

AGENDA
MIDDLESEX COUNTY
ECONOMIC DEVELOPMENT AUTHORITY
Boardroom of the Historic Courthouse, Saluda, Virginia
Monday, March 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 – February 9, 2026 Regular Meeting
5. Tourism/Marketing/Promotion Report – Ms. Law
6. Guest Speaker – None Scheduled
7. Treasurer’s Report – February
8. Old Business
 - B. Broad Creek/Chesapeake Bay Access Project – BUILD Application - Mr. Webre
 - C. Marine/Business Park Advisory Committee - Mr. Anzivino & Mr. Funkhouser
 - D. EDA Office Lease – Consideration of Approval – Mr. Funkhouser
 - E. VRS Insurance Coverage Options – Event Sponsorships, Kayak Rentals, Project Access – Mr. Funkhouser
 - F. EDA Budget FY 26-27 Proposed Draft
9. New Business
 - A. Event Sponsorship Request – July 4th Fireworks – Deltaville Community Association – Mr. Crittenden and Mr. Funkhouser
 - B. Revenue Options for EDA – Mr. Webre
 - C. Project Access Kayak Park – Consideration of Authorization to Submit Application to Preservation Trust Fund - Mr. Heyman
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
 - i. Blue Catfish – GO Virginia Grant
 - ii. Future Agenda Items
 - iii. Future Action List
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, April 13, 2026 @ 6:00 P.M.

**THE MINUTES OF THE FEBRUARY 9, 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
Joe Heyman, Treasurer
Doug McMinn
James Reed, Vice-Chairman
Anton Webre, Secretary

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

CALL TO ORDER

The February 9, 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.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

The Chairman noted the minutes from the January 12th meeting. Hearing no changes, a motion to adopt the minutes was made by Mr. Heyman, seconded by Mr. McMinn and approved unanimously.

TOURISM/MARKETING REPORT

Ms. Law provided a recap of the recent Restaurant Week event. The event saw significant traction with paid and non-paid efforts, including social media campaigns and local promotions. Participating restaurants reported positive results, with some experiencing significant increases in business. She noted Virginia’s River Realm will hold another “Insider Session” (business representatives) in April to be hosted in Middlesex as most recent one was hosted in Kilmarnock.

Ms. Law reviewed the Drive tourism Kayak program. There will be an online reservation system probably hosted through the Virginia’s River Realm website with listing on the Explore Middlesex sites.

She discussed the plan to expand the Explore Middlesex app to become an all-encompassing business directory. The app will feature a business showcase and a guide to starting a business in Middlesex County. Ms. Law plans to gather contact information for local businesses and create preliminary pages for the app. The expansion will include resources such as how to start a business, grant programs, and the loan program. The goal of the Explore Middlesex App is to give Middlesex its own unique identity, but also to piggyback off the Virginia's River Realm brand because it has become such a large platform.

TREASURERS REPORT

Mr. Funkhouser reviewed the December, January, and February Treasurer's Reports. He reviewed the Project Access budget update and noted Norview Marine Properties performed an audit and is renewing many of the leases. Mr. Heyman prepared a spreadsheet for EDA member review identifying various revenues and expenses associated with EDA and Norview slip management. Mr. Funkhouser will review and follow up with the Norview Marine Property staff and update the EDA's share of revenue at the March and future EDA meetings.

Mr. Heyman noted the CD expiring March 24th. Mr. Funkhouser noted the Treasury Direct Bills will be renewed automatically and the interest rates should be competitive. Mr. Funkhouser noted there were no unusual transactions. He noted the Dominion Energy bills now included on the Project Access financial report.

Mr. Anzivino asked for any questions concerning the information provided. Hearing none, the Treasurer's Reports were accepted as presented.

OLD BUSINESS

- A. VA250 Event Sponsorship Requests- Mr. Anzivino reviewed the requests discussed at the previous meeting. Mr. Funkhouser reviewed the Board of Supervisors meeting was on February 3rd. In that meeting they approved \$5,000 and encouraged the EDA to match those funds. Ms. White, Middlesex VA250 Chair, spoke to the Board sharing the events the committee has completed. She noted the two planned speaker events with Adrienne Whaley and Andrew Lawler to be held at St. Clare Walker followed the next day by presentations to students. Ms. White shared the funding amount needed for the events would be \$10,000, noting each speaker event would cost between \$3,700-\$4,000, leaving money for the proposed July 2026 finale event.

Mr. Anzivino asked about the Tall Ships program and if there will be costs associated with that. Mr. Collamore advised the Board that this program has been postponed to next year. However, he is having negotiations to get the Maine Maritime Association's Floating Classroom to come and host dockside tours as well as a reception and presentation in Deltaville. He noted they are still working on planning and estimates the program to cost \$1,000 or less.

A motion to approve a contribution of \$5,000 for sponsorship of the VA250 committee's two speakers, as well as their gala closing was made by Mr. Webre, seconded by Mr. Reed and approved unanimously.

- B. Broad Creek/ Chesapeake Bay Access project- BUILD Application- Mr. Webre stated they moved forward with the PDC Planning grant. He noted it is 70% complete and due by the 24th of February. The expected expenditure is \$200,000-300,000. If the planning grant is approved, one of the requirements is that there is a match if awarded. The grant would cover every component of planning and design for the Primary Boat Ramp site and adjacent site proposed for Marine Business Park.

Mr. Funkhouser stated there is a draft commitment letter that he received and included in the Board's agenda packet requesting a proposed match of \$40,000.

A motion to approve a commitment of \$40,000 for the BUILD grant was made by Mr. Heyman, seconded by Mr. Webre. and approved unanimously.

- C. Project Access- Virginia Outdoors Foundation Grant Options - Mr. Heyman discussed grant options for the smaller recreational boat ramp parcel following several meetings with the Virginia Outdoors Foundation staff and staff at similar agencies such as the VA Department of Conservation & Recreation. He explained the grant application process and the need for an outside grant writer, noting the PDC is not available to assist in writing this grant. Mr. Heyman noted he has reviewed the application and is prepared to move forward and prepare the application himself. The grant would cover land acquisition and associated costs. Mr. Heyman plans to have the grant application ready for review by the Board in March.
- D. Marine Advisory Committee- Mr. Anzivino noted he and Mr. Funkhouser are in the process of reaching out to committee members. The committee includes members appointed by the Board and will work with Go Virginia Region 6 staff on planning grant applications. Mr. Anzivino noted he plans to schedule a meeting to discuss application options and tasks with Go Virginia Region 6 staff.
- E. EDA Office Lease- Consideration of Approval- Mr. Funkhouser requested deferring consideration of the EDA office lease until a revised final draft is available.
- F. VRS Insurance Coverage Options-Event Sponsorships- Mr. Funkhouser shared he has several questions he is still awaiting answers on from VA Risk Sharing Association (VRSA-EDA Insurance Carrier). For Project Access, he provided Norview Marina Properties a copy of the insurance coverage. They asked to be named as an additional insured because they perform work on the property on the EDA's behalf. He noted he is waiting to hear from Norview on any specific coverage needs and then VRSA can advise accordingly. He noted he has been working with the town of Urbana to host the kayak storage facility that will be free rentals that are being proposed in the Virginia Tourism Drive Plus grant. Mr. Costin is working on a memorandum of understanding or a hosting agreement through their counsel and Mr. Funkhouser can provide an update at the March meeting.

NEW BUSINESS

- A. Rawley Park - Workforce Housing Funding update - Alan Walker, Bay Aging/Housing - Mr. Walker provided an update on the Rawley Park workforce housing project referencing presentation handouts containing details. The project includes 24 units with five units for households earning up to 80% of the area median income. Mr. Walker explained the funding gap and the need for additional funding sources. He shared the remaining funding needed is \$900,000.
- B. Blue Catfish GO Virginia Grant- Consideration of Approval of Contract with VA Tech- Mr. Funkhouser provided an update on the blue catfish grant, mentioning an initial meeting with the advisory committee. He reviewed the contract proposal with GO Virginia and the Department of Housing Community Development. Mr. Funkhouser asked for approval to proceed with and sign that contract. He will then schedule a kickoff meeting as they formally start with VA Tech.

A motion was made by Mr. Heyman to authorized the director to accept, sign, and deliver the contract to VA Tech for the Blue Catfish, GO Virginia program, seconded by Mr. Reed and approved unanimously.

- C. EDA Budget FY 26-27 Proposed Draft- Mr. Funkhouser presented the EDA fiscal year 27 proposed budget. He noted the ask for level funding. He noted the Board of Supervisors provides three fifths of the transient occupancy tax revenue as well as staff time contribution and payroll services. Mr. Funkhouser incorporated the Project Access Budget as a carryover of \$200,00 that the EDA appropriated and will adjust those figures for the next couple of months. He noted the office manager expenses. The County executive staff have reviewed proposing 2.5% general salary adjustments. The office manager also was required to take advantage of the health insurance. The cost is split with the water authority. Mr. Funkhouser will verify the final amount the EDA is responsible for.

Mr. Anzivino noted there is no action needed at this time and budget will be discussed at the March meeting.

- D. JPA Application - Mr. Heyman reviewed part of the grant opportunities, the organizations generally want to know where you are with permits. The EDA could apply for a Joint Permit Application (JPA) for anything they do that is in the water, which would include a ramp. He noted the cost for this is \$7,500 that would come in over a period. He noted the EDA could initiate the JPA with just the drawings they currently have available along with some additional information. Mr. Heyman asked for authorization of \$7,500 to begin that process. Mr. Heyman also requested \$2,200 for a wetlands delineation to identify encroachment on county wetlands. Mr. Anzivino noted these funds would come from the \$200,000 that has been set aside in the budget.

A motion to approve the project access expense of approximately \$9,700 to file a JPA Application at \$7,500 and \$2,200 for wetland delineation was made by Mr. McMinn, seconded by Mr. Webre and approved unanimously.

REPORTS/INFORMATION

A. BOS/EDA Steering Committee – There was no meeting.

B. Committee Reports –

- i. Tourism Committee- no updates currently.
- ii. Aquaculture/Agriculture/Forestry Industries- Mr. McMinn shared at the last meeting the Wake Boat Ramp had cleared. However, there was a \$2,500 permit that would have delayed the project. With the help of Mr. Crittenden, the project was able to proceed.
Mr. Crittenden noted the issue with turtles and regulations for recreational crab pots. He also noted that the governor wants to ban paraquat. He noted with that ban, farmers would find another chemical to use. He encouraged the other EDA members to get involved.
- iii. Business and Community Development Committee- Mr. Heyman was introduced who has experience in textiles and sewing through the government side. He spoke with her briefly about the county's canvas and sail making businesses and he believes the EDA could consider this as a Marine Trade Workforce Training. He will meet with her to get more information and bring it back to the EDA.
Ms. Holmes shared the signs have been installed at the Heritage Trail and there is a proposed grand opening for May.
- iv. Workforce Development Committee-. No update currently.
- v. Infrastructure, Business, and Industrial Sites Committee- No update currently.

C. Executive Director – Mr. Funkhouser noted he owes the Chairman a follow up memo on the most recent meeting on his performance evaluation to address incomplete items from the current evaluation and future work plan. He noted the Board of Supervisors has tentatively agreed to a reduction in the aircraft tax to \$0.62 but will confirm as the final budget has not yet been adopted. He noted The Energy Efficiency Community Block Grant has consumed a little bit more time because of the Middle Peninsula Planning District Commission (MPPDC) having some staffing support issues.

Mr. Funkhouser shared he does not have complete information on the Bridge Repair Project in Urbanna, noting they did request \$25,000 from the Board of Supervisors. Mr. Costin, Town Manager, would like a letter of support for federal funding from the EDA. Lastly, he noted some ongoing discussions with Mr. Costin about planned 4th of July events in the town.

CHAIRMAN'S COMMENTS

Mr. Anzivino shared he has had multiple conversations with Don Harris about the importance of reduction in Airplane Tax. Mr. Anzivino shared a conversation he had with the owner of Coastal

Air Taxis based out of Yorktown. He mentioned the owner/operator would like to have a base of operations at Middlesex, but the airplane tax is too high and Mr. Anzivino sent Mr. Harris an email to that effect.

Mr. Anzivino also noted he sent the Board of Supervisors a report of the EDA member's attendance at meetings as required by the Code of Virginia noting valid reasons such as medical or other higher priorities for any absences.

BOARD MEMBER COMMENTS

Mr. Webre suggested a committee to consider sources of revenue for the EDA. Mr. Anzivino that the item be added to the March agenda.

PUBLIC COMMENTS

John Collamore thanked the EDA for their support and highlighted the success of the Explore Middlesex app in attracting tourists.

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. Reed and approved by roll call vote.

The EDA convened in Closed Meeting at 8:13 p.m.

A motion to reconvene in Open Meeting and to certify, by adoption of Standing Resolution #1 (SR-1) that no business not authorized by the purpose of the Closed Meeting was discussed was made at 8:37 p.m. by Mr. Heyman, seconded by Mr. Reed and approved by roll call vote.

ADJOURNMENT

Meeting was declared adjourned by the Chairman at 8:45 p.m.

John Anzivino, Chairman
Middlesex County Economic Development Authority

Anton Webre, Secretary
Middlesex County Economic Development Authority

Executive Summary**1. Rising Tide Business Appreciation**

Invitations for the Rising Tide Business Appreciation Event (Tuesday, 3/10/26 @ 6:00 PM @ Deltaville Maritime Museum Event Facility) have been distributed via social media and email. A press release has been submitted to the Southside Sentinel to promote the event publicly.

We are preparing resource materials and presentation slides to share with attendees, highlighting:

- Tourism initiatives
- Business support programs
- Directory and job board updates
- Opportunities for collaboration and feedback

2. Business Directory Submission Form

The Business Directory Submission Form is now being circulated through social media and email outreach to encourage businesses to ensure their information is current and included in our expanding directory.

