

**AGENDA**  
**MIDDLESEX COUNTY**  
**ECONOMIC DEVELOPMENT AUTHORITY**  
**Boardroom of the Historic Courthouse, Saluda, Virginia**  
**Monday, February 9, 2026**  
**6:00 P.M.**

1. Call to Order
2. Remote Participation in Meeting – Consideration of approval for any EDA members(s) to participate in meeting remotely via Zoom pursuant to §2.2-3708.2 and §2.2-3708.3 of the Code of Virginia
3. Approval of Agenda
4. Approval of Minutes – January 12, 2026 Regular Meeting
5. Tourism/Marketing/Promotion Report – Ms. Law
6. Guest Speaker – None Scheduled
7. Treasurer’s Reports – November, December, January
8. Old Business
  - A. VA250 Event Sponsorship Requests – Speakers – Mr. Funkhouser & Ms. Bessida White, VA250 Committee Chair
  - B. Broad Creek/Chesapeake Bay Access Project – BUILD Application - Mr. Webre
  - C. Project Access – Virginia Outdoors Foundation Grant Options - Mr. Heyman
  - D. Marine/Business Park Advisory Committee - Mr. Anzivino & Mr. Funkhouser
  - E. EDA Office Lease – Consideration of Approval – Mr. Funkhouser
  - F. VRS Insurance Coverage Options – Event Sponsorships – Mr. Funkhouser
9. New Business
  - A. Rawley Park – Workforce Housing Funding Update – Mr. Alan Walker, Bay Aging
  - B. Blue Catfish GO Virginia Grant – Consideration of Approval of contract with VA Tech – Mr. Funkhouser
  - C. EDA Budget FY 26-27 Proposed Draft
10. Reports/Information
  - A. BOS/EDA Steering Committee Meeting – No Meetings
  - B. Committee Reports
    - i. Tourism – Mr. Heyman & Mr. Webre
    - ii. Aquaculture/Agriculture/Forestry Industries – Mr. Crittenden & Mr. McMinn
    - iii. Business & Community Development – Mr. Anzivino & Ms. Holmes
    - iv. Workforce Development – Mr. Reed & Mr. Webre
    - v. Infrastructure, Business & Industrial Sites – Mr. Crittenden & Mr. Heyman
  - C. Executive Director – Funkhouser
11. Chairman’s Comments
12. Board Member Comments
13. Public Comments

14. Closed Meeting

- A. Personnel - Pursuant to §2.2-3711(A)(1) (Option #7 – Performance) of the Code of Virginia to consider the annual evaluation and performance of the Executive Director

15. Adjournment

**Next Scheduled Meeting Date/Time: Monday, March 9, 2026 @ 6:00 P.M.**

**THE MINUTES OF THE JANUARY 12, 2026 MEETING  
ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY  
IN THE BOARDROOM OF THE HISTORIC COURTHOUSE  
SALUDA, VIRGINIA**

**Present:** John Anzivino, Chairman  
Gerald Crittenden  
Hallie Holmes  
Doug McMinn  
Joe Heyman  
James Reed  
Anton Webre

**Staff:** Trenton Funkhouser, Executive Director  
Kelsey Briggs, Office Manager

**CALL TO ORDER**

The January 12, 2026 meeting of the Economic Development Authority of Middlesex County (the “EDA”) was called to order by Chairman Anzivino at 6:00 p.m. in the Boardroom of the Historic Courthouse, Saluda, Virginia.

**ANNUAL ORGANIZATIONAL MEETING**

Mr. Funkhouser advised EDA members how they could proceed with the election of chair and officer through individual nominations or nomination of a slate of officers. Mr. Funkhouser noted he was not aware of any proposed Bylaws amendments. He noted Ms. Holmes and Mr. McMinn were re-appointed by the BOS at their January meeting and annual Conflict of Interest forms are due January 21<sup>st</sup>. He also noted some members need to complete COIA and FOIA training and the County Attorney’s office will contact those members.

A motion to keep the same officers and chair was made by Mr. McMinn, seconded by Mr. Crittenden and approved unanimously. The meeting was turned back over to Chairman Mr. Anzivino.

Mr. Anzivino asked the members if they would like to keep the committee appointments as they are or if they would like to change committees. He also asked the members if they would like to maintain the committees. Mr. McMinn shared he would like to keep the committees. He feels they are still useful for discussion purposes. Mr. Anzivino stated committees are reappointed as assigned in the calendar year 2025 and as listed in the memorandum provided by Mr. Funkhouser in the agenda packet.

Mr. Anzivino noted the proposed 2026 meeting calendar. Meetings will continue to be held the 2<sup>nd</sup> Monday of every month at 6:00 p.m. He noted the proposed October meeting will be held October 19<sup>th</sup>, the third Monday of that month due to the Columbus holiday on the regular meeting night. Mr. Anzivino asked for any changes to the Bylaws. Hearing none the Bylaws stand as they are

currently approved by the Board and the associated 2026 Meeting Calendar based on the Bylaws is deemed approved.

### **APPROVAL OF AGENDA**

The Chairman asked for any changes to the agenda. Hearing none a motion to approve the agenda was made by Mr. Heyman, seconded by Mr. Reed and approved unanimously.

### **APPROVAL OF MINUTES**

The Chairman noted minutes of the November 10th regular meeting, November 12<sup>th</sup> special meeting, and the October 21<sup>st</sup> joint meeting with the Board of Supervisors. Mr. Anzivino asked for any amendments to the minutes. Mr. Heyman noted on the Joint meeting minutes the 2<sup>nd</sup> to last paragraph stated they received a call about Broad Creek in Deltaville damaged. It should read public access pier on Broad Creek. Minutes, with the noted change referenced pier, were approved unanimously on motion by Mr. Crittenden and seconded by Ms. Holmes.

### **TOURISM/MARKETING REPORT**

Ms. Law shared the December business appreciation and marketing event. The event has been rescheduled to March 10<sup>th</sup>. Restaurant week begins January 16<sup>th</sup>. She shared there are 12 of 31 Middlesex restaurants participating this year and several of the participating restaurants are offering a *prix-fixe* menu for the week. She noted she received approval for the Drive Tourism Grant from the VA Tourism Corporation and noted a one-year performance period. She is working with The Friends of the Dragon Run to create a concept on a seasonal print guide. She noted they are also inviting back Jessica Bowser of Virginia Outdoor Adventures to do birding and general wildlife spotting.

The Rising Tide video series started with the first being Stephen Blue and the Christmas Holiday lights. The next in the series will be the Wooden Pickle and she hopes to launch that in the next couple of days.

Ms. Law shared that she sat in on a meeting with other localities for a potential sponsorship of media influencers at a planned TBEX convention as outlined in her monthly report. She noted she met with Kendall Webre, Anton Webre and John Collamore to discuss a new tourism event on June 23<sup>rd</sup> to host the tall ships crews. She reviewed the statistics recap she provided in the agenda packet. She shared she is moving into redoing the website and shared they did speak about a temporary committee to assist with that. Mr. Anzivino shared he would be appointing people to that committee at this meeting.

Mr. Heyman asked if the QR codes used at Oyster Festival were successful. Ms. Law noted it was successful and will email information to Mr. Heyman. Mr. Heyman asked if there is money involved with VA250 celebration for the tall ships. Mr. Webre shared that the Sail250 will have ships moving at that time. They need to move from Norfolk to Baltimore. Middlesex would be a good stopping place for some of the smaller ships that need to go through. The stop would allow

people to visit the boats. Mr. Webre did note there would be a money ask at some point, but they are still working on logistics. They are working on a list of the boats that would like to stay.

Mr. Anzivino stated the need to promote the event as much as possible. Mr. Anzivino asked if there was a budget for the event. Mr. Webre shared there is no budget at this time.

Ms. Law shared the VA Tourism Corporation grant was approved for the proposed Urbanna Kayak Trail and there are plans to use those funds to purchase two kayaks for free use. She noted they are looking into a reservation/rental system. She also shared that she is working with Virginia's River Realm (VRR) to produce an annual plan. Mr. Funkhouser noted he has asked VRR staff to attend the February EDA meeting.

There is no further action needed at this time for TBEX. Mr. Funkhouser will bring additional information to the board at the next meeting.

### **TREASURERS REPORT**

Mr. Funkhouser asked EDA members to defer action on the Treasurer's Reports until the February meeting, noting the Treasury Direct Bills and C&F CD were renewed at slightly lower rates and the settlement check was received from closing on the Project Access property. He shared the adjacent Marina is working on an audit of the current leases.

Mr. Funkhouser stated he has received a draft budget page from the County regarding payroll expenses but County does not have revenue projections available at this time. Mr. Funkhouser noted the EDA asks for level funding every year for staff support and the 3/5ths portion of the Transient Occupancy Tax revenue unless the EDA wishes to add anything else.

Action on Treasurer's Reports was deferred by acclamation.

### **OLD BUSINESS**

- A. Project Access-. Mr. Heyman stated they have a design layout for a ramp, commercial pier, and parking. Mr. Heyman met with Ricky Watt to ensure the plan would be grant ready. He noted they need topography and a solid designation of wetlands and the Resource Protection Area (RPA). Mr. Heyman tried to get the County Planning & Zoning staff to agree to the parking being a waterfront dependent use.

Mr. Webre noted, for the Build Grant, the BOS agreed the grant writers at the PDC to write the grant. He stated he met with a person at the federal level who administers the grant and was told this would not qualify for funding. There is a Planning Grant that he could apply for. He suggested to the board to authorize Clara, with the PDC, apply for a planning grant for the project and look for additional money from the state. There is no match for the planning grant.

Mr. Heyman spoke to Virginal Outdoor Foundation; they do not pay for infrastructure but pay for land values. He stated this would qualify for this grant. There is a 2-year time limit for spending if approved for funding.

A motion to approve the PDC and Clara to apply for a planning grant under BUILD was made by Mr. Crittenden, seconded by Mr. McMinn and approved unanimously.

A motion to apply for the Virginia Outdoors Foundation grant for approximately \$150,000 for purchase of the property farthest east on the parcel was made by Mr. Webre, seconded by Mr. Reed and approved unanimously.

Mr. Heyman noted the need for topography and wetlands delineations.

Mr. Funkhouser noted Clara Vaughn would need to advise if there were any signatures needed from the BOS but will not know specific dates until she puts an application together.

Mr. Heyman asked for deadline date for GOVA funding. Mr. Anzivino shared it is available anytime. He noted it would be a planning grant initially.

- B. Technical Advisory Committee- Mr. Anzivino reviewed information Mr. McMinn presented at the November meeting on this topic. Mr. McMinn would like to serve working with Ms. Law to update the website, but they need a 3<sup>rd</sup> member. Mr. Anzivino noted he will speak to Robbie Wilson as one or more other prospects are not able to participate.
- C. Marine/Business Park Advisory Committee- Mr. Anzivino shared the names he had received as of January 3<sup>rd</sup> as follows: Bryan Miller, John Farenholt, Tracy Sietz, Dr. Kennedy, Middlesex Deltaville resident Glen Duboux, Trip Phillips, Karen Hudson Board members Doug McMinn and John Anzivino. Mr. Anzivino asked if the board thought this was a good idea. He will need this committee to proceed with the GOVA planning grant. Mr. Heyman stated his approval of the committee and other EDA members concurred with the plan to proceed. Mr. Anzivino stated he will bring an outline of the GOVA planning grant application for up to \$100,000.

## **NEW BUSINESS**

- A. Broad Creek/Chesapeake Bay Access Project-BUILD Application- Mr. Webre reviewed progress on work in completing an application and his participation in a meeting of Planning District Commission staff and federal representatives. Consensus at the meeting was to move forward with a Planning Grant to obtain full site plan and permit documents rather than a preferred Construction Grant. Mr. Webre noted the apparent lack of support on the part of federal staff to consider the project competitive for construction funding.
- B. Project Access- Planning/development- Mr. Funkhouser shared the timeline included in agenda package is tentative until they get specific tasks and deadline associated with specific grants and he will continue to work with Mr. Heyman and Mr. Webre.
- C. EDA Office Lease- Mr. Funkhouser reviewed a draft lease from the county attorney. He noted the reason for this lease is the EDA needs to apply for a SAMS registration. He noted they needed a physical address to apply for this and the address he currently uses is the County's PO Box. He noted the EDA office is currently outside of the County office building and the

draft lease does not reference 44 Oakes Landing Rd., which is where the EDA shares office space with the Water Authority. He will speak to the county attorney to add specific language to address the address, as well as specifically state that the lease is to apply for a “SAMS number”(Web-based Federal Grants Administration program) and any other identification the EDA may need. He stated there may be other changes. Mr. Anzivino asked EDA members to review the draft lease and provide any additional comments at the February meeting.

- D. VA250 Event Sponsorship Requests- Mr. Funkhouser noted the VA250 Committee has not been able to obtain funding from VA Humanities or Virginia Commission for the Arts for two proposed guest speaker events. Mr. Funkhouser reviewed the EDA’s previous commitment to cover lodging for the VA 250 Mobile Museum. He noted he has not been able to secure the dates requested for the mobile museum, so no funds have been spent. He noted the two events were not expected to exceed a total of \$5,000. Mr. Funkhouser stated he could have a member of the VA250 Committee speak at the EDA’s February meeting.

Mr. Anzivino noted EDA policy that action on requests for financial support be deferred for 30 days unless the EDA wishes to move forward for a specific reason.

Mr. Heyman asked for the dates of these events.

Mr. Funkhouser noted the events are late March and early May.

EDA members indicated general support for request and asked if similar funding could be provided by the Board of Supervisors.

Mr. Funkhouser noted he will forward the same request to the County Administrator and Board of Supervisors.

## **REPORTS/INFORMATION**

A. BOS/EDA Steering Committee – Mr. Anzivino shared he and Mr. Funkhouser presented to the BOS at their budget meeting. He noted they shared a catalog of all the EDA has been able to accomplish. He noted he spoke about the unfinished business and work programs for the current year. He also reviewed projects for the coming year. He noted the BOS received it well. Mr. Funkhouser shared they redistributed the airport letter to the BOS, and it was well received. He will update this board if the Board of Supervisors acts.

B. Committee Reports -

- i. Tourism Committee- No updates
- ii. Aquaculture/Agriculture/Forestry Industries Committee- No Updates
- iii. Business and Community Development Committee- No Updates
- iv. Workforce Development Committee-. No updates
- v. Infrastructure, Business, and Industrial Sites Committee- No updates

C. Executive Director – Mr. Funkhouser shared the priority at this time is scheduling the Kick-Off meeting for the Blue Catfish Advisory Committee. He noted he has heard from VA Tech,

and the General Assembly report has been released. They are emphasizing that the state needs to be responsible for marketing. There are no specific recommendations on how the localities can help the state.

He will continue to work with Mr. Webre and Mr. Heyman on the BUILD Grant.

Mr. Funkhouser noted County staff and Board of Supervisors is continuing work on negotiating a contract with Dominion for solar facilities at the landfill and the "Battery Site" has been transferred to the County but not yet transferred to the EDA..

### **CHAIRMAN'S COMMENTS**

Mr. Anzivino stated he must send a annual report on attendance to the BOS for all EDA members as required by the Code of VA and he has noted in that brief report why meetings were missed.

### **BOARD MEMBER COMMENTS**

Mr. McMinn shared he attended a meeting with the health department; the state made an announcement on salmonella in oysters. He noted it is not in the oysters but comes from turtles. He noted 72 cases since June and only 10 cases in Virginia. Mr. McMinn shared the Wake boat ramp has been cleaned out. He shared that he attended the BOS meeting and made a public statement about the public water ordinances.

### **PUBLIC COMMENTS**

None present.

### **CLOSED MEETING**

A motion to move into closed meeting to discuss Personnel - Pursuant to §2.2-3711(A)(1) (Option #7-Performance) of the Code of Virginia to consider the annual evaluation and performance of the Executive Director was made by Mr. Heyman, seconded by Mr. McMinn and approved unanimously.

A motion to come out of closed meeting and to certify that no other business was discussed was made by Mr. Heyman, seconded by Ms. Holmes and the separate motions were approved unanimously and certified by roll call.

### **ADJOURNMENT**

Meeting was adjourned at 9:00 p.m. by acclamation.

