M I N U T E S
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
SPECIAL MEETING
101 D Mounts Bay Road, Williamsburg, VA 23185
February 22, 2018
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

Paul W. Gerhardt
Robin D. Carson - Absent
Rick Shippey
Christopher J. Odle
Thomas G. Tingle
Robin Bledsoe, Vice Chair
Marshall N. Warner, Chairman

Amy B. Jordan, EDA Secretary
Teresa J. Fellows, EDA Recording Secretary
Maxwell Hlavin, EDA Legal Counsel
Stephanie Lahr, EDA Fiscal Agent

C. NEW BUSINESS

1. Budget Amendment - James River Commerce Center

A motion to Approve was made by Robin Bledsoe, the motion result was Passed.
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Gerhardt, Odle, Tingle, Shippey, Bledsoe, Warner
Absent: Carson

Ms. Jordan addressed the Authority giving an overview of the memorandum included in the Agenda Packet. She highlighted that the contract quote for the stump removal at the EDA property, in the James River Commerce Center, expires on March 1, 2018, which is what necessitated the Special Meeting.

Ms. Jordan also briefly updated the Authority on the status of the Regional Industrial Facility Authority (RIFA). The process of forming the RIFA is ongoing, but is intended to support the GOVirginia project that was submitted to the state. That project has received grant funding from the GOVirginia Board, but now the participating localities must come up with the matching funds. The peninsula localities are still working out the details, but the funding needs to be in place by May 31, 2018.

Mr. Tingle asked if these necessary match funds would change the letter that was sent to the Board of Supervisors for funding assistance in the coming budget year.

Ms. Jordan stated that she did not think that was necessary. The finance office has asked for a more detailed line-item description based off the funding request that was sent. Therefore, she will include the match in those line items.

D. CLOSED SESSION

E. ADJOURNMENT

1. Adjourn until 8 a.m. on March 8, 2018 for the Regular Meeting

A motion to Adjourn was made by Marshall Warner, the motion result was Passed.
AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Gerhardt, Odle, Tingle, Shippey, Bledsoe, Warner
Absent: Carson

At 4:14 p.m., Mr. Warner adjourned the Authority.

AGENDA ITEM NO. C.1.

ITEM SUMMARY

DATE: 2/22/2018

TO: The Economic Development Authority

FROM: Amy B. Jordan, Director, Office of Economic Development

SUBJECT: Budget Amendment - James River Commerce Center

ATTACHMENTS:

	Description	Type
🗋	Memorandum	Cover Memo
🗋	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Fellows, Teresa	Approved	2/22/2018 - 11:04 AM

M E M O R A N D U M

DATE: February 8, 2018

TO: The Economic Development Authority

FROM: Kate Sipes, Assistant Director, Office of Economic Development

SUBJECT: The James River Commerce Center Operating Expense Account

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The Economic Development Authority (EDA) budget includes the James River Commerce Center (JRCC) Operating Expense account, with $25,000 approved for FY 18 Business Assistance, $25,000 approved for FY 18 and Newport News/Williamsburg International Airport Funding (RAISE), with $26,804 approved for FY 18.

Business Assistance funds were used in previous years for the Google 360 Grant program, scholarships for small businesses to participate in the JunipHER business acceleration program and the website development/e-commerce grant program. For FY 18 the Business Assistance funds have not been allocated for any specific program. RAISE was approved in the budget, but has been suspended at the direction of the Board of Supervisors since FY 17. With the EDA no longer participating in RAISE, staff is proposing funds from both Business Assistance and RAISE accounts be reallocated.

Expenses related to the EDA parcel in the JRCC include $10,000 (already approved for FY 18) for wetland delineation and confirmation of wetlands by the Army Corps of Engineers. That work is in progress, leading to an application for a Land Disturbing Permit to complete construction of a shell building in accordance with the approved site plan, which expires in July 2020. The next steps include:

- The Department of Environmental Quality (DEQ) wetlands permit for the shell building site (*application fee $600*);
- Mitigation for impacts to wetlands, due to construction per the approved plan (*the purchase of credits from a mitigation bank have been estimated at $6,500*);
- E&S Bonds (*the fee is being calculated for purposes of preparing a project budget*);
- Site work and construction of the shell or build-to-suit building (*not yet estimated and could be a public-private partnership*);
- Cleanup and mowing of the southern portion of the site (*estimated at $40,248, as previously discussed by the EDA*); and
- Wetland delineation, confirmation, permitting, engineering and other costs associated with the development of the southern portion of the EDA site and/or the sites recently acquired from the Colonial Williamsburg Foundation.