We will also promote the form during the Rising Tide Business Appreciation Event as part of our broader effort to create a comprehensive, up-to-date business resource for the county.

3. Jobs & Opportunities Facebook Group

In response to frequent hiring posts and job-seeker inquiries across social media—and direct requests from local businesses—we launched a “Middlesex Jobs & Opportunities” Facebook Group as an interim solution while we prepare a more permanent online job board through the EDA microsite.

4. Where The Wild Things Are

We have officially launched two seasonal wildlife guides on the Virginia's River Realm website: Late Winter → Early Spring Guide & Early → Late Spring Guide

Promotion is ongoing through organic social media and digital advertising.

5. Rising Tide Video Series

We are preparing the next round of Rising Tide Stories video features and have begun outreach to businesses across different sectors and regions of the county, including:

- Pitts Lumber
- River Birch Gifts
- Evolution Sails

We are also planning to connect with Collective Creations, a new business opening in Saluda, to explore the possibility of featuring them ahead of their grand opening as a way to spotlight emerging entrepreneurs.

6. EDA Microsite – Content Development

We are continuing development of the EDA microsite and have requested board member bios for use on the website and in EDA communications.

7. Drive Tourism+

We are continuing implementation efforts for the Drive Tourism+ grant centered around the Urbanna Kayak Trail initiative.

- Currently awaiting a liability quote from VRSA.
- Drafting a MOU with the Town of Urbanna.
- Purchased digital kiosks in coordination with Virginia's River Realm to ensure consistency across platforms and visitor touchpoints.
- Confirmed that Igloo access will integrate successfully as our reservation system.
- Will be working with Heather Lewis, County/EDA Attorney and VA Risk Sharing Association (VRSA-Insurance) to finalize appropriate waiver language and liability protections.

Note for discussion: Rent.Fun kayaks has since reached out to Town of Urbanna to have conversations around implementing their kayak rental lockers system.

Key Metrics (February 2026)

VRR Website Traffic	Homepage - 587 Visitors (Down 73%) Events Page - 1,312 Visitors (Up 275.9%) Things to Do - 267 Visitors (Up 96%) Ways to Stay - 168 Visitors (Down 30%) Middlesex County - 109 (Up 29%)
Social Media Performance (Explore Middlesex)	Facebook 24,220 Views (Down 39.7%) 7,266 Viewers (Down 38%) 520 Content Interactions (Down 63%) 390 Visits (Down 37%) 22 Follows (Down 60%) Instagram 10,277 Views (Up 39.6%) 2,261 Reach (Up 39.3%) 377 Content Interactions (Up 47.3%) 17 Follows (Up 30.8%)

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 kayak loaner program


Economic Development Initiatives

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



MIDDLESEX COUNTY EDA'S

RISING TIDE



**BUSINESS NETWORKING
& APPRECIATION EVENT**

**Connecting local businesses, sharing insight and
strengthening our economic future—
because a rising tide lifts all ships.**

TUESDAY, MARCH 10, 2026

6:00PM

**AT THE DELTAVILLE MARITIME MUSEUM
287 JACKSON CREEK RD, DELTAVILLE, VA 23043**



RSVP

**SEND RSVPS TO KELSEY BRIGGS, EDA OFFICE MANAGER,
K.BRIGGS@CO.MIDDLESEX.VA.US 804-758-8112**

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

March 9, 2026

TO: Economic Development Authority
FROM: Trenton L. Funkhouser, Executive Director
SUBJECT: Treasurer's Reports – February

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

Transactions of note:

- Transient Occupancy Tax Revenue (3/5ths portion) received for 1st and 2nd Quarters of FY 26 (\$77,112)
- Revised Treasury Bill Maturity dates for three securities renewed for 13 weeks following February maturities
- Primis CD balance (\$89,063.44) transferred following February maturity to a 26 Week Treasury Bill (\$90,000)
- Urbana Business Association Annual Dues (\$120)
- Joint Permit Application Fee – Project Access - Consultant Retainer (\$5,000)
- VA Tech – ½ Contract Fee (Due at signing with other ½ payable at completion of Study (\$48,125)
- Visit Widget Annual Fee (\$14,388).

Recommendation

None

Middlesex EDA - CD's/Checking
02/28/26 (For 03/09/26 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	6/11/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAO	6/11/2026	13 Week	3.65%	\$ 100,000.00
Treasury Bill IAAAW	6/11/2026	13 Week	3.65%	\$ 50,000.00
Treasury Bill IAAAX	9/10/2026	26 Week	3.65%	\$ 90,000.00
Treasury Bill IAAAT	5/14/2026	26 Week	3.65%	\$ 50,000.00
Total - CD's				<u><u>\$ 445,163.22</u></u>

Checking (Prime)	1/30/2026	Balance	<u><u>\$ 114,753.01</u></u>
XX486704			

2/9/2026	# 441 - Verizon - January	\$ (40.50)
2/18/2026	# 442 - ssTB - WL - 2/12 Payment	\$ (2,916.67)
2/20/2026	Deposit TOT Q4-25 - Q2-26	\$ 128,559.15
2/18/2026	# 443 - Dominion #210020986100	\$ (19.23)
2/18/2026	# 444 - Dominion #210020968850	\$ (11.18)
2/18/2026	# 445 - Dominion #210020968876	\$ (46.24)
2/18/2026	# 446 - Urbanna Business Assoc - Annual	\$ (120.00)
2/18/2026	# 447 - VA Tech - Blue Catfish 1/2	\$ (48,125.00)
2/18/2026	# 448 - Caycedo Svcs JPA	\$ (5,000.00)
2/18/2026	# 449 - Visit Widget - Annual	\$ (14,388.00)
2/9/2026	Debit - VISA Credit Card Payment	\$ (25.00)
2/9/2026	Interest (0.35%)	\$ 102.26

2/28/2026 **Balance** **\$ 172,763.10**

TOTAL **\$ 617,926.32**
CD/Checking

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

CD Primis Matured - \$89,063.44 Deposited - \$90,000 Transfer to 26 Week Treasury Bill

**Middlesex County Economic Development Authority
FY 25-26 Revenue/Expense Report - 03/09/26 Meeting**

REVENUE - FY 25-26	Budget	February	YTD	Remaining	Remaining %
Interest Income CD	\$ 10,000	\$ 22	\$ 9,647	\$ 353	3.53%
Interest Income Checking	\$ 500	\$ 102	\$ 535	\$ (35)	-7.09%
Other Income	\$ -	\$ -		\$ -	
Rental Income	\$ -	\$ -	\$ -	\$ -	
Rappahannock West-Canterbury (2012A Bond Fee)	\$ 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	\$ -	0.00%
Schools Portion Series 2021 Bond Fees	\$ 1,425	\$ -	\$ 713	\$ 713	50.00%
Lodging Tax	\$ 151,852	\$ 77,112	\$ 77,112	\$ 74,740	49.22%
Virginia Commission for the Arts - Grant - AIM	\$ 4,500	\$ -	\$ -	\$ 4,500	100.00%
Grant Virginia Tourism Corporation (VTC)		\$ -	\$ -		
Direct Marketing	\$ 10,000	\$ -	\$ 9,984	\$ 16	0.16%
Recovery Marketing Leverage	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Project Access	\$ -	\$ -	\$ 21,366	\$ (21,366)	
EDA Use of Fund Balance/Reserves	\$ 327,500	\$ -	\$ -	\$ 327,500	100.00%
County Contribution	\$ 47,900	\$ -	\$ 47,966	\$ (66)	-0.14%
			<u>\$ -</u>		
TOTAL	\$ 573,768	\$ 77,236	\$ 172,841	\$ 400,927	69.88%

Note(s)

**Middlesex County Economic Development Authority
FY 25-26 Revenue/Expense Report - 03/09/26 Meeting**

EXPENDITURES - FY 25-26	Budget	February	YTD	Remaining	Remaining %
Advertising	\$ 5,150	\$ -	\$ 3,901	\$ 1,250	24.26%
Arts in the Middle (VCA-EDA 50% Match Each)	\$ 9,000	\$ -	\$ 9,000	\$ -	0.00%
Audit (EDA Portion of County)	\$ 1,700	\$ -	\$ 1,575	\$ 125	7.35%
Compensation Part Time - Director	\$ 60,754	\$ 5,063	\$ 40,502	\$ 20,252	33.33%
Compensation Part Time	\$ 17,491	\$ 1,465	\$ 10,608	\$ 6,883	39.35%
Benefits:			\$ -		
FICA	\$ 6,077	\$ 112	\$ 924	\$ 5,153	84.80%
Group Life Insurance	\$ 870	\$ 73	\$ 580	\$ 290	33.33%
Health Insurance	\$ -	\$ -	\$ -		
VLDP Disability Insurance	\$ 340	\$ 28	\$ 227	\$ 113	33.33%
VRS	\$ 4,120	\$ 96	\$ 764	\$ 3,356	81.45%
VA's River Realm	\$ 25,000	\$ -	\$ 25,000	\$ -	0.00%
Visit Widget App Annual Fee	\$ 14,400	\$ 14,380	\$ 14,380	\$ 20	0.14%
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	\$ 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	\$ 120	\$ 120	\$ 1,880	94.00%
Hospitality	\$ 7,500	\$ -	\$ 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	\$ 48,125	\$ 48,125	\$ (40,625)	-541.67%
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	\$ 5,077	\$ 52,071	\$ 147,929	73.96%
Liability Insurance	\$ 2,325	\$ -	\$ 2,325	\$ -	0.00%
Contingency (Operating Reserve)	\$ 42	\$ -	\$ -	\$ 42	100.00%
Professional Services - Tourism/Marketing	\$ 35,000	\$ 2,917	\$ 23,333	\$ 11,667	33.33%
Office Supplies	\$ 1,000	\$ -	\$ 490	\$ 510	51.00%
Software (Accounting Suite)	\$ 300	\$ 25	\$ 200	\$ 100	33.33%

Middlesex County Economic Development Authority
FY 25-26 Revenue/Expense Report - 03/09/26 Meeting

Postage	\$ 500	\$ -	\$ 19	\$ 481	96.29%
Telephone	\$ 600	\$ 41	\$ 324	\$ 276	46.02%
Travel (Conf & Education)	\$ 2,000	\$ -	\$ -	\$ 2,000	100.00%
Travel (Mileage)	\$ 700	\$ -	\$ -	\$ 700	100.00%
Travel (Subsis & Lodging)	\$ 1,000	\$ -	\$ -	\$ 1,000	100.00%
TOTAL	\$ 573,769	\$ 77,520	\$ 249,931	\$ 323,838	56.44%

**Project Access - Middlesex County Economic Development Authority
FY 25-26 Revenue/Expense Report - 03/09/26 Meeting**

		Expenses	Budget Remaining	
		YTD	\$	%
Surveying - Bay Design Group - Check # 392 - 07/07/25		\$ 2,216		
Deposit -Property Purchase -River Title & Escrow Check #397 - 07/16/25		\$ 37,500		
Surveying - Bay Design Group - Check # 398 - 07/29/25		\$ 1,685		
Electricity - Dominion	2100020968876	\$ 119		
Electricity - Dominion	2100020968850	\$ 70		
Electricity - Dominion	2100020986100	\$ 92		
1/2 Slip Rental Revenue - Norview - Check # 427- 12/11/25		\$ 5,390		
	TOTAL	<hr/> \$ 47,071	\$ 174,295	87.15%

Notes:

No August - September Expenses

Electricity is YTD Nov-Feb

No February Expenses other than Electricity

LEASE BETWEEN MIDDLESEX COUNTY, VIRGINIA AND ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY, VIRGINIA

This Lease, entered into this ____ day of _____, 2026, by and between **Middlesex County, Virginia (COUNTY)**, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Landlord"), and **Economic Development Authority of Middlesex County, Virginia (EDA)**, (hereinafter referred to as "Tenant"), provides as follows:

WITNESSETH:

That for and in consideration of the premises and the covenants and conditions hereinafter set forth, the Landlord does hereby lease, demise and set over unto the Tenant and the Tenant does hereby rent and lease from the Landlord, all of the following described property, to-wit:

Landlord shall provide Tenant with approximately 384 square feet of office space in a County-owned facility, located at 44 Oakes Landing Road in Saluda Virginia 23149, with services to include two computers, printer access and IT support which will include email support.

1. This Lease shall commence on the ____ day of _____, 2026 and shall be for a term of TWO (2) years but shall continue in full force and effect for additional terms of ONE (1) year each thereafter until terminated by either the Landlord or the Tenant upon the giving of at least sixty (60) days' written notice thereof.
2. The Tenant hereby covenants and agrees to pay to the Landlord the rent of TEN DOLLARS and 00/100 DOLLARS (\$10.00) per annum, in advance.
3. The Tenant shall not assign this Lease or underlet the demised premises or any part thereof or make alterations, additions or improvements to the premises either inside or outside without the written consent of the Landlord, nor permit or suffer upon the premises any act or thing deemed extra hazardous on account of fire. Any such permissible alterations, additions and improvements to the property shall become part of the property and so remain upon the termination of this Lease.

