

**Minutes**  
**May 20, 2021**  
**Economic Development Authority of Middlesex County Meeting**  
**Saluda, VA**

**In attendance:**

Gordon White, Chair  
Janet Riggs, Vice-Chair & Treasurer  
Celane Roden, Secretary  
James Reed, Member  
Tom Feigum, Member  
Bill Cawthorn, Member  
Michelle Brown, Economic Development & Tourism Coordinator  
Shanae Hammond, Staff Clerk  
**Absent:** John Anzivino

**Call to Order, Roll Call & Quorum:** The meeting was called to order by Chairman Gordon White at 9:30 a.m. Roll call determined a quorum present.

**Approval of Agenda:** Chairman White presented the agenda for review. Without objection the agenda was approved.

**Approval of Minutes:** April 18, 2021 minutes were presented. Without objection the minutes were approved.

**Financial Report:** Mrs. Riggs presented the March Financial Report: cash balance of \$412,211.71; income of \$102.16 (interest); and no expenses for contractors. She asked March minutes be amended to reflect \$950 expenses for roof work with that amount deducted from funding set aside by the county for roof repair/replacement. Without objection the financial reports were approved.

**Old Business: Cook's Corner DHCD Grants**

*Issue:* A May 3rd letter from the Department of Housing and Community Development (DHCD) was presented setting June 1st as a final deadline for use of the IRF and CDBG grants for the Cook's Corner Revitalization project. There are no offers for development or use of the grant so assumption is the grant will be terminated. DHCD has reassured Middlesex County that rescinding these funds will not affect DHCD's future consideration for Middlesex grant awards.

*Discussion:* Mr. White recommended the Authority and Mr. Walker write a letter to DHCD requesting that the grant funds be rescinded unless they can be redirected to the Rawley Housing Project to cover the \$600,000 loss experienced due to inflation.

*Action:* Mrs. Roden moved, Mr. Reed seconded, a letter to DCHD from the county and EDA to rescind the grant funds unless they can redirect funding to the Housing Project. Motion passed unanimously by roll call vote.

**Old Business: Cook's Corner Nature Trail**

*Issue:* The Board of Supervisors has approved the concept plan for Bay Design's work on the Nature Trail. The site plan plat is in the meeting packet. Mrs. Brown is advising the Heritage Committee to hire a researcher for interpretive signage content and seeking grant funding support.

*Discussion:* This is a county project.

*Action:* None

**Old Business: Transient Occupancy Tax/Budget Transition**

*Issue:* The MOU proposed last month for the transition has been signed by the Authority and Board of Supervisors Chairs.

*Discussion:* Mrs. Riggs: We need a meeting with the county before July 1st to be prepared for the transition.

*Action:* None

**New Business: Cook's Corner Sewer Pump Station Easement**

*Issue:* Negotiations are underway between Authority and Hampton Roads Sewer District attorneys for HRSD sewer pump easement request at Cook's Corner. Included in the discussions are a number of unresolved issues around easement size, potential odor, road maintenance, HRSD payment, deadline, notice of any future land disturbance of easement area, and above ground structures.

*Discussion:* Postponed until ready for review.

*Action:* None

**New Business: VACORP & VRSA Insurance Proposals, 2021-22**

*Issue:* Proposals from the two companies were presented for review.

*Discussion:* Mr. White - Our current broker is VRSA; they are \$200 cheaper. The lower-bid proposal should be our choice. Mrs. Brown: Notable is \$4 per month coverage under VACORP for equipment but similar coverage is included in VRSA without separate line. Mrs. Riggs: Is the school property covered? White: Yes. Riggs: Is there any impact from the July 1st transition of Mrs. Brown's employment status? Mrs. Brown: I will check, but I do not believe so.

*Action:* Mr. Feigum moved, seconded by Mr. Reed to accept the VRSA proposal. Unanimously approved by roll call vote.

**New Business: Non-Professional Amendment to Purchase Policy**

*Issue:* Mr. White has offered an amendment to the Purchase Policy to allow for a limited single source contract for non-professional services.

