

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 18, 2025 at 10:00 a.m. at the Roanoke Regional Partnership (Conference Room), 111 Franklin Road SE Ste.333, Roanoke VA.

Note: The April 18th meeting of the WVRIFA Participation Committee and the WVRIFA Board were held simultaneously (jointly).

1. CALL MEETING TO ORDER

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

2. ROLL CALL

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

Participation Committee Members Present: Chris Dorsey, City of Salem; Marc Nelson (designee for Ms. Valmarie Turner), Roanoke City; and Doug Blount (designee for Mr. Richard Caywood), Roanoke County.

Staff Present: John Hull, WVRIFA Director; Bryce Hunter, WVRIFA Counsel; Sherry Dean and Virginia Mullen, WVRIFA Finance/Administrative Staff.

Others Present: Gary Larowe, Botetourt County; Ken McFadyen, Botetourt County; Christopher Whitlow, Franklin County; Megan Baker, Roanoke County; Chris Dorsey, City of Salem; Tommy Miller, City of Salem; Richard "Pete" Peters, Town of Vinton; Cody Sexton, Town of Vinton.

3. ACTION REQUESTED: APPROVAL OF CONSENT AGENDA ITEMS

The following consent agenda items were distributed earlier: (A) April 18, 2025 WVRIFA Participation Committee Meeting Agenda, (B) March 21, 2025 WVRIFA Participation Committee Minutes, (C) March 31, 2025 WVRIFA Participation Special Meeting Minutes, and (D) Financial Reports Ending March 31, 2025.

Motion: by Mr. Doug Blount to approve consent agenda items (A), (B), (C) and (D). The motion was seconded by Mr. Marc Nelson.

WVRIFA Participation Committee Action: Motion carried.

4. PUBLIC COMMENT PERIOD

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There were no comments.

5. **ACCEPTANCE OF FY25 WOODHAVEN BUDGET REVISION, FY26 WOODHAVEN BUDGET & FY26 BOND PAYMENT BUDGET**

Ms. Sherry Dean presented the previously distributed budgets with the agenda packet, including the FY25 Woodhaven Budget Revision, FY26 Woodhaven Budget, and FY26 Bond Payments Budget. Ms. Dean noted that the primary change from last year's budgets was the shift of most Virginia Business Ready Sites Program (VBRSP) grant work from FY25 to FY26. Other elements of the budget remained standard.

Motion: by Mr. Marc Nelson to approve FY25 Woodhaven Budget Revision, FY26 Woodhaven Budget, and FY26 Bond Payments Budget, as presented. The motion was seconded by Mr. Doug Blount.

WVRIFA Participation Committee Action: Motion carried.

6. **ACCEPTANCE OF FY25 AUDIT PROPOSAL**

Ms. Sherry Dean reported that the audit RFP was posted on the Regional Commission and Roanoke Regional Partnership websites for 30 days and sent directly to five CPA firms. Only one proposal was received, from Robinson, Farmer, Cox Associates, the firm that has conducted past audits. The board was informed that the contract includes a renewal option for up to five years, subject to annual engagement letters.

Motion: by Mr. Marc Nelson to accept FY25 Audit Proposal, as presented. The motion was seconded by Mr. Doug Blount.

WVRIFA Participation Committee Action: Motion carried.

7. **UPDATE ON AGREEMENT WITH WESTERN VIRGINIA WATER AUTHORITY**

Mr. John Hull provided an update on the agreement with Western Virginia Water Authority. The only substantive change from prior drafts was confirmation of a five-year timeline to complete the interconnection. This version had been shared with all partners and executed on the Authority's side. No action was required on this item.

8. **UPDATE ON WOODHAVEN DRAINAGE IMPROVEMENT PROJECT**

Mr. John Hull provided an update on the Woodhaven Drainage Improvement Project. The Virginia Business Ready Sites grant program is funding stream and wetland mitigation required for full grading of the site. The \$540,000 in funding budgeted for FY26 will cover construction costs to fill stream channels and install drainage improvements, including an

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underdrain and redirection of surface water toward the lower stream channel, which will remain. A full engineering submission and review is forthcoming. Balzer & Associates is the civil engineer on the project. The goal is to bid the project in May and finish construction by fall 2025, ahead of permit and funding expirations in early 2026. The estimated 45–60 day construction timeline is expected to stay within budget.

9. **OTHER BUSINESS**

No other business was discussed.

The Chair extended Easter greetings to all.

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

The WVRIFA Participation Committee Meeting adjourned at 10:17 a.m.



Virginia Mullen, Recording Secretary
WVRIFA Participation Committee

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