

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

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TO: WVRIFA Board, Interested Stakeholders, Staff, Others

RE: January 21, 2022 Virtual Joint Meeting of WVRIFA and Participation Committee

A Virtual Meeting of the WVRIFA Board will be held on Friday, January 21, 2022 at 10:00 a.m. The January 21<sup>st</sup> WVRIFA Board meeting will be a joint meeting with the WVRIFA Participation Committee (both meetings will be held in conjunction with each other on the same date, time, and location). Because of present state of emergency due to the COVID-19 pandemic, and until further notice, the public cannot be accommodated physically in proximity to the Member and Staff Participants. Any members of the public may view and participate in the meeting through electronic means. Meeting will be set up through zoom at this link: <https://us02web.zoom.us/j/82207874443?pwd=S2piM2Z5MFBwZW1HbDVZakl1b1pJUT09>. I, (Virginia Mullen), will be responsible for receiving public comments at (540-343-4417 or vmullen@rvarc.org). All materials made available to the Members will be made available to the public at the same time by posting on the WVRIFA website.

A video and/or audio recording will be made available at WVRIFA website within three (3) working days of the meeting. The draft minutes of the meeting will be distributed to common interest community members through the same method used to provide notice of this meeting. Draft minutes of the meeting will be available at WVRIFA website within ten (10) working days of the meeting. Final minutes will be available at WVRIFA website within three (3) working days of approval.

Please note for purposes of planning to participate in the meeting remotely, members will be required to state the location (a general description such as home, office, or other) from which they are participating for purposes of compliance with new state law related to participation in electronic meetings during the COVID-19 crisis. The location will be recorded in the minutes of the meeting.

If you wish to sign up to speak at the meeting, please let me know by 3:00 p.m. January 20, 2022. Feel free to contact me if you have any questions. Thank you.

## FULL ZOOM MEETING INFORMATION

<https://us02web.zoom.us/j/82207874443?pwd=S2piM2Z5MFBwZW1HbDVZakl1b1pJUT09>

Meeting ID: 822 0787 4443

Passcode: 046954

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

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### ADMINISTERED BY:

Roanoke Valley-Alleghany Regional Commission  
313 Luck Avenue, SW, Roanoke, VA 24016  
[info@wvrifa.org](mailto:info@wvrifa.org) / [www.wvrifa.org](http://www.wvrifa.org)

**BOARD OF DIRECTORS' MEETING**

**of the Western Virginia Regional Industrial Facility Authority**

Friday, January 21, 2022 at 10:00 a.m.

Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room)  
313 Luck Avenue, SW, Roanoke, VA 24016

**The January WVRIFA Board Meeting will take place on Friday, January 21<sup>st</sup> at 10 a.m. via video/teleconferencing.**

Currently, the Governor has declared such a state of emergency pursuant to Code § 44-146.17, and the requisite conditions at (i) and (ii) are met. With the conditions satisfied, the statute further provides that the public body convening a meeting in accordance with the statute shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
- c. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
- d. Otherwise comply with the provisions of this chapter.

*Note: The January 21<sup>st</sup> meeting will be a Joint Meeting with the WVRIFA Participation Committee (both meetings will be held in conjunction with each other on the same date, time and location.)*

**AGENDA**

- 1. Welcome, Call to Order ..... Chair Larrowe
- 2. Roll Call ..... Virginia Mullen
- 3. **Action Needed:** Approval of Consent Agenda Items ..... Chair Larrowe
  - A. Minutes of the December 17, 2021 WVRIFA Board Meeting, pp. 4 – 6
  - B. Financial Reports, Ending December 31, 2021, pp. 7 – 10
- 4. Public Comment Period ..... Chair Larrowe

*The WVRIFA Board will allow a 30-minute public comment period in which a citizen may sign-up for up to three (3) minutes of speaking time.*

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5. Update on Virginia Business Ready Sites Program ..... *John Hull*
6. **Action Needed:** Revised FY22 Woodhaven Budget, p. 11 ..... *John Hull*
7. Financial Disclosure Forms ..... *John Hull*
8. Request for Closed Meeting, p. 12 ..... *Chair Larrowe*  
  
*Pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.*
9. End of Closed Mtg. Reconvene Regular WVRIFA Board Meeting ..... *Chair Larrowe*
10. Adoption of Certification Resolution of Closed Meeting, p. 13 ..... *Chair Larrowe*
11. Action by the WVRIFA Board as a Result of the Closed Meeting ..... *Chair Larrowe*
12. Other Business ..... *Chair Larrowe*
13. Adjournment ..... *Chair Larrowe*

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## **MINUTES**

The December Meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, December 17, 2021 at 10:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room), 313 Luck Avenue, SW, Roanoke VA.

