

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

## BOARD OF DIRECTORS' MEETING of the

### Western Virginia Regional Industrial Facility Authority

Friday, March 18, 2022 at 10:00 a.m.

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

In accordance with Virginia Occupational Safety and Health regulations, all attendees (vaccinated or unvaccinated) must wear a mask while inside the Commission building. All attendees who are unvaccinated or are otherwise at-risk must physical distance themselves from others. RVARC staff will make the necessary accommodations to comply with these regulations.

*Note: The March 18<sup>th</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 the Jan. 21, 2022 Board Minutes, pp. 2 – 6 ..... Chair Larrowe
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.*
5. **Action Needed:** Approval of FY23 Woodhaven Budget,.....Sherry Dean  
FY23 Operating Budget & FY23 Bond Payment Budget, pp. 7 – 9
6. Project Update..... John Hull
7. Other Business ..... Chair Larrowe
8. Adjournment ..... Chair Larrowe

### ADMINISTERED BY:

Roanoke Valley-Alleghany Regional Commission  
313 Luck Avenue, SW, Roanoke, VA 24016  
info@wvrifa.org / www.wvrifa.org

## **MINUTES**

A Virtual Meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, January 21, 2022 at 10:00 a.m. remotely via Zoom.

**NOTE:** *The Virtual January 21, 2022 Meetings of the WVRIFA Board of Directors and the WVRIFA Participation Committee were held simultaneously (jointly) since several items on both agendas were the same.*

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

Chair Larrowe called the WVRIFA Board of Directors' Meeting to order at 10:00 a.m.

Sam Darby, WVRIFA Counsel, stated that the Governor has declared state of emergency pursuant to Virginia Code § 44-146.17 and the requisite conditions at (i) and (ii) are met. Mr. Darby pointed out that there are several provisions in the notice of the meeting that pertained.

### **2. ROLL CALL**

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

#### Board Members Attendance:

Gary Larrowe, Botetourt County (participated remotely from 57 S. Center Drive, Daleville VA)

Ken McFadyen (participated remotely (5362 Blue Ridge Turnpike, Fincastle VA)

Michael Burnette, Franklin County (participated remotely from 1255 Franklin Street, Rocky Mount VA)

Dan O'Donnell, Roanoke County (participated remotely from 5204 Bernard Drive, Roanoke VA)

Jill Loope, Roanoke County (participated remotely from 5204 Bernard Drive, Roanoke VA)

Bob Cowell, City of Roanoke (participated remotely from 215 Church Ave, Roanoke, VA)

Brent Robertson, City of Roanoke (participated remotely from 182 Apple Rd, Boones Mill VA)

James Taliaferro, City of Salem (participated remotely from 114 North Broad Street, Salem, VA)

Rob Light, City of Salem (participated remotely from 114 North Broad Street, Salem, VA)

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Richard "Pete" Peters, Town of Vinton (participated remotely from 311 S. Pollard St., Vinton VA)  
Cody Sexton, Town of Vinton (participated remotely from 311 S. Pollard St., Vinton VA)

Staff Attended Virtually: John Hull, WVRIFA Director; Sam Darby, WVRIFA Counsel; Sherry Dean and Virginia Mullen, WVRIFA Finance/Administrative Staff.

Others Attended Virtually: Richard Caywood, Roanoke County.

**3. APPROVAL OF THE CONSENT AGENDA ITEMS**

The following consent agenda items were distributed earlier: (A) December 17, 2021 WVRIFA Board Minutes and (B) Financial Reports as of December 31, 2021.

**Motion:** by Bob Cowell to approve items A & B under the Consent Agenda, as distributed. Motion was seconded by Jay Taliaferro.

**WVRIFA Board Action:** Roll Call Vote – Ayes 11 (Larrowe, McFadyen, Burnette, O'Donnell, Loope, Cowell, Robertson, Taliaferro, Light, Sexton, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

**4. PUBLIC COMMENT PERIOD**

There were no comments.

