

**THE MINUTES OF THE APRIL 20, 2023 MEETING
ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY
IN THE BOARDROOM OF THE HISTORIC COURTHOUSE
SALUDA, VIRGINIA**

Present: John Anzivino, Chairman
James Reed, Vice-Chairman
William Cawthorn, Treasurer
Celane Roden, Secretary
Gerald Crittenden
Joe Heyman
Hallie Holmes

Absent: None

Staff: Trenton Funkhouser, Executive Director

CALL TO ORDER

The April 20, 2023 meeting of the Economic Development Authority of Middlesex County (the “EDA”) was called to order by Chairman Anzivino at 9:30 a.m. in the Boardroom of the Historic Courthouse, Saluda, Virginia. He noted all members were present and a quorum was present.

APPROVAL OF AGENDA

The Chairman asked for any changes to the Agenda. No changes and agenda approved by acclimation as noted by Chairman.

APPROVAL OF MINUTES

The Chairman asked if there were any additions, changes or other revisions to the minutes.

The minutes of the March 16, 2023 meeting were unanimously approved, on motion of Mr. Heyman, seconded by Mr. Reed.

TOURISM/MARKETING REPORT

Ms. Whitney Law reviewed plans for the job fair scheduled for May 6th noting 11 confirmed employers and 20+ registered people interested in attending. She also reviewed proposed logos for Middlesex Tourism use and general EDA use. The EDA authorized use of the logos, by acclimation with correction of some typographical errors.

TREASURER’S REPORT

Mr. Funkhouser noted the monthly summary of Savings, CDs and Checking Account information. He noted the TreasuryDirect account's temporary lock pending mailed verification of the identities had been removed and the account is available for use. EDA members generally discussed Mr. Cawthorn's recommendation to open a CD in the amount of \$50,000 at C&F Bank for either a 3.75% or 4% rate with 9 month or 15 month terms respectively.

The Treasurer was authorized, by unanimous vote, following motion by Ms. Roden, seconded by Mr. Heyman, to proceed with one CD at C&F Bank in the amount of \$50,000 at a rate and term of his choosing not less than 3.75% and 9 Months.

The Treasurer's Report was accepted as presented, by acclamation.

OLD BUSINESS

A. FY 23-24 Budget – The Director noted a final version of a proposed budget has not been completed and would be provided to the EDA for consideration its May 18th meeting. Mr. Anzivino directed such proposed budget be provided within the next two weeks.

B. Grant Guidelines/Policy – The Director noted a final version of a proposed application, review guidelines and reporting form had not been completed and would be provided to the EDA for consideration at its May 18th meeting.

NEW BUSINESS

No New Business agenda items.

REPORTS/INFORMATION

A. BOS/EDA Steering Committee – No April Meeting. Next scheduled for May 4th.

B. The Chairman recognized Zaneta Bruington and husband Christopher Bruington regarding their attendance at meeting to learn more about the EDA and how the Bruington's could pursue their agri-tourism type activities at their 16 acre property. Ms. Bruington reviewed the basic business model and goals of her organization – M.A.D. Krew Worldwide, Inc. – Operation Make a Dream Reality". EDA members encouraged her efforts and discussed various options regarding Ms. Bruington's plans as well as agri-tourism generally. The Director will follow up with Bruington on possible local, state and federal resources as well as working with Whitney Law, EDA Consultant, on publicity of any specific business openings/events.

C. Committee Reports – Mr. Anzivino asked for comments from Committee members regarding any initial meetings or conversations. There was a mutual agreement among members of initial challenges to getting organized and establishing mission statements and project lists and work priorities. A few initial conversations had occurred as noted by respective members and members were asked to follow up among themselves and with the Director to prepare for initial reports at the May 18th EDA meeting.

D. Executive Director – Mr. Funkhouser noted the good discussions by Committee and Audience members at the 04/03/23 local VA VA250 Committee meeting and similar good conversations at the 03/22/23 ARPA meeting. He noted his attendance at the 3rd of four Tourism Action Plan meetings for Urbanna coordinated by the Virginia Tourism Corporation (VTC).

CHAIRMAN’S COMMENTS

The Chairman expressed his appreciation for the work of the EDA during the meeting. He asked the director to join the VA Economic Developers Association (VEDA) and noted interest in pursuing a Cardinal Report by VEDA members (2-3 person team) that would review and comment upon the EDA’s Economic Development program, efforts and plans. He also noted continued interest in the development of a Marine Industrial Park and possible regional cooperation on that project as well as County-owned property adjacent to Hummel Airport.

BOARD MEMBER COMMENTS

Mr. Heyman asked about invoicing, workload and associated fees relative to Whitney Laws monthly work. He noted he was not questioning quantity or quality but rather attempting to ensure adequate hours were available for professional services and any expenses in a given month and that EDA was not depleting total annual cost for services earlier than anticipated. The Director noted work expectations were being met with no additional invoicing or fees anticipated through remainder of fiscal year and that Tourism Committee could review the Scope of Work for contract and could meet with Ms. Law to establish any work priorities and avoid any “surprises”.

Mr. Reed commented upon the strengths of the local agricultural and forestry industries and the need to work with local, state and federal agencies such as VA Department of Forestry to explore additional economic development opportunities. He and Ms. Roden also noted the need to have Workforce Development questionnaires and other surveys to identify specific needs/shortages.

Mr. Kimbrough, Board of Supervisors, and other EDA members discussed the possible role of the EDA in expressing various levels and types of support for a given development project considered by the Planning Commission and/or Board of Supervisors. General discussion of importance of attempting to separate any EDA member comments on a given policy or project from a formal EDA position on such policies or projects. Members also recognized the need to consider how to best support/encourage development of certain target industries in various locations of the County consistent with the County’s and EDA’s respective Comprehensive Plan, Strategic Plan and other policy guidance and regulations.

ADJOURNMENT

Meeting was adjourned at 11:11 a.m. upon unanimous vote following motion by Mr. Heyman, seconded by Mr. Reed.

John Anzivino, Chairman
Middlesex County Economic Development Authority

Celane Roden, Secretary
Middlesex County Economic Development Authority