The DEQ wetland permit for the norther portion and cleanup and mowing of the southern portion of the site are targeted for FY 18. Additionally, dues to the owner's association are due in FY 18.

Staff recommends a budget reallocation of $21,804 to the James River Commerce Center Operating Expense account from the RAISE account and $20,000 to the James River Commerce Center Operating Expense account from the Business Assistance account. This will result in $5,000 remaining in each of the RAISE and Business Assistance accounts.

JRCC Line Item Transactions	
$ 25,000.00	Starting FY18 Budget Balance
$ (10,000.00)	Current wetland work in progress (P.O. with Stantec for $9,767)
$ (4,297.45)	8925 Columbia Drive Annual Dues; submitted for payment
$ (40,248.00)	JSG Site Clearing Quote; EDA authorized at 1/11/18 EDA Meeting
$ (29,545.45)	Deficit
$ 20,000.00	Transfer from Business Assistance
$ 21,804.00	Transfer from RAISE
$ 12,258.55	New Balance

KS/nb
JRCC-OpExpAcc-mem

RESOLUTION AMENDING THE FY 2018 BUDGET TO TRANSFER FUNDS

TO THE JAMES RIVER COMMERCE CENTER OPERATING EXPENSE

WHEREAS, the Economic Development Authority (EDA) of James City County, has been asked to pay the James River Commerce Center Annual Dues for Parcel 6 and Parcel 11, located at 1716 Endeavor Drive and 8915 Columbia Drive; and,

WHEREAS, Parcel 6 and Parcel 11 were recently acquired by James City County; and,

WHEREAS, the EDA had previously budgeted for the Annual Dues for the EDA-owned parcel at 8925 Columbia Drive in the James River Commerce Center Operating Expense line item; and

WHEREAS, at the January 11, 2018 EDA meeting, the EDA reviewed a contract to perform site cleaning work; and

WHEREAS, the EDA unanimously agreed to proceed with site cleanup of approximately 29 acres of the parcel south of Columbia Drive; and

WHEREAS, the EDA desires to transfer $20,000 from the Business Assistance line item to the James River Commerce Center Operating Expense line item; and

WHEREAS, the EDA desires to transfer $21,804 from the Newport News/Williamsburg International Airport Funding (RAISE) line item to the James River Commerce Center Operating Expense line item.

NOW, THEREFORE, BE IT RESOLVED that the Economic Development Authority of James City County, Virginia, hereby amends the FY 2018 budget to transfer $20,000 from the "Business Assistance" line item to "James River Commerce Center Operating Expense" line item; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Economic Development Authority of James City County, Virginia, hereby amends the FY 2018 budget to transfer $21,804 from the RAISE line item to the James River Commerce Center Operating Expense line item.

Business Assistance	$(20,000)
RAISE	$(21,804)
James River Commerce Center Operating Expense	$ 41,804

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 a meeting duly called and held on February 22, 2018 and that such resolution is in full force and effect on the date hereof.

_____
Chair, Economic Development Authority
James City County, Virginia

	VOTES		
	AYE	NAY	ABSTAIN
TINGLE	____	____	____
CARSON	____	____	____
ODLE	____	____	____
GERHARDT	____	____	____
SHIPPEY	____	____	____
BLEDSOE	____	____	____
WARNER	____	____	____

ATTEST:

_____
Amy Jordan
Secretary to the EDA

Adopted by the Economic Development Authority of James City County, Virginia, this 22nd day of February, 2018.

AGENDA ITEM NO. E.1.

ITEM SUMMARY

DATE: 2/22/2018

TO: The Economic Development Authority

FROM: Teresa J. Fellows, EDA Recording Secretary

SUBJECT: Adjourn until 8 a.m. on March 8, 2018 for the Regular Meeting

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REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Fellows, Teresa	Approved	2/22/2018 - 11:06 AM