4. The Landlord covenants and agrees to provide and pay for office cleaning, all lights, electricity, and heat to the premises, and all inside and outside maintenance and repair. The Tenant shall maintain hazard and liability insurance on the property it leases from Landlord.
5. It is further agreed that the Landlord has the right to visit and inspect the premises at reasonable times upon giving reasonable notice to the Tenant and to show the premises to prospective renters when and if the situation arises.
6. This Lease constitutes the entire agreement among the parties and may not be modified or changed except by written agreement executed by all of the parties.
7. The receipt of rent by the Landlord with knowledge of any default or breach of this Lease by the Tenant shall not be deemed to be a waiver of any provision, covenant, or condition of this Lease, and no waiver or failure of Landlord to enforce any other provision, covenant or condition, shall affect the right of the Landlord to enforce the same in the event of any subsequent default or breach.
8. This Lease shall be construed, interpreted and applied according to the laws of the Commonwealth of Virginia, and shall be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties.
9. The Landlord shall not be responsible in any manner for any damage done to the property or person of tenant, their employees, invitees or customers from any cause whatsoever.
10. The parties hereby acknowledge and consent to the representation of BOS and EDA by Heather Lewis, as County Attorney and Authority Attorney, and waive any conflicts of interests to her dual representation, if there should be any. The parties further understand that communications and information which might otherwise qualify as client-confidential as to one party may be shared by Mrs. Lewis with the other party; and the parties waive any claim to the confidentiality of such communications and information.

WITNESS the following signatures and seals:

LANDLORD:

Middlesex County Board of Supervisors

Date: _____

By: _____

Name: Don R. Harris

Title: Chairman, Middlesex County
Board of Supervisors

TENANT:

Economic Development Authority

Date: _____

By: _____

Name: John Anzivino

Title: Chairman, Economic Development
Authority of Middlesex County

Approved as to form: _____
Heather Lewis, County Attorney

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 F. Crittenden
Jean Hallie-Holmes
Doug McMinn

March 9, 2026

TO: Economic Development Authority
FROM: Trenton L. Funkhouser, Executive Director
SUBJECT: VRSA Insurance Coverage Options

This topic initially focused on question of extending insurance coverage for certain events sponsored by the EDA but conducted by 3rd party non-profit organizations.

Two additional questions are under study by the EDA's insurance carrier – Virginia Risk Sharing Association (VRSA) – 1) Kayak Rental coverage for Urbanna Marina location and 2) Coverage for contractors and other services providers on Project Access properties.

Events

Extending coverage to 3rd party operated events is not recommended by VRSA. VRSA has a program available ("GatherGuard" information attached) for such events and other insurance providers could offer similar services.

Kayak Rental

Both the Town of Urbanna and the EDA use VRSA. VRSA has recommended a Memorandum of Understanding (MOU) between the Town and the EDA regarding the location of the kayak rental facilities and the need for such MOU was anticipated and being drafted by Town's Attorney. VRSA will provide information clarifying "primary" insurance and what additional fee would apply to respective existing insurance coverages of the Town and EDA.

Project Access

A service provider for the site requested and was provided information regarding the EDA's insurance coverages. Contractors and other service providers as well as the general public are "covered" per the attached Certificate of Insurance. The EDA can provide "named insured" certificates if needed for facilities rentals and similar uses and other businesses or persons as permitted by VRSA.



VRSA

Virginia Risk Sharing Association



Events

Requests to use public entity property and facilities by the public have become a common occurrence. Individuals and organizations that use your facilities are not covered under your entity’s insurance program. This opens the possibility of the public entity becoming drawn into unnecessary claims.

Event Coverage

For VRSA members, however, there is access to event coverage through our partner, **GatherGuard**. GatherGuard offers a low-cost insurance policy to protect the citizens or organizations – called “tenant users,” utilizing the facility or space, as well as the public entity. The policy applies to bodily injury or property damage arising out of the use of the premises by tenant users. Premium costs are paid by the tenant user.

Premium costs are based on: the nature of the event; the number of event days; the number of participants; the level of risk; and any special requirements.

Coverage and Limits

Coverage limits of \$1 million are available for products/operations, including liability for bodily injury and property damage. The policy will pay those sums that the insured (the tenant user) becomes legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies.

Coverage Includes:

- Premises operations;
- Products/completed operations;
- Contractual liability;
- Broad form property damage;
- Personal injury liability;
- Third-party personal property;
- Limits are outside cost of defense - therefore, cost of defense is an addition to the limit of liability for any coverage;
- The public entity is an “additional insured” for each covered event; and
- Liquor liability - optional.

How It Works

1. When a tenant user wants to use the public entity’s property, the facility manager directs them to: <https://gatherguard.com>, along with their venue code.
2. The tenant user will then select their event type, answer a few questions, enter the venue code, and select coverage options to receive an online quote.
3. If they to purchase coverage, they can pay online and the coverage is bound. A Certificate of Insurance is automatically sent via e-mail to the local government, the tenant user, and the broker.
4. If the event falls outside of the program’s scope, the user can call a toll-free number for a quote.

How to Participate

For more information, contact your VRSA member services representative or call GatherGuard at: 844-747-6240.



CERTIFICATE OF COVERAGE

Rev. 07/07/05



Producer:
 VIRGINIA RISK SHARING ASSOCIATION
 P.O. Box 3239, Glen Allen, VA 23058
 1-800-963-6800 (Phone); 1-804-968-4662 (Fax)
 www.vrsa.us

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the Membership Agreement afforded by the policies below, nor guarantees the solvency of Virginia Risk Sharing Association.

COMPANIES AFFORDING COVERAGE

Virginia Risk Sharing Association

Named Insured:

Middlesex County EDA
 877 General Puller Highway
 Saluda, Virginia 23149

COVERAGES

This is to certify that the coverage listed below has been issued to the Member named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this Certificate may be issued or may pertain, the coverage afforded by the policies described herein is subject to all the terms, exclusions and conditions of the Member Agreement and the policy forms. Limits shown may have been reduced by paid claims.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits	
General Liability Damage to Premises Rented to You Medical Payments	P-2025-2026-VRSA-0769-1	7/1/2025	7/1/2026	Each Occurrence	\$1,000,000
				Any One Fire	\$1,000,000
				Any One Person	\$10,000
Excess Liability	P-2025-2026-VRSA-0769-1	7/1/2025	7/1/2026	Each Occurrence.	\$2,000,000
Workers Compensation	P-2025-2026-VRSA-0769-1	7/1/2025	7/1/2026	Per VA Statute Employers Liability	\$1,000,000/\$1,000,000/\$1,000,000

Description of Operations/Locations/Vehicles/Special Items

Evidence of coverage as respects re: 18691 General Puller Highway, Deltaville, Virginia 23043

CERTIFICATE HOLDER

County of Middlesex, Virginia
 877 General Puller Highway
 Saluda, Virginia 23149

CANCELLATION: Should the above described Member Agreement be cancelled before the expiration date thereof, the Virginia Risk Sharing Association will endeavor to mail written notice within 30 days to the Certificate Holder named to the left, but failure to mail such notice shall impose no obligation of any kind upon the Virginia Risk Sharing Association, its agents or representatives.

Karen G. Wall

By:

Karen Wall Date: September 11, 2025

THIS ENDORSEMENT CHANGES THE COVERAGE DOCUMENT.
PLEASE READ IT CAREFULLY.

AMENDATORY ENDORSEMENT - ADDITIONAL INSURED

This endorsement modifies coverage provided under the following:

GENERAL LIABILITY COVERAGE FORM

It is agreed that:

The "Who Is A Covered Person" provision is amended to include as a covered person

1. The person or organization named below but only with respect to liability arising out of operations performed by or on behalf of the named member or entity.
2. The applicable limit of the Pool's liability for the coverage afforded under this endorsement forming a part of this coverage document shall be reduced by any amount paid as damages, or any attorney' fees or other expenses associated herewith, under this endorsement on behalf of the person or organization named below.

County of Middlesex, Virginia

Evidence of coverage as respects re: 18691 General Puller Highway, Deltaville, Virginia 23043.

NAMED MEMBER OR ENTITY: Middlesex County 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
Joe Heyman, Treasurer
Anton Webre, Secretary
Gerald Crittenden
Jean Hallie-Holmes
Doug McMinn

March 9, 2026

TO: Economic Development Authority
FROM: Trenton L. Funkhouser, Executive Director
SUBJECT: EDA Budget – FY 26-27 Proposed

The proposed EDA Budget for FY 26-27 is attached for review and comment. No changes since initial presentation of proposed budget at February 9th meeting.

“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^{ths} 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
EDA Use of Fund Balance/Reserves	\$ -	\$ -	\$ 120,000	\$ 73,400	\$ (46,600)
County Contribution	\$ 47,900	\$ 47,900	\$ 47,900	\$ 47,900	\$ -
TOTAL	\$ 226,770	\$ 253,560	\$ 427,268	\$ 551,163	\$ 123,895

**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	\$	-
TOTAL	\$	217,730	\$	244,214	\$	427,268	\$	551,163	\$	123,895

Trenton Funkhouser

From: Baxter Phillips, III <baxter.phillipsiii@gmail.com>
Sent: Sunday, March 1, 2026 8:59 PM
To: Trenton Funkhouser; Beth Hurd; Randy Blue; Joe Heyman; Heidi Ruse; DCA Treasurer
Subject: Deltaville Community Association (DCA) Independence Day
Attachments: 20260301 EDA Grant App DCA Independence Day.pdf; 20260213 Master Displays Contract Signed.pdf; 260301 DCA General Liability EDA Summary.pdf

Dear Trent,

(cc: Beth Hurd, DCA President; Heidi Ruse, DCA Vice President; Randy Blue, DCA Board, Jerry Crittenden, DCA Board, Joe Heyman, DCA Board)

I hope this email finds you well and thriving and indeed busy with the many endeavours you and the Middlesex EDA are driving forward for the benefit of our County.

I am pleased to submit to you the Deltaville Community Associations' request for support for our July 4th Independence Day celebration. As Beth Hurd, our President, and Randy Blue, long time serving board member will review with you at the next appropriate EDA meeting, we are requesting partnership with Middlesex County and the Middlesex EDA, via an EDA Grant, to help support both the Deltaville 5K, which attracts ~1,200 participants and spectators as well as the Delatville Fireworks which we also estimate attracts over 2,000 individuals based on the number of cars (~300) lining General Puller Highway, the number of boats(~50+) anchored in Sturgeon Creek, and the number of participants in the SOLD OUT Deltaville Ballpark for the evening. These individuals come not only from Middlesex, but also from surrounding counties throughout our Commonwealth and states including MD, NC, DE, WV, SC, PA, DC, NJ.

I personally would love to see this as a step forward in the DCA's partnership with both Middlesex County and the EDA as we work together to continue to promote sustainable economic vitality, enhance quality of life, and strengthen Middlesex County as a desirable place to live, work, and visit. Additionally we strive to support the EDA's mission in creating a more robust water-oriented community, and a natural gathering point for residents, visiting boaters, second-home owners, and regional travelers.

We welcome any additional feedback and questions prior to the EDA's review during your next meeting during which both Beth Hurd and Randy Blue will attend to help support our request. I am available, as are Beth and Randy or any member of the DCA Board, to follow up on any additional questions or items pertinent to support a successful application for this regional event in Middlesex County.

Thank you and the EDA for your thoughtful review,

Respectfully,

Trip
DCA Treasurer

Baxter Phillips, III

(m)804.754.5442



VIRGINIA IS FOR LOVERS

**Middlesex County Economic Development Authority (EDA)
Event Sponsorship/Grant Application
County of Middlesex, Virginia**

1. APPLICANT (Name(s)): On behalf of the Deltaville Community Association:

Beth Hurd
President

Randy Blue
Board Member

Baxter "Trip" Phillips III
Treasurer

City/State: Deltaville, Virginia Zip: 23043

Phone : Randy Blue: (m)804-815-6070 // (w)804-776-7100
Email: randy@srblue.net

Alt: Beth Hurd: (m)804-815-6444
Alt Email: beth@dSDLaw.com

Alt: Trip Phillips: (m)804.754.5442
Alt Email: baxter.phillipsiii@gmail.com

Taxpayer Identification Number: 54-1136097 (DCA)

2. ORGANIZATION (Name): Deltaville Community Association (DCA)

Address: Physical: 17147 General Puller Highway Mailing: P.O. Box 211

City/State Deltaville, Virginia Zip 23043

~~Sole Proprietorship~~ ~~Partnership~~ ~~Corporation~~ ~~LLC~~

~~Profit~~ **Non-Profit**

3. EVENT DESCRIPTION:

Deltaville Community Association July 4th Celebration

The Deltaville Community Association (DCA) is proud to host community-wide Independence Day celebrations on July 4, 2026, including the Deltaville 5K and concluding with a professional fireworks celebration following the baseball game at the Deltaville Ballpark. The events will commemorate both the 250th anniversary of the United States and the longstanding civic spirit of Deltaville and Middlesex County.

Held at the Deltaville Community Association's campus, a central gathering space that serves residents and visitors alike, this event is designed to bring together families, local businesses, boaters, and regional guests for a safe, inclusive, and family-friendly celebration. The evening will culminate in a professionally produced fireworks display over the ballpark bordering Sturgeon Creek, creating a signature experience that reflects both the heritage and vitality of our community.

Beyond its cultural significance, the celebration may serve as an economic booster for the region. The event is expected to attract attendees from across Middlesex County and neighboring localities, potentially increasing visitation to local restaurants, marinas, lodging, retailers, and small businesses during the peak summer season. By encouraging both land- and water-based attendance, the fireworks show uniquely leverages Deltaville's waterfront assets and strengthens the area's identity as a destination for recreation and tourism.

The DCA's goal is to provide high-quality, free public events that foster community pride, support local commerce, and enhance regional visibility while ensuring accessibility for families of all backgrounds. Sponsorships and grant funding will directly support production, safety services, and event infrastructure, enabling the celebration to remain open to the public and maximizing its positive economic and social impact.

Through partnership with Middlesex County and the Economic Development Authority, this event will help showcase the county as a vibrant, welcoming place to live, work, and visit while honoring a historic national milestone.

