MINUTES
ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA
Bedford County Administration Ground Floor Training Room
122 E Main Street
Bedford, VA 24523
August 6, 2026
5:30 p.m.

Economic Development Authority:
Present: David Wells *(District 1; Vice Chairman)*, Vicki Gardner (*District 2*),_Wyatt Walton (*District 3; **arrived at 5:33***); Matthew Braud (*District 4*), Kristy Milton (*District 5*), Jimmy Robertson (*District 6*), Jim Messier (*District 7; Chairman; **arrived at 7:30***)

Staff Present: Pam Armstrong, *Economic Development Director, Lauren* Thurston, *Business Programs Coordinator*, Niki Feazell, *Economic Development Administrative Assistant*, Patrick Skelley, *County Attorney,* Robert Hiss, *County Administrator*

Present Board of Supervisors: Edgar Tuck, *Board of Supervisors, (District 2)*

Absent: Mickey Johnson, *Board of Supervisors, (District 1),* Charla Bansley, *Board of Supervisors, (District 3),* Whitney Greenway, *Assistant Finance Director*

(1) CALL TO ORDER

- Vice Chairman Wells called the meeting to order at 5:31 p.m.

(2) APPROVAL OF AGENDA

- Vice Chairman Wells asked for motion to approve agenda as presented. Mr. Matthew Braud moved, seconded by Mr. Jimmy Robertson. *Adopted unanimously by all other board members present.*

(3) APPROVAL OF MEETING MINUTES – June 4, 2026

- Vice Chairman Wells asked for motion to approve June 4, 2026, minutes as presented, Mr. Matthrew Braud moved to approve minutes as presented, seconded by Mrs. Kristy Milton. *Adopted unanimously by all other board members present.*

(4) REPORTS

A. Economic Development Director's Report

- Director Pam Armstrong reported an initial meeting with the Roanoke Regional Partnership (RRP) and provided updated information for inclusion on the organization's website and marketing materials. The Virginia Economic Development Partnership (VEDP) property website has also been updated to include RRP information.
- Staff continue outreach efforts with site selectors and economic development partners to increase awareness of Bedford County properties and opportunities. While no current projects have been identified as a fit, these relationship-building efforts are intended to

position Bedford County for future opportunities. Staff noted that some prospects are seeking larger sites or infrastructure not currently available, such as rail and natural gas.

- Pam met with Aisha Johnson, Bedford County's new VEDP business outreach contact, as part of the transition following the move to the RRP. Staff are providing background on the local business community, and Johnson expressed interest in learning more about Bedford County.
- Staff will participate in a familiarization tour with the RRP team on August 11, including visits to the Winoa building and local industrial parks.
- Staff will also meet with the new Georgia Pacific Public Affairs Manager and is coordinating an invitation-only utility roundtable scheduled for November 12 at CERE.

B. Business Programs Report

- Following a successful meeting with local career counselors, staff began scheduling the fall Bedford ONE Tour lineup. Students will visit Terry Subaru, Parkland Direct, Coleman Adams, Bedford Memorial Hospital, and Centra College, with additional tours planned for Liberty High School at Georgia Pacific and Jefferson Forest High School at Innerspec. Staff continue to identify a partner opportunity for Coleman Adams and a tour fit for Staunton River High School students. The Emergency Services Tour has also been scheduled for the new year. Feedback from the fall tours will help determine future preferences for half-day versus full-day experiences.
- Blue Ridge Montessori School completed its playground renovation project prior to the July 1 deadline. Staff updated the Childcare Facilities Grant application to allow year-round submissions and clarified that funding is intended to support projects that expand childcare enrollment capacity.
- Staff visited Brick Dominion to select the brick for the new signage project, matching the materials used at New London.

C. Monthly Financial Report

- *Assistant Finance Director* Whitney Greenway was unable to attend meeting, but delivered update via Pam, nothing out of the ordinary within the month's financial reports.

D. Monthly Accounts Payable Report – (see June/July bills that have been paid)

- Staff discussed concerns regarding unusually high electricity bills for CVCC. Recently power charges have been significantly higher than expected and do not appear to align with normal operations. Staff contacted Bedford Electric and had equipment inspected by Doug and Jeff, with no issues identified that would explain the increased usage. Staff also compared CVCC's usage with another tenant in the same building, East Coast Fabricators, which operates multiple shifts with heavy equipment but has a lower electricity bill. During the review, it was noted that the meter lock had been broken, and a photo was taken for documentation. Staff are awaiting additional information and verification from the utility provider regarding the cause of the increased charges. Board members questioned the significant increase in usage, noting that operations have not changed and campus activity has been limited during the summer months.

Usage comparisons showed a substantial increase from prior years, with questions remaining regarding the source of additional consumption.