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John Anzivino, Chairman  
Middlesex County Economic Development Authority

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Anton Webre, Secretary  
Middlesex County Economic Development Authority

**Executive Summary****1. Restaurant Week 2026 Recap****Awareness & Reach****Paid Efforts**

- Ran a \$1,500 social media ad campaign targeting Richmond, DC/NoVA, and Hampton Roads
- Launched a Spotify radio ad focused on the Richmond market
- Designed and distributed table tents at participating restaurants with a trackable QR code linking to app downloads and the Restaurant Week landing page
- Purchased branded beverage napkins featuring a QR code (non-trackable) for in-restaurant exposure
- Re-engaged past Restaurant Week influencers to republish content to Richmond and DC audiences, with VRR tagged as a collaborator

**Non-Paid / Owned Channels**

- Email campaign sent to the VRR subscriber list
- Consistent organic social media posting
- Created a dedicated Restaurant Week itinerary within VisitWidget featuring all participants
- Deployed VisitWidget ad units pointing directly to the itinerary
- Built a Restaurant Week landing page showcasing all participating restaurants

**Engagement**

These combined efforts resulted in:

- ~3,500 Restaurant Week landing page visits
- ~500 QR code scans
- ~170 app downloads
- ~220 views of the Restaurant Week itinerary inside the app
- 22 users clicked from the itinerary to the landing page for deeper exploration
- 6 users actively mapped participating restaurants within the app

**On-the-Ground Impact & Results**

Participating restaurants reported strong engagement, new customers, and increased sales:

- **Small Town Burger**
  - 33 customers used their Restaurant Week promo code in the first weekend alone
- **Office Bistro**
  - Reported a 70% increase in orders
- **Big Oak Café**
  - “What a fun day!!! Thank you Virginia’s River Realm! We had so many new customers and very happy regular customers. Always fun to #EatLikeALocal!”
- **Prime Mediterranean**
  - Sold out of their first prix fixe menu and had to revise offerings mid-week
- **Merroir**
  - “What a great first weekend of #VirginiasRiverRealm Restaurant Week!!”

### **Context & Looking Ahead**

- A snowy/icy winter storm impacted the final days of Restaurant Week and limited travel and outdoor activity.
- Despite weather challenges, local participation remained strong, and restaurants continued to see positive engagement.

### **Next Metric to Watch:**

The full economic impact will be reflected in January Meals Tax numbers across Middlesex County, Lancaster County, Kilmarnock, Tappahannock, and Urbanna.

## **2. Drive Tourism+ Grant**

Discussions are ongoing with Ted Costin of Town of Urbanna. We’ve identified a promising online reservation system that could fully automate the kayak rental process. We’re in the process of evaluating the platform and scheduling a demo to ensure it meets our needs

## **3. Rising Tide Video Series - The Wooden Pickle**

The recently released Wooden Pickle feature received excellent community feedback, generating strong visibility for both the business and the EDA’s small business support. As of this report, the video has reached: 16,000 views, 44 shares, 37 comments, and 180 likes on Facebook.

## **4. Where The Wild Things Are**

We’re actively developing the “Where The Wild Things Are” campaign in partnership with Friends of the Dragon Run. The centerpiece will be a monthly “Top 5 to Spot” feature highlighting flora and fauna that can be found in Middlesex and the River Realm. Each

feature will include descriptions, viewing tips, and suggested locations.

A preliminary calendar from January–June is in place, and content will be deployed through a dedicated landing page, VisitWidget itinerary, blog posts, social media, and digital advertising. Virginia’s River Realm will support paid promotion through Meta, Google, and Spotify channels to help drive traffic.

## 5. Meeting with VisitWidget

A meeting with VisitWidget is scheduled for the Wednesday prior to the EDA meeting. While this report is being submitted in advance of that call, we anticipate using the conversation to define a clear plan for restructuring the app and embedded website to better serve as a true business directory. A verbal update will be shared at the meeting.

## 6. Beginning to Draft some preliminary pages for the EDA Microsite

Initial drafting has begun for the EDA site, following the structure outlined in our original plan. Pages currently in development include:

**News & Resources** - to house EDA announcements, meeting minutes, updates from partners (Virginia Tourism, VRR, PDC, VA250), and grant-related news.

**Business Showcase** - featuring Rising Tide videos and other local business highlights, such as awards and accreditations.

**Job Board** - currently includes active job listings with a job submission form, but we're also exploring functionality for resume submissions and a browsable resume bank for local employers.

**About the EDA** - including the mission, board members, strategic plan summary, and links to key partners & resources.

### Key Metrics (January 2026)

#### VRR Website Traffic

Homepage - 2,174 Visitors (Up 30%)

Restaurant Week - 3,874 Visitors (Up 393%)

Events Page - 349 Visitors (Up 29%)

Things to Do - 267 Visitors (Up 96%)

Ways to Stay - 288 Visitors (Up 114%)

Business Directory - 123 Visitors (Up 105%)

Social Media Performance (Explore Middlesex)	<p><b>Facebook</b> 42,670 Views (Up 31.6%) 11,947 Viewers (Up 36%) 1,438 Content Interactions (Up 110%) 640 Visits (Up 13%) 57 Follows (Up 111%)</p> <p><b>Instagram</b> 8,038 Views (Down 15%) 1,707 Reach (Down 21%) 270 Content Interactions (Down 10%) 74 Visits (Up 7%) 15 Follows (Up 50%)</p>

## Project/Initiative Matrix & Timeline

### Current Projects & Initiatives

Category	Project/Initiative	Timing/Launch Window	Objective/Description	Notes
Tourism	Restaurant Week	January 2026	Highlight diverse dining options; drive visitation	Outreach and collateral underway
Tourism	Where the Wild Things Are (WTWTA)	Jan–July 2026	Promote wildlife & nature-based tourism in Middlesex	Grant-funded VRR campaign
ED	Explore Middlesex App Expansion	Jan - March 2026	Include <i>all</i> Middlesex businesses and events for wider use	Moving beyond tourism-only focus
ED	Rising Tide Stories/Video Series	Oct2025 – July 2026	Tell local business stories; promote business climate	Season 1 = 3+ videos
ED	EDA Web Presence	Nov 2025 – July 2026	Launch a standalone EDA site or microsite	Mirrors models like YesNewKent.com
ED	Rising Tide Networking & Appreciation Event	March 10, 202	Bring business community together; launch comms strategy	Quarterly cadence under consideration
ED	Business Welcome Packets	Q1 2026	Onboard and support new or relocating businesses	Resource-rich and EDA-branded
ED	Paid Marketing Campaign	Q2 2026	Promote EDA visibility and MIM series more widely	Targeted social and search ads

### 2026 Timeline

January to March

Tourism Initiatives

- **Where The Wild Things Are** – finalize campaign and marketing details; begin print guide production with FODR
- **Restaurant Week** – launch and promote; conduct post-event follow-up with Middlesex participants
- **VTC 2026 Grant** – opens Feb 10; meet with VRR to plan strategy; assist with Deltaville event grant if needed
- **Deltaville Tall Ships Event** – continue event planning and early promotion

#### **Economic Development Initiatives**

- **Rising Tide Video Series** – release 2nd and 3rd videos; plan next filming wave
- **Rising Tide Business Appreciation** – promote March 10 event; showcase updated app/business directory; gather attendee contacts
- **Explore Middlesex App** – expand listings to include all businesses and community events
- **EDA Site/Microsite** – map content and begin development

### **April to June**

#### **Tourism Initiatives**

- **Where The Wild Things Are** – launch campaign elements; record podcast episode; print and distribute guides
- **VTC 2026 Grant** – finalize submission; await award announcement
- **Drive Tourism+** – begin kayak trail brochure production and execute equipment purchases
- **Deltaville Tall Ships Event** – promote and execute June 23 event

#### **Economic Development Initiatives**

- **Rising Tide Video Series** – film and release second wave of videos
- **EDA Site/Microsite** – launch site
- **Explore Middlesex App** – shift messaging to promote app as guide for residents and visitors

## **July to Sept**

### **Tourism Initiatives**

- **Where The Wild Things Are** – continue campaign promotion
- **Drive Tourism+** – launch promotion of print guide and loaner program

### **Economic Development Initiatives**

- **EDA Site & Explore Middlesex App** – maintain and promote tools; integrate seasonal content and feedback

## Economic Development

Trenton L. Funkhouser, AICP  
Executive Director

877 General Puller Highway  
P.O. Box 428  
Saluda, Virginia 23149-0428  
(804) 654-1363 (C)  
t.funkhouser@co.middlesex.va.us



## Economic Development Authority

John Anzivino, Chair  
James Reed, Vice-Chair  
Joe Heyman, Treasurer  
Anton Webre, Secretary  
Gerald Crittenden  
Jean Hallie-Holmes  
Doug McMinn

February 9, 2026

**TO:** Economic Development Authority

**FROM:** Trenton L. Funkhouser, Executive Director

**SUBJECT:** Treasurer's Report – November, December, January

Attached for EDA review are: 1) Summary of Checking Activity & CD/Savings Account balances for November, December and January, 2) Revenue/Expense Report for same months and FY 25-26 to-date. Also attached is a list of revenues and expenses for Project Access.

Transactions of note:

### November

- Revised Salary line items to separate taxes and VRS from “pay” on YTD report.
- Revised Treasury Bill Maturity dates.
- First electric bills from Dominion for three meters at Project Access site (<\$110)
- Southside Sentinel Ad for Project Access Public Input meeting in Deltaville

### December

- Deposits for Property Settlement proceeds and Bond Fee for Rappahannock Westminster Canterbury.
- Interest for CDs at Primis and C&F plus renewal of C&F CD at slightly lower rate (3.45% vs. 3.85%)
- Project Access - Electric bill for Project Access is lower (<\$50), Slip Revenue (“Split Share”) \$5,389.55 (Included in Settlement check – ongoing revenue will be recognized separately)
- Payroll – 2<sup>nd</sup> Qtr FY 25-26

### January

- Audit (share of County for EDA) - \$1575 (within \$1700 budget line item)

### Recommendation

Consider changing Primis CD to more competitive “CD” with C&F or Treasury Direct.

**Middlesex EDA - CD's/Checking**  
**11/30/25 (For 12/08/25 Meeting)**

<u>Certificate #</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Rate</u>	<u>Balance</u>
Primis XXX57651	2/4/2026	12 Months	3.74%	\$ 88,209.94
C&F XXX4168	12/25/2025	7 Months	3.85%	\$ 53,954.00
Treasury Bill IAAAV	2/12/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAO	2/12/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAW	2/12/2026	13 Week	3.65%	\$ 50,000.00
Treasury Bill IAAAT	5/14/2026	26 Week	3.65%	\$ 50,000.00
<b>Total - CD's</b>				<b><u>\$ 442,163.94</u></b>

<b>Checking (Prime)</b>	<b>10/31/2025</b>	<b>Balance</b>	<b><u>\$ 124,368.81</u></b>
XX486704			
11/10/2025	# 417 - ssTB - WL - 12/12 Payment	\$ (2,916.67)	
11/10/2025	# 418 - Verizon Wireless - Nov	\$ (40.50)	
11/10/2025	# 419 - VOID - ACH Setup Blue Cat Grar	\$ -	
11/12/2025	# 420 - Southside Sentinel AD Project A	\$ (110.00)	
11/13/2026	Deposit Treasury Direct	\$ 3,321.50	
11/24/2025	# 421 - Dominion #210020968876	\$ (36.14)	
11/24/2025	# 422 - Dominion #210020968850	\$ (33.96)	
11/24/2025	# 423 - Dominion #210020986100	\$ (37.29)	
11/26/2025	Debit - VISA Credit Card Payment	\$ (19.92)	
11/30/2025	Interest (0.35%)	\$ 42.53	
	<b>11/30/2025</b>	<b>Balance</b>	<b><u>\$ 124,538.36</u></b>

**TOTAL**  
**CD/Checking** **\$ 566,702.30**

**Notes**

Use of Fund Balance FY 25-26 Budget \$ 327,500

Site Development Reserve \$ 100,000  
(Available as needed via one or more CD's)

Accounts Receivable MWA Loans \$ 80,000 @ 1% \$84,400 with accrued interest

**Middlesex EDA - CD's/Checking**  
**12/31/25 (For 01/12/26 Meeting)**

<u>Certificate #</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Rate</u>	<u>Balance</u>
Primis XXX57651	2/4/2026	12 Months	3.74%	\$ 89,041.48
C&F XXX4168	7/25/2026	7 Months	3.45%	\$ 55,163.22
Treasury Bill IAAAV	2/12/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAO	2/12/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAW	2/12/2026	13 Week	3.65%	\$ 50,000.00
Treasury Bill IAAAT	5/14/2026	26 Week	3.65%	\$ 50,000.00
<b>Total - CD's</b>				<b><u>\$ 444,204.70</u></b>

<b>Checking (Prime)</b>	<b>11/30/2025</b>	<b>Balance</b>	<b><u>\$ 124,538.36</u></b>
XX486704			
12/2/2025	# 425 - ssTB - WL - 1/12 Payment	\$ (2,916.67)	
12/2/2025	# 424 - Verizon Wireless - Dec #1	\$ (40.50)	
12/3/2025	# 426 - Pitney Bowes Postage	\$ (6.56)	
12/11/2025	# 427 - Norview Marine Properties	\$ (5,389.55)	
12/15/2025	# 428 Payroll Office Mgr 2nd Qtr FY 26	\$ (5,019.08)	
12/15/2025	# 429 Payroll Exec Dir 2nd Qtr FY 26	\$ (17,550.12)	
11/13/2026	Deposit - Property Settlement Check	\$ 21,366.10	
11/13/2025	Deposit - Bond Fee Rapp West Cant	\$ 4,573.24	
12/17/2025	# 432 - Dominion #210020968876	\$ (15.70)	
12/17/2025	# 431 - Dominion #210020968850	\$ (13.25)	
12/17/2025	# 430 - Dominion #210020986100	\$ (18.05)	
12/22/2025	Debit - VISA Credit Card Payment	\$ (55.00)	
12/31/2025	# 433 - Verizon Wireless - Dec #2	\$ (40.50)	
12/31/2025	Interest (0.35%)	\$ 40.34	
	<b>12/31/2025</b>	<b>Balance</b>	<b><u>\$ 119,453.06</u></b>
<b>TOTAL</b>			<b><u>\$ 563,657.76</u></b>
<b>CD/Checking</b>			

**Notes**

Use of Fund Balance FY 25-26 Budget      \$ 327,500

Site Development Reserve                      \$ 100,000  
(Available as needed via one or more CD's)

Accounts Receivable    MWA Loans      \$ 80,000 @ 1%    \$84,400 with accrued interest

**Middlesex EDA - CD's/Checking**  
**01/31/26 (For 02/09/26 Meeting)**

<u>Certificate #</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Rate</u>	<u>Balance</u>
Primis XXX57651	2/4/2026	12 Months	1.50%	\$ 89,041.48
C&F XXX4168	7/25/2026	7 Months	3.45%	\$ 55,163.22
Treasury Bill IAAAV	2/12/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAO	2/12/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAW	2/12/2026	13 Week	3.65%	\$ 50,000.00
Treasury Bill IAAAT	5/14/2026	26 Week	3.65%	\$ 50,000.00
<b>Total - CD's</b>				<b><u>\$ 444,204.70</u></b>

<b>Checking (Prime)</b>	<b>12/31/2025</b>	<b>Balance</b>	<b><u>\$ 119,453.06</u></b>
XX486704			
1/12/2026	# 434 - ssTB - WL - 2/12 Payment	\$ (2,916.67)	
1/12/2026	# 435 - Southside Sentinel Project Acce	\$ (116.00)	
1/12/2026	# 436 - Southside Sentinel Subscription	\$ (50.00)	
1/15/2026	# 437 Middlesex County - Audit - EDA p	\$ (1,575.00)	
1/21/2026	# 432 - Dominion #210020968876	\$ (20.55)	
1/21/2026	# 431 - Dominion #210020968850	\$ (11.70)	
1/21/2026	# 430 - Dominion #210020986100	\$ (17.36)	
1/22/2026	Debit - VISA Credit Card Payment	\$ (25.00)	
1/30/2026	Interest (0.35%)	\$ 32.23	
	<b>1/30/2026</b>	<b>Balance</b>	<b><u>\$ 114,753.01</u></b>

**TOTAL**  
**CD/Checking** **\$ 558,957.71**

**Notes**

Use of Fund Balance FY 25-26 Budget \$ 327,500

Site Development Reserve \$ 100,000  
(Available as needed via one or more "CD's")

