

## **MINUTES**

The July meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, July 19, 2024 at 10:00 a.m. at the Roanoke Regional Partnership (Conference Room), 111 Franklin Road SE Ste.333, Roanoke VA.

**NOTE:** *The July 19, 2024 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.

**2. ROLL CALL**

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

Board Members Present: Gary Larrowe, Botetourt County; Ken McFadyen, Botetourt County; Richard Caywood, Roanoke County; Megan Baker, Roanoke County; Marc Nelson, City of Roanoke; Thomas Miller, City of Salem; Chris Dorsey, City of Salem; Cody Sexton, Town of Vinton; Richard "Pete" Peters, Town of Vinton.

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

**3. ACTION REQUESTED: APPROVAL OF THE CONSENT AGENDA ITEMS**

The following consent agenda items were distributed earlier: (A) July 19, 2024 WVRIFA Board Agenda, (B) March 8, 2024 WVRIFA Board Minutes and (C) Financial Reports Ending March 31, 2024.

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

**WVRIFA Board Action:** Motion carried unanimously.

**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)

4. **PUBLIC COMMENT PERIOD**

There were no comments.

5. **ACTION REQUESTED: ELECTION OF A VICE CHAIR**

**Motion:** Mr. Caywood nominated himself to serve as Vice Chair of the WVRIFA Board. No other nominations were received. The motion was seconded by Chris Dorsey.

**WVRIFA Board Action:** Motion carried unanimously.

6. **ACTION REQUESTED: ENGAGEMENT OF SANDS ANDERSON FOR PROFESSIONAL SERVICES**

Mr. John Hull noted that the agreement to engage Sands Anderson PC for professional services was distributed with the agenda packet.

**Motion:** by Richard Caywood to approve the engagement agreement, as presented. The motion was seconded by Richard "Pete" Peters.

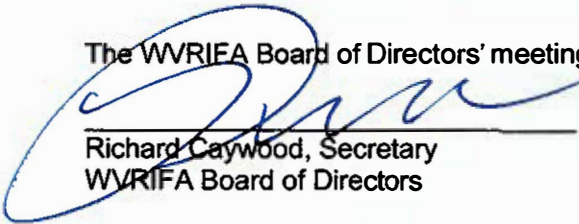
**WVRIFA Board Action:** Motion carried unanimously.

7. **OTHER BUSINESS**

No other business was discussed.

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

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

  
Richard Caywood, Secretary  
WVRIFA Board of Directors

  
Attest

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Roanoke Valley-Alleghany Regional Commission  
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