### **1. CALL MEETING TO ORDER**

Chair Larrowe called the WVRIFA Board of Directors' Meeting to order at 10:30 a.m. and noted that there will be no closed session.

### **2. ROLL CALL**

Chair Larrowe asked Virginia Mullen to call the roll of the WVRIFA Board. Ms. Mullen reported that a quorum was present.

Board Members Present: Gary Larrowe, Botetourt County; Ken McFadyen, Botetourt County; Dan O'Donnell, Roanoke County; Jill Loope, Roanoke County; Bob Cowell, Roanoke City; James Taliaferro, City of Salem; Rob Light, City of Salem; Cody Sexton, Town of Vinton; and Richard "Pete" Peters, Town of Vinton.

Others Present : Luke Campbell, Botetourt County; Richard Caywood, Roanoke County.

Staff Present: John Hull, WVRIFA Director; Sam Darby, WVRIFA Counsel; Matt Miller, RVARC; Virginia Mullen and Sherry Dean, WVRIFA Finance/Administrative Staff.

### **3. ACTION NEEDED: APPROVAL OF THE OCTOBER 15, 2021 BOARD MINUTES**

The October 15, 2021 WVRIFA Board Minutes were distributed earlier.

Motion: by Jill Loope to approve the October 15, 2021 WVRIFA Board Minutes, as distributed. Motion was seconded by Dan O'Donnell.

WVRIFA Board Action: Motion carried unanimously.

### **4. PUBLIC COMMENT PERIOD**

There were no comments.

### **5. ACTION NEEDED: ELECTION OF OFFICERS**

#### **ADMINISTERED BY:**

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313 Luck Avenue, SW, Roanoke, VA 24016  
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Article VI, Section 6.2 of the WVRIFA Bylaws states that the officers of the Authority are elected for one-year terms for each calendar year by the Board (January 1 – December 31). The current officers of the Western Virginia Regional Industrial Facility Authority have expressed a willingness to continue serving in their respective offices if the Board so desires. (Current officers: Gary Larrowe, Chair; Bob Cowell, Vice Chair; Christopher Whitlow, Secretary/Treasurer; and Jeremy Holmes, Assistant Treasurer. No additional nominations from the floor were made.

**Motion:** Mr. Taliaferro moved that the current officers of the Western Virginia Regional Industrial Facility Authority be re-elected for a one – year term ending December 31, 2022 – Gary Larrowe, Chair; Bob Cowell, Vice Chair; Christopher Whitlow, Secretary/Treasurer; and Jeremy Holmes, Assistant Treasurer. The Motion was seconded by Dan O’Donnell.

**WVRIFA Board Action:** Motion carried unanimously.

**6. ACTION NEEDED: FY23 WOODHAVEN MAINTENANCE DUES APPROVAL**

Mr. John Hull reported that last month the Participation Committee approved the FY23 Woodhaven Maintenance Dues as presented on page 8 of the agenda packet. As the capital fund is spent down, there won’t be interest income or capital reserves with which to pay the maintenance cost.

**Motion:** by Dan O’Donnell to approve the FY23 Woodhaven Maintenance Dues , as presented. Motion was seconded by Jay Taliaferro.

**WVRIFA Board Action:** Motion carried unanimously.

Mr. Bob Cowell asked that the maintenance dues and operating dues are listed on the same invoice. Virginia answered affirmatively.

**7. ACTION NEEDED: FY23 OPERATING DUES APPROVAL**

Chair Larrowe reported that a table with FY2023 Operating Funding Request was distributed earlier with the agenda. The amounts are based on the localities’ population. The overall total requested for FY2023 is \$56,250.00.

**Motion:** by Dan O’Donnell to approve the Operating Funding Request for FY23, as presented. Motion was seconded by Jay Taliaferro.