Accounts Receivable MWA Loans \$ 80,000 @ 1% \$84,400 with accrued interest

**Middlesex County Economic Development Authority  
FY 25-26 Revenue/Expense Report - 12/08/25 Meeting**

<b>REVENUE - FY 25-26</b>	<b>Budget</b>	<b>November</b>	<b>YTD</b>	<b>Remaining</b>	<b>Remaining %</b>
Interest Income CD	\$ 10,000	\$ 3,322	\$ 7,584	\$ 2,416	24.16%
Interest Income Checking	\$ 500	\$ 43	\$ 361	\$ 139	27.90%
Other Income	\$ -	\$ -		\$ -	
Rental Income	\$ -	\$ -	\$ -	\$ -	
Rappahannock West-Canterbury (2012A Bond Fee)	\$ 4,573	\$ -	\$ -	\$ 4,573	100.00%
Rappahannock West-Canterbury (2012B Bond Fee)	\$ 4,573	\$ -	\$ -	\$ 4,573	100.00%
County Portion Series 2021 Bond Fees	\$ 945	\$ 945	\$ 945	\$ -	0.00%
Schools Portion Series 2021 Bond Fees	\$ 1,425	\$ 713	\$ 713	\$ 713	50.00%
Lodging Tax	\$ 151,852	\$ -	\$ -	\$ 151,852	100.00%
Virginia Commission for the Arts - Grant - AIM	\$ 4,500	\$ -	\$ -	\$ 4,500	100.00%
Grant Virginia Tourism Corporation (VTC)		\$ -	\$ -		
Direct Marketing	\$ 10,000	\$ 9,984	\$ 9,984	\$ 16	0.16%
Recovery Marketing Leverage	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Project Access	\$ -	\$ -	\$ -	\$ -	
EDA Use of Fund Balance/Reserves	\$ 327,500	\$ -	\$ -	\$ 327,500	100.00%
County Contribution	\$ 47,900	\$ 47,966	\$ 47,966	\$ (66)	-0.14%
			\$ -		
<b>TOTAL</b>	<b>\$ 573,768</b>	<b>\$ 62,972</b>	<b>\$ 67,552</b>	<b>\$ 506,216</b>	<b>88.23%</b>

**Note(s)**

**Middlesex County Economic Development Authority**  
**FY 25-26 Revenue/Expense Report - 12/08/25 Meeting**

EXPENDITURES - FY 25-26	Budget	November	YTD	Remaining	Remaining %
Advertising	\$ 5,150	\$ 110	\$ 3,785	\$ 1,366	26.51%
Arts in the Middle (VCA-EDA 50% Match Each)	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%
Audit (EDA Portion of County)	\$ 1,700	\$ -	\$ -	\$ 1,700	100.00%
Compensation Part Time - Director	\$ 60,754	\$ 18,174	\$ 35,724	\$ 25,030	41.20%
Compensation Part Time	\$ 17,491	\$ 4,873	\$ 10,269	\$ 7,222	41.29%
Benefits:			\$ -		
FICA	\$ 6,077	\$ -	\$ -	\$ 6,077	100.00%
Group Life Insurance	\$ 870	\$ -	\$ -	\$ 870	100.00%
Health Insurance	\$ -	\$ -	\$ -		
VLDP Disability Insurance	\$ 340	\$ -	\$ -	\$ 340	100.00%
VRS	\$ 4,120	\$ -	\$ -	\$ 4,120	100.00%
VA's River Realm	\$ 25,000	\$ -	\$ 25,000	\$ -	0.00%
Visit Widget App Annual Fee	\$ 14,400		\$ -	\$ 14,400	100.00%
Waterway Guide Data Fee for Visit Widget - Annual Fee	\$ 5,400	\$ -	\$ -	\$ 5,400	100.00%
Grants By EDA					
Façade/Site Improvements	\$ 30,000	\$ 5,425	\$ 5,425	\$ 24,575	81.92%
Business Retention/Expansion/Relocation/Attraction	\$ 50,000	\$ -	\$ -	\$ 50,000	100.00%
Event Sponsorships	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Dues & Associate Memberships	\$ 2,000	\$ -	\$ -	\$ 2,000	100.00%
Hospitality	\$ 7,500	\$ -	\$ -	\$ 7,500	100.00%
Initiatives & Programs (EDA Activities)	\$ 3,000	\$ -	\$ -	\$ 3,000	100.00%
Blue Catfish GO VA Region 6 Planning Grant	\$ 7,500	\$ -	\$ -	\$ 7,500	100.00%
Community Loan Fund	\$ 30,000	\$ -	\$ -	\$ 30,000	100.00%
Virginia Tourism Corporation (VTC) Grant Activities			\$ -		
Direct Marketing	\$ 20,000	\$ -	\$ 9,984	\$ 10,016	50.08%
Marketing Leverage	\$ 20,000	\$ -	\$ -	\$ 20,000	100.00%
Project Access	\$ 200,000	\$ 107	\$ 41,401	\$ 158,599	79.30%
Liability Insurance	\$ 2,325	\$ -	\$ 2,325	\$ -	0.00%
Contingency (Operating Reserve)	\$ 42	\$ -	\$ -	\$ 42	100.00%
Professional Services - Tourism/Marketing	\$ 35,000	\$ 2,917	\$ 14,583	\$ 20,417	58.33%
Office Supplies	\$ 1,000	\$ 364	\$ 440	\$ 560	56.00%
Software (Accounting Suite)	\$ 300	\$ 25	\$ 125	\$ 175	58.33%

**Middlesex County Economic Development Authority**  
**FY 25-26 Revenue/Expense Report - 12/08/25 Meeting**

Postage	\$ 500	\$ -	\$ 12	\$ 488	97.60%
Telephone	\$ 600	\$ 41	\$ 202	\$ 398	66.27%
Travel (Conf & Education)	\$ 2,000	\$ -	\$ -	\$ 2,000	100.00%
Travel (Mileage)	\$ 700	\$ -	\$ -	\$ 700	100.00%
Travel (Subsis & Lodging)	\$ 1,000	\$ -	\$ -	\$ 1,000	100.00%
<b>TOTAL</b>	<b>\$ 573,769</b>	<b>\$ 41,035</b>	<b>\$ 158,275</b>	<b>\$ 415,494</b>	<b>72.41%</b>

**Middlesex County Economic Development Authority  
FY 25-26 Revenue/Expense Report - 01/12/26 Meeting**

<b>REVENUE - FY 25-26</b>	<b>Budget</b>	<b>December</b>	<b>YTD</b>	<b>Remaining</b>	<b>Remaining %</b>
Interest Income CD	\$ 10,000	\$ 2,041	\$ 9,625	\$ 375	3.75%
Interest Income Checking	\$ 500	\$ 40	\$ 401	\$ 99	19.83%
Other Income	\$ -	\$ -		\$ -	
Rental Income	\$ -	\$ -	\$ -	\$ -	
Rappahannock West-Canterbury (2012A Bond Fee)	\$ 4,573	\$ 4,573	\$ 4,573	\$ (0)	-0.01%
Rappahannock West-Canterbury (2012B Bond Fee)	\$ 4,573	\$ -	\$ -	\$ 4,573	100.00%
County Portion Series 2021 Bond Fees	\$ 945	\$ 945	\$ 945	\$ -	0.00%
Schools Portion Series 2021 Bond Fees	\$ 1,425	\$ 713	\$ 713	\$ 713	50.00%
Lodging Tax	\$ 151,852	\$ -	\$ -	\$ 151,852	100.00%
Virginia Commission for the Arts - Grant - AIM	\$ 4,500	\$ -	\$ -	\$ 4,500	100.00%
Grant Virginia Tourism Corporation (VTC)		\$ -	\$ -		
Direct Marketing	\$ 10,000	\$ 9,984	\$ 9,984	\$ 16	0.16%
Recovery Marketing Leverage	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Project Access	\$ -	\$ 21,366	\$ 21,366	\$ (21,366)	
EDA Use of Fund Balance/Reserves	\$ 327,500	\$ -	\$ -	\$ 327,500	100.00%
County Contribution	\$ 47,900	\$ 47,966	\$ 47,966	\$ (66)	-0.14%
			<u>\$ -</u>		
<b>TOTAL</b>	<b>\$ 573,768</b>	<b>\$ 87,628</b>	<b>\$ 95,573</b>	<b>\$ 478,195</b>	<b>83.34%</b>

**Note(s)**

**Middlesex County Economic Development Authority  
FY 25-26 Revenue/Expense Report - 01/12/26 Meeting**

EXPENDITURES - FY 25-26	Budget	December	YTD	Remaining	Remaining %
Advertising	\$ 5,150	\$ 110	\$ 3,785	\$ 1,366	26.51%
Arts in the Middle (VCA-EDA 50% Match Each)	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%
Audit (EDA Portion of County)	\$ 1,700	\$ -	\$ -	\$ 1,700	100.00%
Compensation Part Time - Director	\$ 60,754	\$ 5,063	\$ 30,376	\$ 30,378	50.00%
Compensation Part Time	\$ 17,491	\$ 1,465	\$ 9,142	\$ 8,349	47.73%
Benefits:			\$ -		
FICA	\$ 6,077	\$ 699	\$ 699	\$ 5,378	88.49%
Group Life Insurance	\$ 870	\$ 73	\$ 435	\$ 435	50.00%
Health Insurance	\$ -	\$ -	\$ -		
VLDP Disability Insurance	\$ 340	\$ 28	\$ 170	\$ 170	50.00%
VRS	\$ 4,120	\$ 96	\$ 573	\$ 3,547	86.09%
VA's River Realm	\$ 25,000	\$ -	\$ 25,000	\$ -	0.00%
Visit Widget App Annual Fee	\$ 14,400		\$ -	\$ 14,400	100.00%
Waterway Guide Data Fee for Visit Widget - Annual Fee	\$ 5,400	\$ -	\$ -	\$ 5,400	100.00%
Grants By EDA					
Façade/Site Improvements	\$ 30,000	\$ 5,425	\$ 5,425	\$ 24,575	81.92%
Business Retention/Expansion/Relocation/Attraction	\$ 50,000	\$ -	\$ -	\$ 50,000	100.00%
Event Sponsorships	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Dues & Associate Memberships	\$ 2,000	\$ -	\$ -	\$ 2,000	100.00%
Hospitality	\$ 7,500	\$ 55	\$ 55	\$ 7,445	99.27%
Initiatives & Programs (EDA Activities)	\$ 3,000	\$ -	\$ -	\$ 3,000	100.00%
Blue Catfish GO VA Region 6 Planning Grant	\$ 7,500	\$ -	\$ -	\$ 7,500	100.00%
Community Loan Fund	\$ 30,000	\$ -	\$ -	\$ 30,000	100.00%
Virginia Tourism Corporation (VTC) Grant Activities			\$ -		
Direct Marketing	\$ 20,000	\$ -	\$ 9,984	\$ 10,016	50.08%
Marketing Leverage	\$ 20,000	\$ -	\$ -	\$ 20,000	100.00%
Project Access	\$ 200,000	\$ 5,544	\$ 41,401	\$ 158,599	79.30%
Liability Insurance	\$ 2,325	\$ -	\$ 2,325	\$ -	0.00%
Contingency (Operating Reserve)	\$ 42	\$ -	\$ -	\$ 42	100.00%
Professional Services - Tourism/Marketing	\$ 35,000	\$ 2,917	\$ 17,500	\$ 17,500	50.00%
Office Supplies	\$ 1,000	\$ 364	\$ 440	\$ 560	56.00%
Software (Accounting Suite)	\$ 300	\$ 25	\$ 150	\$ 150	50.00%

**Middlesex County Economic Development Authority**  
**FY 25-26 Revenue/Expense Report - 01/12/26 Meeting**

Postage	\$ 500	\$ 7	\$ 19	\$ 481	96.29%
Telephone	\$ 600	\$ 41	\$ 243	\$ 357	59.52%
Travel (Conf & Education)	\$ 2,000	\$ -	\$ -	\$ 2,000	100.00%
Travel (Mileage)	\$ 700	\$ -	\$ -	\$ 700	100.00%
Travel (Subsis & Lodging)	\$ 1,000	\$ -	\$ -	\$ 1,000	100.00%
<b>TOTAL</b>	<u>\$ 573,769</u>	<u>\$ 30,911</u>	<u>\$ 156,723</u>	<u>\$ 417,046</u>	72.69%

**Middlesex County Economic Development Authority  
FY 25-26 Revenue/Expense Report - 02/09/26 Meeting**

<b>REVENUE - FY 25-26</b>	<b>Budget</b>	<b>January</b>	<b>YTD</b>	<b>Remaining</b>	<b>Remaining %</b>
Interest Income CD	\$ 10,000	\$ 2,041	\$ 9,625	\$ 375	3.75%
Interest Income Checking	\$ 500	\$ 32	\$ 433	\$ 67	13.34%
Other Income	\$ -	\$ -	\$ -	\$ -	
Rental Income	\$ -	\$ -	\$ -	\$ -	
Rappahannock West-Canterbury (2012A Bond Fee)	\$ 4,573	\$ 4,573	\$ 4,573	\$ (0)	-0.01%
Rappahannock West-Canterbury (2012B Bond Fee)	\$ 4,573	\$ -	\$ -	\$ 4,573	100.00%
County Portion Series 2021 Bond Fees	\$ 945	\$ 945	\$ 945	\$ -	0.00%
Schools Portion Series 2021 Bond Fees	\$ 1,425	\$ 713	\$ 713	\$ 713	50.00%
Lodging Tax	\$ 151,852	\$ -	\$ -	\$ 151,852	100.00%
Virginia Commission for the Arts - Grant - AIM	\$ 4,500	\$ -	\$ -	\$ 4,500	100.00%
Grant Virginia Tourism Corporation (VTC)		\$ -	\$ -		
Direct Marketing	\$ 10,000	\$ 9,984	\$ 9,984	\$ 16	0.16%
Recovery Marketing Leverage	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Project Access	\$ -	\$ 21,366	\$ 21,366	\$ (21,366)	
EDA Use of Fund Balance/Reserves	\$ 327,500	\$ -	\$ -	\$ 327,500	100.00%
County Contribution	\$ 47,900	\$ 47,966	\$ 47,966	\$ (66)	-0.14%
			<u>\$ -</u>		
<b>TOTAL</b>	<b>\$ 573,768</b>	<b>\$ 87,620</b>	<b>\$ 95,605</b>	<b>\$ 478,163</b>	<b>83.34%</b>

**Note(s)**

**Middlesex County Economic Development Authority  
FY 25-26 Revenue/Expense Report - 02/09/26 Meeting**

EXPENDITURES - FY 25-26	Budget	January	YTD	Remaining	Remaining %
Advertising	\$ 5,150	\$ 116	\$ 3,901	\$ 1,250	24.26%
Arts in the Middle (VCA-EDA 50% Match Each)	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%
Audit (EDA Portion of County)	\$ 1,700	\$ 1,575	\$ 1,575	\$ 125	7.35%
Compensation Part Time - Director	\$ 60,754	\$ 5,063	\$ 30,376	\$ 30,378	50.00%
Compensation Part Time	\$ 17,491	\$ 1,465	\$ 9,142	\$ 8,349	47.73%
Benefits:			\$ -		
FICA	\$ 6,077	\$ 699	\$ 699	\$ 5,378	88.49%
Group Life Insurance	\$ 870	\$ 73	\$ 508	\$ 363	41.67%
Health Insurance	\$ -	\$ -	\$ -		
VLDP Disability Insurance	\$ 340	\$ 28	\$ 198	\$ 142	41.67%
VRS	\$ 4,120	\$ 96	\$ 669	\$ 3,451	83.77%
VA's River Realm	\$ 25,000	\$ -	\$ 25,000	\$ -	0.00%
Visit Widget App Annual Fee	\$ 14,400		\$ -	\$ 14,400	100.00%
Waterway Guide Data Fee for Visit Widget - Annual Fee	\$ 5,400	\$ -	\$ -	\$ 5,400	100.00%
Grants By EDA					
Façade/Site Improvements	\$ 30,000	\$ 5,425	\$ 5,425	\$ 24,575	81.92%
Business Retention/Expansion/Relocation/Attraction	\$ 50,000	\$ -	\$ -	\$ 50,000	100.00%
Event Sponsorships	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Dues & Associate Memberships	\$ 2,000	\$ -	\$ -	\$ 2,000	100.00%
Hospitality	\$ 7,500	\$ 55	\$ 55	\$ 7,445	99.27%
Initiatives & Programs (EDA Activities)	\$ 3,000	\$ -	\$ -	\$ 3,000	100.00%
Blue Catfish GO VA Region 6 Planning Grant	\$ 7,500	\$ -	\$ -	\$ 7,500	100.00%
Community Loan Fund	\$ 30,000	\$ -	\$ -	\$ 30,000	100.00%
Virginia Tourism Corporation (VTC) Grant Activities			\$ -		
Direct Marketing	\$ 20,000	\$ -	\$ 9,984	\$ 10,016	50.08%
Marketing Leverage	\$ 20,000	\$ -	\$ -	\$ 20,000	100.00%
Project Access	\$ 200,000	\$ 50	\$ 46,995	\$ 153,005	76.50%
Liability Insurance	\$ 2,325	\$ -	\$ 2,325	\$ -	0.00%
Contingency (Operating Reserve)	\$ 42	\$ -	\$ -	\$ 42	100.00%
Professional Services - Tourism/Marketing	\$ 35,000	\$ 2,917	\$ 20,417	\$ 14,583	41.67%
Office Supplies	\$ 1,000	\$ 50	\$ 490	\$ 510	51.00%
Software (Accounting Suite)	\$ 300	\$ 25	\$ 175	\$ 125	41.67%

**Middlesex County Economic Development Authority**  
**FY 25-26 Revenue/Expense Report - 02/09/26 Meeting**

Postage	\$ 500	\$ 7	\$ 19	\$ 481	96.29%
Telephone	\$ 600	\$ 41	\$ 243	\$ 357	59.52%
Travel (Conf & Education)	\$ 2,000	\$ -	\$ -	\$ 2,000	100.00%
Travel (Mileage)	\$ 700	\$ -	\$ -	\$ 700	100.00%
Travel (Subsis & Lodging)	\$ 1,000	\$ -	\$ -	\$ 1,000	100.00%
<b>TOTAL</b>	<u>\$ 573,769</u>	<u>\$ 26,683</u>	<u>\$ 167,195</u>	<u>\$ 406,574</u>	70.86%

## Economic Development

Trenton L. Funkhouser, AICP  
Executive Director

877 General Puller Highway  
P.O. Box 428  
Saluda, Virginia 23149-0428  
(804) 654-1363 (C)  
t.funkhouser@co.middlesex.va.us



## Economic Development Authority

John Anzivino, Chair  
James Reed, Vice-Chair  
Joe Heyman, Treasurer  
Anton Webre, Secretary  
Gerald Crittenden  
Jean Hallie-Holmes  
Doug McMinn

February 9, 2026

**TO:** Economic Development Authority

**FROM:** Trenton L. Funkhouser, Executive Director

**SUBJECT:** VA250 Committee Event Sponsorship Requests - Speakers

The EDA considered this request at its January 12<sup>th</sup> meeting and, consistent with EDA policy, deferred action for 30 days. Ms. Bessida White, VA250 Committee Chair, will be present at the meeting to review VA250 events to-date in Middlesex (attached) and address any questions or comments regarding the funding requests.

