

BOARD OF DIRECTORS' SPECIAL CALLED MEETING
of the Western Virginia Regional Industrial Facility Authority

Wednesday, April 1, 2026 at 5:00 p.m.

Roanoke Regional Partnership (Conference Room)
111 Franklin Road SE Ste. 333, Roanoke, VA 24011

Note: The April 1st meeting will be a Joint Meeting with the WVRIFA Participation Committee (both meetings will be held in conjunction with each other on the same date, time and location.)

AGENDA

1. Welcome, Call to Order Chair Larrowe
2. Roll Call Virginia Mullen
3. **Action Requested:** Approval of Consent Agenda Items..... Chair Larrowe
 - A. Approval of Agenda
 - B. January 16, 2026 WVRIFA Board Meeting Minutes, pp. 2 – 6
4. Public Comment Period Chair Larrowe

The WVRIFA Board will allow a 30-minute public comment period in which a citizen may sign-up for up to three (3) minutes of speaking time.
5. Request for Closed Meeting, p. 7 Chair Larrowe

Pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.
6. End Closed Mtg. Reconvene Regular Board Mtg. Chair Larrowe
7. Adoption of Certification Resolution of Closed Meeting, p. 8 Chair Larrowe
8. Action by the Board as a Result of the Closed Meeting Chair Larrowe
9. Other Business Chair Larrowe
10. Adjournment

ADMINISTERED BY:

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

MINUTES

The January meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, January 16, 2026 at 10:00 a.m. at the Roanoke Regional Partnership (Conference Room), 111 Franklin Road SE Ste.333, Roanoke VA.

Note: The January 16th 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 Ms. 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; Kyle Rosner, Botetourt County; Danielle Poe (via zoom), Franklin County; Richard Caywood, Roanoke County; Megan Baker, Roanoke County; Marc Nelson, City of Roanoke; Herbert Berding, City of Roanoke; Chris Dorsey, City of Salem; Cody Sexton, Town of Vinton.

Chair Larrowe reported that Ms. Danielle Poe, representing Franklin County, had requested to participate remotely in today's meeting of the Western Virginia Regional Industrial Facility Authority under the "WVRIFA Written Policy for Electronic Meeting Participation", allowing for remote participation under certain circumstances and a physical quorum is present. Ms. Poe's request is due to personal health concern preventing attendance.

Motion: by Chris Dorsey to approve Ms. Poe's participation via zoom. The motion was seconded by Richard Caywood.

WVRIFA Board Action: Motion carried unanimously.

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

Others Present: Doug Blount, Roanoke County; Phil North, Roanoke County.

3. ACTION REQUESTED: APPROVAL OF THE CONSENT AGENDA ITEMS

The following consent agenda items were distributed earlier: (A) January 16, 2025 WVRIFA Board Agenda, (B) November 21, 2025 WVRIFA Board Minutes, and (C) Financial Reports Ending December 31, 2025.

Motion: by Richard Caywood to approve consent agenda items (A), (B) and (C). The motion was seconded by Marc Nelson.

WVRIFA Board Action: Motion carried unanimously.

4. PUBLIC COMMENT PERIOD

There were no comments.

5. UPDATE ON CONSTRUCTION PROJECTS

Mr. Tori Williams reported that the drainage improvement project is substantially complete. The project team is awaiting for permit closeout and bond cancellation, which are expected later in the spring once vegetation is established. This project was funded through the Virginia Business Ready Sites Program. Three remittance requests were submitted to the state: the first was received in November, the second has been approved with payment expected by mid-February, and the third is pending.

Tori Williams reported that the interstate boring project to extend water service to the site encountered an obstruction, and engineering remedies are being examined. The timeline for completion has been extended until the end of March and will require approval by the Virginia Department of Transportation.

6. ACTION REQUESTED: UPDATED FY27 OPERATING DUES APPROVAL

Ms. Sherry Dean reported that population errors were identified in three WVRIFA localities. The corrections will adjust the allocation of FY27 operating dues among member localities without changing the total dues amount. Revised dues statements reflecting the corrected allocations will be distributed.

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Motion: by Cody Sexton to approve the Updated FY27 Operating Dues. The motion was seconded by Chris Dorsey.

WVRIFA Board Action: Motion carried unanimously.

7. REQUEST FOR CLOSED MEETING

Motion was made by Chair Larrowe that the Board convene in a closed meeting to discuss the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority, pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended.

The motion was seconded by Mr. Richard Caywood. The motion was adopted by a Roll Call vote of 9 to 0 as follows:

Member & Vote

Gary Larrowe – Yes
Kyle Rosner – Yes
Danielle Poe – Yes
Richard Caywood – Yes
Megan Baker – Yes
Marc Nelson – Yes
Herbert Berding - Yes
Chris Dorsey – Yes
Cody Sexton – Yes

The Western Virginia Industrial Facility Authority Board went into a Closed Meeting at 10:12 a.m.

8. END CLOSED MTG. RECONVENE REGULAR BOARD MTG.

Motion was made by Mr. Richard Caywood and seconded by Mr. Marc Nelson that the WVRIFA Board end the Closed Meeting and return to its regular committee meeting at 10:34 a.m. The motion carried. The WVRIFA Board ended the Closed Meeting and returned to its regular meeting.

9. ADOPTION OF CERTIFICATION OF CLOSED MEETING

Motion was made by Mr. Richard Caywood and seconded by Mr. Cody Sexton to adopt the following certification resolution:

ADMINISTERED BY:

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

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 9 to 0 as follows:

Member & Vote

Gary Larrowe – Yes
Kyle Rosner – Yes
Danielle Poe – Yes
Richard Caywood – Yes
Megan Baker – Yes
Marc Nelson – Yes
Herbert Berding - Yes
Chris Dorsey – Yes
Cody Sexton – Yes

10. ACTION BY THE BOARD AS A RESULT OF THE CLOSED MEETING

Motion: by Richard Caywood to authorize WVRIFA Executive Director, John Hull, to negotiate short- and long-term extensions of existing agreements with the developer, consistent with the closed session discussion. The motion was seconded by Chris Dorsey.

WVRIFA Board Action: The motion was adopted by a Roll Call vote of 9 to 0 as follows:

Member & Vote

Gary Larrowe – Yes
Kyle Rosner – Yes
Danielle Poe – Yes
Richard Caywood – Yes

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Megan Baker – Yes
Marc Nelson – Yes
Herbert Berding - Yes
Chris Dorsey – Yes
Cody Sexton – Yes

11. **OTHER BUSINESS**

No other business was discussed.

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

The WVRIFA Board of Directors' meeting adjourned at 10:39 a.m.

Richard "Pete" Peters, Secretary
WVRIFA Board of Directors

Attest

ADMINISTERED BY:

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

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

March 27, 2026

Dear WVRIFA Board Members:

This is to request a Closed Meeting during the special called meeting of the WVRIFA Board on Wednesday, April 1, 2026 at 5:00 p.m. at the Roanoke Regional Partnership (Conference Room) 111 Franklin Road SE Ste. 333, Roanoke, VA 24011.

The Closed Meeting is pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

Sincerely,

Gary Larrowe
Chair
WVRIFA Board

Administered by:
Roanoke Valley-Alleghany Regional Commission
P.O. Box 2569, Roanoke, VA 24010
540.343.4417 / info@wvrifa.org / www.wvrifa.org

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

CERTIFICATION RESOLUTION

RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA

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 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 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.

The 1st day of April 2026

Administered by:
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