**WVRIFA Board Action:** Motion carried unanimously.

**8. STAFF REPORT**

**ADMINISTERED BY:**

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313 Luck Avenue, SW, Roanoke, VA 24016  
[info@wvrifa.org](mailto:info@wvrifa.org) / [www.wvrifa.org](http://www.wvrifa.org)

Mr. John Hull shared with the members the following link of the Woodhaven Technology Park: [Wood Haven Technology Park - YouTube](#) . Mr. Hull reported that the Woodhaven Technology Park is certified with the State of Virginia Economic Development Partnership Business Ready Site Program.

Mr. Richard Caywood commented that Delegate Terry Austin asked to visit the site. Mr. Caywood and Mr. Hull gave Mr. Austin a tour and provided him with information about the development of the technology park.

**9. OTHER BUSINESS**

No other business was discussed.

**10. ADJOURNMENT OF THE WVRIFA BOARD OF DIRECTORS' MEETING**

The WVRIFA Board of Directors' meeting adjourned at 10:42 a.m.

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Christopher Whitlow, Secretary  
WVRIFA Board of Directors

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Attest

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**Western Virginia Regional Industrial Facility Authority**  
**As of December 31, 2021**  
**Statement of Cash Balances**

Operating Fund	\$	57,383
Woodhaven Project	\$	<u>875,390</u>
Total Cash	\$	<u><u>932,773</u></u>

**Western Virginia Regional Industrial Facility Authority  
 FY2022 (7/1/21-6/30/22)  
 Operating Fund Locality Due Payment Summary**

Revenue	FY2022 Budget	Paid as of 12/31/21	Remainder Due
<i>Member Dues</i>			
* Botetourt County	\$ 6,187.50	\$ 3,093.75	\$ (3,093.75)
*** Franklin County	\$ 9,562.50	\$ 9,562.50	\$ -
** Roanoke City	\$ 18,562.50	\$ 4,640.63	\$ (13,921.87)
*** Roanoke County	\$ 15,750.00	\$ 15,750.00	\$ -
** Salem City	\$ 4,500.00	\$ 1,125.00	\$ (3,375.00)
*** Town of Vinton	\$ 1,687.50	\$ 1,687.50	\$ -
<b>Total Revenue</b>	<b>\$ 56,250.00</b>	<b>\$ 35,859.38</b>	<b>\$ (20,390.62)</b>

Invoices Outstanding:

Botetourt County	\$ 3,093.75	billed 1/11/22
Franklin County	\$ -	
Roanoke City	\$ 4,640.63	billed 1/11/22
Roanoke County	\$ -	
Salem City	\$ 1,125.00	billed 1/11/22
Town of Vinton	\$ -	

Invoiced outstanding 12/31/21	<u>\$ 8,859.38</u>
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Total Revenue Recorded/Accrued as of 12/31/21	\$ 44,718.76
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- \* pays biannual
- \*\* pays quarterly
- \*\*\* pays all at one time

Western Virginia Regional Industrial Facility Authority  
Statement of Financial Position  
As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
LGIP Investment Cash Woodhaven	691,818.46	2,555,158.12	-1,863,339.66	-72.93%
Union Bank Bond Cash Woodhaven	183,571.45	157,374.71	26,196.74	16.65%
Union WVRIFA Operating	57,382.99	59,532.35	-2,149.36	-3.61%
<b>Total Checking/Savings</b>	<u>932,772.90</u>	<u>2,772,065.18</u>	<u>-1,839,292.28</u>	<u>-66.35%</u>
<b>Accounts Receivable</b>				
Accounts Receivable	8,859.38	0.00	8,859.38	100.0%
<b>Total Accounts Receivable</b>	<u>8,859.38</u>	<u>0.00</u>	<u>8,859.38</u>	<u>100.0%</u>
<b>Total Current Assets</b>	<u>941,632.28</u>	<u>2,772,065.18</u>	<u>-1,830,432.90</u>	<u>-66.03%</u>
<b>Fixed Assets</b>				
Land-WoodHaven	5,842,017.18	5,842,017.18	0.00	0.0%
<b>Total Fixed Assets</b>	<u>5,842,017.18</u>	<u>5,842,017.18</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>6,783,649.46</b></u>	<u><b>8,614,082.36</b></u>	<u><b>-1,830,432.90</b></u>	<u><b>-21.25%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
Accounts Payable	2,083.33	332.50	1,750.83	526.57%
<b>Total Accounts Payable</b>	<u>2,083.33</u>	<u>332.50</u>	<u>1,750.83</u>	<u>526.57%</u>
<b>Total Current Liabilities</b>	<u>2,083.33</u>	<u>332.50</u>	<u>1,750.83</u>	<u>526.57%</u>
<b>Long Term Liabilities</b>				
Revenue Bond Payable	10,302,000.00	10,302,000.00	0.00	0.0%
<b>Total Long Term Liabilities</b>	<u>10,302,000.00</u>	<u>10,302,000.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Liabilities</b>	<u>10,304,083.33</u>	<u>10,302,332.50</u>	<u>1,750.83</u>	<u>0.02%</u>
<b>Equity</b>				
Retained Earnings	54,104.55	57,641.68	-3,537.13	-6.14%
Net Income	-3,574,538.42	-1,745,891.82	-1,828,646.60	-104.74%
<b>Total Equity</b>	<u>-3,520,433.87</u>	<u>-1,688,250.14</u>	<u>-1,832,183.73</u>	<u>-108.53%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>6,783,649.46</b></u>	<u><b>8,614,082.36</b></u>	<u><b>-1,830,432.90</b></u>	<u><b>-21.25%</b></u>