As noted last month, The VA250 Committee is requesting sponsorship of two events involving guest speakers at a public event followed by school assemblies for students the following day. Lodging, Meals, Travel and small honorariums (\$500 and \$1,000) for each speaker are not expected to exceed a total of \$5,000.

Two proposed speakers are: 1) Adrienne Whaley (see attached text from Information from VHF grant) and Andrew Lawler a noted historian and author most recently of [A Perfect Frenzy: A Royal Governor, His Black Allies, and the Crisis That Spurred the American Revolution.](#) Both speakers are very familiar with Virginia and Middlesex history.

The EDA's FY 25-26 Budget includes an Expense line item for Event Sponsorships of \$10,000.

The Board of Supervisors, at its February 3<sup>rd</sup> meeting, approved \$5,000 towards the speakers and similar efforts of the VA250 Committee and encouraged the EDA to match such funds.

### Recommended Action(s)

Please advise the Director how the EDA wishes to proceed in consideration of the requests for funding.

## **Middlesex County 250 Committee Programs**

Urbanna Founders' Day

August 3, 2024

Held at various sites in Urbanna

Sponsored by Urbanna Museum

Antioch Baptist Church Highway Marker Dedication

August 3, 2024

Held at Antioch Baptist Church, Saluda

Sponsored by Middlesex Museum & Historical Society and Middle Peninsula African-American Genealogical and Historical Society

Freedom in the Air

African American Perspectives on the Promise of the American Revolution

Talk by Dr. Randolph H. Latimore

November 10, 2024

Held at Union Shiloh Baptist Church, Jamaica

Sponsored by The Heritage Committee

Arthur Lee of Landsdowne

Talk by Dr. Gordon Blaine Steffey

Director of Research & the Jessie Ball duPont Memorial Library, Stratford Hall

October 13, 2024

Held at Rosegill

Sponsored by Middlesex Museum and Historical Society

“The Middlesex Resolves”

Talk by historian Ed Ayres

Formerly of the Jamestown-Yorktown Foundation

Held at The Woman's Club

November 17, 2024

Sponsored by Middlesex Museum and Historical Society

Juneteenth 2025

Recognition of Middlesex African American Civil War Veterans

June 22, 2025

Held at Antioch Baptist Church, Saluda

Sponsored by The Heritage Committee, Middlesex Museum & Historical Society, et. al.

Urbanna Founders' Day  
August 2, 2025  
Held at various sites in Urbanna  
Sponsored by Urbanna Museum

Step Back in Time with George Washington  
Living history talk by Andrew Packett  
October 19, 2025  
Held at The Woman's Club  
Sponsored by Middlesex Museum and Historical Society

**"250" Involvement of Luna (Colonial Seaport Foundation)**

2024  
4th of July VA250 Bell Ringing and cannon fire- dockside in Deltaville

Founders Day Urbanna  
August 2024. 200 visitors

Marquis de Lafayette 200th anniversary tour  
Yorktown, October 2024. National Media Coverage. 2500 tours Partner with National Park Service and Yorktown250

Yorktown Tea Party 250th  
Yorktown, November 2024. National media Coverage 1300 tours Partner with National Park Service and Yorktown250

2025  
Lord Dunmore Evacuation from Yorktown 250th Anniversary. 1500 tours. Partnered with National Park Service, Yorktown 250.

4th of July VA250 Bell Ringing and cannon fire- dockside in Deltaville  
Two Light for America. VA250 online campaign. 1.8million views! Luna was the first picture shown in the campaign review.

Founders Day Urbanna  
August 2024. 200 visitors

Local events, while not 250 related but campaigned and flying the Middlesex Flag. Deltaville Rescue Squad Rescue Regatta, Turkeyshoot Hospice Regatta, Urbanna Oyster Festival. 2023 thru 2025.

Prepared by  
Bessida Cauthorne White, Chair  
Middlesex County 250 Committee  
February 3, 2026

## Economic Development

Trenton L. Funkhouser, AICP  
Executive Director

877 General Puller Highway  
P.O. Box 428  
Saluda, Virginia 23149-0428  
(804) 654-1363 (C)  
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## Economic Development Authority

John Anzivino, Chair  
James Reed, Vice-Chair  
Joe Heyman, Treasurer  
Anton Webre, Secretary  
Gerald Crittenden  
Jean Hallie-Holmes  
Doug McMinn

January 12, 2026

**TO:** Economic Development Authority

**FROM:** Trenton L. Funkhouser, Executive Director

**SUBJECT:** Broad Creek/Chesapeake Bay Access Project and Project Access Update

### Build Application – Broad Creek/Chesapeake Bay Access Project

Several January and February meetings with MPPDC staff and Ricky Wiatt (VHB) led by Mr. Webre and Mr. Heyman to continue work on a Planning (Design) grant application (per authorization of EDA at its January 12, 2026 meeting).

A draft commitment letter citing \$40,000 proposed matching funds and noting purchase of property by EDA is attached for consideration of approval by the EDA.

Key Application Dates – 02/24/26 Deadline. Awards 06/28/26. Funds Obligated by 09/30/30 and funds expended by 09/30/35.

### Project Access (Recreational Ramp Portion)

Several January and February meetings with MPPDC staff and various state organizations led by Mr. Webre and Mr. Heyman to continue work on other efforts to develop a smaller recreational user boat ramp area at the eastern edge of EDA properties.

### Recommended Action

Approval of commitment letter and matching funds of \$40,000 or such amount as approved by the EDA.

Economic Development  
Trenton L. Funkhouser, AICP  
Executive Director

877 General Puller Highway  
P.O. Box 428  
Saluda, Virginia 23149-0428  
(804) 654-1363 (C)  
t.funkhouser@co.middlesex.va.us



Economic Development Authority  
John Anzivino, Chair  
James Reed, Vice-Chair  
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Doug McMinn

February 9, 2026

**U.S. Department of Transportation's Better Utilizing Investments to Leverage Development (BUILD) Grant Program**

**ASSISTANCE LISTING:** 20.933 - Better Utilizing Investments to Leverage Development (BUILD) Grant Program

**FUNDING OPPORTUNITY:** DTOS59-26-RA-BUILD - FY 2026 National Infrastructure Investments

RE: Match Commitment for Broad Creek-Chesapeake Bay Access Project

BUILD Grant Program Reviewers:

The Economic Development Authority (EDA) of Middlesex County supports the application to request funding through the U.S. Department of Transportation's Better Utilizing Investments to Leverage Development (BUILD) Grant Program for Middlesex County's Broad Creek-Chesapeake Bay Access Project. This project is crucial to developing construction-ready plans that advance development of the Broad Creek-Chesapeake Bay Access Project site, a working waterfront providing significant opportunities to spur economic activity and create jobs in maritime industries in Virginia's Middle Peninsula region.

This is also a commitment to match this project with Fiscal Year 2027 EDA of Middlesex County Operating Budget funds of \$40,000.

This project will support the planning needed to advance construction projects and economic activity at the Broad Creek-Chesapeake Bay Access Project site. Recognizing the importance of this site in providing a commercial gateway to the Chesapeake Bay and connection to major shipping corridors, the EDA of Middlesex County purchased the roughly 21-acre site in 2025, demonstrating its commitment to developing the site. This project will create plans that accommodate boat trailer and vehicle parking, boat launch ramps, adequate turn-around areas, and other vital infrastructure, creating a roadmap to develop infrastructure that spurs economic activity and creates jobs in maritime industries in rural coastal Virginia.

If you have any questions about the application, please contact me by email [janzivino5269@gmail.com](mailto:janzivino5269@gmail.com) or (804) 381-8455.

Sincerely,

John A. Anzivino, Chair  
Economic Development Authority of Middlesex County

## Project Criteria:

1. **Safety** – Does the project:
  - a. Implement autonomous systems designed to improve safety outcomes?
  - b. Prevent fatalities and serious injuries by facilitating the separation of freight and passenger traffic?
  - c. Protect motorized and nonmotorized travelers from safety risks?
  - d. Reduce fatalities and/or serious injuries in the project area to bring them below the state-wide average?
  - e. Incorporate specific safety improvements that are part of a documented safety risk mitigation strategy and that have, for example, corridor, port-wide, or transit system impact?
  
2. **Quality of Life** – Does the project:
  - a. Beautify transportation infrastructure (e.g. engaging landscape, shade trees) with context appropriate design that enhance user experience while maintaining safety and operational efficiency?
  - b. Improve the travel experience for families (e.g., dedicated facilities for mothers such as nursing/pumping spaces, improved accommodations for strollers, accessible changing tables, intuitive design elements, small parks, playground-inspired edging)?
  - c. Improves wayfinding and user experience (clear signage, intuitive layouts, and predictable operations for caregivers)?
  - d. Makes transportation more affordable?
  
3. **Mobility & Community Connectivity** – Does the project:
  - a. Enhance the accessibility of the transportation system for families and Americans with disabilities using Universal Design?
  - b. Provides additional options for intermodal and multimodal freight shippers?
  - c. Consider last-mile freight plans in a multimodal approach?
  
4. **Economic Competitiveness & Opportunities** – Does the project:
  - a. Revitalize and restore domestic maritime industries, in accordance with [Executive Order 14269 Restoring America's Maritime Dominance](#)?
  - b. Promote economic growth, and other broader economic and fiscal benefits?
  - c. Improve intermodal and/or multimodal freight mobility?
  - d. Address a freight bottleneck, as identified in the National Freight Strategic Plan, a State Freight Plan, or as measured by relevant freight industry associations (ATRI, e.g.)?
  - e. Expand access to safe truck parking?
  - f. Facilitate tourism opportunities?

*(Criteria 1-4 are weighed strongest in scoring)*

5. **Environmental Sustainability** – Does the project:
  - a. Improve the resilience of at-risk infrastructure to be resilient to extreme weather events and natural disasters including the construction of parallel or redundant alternatives if appropriate?
  - b. Include project in a resilience improvement plan that considers risk across transportation modes, regions, and critical interdependent sectors or similar plan?
  - c. Incorporate permeable pavements, bioswales, vegetated swales and berms, urban tree canopies, stone breakwaters, etc., as appropriate?
  
6. **State of Good Repair** – Does the project:
  - a. Restore and modernize the existing core infrastructure assets that have met their useful life?
  - b. Reduce construction and maintenance burdens through efficient and well-integrated design?
  - c. Create new infrastructure in remote communities that will be maintained in a state of good repair?
  - d. Address current or projected transportation system vulnerabilities?
  
7. **Partnerships & Collaboration** – Does the project:
  - a. Engage residents and community based organizations to ensure those who live and work in the project area are meaningfully engaged throughout the lifecycle of the project?
  - b. Establish formal public-private partnerships or joint ventures to restore, expand, or create new infrastructure?
  - c. Coordinate with other types of projects such as economic development, or commercial development?
  - d. Partner with high-quality workforce development programs to help train, place, and retain people in good paying jobs or registered apprenticeships?
  
8. **Innovation** – Does the project:
  - a. Use Innovative Technologies:
    - Deploy innovative and emerging transportation technologies?
    - Improve safety using Advanced Driver Assistance Systems on public transit vehicles, including functions such as precision docking?
    - Use sensors to monitor real-time conditions public infrastructure?
    - Deploy technology to support more efficient freight operating practices?
  - b. Use Innovative Project Delivery:
    - Use practices that accelerate project delivery such as single contractor design-build arrangements, Advanced Digital Construction Management, Accelerated Bridge Construction, Digital as-builts, or an up-to-date programmatic agreement

between an environmental resource agency and a state DOT, or other NEPA lead agency, that establishes a streamlined process for environmental consultations and permits for commonly encountered project types?

c. Use Innovative Financing:

- Secure TIFIA, RRIF, or private activity bond financing?

----

## **Other Items:**

### **1. Permits and Approvals:**

- List any federal, state, or local permits and approvals anticipated to be needed for the project (e.g., Clean Water Act Section 404 permit, Endangered Species Act Section 7 consultation, etc.) and how the need for those permits and approvals was determined.
- Provide the status of each permit or approval and the date that the permit or approval was obtained or is anticipated to be obtained.
- Summarize and attach relevant correspondence or documentation of consultation with permitting agencies.

