



Shenandoah County Economic Development Authority
MEETING AGENDA
February 2, 2026
12:00 p.m.
Shenandoah County Government Center, Board Room
600 North Main Street
Woodstock, VA 22664

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES

- January 27, 2026

REPORTS

- *There are no reports for consideration at the February 2, 2026 meeting.*

OLD BUSINESS

- *There are no Old Business items for consideration at the February 2, 2026 meeting.*

NEW BUSINESS

- *There are no New Business items for consideration at the February 2, 2026 meeting.*

CLOSED SESSION

- Request to enter into closed session in accordance with Code of Virginia Section 2.2-3711(A)(3) to discuss or consider the acquisition and disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The subject matter of the closed session is the possible acquisition and disposition of real property by the EDA of Shenandoah County.
- Request to enter into closed session in accordance with Code of Virginia Section 2.2-3711(A)(5) to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The subject matter of the closed session is a prospective business' interest in locating its facilities in Shenandoah County.

EDA DIRECTORS' COMMENTS

COUNTY STAFF COMMENTS

ADJOURNMENT

Shenandoah County Economic Development Authority

Meeting Minutes: January 27, 2026

The Shenandoah County EDA convened on Tuesday, January 27, 2026 at 2:00 p.m. in Room 100A of the Shenandoah County Government Center. The following EDA members were present: Chairman Jay Winkfield, Vice Chairman Vince Poling, Mr. Blake Phillips, Mr. Mike Koontz, Ms. Beverly Butterfield, Mr. Mike Funk, and Ms. Abby Walters. Others in attendance included: Ms. Jenna French, EDA Secretary and Director of Tourism & Economic Development, Ms. Mandy Belyea, EDA Treasurer & Deputy County Administrator, and Mr. John Fogle, Business Retention and Expansion Manager.

Chairman Jay Winkfield called the meeting to order at 2:00 p.m.

Approval of Meeting Agenda:

A motion was made by Ms. Butterfield to approve the agenda, which was seconded by Mr. Funk. The motion carried on a unanimous voice vote.

Election of the 2026 Officers:

After Chairman Winkfield provided the open officer positions and asked the EDA Directors for nominations, Mr. Koontz made a motion to nominate the 2025 current slate of officers to continue into 2026. The motion included the nominations as follows: Jay Winkfield as Chairman, Vince Poling as Vice Chairman, Mandy Belyea as the Treasurer, and Jenna French as the Secretary. Ms. Butterfield seconded the motion, and it carried on a unanimous voice vote.

Approval of Meeting Minutes:

A motion was made by Mr. Funk to approve the minutes for the December 17, 2025 meeting, which was seconded by Mr. Koontz. The motion carried on a unanimous voice vote.

Financial Report:

Ms. Belyea presented the Financial Report as of December 31, 2025.

Ms. Belyea noted that payment from the VDOT CD that was redeemed in November 2025 had been made to the EDA in the amount of \$174,547.98. Additionally, she stated that the County's contribution to the EDA for Fiscal Year 2025 Rollback Taxes was made in the amount of \$21,039.99. Ms. Belyea also shared that the January financials would reflect money being transferred from the EDA General Operating Checking Account to the LGIP General Account to retain \$100,000 in the EDA General Operating Account.

Having no further discussion, Mr. Koontz made a motion to approve the Financial Report as presented, which was seconded by Mr. Phillips. The motion carried on a unanimous voice vote.

Chairman's Annual Report:

Chairman Winkfield briefly reviewed his 2025 report, which had been provided in advance of the meeting within the agenda packet and highlighted the sale of the EDA's 9-acre lot in the Northern Shenandoah Business Park, the nine meetings that were held in 2025 and the EDA's involvement in several grants. Lastly, Chairman Winkfield expressed his thanks to Shenandoah County's staff for their support of the EDA.

Economic Development Staff Annual Report:

Ms. French provided a high-level review of her staff report for 2025, which had also been included in advance of the meeting, noting that the objectives achieved through the EDA over the past few years had been successfully completed, consistent with the 2019 Strategic Economic Development Plan (SEDP). With many of the objectives complete or in the process of completion, Ms. French noted that it may soon be time to update the SEDP.

