

## **MINUTES**

The November meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Thursday, November 18, 2022 via zoom. The virtual meeting was held in compliance with the WVRIFA Board's Policy on Remote Participation and All Virtual Meetings, adopted on September 16, 2022; and with the amendments to Virginia Code § 2.2-3708.3. (Effective September 1, 2022 and styled "Meetings held through electronic communication means; situations other than declared states of emergency").

**NOTE:** *The November 18, 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 10:07 a.m.

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 Daleville, Botetourt County)

Luke Campbell, Botetourt County (participated remotely from Daleville, Botetourt County)

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

Richard Caywood, Roanoke County (attended in person at the Regional Commission's office at 313 Luck Ave. SW, Roanoke VA 24016)

Jill Loope, Roanoke County (attended in person at the Regional Commission's office at 313 Luck Ave. SW, Roanoke VA 24016)

Marc Nelson, City of Roanoke (attended in person at the Regional Commission's office at 313 Luck Ave. SW, Roanoke VA 24016)

Brent Robertson (participated remotely from Roanoke City Municipal Building)

James Taliaferro, City of Salem (participated remotely from Salem City Hall)

Cody Sexton, Town of Vinton (participated remotely from Vinton Municipal Building)

**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)

Richard "Pete" Peters, Town of Vinton (participated remotely from Vinton Municipal Building)

Others Present: Tommy Miller, City of Salem; Ann Blair, Virginia Economic Development Association; Madeline Sefcik, Roanoke County; Rebecca Owens, Roanoke County; Megan Baker, Roanoke County, Jeremy Holmes, Regional Commission.

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

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

The following consent agenda items were distributed earlier: (A) September 16, 2022 WVRIFA Board Minutes and (B) Financial Reports as of September 30, 2022.

**Motion:** by Jill Loope to approve the consent agenda items (A) and (B), as presented. The motion was seconded by Richard Caywood.

**WVRIFA Board Action:** Roll Call Vote – Ayes 10 (Larrowe, Campbell, Burnette, Caywood, Loope, Nelson, Robertson, Taliaferro, Sexton, Peters); Nays 0 and Abstentions 0. Motion carried unanimously.

**4. PUBLIC COMMENT PERIOD**

There were no comments.

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

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). Chair Larrowe opened the floor for nominations.

**Western Virginia Regional Industrial Facility Authority Board Action:**

- James Taliaferro nominated Gary Larrowe, Botetourt County representative, to serve another one-year term as Chair of the WVRIFA Board (January 1, 2023 – December 31, 2023).
- Richard Caywood nominated Bob Cowell, Roanoke City representative, to serve another one-year term as Vice Chair of the WVRIFA Board (January 1, 2023 – December 31, 2023).

**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)

- James Taliaferro nominated Richard Caywood, Roanoke County representative, to serve a one-year term as Secretary/Treasurer of the WVRIFA Board (January 1, 2023 – December 31, 2023).
- Richard Caywood nominated Jeremy Holmes to serve another one-year term as Assistant Treasurer of the WVRIFA Board (January 1, 2023 – December 31, 2023).

Mr. Caywood moved the following slate of officers to be elected for a one-year term, ending December 31, 2023: Gary Larrowe Chair; Bob Cowell, Vice Chair; Richard Caywood, Secretary/Treasurer and Jeremy Holmes, Assistant Treasurer. The motion was seconded by Jill Loope.

**WVRIFA Board Action:** Roll Call Vote – Ayes 10 (Larrowe, Campbell, Burnette, Caywood, Loope, Nelson, Robertson, Taliaferro, Sexton, Peters); Nays 0 and Abstentions 0. Motion carried unanimously.

6. **ACTION NEEDED: FY24 WOOD HAVEN MAINTENANCE DUES APPROVAL**

Mr. Hull commented that the FY24 PC Maintenance Dues were distributed with the agenda packet (page 21 of the agenda). He noted that the dues have not changed and remain the same as the previous year.

**Motion:** by Richard Caywood to approve the FY24 PC Maintenance Dues, as presented. The motion was seconded by James Taliaferro.

**WVRIFA Board Action:** Roll Call Vote – Ayes 10 (Larrowe, Campbell, Burnette, Caywood, Loope, Nelson, Robertson, Taliaferro, Sexton, Peters); Nays 0 and Abstentions 0. Motion carried unanimously.

7. **ACTION NEEDED: FY24 OPERATING DUES APPROVAL**

Chair Larrowe commented that a table with FY24 Operating dues was distributed earlier with the agenda. The amounts are based on localities' population.

**Motion:** by James Taliaferro to approve the FY24 Operating Dues, as presented. The motion was seconded by Richard Caywood.

**WVRIFA Board Action:** Roll Call Vote – Ayes 10 (Larrowe, Campbell, Burnette, Caywood, Loope, Nelson, Robertson, Taliaferro, Sexton, Peters); Nays 0 and Abstentions 0. Motion carried unanimously.

8. **BUSINESS READY SITE PROGRAM UPDATE**

**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)

John Hull reported that the application was submitted few months ago. Mr. Hull noted there was a very successful virtual presentation of the site. Mr. Hull reminded that the project is divisible to three different parts and each part provides unique benefits:

- Stormwater facility and drainage - \$1.5 million to make the impacts on the southern side of the site and build the necessary stormwater facility.
- Additional grading - \$2.0 million to almost double the size of the pad.
- Acquisition - \$2.2 million for acquisition of adjacent properties.

Mr. Hull reported that the application had proceeded to the next stage.

9. **PROJECT UPDATES**

Mr. Hull reported that the buffering planting is under way and the planting should be completed by the end of the year.

10. **OTHER BUSINESS**

No other business was discussed.

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

**Motion:** by Richard Caywood to adjourn the WVRIFA Board meeting. The motion was seconded by Michael Burnette.

**WVRIFA Board Action:** Roll Call Vote – Ayes 10 (Larrowe, Campbell, Burnette, Caywood, Loope, Nelson, Robertson, Taliaferro, Sexton, Peters); Nays 0 and Abstentions 0. Motion carried unanimously.

The WVRIFA Board of Directors' meeting adjourned at 10:28 a.m.

  
Richard Caywood, Secretary  
WVRIFA Board of Directors

  
Attest

**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)