**5. UPDATE ON VIRGINIA BUSINESS READY SITES PROGRAM**

John Hull reported that Virginia Economic Development Partnership and former Governor Northam announced over a week ago that the Authority would receive \$75 000 for the Virginia Business Ready Sites Program. Mr. Hull noted that over \$1.4 million was awarded to localities in the region. The \$75 000 will be used to provide enhancement to the buffer on the western side of the site. There isn't a contract yet from VEDP, since it was just announced, however the contract will be coming soon. The Authority could take an action today to authorize Mr. Hull to except the contract from VEDP, bid the project and then bring a contract with a selected vendor back to the Authority for consideration.

**Motion:** by Dan O'Donnell to authorize John Hull to except the contract from VEDP and to proceed with procurement activities. The motion was seconded by Jay Taliaferro.

**WVRIFA Board Action:** Roll Call Vote – Ayes 11 (Larrowe, McFadyen, Burnette, O'Donnell, Loope, Cowell, Robertson, Taliaferro, Light, Sexton, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

**6. ACTION NEEDED: REVISED FY22 WOODHAVEN BUDGET**

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John Hull reported that the revised FY22 Woodhaven Budget was distributed earlier with the agenda. Mr. Hull noted that the budget was revised because of the timing of the projects (they were budgeted to be completed earlier), not because additional funds are being spent.

**Motion:** by Rob Light to approve the Revised FY22 Woodhaven Budget, as presented. Motion was seconded by Pete Peters.

**WVRIFA Board Action:** Roll Call Vote – Ayes 11 (Larrowe, McFadyen, Burnette, O'Donnell, Loope, Cowell, Robertson, Taliaferro, Light, Sexton, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

**7. FINANCIAL DISCLOSURE FORMS**

John Hull reminded members to file their financial disclosure forms with their localities and provide Ms. Sherry Dean with a copy of the filed forms.

**8. REQUEST FOR CLOSED MEETING**

Motion was made by Dan O'Donnell that the Board convene in a Closed Meeting to discuss the potential disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to section 2.2-3711 A. 3. of the Code of Virginia (1950), as amended. The motion was seconded by James Taliaferro. The motion was adopted and carried by a vote of 3 to 0. The WVRIFA Board went into a Closed Meeting at 10:21 a.m.

**9. END OF CLOSED MEETING, RECONVENE REGULAR WVRIFA BOARD MEETING**

Motion was made by Dan O'Donnell and seconded by James Taliaferro that the WVRIFA Board end the Closed Meeting and return to its regular committee meeting. The motion was adopted and carried by a vote of 11 to 0. The WVRIFA Board ended the Closed Meeting and returned to its regular committee meeting at 10:49 a.m.

**10. ADOPTION OF CERTIFICATION RESOLUTION OF CLOSED MEETING**

Motion was made by Dan O'Donnell and seconded by James Taliaferro to adopt the following certification resolution:

*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*

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*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 to 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 Authority.*

The motion was adopted by a Roll Call vote of 11 to 0 as follows:

**Member & Vote**

Gary Larrowe – Yes	Bob Cowell – Yes
Ken McFadyen – Yes	Brent Robertson – Yes
Michael Burnette – Yes	James Taliaferro – Yes
Dan O'Donnell – Yes	Rob Light – Yes
Jill Loope – Yes	Pete Peters – Yes
Cody Sexton – Yes	

**11. ACTION BY THE WVRIFA BOARD AS A RESULT OF THE CLOSED MEETING**

**Motion:** by James Taliaferro to authorize John Hull to execute whatever is necessary for a special use permit for an access road on the property north of I-81. The motion was seconded by Bob Cowell.

**WVRIFA Board Action:** Roll Call Vote – Ayes 11 (Larrowe, McFadyen, Burnette, O'Donnell, Loope, Cowell, Robertson, Taliaferro, Light, Sexton, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

**12. OTHER BUSINESS**

Mr. O'Donnell commented that today's meeting is his last WVRIFA meeting, and he had enjoyed working with everyone. He complimented staff and members on their great work.