Western Virginia Regional Industrial Facility Authority  
Profit & Loss Budget vs. Actual  
July through December 2021

	Debt Fund				Operating				Woodhaven			
	Jul - Dec 21	Budget	\$ Over Budget	% of Budget	Jul - Dec 21	Budget	\$ Over Budget	% of Budget	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
Bond Revenue Carryforward	0.00				0.00			*	1,788,487.29	1,198,979.29	589,508.00	149.17%
Direct Public Support	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00			
Investments												
Interest-Savings, Short-term CD	0.00				0.00				314.08	3,000.00	-2,685.92	10.47%
Total Investments	0.00				0.00				314.08	3,000.00	-2,685.92	10.47%
Locality Support Revenue	144,528.75	266,821.80	-122,293.05	54.17%	44,718.76	56,250.00	-11,531.24	79.5%	0.00			
Total Income	144,528.75	266,821.80	-122,293.05	54.17%	44,718.76	56,250.00	-11,531.24	79.5%	1,788,801.37	1,201,979.29	586,822.08	148.82%
Expense												
Contract Services												
Accounting Fees	0.00				7,600.00	7,350.00	250.00	103.4%	0.00			
Engineering	0.00				0.00				11,565.46	35,000.00	-23,434.54	33.04%
Grading/Clearing	0.00				0.00				1,055,821.57	250,000.00	805,821.57	422.33%
Legal Fees	0.00				662.50	2,500.00	-1,837.50	26.5%	622.50	2,000.00	-1,377.50	31.13%
Structure Bond	0.00				0.00				3,600.00			
Total Contract Services	0.00				8,262.50	9,850.00	-1,587.50	83.88%	1,071,609.53	287,000.00	784,609.53	373.38%
Facilities and Equipment												
Property Maintenance	0.00				0.00				4,333.90	8,000.00	-3,666.10	54.17%
Rent, Parking, Utilities	0.00				0.00				107.92			
Total Facilities and Equipment	0.00				0.00				4,441.82	8,000.00	-3,558.18	55.52%
Insurance	0.00				903.00	860.00	43.00	105.0%	0.00	950.00	-950.00	0.0%
Land Expense	0.00				0.00				2,650.00			
Operations												
Bank Fees	0.00				0.00				0.00	200.00	-200.00	0.0%
Postage, Mailing Service	0.00				0.00				0.00	500.00	-500.00	0.0%
Roanoke Reg. Partnership Staff	0.00				12,500.00	25,000.00	-12,500.00	50.0%	0.00			
RVARC Staff	0.00				12,500.02	25,000.00	-12,499.98	50.0%	0.00			
Supplies	0.00				0.00	375.00	-375.00	0.0%	0.00			
Total Operations	0.00				25,000.02	50,375.00	-25,374.98	49.63%	0.00	700.00	-700.00	0.0%
Other Types of Expenses												
Bond Loan Interest Expense	11,117.85	266,821.80	-255,703.95	4.17%	0.00				0.00			
Marketing	0.00				0.00				0.00	5,000.00	-5,000.00	0.0%
Technical Assistance	0.00				0.00	601.00	-601.00	0.0%	0.00	2,250.00	-2,250.00	0.0%
Total Other Types of Expenses	11,117.85	266,821.80	-255,703.95	4.17%	0.00	601.00	-601.00	0.0%	0.00	7,250.00	-7,250.00	0.0%
Total Expense	11,117.85	266,821.80	-255,703.95	4.17%	34,165.52	61,686.00	-27,520.48	55.39%	1,078,701.35	303,900.00	774,801.35	354.95%
Net Ordinary Income	133,410.90	0.00	133,410.90	100.0%	10,553.24	-5,436.00	15,989.24	-194.14%	710,100.02	898,079.29	-187,979.27	79.07%
Net Income	133,410.90	0.00	133,410.90	100.0%	10,553.24	-5,436.00	15,989.24	-194.14%	710,100.02	898,079.29	-187,979.27	79.07%