*Discussion:* Local realtors do not have contacts sufficient for the Authority search for Cook's Corner property development. Mrs. Brown and Mr. White have found and would like to contract with a Richmond real estate broker, David Smith with Thalhimer, who has a potential interested party. Mr. Smith requires exclusive listing. On recommendation of Authority attorney, Heather Lewis, Mr. White offers an amendment that will allow a single source contract for non-professional purchases under \$80,000 to allow the exclusive listing with Thalhimer.

*Action:* Mrs. Riggs moved and seconded by Mrs. Roden the following amendment be added to the Authority's Small Purchase Policy: "Where the Authority, by resolution at a public meeting,

has determined that only a single source for non-professional services is practically available, a one-term contract not exceeding \$80,000 may be awarded without advertisement and solicitation of sealed competitive bids, as per the Virginia law 2.2-4303.” Motion passed unanimously by roll call vote.

#### **New Business: Cook's Corner Realtor**

*Issue:* Mr. White presented for consideration an agreement with David Smith of Thalhimer, a real estate broker in Richmond.

*Discussion:* Mr. Cawthorne and Mrs. Riggs pointed out a problem with extension clause language in Section 4 and 10 that would be in conflict with the February 1, 2022 transition of the property to the Board of Supervisors if the property remains in EDA ownership at that time. Mr. White suggested removing Section 4 and amending Section 10 to avoid extension clause problems due to the contract signed by EDA for property that would be then owned by the county. Mr. Cawthorne: We should not sign until these issues are resolved. Mr. White will present the revised contract draft to Mr. Smith for his acceptance. Mrs. Brown points out one of the benefits of this partnership will be a searchable online listing for the Cook's Corner property.

*Action:* A motion by Mrs. Roden, seconded by Mr. Feigum to accept the Thalhimer amended proposal by Roden and Feigum requiring the removal of Section 4 and revision to begin Section 10 with "If EDA still owns the property." Roll Call vote: 5 Yes - 1 No (Mr. Reed)

#### **New Business: Future EDA Projects Committee**

*Issue:* Chairman White requested Advisory members to think about what we can do to increase economic development in the county and bring ideas to the next meeting. To carry this discussion forward he appointed Mrs. Riggs and Mrs. Roden as the Future EDA Projects Committee.

*Discussion:* An email from Authority member Mr. Anzivino with suggestion of a serviced site for a business park in the county was passed on to the committee. Mrs. Brown: 33 acres in Jamaica and 34 acres at Hummel Field might be future possibilities. Neither is site ready for development now. Mr. Cawthorne: The Authority should consult with Oscar Barber in Topping for his vision for development and we need traffic counts for considered property.

*Action:* Mrs. Riggs, Mrs. Roden and Mrs. Brown will meet. Mr. White asked Authority members to come to June meeting with suggestions as well.

#### **Economic Development and Tourism Report**

**Virginia's River Realm (VRR) April Analytics** - Mrs. Brown: VRR Spring Campaign is three pronged: Family Ads targeted for family vacation planning; Where is VRR? (most popular with close to 1000 hits); and Outdoors Ads, focusing on walkable small towns, charters, baseball, outdoor dining., boating, etc. All are doing well. The campaign is funded with a VA Tourism grant, with \$4,000 of the \$10,000 used to date.

**EDA Logos:** Mrs. Brown presented logo designs by Kevin Gentry for review and discussion. Members offered suggestions. Mrs. Brown will revise and email. Mrs. Brown: a logo will be helpful in promoting property available in the county. Mrs. Roden: EDA grantees should receive small signage with logo recognizing EDA support.

**Adjournment:** Motion by Mr. Feigum, seconded by Mrs. Roden to adjourn. Passed unanimously by roll call.

**Next Scheduled Meeting:** June 17, 2021.

Submitted by:

---

Celane Roden, Secretary

Approved by:

---

Gordon White, Chairman