

**Waynesboro Economic Development Authority  
Minutes of the Regular Meeting  
Friday, January 12, 2024**

**Members Present:** Ms. Brenda Arkward  
Mr. Chris Ornelas  
Mr. George Reed  
Ms. Kelly Maggi  
Mr. Mark Snyder  
Ms. Tami Radecke  
Ms. Chanda McGuffin

**Others Present:** Mr. Greg Hitchin- Director of Economic Development & Tourism  
Ms. Stephanie Duffy- Project Manager, Economic Development & Tourism  
Ms. Megan Burrows- Small Business Specialist  
Ms. Emily Tomlin- Administrative Assistant, Economic Development & Tourism

**Welcome**

Mr. Reed called the meeting to order at 8:03 AM and thanked everyone for joining.

**Adopt Updated Agenda**

Since the agenda provided was different than the one sent in advance, the Chairman asked for a motion to adopt the updated agenda provided. Ms. Radecke made a motion to adopt the updated agenda. The motion was seconded by Mr. Snyder and passed by unanimous vote.

**Approval of Minutes**

There was one slight revision to the minutes from the December 8, 2023 meeting. In the first paragraph on the second page the sentence “Ms. Radecke made a motion to authorize and officer” was corrected to “an officer.” Mr. Snyder made a motion to approve the minutes as amended. The motion was seconded by Ms. Arkward and passed by unanimous vote.

**Financial Report**

Mr. Hitchin reported on the financials for December. A dashboard was provided, showing details of the debit card transactions – he noted that credit has been received for the overcharges reported last month. There were seven checks, totaling \$15,140.61 to approve, all from budgeted/restricted accounts: Community Navigator, \$7,160.61; Industrial Park Development, \$5,900; Resurgence Grant 2, \$80; and VMNH Consultant \$2,000. From the non-reserved funds, a total of \$5,523: \$273 for six months of insurance as was discussed last month; and \$5,250 for sponsorship of a consultant event as discussed in June 2023. Mr. Snyder made a motion to approve the financial report and checks as presented. The motion was seconded by Ms. Radecke and passed by unanimous vote.

**Committee Reports**

**Audit:** Ms. Maggi received the bank statements for January and signed off on the reconciliations.

**Community Navigator Report**

Mr. Hitchin reported that the \$1M federal SBA grant awarded two years ago ended on November 30, 2023. The grant was split between SCCF, the hub, and five spokes. The other spokes were Shenandoah University, the City of Harrisonburg, the Walker Program, and RISE. Each spoke received \$100,000 with the main goal of assisting small businesses. Ms. Burrows shared that for this program Waynesboro, in comparison to the other spokes, performed higher in one-on-one sessions and educational training with 134 one-on-one meetings totaling 290 hours and 265 attendees across 15 different educational training sessions.

**Consider extending the agreement with McGuire Woods for legislative support concerning the advancement of the Waynesboro Campus of the Virginia Museum of Natural History**

Mr. Hitchin reported that in July of 2023, staff contacted McGuire Woods Consulting to help advance the Waynesboro Campus of the Virginia Museum of Natural History through the budget process. The City and VMNH would like to extend the engagement with McGuire Woods to help shepherd the construction funding request in the General Assembly. The VMNH will be funding the contract with the EDA as the client. Ms. McGuffin made a motion to authorize an officer of the EDA to execute the agreement to extend the contract. The motion was seconded by Ms. Radecke and passed by unanimous vote.

**Monthly Updates**

- **Downtown:** There were no downtown updates.
- **Tourism:** Ms. Duffy shared an update regarding Arrivalist software which the City of Waynesboro gained access to through a VTC grant. This platform tracks where people are coming from and where people are going while visiting Virginia. The data can be drilled down to city destination, including Waynesboro. Ms. Duffy provided a demonstration showing how the platform works and how it can be best used to help planning marketing efforts.
- **Industrial Properties:** Mr. Hitchin shared updates on the VBRSP grant application discussed in last month's meeting. The grant application has been submitted by staff for \$15.6M to aid in the completion of infrastructure improvements at NCTC. These improvements include:
  - I. onsite water serving NCTC new 12" line - paid for with VBSP 2023 grant
  - II. onsite sewer serving NCTC new 10" gravity line - paid for with VBSP 2023 grant
  - III. onsite water serving NCTC new elevated water storage tank - \$4.8M
  - IV. offsite sewer to NCTC main and pump station - \$5.6M
  - V. offsite water to NCTC new 12" line - \$5.2M

**Correspondence and Communication of the Chairman**

The next regular EDA meeting is scheduled for February 9, 2024.

The Northrup Grumman groundbreaking event will be held on February 2, 2024, at 1:30 pm.

At 8:29 AM Mr. Ornelas asked the board to consider holding a closed meeting under Section 2.2-3711(a)(5) of the Freedom of Information Act, Code of Virginia, 1950, as amended, regarding discussion concerning a prospective business or industry or the 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 community.

Ms. Tomlin took a roll call vote as follows:

Ms. Brenda Arkward	aye
Ms. Mary Sullivan	aye
Mr. Mark Snyder	aye
Mr. Chris Ornelas	aye
Ms. Chanda McGuffin	aye
Mr. George Reed	aye
Ms. Tami Radecke	aye

At 8:40 AM Ms. Arkward made a motion to end the closed session WHEREAS, the Economic Development Authority of Waynesboro 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 of the Code of Virginia requires a certification by the Economic Development Authority that such closed meeting was conducted in conformity with Virginia law; NOW, THEREFORE, BE IT RESOLVED, that the Economic Development Authority of Waynesboro hereby certifies that, to the best of each member's knowledge, (i) 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 (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Economic Development Authority of Waynesboro.

Ms. Tomlin took a roll call vote as follows:

Ms. Brenda Arkward	aye
Ms. Mary Sullivan	aye
Mr. Mark Snyder	aye
Mr. Chris Ornelas	aye
Ms. Chanda McGuffin	aye
Mr. George Reed	aye
Ms. Tami Radecke	aye

There being no other business to discuss, Ms. McGuffin made a motion to adjourn. The meeting was adjourned at 8:44 AM.

Respectfully submitted 03/11/24

  
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Emily Tomlin  
Acting Recording Secretary

Certified as approved 3/11/24

  
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Gregory E. Hitchin  
Secretary/Treasurer