\* shown and manually entered to this report for budget comparison purposes only

**WVRIFA**

**Woodhaven Participation Committee**

<b>FY22 Revised Budget</b>	created 2/3/21 <b>Original FY22 Budget</b>	created 1/11/22 <b>Revised FY22 Budget</b>	<b>Change</b>
<b>Woodhaven Revenue</b>			
Bond Revenue from FY21	\$ 1,198,979.29	\$ 1,788,487.29	\$ 589,508.00
VBRSP Site Development	\$ -	\$ 75,000.00	\$ 75,000.00
LGIP Interest	\$ 3,000.00	\$ 400.00	\$ (2,600.00)
	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 1,201,979.29</b>	<b>\$ 1,863,887.29</b>	<b>\$ 661,908.00</b>

**Woodhaven Expenses**

General Legal	\$ 2,000.00	\$ 2,000.00	\$ -
Engineering Fees	\$ 35,000.00	\$ 79,000.00	\$ 44,000.00
Property Maintenance	\$ 8,000.00	\$ 8,000.00	\$ -
Landscaping	\$ -	\$ 75,000.00	\$ 75,000.00
Structure Bond	\$ -	\$ 3,600.00	\$ 3,600.00
Insurance on Property	\$ 950.00	\$ 950.00	\$ -
Bank Service Charges	\$ 200.00	\$ -	\$ (200.00)
Postage	\$ 500.00	\$ 500.00	\$ -
Professional Assistance	\$ 2,250.00	\$ 2,250.00	\$ -
Utilities	\$ -	\$ 300.00	\$ 300.00
Land Expense	\$ -	\$ 2,650.00	\$ 2,650.00
Marketing	\$ 5,000.00	\$ 5,000.00	\$ -
Clearing & Grading	\$ 250,000.00	\$ 1,179,807.00	\$ 929,807.00
<b>Total Expenses</b>	<b>\$ 303,900.00</b>	<b>\$ 1,359,057.00</b>	<b>\$ 1,055,157.00</b>

<b>Reserve Funds</b>	<b>\$ 898,079.29</b>	<b>\$ 504,830.29</b>	<b>\$ (393,249.00)</b>
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# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

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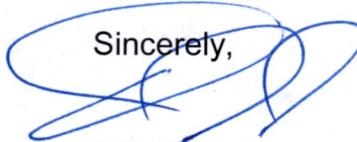
January 12, 2022

Dear WVRIFA Board Members:

This is to request a Closed Meeting during the next scheduled meeting of the WVRIFA Board on Friday, January 21, 2022 at 10:00 a.m. at the Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room), 313 Luck Ave., SW, Roanoke, VA 24016.

The Closed Meeting is in pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

Sincerely,



Bob Cowell  
Vice Chair  
WVRIFA Board

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Administered by:

**Roanoke Valley-Alleghany Regional Commission**  
P.O. Box 2569, Roanoke, VA 24010  
540.343.4417 / [info@wvrifa.org](mailto:info@wvrifa.org) / [www.wvrifa.org](http://www.wvrifa.org)

**CERTIFICATION RESOLUTION**

**RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY  
WITH THE CODE OF VIRGINIA**

**WHEREAS**, the Western Virginia Regional Industrial Facility Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Western Virginia Regional Industrial Facility Authority that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Western Virginia Regional Industrial Facility Authority hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Western Virginia Regional Industrial Facility.

*The 21<sup>st</sup> day of January, 2022*

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Administered by:  
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