## Project Budget File

Funding Source	[Component 1]	[Component 2]	Total Funding
BUILD Funds	[\$XXX]	[\$XXX]	[\$XXX]
Other Federal Funds	[\$XXX]	[\$XXX]	[\$XXX]
Non-Federal Funds	[\$XXX]	[\$XXX]	[\$XXX]
<b>Total Project Cost</b>	<b>[\$XXX]</b>	<b>[\$XXX]</b>	<b>[\$XXX]</b>

*Note: If there is only a single component, remove “Component 2” column. If there are more than 2 components, add columns.*

Cost Classification	BUILD Funds	Other Federal Funds	Non-Federal Funds	Total Project Cost
Preliminary Engineering	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
Design	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
Environmental	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
<b>Construction</b>	<del>[\$XXX]</del>	<del>[\$XXX]</del>	<del>[\$XXX]</del>	<del>[\$XXX]</del>
Contingency	[\$XXX]	[\$XXX]	[\$XXX]	[\$XXX]
<b>Total Funding</b>	<b>[\$XXX]</b>	<b>[\$XXX]</b>	<b>[\$XXX]</b>	<b>[\$XXX]</b>

*Note: The cost classifications listed above are for example only. Include Cost Classifications relevant for the project described in the application.*

2020 Census Tract(s)	Project Costs per Census Tract
9512	\$
	Total Project Cost: \$

*Note: Please reference the Census Tracts (2020 Census) layer in the BUILD Grant Project Location Verification mapping tool. Additional rows may be added if necessary.*

Urban and Rural	Project Costs
Urban (2020 Census-designated urban area with a population greater than 200,000)	\$0
Rural (Located outside of a 2020 Census-designated urban area with a population greater than 200,000)	\$
	Total Project Cost: \$

*Note: Please reference the Census Designated Urban Areas with Population Greater Than 200,000 (2020 Census) layer in the BUILD Grant Project Location Verification mapping tool*

**Budget Narrative:**

**Sources, Uses, and Availability:** *Provide complete information on how all capital or planning project funds may be used, their availability, and documented funding commitments. For example, if a source of funds is available only after a condition is satisfied, the application should identify that condition and describe the applicant's control over whether it is satisfied. Similarly, if a source of funds is available for expenditure only during a fixed period, the application should describe that restriction.*

*Examples of documentation include, but are not limited to, a letter signed by a governing official or chief financial officer confirming the amount and source of funding, a page or pages from the Statewide Improvement Program (STIP) or Transportation Improvement Program (TIP) (please do not include a link to the entire STIP/TIP), a signed city ordinance, or a county administrator committing previously approved general obligation bonds.*

**Contingency Amount and Plan:** *Indicate the specific contingency amount included in the budget to demonstrate there is sufficient funding to cover unanticipated cost increases and describe a plan to address potential cost overruns.*

**Level of Design:** *Indicate the degree of design completion (e.g., no design, 30, 60, 90 percent design) for which the cost was estimated in the case of a capital project.*

**Cost Estimates:** *Indicate how, when, and by whom project costs were estimated. Cost estimates should be no older than a year from the application deadline and include an inflation factor.*

**Cost Share:** *Explain how the project budget satisfies the statutory cost share or nonfederal funds matching requirements shown in the project budget table, if applicable.*

1. Project Criteria:

- a. How does this project improve safety? Specifically, does it:
  - i. Implement autonomous systems designed to improve safety outcomes?
  - ii. Prevent fatalities and serious injuries by facilitating the separation of freight and passenger traffic?
  - iii. Protect motorized and nonmotorized travelers from safety risks?
  - iv. Reduce fatalities and/or serious injuries in the project area to bring them below the state-wide average?
  - v. Incorporate specific safety improvements that are part of a documented safety risk mitigation strategy and that have, for example, corridor, port-wide, or transit system impact?
- b. How does it improve quality of life? Specifically, does it:
  - i. Beautify transportation infrastructure (e.g. engaging landscape, shade trees) with context appropriate design that enhance user experience while maintaining safety and operational efficiency?
  - ii. Improve the travel experience for families (e.g., dedicated facilities for mothers such as nursing/pumping spaces, improved accommodations for strollers, accessible changing tables, intuitive design elements, small parks, playground-inspired edging)?
  - iii. Improves wayfinding and user experience (clear signage, intuitive layouts, and predictable operations for caregivers)?
  - iv. Makes transportation more affordable?
- c. How does it improve mobility and community connectivity? Specifically, does it?
  - i. Enhance the accessibility of the transportation system for families and Americans with disabilities using Universal Design?
  - ii. Provides additional options for intermodal and multimodal freight shippers?
  - iii. Consider last-mile freight plans in a multimodal approach?
- d. How does it improve economic competitiveness and opportunities including tourism? Specifically, does it:
  - i. Revitalize and restore domestic maritime industries, in accordance with [Executive Order 14269 Restoring America's Maritime Dominance](#)?
  - ii. Promote economic growth, and other broader economic and fiscal benefits?
  - iii. Improve intermodal and/or multimodal freight mobility?
  - iv. Address a freight bottleneck, as identified in the National Freight Strategic Plan, a State Freight Plan, or as measured by relevant freight industry associations (ATRI, e.g.)?
  - v. Expand access to safe truck parking?
  - vi. Facilitate tourism opportunities?

---

- a. How does it improve environmental sustainability? Specifically, does it:
  - vii. Improve the resilience of at-risk infrastructure to be resilient to extreme weather events and natural disasters including the construction of parallel or redundant alternatives if appropriate?
  - viii. Include project in a resilience improvement plan that considers risk across transportation modes, regions, and critical interdependent sectors or similar plan?
  - ix. Incorporate permeable pavements, bioswales, vegetated swales and berms, urban tree canopies, stone breakwaters, etc., as appropriate?
- b. How does it improve state of good repair? Specifically, does it:

- a. Restore and modernize the existing core infrastructure assets that have met their useful life?
- b. Reduce construction and maintenance burdens through efficient and well-integrated design?
- c. Create new infrastructure in remote communities that will be maintained in a state of good repair?
- d. Address current or projected transportation system vulnerabilities?
- a. How does it leverage partnership and collaboration? Specifically, does it:
  - a. Engage residents and community based organizations to ensure those who live and work in the project area are meaningfully engaged throughout the lifecycle of the project?
  - b. Establish formal public-private partnerships or joint ventures to restore, expand, or create new infrastructure?
  - c. Coordinate with other types of projects such as economic development, or commercial development?
  - d. Partner with high-quality workforce development programs to help train, place, and retain people in good paying jobs or registered apprenticeships?
- b. How does it encourages innovation? Specifically, does it:
  - a. Use Innovative Technologies:
    - i. Deploy innovative and emerging transportation technologies?
    - ii. Improve safety using Advanced Driver Assistance Systems on public transit vehicles, including functions such as precision docking?
    - iii. Use sensors to monitor real-time conditions public infrastructure?
    - iv. Deploy technology to support more efficient freight operating practices?
  - b. Use Innovative Project Delivery:
    - i. Use practices that accelerate project delivery such as single contractor design-build arrangements, Advanced Digital Construction Management, Accelerated Bridge Construction, Digital as-builts, or an up-to-date programmatic agreement between an environmental resource agency and a state DOT, or other NEPA lead agency, that establishes a streamlined process for environmental consultations and permits for commonly encountered project types?
  - c. Use Innovative Financing:
    - i. Secure TIFIA, RRIF, or private activity bond financing?

2. Matching funds:

- a. What matching funds will Middlesex County/EDA contribute?
  - i. We will need a signed letter of commitment for these funds prior to submitting the grant**

3. Contact:

- a. Who do you want listed as the project's main point of contact on the application form?

4. Permits and Approvals:
  - a. List any federal, state, or local permits and approvals anticipated to be needed for the project (e.g., Clean Water Act Section 404 permit, Endangered Species Act Section 7 consultation, etc.) and how the need for those permits and approvals was determined.
  - b. Provide the status of each permit or approval and the date that the permit or approval was obtained or is anticipated to be obtained.
  - c. Summarize and attach relevant correspondence or documentation of consultation with permitting agencies.
  
5. What public meetings / public engagement have occurred to date?
  - a. Deltaville Community Association meeting – public input meeting
  - b. EDA Meeting – 11/25/2025
  - c. Stakeholder engagement built in to Planning Grant

1. What is the Scope of Work, broken down by task?
2. What is the Schedule, broken down by task?
3. Project description in 100 words or less
4. What is the funding request (broken down by line item)?
  - a. Are there any other federal funds going towards this project? Have you applied for any other funding for the project that is pending?
  - b. What non-federal funds have you committed to this project so far (\$ amount and description for each item)?
  - c. **What matching funds will Middlesex County/EDA contribute?**
5. What is the goal for the project: Conceptual Planning/Feasibility; Preliminary Engineering & Environmental Review; Final Design; or 100% Construction Ready (Shovel Ready)?
6. What is the project location's latitude & longitude?
7. Private Corporation Involvement: *"Does this project involve a private entity or entities that will receive a direct and predictable financial benefit if the project is selected for award? This includes, but is not limited to, private owners of infrastructure facilities being improved and private freight shippers or carriers directly benefitting from completion of the proposed project."*
  - a. *"If this project directly involves or benefits a private corporation, please list the corporation(s) separated by a comma."*
8. Is Middlesex County currently or anticipating applying for Transportation Infrastructure Finance and Innovation Act (TIFIA) or Railroad Rehabilitation & Improvement Financing (RRIF) loans to fund the project?
9. What (if any) existing planning or environmental documents exist?
10. What is the current design status?
11. What do we need to request from VHB for this proposal (eg – project location file in KML/KMS format showing the project footprint, cost estimate, other maps & diagrams)?
12. Project Name: Do you want to use "Broad Creek/Chesapeake Bay Access Project" or workshop this name?
13. Letters of Support List – Who do we want to add?
  - a. Virginia Waterman's Association – Clara
  - b. U.S. Sen. Tim Kaine – Clara
  - c. U.S. Sen. Mark Warner – Clara
  - d. U.S. Rep. Rob Wittman – Clara
  - e. Va. Sen Richard Stuart – Clara
  - f. Va. Rep. Keith Hodges – Clara
  - g. Middle Peninsula PDC – Clara
  - h. Middle Peninsula Public Access Authority – Clara
  - i. Va. Department of Wildlife Resources – Anton
  - j. Va. Economic Development Partnership – Anton
  - k. *DCR?*
  - l. *VMRC?*
  - m. *VIMS?*
  - n. *VDOT?*

*o. Others (other watermen/landing users, etc)?*

## Economic Development

Trenton L. Funkhouser, AICP  
Executive Director

877 General Puller Highway  
P.O. Box 428  
Saluda, Virginia 23149-0428  
(804) 654-1363 (C)  
t.funkhouser@co.middlesex.va.us



## Economic Development Authority

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Gerald Crittenden  
Jean Hallie-Holmes  
Doug McMinn

February 9, 2026

**TO:** Economic Development Authority

**FROM:** Trenton L. Funkhouser, Executive Director

**SUBJECT:** Rawley Park – Workforce Housing Project – Funding Update

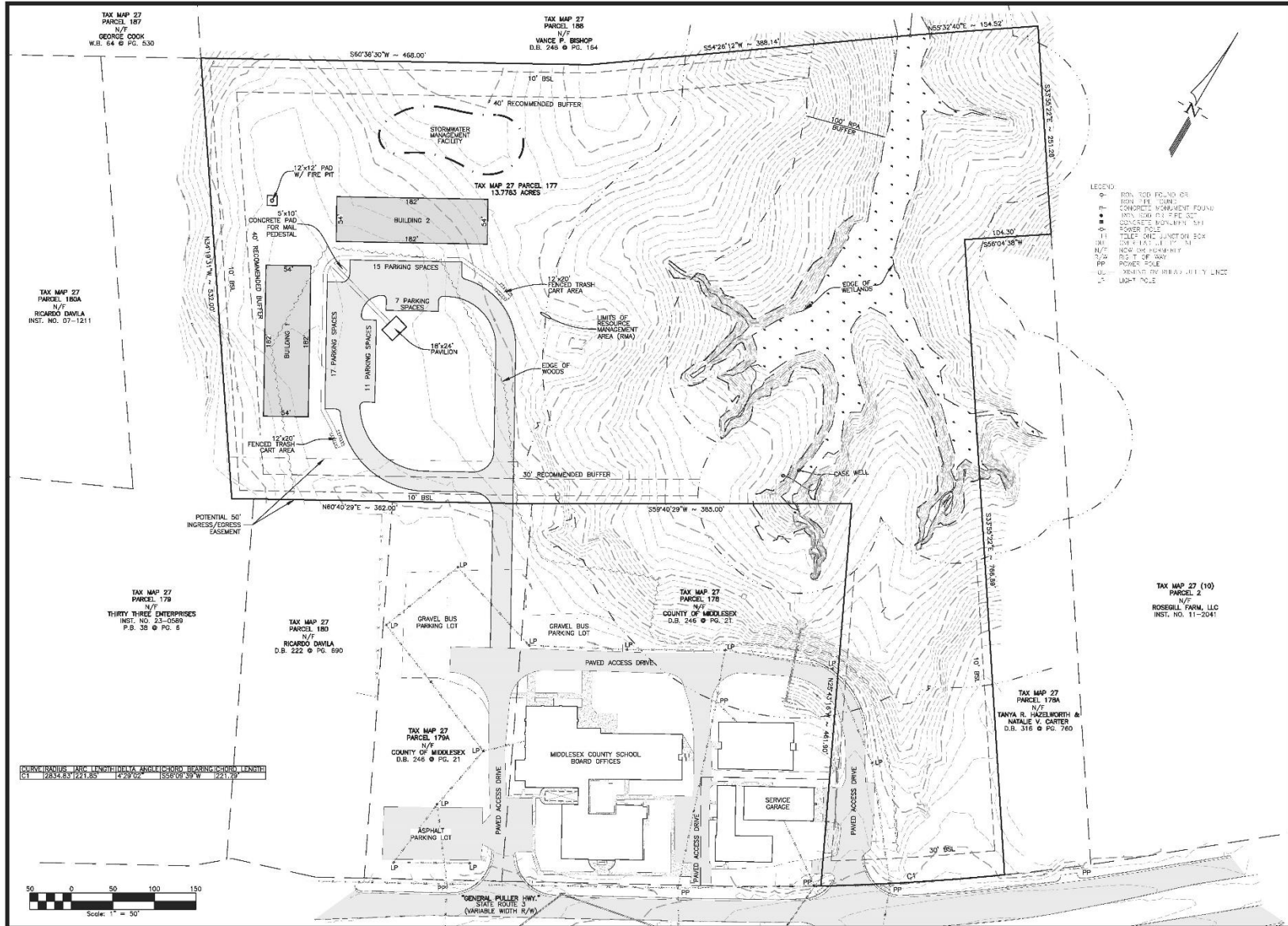
Mr. Alan Walker of Bay Aging will update EDA members on the funding status of the proposed 24-unit workforce housing project to be constructed in Cook's Corner area.

Bay Aging believes recent work on grant and related funding options is better positioning the project to proceed with final site design (update) and construction. One of the significant funding changes is a commitment of \$340,000, proposed by the Board of Supervisors, in the County's FY 26-27 Capital Improvements Program (CIP) to help meet any remaining funding gaps for the project.

EDA support of this effort would help ensure project proceeds to construction in a timely manner and provide proof of the EDA's commitment to this aspect of workforce development and general investment in the community vitality of Middlesex County.

### **Recommendation**

Consider contributing up to \$100,000 towards cash match funds of grant awards obtained or anticipated by Bay Aging.



JOB NO. 18020-03

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PROJECT MANAGER: WBB  
 DESIGNED: WAS  
 CAD: WAS  
 CHECKED: WAS

FILED:  
 DATE: OCTOBER 15, 2018  
 REVISED: OCT. 16, 2018  
 REVISED: OCT. 19, 2018



40 CROSS ST., SUITE 100  
 P.O. BOX 81  
 DUMFRIES, VA 23175  
 (804) 453-2963

PROJECT:  
**MIDDLESEX FOUNDATION-  
 WORKFORCE HOUSING**  
 SALUDA DISTRICT  
 MIDDLESEX, VIRGINIA

SHEET:  
**CONCEPT SITE LAYOUT**

SHEET NO:  
**C1**

JOB NO. 18020-03

TOP PLATE  
SECOND FLOOR  
FIRST FLOOR



## Economic Development

Trenton L. Funkhouser, AICP  
Executive Director

877 General Puller Highway  
P.O. Box 428  
Saluda, Virginia 23149-0428  
(804) 654-1363 (C)  
t.funkhouser@co.middlesex.va.us



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Doug McMinn

February 9, 2026

**TO:** Economic Development Authority

**FROM:** Trenton L. Funkhouser, Executive Director

**SUBJECT:** Blue Catfish -River to Table Study – Consideration of Approval of Contract with Virginia Tech

Attached for review and consideration of approval by the EDA is the contract for services to provide the Study components agreed to as part of funding by GO Virginia Region 6. Attached information is similar to information previously provided to EDA members – 1) VA Tech Proposal for this proposed contract, 2) GO Virginia/DHCD contract and 3) VA Tech proposal for Eastern Shore feasibility study funding by VA Department of Agriculture and Consumer Services (VDACS).

The Blue Catfish Advisory Committee, at its January 29<sup>th</sup> meeting, unanimously endorsed proceeding with this proposed contract and recommends the EDA approve the proposed contract.



Continuing and Professional Education
1900 Kraft Drive, Suite 1100
Blacksburg, Virginia 24061
P: (540) 231-5182
cpeinfo@vt.edu

COMMONWEALTH OF VIRGINIA

This agreement entered into on January 13, 2026, by Virginia Polytechnic Institute and State University, hereinafter called the "Contractor" or "Virginia Tech" and the Middlesex County Economic Development Authority, hereinafter called the "Purchaser."

WITNESSETH that the Contractor and the Purchaser, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to Purchaser as set forth in the attached Agreement Documents.

PAYMENTS: Total cost to the Purchaser for all services under this agreement is \$96,250.00. The Contractor will invoice the Purchaser one-half the total sum (\$48,125.00) upon contract signing, and the remainder (\$48,125.00) upon project completion in December 2026. Invoices are payable within 30 days of receipt.

PERIOD OF PERFORMANCE: January 16, 2026 through December 31, 2026.

The Agreement Documents shall consist of:

- (1) This signed form,
(2) The attached Terms and Conditions, and,
(3) The attached Virginia Polytechnic Institute and State University proposal and scope of work (See Exhibit A entitled "Blue Catfish Feasibility & Strategic Growth Study")

This agreement constitutes the entire understanding between the parties, there being no representations, promises, warranties, covenants, or understandings other than those expressly set forth herein, and supersedes any and all prior understandings and agreements, whether oral or written. No modification or waiver of the terms of this agreement shall be effective unless in writing and signed by both parties.

