

## **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 16<sup>th</sup> 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.

#### **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)

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:

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*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

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