With Middlesex EDA's full support and at the direction of the EDA, the Middlesex EDA will be included as a "Sponsor" with logo placement on all marketing materials including the DVL 5K website, Deltaville Fireworks website, all flyer and promotional materials, race t-shirts etc....

DRAFT Community Narrative
Deltaville's Independence Day Celebration
Honoring America's 250th Birthday — Together as a Community

Join the Deltaville Community Association and our lead sponsors, for an unforgettable day of hometown pride, waterfront views, and sky-filling fireworks as we celebrate both our beloved village and America's 250th anniversary!

Start the day with the Deltaville 5K, a festive, family-friendly run and walk that brings neighbors and visitors together in celebration of community, health, and small-town spirit. Throughout the morning, kids can enjoy racing the world-famous Chesapeake Bay Blue Crabs, listen to live DJ provided by our Jamaica District Board of Supervisor Mr. Wayne Jessie Sr., and relax and cool off with a refreshing swim at the Ricky Taylor Community Pool.

In the evening, bring your lawn chairs, blankets, and the whole family to the Deltaville Ballpark for a classic summer night filled with laughter, neighbors, and patriotic spirit. Watch the sun set over the river, enjoy the festive ballpark atmosphere, and then look to the sky as a spectacular fireworks show lights up the night in brilliant red, white, and blue.

From kids racing crabs, dancing to the DJ and chasing fireflies to friends reconnecting under the stars, this is the kind of small-town celebration that creates lifelong memories. Whether you've lived here for generations or you're just discovering Deltaville, everyone is welcome.

Let's celebrate freedom, family, and the community we're proud to call home.

4. BUSINESS PLAN/EVENT PLAN:

The DCA's goal is to provide high-quality, free public events on July 4th that foster community pride, support local commerce, and enhance regional visibility while ensuring accessibility for families of all backgrounds. Sponsorships and grant funding will directly support production, safety services, and event infrastructure, enabling the celebration to remain open to the public and maximizing its positive economic and social impact.

[Deltaville 5K and Kids Fun Run](http://www.dvl5k.com) : www.dvl5k.com

[Deltaville Fireworks](http://www.deltavillefireworks.com) : www.deltavillefireworks.com

5. PROVIDE COPIES OF CURRENT/PROPOSED:

Middlesex County Business License: N/A

VDOT Road Permit: To be processed in June (as custom every year)

Liability Insurance:

DCA maintains General Liability Insurance covering \$1,000,000 per occurrence. Full policy can be provided under separate cover. EDA Summary provided. Noted the DCA has “fireworks exposure” listed in its policy for the purposes of the July 4th fireworks.

Additionally, fireworks liability, per contract, will be provided by service provider, Master Displays Limited, of Roanoke, Virginia. As the Sponsoring Agent, The Deltaville Community Association will receive a Certificate of Liability named as the Certificate Holder.

6. **TAX REPORTING:** Please submit any available information for any of the following taxes, influenced or predicted to be influenced by your event: 1) Meals, 2) Transient Occupancy Tax, 3) Retail Sales

The DCA welcomes guidance on offering support to measure these taxes.

7. USE OF EDA GRANT FUNDS - Requested: \$5000

Brief Description of how EDA funds would be used relative to proposed revenues and expenses: 100% of funds from the EDA will be used to help offset production costs of **Deltaville’s 5K and July 4th Fireworks Celebration**.

The DCA projects the 5K (\$13,500) and fireworks productions costs (\$16,600) will collectively be ~16% covered by a full grant from the EDA. We endeavor to recruit 65% of funding from local business sponsors and the remaining 20% from individual community donations.

Schedule A. Sec 8. provides topline summary of projected sponsors, public donations and expenses based on an average three year operating summary.

Can EDA funds or other Organization funds be used to “match” a potential Federal, State or other grant? Yes No

If Yes, Please Describe:

The DCA is not currently aware of other potential matching grants. Please advise.

8. PERFORMANCE RESULTS: Grant Awards require an approved Grant Acceptance Agreement. An in-person final report to the EDA shall be provided by the six-month anniversary of the grant award date. In addition to application information provided and/or proposed for the event, the applicant should collect and provide the Metrics/Data consistent with attached sample list as applicable to Event.

As noted in Schedule A, Section 7; the DCA intends to track both quantitative and qualitative measures, including:

- Estimated attendance counts
- Number of boats/vessels at marinas and anchorages
- Hotel, short-term rental, and lodging occupancy (where available)
- Participating local business and sponsor counts
- Sponsorship dollars raised locally
- Sales or traffic feedback from local merchants and restaurants
- Post-event surveys of businesses and attendees

The DCA remains open to counsel from the EDA on additional metrics deemed appropriate and measurable.

9. REVIEW CRITERIA:

The following criteria shall generally be used by the EDA in its review of applications and decisions to award any funds.

Please see Schedule A “EDA Review Support” and Schedule B “DCA Fireworks Spectacular Flyer” (draft). DVL 5K materials in development.

10. ACKNOWLEDGEMENTS:

- I have read and understand the program guidelines and criteria.
- All information furnished in support of this application to obtain a grant is true and complete to the best of my knowledge.
- The entity and any of its real or personal property are all current on local, state and federal taxes.
- I understand the final approval is within the sole discretion of the Economic Development Authority.
- Economic Development Authority has the right to request repayment of the grant funds due to failure of organization to properly conduct an event in accordance with its application and any conditions of approval.
- Eligibility is dependent on applicant's ability to thoroughly document plans and provide financial information indicating an ability to properly conduct the planned event.
- I agree to the publicity of an EDA announcement of the grant award.
- Any public announcement of the grant by the organization and any subsequent sponsor/donor listings or other signage should recognize the "Economic Development Authority of Middlesex County".

On behalf of the Deltaville Community Association:



Applicant Signature

02/28/2026

Date

SCHEDULE A

EDA REVIEW CRITERIA EVENT SPONSORSHIP/GRANT APPLICATIONS

1. Is the Event consistent with the EDA's Strategic Plan?

Yes. The Deltaville 5K and Independence Day Fireworks Celebration directly advances the Middlesex County EDA's Strategic Plan (2022) by strengthening tourism tied to the County's defining assets—its waterways, boating culture, and rural waterfront character.

As a water-oriented community, Deltaville serves as a natural gathering point for residents, visiting boaters, second-home owners, and regional travelers. The fireworks event leverages these assets to draw visitors by both land and water, supporting increased activity at marinas, restaurants, lodging, and small businesses.

The event also reflects the Plan's emphasis on:

- expanding tourism and capturing additional tax revenue,
- supporting existing local businesses,
- enhancing quality of life for residents, and
- building partnerships between nonprofits, businesses, and local government.

With ~65% of funding projected to come from local business sponsors and ~20% from community donations, the event represents a broad, community-wide economic development effort aligned with the EDA's leadership role in supporting initiatives that grow the County's economy and tax base.

2. Is the Event consistent with the County's Comprehensive Plan?

Yes. The fireworks celebration supports the Comprehensive Plan's goals of promoting sustainable economic vitality, enhancing quality of life, and strengthening Middlesex County as a desirable place to live, work, and visit.

The event:

- encourages visitation to local commercial areas,
- highlights the County's waterfront and rural character,
- supports small businesses and local entrepreneurs, and
- fosters civic pride and community engagement.

By bringing together residents, families, and visitors around a shared celebration of the nation's 250th anniversary, the event reinforces Middlesex County's identity as a vibrant, welcoming coastal community.

3. Is the Event consistent with marketing objectives of the VA Tourism Corporation?

Yes. The Virginia Tourism Corporation promotes authentic, place-based experiences that encourage travel to small towns, waterfront destinations, and heritage celebrations.

The Deltaville 5K and fireworks events aligns strongly with these objectives by offering:

- a signature holiday experience tied to America's 250th anniversary,
- waterfront recreation and boating access,
- family-friendly programming, and
- opportunities to explore local dining, retail, and outdoor activities.

The event showcases Middlesex County as a unique Chesapeake Bay destination and encourages visitors to discover the broader region.

4. Will the event promote tourism objectives to attract visitors?

Yes. Both the DVL 5K and fireworks show is designed specifically to attract both regional day-trippers and overnight visitors.

Because Deltaville is a well-known boating hub, the event draws:

- recreational boaters,
- visitors from neighboring counties,
- seasonal residents, and
- families seeking holiday activities.
-

Visitors typically dine locally, purchase fuel and supplies, shop at local stores, and use marinas and lodging facilities. By creating a marquee July 4th experience, the event serves as a tourism driver that benefits multiple sectors of the local economy in a single day.

5. Will the event increase visitor duration of stay or likelihood of return visits?

Yes. Signature events like the 5K and the fireworks encourage visitors to extend their stay and plan future trips.

Many attendees arrive early to secure viewing locations, spend the day boating or exploring town, and dine locally before and after the events. The positive experience often leads families and boaters to return later in the season or the following year.

By creating a memorable, high-quality event associated with Middlesex County, the celebration helps establish repeat visitation and strengthens long-term tourism loyalty.

6. Will the event increase the retention of residents in Middlesex?

Yes. Community events that foster pride, connection, and quality of life are key factors in resident retention.

The fireworks celebration provides:

- a free, family-friendly gathering,
- opportunities for volunteerism,
- support for local nonprofits and businesses, and
- shared experiences that strengthen community bonds.

These experiences make Middlesex County more attractive to families, retirees, and workers considering whether to remain in or relocate to the area. A vibrant community life directly supports the County's long-term workforce and housing stability goals.

7. What specific data/information/analytics could/should be used to judge performance of planned event goals?

The DCA will track both quantitative and qualitative measures, including:

- Estimated attendance counts
- Number of boats/vessels at marinas and anchorages
- Hotel, short-term rental, and lodging occupancy (where available)
- Participating local business and sponsor counts
- Sponsorship dollars raised locally
- Sales or traffic feedback from local merchants and restaurants
- Post-event surveys of businesses and attendees

These metrics will help evaluate tourism impact, economic benefit, and community engagement outcomes.

8. How will “Proceeds” (Net Revenues after Expenses), if any, be spent, donated, reserved or otherwise accounted for?

The Deltaville Community Association is a nonprofit organization. Any net proceeds remaining after event expenses will be retained by the DCA and reserved exclusively for future community programming and public events that enhance tourism, quality of life, and economic vitality in Middlesex County.

Funds will primarily be used to:

- Support future Independence Day celebrations and can be specifically reserved for future DVL 5K and Deltaville Fireworks production costs.

All proceeds will be accounted for in accordance with nonprofit financial oversight and reporting practices.

Deltaville Fireworks	
Sponsorships	
Community Cash	\$ 5,300
Sponsors (Local Businesses)	\$ 7,000
Total Sponsors	<u>\$ 12,300</u>
EXPENSES	
Fireworks	<u>\$ 16,600</u>
Net Sponsor Profit (Loss)	<u>\$ (4,300)</u>

Deltaville 5K	
Sponsorships	
5KSponsors (Local Businesses)	\$ 18,950
Total Sponsors	<u>\$ 18,950</u>
EXPENSES	
5K	<u>\$ 13,500</u>
Net Sponsor Profit (Loss)	<u>\$ 5,450</u>

Consolidated Independence Day	
Total Sponsors	\$ 31,250
Total Expenses	\$ 30,100
Net Sponsor Profit	<u>\$ 1,150</u>

SCHEDULE B
DRAFT - "DCA FIREWORKS SPECTACULAR"

Deltaville Community Association presents:

JULY 4TH, 2026

**SPECTACULAR
FIREWORKS
CELEBRATION!**

Honoring America's 250th Birthday!

AT THE DELTAVILLE BALLPARK

BECOME A SPONSOR OF THE BIGGEST SHOW ON THE BAY!

WWW.DELTAVILLEVA.COM

Please return completed application and supporting documentation to:

Trenton L. Funkhouser

Executive Director and Economic Development & Tourism Coordinator

Middlesex County Economic Development Authority (EDA) P.O.

Box 428, Saluda, VA 23149

Phone: (804) 758-8112

Email: t.funkhouser@co.middlesex.va.us

**MASTER DISPLAYS LIMITED
CONTRACT FOR PYROTECHNICS DISPLAY**

Master Displays Limited (hereafter also referred to as the "Provider") hereby agrees to provide pyrotechnics display for Deltaville **Community Association** (hereafter also referred to as the "Sponsor") on the terms and conditions as further described below.

The following party is hereby designated as the Sponsor's representative for the pyrotechnics display project, and to whom the Provider may communicate with for the coordination of the display and whom can be relied upon as the source of contact for the Sponsor's directions:

Name: Deltaville Community Association
Contact Phone Number: Jerry Crittenden 804-241-5630
Date of Show: 7/4/2026
Cost of Show: \$16,000.00 Deposit: \$ 8,000.00 Permit Fee \$ 600.00
Event Time 9:30 PM Length: Approx. 18-20 Minutes

All payments shall be made within thirty (30) days of the performance of services. Any payment made beyond that time will accrue a 10% late fee per month from the date of the event. Failure to make payment after the due date shall be deemed a material breach of this contract Master Displays Limited shall be entitled to all reasonable costs and expenses of legal action, including court costs and attorney fees, because of the Sponsor's breach of this agreement, regardless of whether a suit is filed. This agreement shall be governed by the laws of the State of Virginia. The parties agree to the jurisdiction of the courts of the County of Roanoke, Virginia, in connection with any action, suit, or other proceeding relating to this agreement.

The Sponsor shall always provide proper crowd control and security personnel, as well as police and fire/rescue services for the event. The Sponsor shall also maintain adequate security of the display site and the safety zone/fallout areas until notified by the Provider that the site is deemed safe and that such services are no longer required. Per the fire code regulations, the safety zone must be least 100 feet per inch of the size of the shell diameter. The display will use shells with a diameter of up to 2" inches. The Provider adheres to the NFPA 1123, 1124, and 1126 as well as the local, state, and federal laws.

