

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE
Wood Haven Road Project

MINUTES

The July meeting of the WVRIFA Participation Committee for the Wood Haven Road Project 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 18th meeting of the WVRFIA Participation Committee and the WVRIFA Board were held simultaneously (jointly).

1. CALL MEETING TO ORDER

Chair Chris Dorsey called the meeting to order at 10:03 a.m.

2. ROLL CALL

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

Participation Committee Members Present: Chris Dorsey, City of Salem; Marc Nelson (designee for Ms. Valmarie Turner until she arrived), Roanoke City; Valmarie Turner (arrived after roll call), City of Roanoke; and Richard Caywood, Roanoke County.

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

Others Present: Megan Baker, Roanoke County; Doug Blount, Roanoke County; Richard "Pete" Peters, Town of Vinton; Tommy Miller, City of Salem; Chris Burns, Balzer & Associates.

3. ACTION REQUESTED: APPROVAL OF CONSENT AGENDA ITEMS

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

Chair Dorsey noted that the agenda needs to be modified by adding a "Closed Session" before Item #6: Other Business.

Motion: by Ms. Valmarie Turner to approve consent agenda items (A), as amended, and (B) and (C), as presented. The motion was seconded by Mr. Richard Caywood.

WVRIFA Participation Committee Action: Motion carried.

ADMINISTERED BY:

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

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 Mr. Richard Caywood 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 Ms. Valmarie Turner.

WVRIFA Participation Committee Action: Motion carried.

6. **REQUEST FOR CLOSED MEETING**

Motion was made by Mr. Richard Caywood that the Participation Committee convene in a closed meeting to discuss an economic development project not yet publicly announced, and to review contract negotiations that could impact 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.

The motion was seconded by Ms. Valmarie Turner. The motion was adopted by a Roll Call vote of 3 to 0 as follows:

Member & Vote

Richard Caywood – Yes

Valmarie Turner – Yes

Chris Dorsey – Yes

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

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7. **END OF CLOSED MTG. RECONVENE REGULAR PARTICIPATION COMMITTEE MTG.**

Motion was made by Mr. Richard Caywood and seconded by Ms. Valmarie Turner that the WVRIFA Participation Committee (PC) end the Closed Meeting and return to its regular committee meeting. The motion carried. The WVRIFA PC 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 Ms. Valmarie Turner to adopt the following certification resolution:

WHEREAS, the WVRIFA Participation Committee 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 WVRIFA Participation Committee that such a closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the WRIFA Participation Committee 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 WVRIFA Participation Committee.

The motion was adopted by a Roll Call vote of 3 to 0 as follows:

Member & Vote

Valmarie Turner – Yes

Chris Dorsey – Yes

Richard Caywood – Yes

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

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

WVRIFA Board Action: Motion carried unanimously.

10. **OTHER BUSINESS**

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No other business was discussed.

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

The WVRIFA Participation Committee Meeting adjourned.



Virginia Mullen, Recording Secretary
WVRIFA Participation Committee

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