Mr. Cowell thanked Mr. O'Donnell for his leadership and wished him a happy retirement.

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

**Motion:** by Dan O'Donnell to adjourn the WVRIFA Board Meeting. The motion was seconded by Bob Cowell.

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**WVRIFA Board Action:** Roll Call Vote – Ayes 11 (Larrowe, McFadyen, Burnette, O'Donnell, Loope, Cowell, Robertson, Taliaferro, Light, Sexton, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

The WVRIFA Board of Directors' meeting adjourned at 10:55 a.m.

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Christopher Whitlow, Secretary  
WVRIFA Board of Directors

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Attest

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**WVRIFA**  
**Woodhaven Participation Committee**  
**BUDGET FY23**

created 2/28/22

	FY23 Budget	Notes
<b>Locality Dues</b>		
City of Roanoke	\$ 11,050.00	44.20%
Roanoke County	\$ 11,050.00	44.20%
City of Salem	\$ 2,900.00	11.60%
VBRSP Site Development Grant	\$ 75,000.00	
<b>Total Revenue</b>	<b><u>\$ 100,000.00</u></b>	

<b>Expenses</b>		
Landscaping	\$ 75,000.00	
Property Maintenance	\$ 10,000.00	
Sign Electricity	\$ 400.00	
Other Repairs & Maintenance	\$ 4,100.00	
Marketing/Project Management	\$ 6,000.00	
Bond Maintenance	\$ 3,000.00	
Miscellaneous	\$ 1,500.00	
	\$ -	
<b>Total Expenses</b>	<b><u>\$ 100,000.00</u></b>	

Difference	\$ -	
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**WVRIFA  
Operating  
FY23 Budget**

created 2/28/22

	FY2022 Budget	FY2023 Budget
<b>Locality Dues</b>		
Botetourt County	\$ 6,187.50	\$ 6,089.00
Franklin County	\$ 9,562.50	\$ 9,873.50
Roanoke City	\$ 18,562.50	\$ 18,126.17
Roanoke County	\$ 15,750.00	\$ 16,106.95
Salem	\$ 4,500.00	\$ 4,593.75
Vinton	\$ 1,687.50	\$ 1,460.63
FY21 & Prior Reserve	\$ 58,500.00	\$ 50,000.00
<b>Total Revenue</b>	<b>\$ 114,750.00</b>	<b>\$ 106,250.00</b>
<b>Operating Expenses</b>		
Accounting (Audit) Fee	\$ 7,350.00	\$ 7,800.00
Legal Fees	\$ 2,500.00	\$ 2,500.00
Insurance	\$ 860.00	\$ 910.00
Rke Regional Partnership	\$ 25,000.00	\$ 19,064.00
RVARC staff	\$ 25,000.00	\$ 25,000.00
Supplies	\$ 375.00	\$ 375.00
Technical Assistance	\$ 601.00	\$ 601.00
	\$ -	\$ -
	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 61,686.00</b>	<b>\$ 56,250.00</b>
<b>Reserve Funds</b>	<b>\$ 53,064.00</b>	<b>\$ 50,000.00</b>

**WVRIFA**  
**Woodhaven Participation Committee**  
**Bond Payments FY23 Budget**

	created 2/28/22 FY23 Budget	Notes
<b>Bond Revenue</b>		
City of Roanoke	\$ 366,748.55	44.20%
Roanoke County	\$ 366,748.55	44.20%
City of Salem	\$ 96,250.76	11.60%
	\$ -	
<b>Total Revenue</b>	<b>\$ 829,747.86</b>	

**Bond Payments Expense**

Bond Interest Expense	\$ 259,747.86	payable each July 15th and January 15th
Bond Principal	\$ 570,000.00	January 15, 2023
	\$ -	
<b>Total Expense</b>	<b>\$ 829,747.86</b>	

<b>Reserve Funds</b>	<b>\$ -</b>
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