

Buchanan County IDA

May 26th, 2026

Minutes

At a meeting of the Industrial Development Authority of Buchanan County,
Virginia, held on Monday, the 26th day of May 2026, Grundy, Virginia:

Present: Danny Bailey
Wade McGeorge
Alicia O'Quin
Tim O'Quinn
Pete Stiltner
Brenda Ward
Craig Horn
Vern Presley
David Roark, Terra Tech Engineering Services
Billie Campbell, Terra Tech Engineering Services
Clint & Sharon Lester, Southern Gap Enterprises
Jerry & Martha Scarberry
Heather Street

Absent:

IN RE: Call to Order:

A quorum was recognized and the meeting was called to order at 5:00 p.m.

IN RE: Prayer and Pledge of Allegiance:

The meeting was opened with Prayer and the Pledge of Allegiance.

IN RE: Minutes:

The board was presented with the minutes for the April 27th, 2026 meeting. After reviewing the minutes, Wade McGeorge made a motion to approve the minutes as presented. The motion was seconded by Pete Stiltner and carried unanimously.

IN RE: Consider Replacement for Secretary/Treasurer for 2026:

Alicia O'Quin made a motion for Brenda Ward to be the Secretary/Treasurer. Wade McGeorge seconded the motion. There were no other motions at this time. The board voted and unanimously approved Brenda Ward as the new Secretary/Treasurer.

IN RE: Consider Authorized Signers at Legacy Bank:

Alicia O'Quin made a motion to add Brenda Ward as an authorized signer at Legacy Bank. The motion was seconded by Wade McGeorge and carried unanimously.

IN RE: Accounts Payable, Deposits and Checks:

The board was presented with a list of Pending Invoice detail showing invoices due as of April 28th through May 21st, 2026; Deposit Detail showing deposits made from April 28th through May 21st, 2026; Check Detail showing checks written from April 28th through May 21st, 2026. A motion was made by Brenda Ward to accept and approve the lists and invoices as provided. The motion was seconded by Danny Bailey and carried with Six (6) Yes; Zero (0) No.

IN RE: Consider Request from Vansant Church of Christ:

Wade McGeorge told the board Vansant Church of Christ would like to purchase additional property to go with the property they recently purchased. After a discussion, there was no motion on this item.

IN RE: Sunset Holler Inc. – Conserved Open Space Agreement:

The board was presented with the Conserved Open Space Agreement with Sunset Holler Inc. and the invoice to be sent to Sunset Holler Inc in the amount of \$54,500.00. Wade McGeorge made a motion to approve the agreement as presented, along with the invoice; and to give permission to the Chairman and Secretary to sign the agreement as presented. The motion was seconded by Alicia O'Quin and carried unanimously.

IN RE: Request from Jerry Scarberry:

Alicia O'Quin made a motion to sale Lot #20, 0.75 acre for \$27,261.00 at Mountain Crest to Jerry & Martha Scarberry; and to authorize the Chairman and Secretary to sign any documents necessary. The motion was seconded by Danny Bailey and carried unanimously.

IN RE: Consider Request from VEC for Vending Machines:

After discussion, no motion was made.

IN RE: Consider Advertising Request for Bids (RFB) for Heat Pumps at

VEC:

Brenda Ward made a motion to approve advertising for RFB's for heat pumps at VEC. The motion was seconded by Pete Stiltner and it carried unanimously.

IN RE: Closed Session 2.2-3711 (A) (8) Legal; 2.2-3711 (A) (3) Real Estate:

Upon motion by Wade McGeorge and seconded by Danny Bailey, and by voice vote of six (6) yes; zero (0) no, this board agreed to convene in closed session as permitted by Virginia Code § 2.2-3711(A)(8) for three separate legal matters; 2.2-3711(A)(3) for Real Estate and to invite representatives with Southern Gap Enterprises as needed.

A motion was made by Brenda Ward to return from closed session, and the motion was seconded by Pete Stiltner and by voice vote of six (6) yes; zero (0) no, this board agreed to return from Closed Session.

Pete Stiltner made a motion that the board certify that, in the closed session just concluded, nothing was discussed except the matters specifically identified in the motion to convene in closed session and lawfully permitted to do so under the provisions of the Virginia Freedom of Information Act cited in that motion. The motion was seconded by Alicia O'Quin and agreed upon and certified by the following roll call vote of six (6) yes; zero (0) no:

Pete Stiltner – Yes

Alicia O'Quin - Yes

Brenda Ward – Yes

Wade McGeorge - Yes

Danny Bailey – Yes

Tim O'Quinn – Yes

IN RE: Southern Gap Enterprises – Agreements:

Pete Stiltner made a motion to extend the agreement with Southern Gap Enterprises from five (5) years to eight (8) and to pro-rate full time employees from 0-10. The motion was seconded by Alicia O'Quin and carried with six (6) yes and zero (0) no.

IN RE: Agenda Policy:

Wade McGeorge made a motion to approve an Agenda Policy, that all requests for loans, grants, gifts, donations, and property (both real and personal) shall be received in writing by the Executive Director within 15 business days of any regular or specially called meeting of the Board. All requests shall include as much detail as possible, including but not limited to, financial information, sources and uses of funds, a business plan projecting sources of revenue, expenses, net income, and cash flow for each year, and the number of projected jobs for the proposed loan, grant, gift, donation, or transfer of property. The purpose of this policy is intended that the Board have adequate information and sufficient time to evaluate the quality of the request. With this policy, the Board endeavors to properly evaluate any proposed loan, grant, donation, gift, or transfer of property in light of the expected job creation and economic benefit to Buchanan County and the surrounding communities. The motion was seconded by Alicia O'Quin and carried with six (6) yes; zero (0) no.

IN RE: VCEDA Application – Infrastructure and Property Development
for Project Tulip Top:

Alicia O'Quin made a motion to approve applying with VCEDA for infrastructure and property development for Project Tulip Top; and to give permission to the Chairman and Secretary to sign any and all documents necessary. The motion was seconded by Danny Bailey and it carried unanimously.

IN RE: DEQ Permit – West River Conveyors:

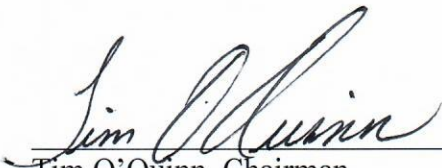
Pete Stiltner made a motion to allow West Rive Conveyors and its' contractor, J.A. Street & Associates to use the IDA's current DEQ permit and to allow modifications to the permit. A written agreement would state that West River Conveyors and/or J.A. Street & Associates would be responsible for paying any charges for and/or by DEQ inspections during this time. The motion was seconded by Danny Bailey and it carried unanimously.

IN RE: June Meeting – Date Change:

A motion was made by Pete Stiltner to reschedule the June meeting to June 22nd, 2026 at 5pm. The motion was seconded by Danny Bailey and carried unanimously.

IN RE: **Adjournment:**

At this time, there was no other business to be discussed; this meeting did adjourn
at 6:24 p.m.



Tim O'Quinn, Chairman
Industrial Development Authority
Of Buchanan County