

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

MINUTES

The December meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, December 15, 2023 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 December 15, 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

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

2. ROLL CALL

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

Board Members Present: Ken McFadyen, Botetourt County; Richard Caywood, Roanoke County; Megan Baker, Roanoke County; Bob Cowell, City of Roanoke; Herbert Berding, City of Roanoke; Thomas Miller, City of Salem; Rob Light, City of Salem; Cody Sexton, Town of Vinton, Richard "Pete" Peters, Town of Vinton.

Others Present: Marc Nelson, City of Roanoke; Jeremy Holmes, Roanoke Valley-Alleghany Regional Commission.

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

3. ACTION REQUESTED: APPROVAL OF THE CONSENT AGENDA ITEMS

The following consent agenda items were distributed earlier: (A) December 15, 2023 WVRIFA Board Agenda and (B) October 20, 2023 WVRIFA Board Minutes.

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

ADMINISTERED BY:

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

WVRIFA Board Action: Motion carried unanimously.

4. **PUBLIC COMMENT PERIOD**

There were no comments.

5. **ACTION REQUESTED: FY25 WOOD HAVEN MAINTENANCE DUES APPROVAL**

Mr. Hull commented that the FY25 Wood Haven Maintenance Dues were distributed with the agenda packet (page 23 of the agenda packet). He noted that there is a slight increase of \$5,000 for mowing expenses (because of the grading, there is a larger area to mow now).

Motion: by Richard Caywood to approve the FY25 Wood Haven Maintenance Dues, as presented. The motion was seconded by Rob Light.

WVRIFA Board Action: Motion carried unanimously.

6. **ACTION REQUESTED: FY25 OPERATING DUES APPROVAL**

Mr. Hull commented that a table with FY25 Operating dues was distributed earlier with the agenda packet (page 23). The amounts are based on localities' population and there is no significant change.

Motion: by Richard Caywood to approve the FY25 Operating Dues, as presented. The motion was seconded by Rob Light.

WVRIFA Board Action: Motion carried unanimously.

7. **ACTION REQUESTED: ELECTION OF OFFICERS (01/01/2024 -12/31/2024 TERM)**

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). Vice Chair Cowell opened the floor for nominations.

Western Virginia Regional Industrial Facility Authority Board Action: Richard Caywood nominated the following slate of officers to be elected for a one-year term, ending December 31, 2024:

- Gary Larrowe, Botetourt County representative, to serve another one-year term as Chair of the WVRIFA Board (January 1, 2024 – December 31, 2024).
- Bob Cowell, Roanoke City representative, to serve another one-year term as Vice Chair of the WVRIFA Board (January 1, 2024 – December 31, 2024).

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- Richard Caywood, Roanoke County representative, to serve a one-year term as Secretary/Treasurer of the WVRIFA Board (January 1, 2024 – December 31,2024).
- Jeremy Holmes to serve another one-year term as Assistant Treasurer of the WVRIFA Board (January 1, 2024 – December 31, 2024).

The motion was seconded by Cody Sexton.

WVRIFA Board Action: Roll Call Vote – Ayes 10 (McFadyen, Caywood, Baker, Cowell, Berding, Miller, Light, Sexton, Peters); Nays 0 and Abstentions 0. Motion carried unanimously.

8. ANNUAL REPORT

Mr. Hull presented a PowerPoint presentation on the FY2023 annual report (the presentation is included with the Minutes).

9. BUSINESS READY SITE PROGRAM UPDATE

John Hull reported that the \$4 million pre-application was submitted. Mr. Miller is working with Balzer and Associates to design the following two projects:

- Stormwater facility and drainage - \$1.9 million
- Additional grading - \$2.1 million

The deadline for submitting the full application is January 11th.

10. OTHER BUSINESS

A. 2024 WVRIFA Board of Directors Meeting Schedule

Vice Chair Cowell reported that the 2024 WVRIFA Board meeting schedule was distributed with the agenda packet (page 26). Vice Chair Cowell commented that it appears the January 19th meeting conflicts with the police academy graduation ceremony and perhaps need to look into scheduling a different time.

11. REQUEST FOR CLOSED MEETING

Motion was made by Rob Light that the Board convene in a Closed Meeting to discuss:

- a) the acquisition of real property for a public purpose, or 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, pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended.
- b) the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the Authority would be adversely

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affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia, 1950 as amended.

The motion was seconded by Richard Caywood. The motion carried. The WVRIFA Board went into a Closed Meeting at 10:17 a.m.

12. END OF CLOSED MEETING, RECONVENE REGULAR BOARD MEETING

Motion was made by Rob Light and seconded by Richard Caywood that the WVRIFA Board end the Closed Meeting and return to its regular committee meeting. The motion carried. The WVRIFA Board ended the Closed Meeting and returned to its regular committee meeting at 10:52 a.m.

