

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**January 22, 2026**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, January 22, 2026, at 3:00 PM, in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

Michael Cole, Chairman  
Jeff Lucas, Vice Chairman  
Sherri Case, Treasurer  
Bobby Angles  
Mark Bloomfield

**MEMBERS ABSENT**

Dennis Manuel  
Aaron Robinson

**EX-OFFICIO MEMBERS PRESENT**

Stephen Bear, County Administrator, Wythe County

**EX-OFFICIO MEMBERS ABSENT**

Chris Slep, Interim Town Manager, Town of Wytheville  
Jason Childers, Town Manager, Town of Rural Retreat

**JOINT IDA STAFF PRESENT**

David Manley, Executive Director  
John Matthews, Deputy Director

**JOINT IDA STAFF ABSENT**

Jessica DeHart, Administrative Assistant

## DETERMINATION OF QUORUM

Chairman Cole called the meeting to order and determined a quorum to be present. He then offered an invocation and led the Pledge of Allegiance.

## RULES OF PROCEDURE

Mr. Manley previously circulated proposed rules of procedure for the Joint IDA's board meetings for consideration of adoption from the board. The rules of procedure were drafted, edited, and reviewed by Joint IDA staff and legal counsel. He added that these procedural suggestions for adoption comply with the Code of Virginia and best practices used in and around the Commonwealth of Virginia providing general and accepted guardrails as to how the Joint IDA conducts business as well as to protect the integrity of Joint IDA's meetings.

Mr. Lucas moved the Joint Industrial Development Authority to adopt the Rules of Procedure dated January 22, 2026, as presented and to take effect immediately. Mr. Bloomfield seconded the motion. With no further discussion, the motion passed unanimously. The following Rules of Procedure were adopted:

### RULES OF PROCEDURE

#### I. Purpose and Authority

The Board of Directors of the **Joint Industrial Development Authority of Wythe County, the Town of Wytheville, and the Town of Rural Retreat** (the "Joint IDA", "Authority", or "JIDA") adopts these rules to ensure transparency, maintain professional order, and advance the public interest through civil discourse. These rules are established pursuant to **§ 15.2-4905 of the Code of Virginia** and the **Virginia Freedom of Information Act**.

#### II. Meeting Conduct

a. **Presiding Officer:** Pursuant to Section 4 of the Bylaws, the Chairperson shall preside. In their absence, the Vice-Chairperson or Treasurer (in that order) shall preside. If all three are absent, the Board shall elect a presiding officer from its membership for that meeting.

b. **Quorum:** Four (4) members constitutes a quorum.

c. **Voting:** All final actions occur in open session. Votes are recorded as roll-call votes or as counted voice votes. A tie vote shall be deemed a failed motion.

d. **Cancellations:** The Chairperson may postpone a meeting due to hazardous weather, emergencies, or other cause. Public notice of the new date will be provided as promptly as possible.

#### III. Public Comment Policy

The Board welcomes input from the community, and this occurs during Citizens' Time. To ensure all voices are heard fairly:

- a. **Registration:** Speakers must sign in before the meeting starts, providing their name, locality, and topic.
- b. **Time Limits: Individuals** are limited to **three (3) minutes**. A singular **designated representative of a group or organization** is limited to **five (5) minutes**.
- c. **Decorum:** Speakers must remain civil. Personal attacks, profanity, or auditory demonstrations (e.g., applause, cheering) that disrupt the meeting will result in the immediate forfeiture of time or removal at the Chair's discretion.
- d. **Non-Response Policy:** Public comment is a listening period for the Board. Members and staff will not engage in dialogue or answer questions during this time. The Chair may direct staff to follow up with speakers at a later date.
- e. **Relinquishing the Floor:** Upon the expiration of time, speakers shall promptly vacate the podium to allow the meeting to proceed.
- f. **Written Statements:** To ensure complex or lengthy matters are fully considered, the public is encouraged to submit written statements or exhibits to the Board. Such materials will be distributed to all Board members for review. In the interest of time, presentations such as PowerPoint or other audiovisual media are not permitted, but may be distributed to the Members.

