

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

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

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

CALL TO ORDER

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

ANNUAL ORGANIZATIONAL MEETING

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

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

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

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

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

TOURISM/MARKETING REPORT

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

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

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

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

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

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

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

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

TREASURERS REPORT

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

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

Action on Treasurer's Reports was deferred by acclamation.

OLD BUSINESS

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

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

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

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

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

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

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

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

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

NEW BUSINESS

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

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

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

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

Mr. Heyman asked for the dates of these events.

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

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

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

REPORTS/INFORMATION

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

B. Committee Reports -

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

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

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

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

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

CHAIRMAN'S COMMENTS

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

BOARD MEMBER COMMENTS

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

PUBLIC COMMENTS

None present.

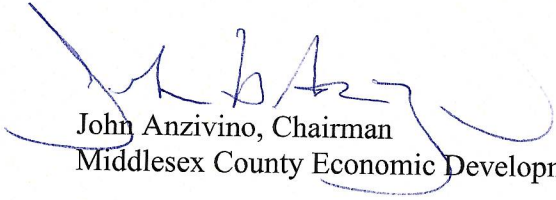
CLOSED MEETING

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

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

ADJOURNMENT

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



John Anzivino, Chairman
Middlesex County Economic Development Authority



Anton Webre, Secretary
Middlesex County Economic Development Authority