GENERAL PROVISIONS: Nothing in this agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the Scope of Contract.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CONTRACTOR

Virginia Polytechnic Institute and State University
ATTN: Shelly Jobst, Continuing and Professional Education
1900 Kraft Drive SW
Mail Code 0272
Blacksburg, Virginia 24060
540.231.7084
sjobst@vt.edu

PURCHASER

Middlesex County Economic Development Authority
ATTN: Trenton Funkhouser, Executive Director
44 Oakes Landing Rd
Saluda, Virginia 23149
804-758-4330
t.funkhouser@co.middlesex.va.us

By: Shelly Jobst 1/14/2026
Shelly Jobst Date

By: Trenton Funkhouser Date

Title: Director, Continuing and Professional Education

Title: Executive Director, Middlesex County EDA

## **TERMS AND CONDITIONS**

- A. BEST EFFORTS:** Virginia Tech will use its best efforts to perform the services ordered under this agreement. Virginia Tech makes no representations or warranties, expressed or implied, regarding its performance under this agreement.
- B. TERMINATION OF CONTRACT:** Either party may right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days' written notice to the other party. Any contract cancellation notice shall not relieve Virginia Tech of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation or the Purchaser's obligation to pay for any services provided through the date of cancellation.
- C. NOTICES:** Notice to either party hereunder shall be sent by certified mail, postage prepaid, return receipt requested, or by overnight courier service (UPS, Federal Express, or similar service) to the address listed in this agreement or to such other address as hereafter designated by written notice. Notice shall be deemed effective upon receipt.
- D. ASSIGNMENT:** This agreement may not be assigned by Purchaser without Virginia Tech's prior written consent. Subject to the foregoing, this agreement shall inure to the benefit of, and be binding on, the parties hereto, their successors and assigns.
- E. SEVERABILITY:** The terms of this agreement are severable, such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.
- F. FORCE MAJEURE:** Neither party shall be liable or be deemed to be in default for any delay or failure to perform or interruption resulting directly or indirectly from any cause or circumstance beyond its reasonable control, equipment or telecommunications failure, or failure of any third party to perform any agreement that adversely affects such party's ability to perform its obligations hereunder.
- G. WAIVER:** The waiver of any right or remedy hereunder by either of the parties shall not be deemed to be a waiver of any concurrent, prior or succeeding right or remedy.
- H. GOVERNING LAW:** This agreement shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Purchasing Agency shall comply with applicable federal, state and local laws and regulations.

**Note: Virginia Tech does not discriminate against faith-based organizations.**

# Blue Catfish Feasibility & Strategic Growth Study

Proposal prepared by Virginia Tech's  
Center for Economic and Community Engagement

UPDATED: January 2026

## Project Overview

In November 2025, the Virginia Tech Center for Economic and Community Engagement (VT CECE) was contracted to complete an Eastern Shore Hub Opportunity Assessment and Feasibility Study for Blue Catfish. The study focuses on identifying potential facility uses and market opportunities tied to the Eastern Shore Hub site, a 35,411-square-foot agricultural complex formerly known as the Robert S. Bloxom Shore Agriculture Complex. This project integrates site assessment, stakeholder engagement, and analysis of regional agriculture and aquaculture trends to determine 3-5 feasible business concepts for the Hub, with Blue Catfish processing as a core opportunity. VT CECE is leading this effort through market analysis, asset mapping, and stakeholder workshops to identify strategies that advance sustainable aquaculture and support regional economic growth.

Following the initiation of this effort, the Middlesex County Economic Development Authority (EDA) was awarded a GO Virginia Planning Grant to conduct a comprehensive assessment of the Blue Catfish industry across the Middle Peninsula and Northern Neck subregions. The goal of this study is to examine the market dynamics of Blue Catfish, assess existing industry assets and infrastructure needs, and identify opportunities to scale processing, distribution, and market demand.

To ensure statewide consistency and alignment, VT CECE proposes a concurrent and coordinated approach that connects both studies under a shared analytical and engagement framework. This structure allows shared data collection, analysis methods, and stakeholder engagement tools while maintaining focus on the unique assets and opportunities within each subregion. Over a 12-month period, CECE will convene a cross-regional steering committee to guide both projects and coordinate findings, supplemented by separate regional convenings as appropriate.

The Middle Peninsula and Northern Neck study will:

- Summarize the current state of the Blue Catfish industry, including harvesters, processors, distributors, and market channels.
- Develop a GIS-based asset map of regional infrastructure such as landings, cold storage, transportation, processing, and retail facilities related to Blue Catfish.
- Identify scalable opportunities to expand the Blue Catfish industry's capacity and competitiveness, providing actionable recommendations and next steps for local governments and industry partners to support implementation.

Although the Middle Peninsula/Northern Neck assessment and the Eastern Shore Hub Opportunity Assessment are coordinated efforts, each project remains fully independent with its own scope, engagement activities, and deliverables. The studies will be conducted separately to reflect the distinct assets, challenges, and opportunities in each region. However, by aligning methods and sharing non-duplicative insights, CECE can also identify cross-regional linkages and statewide opportunities that strengthen understanding of how the Blue Catfish industry operates across multiple coastal subregions.

## Proposed Scope of Work and Methods

The duration of the project will be from January 16, 2026, through December 31, 2026. Over this period, the work will be organized into seven components.

### Component 1: Initial Planning and Project Kickoff (January 2026 – February 2026)

The initial phase focuses on aligning key stakeholders across the Middle Peninsula, Northern Neck, and Eastern Shore regions to establish a shared framework for advancing Virginia's Blue Catfish industry. This project will move in coordination with the ongoing Eastern Shore Hub Opportunity Assessment, ensuring that each regional effort contributes unique insights and collectively strengthens the statewide understanding of opportunities for industry growth. While the two efforts will align strategically, CECE will carry out the Eastern Shore and Middle Peninsula/Northern Neck projects as distinct regional studies, ensuring that engagement, analysis, and recommendations are tailored to each geography.

- VT CECE will convene a kickoff meeting with the joint regional steering committee, which includes local government representatives, aquaculture and seafood businesses, community leaders, and economic development partners from all subregions. The meeting will introduce the project, confirm objectives and deliverables, establish a shared timeline, and outline roles and responsibilities for CECE and participating partners.
- The Steering Committee will serve as a strategic advisory body, providing guidance to ensure the project remains aligned with each community and industry priorities. Members will convene virtually on a monthly basis, with progress updates distributed between meetings. The kickoff session will also create space for cross-regional collaboration, allowing participants to exchange ideas, align strategies, and identify opportunities to leverage shared assets and expertise.
- CECE will use the kickoff process to identify local partners, processors, harvesters, and related industry contacts for inclusion in stakeholder engagement and site visits.

### Component 2: Shared Industry and Market Analysis (February – April 2026)

VT CECE will collaborate with the Virginia Seafood Agricultural Research and Extension Center (VSAREC) to establish a comprehensive understanding of the current state of Virginia's Blue Catfish industry. This phase will combine statewide data and prior research with new regional analysis for the Northern Neck and Middle Peninsula. The focus will be on identifying current market conditions, supply chain linkages, and areas of opportunity for strategic investment

- VT CECE will review and synthesize existing research and findings from the Eastern Shore Hub Opportunity Assessment market analysis and other relevant studies, to ensure statewide alignment. Specifically,
  - Integrate Virginia market and industry data, including NOAA Fisheries and Virginia Marine Resources Commission (VMRC) datasets, to analyze demand, supply chain dynamics, competition, pricing, landings, employment, and economic output.
  - Examine Virginia policy, regulatory, environmental, and market factors that influence production, processing, and distribution across the Blue Catfish value chain.
- Building on this foundation, CECE will develop a Blue Catfish regional analysis specific to the Northern Neck and Middle Peninsula to identify gaps, opportunities, and potential areas for investment that can be further vetted and developed through engagement work.

### Component 3: Regional Asset Mapping and GIS Analysis (February – April 2026)

Concurrently, VT CECE will focus on identifying and visualizing the infrastructure that supports the Blue Catfish industry across the Middle Peninsula and Northern Neck. The resulting GIS-based asset map will inform regional strategies by highlighting existing strengths, infrastructure gaps, and opportunities for investment.

- VT CECE will develop a GIS-based asset database using secondary data, including infrastructure supporting the Blue Catfish industry including boat ramps and landings, cold storage and transportation networks, processing and packaging facilities, manufacturing sites for non-food use, and retail/wholesale outlets.
- CECE will conduct a site visit to Northern Neck and Middle Peninsula to validate local assets and meet key stakeholders, including companies, to gain a deeper understanding of the region's assets, operational needs, and challenges in this sector.

#### Component 4: Stakeholder Engagement and Industry Interviews (March – May 2026)

This component will include coordinated but region-specific engagement across the Middle Peninsula, and Northern Neck. VT CECE will conduct interviews that are unique to the Middle Peninsula and Northern Neck and will not duplicate the Eastern Shore engagement completed under the separate Hub study. Instead, both sets of interviews will be used to build a clearer picture of regional distinctions and where statewide synergies may exist.

- VT CECE will conduct 8-10 targeted interviews and/or 2-4 focus groups in the Northern Neck and Middle Peninsula region to capture industry and community perspectives from harvesters, aquaculture operators, processors, distributors, retailers, and local officials. Key topics will include:
  - Operational needs related to infrastructure, equipment, and workforce.
  - Processing costs, cold storage challenges, and market access barriers.
  - Opportunities for new products, partnerships, or shared-use facilities.
- Interview data will be analyzed to identify both region-specific challenges and cross-cutting themes, and to highlight synergies with the Eastern Shore findings. This will allow VT CECE to understand where shared opportunities or statewide strategies may exist while still delivering tailored insights for each subregion.

#### Component 5: Regional Workshop for Prioritization (June - July 2026)

VT CECE will engage regional stakeholders in a structured process to review findings, discuss emerging ideas for strengthening the Blue Catfish industry, and prioritize feasible strategies for implementation.

- VT CECE will convene a structured workshop with the steering committee and key stakeholders to present an overview of statewide and regional market analysis findings, highlighting current operations, challenges, and opportunities in the seafood value chain.
- VT CECE will introduce draft concepts and strategies identified through interviews and previous phases to prompt stakeholder feedback and additional idea generation.
- VT CECE will then facilitate discussion using a structure prioritization matrix to evaluate each concepts feasibility, investment requirements, potential impact, and alignment with community and industry goals.
- VT CECE will document all discussions and evaluations, summarizing areas of alignment and divergence to refine 3–5 actionable growth scenarios tailored to the region. CECE will also

identify complementary scenarios that position the region to contribute to, and benefit from, the broader statewide Blue Catfish industry.

#### Component 6: Cost Estimation and Economic Impact Analysis (July - September 2026)

VT CECE will quantify the financial requirements and economic returns of the identified priority strategies. Results will guide investment decisions and demonstrate how each option contributes to local and regional development goals.

- VT CECE will work with the Seafood AREC to determine detailed cost estimates outlining capital, operating, and maintenance expenses for each priority strategy.
- Utilizing IMPLAN, VT CECE will conduct an economic impact analysis to estimate potential job creation, value-added, and output effects under each scenario. This will allow the project team to compare return on investment and highlight how each scenario aligns with community and regional priorities.
- VT CECE will summarize key findings to inform decision making and support potential funding applications.

#### Component 7: Final Report and Presentation (October – December 2026)

CECE will compile all findings into a comprehensive final report for the Middle Peninsula and Northern Neck, summarizing industry conditions, infrastructure assets, economic modeling results, and actionable recommendations.

- The report will highlight opportunities for coordination and shared investment between the Eastern Shore, Middle Peninsula, and Northern Neck regions. The final deliverable will include:
  - Statewide context summary, incorporating key insights from the Eastern Shore study.
  - Region-specific analysis for the Middle Peninsula and Northern Neck, including market conditions and value-chain assets.
  - GIS map of industry assets across both subregions.
  - Cost and economic impact tables for priority strategies.
  - Implementation roadmap with recommended actions, timelines, and funding options.

CECE will present findings to the Steering Committee and regional partners, upon request. Additional materials can be developed, upon request.

## Organizational Background and Experience

### Virginia Tech

Founded in 1872 as a land-grant college, Virginia Tech is now a comprehensive, research-intensive university. Discovery and dissemination of new knowledge are central to Virginia Tech's mission, defined through the service traditions embedded in our land-grant tradition. The University creates, conveys, and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.

### Center for Economic and Community Engagement (CECE)

The Center (formerly known as the Office of Economic Development) connects Virginia Tech faculty, companies, and communities in ways that help create, retain, and enhance availability and quality of jobs and opportunities around the Commonwealth. This includes providing applied research, technical assistance, and training services to increase clients' abilities to prudently manage economic change and

build capacity to stimulate change. CECE faculty possess project-relevant research experience and expertise in case study methodology and mixed methods analysis.

CECE has a long history of strategic planning for economic and workforce development, working on talent pipeline and development projects with state, regional, and local organizations. As a designated US Economic Development Administration University Center, CECE serves a distinct role of subject matter expertise and community outreach. The Center provides capacity-building services across the state, including Hampton Roads, with outreach and research services provided through the Tech Center at Newport News location.

**Seafood Agricultural Research and Extension Center (AREC)**

The Virginia Seafood Agricultural Research and Extension Center (VSAREC) serves as a statewide hub for innovation, technical assistance, and industry collaboration in Virginia’s historic seafood sector. Dedicated to supporting the evolving needs of aquaculture and seafood enterprises, the Center partners with industry and research organizations to enhance product quality, safety, and long-term viability. Through applied research, process validation, training, and value-added product development, VSAREC helps strengthen the competitiveness and sustainability of Virginia’s seafood economy. Recognized as a national center of excellence for live feeds and hatchery production technologies, the facility—expanded in 2022—houses advanced aquaculture systems capable of operating across freshwater, brackish, and saltwater environments. Complemented by classrooms, laboratories, and offices, the Center also supports cutting-edge research in cellular agriculture, alternative proteins, and sustainable food systems, alongside integrated studies in economics, marketing, and regulatory impact that inform industry growth and resilience.

**Proposed Costs**

CECE provides an estimate of costs in the table below. Typically, CECE contracts operate on a payment schedule requiring payment of half the total amount at the initiation of the contract, and the remaining 50% paid at the completion of the project.

Scope of Work	Cost
CECE Faculty and Staff Time	\$56,860
CECE Graduate Assistant Time	\$7,185
Materials and Supplies*	\$3,500
Travel	\$2,000
Contractual Services	\$10,000
<b>Sub-Total</b>	<b>\$79,545</b>
<b>Contractual service fee @ 21%**</b>	<b>\$16,705</b>
<b>Total Project Costs to Client</b>	<b>\$96,250</b>

\* This amount covers CECE’s expenditure on proprietary data software, technology, facilitation materials, and other office supplies typically used during a project.

\*\* This amount reflects the standard REQUIRED fee for contracts with Virginia Tech Continuing and Professional Education (CPE), calculated at 21% of the direct costs (as stated on p. 5 of ‘University Pricing Structure for Continuing and Professional Education’ document, available on request).

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# Eastern Shore Hub Opportunity Assessment & Feasibility Study for Blue Catfish

Proposal prepared by Virginia Tech's  
Center for Economic and Community Engagement

October 2024

## Project Overview

The purpose of this project is to explore sustainable agriculture and agritourism opportunities that are a fit for the Eastern Shore Hub and its character, while offering the potential to generate jobs, spur enterprise development, increase visitation, and enhance income in the Eastern shore and surrounding region.

### Project goals:

- Establishing a functional and sustainable Steering Committee for the Eastern Shore Hub.
- Perform basic data analysis and targeted field research of local and regional agriculture producers and local food system to produce a SWOT (strengths, weaknesses, opportunities, threats) assessment.
- Perform site and opportunity assessment for Eastern Shore Hub facility and adjacent land.
- Identify models or best practice examples from other regions.
- Identify 3-5 facility uses to pursue through business planning and funding opportunities.

## Proposed Scope of Work and Methods

### 1. Initial Planning and Project Kickoff

The initial steps focus on aligning key stakeholders, setting clear objectives, and establishing a project framework.

