

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE
Wood Haven Road Project

MINUTES

The May meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, May 15, 2026 at 10:00 a.m. at the Roanoke Regional Partnership (Conference Room), 111 Franklin Road SE Ste.333, Roanoke VA.

Note: The May 15th meeting of the WVRIFA Participation Committee and WVRIFA Board were held simultaneously (jointly).

1. CALL MEETING TO ORDER

Chair Pro Tem Richard Caywood called the meeting to order at 10:00 a.m.

2. ROLL CALL

Chair Pro Tem Caywood welcomed those in attendance and asked Ms. Virginia Mullen to call the roll. Ms. Mullen noted that a quorum was present.

Participation Committee Members Present: Crystal Williams (designee for Mr. Chris Dorsey), City of Salem; Valmarie Turner, Roanoke City; and Richard Caywood, Roanoke County.

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

Others Present: Gary Larrowe, Botetourt County; Kyle Rosner, Botetourt County; Megan Baker, Roanoke County; Marc Nelson, City of Roanoke; Julie Bivins, Roanoke city resident.

3. ACTION REQUESTED: APPROVAL OF CONSENT AGENDA ITEMS

The following consent agenda items were distributed earlier: (A) May 15, 2026 WVRIFA Participation Committee Meeting Agenda, (B) April 17, 2026 WVRIFA Participation Committee Minutes, and (C) Audit Engagement Letter.

Motion: by Ms. Valmarie Turner to approve consent agenda items (A), (B) and (C). The motion was seconded by Ms. Crystal Williams.

WVRIFA Participation Committee Action: Motion carried.

4. PUBLIC COMMENT PERIOD

ADMINISTERED BY:

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

There were no comments.

5. **ACTION REQUESTED: ACCEPTANCE OF FY26 WOOD HAVEN BUDGET REVISION, FY27 WOOD HAVEN BUDGET & FY27 BOND PAYMENT BUDGET**

Ms. Sherry Dean reported that she worked with Mr. John Hull to revise the FY26 Wood Haven Participation Committee budget (page 13 of the agenda packet) to reflect changes since adoption, including recognition of property income with the site development grant expected to be completed by June 30, modest increases for legal fees, and inclusion of drainage costs, due diligence materials, and stream credits. She also explained that the FY27 Wood Haven Participation Committee budget (page 14) was presented alongside the revised FY26 figures for comparison and was largely "back to basic," aside from legal fees and some property maintenance costs.

Motion: by Ms. Crystal Williams to approve FY26 Wood Haven Budget Revision, FY27 Wood Haven Budget and FY27 Bond Payment Budget, as presented. The motion was seconded by Ms. Valmarie Turner.

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

Member & Vote

Valmarie Turner – Yes

Crystal Williams – Yes

Richard Caywood – Yes

6. **OTHER BUSINESS**

No other business was discussed.

7. **REQUEST FOR CLOSED MEETING**

Motion was made by Ms. Valmarie Turner that the WVRIFA Participation Committee 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 Ms. Crystal Williams. The motion was adopted by a Roll Call vote of 3 to 0 as follows:

Member & Vote

Valmarie Turner – Yes

Crystal Williams – Yes

Richard Caywood – Yes

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The WVRIFA Participation Committee went into a closed meeting at 10:09 a.m.

8. **END CLOSED MEETING, RECONVENE REGULAR PARTICIPATION COMMITTEE MEETING**

Motion was made by Ms. Crystal Williams and seconded by Ms. Valmarie Turner that the WVRIFA Participation Committee end the closed meeting and return to its regular meeting. The motion carried. The Participation Committee ended the closed meeting and returned to its regular joint meeting at 10:40 a.m.

9. **ADOPTION OF CERTIFICATION RESOLUTION OF CLOSED MEETING**

Motion was made by Ms. Valmarie Turner and seconded by Ms. Crystal Williams 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

Crystal Williams – Yes

Richard Caywood – Yes

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

There was no action.

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

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The WVRIFA Participation Committee Meeting adjourned at 10:42 a.m.



Virginia Mullen, Recording Secretary
WVRIFA Participation Committee

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