

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, September 12, 2025**

Members Present: Mr. Mark Snyder
Ms. Crystal Farmer
Ms. Brenda Arkward
Ms. Chanda McGuffin-Tucker
Ms. Jackie Kurtz
Ms. Kelly Maggi
Ms. Victoria Evans (abstained from voting due to oath of office incomplete)

Others Present: Mr. Greg Hitchin - Director of Economic Development & Tourism
Ms. Meghan Swanson - Marketing Communications Manager
Ms. Amanda Stone - Administrative Assistant

Welcome

Mr. Snyder called the meeting to order at 8:00am and thanked everyone for joining. Mr. Hitchin introduced newest board member, Victoria Evans, and new staff member, Amanda Stone. Mr. Hitchin reported that City Council still has one member to appoint, until a new member is appointed Ms. Arkward will continue serving.

Motion to Adopt Agenda as presented

Mr. Hitchin reported that items 8 and 9 on the agenda were not included in the meeting announcement, he requested that the board make a motion to adopt the new agenda. Ms. Farmer made a motion to adopt the agenda. Ms. Kurtz seconded the motion; it passed by unanimous vote.

Approval of Minutes

There being no changes to the minutes presented from the regular meeting on August 8, 2025, Ms. Kurtz made a motion to approve the minutes as written. The motion was seconded by Ms. Arkward and passed by unanimous vote.

Financial Report

Mr. Hitchin reported on the financials for September. A dashboard was provided showing \$26,933.50 in bills to approve, all from reserve or pass through accounts. A total of \$25,993.50 to Timmons for various projects relating to industrial park readiness; two checks totaling \$440 for the southern corridor ribbon cutting and one to the Small Business Development Center as an annual investment to assist us with small businesses were included. The ribbon cutting expenses will be reimbursed to the EDA from the City. As detailed in the summary, there were 15 debit card transactions totaling \$2,070.98 including the annual subscription fee for QuickBooks. Mr. Snyder asked for clarification on the acronyms on the dashboard. Mr. Hitchin clarified that NCTC PM is Nature's Crossing Technology Center Project Management and IPDD is Industrial Park Due Diligence. Ms. Arkward made a motion to approve the financial reports and checks as presented. The motion was seconded by Ms. Farmer and passed by unanimous vote.

Committee Reports

Loan: Mr. Hitchin provided an update on conversations with outstanding balances and verified that new agreements have been established with everyone. Judgement phase is currently unnecessary.

Audit: Ms. Farmer has signed off on the audits for September.

Committee Assignments for September 1, 2025-August 30, 2026

Mr. Hitchin explained that each September, the Chair appoints new or reappoints members to the various standing committees for September 1 to August 30¹. There is one opening on the TAB (Tourism Advisory Board) Committee currently. Ms. Kurtz committed to join.

Consider adopting a resolution outlining small purchase procurement policy

Consideration for adopting a resolution on outlining a small purchase procurement policy was brought forth by Mr. Hitchin. Although the EDA has certain purchasing authority, legal counsel has requested that the EDA pass this small purchase (under \$50k) policy to match the City small purchase policy. Ms. Farmer made a motion to adopt the small purchase policy resolution. Ms. Maggi seconded the motion; it passed by unanimous vote.

Consider entering into an agreement with Timmons to update the 2019 elevated water storage tank design for NCTC to current standards in preparation for construction

Consideration for entering into an agreement with Timmons to update the 2019 elevated water storage tank design for Nature's Crossing Technology Center to current standards in preparation for construction was brought forth by Mr. Hitchin. He explained that in 2019, EWST was designed as part of the overall design of NCTC. Since then, some specifications have changed as well as new storm water regulations being implemented. As they prepare to bid for the project, it is necessary to update the design to reflect the changes. Timmons, the original design firm, has estimated the update will cost \$45k and take approximately six months. They are preparing a scope of work for staff review. Pending receipt of the SOW within the original estimate parameters, staff requests a motion to authorize an officer of the EDA to execute the agreement. Ms. McGuffin-Tucker asked for clarification on what issues the current tank had. Mr. Hitchin clarified that there is no existing tank, and one would need to be constructed. The motion to authorize an officer of the EDA to enter into an agreement with Timmons engineering to update the 2019 EWST design plans as outlined in the SOW was made by Ms. McGuffin-Tucker. Ms. Kurtz seconded the motion; it passed by unanimous vote.