During Ms. French's report, a discussion ensued regarding communication of potential industrial project leads over the past year and into the future. Mr. Poling noted that the mission of the EDA is not directly involved in the marketing and recruitment of project leads and communicated that that mission was tasked to the Shenandoah County Department of Economic Development staff along with Shenandoah Valley Partnership (SVP) and Virginia Economic Development Partnership (VEDP). Ms. French shared that due to the confidentiality of projects in early stages, many of the details of the leads would not be able to be shared until more concrete project plans were in place or EDA involvement was required for incentives or a contract on an EDA parcel. Mr. Poling noted that the County Administration and Economic Development staff work together with new project leads and when needed, the EDA would get involved.

Mr. Phillips asked if any third-party process was in place to review prospective businesses that decided not to locate in Shenandoah County. Ms. French shared that VEDP and the SVP remain in regular communication with projects and gather feedback as available. Ms. French noted two businesses that recently provided excellent reviews of the Economic Development staff's handling of projects.

Mr. Phillips inquired about any Return-on-Investment (ROI) software program used for project leads to which Ms. French indicated that a robust spreadsheet is currently used, but that a particular software program is not used at this time. Ms. French stated that she would inquire with her counterparts in other localities and the VEDP to determine if there is a ROI software program or other tools used that may be beneficial for the County. Mr. Funk indicated that if a software program or other tools are identified, that could be something that the EDA could further explore and potentially invest in.

Old Business:

There were no Old Business items for consideration.

New Business:

There were no New Business items for consideration.

Closed Session:

Ms. Butterfield made a motion to enter into closed session in accordance with the following Code of Virginia statutes, which Ms. French read aloud:

- Motion to enter into closed session in accordance with Code of Virginia 2.2-3711 (A)(3) to discuss or consider the acquisition and disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The subject matter is the possible acquisition and disposition of real property by the EDA of Shenandoah County.
- Motion to enter into closed session in accordance with Code of Virginia Section 2.2-3711(A)(5) to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The subject matter of the closed session is a prospective business' interest in locating its facilities in Shenandoah County.

The motion was seconded by Mr. Poling and was carried on the following roll call vote:

Mr. Poling – Aye; Mr. Winkfield – Aye; Ms. Walters – Aye; Mr. Funk – Aye; Mr. Phillips – Aye; Mr. Koontz – Aye; Ms. Butterfield – Aye.

Mr. Koontz had to leave the meeting prior to coming out of closed session.

Mr. Poling made a motion to come out of the closed session, which was seconded by Ms. Butterfield and carried on a unanimous voice vote.

Ms. French read aloud the following: “With respect to the just-concluded closed session, and the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.”

Mr. Funk made the motion to certify the closed session, and the motion was seconded by Mr. Phillips and carried on the following roll call vote: Mr. Poling – Aye; Mr. Winkfield – Aye; Ms. Walters – Aye; Mr. Funk – Aye; Mr. Phillips – Aye; Ms. Butterfield – Aye; Mr. Koontz - Not Present.

EDA Directors’ Comments

Ms. Walters had to leave the meeting during the Director’s Comments.

The EDA Directors discussed the overall structure of the EDA as compared to other adjacent counties. Ms. French suggested that when the County undergoes another Strategic Economic Development Plan that it may be worthwhile to look at how the EDA and County’s Department of Economic Development staff can best complement one another and better define roles for each organization.

Staff Comments

Ms. French noted that the Timmons Group presentation to the Board of Supervisors and the EDA will need to be rescheduled. Additionally, Ms. French noted that the annual Statement of Economic Interest Forms are to be completed by the EDA by February 2nd, 2026 and could be returned to Heather Williams. Lastly, Ms. French shared that the County staff would be working on exploring potential speakers and educational topics for future EDA meetings.

Having no further business, Ms. Butterfield made a motion to adjourn the meeting at 3:38 pm, which was seconded by Mr. Phillips and approved unanimously.

Respectfully submitted,

Jenna French, Director of Tourism & Economic Development and EDA Secretary