#### IV. Closed Sessions

The Board may enter a non-public "Closed Session" only for purposes specifically authorized by the **Virginia Freedom of Information Act and applicable Virginia law**. Such sessions require:

- a. **Formal motion:** A board member shall make a specific motion to enter closed session that states the **Subject, Purpose, and proper Code of Virginia citation**.
- b. **Certification:** A recorded **roll-call vote** shall occur immediately upon reconvening in open session.
- c. **Room Clearance:** Any attendees not specifically invited by the Board or Staff to remain for the closed session must vacate the meeting room until the Board reconvenes in open session.

#### V. Staff Support

Staff shall assist the Board in the orderly conduct of business and provide assistance as needed or requested by the Board. Key duties include but are not limited to:

- a. **Records & Logistics:** Staff shall confirm the presence of a quorum, record attendance, and serve as the official timekeeper for all proceedings.
- b. **Information & Facilitation:** Staff shall assist in moving the meeting forward by introducing guests, presenting information necessary for the Board to conduct its business, and explaining agenda items as needed.
- c. **Motion Support:** Staff shall provide the Board with prepared language for motions to ensure strict compliance with Virginia law and FOIA requirements.

d. **Follow-up:** Coordinating staff responses to citizen or board inquiries as directed by the Chair.

## VI. General Principles

The **Chairperson or presiding officer** shall conduct all meetings with common sense and a commitment to fairness, ensuring that every Board member has a meaningful opportunity to take part in discussion. To promote an efficient and productive meeting, the presiding officer shall keep the discussion focused on the agenda and avoid unnecessary repetition.

### CITIZENS' TIME

Chairman Cole welcomed Stephen Bear, County Administrator, Wythe County, Dr. Beth Taylor, Mayor, Town of Wytheville, Corbin Stone, and two citizens to the meeting. Mr. Manley said that no citizens have signed up for citizens' time.

### APPROVAL OF MINUTES – DECEMBER 2, 2025

Chairman Cole asked if there were any comments about the draft minutes from the December 2, 2025, meeting. There were none. Ms. Case made the motion to accept the December 2, 2025, minutes as presented, which was seconded by Mr. Lucas. The motion passed unanimously.

### FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Cole asked if there were any questions or comments about the financial statements from December 3, 2025, to January 22, 2026. Ms. Case mentioned she reviewed the financial statements citing there was nothing out of the ordinary that needed to be discussed. With no further discussion, Mr. Lucas made a motion to approve the financial statements as presented, which was seconded by Mr. Angles. The motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
December 3, 2025–December 31, 2025**

<b>Type</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	12/31/2025	Xerox Corporation	\$25.52
EFT	12/31/2025	Verizon	\$78.02
EFT	12/31/2025	Appalachian Power Company	\$152.45
EFT	12/31/2025	Brightspeed	\$132.71
EFT	12/31/2025	Town of Wytheville	\$38.59
EFT	12/31/2025	New Peoples Bank	\$1,253.13
EFT	12/31/2025	First Bank-Master Card	\$3,733.69
EFT	12/31/2025	Verizon	\$78.02
EFT	12/31/2025	Brightspeed	\$132.71
8345	12/31/2025	Town of Wytheville	\$31,568.46
8346	12/31/2025	Shupe's Heat and Air	\$126.28

8347	12/31/2025	BridgeTower OpCo, LLC	\$1,900.00
8348	12/31/2025	Cowan Perry PC	\$500.00
8349	12/31/2025	Dewberry Engineers Inc.	\$6,000.00
<b>Total</b>			<b>\$45,719.58</b>

**Joint IDA of Wythe County  
Check Register  
January 1, 2026–January 22, 2026**

<b>Type</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	01/22/2026	Appalachian Power Company	\$242.70
EFT	01/22/2026	Xerox Corporation	\$49.64
EFT	01/22/2026	Town of Wytheville	\$38.32
EFT	01/22/2026	Brightspeed	\$155.99
EFT	01/22/2026	Brightspeed	\$132.46
EFT	01/22/2026	New Peoples Bank-Wytheville	\$1,253.13
EFT	01/22/2026	First Bank-Master Card	\$4,936.73
EFT	01/22/2026	Brightspeed	\$155.99
8350	01/22/2026	AAUW Wytheville Branch	\$350.00
8351	01/22/2026	Town of Wytheville	\$31,568.46
8352	01/22/2026	Cowan Perry PC	\$5,090.00
8353	01/22/2026	David Manley-Reimbursement	\$40.00
<b>Total</b>			<b>\$44,013.42</b>