EDA	
EDA Mileage – (*June*) meeting, No July meeting	$96.78
Bedford Center	
Town of Bedford Power, CVCC – (June + July)	$13,838.06
Peaksview Landscaping – (June + July); lawn maint. + fuel surcharge	$1,102.04
BRWA (June + July)	$317.69
TRANE – CVCC (Quoted Billing Summary-Relocate both WCIs GTU-01 & 04; *June*)	$2,226.00
TRANE – CVCC – (Unit Communication issue and fix; *July*)	$935.00
New London	
Southside Electric – (June + July)	$1,379.08
Peaksview Landscaping – (June + July); lawn maint. + fuel surcharge	$3,359.14
Johnson Controls (July); Back flow repair_Belvac	$3,708.41
Washington Street	
Peaksview Landscaping (June + July); lawn maint. + fuel surcharge	$858.40
TOTAL:	**$27,820.60**

(5) SPECIAL PRESENTATION BY BEDFORD WATER – *Brian Key, Executive Director*

- Bedford Regional Water Authority provided an overview of current rates, infrastructure capacity, capital improvement needs, and opportunities to support economic development.
- Recent rate adjustments, connection fees, and future rate considerations were discussed, with increases attributed to rising infrastructure, equipment, materials, and construction costs.
- Bedford Water highlighted the need for continued investment in aging infrastructure, including system replacements and reliability improvements.
- Challenges associated with serving a rural county were reviewed, including extensive infrastructure, limited outside funding opportunities, and the need to focus available resources on maintenance and replacement projects.
- Discussion included coordination between Bedford Water and the EDA to support economic development efforts, including infrastructure planning, industrial user rates, and potential incentives for new and existing industry.
- Updates were provided on infrastructure capacity:
    - **Montvale Water:** Bedford Water assumed ownership on June 15, 2026; current capacity is limited due to low-producing wells and requires careful management.

- **New London Business & Technology Center:** Water capacity is available; however, sewer capacity remains limited, with approximately 300,000 gallons per day available and future expansion requiring significant investment.

(6) TOWN OF BEDFORD

- The EDA work group, established following the Joint EDA meeting last spring, met to discuss future opportunities for the Winoa building, including the potential creation of an entity to lease and operate the facility as a workforce center. Jonathan Buttram, David Sensenig, Jimmy Robertson, and Jim Messier participated in the meeting.
- The group also discussed potential uses for the property located behind Elba and received an update on the Business Center Study. Additional discussion will continue during the upcoming work session.
- An update on the Business Center Study will be presented to the community on September 9 at 5:30 p.m. at Clamdiggers.

(7) BEDFORD CENTER FOR BUSINESS

- Nothing new to report.

(8) MONTVALE CENTER FOR COMMERCE

A. Consideration of a resolution to change the Montvale Center for Commerce protective covenants and restrictions for signage updates.

- Staff requested approval to amend the existing Montvale Center for Commerce covenants and restrictions. The current covenants predate zoning requirements and need to be updated to allow approval of a proposed sign project and establish future sign specifications.
- Staff recommended adapting the existing Montvale covenants using the format and language from the Forest Professional Park covenants.
- *A motion was made by board member Mr. Walton to approve the amended covenants and restrictions for Montvale Center for Commerce to accommodate the new sign and future sign specifications. The motion was seconded by board member Mrs. Gardner and approved unanimously.*
- Additional information was discussed regarding parcel I-1 in Montvale. The deed for the Montvale I-1 parcel was recorded on June 23, 2026, transferring the property to Appalachian Power for a sale price of $395,000. After a $12,235 commission payment to Divaris, the EDA received net proceeds of $362,765.

(9) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Resolution to authorize a change order for the removal of rock on Lot 15

- Staff requested formal approval of a decision previously approved by the EDA via email regarding a change in project scope. Due to unexpected rock conditions, the project approach was modified from installing conduit to blasting and removing the rock.
- The rock removal work has been completed, and the requested motion was to formally document the EDA's prior consensus.
- *A motion was made by board member Mr. Braud authorizing the reallocation of the previously approved funding designated for the roadway conduit installation to cover*

the cost of rock removal associated with the current site development project. Seconded by board member Mrs. Gardner and unanimously approved to authorize the project change.

(10) WASHINGTON STREET PROPERTY

- Nothing new to report.

(11) OTHER BUSINESS

A. Reappropriation of Blue Ridge Montessori School Funds for the playground project

- Staff requested approval to reappropriate remaining grant funds from the prior fiscal year. The project has been completed, and staff requested a rollover of $29,927.02 from the original $30,000 allocation.
- A motion was made by board member Mr. Walton to approval of the reappropriation of $29,927.02 from the FY26 budget to the FY27 budget to allow reimbursement of the eligible project costs in accordance with the approved Childcare Facilities Matching Grant, seconded board member Mr. Robertson, and unanimously approved by all board members present to reappropriate the remaining funds into the current fiscal year.

B. Consideration of a Gold Sponsorship request from the Bedford County Fair

- Staff presented a request from the Bedford County Fair for EDA sponsorship support. The proposed Gold Sponsorship level is $2,500, which includes recognition through print and media materials, social media promotion, logo placement on the fair website and printed materials, and an optional booth space at the event. The Board discussed the difference between gold and silver sponsorship levels. Gold sponsorship ($2,500) provides broader recognition, including logo placement and recognition throughout fair materials, while silver sponsorship ($1,000) provides a lower level of sponsorship recognition. Discussion included the value of sponsorship, community outreach, and alignment with EDA goals, including support for tourism and community events. The Board also discussed ensuring sponsorship decisions provide value and considering future opportunities related to other potential fair locations.
- *A motion was made to approve Silver Sponsorship support in the amount of $1,000 for the Bedford County Fair by board member Mr. Robertson. The motion was seconded by board member Mr. Braud and approved unanimously by all board members present.*

Upcoming dates:
EDA Planning Day – August 14

Motion made to adjourn by Mr. Braud, seconded by Vice Chairman Mr. Wells. Unanimous consent to adjourn.

Adjourned 7:37 p.m.

Chairman

Secretary