The Sponsor shall be in breach of this agreement if the Sponsor reschedules or cancels the display without the reasonable acceptance of the Provider, or if the Sponsor terminates the agreement. Only the representative shall be authorized to request rescheduling of the display, unless the Provider agrees to accept another Sponsor's agent. Both parties reserve the right to postpone the display in the event of inclement weather or any other hazardous conditions, including high winds. Winds cannot exceed 25mph in order to perform pyrotechnics display. The Sponsor shall not be held accountable or penalized for such delays. In addition, the Provider shall not be held responsible for such delays, or any other delay caused by an event beyond the reasonable control of the Provider. This would include, but not be limited to, other acts of God, accidents, fire, poor or inadequate communication, unsecured shoot site, strikes or other differences with employees, or riot, embargo, or damages in transportation, shortages of vehicles, labor, or materials.

In all press releases, advertising, or other communications to third parties identifying the supplier of materials or producer of the display, the Sponsor shall give sole credit to the Provider.

The Sponsor shall have the display site in compliance with NFPA 1123 and the site must be clear. If in the opinion of the Authorities Having Jurisdiction (AHJ) or the Provider, the lack of crowd control poses a hazard, the display shall be postponed or discontinued immediately until such time as the situation is corrected. All flammable or combustible materials shall be protected or removed from the display site.

The Provider, Master Displays Limited, shall obtain adequate insurance coverage for the event.

The amount to be paid by the Sponsor will be: \$8,600.00, payable on the day of the event.

The guarantors of this agreement guarantee the performance and payment by the Sponsor, as well as damages, fees, costs, and other obligations of the Sponsor under this agreement and any extensions and modifications thereof.

If any sentence or provision in this agreement is unenforceable, the remaining portion of this agreement shall be enforced.

Sponsor: Deltaville Community Association

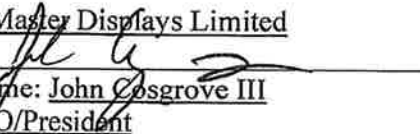
Signature: 

Printed Name: Elizabeth B. Hurd

Title: President

Date: February 13, 2026

Provider: Master Displays Limited

Signature: 

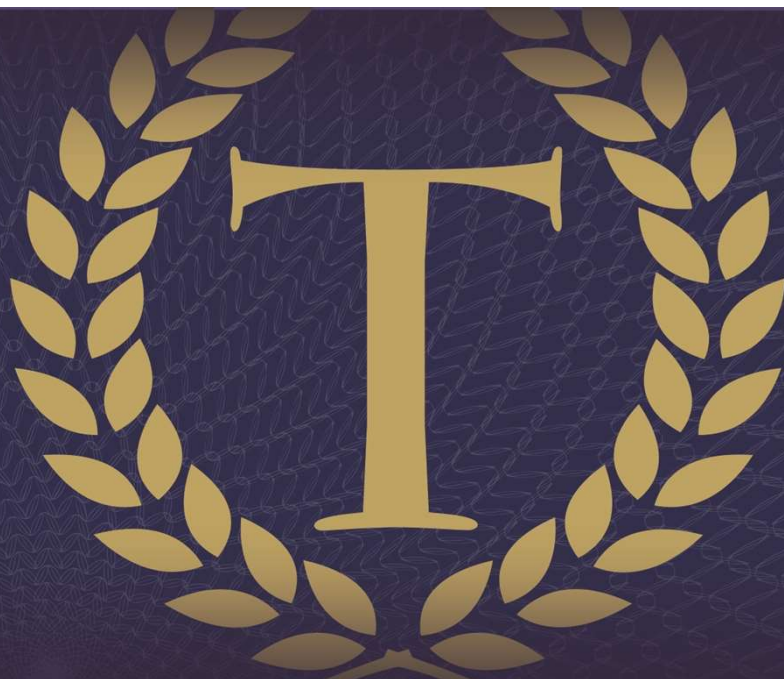
Printed Name: John Cosgrove III

Title: CEO/President

Date: 1/21/2026

Insurance Services
Proposal

DELTAVILLE COMMUNITY
ASSN INC



**Effective
January 1, 2026
to January 1, 2027**

16702 General Puller Highway
Deltaville, VA 23043
(804) 776-6082

General Liability

Issuing Company	Selective Way Insurance Company
AM Best Rating	A+ (Superior)
Policy Term	1/1/2026 to 1/1/2027

COVERAGES

Description	Limit
General Aggregate	\$2,000,000
Products / Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$100,000
Medical Expense (Any One Person)	\$5,000

EXPOSURES

State	Description	Exposure	Premium Basis
1	17147 General Puller Highway, Deltaville Fd, VA 23043		
VA	CLUB CIVIC, SERVICE NOT FOR PROFIT ONLY	2,876	Area
VA	FIREWORKS EXHIBITIONS OTHER THAN NOT FOR	1	Other
VA	PARKS OR PLAYGROUNDS	1	Other
VA	SOCIAL GATHERINGS MEETINGS NOT FOR	60	Other
VA	SWIMMING POOLS - NOC	1	Other
2	133 Ball Park Road, Deltaville Fd, VA 23043		
VA	PARKS OR PLAYGROUNDS	1	Other
3	83 Ball Park Road, Deltaville, VA 23043		
VA	CLUBS-CIVIC,SERV OR SOCIAL-NFP ONLY	2,590	Area
4	Parcel 191, General Puller Hwy, Deltaville, VA 23043		
VA	VACANT LAND NOT FOR PROFIT ONLY	1	Other

ADDITIONAL INTERESTS

Name and Address	Interest
RAPPAHANNOCK RIVER RAILROADERS Po Box 455 Deltaville, VA 23043	Additional Insured
YMCA OF THE VIRGINIA PENINSULS, 11487 General Puller Highway Hartfield, VA 23071	Additional Insured



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

March 9, 2026

TO: Economic Development Authority

FROM: Trenton L. Funkhouser, Executive Director

SUBJECT: Project Access Kayak Park – Consideration of Authorization to Submit a Preservation Trust Fund (PTF) Application

The Virginia Outdoors Foundation through the Preservation Trust Fund (PTF), offers grant reimbursement for conservation easements associated with recreation projects. Mr. Heyman has prepared an application draft for submission to PTF for development of the small northeastern parcel at Project Access site (1.18 acres - Map # 41(67)-1).

Information on the PTF grant and the draft application are attached for EDA review and consideration of authorization of Mr. Heyman to submit a complete application by the March 18, 2026 deadline.

The PTF grant would provide cash reimbursement to the EDA for the appraised value of a permanent conservation easement. Such reimbursement would provide dedicated funds to assist with future EDA debt service associated with property acquisition but would not provide funds for infrastructure improvements.

Award notices are scheduled for June 11, 2026 with performance in accordance with award required 07/15/26 – 07/15/28

Recommended Action

Authorize Mr. Heyman to submit a complete application to the Preservation Trust Fund for the Project Access Kayak Park by the March 18, 2026 deadline.



Preservation Trust Fund

Overview

Established by the Virginia General Assembly in 1997 and administered by the Virginia Outdoors Foundation (VOF), the Open-Space Lands Preservation Trust Fund (PTF) provides grants for acquisitions, easements, rights of way, and other methods of protecting open space for farming, forestry, recreation, wildlife, water quality, and more. A right, privilege, or interest in real estate must be conveyed to an eligible holder pursuant to Virginia's Open-Space Land Act, to be eligible for PTF funding.

Opportunity

VOF hosts two grant rounds annually, with requests for proposals announced in the beginning and the middle of the calendar year, with grant awards made in late spring and fall. Grant agreements have a two-year lifespan. VOF seeks proposals for projects that protect natural and cultural resources such as exceptional farms, forests, wildlife habitat, or historic sites. In addition, VOF seeks proposals for projects that protect new or expanded public access to open space, such as parks, preserves, trails, greenways, outdoor classrooms, beaches, and boat launches. Proposals may be submitted for both public and private lands. Successful proposals will protect and permanently preserve open green space with deed restrictions to protect the highest conservation values of a property.

Applicant Eligibility

PTF grants may be awarded to any person, organization, or locality with a real estate interest to convey on either public or private land. Land already under ownership of the applicant may be eligible for PTF funding as long as the parcel is not already protected through existing deed restrictions.

Land Protection Partnership

Permanent land protection is a required component of the Preservation Trust Fund, with the legislative language specifying that a public body must take a real estate interest in a property. No funds may be disbursed until the real estate interest is conveyed.

Funds Available

The amount of funding available for each grant round is determined annually. In recent cycles, grant awards have averaged \$150,000 per project. However, there is no absolute cap, and exceptional projects, as well as those with substantiated need, have been funded at higher amounts. Alternatively, partial funding is also possible. The amount of a PTF grant must be substantiated by the value of the real estate interest being conveyed as shown by an assessment, appraisal, or other accepted methodology. Funds may be disbursed only when a real estate interest has been conveyed to VOF, a locality, or an approved eligible holder under the Open-Space Land Act. Once a land protection instrument is recorded, the grant award may be issued in full.

Eligible Costs

PTF grants may pay for any costs associated with the conveyance of an interest, right, or privilege in open space to VOF, a locality, or an approved eligible holder under the Open-Space Land Act including fee-simple acquisition, development rights, public access rights of way. Priority will be given to land protection projects that are ready for implementation. The total amount of impervious surface will be capped, and project sites that are currently predominantly hardscape or are intended to be predominately hardscape are not good candidates.

Federal Program Compatibility

The requirement for VOF or a locality to take a real estate interest may complicate or prevent land from being eligible for federal sources of grant funding, federal ownership, or, in the case of a tribal applicant, to have ownership placed in federal trust for the benefit of the tribe. Grant applicants who may be considering federal partnerships of any kind should contact grant staff before applying.

Application Process

Applications will be accepted through an online process, which can be accessed at <https://www.vof.org/protect/grants/ptf/>. Interested applicants should check the website for updates. Please contact grant program staff at grants@vof.org with any questions about the application process or project eligibility.



Preservation Trust Fund Project Requirements

- The property interest, the form of which may be determined by VOF, must be **held by VOF or a locality** as specified in Virginia Code §10.1-1801.1.
- The property must be **dedicated in perpetuity as open-space land under the Open-Space Land Act** (Virginia Code §§ 10.1-1700 to 10.1-1705).
- The dedication to open-space must conform to the official comprehensive plan for the area in which the property is located.
- Should the existing tax map parcels exceed the number of parcels allowed by land protection instrument, consolidation of parcels may be required.
- Natural Resource Protection instruments must:
 - Restrict division of the property.
 - Limit impervious surface on the property, including both existing and additional improvements to 0.25% to 0.5% of the property area depending on the size and characteristics of the property. *(Exceptions may be considered by the VOF Board of Trustees).*
 - To protect the Conservation Values of the property for which a grant award was made.
 - Include a conversion/diversion clause.
- Public Access instruments must:
 - Restrict division of the property.
 - Limit impervious surface on the property, including both existing and additional improvements, to no more than 10% of the total area of the property. *(Exceptions may be considered by the VOF Board of Trustees for projects located in urban areas or for specific community needs.)* Measurement of impervious surface may be calculated using the land protection partner's standard definitions and methodology.
 - Limit the type of structures allowed on the property to those that support the public use of the property as a park.
 - Allow a right of public access.
 - Include a conversion/diversion clause.



Preservation Trust Fund (PTF) Application FY26

Applications for the PTF Program must be submitted via [VOF Grant Portal](https://vaoutdoors.webgrantscloud.com)
<https://vaoutdoors.webgrantscloud.com>.

Application Submission Deadline: 5:00 p.m., July 28, 2025

Contact VOF grant staff at grants@vof.org with questions.

Response lengths are capped intentionally, but answers may be expanded upon in the supplemental material section. Character count includes spaces and punctuation. Unless requested by the question/prompt, do not include links to any outside sources as they will not be considered. Any question marked with an asterisk is required for submission.

General Information

1. Organization*:

- a. Organization Type*:Local Government
- b. Organization Website*www.co.middlesex.va
- c. Address*:44 Oakes Landing Rd, Saluda, Va. 23149
- d. Phone*:804-758-4330
- e. Partner Organization:Middlesex County

2. Primary Contact*:

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

- a. Name*:Joe Heyman
- b. Title:Treasurer
- c. Email*:allengroupeda@gmail.com
- d. Address*:234 Riverside Dr, Deltaville, Va 23043
- e. Phone*:804-815-8627

3. Additional Applicants:

List any additional contacts within your organization that will also work in this proposal or manage this grant.
Anton Webre, Trenton Funkhouser

4. Would you like to be considered for any other VOF grant program if eligible*? Yes/No
YES

Project Information

5. Project Title* (50 characters):

Project Access Kayak Park

Please note this title will be shared with the public and replicated for press releases and grant documents should funding be awarded.

6. Type of Applicant*: *Political Subdivision*
Local Government,EDA

Individual, Non-Profit, Local Government, State Government, Federal Government, Tribal Government, Public K-12 Education, Private K-12 Education, State University, Private University/College, Community College, Regional Organization, Political Subdivision of State Government, Other (if Other, please specify)

7. Select the structure of the project*.

Land acquisition and protection

Land protection

Other (describe briefly here; additional information may be provided later in the application, 300 characters):

Land Protection Partner

A real estate interest must be conveyed to VOF or a locality (local government) to be eligible for PTF funding. Some examples of how this requirement could be met are through ownership, an easement, a dedication to open space, or right of way.

For public access projects, the locality is the preferred land protection partner (or applicant). Partnering with the locality indicates support for the project and alignment with locality goals and plans. Localities have the local resources and staff on the ground to help ensure project goals are maintained.