**FY 24-25 AUDIT PRESENTATION-CORBIN STONE OF ROBINSON, FARMER, COX ASSOCIATES**

Mr. Manley introduced Mr. Corbin Stone from Robinson, Farmer, Cox Associates to the board who is in attendance to present the annual audit from the fiscal year 2024-25. The audit report and board letter were included in the board packet. Mr. Stone handed out a one-page audit summary to the board and staff. Mr. Stone stated that the Joint IDA received an unqualified or unmodified opinion on the Joint IDA's financial statements, which means the audit firm believes the financial statements are materially correct. He stated the Joint IDA also received a clean government auditing standards of things which means they believe the Joint IDA has good controls in place to maintain accurate financial information. Mr. Stone cited the letter to those charged with governance that was included in the board packet. He stated that if there were problems, those problems would be reported to the board in that letter. Mr. Stone said there were no issues to report in the audit. He added that the letter gives information about major estimates and financial statements such as pension liabilities, depreciable asset lives, etc.

Mr. Stone went over the summary of the audit, noting key numbers and items asking the board if there were any questions from the board. He commented that the audit went very well, joking that Ms. DeHart is turning into an accountant and has been improving over the years. Mr. Stone answered all questions from the board.

Chairman Cole thanked Mr. Stone for the presentation. Mr. Lucas made the motion to accept the audit FY 2024-2025 as presented which was seconded by Mr. Bloomfield. The motion passed unanimously.

## STAFF REPORTS

### STAFF REPORT- DEPUTY DIRECTOR

#### Activity

140 S 1<sup>st</sup> Street Development Work – Grant application, Grant reporting, Vendor meetings, Financing meetings

JIDA Holiday Open House

Manufacturer Meetings – Pepsi

Mount Rogers Regional Partnership –

Business Retention and Expansion (BRE)

Projects – 2

Projects – Property Owners

Real Estate Database Update

Revolving Loan Fund -

2 Applications

Loan Committee

2 Closings

Small Business Assistance

Tobacco Commission – Grant Reporting, Revenue Sharing Agreement

Virginia Economic Developers Association (VEDA) Board Member

Winter Membership Meeting-Richmond December 3-4

Board of Directors Meeting

VEDA Day at the General Assembly-January 20-21

ImpactED-Legislative Preview

Weekly public policy calls

Virginia Economic Development Partnership (VEDP)-Business Retention and Expansion (BRE)

Mr. Matthews updated the board on the Duchess Dairy performance agreements for their AFID incentive grant involving the two localities of Wythe County and the Town of Rural Retreat.

He also updated the board on the discussion between Pepsi and the Town of Wytheville involving their concerns on water rate increases for high water users.

Mr. Matthews mentioned the Joint IDA did not receive the grant from the Tobacco Commission for the 140 S. 1<sup>st</sup> Street property for \$400,000, so there have been adjustments made to the plan. He said he is currently waiting for a contracting proposal from a company for the building, but he believes they are good fit for the project. Mr. Matthews added that he has submitted for another Brownfields grant from VEDP to remediate asbestos that was found on the roof, which was approved. VEDP have asked if there are any additional funds needed for the project. Mr. Matthews said he would communicate with the contractor to see if there are any additional studies or remediation activities that might need to occur as construction proceeds.

Mr. Matthews said he and Mr. Manley attended VEDA's Winter Membership Meeting in Richmond, VA in early December that prepared economic developers for the Virginia General Assembly session as well as develop their public policy platform.

#### **STAFF REPORT- EXECUTIVE DIRECTOR**

Mr. Manley remarked that both Mr. Matthews and Ms. DeHart were hired on January 22, today's date. Mr. Matthews has been with the Joint IDA since 2015 and Ms. DeHart since 2021. Mr. Manley added that he appreciated their continued work, commenting that they both keep the organization running as well as it does.

Mr. Manley stated he attended the Tobacco Commission winter meeting where it was announced the Joint IDA was awarded a Tobacco Commission site development grant for \$120,000 which would be used for further due diligence on unoccupied land in Progress Park specifically Lot 1 and Lot 32 but not limited to those. He mentioned there is an opportunity to get a 100% match for those funds with no local money. Mr. Manley said that VEDP has a Fast Deployment Site Characterization Grant that he believes the Joint IDA has a good chance of getting.

