

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE  
Wood Haven Road Project

## MINUTES

The April meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, April 21, 2023 at 10:00 a.m. at the Roanoke Higher Education Center (Room #212), 108 N Jefferson Street, Roanoke VA.

**NOTE:** *The April 21, 2023 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 Cowell called the meeting to order at 10:11 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; Christopher Whitlow, Franklin County; Megan Baker, Roanoke County; Doug Blount, Roanoke County; Marc Nelson; City of Roanoke; Rob Light, City of Salem; Tommy Miller, City of Salem; Cody Sexton, Town of Vinton; and Richard "Pete" Peters, Town of Vinton.

### 3. ACTION REQUESTED: APPROVAL OF CONSENT AGENDA ITEMS

The following consent agenda items were distributed earlier: (A) January 20, 2023 WVRIFA Board Minutes and (B) Financial Reports as of March 31, 2023.


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

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

### 4. PUBLIC COMMENT PERIOD

There were no comments.

#### 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)

5. **ACTION REQUESTED: ACCEPTANCE OF FY2023 WOODHAVEN BUDGET REVISION, FY24 WOODHAVEN BUDGET, & FY24 BOND PAYMENTS BUDGET**

Sherry Dean presented the previously distributed with the agenda packet FY2023 Woodhaven Budget Revision, FY24 Woodhaven Budget and FY24 Bond Payments Budget.

**Motion:** by Richard Caywood to recommend to the WVIRFA Board the approval of FY23 Woodhaven Budget Revision and FY24 Woodhaven Budget, as presented. The motion was seconded by James Taliaferro.

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

**Motion:** by James Taliaferro to recommend to the WVIRFA Board the approval of FY24 Bond Payments Budget, as presented. The motion was seconded by Richard Caywood.

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

6. **ACTION REQUESTED: ACCEPTANCE OF BUSINESS READY SITE PROGRAM GRANT CONTRACT**

John Hull reported that the contract has not been received yet.

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 10:26 a.m.

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

Motion was made by Richard Caywood and seconded by James Taliaferro 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 10:43 a.m.

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

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

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*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**

The WVRIFA Participation Committee Meeting adjourned at 10:44 a.m.



Virginia Mullen, Recording Secretary  
WVRIFA Participation Committee

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