aug-20

James City County

jccRev: Year (2021) Period (1)

| 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 | \$708.54 | \$708.54 | \$2,791.46 | 20.24% |
| | Subtotal (305) Use of Money & Prop: | \$3,500.00 | \$708.54 | \$708.54 | \$2,791.46 | 20.24% |
| <u>(308) Charges for Services</u> | | | | | | |
| 021-308-3400 | LEASE INCOME | \$14,725.00 | \$0.00 | \$0.00 | \$14,725.00 | 0.00% |
| | Subtotal (308) Charges for Services: | \$14,725.00 | \$0.00 | \$0.00 | \$14,725.00 | 0.00% |
| <u>(309) Miscellaneous</u> | | | | | | |
| 021-309-3972 | BOND FEE REVENUE | \$15,000.00 | \$0.00 | \$0.00 | \$15,000.00 | 0.00% |
| 021-309-5915 | MARINA PROPERTY | \$49,173.00 | \$0.00 | \$0.00 | \$49,173.00 | 0.00% |
| | Subtotal (309) Miscellaneous: | \$64,173.00 | \$0.00 | \$0.00 | \$64,173.00 | 0.00% |
| <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 | \$708.54 | \$708.54 | \$121,194.46 | 0.58% |

ITEM SUMMARY

DATE: 8/18/2020

TO: The Economic Development Authority

FROM: Christopher Johnson- EDA Secretary

SUBJECT: Director's Report

ATTACHMENTS:

| | Description | Type |
|---|-------------------|--------------|
|  | Director's Report | Staff Report |

REVIEWERS:

| Department | Reviewer | Action | Date |
|--------------------------------|-------------|----------|---------------------|
| Economic Development Authority | Sipes, Kate | Approved | 8/11/2020 - 2:43 PM |

MEMORANDUM

DATE: Aug. 18, 2020

TO: The Economic Development Authority

FROM: Christopher Johnson, Director of Economic Development

SUBJECT: Director's Report, July—August 2020

Staff continues to support the Board of Supervisors allocation to the Greater Williamsburg Small Business Relief Fund. A new postcard advertising the program and the Rebuild VA fund from the Governor was sent to more than 3,000 businesses. yesjamescitycountyva.com/smallbiz.

Staff continues working with the Planning Division on the Economic Development section of the Engage 2045 Comprehensive Plan. A virtual meeting, the Exploring Our Future Alternatives Assembly, was held on Monday, Aug. 10. View a recorded version of the presentation and complete the online questionnaires through Wednesday, Sept. 2 at jamescitycountyva.gov/3795/assembly.

Staff participated in the Virginia Coastal Policy Center's Local Government/Tribal Workshop with leadership from three federally recognized Tribes as part of the Lower Chickahominy Watershed Project with the goal of advancing efforts in improving ecological integrity and sustaining innovative business efforts in James City County, New Kent County and Charles City County.

Staff participated in a Go Virginia meeting and learned that the Greater Williamsburg Partnership is receiving funding to update the 2016 Market Street Target Sector study.

Shaping Our Shores master plan revisions were approved at the Tuesday, July 28 Board of Supervisors meeting. This revised master plan included a future expansion of Billsburg Brewery.

Staff continues to engage in meetings with prospects for the James River Commerce Center.

Staff met with the director of the Williamsburg Area Restaurant Association.

Regional Events/Initiatives:

- Staff has participated in multiple conference calls regarding COVID-19 including:
 - COVID-19 Business Recovery Forum call
 - Bi-weekly Virginia Department of Emergency Management Private Sector call (final call on July 22)
 - Bi-weekly Virginia Tourism Corporation call
 - Weekly Greater Williamsburg Partnership call
 - Weekly VEDA (Virginia Economic Development Association) call that includes updates from VEDP (Virginia Economic Development Partnership) and SBA (Small Business Association).
- Staff participated in State of the Workforce virtual presentation from the Southeastern Virginia Regional Workforce Collaboration.
- Staff hosted the Home-Based Business Virtual Lunch & Learn on Wednesday, Aug. 12. Melissa Jeffries from BB&T/Truist spoke about financials and banking as small businesses grow.

News:

- Busch Gardens Williamsburg opened for a limited-capacity special event on Wednesday, Aug. 5. There was a very positive response from the media and park guests about this event.
<https://www.explorejccva.com/CivicAlerts.aspx?AID=4136>
- The Brass Tap opened in New Town Williamsburg on Tuesday, July 21.
<https://www.yesjamescitycountyva.com/CivicAlerts.aspx?AID=4112>
- Magnolia Studio, a boutique hair salon, opened on Richmond Road on Friday, July 31.
<https://www.yesjamescitycountyva.com/CivicAlerts.aspx?AID=4121>