8. Land Protection Partner*

:Locality

Locality, State Agency, Subdivision of State Government, Virginia Outdoors Foundation, Other, Undetermined.

If requesting VOF as holder of real-estate interest, please contact VOF at grants@vof.org before submitting the application

9. Is documentation of land protection partner included with this application*? Yes/No

YES

While not a requirement, proposals with a confirmed land protection partner are more competitive.

Land Protection Compliance

The land protection instrument, such as an open-space easement or a deed of dedication to open-space, must comply with the locality's comprehensive plan.

10. Indicate if the permanent protection of this land aligns with the comprehensive plan of the locality in which it is located*: Yes/No/Not Yet Determined

YES

11. If known, provide the current zoning of the parcel and the future land-use category (100 characters):

Currently Zoned Waterfront Commercial

12. Describe locality support for the project*(250 characters):

13. Is documentation of comprehensive plan compliance from the locality included with this application*? Yes/No

While not a requirement, proposals with confirmed comp plan compliance are more competitive.

Consistency with Local Comprehensive Plan

Middlesex County 2030 Comprehensive Plan (Revised March 3, 2020)

The proposed waterfront access project is consistent with and advances the adopted goals and objectives of the Middlesex County 2030 Comprehensive Plan.

1. Identified Need for Public Water Access

The Comprehensive Plan recognizes a deficiency in public shoreline access:

"Lack of public access points to the shorelines that define the shape and character of the County was a weakness identified by county citizens."

(Chapter IV – Community Facilities, p. 76)

The proposed project directly addresses this identified weakness by expanding and improving safe, publicly accessible waterfront access.

2. Long-Term Objective: Public Access to Waterways

The Plan's implementation schedule includes:

"Recreation needs survey including public access to waterways."

(Implementation Schedule, p. 145)

The project advances this long-term planning objective by providing tangible improvements to public water access infrastructure.

3. Environmental Stewardship and Waterfront Protection

The Plan requires careful review of waterfront properties to protect water quality and shoreline conditions:

"The required rezoning of waterfront properties... affords the County the opportunity to consider Bay Act factors and potential water quality impacts..."

(Page 125)

The proposed project aligns with these principles by incorporating responsible shoreline design, stormwater management, and resource protection consistent with Chesapeake Bay Preservation Act standards.

Why This Matters for VOF

VOF prioritizes:

- *Public outdoor recreation access*
- *Protection of waterfront and shoreline resources*
- *Long-term public benefit through conservation easements*

This project:

- ✓ *Expands public access to navigable waters*
- ✓ *Preserves shoreline character*
- ✓ *Aligns with adopted County planning policy*
- ✓ *Supports long-term public recreation use*

Project Location

Use Google Maps or contact grants@vof.org to ask for help getting lat/long coordinates.

14. Locality*: Deltaville Va

15. Latitude & Longitude*: *Latitude (00.00000) Longitude (-00.00000)*

16. Street Address:

18927 General Puller Hwy

17. Tax Map Parcel Identification Number*:

Tax Map 41(67)Parcel 1

Project Area

18. Total Acres to Be Protected*:

1.18

This is the number of acres that will be required to be protected in perpetuity.

19. GIS Boundary of Property/Project Area Available*? Yes/No

NO

If yes: Attach shapefile/geodatabase/KML/KMZ. Please upload a single compressed/zip file with all special data in it.

Project Summary

20. Provide a Summary of This Project*. (500 characters)

*Please note this summary will be shared with the public and replicated for press releases and grant documents should funding be awarded. **Project Summary***

Broad Creek Public Waterfront Access & Conservation Project

Middlesex County proposes to establish and permanently protect a publicly accessible waterfront property on Broad Creek with direct access to the Rappahannock River and the Chesapeake Bay. The project will create a publicly accessible kayak ramp and water access facility while placing the property under a Virginia Outdoors Foundation conservation easement to ensure long-term protection of open space, shoreline resources, and public access.

The project addresses a documented need identified in the Middlesex County 2030 Comprehensive Plan, which recognizes the "lack of public access points to the shorelines" as a community weakness (Chapter IV, p. 76) and includes public access to waterways as a long-term planning objective (p. 145).

The property will provide:

- *Public Kayak launching access to the Rappahannock river via Broad Creek*
- *Safe vehicular access and limited parking*
- *Shoreline stabilization and environmental best practices consistent with Chesapeake Bay Preservation Act standards*
- *Permanent protection of open space and riparian buffers*

The project advances VOF's mission by:

- *Expanding public outdoor recreation access*
- *Protecting shoreline and water resources*
- *Preserving working waterfront character*
- *Ensuring perpetual public benefit through conservation easement protection*

Upon completion, the property will remain open to the public for water-dependent recreation while maintaining conservation protections that preserve scenic, environmental, and community values for future generations.

Project Purpose

Preservation Trust Fund grants may be given to create public access opportunities or to protect natural or cultural resources on private property. Proposals intended to create parks, walking trails, or other opportunities for the public to get outside are considered "Public Access." Proposals intended to preserve and protect natural resources, which are usually on larger, non-urbanized parcels are considered "Natural & Cultural Resources."

21. Select the purpose that best fits the objectives/highlights the strengths of the project. If the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address these questions in their supplemental pages*.

a. Provide Public Access

YES

If selected, answer additional questions on page 4 and skip page 5. Resume answering questions on page 6.

b. Protect Natural and Cultural Resources

If selected, skip page 4 to answer additional questions on page 5.

If uncertain which purpose best summarizes your project, please contact grants staff (grants@vof.org).

Public Access Additional Questions

Complete these questions only if the project purpose is to provide public access.

If the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address all of these questions in their supplemental pages.

If the project purpose is to exclusively protect natural and cultural resources, skip page 4 and continue to page 5.

Public Access Characteristics

1. Select a primary category that best describes the project*:

Agriculture/Community Garden, Community Planning/Engagement, Outdoor Educational Space/Classroom, Cultural/Historic Resources, Outdoor Programming, Park Creation/Park Infrastructure, Planting and Landscaping, Forest Protection, Natural Resource Protection, Safety and/or Accessibility, Trail Creation/Improvement, Water Access, Water

PARK CREATION

2. Select a secondary category that describes the project*:

Agriculture/Community Garden, Community Planning/Engagement, Outdoor Educational Space/Classroom, Cultural/Historic Resources, Outdoor Programming, Park Creation/Park Infrastructure, Planting and Landscaping, Forest Protection, Natural Resource Protection, Safety and/or Accessibility, Trail Creation/Improvement, Water Access, Water Quality

WATER ACCESS

3. Select how much time the public will have access to the project*:

The project site will be open to the public daily (excluding nights/holidays).

The project site will be open to the public at least 75% of the year.

The project site will be open to the public 50-75% of the year.

The project site will be open to the public less than 50% of the year.

Additional information (300 characters):

4. Select how much of the project area will be open to the public*:

100% of the project site will be open to the public.

At least 75% of the project site will be open to the public.

At least 50% of the project site will be open to the public.

Less than 50% of the project site will be open to the public.

Additional information (300 characters):

5. Select all that apply for which accessibility option(s) is relevant to the project*:

The project site is accessible by foot, scooter, bike, etc. (*Connected to sidewalk or existing public park*).

The public site is accessible by public transportation.

The project site has public parking.

Additional information (300 characters):

The proposed Broad Creek Public Waterfront Access project will be directly enhanced by the planned Deltaville multimodal trail along Route 33 (General Puller Highway). This shared-use pedestrian and bicycle corridor will run past and immediately adjacent to the project area, creating safe, non-motorized access to the waterfront from surrounding residential

neighborhoods, marinas, and community destinations. By linking the public kayak ramp and shoreline access point to the broader Deltaville trail network, the project expands recreational connectivity and allows residents and visitors to access Broad Creek without relying solely on vehicular travel. This integration of water access and active transportation infrastructure significantly increases the public benefit of the project, supports outdoor recreation, promotes walkability, and advances Middlesex County's broader efforts to improve waterfront accessibility and community connectivity.

Community Description

6. Describe the community being served by this project. Describe the importance of this project to the community and address how the project will better serve the community*. (2,000 characters)

Community Description and Public Importance

Middlesex County is a rural coastal community defined by water. With 135 miles of shoreline along the Rappahannock River, the Chesapeake Bay, the Piankatank River, and numerous creeks including Broad Creek, access to water has shaped the County's economy, recreation, identity, and quality of life for centuries. Yet despite this extensive shoreline, publicly accessible waterfront locations are limited.

The Middlesex County 2030 Comprehensive Plan identifies the "lack of public access points to the shorelines that define the shape and character of the County" as a community weakness. Citizens have consistently expressed the importance of expanding safe and reliable public access to waterways for boating, fishing, paddling, and shoreline enjoyment. The proposed Broad Creek Public Waterfront Access and Conservation Project directly responds to that documented community need.

Broad Creek is one of the most significant working waterfront areas in the County. It provides protected deep-water access to the Rappahannock River and, from there, to the Chesapeake Bay. The surrounding Deltaville area is widely recognized as a regional marine center, supporting marinas, boatyards, marine trades, sailing programs, and tourism-related businesses. Water-based recreation and marine services are foundational to the local economy.

However, much of the waterfront in this area is privately owned or dedicated to commercial marine uses. Opportunities for the general public — particularly residents without private waterfront property — to safely access the water are limited. This project addresses that inequity by establishing a publicly accessible waterfront site designed for long-term community use.

The project will create a publicly accessible kayak launching facility and shoreline access area while permanently protecting the property through a Virginia Outdoors Foundation conservation easement. This ensures that the land will remain open, accessible, and environmentally protected in perpetuity. The conservation component preserves riparian buffers, protects water quality, and maintains the scenic character of Broad Creek, which is essential to the community's identity and tourism appeal.

The importance of this project extends beyond boat launching. It enhances community life in several meaningful ways:

Expanding Equitable Public Access

In a coastal county where many waterfront properties are private, public access sites serve residents who do not own shoreline property or private docks. The project increases equitable access to recreational waters for fishing, paddling, small craft boating, crabbing, and environmental education. It ensures that water access is not limited to private ownership but remains a shared community resource.

Supporting Outdoor Recreation and Health

The project complements the planned Deltaville multimodal trail along Route 33 (General Puller Highway), which will provide pedestrian and bicycle connectivity through the corridor. The proximity of the trail to the parcel creates an integrated recreation opportunity where residents and visitors can access the waterfront by foot or bicycle in addition to vehicle access. This multimodal connectivity enhances outdoor activity, encourages healthy lifestyles, and strengthens the recreational network within Deltaville.

Strengthening the Local Economy

Deltaville's economy is deeply tied to marine trades, boating, fishing, and tourism. Visitors come to the area for sailing, charter fishing, waterfront festivals, and maritime heritage events. Increased public water access supports this economic base by making the region more accessible to recreational boaters and visitors. Public access infrastructure encourages longer stays, repeat visits, and increased local spending at marinas, restaurants, shops, and service providers.

Protecting Environmental Resources

Broad Creek and the Rappahannock River are environmentally sensitive tidal systems. Permanent protection of this parcel through a conservation easement ensures preservation of shoreline buffers, protection of wetlands where present, and long-term stewardship of water quality. By concentrating access in a properly designed facility with appropriate stormwater controls and shoreline stabilization, the project reduces the likelihood of informal or unmanaged shoreline disturbance elsewhere.

Preserving Working Waterfront Character

Middlesex County has a strong tradition of commercial watermen, boatbuilders, and marine trades. Public access sites allow the broader community to remain connected to this maritime heritage. The project maintains the working waterfront character of Broad Creek while balancing conservation and recreation.

Long-Term Public Benefit

Unlike temporary infrastructure projects, this project provides permanent public benefit. Through partnership with the Virginia Outdoors Foundation, the land will be protected in perpetuity for conservation and public access purposes. Future generations will retain the ability to access Broad Creek, preserving the County's rural and waterfront character even as development pressures increase.

Consistency with Community Planning

The project directly advances the County’s adopted Comprehensive Plan goals related to community facilities, environmental protection, recreation, and public access to waterways. It implements documented citizen priorities and strengthens alignment between land conservation and community infrastructure investment.

Conclusion

Middlesex County’s identity is inseparable from its water. Broad Creek represents both a historic working waterfront and a gateway to the Chesapeake Bay. By creating permanent public access at this location, the County enhances recreation, strengthens economic vitality, protects environmental resources, and ensures equitable access to one of its most valuable natural assets.

This project is not simply a kayak launch. It is an investment in community connectivity, environmental stewardship, rural character, and long-term public benefit. It reflects the values of Middlesex County residents and aligns directly with the mission of the Virginia Outdoors Foundation to conserve open space and expand meaningful public access to Virginia’s natural landscapes.

7. Describe how the community has been involved in the development of this proposal and/or will be involved in the implementation of this project. Describe how community support is shown for this project*. (1,900 characters)

Community Involvement

Community engagement has been an important component of this project from the outset and will continue throughout design and implementation under the leadership of the Middlesex County Economic Development Authority (EDA).

Following acquisition of the Broad Creek parcel, the EDA held a public meeting to introduce the project concept, outline potential uses for the property, and gather initial community input regarding public waterfront access, conservation priorities, and appropriate design considerations. Residents expressed strong interest in expanding public water access while preserving the working waterfront character and environmental integrity of the site. Feedback from this meeting reinforced the need for a thoughtfully designed facility that balances recreation, shoreline protection, and community character.

This engagement builds upon previously documented citizen priorities contained in the Middlesex County 2030 Comprehensive Plan. During development of the Comprehensive Plan, citizens identified the “lack of public access points to the shorelines that define the shape and character of the County” as a community weakness (Chapter IV, p. 76). The Plan’s implementation schedule further calls for attention to “public access to waterways” as a long-term objective (p. 145). The current project directly responds to those documented community concerns and planning recommendations.