Mr. Manley said he attended a regional all-day workshop held in Lynchburg on emerging industries, specifically data centers but also energy projects. He mentioned it was well attended and featured subject matter experts from all over the state. He added that he served on a local economic development panel. There appeared to be significant collaboration and discussion among the communities represented. Attendees were primarily but not exclusively from central Virginia, but panelists were from all over. He mentioned it received a fair amount of media coverage. It was sponsored by the Lynchburg Regional Business Alliance and Hurt & Proffitt.

Mr. Manley reported that since the December meeting, there have been a couple of RFIs, primarily manufacturing projects that will be discussed in more detail in closed session.

Mr. Manley said he was part of a brief interview yesterday with WVTF's Roxy Todd. He added that Solix Arx followed up with a written statement that indicated that there would be at least 50 jobs created with the project in Progress Park, which doesn't include the hundreds of construction jobs created over the next couple of years as the facility is being constructed.

In closing, Mr. Manley mentioned that last week at the Lynchburg region event, the lunchtime speaker was Chris Lloyd. Chris is a global site selection and public affairs consultant based in Richmond as Senior Vice Present and Director of Economic Development and Infrastructure with McGuireWoods Consulting. He also serves as senior policy advisor to VEDA. Mr. Manley circulated a handout that included Mr. Lloyd's presentation that included the following topics: what drives growth in the data center sector, where data centers are in Virginia and in the country, taxation, other considerations, and where data center water use ranks with other industrial sectors nationally.

## **PROGRESS PARK SITE DEVELOPMENT-LOT 10**

Mr. Manley handed out a geotechnical proposal for Lot 10 to the board. He said there was a complication that has come up during the third party environmental permitting review done as part of the DEQ process as required by VEDP for the Virginia Business Ready Sites Program. The review firm, concerned about karst topography in our region, found that the borings done on Lot 10 in the park were insufficient to recommend the permit. He said after speaking with DEQ leadership, the Joint IDA was advised to move forward with the additional geotechnical investigation of Lot 10, specifically drilling the areas for the stormwater management facilities. Mr. Manley said that Viola Engineering was the only geotechnical firm in the region available to do the work in a timeframe that would not disrupt the project. Other firms couldn't come until late spring or early summer. Viola Engineering has done work before in Progress Park, and they'll be doing the drilling and analysis in the next few weeks. Once that report is received, the stormwater permit should be issued, and construction proposals can be solicited to do the actual grading.

## **NEW BUSINESS**

### **TENURE AWARDS-APRIL 23, 2026**

Mr. Manley stated the annual industry tenure awards luncheon will be on April 23, 2026, at the Wytheville Meeting Center.

### **JOINT IDA INDUSTRY APPRECIATION GOLF TOURNAMENT-MAY 21, 2026**

Mr. Manley informed everyone that the Industry Appreciation Golf Tournament will be on May 21, 2026, at the Wytheville Golf Club.

## **OTHER**

Mr. Manley mentioned to the board that the Statements of Economic Interest are due at the beginning of February. He told the board that if they need any assistance to reach out to the Joint IDA staff, and to make sure completed SOEIs are turned into the Town of Wytheville clerk's office.

## **CLOSED SESSION**

Mr. Lucas moved that the Joint IDA Board of Directors enter closed session as permitted by Code of Virginia sections:

- §2.2-3711(A)(5): Discussion of prospective or expanding business or industry (Project Arlo, Project Spartan, Project Forge, Project Gateway)

The motion was seconded by Ms. Case.

Roll Call Vote:

Yea – Jeff Lucas  
Sherry Case  
Michael Cole  
Bobby Angles  
Mark Bloomfield

Nay – None

Absent during vote: Dennis Manuel  
Aaron Robinson

The board entered a closed session discussion at 3:41 PM.

At 3:54 PM, Mr. Lucas then moved the Board of Directors of the Joint IDA of Wythe County re-enter open session pursuant to the previously announced exceptions of Virginia's open meeting law and further would certify that only identified matters were discussed in closed session.

The motion was seconded by Ms. Case.

Roll Call Vote:

Yea – Jeff Lucas  
Sherry Case  
Michael Cole  
Bobby Angles  
Mark Bloomfield

Nay – None

Absent during vote: Dennis Manuel  
Aaron Robinson

**OTHER**

None.

**ADJOURNMENT**

There being no other business, Chairman Cole adjourned the meeting at approximately 3:55 PM.

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Michael Cole, Chairman

Attest:

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Jessica E. DeHart, Secretary