

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY



## MINUTES

The July meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, July 18, 2025 at 10:00 a.m. at the Roanoke Regional Partnership (Conference Room), 111 Franklin Road SE Ste.333, Roanoke VA.

*Note: The July 18<sup>th</sup> meeting of the WVRIFA Board and WVRIFA Participation Committee were held simultaneously (jointly).*

### **1. CALL MEETING TO ORDER**

Vice Chair Caywood called the WVRIFA Board of Directors' Meeting to order at 10:02 a.m.

### **2. ROLL CALL**

Vice Chair Caywood asked Sherry Dean to call the roll of the WVRIFA Board. Ms. Dean reported that a quorum was present.

Board Members Present: Richard Caywood, Roanoke County; Megan Baker, Roanoke County; Valmarie H. Turner (arrived after roll call), City of Roanoke; Marc Nelson, City of Roanoke; Chris Dorsey, City of Salem; Tommy Miller (arrived after roll call), City of Roanoke; Richard "Pete" Peters, Town of Vinton.

Staff Present: John Hull, WVRIFA Director; Tori Williams, Roanoke Regional Partnership; Bryce Hunter, WVRIFA Counsel; and Sherry Dean, WVRIFA Finance/Administrative Staff.

Others Present: Doug Blount, Roanoke County; Chris Burns, Balzer & Associates.

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

The following consent agenda items were distributed earlier: (A) July 18, 2025 WVRIFA Board Agenda, (B) April 18, 2025 WVRIFA Board Minutes, and (C) Audit Engagement Letter.

**Motion:** by Richard Caywood to modify the agenda (consent agenda item A) by adding a "Closed Session" before Item #6: Other Business. The motion was seconded by Chris Dorsey.

#### **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)

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

**Motion:** by Chris Dorsey to approve consent agenda items (B) and (C). The motion was seconded by Pete Peters.

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

**4. PUBLIC COMMENT PERIOD**

There were no comments.

**5. ACTION REQUESTED: CONSIDERATION OF CONTRACT FOR WOOD HAVEN DRAINAGE IMPROVEMENT PROJECT**

Mr. Hull noted that three bids had been received and opened earlier this morning. The lowest bid came from Bowman Excavating at \$459,850. An additional \$40,000 is anticipated for construction management, testing, and permitting. Funding for the project is supported by the VEDP Business Ready Sites Program, which allows up to \$473,816 in project costs to be charged to the state. The LGIP fund balance designated for the project currently stands at approximately \$600,000, which earned \$27,000 in interest over the past year. Chris Burns, an engineering consultant from Balzer & Associates, was present to answer questions. He noted that the primary cost uncertainty involves potential subsurface issues, such as trench rock and unsuitable soils, which could lead to additional expenses. To mitigate potential cost overruns, the team plans to work with the contractor ahead of the project's November start date to dig test holes and evaluate subsurface conditions. This would allow for plan adjustments if significant rock is present.

**Motion:** by Chris Dorsey to accept the bid from Bowman Excavating and authorize John Hull to execute the project with total costs not to exceed \$550,000. The motion was seconded by Valmarie Turner.

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

**6. REQUEST FOR CLOSED MEETING**

Motion was made by Mr. Richard Caywood that the Board convene in a closed meeting to discuss an economic development project not yet publicly announced, and to review contract negotiations that could impact on the board's competitive marketing position or negotiating strategy of the Authority, pursuant to Section 2.2-3711 A. 5. of the Code of Virginia, 1950, as amended.

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The motion was seconded by Ms. Valmarie Turner. The motion was adopted by a Roll Call vote of 7 to 0 as follows:

**Member & Vote**

Richard Caywood – Yes  
Megan Baker – Yes  
Valmarie Turner – Yes  
Marc Nelson – Yes  
Chris Dorsey – Yes  
Pete Peters – Yes  
Tommy Miller - Yes

The Western Virginia Industrial Facility Authority Board went into a Closed Meeting.

**7. END CLOSED MTG. RECONVENE REGULAR BOARD MTG.**

Motion was made by Mr. Richard Caywood and seconded by Ms. Valmarie Turner 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 meeting.

**8. ADOPTION OF CERTIFICATION OF CLOSED MEETING**

Motion was made by Mr. Richard Caywood and seconded by Mr. Chris Dorsey 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 a 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 6 to 0 as follows:

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**Member & Vote**

Richard Caywood – Yes  
Megan Baker – Yes  
Valmarie Turner – Yes  
Marc Nelson – Yes  
Chris Dorsey – Yes  
Pete Peters – Yes

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

**Motion:** by Richard Caywood to authorize the WVRIFA Executive Director to proceed with negotiations with the terms discussed in the closed session. The motion was seconded by Chris Dorsey.

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

**10. OTHER BUSINESS**

No other business was discussed.

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

The WVRIFA Board of Directors' meeting adjourned.

*Richard W Peters Jr.*

Richard "Pete" Peters, Secretary  
WVRIFA Board of Directors

*John L. Hob*

Attest

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