

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE  
Wood Haven Road Project

## MINUTES

The March meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, March 18, 2022 at 10:00 a.m. at the Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room), 313 Luck Avenue, SW, Roanoke VA.

*NOTE: The March 18, 2022 Meetings of the WVRIFA Participation Committee and the WVRIFA Board of Directors were held simultaneously (jointly) since several items on both agendas were the same.*

### 1. CALL MEETING TO ORDER

Chair Cowell called the meeting to order at 10:00 a.m.

### 2. ROLL CALL

Chair Cowell welcomed those in attendance and asked Virginia Mullen to call the roll. Ms. Mullen noted that a quorum was established.

Participation Committee Members Present: James Taliaferro, City of Salem; Bob Cowell, City of Roanoke; and Richard Caywood, Roanoke County.

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

Others Present: Gary Larrowe, Botetourt County; Ken McFadyen, Botetourt County; Christopher Whitlow, Franklin County; Jill Loope, Roanoke County; Tomas Reyes, City of Roanoke; Rob Light, City of Salem; Richard "Pete" Peters, Town of Vinton; and Cody Sexton, Town of Vinton.


### 3. ACTION NEEDED: APPROVAL OF THE JANUARY 21, 2022 PARTICIPATION COMMITTEE MINUTES

The January 21, 2022 Participation Committee Minutes were distributed earlier.

Motion: by Jay Taliaferro to approve the January 21, 2022 Participation Committee Minutes, as presented. The motion was seconded by Bob Cowell.

Mr. Caywood noted that he was not present at the January meeting, therefore he would abstain.

#### 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)

**WVRIFA Participation Committee Action:** Motion carried.

**4. PUBLIC COMMENT PERIOD**

There were no comments.

**5. ACTION NEEDED: APPROVAL OF FY23 WOODHAVEN BUDGET AND FY23 BOND PAYMENT BUDGET**

The FY23 Woodhaven budget and FY23 Bond Payment budgets were previously distributed with the agenda packet (pages 7 through 8 of the agenda).

**Motion:** by Richard Caywood to approve the budgets, as presented. The motion was seconded by Jay Taliaferro.

**WVRIFA Participation Committee Action:** Motion carried unanimously.

**6. PROJECT UPDATE**

John Hull reported that the landscaping and the grading projects are being finalized and the Authority will make a final payment once they are complete.

John Hull reported that the Authority received \$75,000 from the Business Ready Sites Program. The money will be used for buffering on the west side of the site and around the church (detailed plans will be shared at a future meeting).

**7. REQUEST FOR CLOSED MEETING**

Motion was made by Richard Caywood that the Committee 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 Participation Committee went into a Closed Meeting at 10:11 a.m.

**8. END OF CLOSED MEETING RECONVENE REGULAR PARTICIPATION COMMITTEE MEETING**

Motion was made by James Taliaferro and seconded by Richard Caywood that the WVRIFA Participation Committee end the Closed Meeting and return to its regular committee meeting. The motion was adopted and carried by a vote of 3 to 0. The WVRIFA Participation Committee ended the Closed Meeting and returned to its regular committee meeting at 10:49 a.m.

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

**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)

Motion was made by James Taliaferro and seconded by Richard Caywood to adopt the following certification resolution:

*WHEREAS, the Western Virginia Regional Industrial Facility Authority Participation Committee 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 Participation Committee that such closed meeting was conducted in conformity with Virginia law.*

*NOW, THEREFORE, BE IT RESOLVED, that the Western Virginia Regional Industrial Facility Authority Participation Committee 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 Participation Committee.*

The motion was adopted by a Roll Call vote of 3 to 0 as follows:

**Member & Vote**

Bob Cowell – Yes

Richard Caywood – Yes

James Taliaferro – Yes

**10. ACTION BY THE PARTICIPATION COMMITTEE AS A RESULT OF THE CLOSED MEETING**

There was no action by the Participation Committee as a result of the closed meeting.

**11. OTHER BUSINESS**

No other business was discussed.

**12. ADJOURNMENT OF THE WVRIFA PARTICIPATION COMMITTEE**

**Motion:** by Richard Caywood to adjourn the WVRIFA Participation Committee Meeting. The motion was seconded by James Taliaferro.

**WVRIFA Participation Committee Action:** Motion carried.

**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)

The WVRIFA Participation Committee Meeting adjourned at 10:50 a.m.



---

Virginia Mullen, Recording Secretary  
WVRIFA Participation Committee

**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)