The EDA intends to continue structured public engagement as the project advances into conceptual design, engineering, and permitting phases. Planned community involvement efforts include:

- Public information meetings during conceptual site design development
- Presentation of draft site plans for community review and comment
- Coordination with adjacent property owners and marine businesses
- Engagement with local civic organizations, boating groups, and conservation stakeholders
- Updates to the Planning Commission and Board of Supervisors in publicly advertised meetings

Community input will help guide decisions related to site layout, parking configuration, shoreline stabilization, management, safety features, and pedestrian connectivity to the planned Deltaville multimodal trail corridor. Particular attention will be given to ensuring that the project enhances public access while

protecting tidal resources and maintaining the working waterfront character of Broad Creek. The EDA will also coordinate with local marine trades businesses and waterfront stakeholders to ensure the project complements existing maritime activity and strengthens the economic vitality of the area. This phased engagement approach ensures that the final project reflects community priorities, incorporates local knowledge, and maintains transparency throughout implementation. The EDA views this initiative not simply as an infrastructure project, but as a long-term community asset shaped by citizen input and aligned with adopted Comprehensive Plan goals.

8. How does this project address a specific need in the community or provide a unique service to the community*? (500 characters)

The Broad Creek project addresses the documented lack of public waterfront access identified in the Comprehensive Plan. It provides safe, permanent access to navigable waters in an area largely dominated by private shoreline and working waterfront uses. With the growing popularity of kayak fishing and small craft recreation on the Rappahannock River, the project creates an equitable and needed access point for residents and visitors..

Resource Protection Additional Questions

Complete these questions only if the project purpose is to protect natural and cultural resources.

If the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address these questions in their supplemental pages.

If the project purpose is to exclusively provide public access, skip pages 5 & 6 and continue to page 7.

Resource Protection

1. Select a primary category that best describes the project*:

Cultural/Historic Resources, Forest Protection, Natural Resource Protection, Water Quality

2. Select a secondary category that describes the project*:

Cultural/Historic Resources, Forest Protection, Natural Resource Protection, Water Quality

3. Is the property appreciated by the public in any of the following ways*? *Select all that apply*

The property is frequently viewed by the public.

The property is visible from nearby public recreational spaces.

The property leads to or is within a historic setting.

The property has over 500 feet of frontage along a public passageway/path or trail.

Additional information (200 characters):

4. Would the landowner consider public access on any part of the property*? *Yes/No*

If yes, please describe what type of access might be considered. (500 characters)

If yes, please complete the following Community Description questions.

- a. Describe the community being served by this project. Describe the importance of this project to the community. (2,000 characters)

- b. Describe how the community has been involved in the development of this proposal and/or will be involved in the implementation of this project. Describe how community support is shown for this project. (1,900 characters)

- c. How does this project address a specific need in the community or provide a unique service to the community? (500 characters)

5. Does the property have any agricultural or forestry characteristics to consider*? *Yes/No*

- a. If yes, is the property an active, working farm? *Yes/No*

1. If yes, describe the farming activities taking place (200 characters).

2. If yes, does the property have, or has the owner begun the process of obtaining, a farm management plan created with the Soil & Water Conservation District or Natural Resource Conservation Service that specifies Best Management Practices (BMPs) that will be implemented in the daily operation of the farm? *Yes/No*

- a. If yes, list the type of farm management plans that will be followed (200 characters).

Examples: conservation plan, nutrient management plan, resource management plan, etc.:

3. If yes, have Best Management Practices (BMPs) been implemented on the farm? *Yes/No*

If yes, describe what practices are being implemented on the farm (200 characters).

- b. Is the property in active timber production? *Yes/No*
1. If yes, describe the timber harvesting or tree farming activities taking place (200 characters).
 2. If yes, does the property have, or has the owner begun the process of obtaining, a written forest stewardship plan? *Yes/No*
6. Has the property been recognized by any programs or received any special designations*? *Yes/No*
Examples include clean water farm award, grand basin winner
- a. If yes, list the program recognitions or special designations (200 characters):
7. Has the property been recognized as a Virginia Century or Bicentennial Farm*? *Yes/No*
Additional information (200 characters):
8. Has the property been recognized as a Virginia Century Forest*? *Yes/No*
Additional information (200 characters):
9. Describe any deed restrictions the landowner would consider implementing to protect the natural and cultural resources on the property*. (1,000 characters)
Please note: Should funding be awarded, deed restrictions protecting the property's exceptional resources will be required.

SAMPLE

Project Description

22. Describe the property, including the existing conditions*. (2,000 characters)

Size and composition of property, natural resource values, recreational, scenic, and cultural resources, and/or significant landscape features

The property consists of approximately 1.18 acres located along Broad Creek in Deltaville. The parcel is generally flat, open, and grassy, with the majority of the site previously cleared. The topography allows for straightforward site planning and minimizes the need for significant grading or disturbance. The property includes approximately 100 linear feet of tidal waterfront frontage along Broad Creek, providing direct navigable access to the Rappahannock River and Chesapeake Bay. The site currently contains no significant vertical structures and presents an open condition suitable for planned public access improvements while maintaining shoreline buffers and environmental protections.

23. Describe the planned method of land protection for this project*. (500 characters)

Plan and Method of Protection

The Middlesex County Economic Development Authority (EDA) intends to permanently protect the 1.18-acre Broad Creek property through the placement of a Virginia Outdoors Foundation (VOF) conservation easement. The easement will ensure perpetual protection of the property's open space character, shoreline resources, and public access function while allowing for appropriately designed water-dependent improvements.

The conservation easement will restrict subdivision, residential or commercial development unrelated to public access, and other incompatible land uses. The easement will preserve the approximately 100 feet of tidal waterfront, protect riparian buffers, and limit impervious surface coverage except as necessary for a public boat launch, parking area, and associated access improvements. All improvements will be water-dependent, minimal in scale, and designed in accordance with Chesapeake Bay Preservation Act standards and applicable environmental regulations.

Shoreline stabilization, if required, will utilize environmentally sensitive methods consistent with Virginia Marine Resources Commission guidance, prioritizing living shoreline or natural stabilization techniques where feasible. Stormwater management practices will be incorporated to protect water quality and minimize runoff into Broad Creek.

The easement will require that the property remain accessible to the public for water-dependent recreational use. Public access rights will be clearly defined within the easement document to ensure long-term community benefit. The EDA will retain ownership of the property and responsibility for maintenance, management, and compliance with easement terms.

The EDA will develop and adopt a site management plan outlining maintenance responsibilities, permitted uses, safety protocols, and environmental stewardship practices. Routine inspections and long-term stewardship coordination with VOF will ensure compliance with easement restrictions.

By placing the property under a VOF conservation easement, the EDA guarantees that the land will remain protected in perpetuity. This approach balances conservation objectives with public recreation needs and ensures that the property cannot be converted to private development in the future. The easement structure provides long-term protection of shoreline resources while securing permanent public access for residents and visitors.

I.e., how the PTF requirement for a conveyance of real estate interest to VOF or a locality will be met. Some options include ownership by a locality, an easement or deed of dedication to open space to/by a locality, another form of land protection held by a public body that includes VOF in the conversion/diversion process, or a VOF easement (please contact VOF prior to application submission).

24. How will this area be managed in the future*? (800 characters)

Impervious Surface

One goal of the Preservation Trust Fund is to preserve green open space. To achieve this goal, deed restrictions that limit impervious surface are required by the program.

For public access projects, the total impervious surface, including both existing and additional improvements, may not exceed 10% of the total area of the property. (*Exceptions may be considered by the VOF Board of Trustees for projects located in urban areas or for specific community needs*). Measurement of impervious surface will be calculated using Virginia DEQ stormwater standard definitions and methodology.

For natural and cultural resource projects, the total impervious surface, including both existing and additional improvements, may not exceed 0.25% to 0.5% of the property area depending on the size and characteristics of the property as well as the conservation values being protected. (*Exceptions may be considered by the VOF Board of Trustees*). Measurement of impervious surface will be calculated using VOF's standard definitions and methodology.

25. Indicate the **planned square footage** of impervious surface on the property*:

Include both existing and planned impervious surface in this calculation. Unless VOF is the easement holder, gravel is considered impervious and should be included in this calculation.

- a. Existing square feet of impervious surface (including gravel):
- b. Planned square feet of impervious surface (including gravel):
- c. Total square feet of impervious surface (including gravel):

Confirm the total square feet of impervious surface aligns with the maximum percentages allowed by project type which is outlined above.

The property currently contains no existing developed or impervious areas. The 1.18-acre parcel is entirely open and grassy, with zero square feet of existing impervious surface.

*The proposed improvements necessary to support public access will include a 16-foot-wide by 200-foot-long entrance drive and five parking spaces with an associated maneuvering area. The total footprint of these improvements is approximately **4,910 square feet**.*

*On a 1.18-acre parcel (approximately 51,401 square feet), the proposed improvements represent **approximately 9.6% of the total site area**, remaining below the 10% coverage threshold. The site layout has been intentionally minimized to provide essential public access while preserving the majority of the property in open space condition.*

Design and construction will prioritize limited land disturbance, retention of existing grades where feasible, and protection of shoreline buffers. Clearing will be restricted to only the area necessary for the drive and parking footprint. Construction activities will utilize best management practices to control erosion and sediment and to protect adjacent tidal waters during development.

By limiting improvements to a compact access corridor and small parking area, the project balances the need for safe public access with long-term conservation objectives and shoreline protection.

Additional information (300 characters):

Project Deliverables

Deliverables are the concrete items to be installed or established through project implementation.

*Example: Project X consists of purchasing a piece of property to install a walking trail with interpretive signage and pollinator meadow. The **deliverables** may be the land acquisition, the creation of the walking trail, the interpretive signage, and the establishment of the pollinator meadow.*

26. List the planned deliverables of the project*. (2,000 characters)

Planned Project Deliverables

The Broad Creek Public Waterfront Access and Conservation Project will include the following deliverables:

- Placement of a permanent Virginia Outdoors Foundation conservation easement on approximately 1.18 acres to ensure perpetual protection of open space, shoreline, and public access rights.
- Preservation of approximately 100 linear feet of tidal waterfront along Broad Creek.
- Construction of a 16-foot-wide by 200-foot-long entrance drive to provide safe vehicular access to the site.
- Installation of five designated public parking spaces with associated maneuvering area (total development footprint approximately 4,910 square feet).
- Development of a public boat launching area providing direct access to Broad Creek and the Rappahannock River.
- Implementation of erosion and sediment control measures during construction.
- Incorporation of shoreline protection and buffer preservation measures consistent with applicable environmental regulations.
- Establishment of a long-term site management and maintenance plan under the Middlesex County Economic Development Authority.
- Provision of permanent public access for water-dependent recreational use.

These deliverables collectively create a protected public waterfront access site that balances recreation, conservation, and long-term community benefit.

Deliverables are the concrete items to be installed or established through project implementation.

Plan and Policy Alignment

Indicate which of the following plan goals the project supports.

27. Describe how the project supports local or regional plans*.

Select the most specific, accurate description and provide support documentation below.

- a. The project is specifically mentioned in a local or regional plan.
- b. The project purpose is mentioned or fulfills a specific need in a local or regional plan.
- c. The project area is referenced generally or meets a general goal identified in a local or regional plan.

Support Documentation

Name of Local Plan:

Date of Plan:

Page #:

Cut and paste the relevant plan excerpt below or provide the URL if you have one: (500 characters)

Support Documentation – Local Plan

Name of Local Plan:

Middlesex County 2030 Comprehensive Plan (Revised)

Date of Plan:

March 3, 2020

Page #:

76; 145

Relevant Plan Excerpt

“Lack of public access points to the shorelines that define the shape and character of the County was a weakness identified by county citizens.” (p. 76)

“Recreation needs survey including public access to waterways.” (p. 145)

The project directly fulfills this documented need by establishing permanent public waterfront access.

Name of Regional Plan:

Date of Plan:

Page #:

Cut and paste the relevant plan excerpt below or provide the URL if you have one: (500 characters)

Name of Regional Plan:

Middle Peninsula Public Access Authority Master Plan

Date of Plan:

2012 (Final Report)

Page #:

Executive Summary / Public Access Goals

Relevant Excerpt :

The Plan calls for expanding public access to tidal waters across the Middle Peninsula through acquisition and protection of waterfront properties to improve boating, fishing, and shoreline recreation opportunities.

The Broad Creek project advances this regional access objective.

28. Virginia Outdoors Plan Need*:

Does the project address an Outdoor Recreation Priority identified in the 2024 Virginia Outdoors Plan (<https://vop-vdcr.hub.arcgis.com/>)?

Select all that apply

- a. The project provides public access to natural areas.YES
- b. The project provides public access to a developed park.
- c. The project provides public access to historic areas.
- d. Project provides trails for hiking, cycling, or horseback riding or walking OR access to water trails.YES
- e. Project provides opportunities for viewing wildlife.
- f. Project protects or supports dark sky conservation.
- g. Project will provide recreational support amenities such as restroom, parking, ADA accessibility features, drinking water, information kiosks, trash receptacles, seating, lighting.YES

29. Does this project meet any other state-defined policy goals such as economic development, coastal resilience, public drinking water protection, carbon sequestration, nutrient mitigation, impaired streams, etc.*? Yes/No
If Yes:

a. Policy Goal:

Please provide support documentation:

Examples: plan name, plan date, plan citation, models supporting the project, etc.

Policy Goal: Economic Development & Working Waterfront Support

Support Documentation:

Middlesex County 2030 Comprehensive Plan (2020), Economic Development and Marine Trades sections.

