

MINUTES

The April meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board 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 Board and WVRIFA Participation Committee were held simultaneously (jointly).

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 Virginia Mullen to call the roll of the WVRIFA Board. Ms. Mullen reported that a quorum was present.

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

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

3. ACTION REQUESTED: APROVAL OF THE CONSENT AGENDA ITEMS

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

Motion: by Cody Sexton to approve consent agenda items (A), (B), (C), and (D). The motion was seconded by Megan Baker.

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

Ms. Sherry Dean presented the previously distributed budgets with the agenda packet, including the FY25 Woodhaven Budget Revision, FY25 Operating Budget Revision, FY26 Woodhaven Budget, FY26 Bond Payments Budget, and FY26 Operating 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 Megan Baker to approve FY25 Woodhaven Budget Revision, FY25 Operating Budget Revision, FY26 Woodhaven Budget, FY26 Bond Payments Budget, and FY26 Operating Budget, as presented. The motion was seconded by Marc Nelson.

WVRIFA Board Action: Motion carried unanimously.

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 Cody Sexton to accept the FY25 Audit Proposal, as presented. The motion was seconded by Marc Nelson.

WVRIFA Board Action: Motion carried unanimously.

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.

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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 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

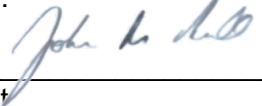
No other business was discussed.

The Chair extended Easter greetings to all.

10. ADJOURNMENT OF THE WVRIFA BOARD OF DIRECTORS' MEETING

The WVRIFA Board of Directors' meeting adjourned at 10:17 a.m.


Richard "Pete" Peters, Secretary
WVRIFA Board of Directors


Attest

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