Consider authorizing an officer of the EDA to execute a performance agreement with VEDP

Consideration for authorizing an officer of the EDA to certify a Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) grant application on behalf of the Virginia Metalcrafters Marketplace was brought forth by Mr. Hitchin with further consideration that should the grant be awarded, a Performance Agreement would be negotiated to accept and distribute funds. The Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) was established pursuant to § 10.1-1237 of the Code of Virginia of 1950, as amended (the Code), to provide either grants or loans to local governments to promote the restoration and redevelopment of brownfield sites and to address environmental problems or obstacles to reuse so that these sites can be effectively marketed to new economic development prospects. Only local government entities can apply for this competitive grant on behalf of a project. VMM has requested that the EDA apply for a Site Assessment and Planning Grant on their behalf for up to \$50,000, which is the maximum. This is a matching grant and VMM will be providing the matching funds and completing the application. Neither the city nor the EDA has any financial commitment. Each local government entity is allowed to submit two Site Assessment and Planning Grant applications per year. This would be the EDA's first. There has been no other interest. The motion to authorize an officer of the

EDA to apply for a Site Assessment and Planning Grant on behalf of the Virginia Metalcrafters Marketplace and, should the grant be awarded, negotiate a Performance Agreement to accept and distribute funds was adopted by Ms. Maggi. Ms. McGuffin-Tucker seconded the motion; it passed by unanimous vote.

Consideration for authorizing an officer of the EDA to execute a performance agreement with the Virginia Economic Development Partnership regarding receipt of the \$1.5M VBRSP grant, pending legal counsel review

A draft PA was provided to the board. Mr. Hitchin reported that this PA is similar to one that was signed in 2023 for the \$3.9M grant that is currently being executed. This PA is for \$1.5M to offset the cost of designing the offsite water and sewer systems from NCTC to the city plants. Legal council is currently reviewing the draft agreement. Pending their approval and the finalized scope of work, staff is requesting a motion for an officer of the EDA to execute the agreement. The motion to adopt the resolution authorizing the acceptance of the VBRSP 2025 grant of up to \$1.5M and authorizing an officer of the EDA to execute the agreement was made by Ms. Arkward. Ms. Kurtz seconded the motion; it passed by unanimous vote.

Monthly Updates

a) **Downtown Redevelopment**

- i. The Grow Waynesboro Rockfish Gateway social media campaign has begun; receiving very good press coverage from the media release. Staff is currently looking for local investors to supplement the startup grant amount. A sponsorship flyer was provided to board members to share. Applications for the program are expected to open November 1, 2025.
- ii. Building Improvement Grants were awarded to seven businesses in downtown and East Main Street, totaling \$35K. The matching grant also resulted in private investment of \$71K; over 2:1 private/public investment. A press release is scheduled for September 29, 2025.
- iii. The Lieutenant Governor visited Waynesboro a few weeks ago and discussed several projects including VMNH. A handout provided.

- b) **Tourism** - VTC has released the economic impact numbers for 2024. Waynesboro reached \$85.9 million in direct visitor spending, an increase of more than 10% from 2023. Waynesboro's increase was the highest in the Shenandoah Valley, providing \$4.1 million in local tax revenue. A press release is scheduled for the following week.

- c) **Industrial Properties** – there were no updates.

Correspondence and Communication of the Chairman

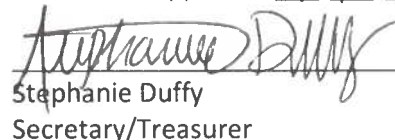
The next regular EDA meeting is scheduled for October 10, 2025.

The meeting was adjourned at 8:30am.

Respectfully submitted, 11/14/25


Amanda Stone
Recording Secretary

Certified as approved 11/14/25


Stephanie Duffy
Secretary/Treasurer