Deltaville is a recognized regional maritime center whose economy is driven by marine trades, boating, tourism, and waterfront activity. Expanding public water access strengthens boating visitation, supports local marinas and marine service businesses, and enhances the economic vitality of the working waterfront. The project protects shoreline character while reinforcing Deltaville's role as a marine destination.

b. Additional Policy Goal:

Please provide support documentation:

Examples: plan name, plan date, plan citation, models supporting the project, etc.

Additional Policy Goal: Coastal Resilience & Water Quality Protection

Support Documentation:

Middlesex County 2030 Comprehensive Plan (Natural Resources Chapter); Chesapeake Bay Preservation Act framework.

The project permanently protects approximately 100 linear feet of tidal shoreline through conservation easement, limits site coverage to approximately 9.6% of the parcel, preserves riparian buffers, and incorporates erosion and sediment controls. These measures support shoreline stability, water quality protection, and long-term coastal resilience objectives.

30. Briefly describe any other plans that support this project, including relevant excerpts. (500 characters)

In addition to the Middlesex County Comprehensive Plan, this project aligns with the Middle Peninsula Public Access Authority Master Plan (2012), which identifies the need to expand public access to tidal waters through acquisition and protection of waterfront parcels for boating and shoreline recreation.

The project is also consistent with the 2024 Virginia Outdoors Plan, which identifies public access to water, water trails, and shoreline recreation as statewide priorities.

Further, the Deltaville Multimodal Trail Project (VDOT), currently advancing along Route 33, supports improved pedestrian and bicycle connectivity in the project corridor. The proximity of this planned trail enhances non-motorized access to the Broad Creek parcel and strengthens its long-term recreational value.

31. Does this property have undocumented historic or cultural resources*? *Yes/No*

Proposals will be analyzed using existing models and databases, so only undocumented resources need to be described below.NO

If Yes:

Please describe them and their significance. (500 characters)

Partnerships

32. List any partners related to this project. These do not have to be groups that are financially invested in the project, just those that participate or help with any aspect of the project. Please briefly describe their involvement*.

Partner	Type of Support/Involvement
MIDDLESEX COUNTY	FINANICAL, LEGALAND PLANNING SUPPORT
VIRGINA’S RIVER REALM	MARKETING AND COMMUNITY ENGAGEMENT
FRIENDS OF THE RAPPAHANNOCK	TECHNICAL SUPPORT AND GRANT WRITING SUUPPORT
DELTAVILLE COMMUNITY ASSOCIATION	MEETING COORDINATION, LOCAL OUTREACH

Funding

The amount of a PTF grant must be substantiated by the value of the real estate interest being conveyed as shown by an assessment, preliminary or final appraisal, or other accepted methodology. An estimated value is acceptable at the time of application. Substantiation must be provided and approved before grant funds are disbursed.

The grant amount is capped at the substantiated value of the real estate plus the cost of any necessary due diligence work. The submitted budget should include costs associated with the conveyance of the real estate interest. The optional project budget should include costs associated with the planned use for the grant award.

33. Indicate the value of the real estate interest of the property*:

The grant award may not exceed the real estate value plus the cost of due diligence. The real estate value is the assessed, appraised or other approved valuation of the property or the land protection instrument. The value must be substantiated before grant funds may be disbursed.

CURRENT ASSESSMENT \$126,900 THE EDA WOULD LIKE TO HAVE THE PROPERTY APPRAISED AS A STAND ALONE PIECE AND EXPECT THAT TO COST \$1000.

34. Indicate the method by which the value has been determined*:

Examples include an assessment from locality, preliminary or full appraisal, or another value determined by an alternative methodology, such as an estimate prepared by the applicant. The grant amount disbursed may not exceed the substantiated value of the real estate interest, which must be approved by VOF.

- a. Preliminary appraisal
- b. Appraisal
- c. AssessmentYES
- d. Other: _____

35. While the budget section of this application must be completed, which includes documentation of any matching funds, please describe any details about the budget or funding that could not be captured in a chart format*.

(500 characters)

36. Address how reduced funding would impact the scope of the project*. (1,600 characters)

Please address viability and scope at 75% and 50% of the requested funding

.WITHOUT VOF FUNDING FOR THE LAND PORTION THE PROJECT WOULD NOT MOVE FORWARD AS THERE ARE SUBSTANTIAL COSTS FOR THE PROPOSED DOCK AND PARKING

Additional Information

37. Is there additional information to be shared about this project*? *Yes/No*

If Yes:

This project is unique in that it permanently protects and opens to the public a waterfront parcel located within one of the most active working waterfront corridors in the Middle Peninsula. Broad Creek serves as a gateway to the Rappahannock River and Chesapeake Bay and is central to Deltaville’s maritime identity. Much of the surrounding shoreline is privately owned or dedicated to marine commercial uses, making public access opportunities limited.

By combining permanent conservation easement protection with public water access, the project ensures that this parcel will remain both environmentally protected and publicly accessible in perpetuity. The property’s location along the planned Deltaville multimodal trail corridor further enhances its long-term community value by providing safe, non-motorized access to the waterfront.

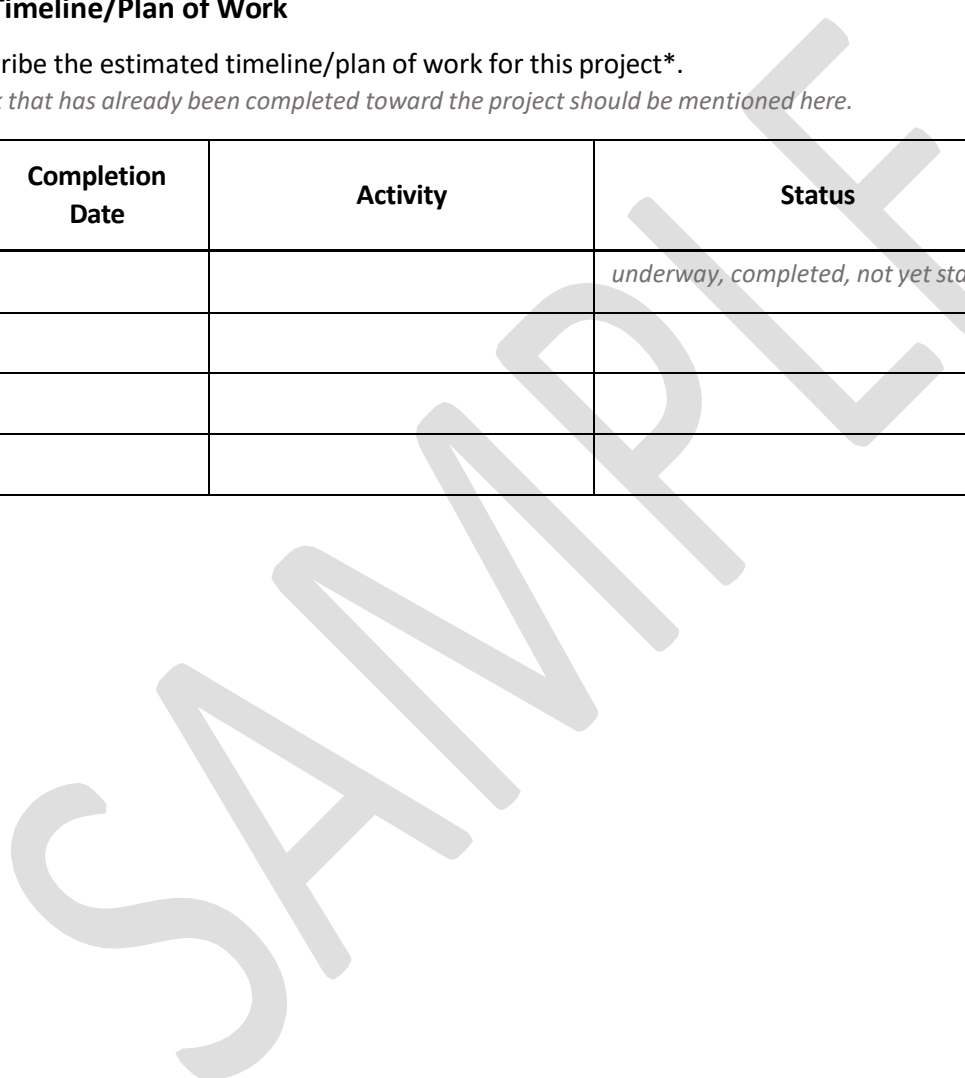
This initiative strengthens economic vitality, supports marine trades and tourism, preserves shoreline character, and ensures equitable access to navigable waters for residents and visitors alike. It represents a lasting investment in community identity, recreation, and conservation.

Estimated Timeline/Plan of Work

38. Describe the estimated timeline/plan of work for this project*.

Work that has already been completed toward the project should be mentioned here.

Start Date	Completion Date	Activity	Status	Responsible Party
			<i>underway, completed, not yet started</i>	



Land Protection Budget

In recent cycles, grant awards have averaged \$150,000 per project. However, there is no absolute cap and exceptional projects, as well as those with substantiated need, have been funded at higher amounts. Partial funding is possible.

When completing the general budget, enter costs associated with conveying the real estate interest. Only include the portion of the total costs for which PTF funding may be applied. Any match funding or in-kind donations should be entered in the next section of the application, Other Funding Sources.

For example, if the proposal is for acquisition of a property which is appraised at \$1,000,000 but the PTF grant funding requested is only \$100,000, include only the \$100,000 in the budget, not the full listing price of the property. In addition, please indicate if these expense values are an estimated or actual (verified) cost. The grant award will not exceed the substantiated value of the real estate value plus the verified actual costs of due diligence.

Funding may be disbursed only once a real estate interest has been conveyed such as the recordation of an open space easement, the dedication of land to open space, or another mechanism approved by VOF.

Land Acquisition/Land Protection Costs

- 39. List the costs associated with the real estate interest conveyance, either fee simple acquisition or land protection*.

The grant amount is capped at the substantiated real estate value plus due diligence. Please review PTF program requirements to ensure adequate funds have been requested for all required due diligence. Example items include: fee simple acquisition of property, purchase of an easement, appraisal, legal fees, survey, title work/title insurance, and Baseline Documentation Report (BDR) fee.

Item	Cost	Estimated or Actual
Land Acquisition	\$135,000	Estimated
Appraisal	\$1000	Estimated
Legal and Closing	\$8500	Estimated

Planned Project Budget (Optional)

Provide a budget for the project that will be implemented using the PTF grant award once the land is permanently protected. This budget will support the narrative of the larger project, but it will not impact the grant award. The grant award will be based on the value of the real estate interest plus the cost of due diligence.

- 40. List the costs associated with the planned project for which the PTF funds may be used once the land is protected.

Examples include: park infrastructure, trail construction, tree planting, etc.

Item	Cost	Estimated or Actual

Other Funding Sources

41. Describe any matching funding for the project.

Match Source	Funding Status	Match Type	Planned Use	Match Amount
<i>applicant's organizational budget, staff time, other grant program, locality support</i>	<i>secured or requested</i>	<i>cash, in-kind materials, in kind donation of services, volunteer hours</i>		

Supplemental Material

Supplemental material is capped at 20 pages. These 20 pages must include the required information below, but it may also include any additional information about the project including expansion upon responses to previous questions. Creativity is encouraged, but the supplemental material limit is firm.

Please note, if the project has components of both public access and the protection of natural and cultural resources, applicants are strongly encouraged to address these questions in their supplemental pages.

- Letters may be addressed (but not mailed or emailed) to Emily Nelson White, VOF Grant Program Director, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903.
- If possible, please provide photo images in jpeg format.
- Do not include links to any outside sources in this section as they will not be considered.
- Do not provide full copies of local, state, or regional plans, organizational financial reports, tax returns, etc.
- An audio/video file may be submitted only if it is less than two minutes in length. If a link is needed to access the file online, please contact grant staff at grants@vof.org.

42. Required Supplemental Material*

Refer to PTF Supplemental Material List document for guidance, page 11 of application packet.

- e. Aerial photograph with property boundary shown.
- f. Locality tax map with parcel highlighted.
- g. Photographs showcasing the property, community, or project (*preferably in JPEG format*).

43. Will you be providing additional supplemental material*? Yes/No



Supplemental Material Additional Guidance

The twenty (20) page maximum includes both required and optional information.

REQUIRED:

- Maps:
 - Aerial photograph with property boundary shown.
 - Locality tax map with parcel highlighted.
- Photographs showcasing the property, community, or project (*JPEG format preferred*)
- Should a grant award be made, substantiation of the value of the property to be protected as shown by an assessment, appraisal, or other accepted methodology.

OPTIONAL:

- Documentation of Land Protection Partner*:
 - Letter from the public entity partner (if applicant is not a public entity) indicating willingness to hold easement or deed restrictions.
- Letters*, such as:
 - Partner letters indicating support.
 - Community member letters or signed petition showing desire/need for project outcome.
 - Locality letters showing land-use support.
 - If land is being purchased, landowner letter of interest/intent.
 - Any additional letters not previously listed.
- Maps, such as:
 - Location map
 - Topography map (USGS 7.5-minute)
- Documentation of good standing with State Corporation Commission (for non-profits).
- Land acquisition materials, if applicable, such as:
 - Purchase agreement
 - Appraisal
 - Title report
 - Boundary survey
 - Phase I Environmental Site Assessment
- Any additional material that showcases the unique qualities of the property and project.

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 McMin

March 9, 2026

TO: Economic Development Authority

FROM: Trenton L. Funkhouser, Executive Director

SUBJECT: Closed Meeting – Personnel

Attached forms are provided for the EDA's use should it wish to enter Closed Meeting to discuss: 1) Personnel – Evaluation of the Executive Director.

Recommended Motion

Personnel – Enter Closed meeting 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.

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.