- CECE will start by scheduling a kickoff meeting with the Steering Committee, which includes local fishers, seafood processors, community leaders, government officials, and an external market consultant. The primary goal of the meeting is to formally introduce the project, define its objectives, establish timelines, and clarify the roles and responsibilities of CECE and other stakeholders.
  - The Steering Committee will act as an advisory body, offering strategic guidance and ensuring the project remains aligned with community needs and industry objectives. The committee will convene virtually on a monthly basis, with email updates provided when a meeting is not required. Members are asked to commit up to 20 hours over the course of the project for steering committee meetings, one-on-one discussions, stakeholder engagement, and reviewing deliverables.
- CECE will also use the meeting to identify key local partners and industry members in the regional agriculture industry. This input will help develop a list of individuals and organizations to be involved during the project.

### 2. Review and Integration of Market Analysis

- A Strategic Marketing Plan for the Industrial Park is already under contract and being conducted by Global Consulting (a separate project led by the Accomack Northampton County Planning District Commission). VT CECE will leverage this report, particularly the market analysis on agribusiness, to understand demand, supply chain, competition, and pricing. VT CECE will review all data and findings from this analysis and build upon them through its own engagement work to further inform the overall assessment and provide deeper insights.

- Based on this understanding, VT CECE will identify gaps or additional areas of inquiry that may need further exploration such as:
  - Specific segments of the agriculture industry lack detailed information, such as Blue Catfish.
  - Emerging trends or technologies that were not addressed in the original report.
- VT CECE will conduct a site visit to the Eastern Shore to assess local assets and interview key stakeholders, including companies, to gain a deeper understanding of the region's assets, operational needs, and challenges in the agriculture and aquaculture sectors. This will also include identifying those interested in pursuing activities within this space.
- VT CECE will analyze data from interviews and site visits to identify key themes and trends, integrating these insights into its feasibility study framework and asset map. Based on this analysis, VT CECE will develop a Market Integration Report, which will outline a list of potential uses for the Eastern Shore Hub.

### 3. Steering Committee Workshop for Idea Integration

- VT CECE will facilitate a structured workshop with the steering committee and key stakeholders to discuss ideas for the Blue Catfish processing facility. The workshop will include a presentation of existing concepts based on the market analysis, followed by participants sharing additional ideas and visions for the facility's use and operations.
- VT CECE will then apply a prioritization matrix to evaluate each idea based on feasibility, impact, and alignment with the goals of the Eastern Shore Hub. The discussions, evaluations, and any emerging consensus on 3-5 complementary uses, with Blue Catfish as the anchor, will be documented.
- VT CECE will compile the workshop outcomes into a Workshop Summary Report, detailing the top ideas and the rationale behind their selection.

### 4. Asset Building and Case Studies

- To further develop and validate the 3-5 complementary uses for the facility, CECE will conduct additional research to assess regional assets that support each idea, including identifying current resources and key stakeholders who could champion these initiatives.
- CECE will also identify best practice case studies of comparable agriculture-related ventures that align with the preferred concepts. This will involve:
  - Reviewing successful agricultural initiatives or businesses that showcase effective practices, innovative approaches, or sustainable models.
  - Analyzing the key success factors from these examples and evaluating how they can be applied to the current project.

### 5. Final Report and Workshop

- CECE will lead workshops for each of the 3-5 complementary uses to develop actionable recommendations, outlining potential strategies for moving forward, including necessary assets, resources, and stakeholder involvement.

- This process will culminate in a final report, detailing proposed next steps for stakeholders, including implementation strategies, stakeholder engagement plans, and potential timelines to ensure mobilization.
- CECE will present the final report to the Steering Committee and other key stakeholders, facilitating a discussion on the recommendations and gathering feedback to ensure alignment and support for future actions.

## Organizational Background and Experience

### Virginia Tech

Founded in 1872 as a land-grant college, Virginia Tech is now a comprehensive, research-intensive university. Discovery and dissemination of new knowledge are central to Virginia Tech’s mission, defined through the service traditions embedded in our land-grant tradition. The University creates, conveys, and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.

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CECE has a long history of strategic planning for economic and workforce development, working on talent pipeline and development projects with state, regional, and local organizations. As a designated US Economic Development Administration University Center, CECE serves a distinct role of subject matter expertise and community outreach. The Center provides capacity-building services across the state, including Hampton Roads, with outreach and research services provided through the Tech Center at Newport News location.

## Project Timeline

Timeline	Project Activity
Month 1	Establish a Steering Committee
Month 2	Meeting #1 with Steering Committee Review Project Scope, identify data and information needs
	Review external consultant market analysis, identify gaps and additional data needs, identify stakeholders for interview
Month 3-4	Perform field research, consisting of industry interviews, site visits
	Culminate data for Steering Committee Workshop
Month 5	Steering Committee Workshop (Meeting #2 with Steering Committee)
	Meeting #2 with Steering Committee, Report on SWOT Analysis, Identification of additional data & information needs;

Month 6-8	Additional Asset building, case studies
Month 9	Mobilization Workshops
	Draft findings and action steps
Month 10	Final Report and presentation

## Project Budget

The total estimated budget for this project is \$69,273, with funding evenly split between the Virginia Department of Agriculture and Consumer Services (VDACS) and contributions from localities. VDACS will provide \$34,636, while the remaining \$34,636 will be sourced from participating local governments, reflecting a collaborative investment in the project's success.

Scope of Work	Cost
CECE Faculty and Staff Time	\$27,580
CECE GA Time	\$5,020
Supplies and Materials*	\$1,500
Travel	\$1,000
External Consultants	\$2,000
Indirect costs applied (21%)**	\$7,790
<b>Total Project Cost</b>	<b>\$44,890</b>

\* This amount covers CECE's expenditure on proprietary data software, technology, facilitation materials, and other office supplies typically used during a project.

\*\* This amount reflects the standard REQUIRED fee for contracts with Virginia Tech Continuing and Professional Education (CPE), calculated at 21% of the direct costs (as stated on p. 5 of 'University Pricing Structure for Continuing and Professional Education' document, available on request).

**COMMONWEALTH OF VIRGINIA  
GO VIRGINIA PER CAPITA ALLOCATION GRANT CONTRACT  
NUMBER 26-GOVA-06A**

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (hereinafter called "DHCD"), REGIONAL COUNCIL SIX and GEORGE WASHINGTON REGIONAL COMMISSION (herein called "GRANTEE"), and MIDDLESEX COUNTY ECONOMIC DEVELOPMENT AUTHORITY (hereinafter called "SUBGRANTEE"), WITNESSETH THAT:

WHEREAS, DHCD has been authorized by the Governor of the Commonwealth of Virginia to distribute and administer grants of the Virginia Growth and Opportunity Act (hereinafter called "GO VIRGINIA") and the Appropriation Act of the Commonwealth of Virginia for the 2024-2026 Biennium, as amended; and

WHEREAS, the Growth and Opportunity Board (hereinafter referred to as the "BOARD") has been authorized by the Governor of the Commonwealth of Virginia to establish guidelines for grants under the terms of the Virginia Growth and Opportunity Act; and

WHEREAS, the GRANTEE has been authorized to secure financial support from DHCD on behalf of REGIONAL COUNCIL SIX and the SUBGRANTEE under the terms of the Virginia Growth and Opportunity Act; and

WHEREAS, "River to Table – Blue Catfish Study" as described in the GO VIRGINIA Per Capita Allocation Grant APPLICATION submitted by GRANTEE on behalf of SUBGRANTEE has qualified for funding on the basis of the GO VIRGINIA Grant Scoring Guidelines as established by DHCD and the Growth and Opportunity Board (hereinafter referred to as the "BOARD"); and

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

**COMPENSATION**

1. DHCD agrees to award the GRANTEE a GO VIRGINIA Per Capita Allocation Grant for the amount of allowable, eligible costs associated with the completion of the scope of the work described in this AGREEMENT, but not to exceed a total of **\$99,840 (ninety-nine thousand eight hundred and forty dollars)**.
2. Non-State sources of matching funds of at least \$1 dollar for every \$2 dollars awarded are required for the use of GO VIRGINIA Per Capita Allocation Grant funds. A total **local match** of **\$62,590 (sixty-two thousand, five hundred and ninety dollars)** over one year is committed to this project by the SUBGRANTEE on behalf of Essex County (\$1,440), Gloucester County (\$3,426), King George

County (\$3,286), Lancaster County (\$5,000), Mathews County (\$35,000), and Middlesex County (\$14,438).

3. The GRANTEE and SUBGRANTEE shall not obligate, encumber, spend or otherwise utilize GO VIRGINIA Per Capita Allocation Grant funding for any activity or purpose not included or not in conformance with the budget as apportioned and as described in this AGREEMENT unless the GRANTEE has received explicit approval by WRITTEN NOTICE from DHCD to undertake such actions.
4. No costs incurred prior to the Project Start date shall be eligible for reimbursement with GO VIRGINIA Per Capita Allocation Grant funds.
5. During the term of this Agreement, as it may be extended, the GRANTEE will use the lesser of (1) the amount specified in this AGREEMENT, or (2) if, at project completion, there are cost under-runs or project savings, these costs shall revert to the Region Six Per Capita Fund.

#### **METHOD OF PAYMENT**

6. Requests for payment shall be completed through the “Remittance” function in DHCD’s CAMS (Centralized Application and Management System). Along with the request for payment, GRANTEE shall furnish documentation of reimbursable expenditures (such as invoices, canceled checks, source documents, etc.). GRANTEE shall also provide documentation of match expenditure with the reimbursement request. DCHD shall process requests for payment within fifteen (15) days. Where invoices are not paid by the GRANTEE in advance of the remittance, funds shall then be immediately disbursed upon receipt of funds.
7. Matching funds shall be expended prior to or in proportion to GO VIRGINIA Per Capita Allocation Grant funds within the PROJECT budget. The final disbursement may not be processed if GRANTEE’s matching funds obligation has not been fulfilled.
8. SUBGRANTEE shall submit invoices (remittance requests) for allowable expenses on a quarterly basis, as per the Approved Budget. If a remittance is not submitted at least once per quarter, it should be noted in the required quarterly report the reason a remittance was not submitted that quarter. Failure to submit regular remittances without justification may result in action by DHCD or the GRANTEE. Action for failure to submit timely remittances or an explanation for that failure could be a reason for TERMINATION FOR CAUSE.
9. To expedite the receipt of payment, it is recommended that the GRANTEE contact the Virginia Department of Accounts (DOA) to arrange for the electronic transfer of GO VIRGINIA funds. The forms to establish electronic payment with DOA are available at [www.doa.virginia.gov](http://www.doa.virginia.gov).

10. The project shall commence on the Project Start Date (as hereinafter defined), and shall terminate no later than the Project End Date (as hereinafter defined). Funds not expended by those dates may be subject to re-appropriation unless the GRANTEE has received explicit approval by WRITTEN NOTICE from DHCD to extend this AGREEMENT. Final requests for the funds must be made **no later than 90 DAYS** from the project end dates outlined in the AGREEMENT(s). The GRANTEE may incur administrative expenses within this 90 DAY period.

## **SCOPE OF WORK**

11. GRANTEE and SUBGRANTEE will commence, carry out and complete this scope of work, beginning on **October 1, 2025** (Project Start Date) as described in the GRANTEE's GO VIRGINIA Per Capita Allocation Grant APPLICATION submitted to DHCD in CAMS, and any subsequent, approved, written amendments to the APPLICATION, which are made a part of this AGREEMENT. GRANTEE and SUBGRANTEE shall complete the scope of work as described in the CONTRACT DOCUMENTS, on or before **September 30, 2026** (Project End Date).

**PROJECT TITLE:** River to Table – Blue Catfish Study

## **ACTIVITIES:**

1. Initial summary of the state of the Blue Catfish industries, including harvesters, processors, and wholesale/retail sales; identifying options, priorities, and estimates of costs for actionable recommendations to scale up this industry.
2. An asset map for existing and potential industry related infrastructure, including ramps/landings, transportation/storage, processing (filets and by products), manufacturing for non-food uses, and retail/wholesale/restaurants.
3. Recommendations would address landings, cold storage, processing costs and how demand could be improved and be met by products produced within these regions, including next steps for implementation .
4. This effort will be driven by an advisory committee consisting of local government representatives of the Middle Peninsula and Northern Neck subregions and local aquaculture businesses.

## **MILESTONES:**

### **4<sup>th</sup> Quarter 2025 (October – December)**

- Hire consultants to conduct feasibility study
- Advisory committee meeting
- Task list and schedule approval

### **1<sup>st</sup> Quarter 2026 (January – March)**

- Consultant meets with stakeholders and reviews data
- Advisory committee meeting

**2<sup>nd</sup> Quarter 2026 (April – June)**

- Consultant draft report
- Advisory committee meeting
- Region 6 Executive committee internally review next steps

**3<sup>rd</sup> Quarter 2026 (July – September)**

- Consultant draft and final report
- Advisory committee meeting
- Region 6 Executive committee internally review next steps

**PRODUCTS:**

- Blue Catfish Study
  - Initial summary of the state of the Blue Catfish industries
  - An asset map for existing and potential industry related infrastructure
  - Recommendations and next steps for implementation

**BUDGET:** Sources & Uses Document Attached.

12. The GRANTEE and SUBGRANTEE shall remain fully obligated under the provisions of this AGREEMENT notwithstanding its designation of any subsequent or third-party CONTRACTORS identified for the undertaking of all or part of the scope of work for which the GO VIRGINIA Per Capita Grant funds are being provided to the GRANTEE. Any SUBGRANTEE or CONTRACTOR which is not the GRANTEE shall comply with all the lawful requirements of the GRANTEE necessary to ensure that the PROJECT for which this assistance is being provided under this AGREEMENT is carried out in accordance with this AGREEMENT.
13. DHCD agrees to provide the GRANTEE and SUBGRANTEE with technical assistance in setting up and carrying out the administration of the PROJECT and tracking OUTCOMES as outlined in the APPLICATION as submitted and outlined in this AGREEMENT. SUBGRANTEE shall have a system in place to track and report OUTCOMES in the AGREEMENT, if applicable.
14. REGIONAL COUNCIL SIX shall conduct regular progress meetings to assess project performance per the MILESTONES as outlined in the APPLICATION as submitted and outlined in this AGREEMENT. The minutes and records of these meetings shall be kept in the PROJECT files.
15. DHCD and the BOARD reserve the right to end funding for this PROJECT at any point should the project prove nonviable. This includes, but may not be limited to, lack of progress in conformance with this AGREEMENT. Before DHCD and/or

the BOARD can end funding for the foregoing purposes, they will give GRANTEE and SUBGRANTEE notice of the reasons for such decision and give GRANTEE and SUBGRANTEE the right to cure such perceived deficiencies. Funding will not be ended unless such deficiencies are not cured and/or resolved in the reasonable judgment of DHCD and the BOARD.

16. GRANTEE and any SUBGRANTEE shall comply with the following as they relate to this AGREEMENT:
  - A. Virginia Freedom of Information Act (FOIA);
  - B. Virginia Conflict of Interest Act (COIA);
  - C. Virginia Fair Employment Contracting Act;
  - D. Virginia Public Procurement Act (VPPA);
  - E. Americans with Disabilities Act (ADA); and
  - F. Title VI of the Civil Rights Act of 1964 (24 CFR Part 1).

## **FINANCIAL REQUIREMENTS**

17. GRANTEE agrees to submit a quarterly progress report to DHCD in CAMS. The GRANTEE shall use the “GO Virginia Project Quarterly Progress Report” template to submit the report in the “Reports & Communications” tab for each PROJECT. DHCD may share copies of the report with interested parties identified by the State.
18. GRANTEE agrees to submit a fiscal closeout report to DHCD in CAMS.
19. GRANTEE agrees to submit a final project performance closeout report to DHCD in CAMS.
20. The GRANTEE shall use the appropriate templates and closeout procedures, as provided by DHCD, to submit the fiscal closeout and project performance closeout reports in the “Reports & Communications” tab for the project. DHCD may share copies of the report with interested parties identified by the State. OUTCOMES as outlined in the APPLICATION and outlined in this AGREEMENT may be reported for up to one year after the Project End Date.
21. DHCD, at its discretion, may require GRANTEE or SUBGRANTEE to provide additional reports with reasonable time to complete. If reports are not submitted in a timely manner, DHCD reserves the right to withhold payment requests until such reports are submitted.
22. DHCD shall monitor the GRANTEE at least once during the period covered by this AGREEMENT. DHCD may schedule additional monitoring visits as considered necessary. At any time during this AGREEMENT period, DHCD may request and shall be provided copies of any documents pertaining to the use of Program funds.

23. If required under applicable law, any governmental procurement from nongovernmental sources for construction or professional services shall be procured in accordance with the Code of Virginia § 2.2-4300 Virginia Public Procurement Act (VPPA). The GRANTEE and/or SUBGRANTEE(S) shall submit any contracts obligating GO VIRGINIA funds as part of the project’s fiscal closeout report. If subject to VPPA requirements, documentation to detail that appropriate procurement processes have been followed should be submitted.
  
