

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, May 8, 2026**

Members Present: Mr. Chris Straight
Ms. Victoria Evans
Ms. Crystal Farmer
Mr. Mark Snyder
Ms. Kelly Maggi

Members Absent: Ms. Jackie Kurtz
Ms. Mary Sullivan

Others Present: Mr. Greg Hitchin- Director of Economic Development & Tourism
Ms. Stephanie Duffy- Assistant Director of Economic Development & Tourism
Ms. Amanda Stone- Admin Assistant of Economic Development & Tourism

Welcome

Mr. Snyder called the meeting to order at 8:00am.

Approval of Minutes

There being no changes to the minutes presented from the regular meeting on April 10, 2026, Ms. Maggi made a motion to approve the minutes as written. The motion was seconded by Ms. Farmer and passed by unanimous vote.

Financial Report

Mr. Hitchin reported on the April financials with four bills to approve totaling \$5,900 to be paid from reserve accounts. This included a total of \$3,000 to McGuire Woods for the Virginia Museum of Natural History (VMNH), \$600 to Appeal for the Grow Waynesboro Rockfish Gateway video, \$2,000 to Basic City for the Grow Waynesboro Rockfish Gateway pitch night catering, and \$300 to POP of Molly for the Grow Waynesboro Rockfish Gateway pitch night photography. As detailed in the summary, there were ten debit card transactions totaling \$801.45.

Ms. Farmer made a motion to approve the financial summaries and bills to be paid as presented. The motion was seconded by Mr. Straight and passed by unanimous vote.

Committee Reports

Audit: Ms. Duffy confirmed that Ms. Farmer has received and reviewed the bank audits. She has no questions and has signed off on them.

Nominating Committee with FY27 Chair and Vice Chair Recommendations

Mr. Hitchin outlined as was discussed in the April meeting that Jackie Kurtz and Chris Straight volunteered to serve as Chair and Vice Chair of the board for FY27. There were no objections, no additional nominations from the floor, or discussion; therefore, a motion was welcomed to proceed with the election of the slate of officers.

Election of officers for FY27 with terms beginning July 1, 2026

Ms. Maggi made a motion to elect the following slate of officers as recommended by the nominating committee. The motion was seconded by Ms. Farmer and passed by unanimous vote.

- i. Jackie Kurtz as Chair
- ii. Chris Straight as Vice Chair
- iii. Stephanie Duffy as Secretary/Treasurer

Resolution of Bank Signatory Change to implement any two (by name) Chairman, Vice Chairman, or Secretary/Treasurer effective July 1, 2026

Mr. Synder made a motion to authorize the change of signatories on the bank account to be any two of the following Jackie Kurtz, Chairman, Chris Straight, Vice Chairman, or Stephanie Duffy, Treasurer with Ms. Farmer seconding. It was passed by unanimous vote.

Consideration of adopting resolutions in support of grant opportunities and authorization of an officer of the EDA to make the necessary applications

Mr. Hitchin presented detailed information on three grant applications listed below that are currently being written and requested resolutions supporting the applications. City Council will be reviewing and considering similar resolutions at the May 11 meeting for City matching funding.

- i. Virginia Business Ready Sites (VBRSP) application for Nature's Crossing Technology Center (NCTC) offsite water and wastewater construction and grading.
- ii. US Department of Commerce Economic Development Administration Economic Adjustment Assistance (EDA EAA) application for NCTC offsite water and wastewater construction.
- iii. VDOT, Commonwealth Transportation Board, Economic Development Access Program application for the design of an access road off Shenandoah Village Drive to the Waynesboro Commerce and Industry Park.

Ms. Farmer made a motion to approve the slate of resolutions in support of the grant applications listed. The motion was seconded by Mr. Straight and passed by unanimous vote.

Consideration of the authorization of the Chairman to write a letter of support and authorization of an EDA officer to make application for a Virginia Agriculture and Forestry Industries Development Fund (AFID) grant to retain consulting to conduct a feasibility study.

Mr. Hitchin explained that staff are working with Vector Industries to evaluate the installation of a commercial kitchen at their location. The grant would be for a feasibility study totaling \$21,000 with a required match of \$7,000. Vector Industries is contributing \$500 towards the match with the City providing the remaining \$6,500 from the Economic Development and Tourism FY 26 budget. The EDA will serve as the contractor and fiscal agent. This grant does not require a resolution but a letter of support from the Chair and City Manager.

Ms. Farmer made a motion to authorize the Chair to write a letter of support and authorize an officer of the EDA to execute documents relating to the grant application as well as the receiving and dispersing of funds if the grant is awarded. The motion was seconded by Ms. Evans and passed by unanimous vote.

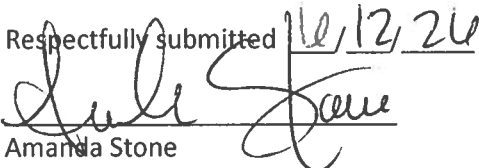
Monthly Updates

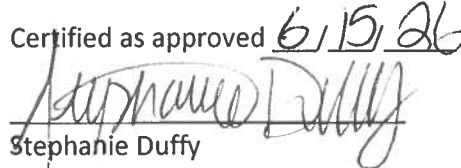
Ms. Duffy updated that the muralists have begun painting for the Virginia Street Art Festival coming up on May 16 and 17. The mobile museums will be back in the adjacent parking lot, there will also be live music, and Main Street will be shut down all weekend. The Governor's Office announced on May 7 that Waynesboro was the recipient of a \$15,000 Destination Marketing Organization (DMO) grant. The grant funds will help with deploying marketing videos into new markets that include Harrisburg, PA and Washington D.C. Additionally, an application was submitted for a Marketing Leverage Programing grant and \$15,000 has been awarded to help with marketing for the Shenandoah Beerwerks Trail, which Ms. Duffy serves as Chair.

Correspondence and Communication of the Chairman

The next regular EDA meeting is scheduled for June 12, 2026

The meeting was adjourned at 8:09am.

Respectfully submitted 6/12/26

Amanda Stone
Recording Secretary

Certified as approved 6/15/26

Stephanie Duffy
Secretary/Treasurer