13. ADOPTION OF CERTIFICATION OF RESOLUTION OF CLOSED MEETING

Motion was made by Richard Caywood and seconded by Rob Light 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

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 9 to 0 as follows:

Member & Vote

Ken McFadyen – Yes
Richard Caywood – Yes
Megan Baker – Yes
Bob Cowell – Yes

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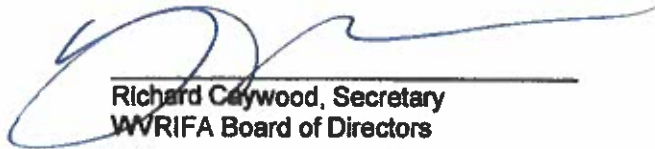
Herbert Berding – Yes
Thomas Miller – Yes
Rob Light – Yes
Cody Sexton – Yes
Richard "Pete" Peters – Yes

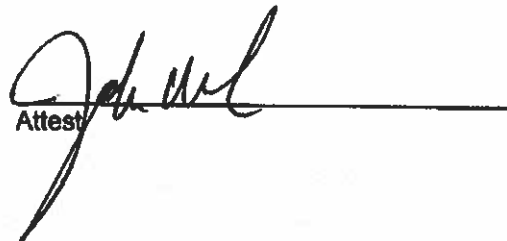
14. **ACTION BY THE BOARD AS A RESULT OF THE CLOSED MEETING**

There was no action by the WVRIFA Board as a result of the closed meeting.

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

The WVRIFA Board of Directors' meeting adjourned at 10:54 a.m.

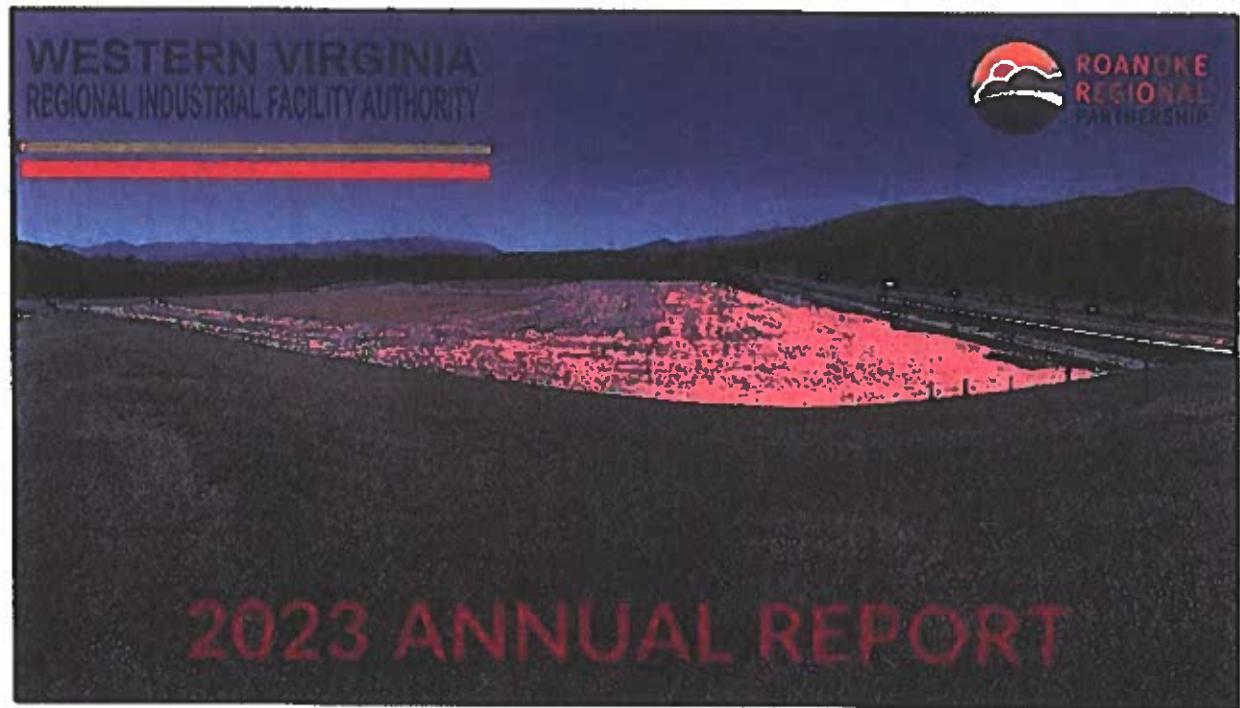

Richard Claywood, Secretary
WVRIFA Board of Directors

Attest 

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1



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Annual Report – FY 2023

Additional BRSP Funds Secured for Real Estate and Drainage - \$504,149
Roanoke County Secured \$820,000 for Water Capacity Improvements
Buffering Completed

New Partnership with Prologis

FY 23 Activity

75 Regional Project Files Opened

14 Requests for Information For This Property

Prospects – Nexus, Leaf

Consultant Connect Familiarization Tour

Outlook

Greenfield projects challenged by cost of capital

2024 likely to see projects slow due to a number of factors

3

**WESTERN VIRGINIA
REGIONAL INDUSTRIAL FACILITY AUTHORITY**

**ROANOKE
REGIONAL
PARTNERSHIP**

**BRSP APPLICATION
UPDATE**

4

7

2

Business Ready Sites Program Application

- Wood Haven Technology Park
 - Stormwater facility and drainage - \$1.9 million
 - Additional grading - \$2.1 million