24. DHCD reserves the right to request and receive additional documentation pertaining to non-professional service or other contracts obligating GO VIRGINIA funds prior to approving drawdown requests.

**AUDIT REQUIREMENTS**

25. The GRANTEE shall submit an annual audit report to the Department. Financial statements to be audited shall include a Balance Sheet, Income Statement, Statement of Cash Flows, Budget to Actual Statement, and the Schedule of Expenditures of Federal Awards (SEFA) as applicable. Financial statements shall be in conformance with generally accepted accounting principles (GAAP) and audits are to be conducted by an Independent Certified Public Accountant (CPA).

The Schedule of Expenditures of Federal Awards (SEFA) is a financial statement schedule prepared by management that lists an organization’s expenditures of federal assistance for the fiscal year by federal agency, grant number and amount. It is a supplemental schedule that an organization is required to prepare when it is subject to the Single Audit requirement. The Single Audit requirement is triggered when the federal expenditures, including any outstanding loan balances, reported on the SEFA exceed \$750,000 or more over the organization’s fiscal year.

Per the DHCD Audit Policy, the GRANTEE is required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)\*\*, Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. The table below outlines the minimum requirements.

<b>Threshold Requirement</b>	<b>Document</b>
Total annual expenditures < \$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditures between \$100,000 and \$300,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > \$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA
Federal expenditures ≥ \$750,000	2 CFR 200 Subpart F Audit that has been audited by an Independent CPA

26. Entities shall file the required financial document annually in the Centralized Application and Management System (CAMS) within nine (9) months of the end of their fiscal year or 30 days after the financial document has been accepted (Reviewed Financial Statement, Audited Financial Statement, and 2 CFR 200 Subpart F Audit only) by the Support Organization, whichever comes first. Entities are required to have a DHCD reviewed and approved current audit or reviewed financial statement in order to submit a remittance request.
27. The complete DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:  
<https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>  
<https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>

#### **TERMINATION, SUSPENSION, CONDITIONS -**

28. **FOR CAUSE** - If through any cause, the GRANTEE or DHCD fails to comply with the terms, conditions or requirements of the CONTRACT DOCUMENTS the other party may terminate or suspend this AGREEMENT by giving WRITTEN NOTICE of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

If, after the effective date of any suspension of this AGREEMENT, it is mutually agreeable to DHCD and the GRANTEE upon remedy of any contract violation by the GRANTEE or DHCD, the suspension may be lifted and this AGREEMENT shall be in full force and effect at a specified date after the parties have exchanged WRITTEN NOTICES stating a mutual understanding that the cause for suspension has been identified, agreed to and remedied.

In the case of contract violations by the GRANTEE, DHCD may impose conditions other than termination or suspension which are appropriate to ensure proper grant and project administration and adherence to the terms of the CONTRACT DOCUMENTS. Such conditions must be imposed through WRITTEN NOTICE.

29. **FOR CONVENIENCE** - DHCD may terminate this AGREEMENT, FOR CONVENIENCE, in the event that DHCD is no longer authorized as an agency to administer GO VIRGINIA or if the funds allocated are no longer available.

The GRANTEE may terminate this AGREEMENT for convenience at any time provided that all of the following conditions are met:

- i. The GRANTEE gives DHCD ten (10) days WRITTEN NOTICE; and

- ii. The ACTIVITY(S) which have been initiated either have been completed and may be utilized in their stage of completion in a manner consistent with the objectives in the GRANTEE'S PROJECT APPLICATION, or will be completed by the GRANTEE through its own or other resources; and
- iii. The GRANTEE had honored or will honor all contractual obligations to third parties affected by GO VIRGINIA Per Capita Allocation Grant funding; and
- iv. DHCD agrees to the termination.

A GRANTEE'S valid termination for convenience in accordance with these CONTRACT DOCUMENTS shall not affect nor prejudice the GRANTEE'S future relationship with DHCD nor its future consideration as a GO VIRGINIA recipient.

### **COMMUNICATIONS**

30. GRANTEE and SUBGRANTEE agree to recognize GO Virginia's support for its programs in all communications with the media and its marketing publications. The following statement is suggested: *"This project was funded in part by GO Virginia, a state-funded initiative administered by the Virginia Department of Housing and Community Development (DHCD) that strengthens and diversifies Virginia's economy and fosters the creation of higher wage jobs in strategic industries."*

### **REQUEST FOR INFORMATION**

31. The GRANTEE shall furnish, regularly and in such form as DHCD may require, reports concerning the status of any PROJECT activities and grant funds. Such reports shall be submitted in the form and manner as prescribed herein and in WRITTEN NOTICES from DHCD.
32. The GRANTEE shall maintain all records related to GO VIRGINIA grant funds. Records shall be readily accessible to DHCD, appropriate State agencies, and the general public during the course of the project and shall remain intact and accessible for three years from final closeout. Except if any litigation claims or audit is started before the expiration of the three year period the records shall be retained until such action is resolved. Notwithstanding, records of any nonexpendable property must be retained for a three year period following final disposition.
33. WRITTEN NOTICES shall constitute the only means of binding statements of fact or condition between the parties of this agreement. All required reports and requests to be issued by the GRANTEE or SUBGRANTEE must be made by way of a WRITTEN NOTICE unless other means are specified in the CONTRACT DOCUMENTS. The GRANTEE shall act upon and respond to WRITTEN NOTICES promptly as directed.

34. The term CONTRACT DOCUMENTS means the following documents which are a part of this AGREEMENT and are incorporated by reference herein as if set out in full:

- A. AGREEMENT;
- B. PROJECT BUDGET AS APPROVED;
- C. GO VIRGINIA PER CAPITA ALLOCATION GRANT APPLICATION;

In witness whereof, the parties hereto have executed or caused to be executed by their duly authorized official this AGREEMENT.

**SUBGRANTEE**

BY: <sup>Signed by:</sup> James Reed DATE: 9/3/2025  
956A0926599D478...  
James Reed, Vice-Chair, Middlesex County Economic Development Authority

**GRANTEE**

BY: <sup>DocuSigned by:</sup> Chip Boyles DATE: 9/4/2025  
85E82603A7D34E9...  
Chip Boyles, Executive Director, George Washington Regional Commission

**REGIONAL COUNCIL SIX**

BY: <sup>DocuSigned by:</sup> John Anzivino DATE: 9/5/2025  
3A994B1D7B7B472...  
John Anzivino, Chair, GO Virginia Region Six Council

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

BY: Maggie E. Beal DATE: 9/29/2025  
Maggie Beal, Director

## Economic Development

Trenton L. Funkhouser, AICP  
Executive Director

877 General Puller Highway  
P.O. Box 428  
Saluda, Virginia 23149-0428  
(804) 654-1363 (C)  
t.funkhouser@co.middlesex.va.us



## Economic Development Authority

John Anzivino, Chair  
James Reed, Vice-Chair  
Joe Heyman, Treasurer  
Anton Webre, Secretary  
Gerald Crittenden  
Jean Hallie-Holmes  
Doug McMinn

February 9, 2026

**TO:** Economic Development Authority  
**FROM:** Trenton L. Funkhouser, Executive Director  
**SUBJECT:** EDA Budget – FY 26-76 Proposed

The proposed EDA Budget for FY 26-27 is attached for review and comment.

“Level” funding request to Board of Supervisors – 3/5ths of Transient Occupancy Tax Revenue, staff time contribution and continuing to provide payroll services.

Proposed changes to the FY 26-27 EDA Budget relative to FY 25-26 are:

- Interest Income CDs – Reduction in projected revenue due to current interest rate environment.
- General Bond Revenue Fee reduction in revenue – Remaining three payer fees continue to decline (-\$1,500 for FY 26-27). Bond Revenue will be less than \$1,000 annually in FY 31-32 and end in FY 35-36.
- Transient Occupancy Tax (TOT (“Lodging”) revenue to the EDA is projected by County as flat or declining to FY 24-25 levels. Need to verify why. Current draft assumes “flat” projection of \$151,852 (EDA 3/5<sup>ths</sup> share).
- Use of Fund Balance Reserves modified to reflect Project Access Budget and a general fund balance contribution for incentive/loan programs. Expenditures side of budget represents funds available after EDA’s initial appropriation of \$200,000.
- Part Time Office Manager expenses are expected to be 2.5% higher as part of possible County adoption of a general salary adjustment for County employees. Office Manager was also required to use County insurance based on a requirement of spouse’s employer - \$6,600 additional annual expense.

**Middlesex County Economic Development Authority**  
**Budget - FY 26-27 (Draft) 02/09/26 Meeting**

REVENUE	FY 23-24	FY 24-25	Adopted FY 25-26	Proposed FY 26-27	Difference Current/Proposed Year
Interest Income CD	\$ 2,000	\$ 22,000	\$ 10,000	\$ 8,000	\$ (2,000)
Interest Income Checking	\$ 1,000	\$ 500	\$ 500	\$ 500	\$ -
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -
Rental Income - Project Access	\$ -	\$ -	\$ 61,000	\$ 61,000	\$ -
Rappahannock West-Canterbury (2012A Bond Fee)	\$ 5,820	\$ 5,208	\$ 4,573	\$ 3,916	\$ (657)
Rappahannock West-Canterbury (2012B Bond Fee)	\$ 5,820	\$ 5,208	\$ 4,573	\$ 3,916	\$ (657)
County Portion Series 2021 Bond Fees	\$ 1,090	\$ 1,020	\$ 945	\$ 869	\$ (76)
Schools Portion Series 2021 Bond Fees	\$ 1,640	\$ 1,537	\$ 1,425	\$ 1,310	\$ (115)
Lodging Tax	\$ 127,000	\$ 145,687	\$ 151,852	\$ 151,852	\$ -
Virginia Commission for the Arts - Grant - Arts in Middle	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
Grant Virginia Tourism Corporation (VTC)					\$ -
Direct Marketing	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Recovery Marketing Leverage	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Project Access - Fund Balance (Dedicated/Reserved)				\$ 174,000	\$ 174,000
<b>EDA Use of Fund Balance/Reserves</b>	\$ -	\$ -	\$ 120,000	\$ 73,400	\$ (46,600)
County Contribution	\$ 47,900	\$ 47,900	\$ 47,900	\$ 47,900	\$ -
<b>TOTAL</b>	<b>\$ 226,770</b>	<b>\$ 253,560</b>	<b>\$ 427,268</b>	<b>\$ 551,163</b>	<b>\$ 123,895</b>

**Middlesex County Economic Development Authority**  
**Budget - FY 26-27 (Draft) 02/09/26 Meeting**

EXPENDITURES			Adopted	Proposed	Difference
	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Current/Proposed Year
Advertising	\$ 5,900	\$ 5,900	\$ 5,150	\$ 5,150	\$ -
Arts in the Middle (VCA-EDA 50% Match Each)	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -
Audit (EDA Portion of County)	\$ -	\$ 1,500	\$ 1,700	\$ 1,700	\$ -
Compensation Part Time - Director	\$ 56,200	\$ 58,984	\$ 60,754	\$ 63,702	\$ 2,948
Compensation Part Time (2.5% General)	\$ 15,000	\$ 16,738	\$ 17,491	\$ 18,150	\$ 659
Benefits:					\$ -
FICA	\$ 5,900	\$ 5,900	\$ 6,077	\$ 6,100	\$ 23
Group Life Insurance	\$ -	\$ 845	\$ 870	\$ 870	\$ -
Health Insurance	\$ -	\$ -	\$ -	\$ 6,600	\$ 6,600
VLDP Disability Insurance	\$ -	\$ 330	\$ 340	\$ 340	\$ 0
VRS	\$ -	\$ 4,000	\$ 4,120	\$ 4,120	\$ -
VA's River Realm	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Visit Widget App Annual Fee		\$ 14,400	\$ 14,400	\$ 15,000	\$ 600
Waterway Guide Data Fee for Visit Widget - Annual Fee		\$ 5,400	\$ 5,400	\$ 5,400	\$ -
Grants By EDA					\$ -
Façade/Site Improvements	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -
Business Retention/Expansion/Relocation/Attraction			\$ 50,000	\$ 50,000	\$ -
Event Sponsorships			\$ 10,000	\$ 10,000	\$ -
Dues & Association Memberships	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Hospitality	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -
Initiatives & Programs (EDA Activities)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Community Loan Fund	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -
Virginia Tourism Corporation (VTC) Grant Activities					\$ -
Direct Marketing	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Marketing Leverage	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Project Access ("Budget Remaining/Available")	\$ -	\$ -	\$ 61,000	\$ 174,000	\$ 113,000
Liability Insurance	\$ 2,000	\$ 2,000	\$ 2,325	\$ 2,400	\$ 75
Contingency (Operating Reserve)	\$ 15,130	\$ 617	\$ 42	\$ 31	\$ (11)
Professional Services - Tourism/Marketing	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -
Office Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Software (Accounting Suite)	\$ 300	\$ 300	\$ 300	\$ 300	\$ -
Postage	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
Telephone	\$ 600	\$ 600	\$ 600	\$ 600	\$ -
Travel (Conf & Education)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -

**Middlesex County Economic Development Authority**  
**Budget - FY 26-27 (Draft) 02/09/26 Meeting**

Travel (Mileage)	\$	700	\$	700	\$	700	\$	700	\$	-
Travel (Subsis & Lodging)	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	-
<b>TOTAL</b>	\$	217,730	\$	244,214	\$	427,268	\$	551,163	\$	123,895

**CLOSED MEETING MOTIONS**

**PERSONNEL** - In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to consider a personnel matter involving the (choose from list below):

1. appointment of individuals to Committees, Boards and Commissions (Name Committee, Board or Commission)

2. interview of a prospective candidate for employment

(or the)

3. Employment     6. Promotion     9. Salary

4. Assignment     7. Performance     10. Discipline

5. Appointment     8. Demotion     11. Resignation

of a specific public officer/appointee/employee (At times it may be appropriate to name the position discussed)

**PUBLIC PROPERTY** - In accordance with Section 2.2-3711(A)(3) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting regarding real property proposed or used for a public purpose, specifically pertaining to (choose one of the following):

1. the acquisition of real property for a public purpose (It may be appropriate to name the purpose)

2. the disposition of (name publicly held real property involved)

where discussion in open session would adversely affect the Authority's bargaining position or negotiating strategy.

**PROTECTION OF PRIVACY OF INDIVIDUALS** - In accordance with Section 2.2-3711(A)(4) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to discuss a personal matter not related to public business in order to protect the privacy of the individuals

**PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** - In accordance with Section 2.2-3711(A)(5) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the County.

**INVESTING OF PUBLIC FUNDS** - In accordance with Section 2.2-3711(A)(6) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved because initial disclosure at this time would adversely affect the Authority's financial interest.

**LEGAL MATTERS** - In accordance with Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to consult with legal counsel, consultants, and/or staff pertaining to probable or actual litigation where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Economic Development Authority

**LEGAL MATTERS** - In accordance with Section 2.2-3711(A)(8) of the Code of Virginia, I move that the Economic Development Authority convene in Closed Meeting to consult with legal counsel on a specific legal matter (it may be necessary to name or otherwise identify) requiring the provision of legal advice by such counsel

**PUBLIC CONTRACTS** - In accordance with Section 2.2-3711(A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Authority, I move that the Economic Development Authority convene in Closed Meeting to:

1. discuss the award of a public contract and the terms or scope thereof which involves the expenditure of public funds (Name or otherwise identify the specific procurement involved);

2. interview bidders or offerors for a public contract (Name or otherwise identify the specific procurement)

ECONOMIC DEVELOPMENT AUTHORITY  
OF MIDDLESEX COUNTY, VIRGINIA

Resolution

At a [regular or special] meeting of the Middlesex County Economic Development Authority held in the Historic Courthouse in Saluda, VA, on the \_\_\_\_\_ day of \_\_\_\_\_, 2026:

Present

Vote

John Anzivino, Chair  
James Reed, Vice-Chair  
Joe Heyman, Treasurer  
Anton Webre, Secretary  
Gerald Crittenden  
Jean Hallie-Holmes  
Doug McMinn

Absent

None

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried \_\_\_\_\_, the following resolution was adopted:

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT (FOIA) REGARDING MEETING IN CLOSED MEETING

WHEREAS, the Economic Development Authority of Middlesex County has convened a closed meeting on this date 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 D. of the Code of Virginia requires a certification by the Economic Development Authority of Middlesex County that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of Middlesex County this the \_\_\_\_ day of \_\_\_\_\_, 2026, hereby certifies that, to the best of each member’s knowledge, (1) 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 (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Economic Development Authority of Middlesex County.