

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE

Wood Haven Road Project

MINUTES

A meeting of the Western Virginia Regional Industrial Facility Authority's (WVRIFA) Participation Committee for the Wood Haven Road Project was held Friday, February 17, 2017 at 10:00 a.m. at the Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room), 313 Luck Avenue, SW, Roanoke, VA.

1. WELCOME, CALL TO ORDER, ROLL CALL

Chairman Gates called the meeting to order at 10:00 a.m. Jackie Pace called the roll and stated that a quorum was present.

Participation Committee Members Present: Tom Gates, Roanoke County; Chris Morrill, City of Roanoke; and Kevin Boggess, City of Salem.

Others in Attendance: Wayne Bowers, Roanoke City Economic Development; Richard Caywood, Roanoke County; Sam Darby, Glenn Feldmann Darby & Goodlatte; Sherry Dean, Roanoke Valley-Alleghany Regional Commission; Beth Doughty, Roanoke Regional Partnership; John Hull, Roanoke Regional Partnership; and Jackie Pace, Roanoke Valley-Alleghany Regional Commission.

2. APPROVAL OF THE DECEMBER 16, 2016 MEETING

The Minutes of the December 16, 2016 meeting of the WVRIFA Participation Committee were distributed earlier.

WVRIFA Participation Committee Action:

Kevin Boggess moved approval of the Minutes of the December 16, 2016 WVRIFA Participation Committee Meeting, as presented. Motion was seconded by Chris Morrill and carried.

3. APPROVAL OF THE FY 2018 BUDGET FOR THE WVRIFA PARTICIPATION COMMITTEE

The draft FY 2018 budget for the WVRIFA Participation Committee was presented for consideration. Doughty noted that Article III, Section IV of the Participation Agreement states that by March 1 of each year, the Committee shall develop and present to the Participants and the Authority a budget for the fiscal year beginning July 1. It further states that the annual budget shall be approved by the Committee on or before April 1 of each year.

Beth Doughty and Sherry Dean worked to develop the proposed FY18 Budget. Doughty reported that the budget anticipates what land to acquire, and that 75% of the fees for the master plan would be paid in the current year budget, not the proposed FY18 Budget. The Plan estimates

rental revenue on properties and is a conservative figure. Members asked if there were any potential grants that might be available. Staff stated none are anticipated at this time, but the budget could be adjusted if grants do become available.

Bowers asked if there was a time limit on drawing money down. Darby and Doughty reported that all \$10 million is required to be drawn down by June 30, 2018.

Darby asked about the "Land" line item (under Wood Haven Expenses). Chair Gates stated that the amount is not associated or designated for any particular parcel and has the potential to be any number of parcels. Chris Morrill thought it might be best to remove the line item, noting it is more of a capital issue rather than an operating expense. Chair Gates agreed noting that it could be removed and reflected in a balance sheet for WVRIFA. Darby stated he would work with staff on how to address that particular line item.

WVRIFA Participation Committee Action:

Chair Gates suggested that the Participation Committee not take action on the budget at this time, and that staff and Mr. Darby look into seeing how to best reflect the money allocated for potential land acquisition and distinguish that from operating expenses. Committee members concurred.

4. WOOD HAVEN MASTER PLAN UPDATE

Doughty reported that the master plan update is underway, and that Draper Aden has begun surveying and other geotechnical work on the property. The first public input meeting was held January 31, 2017 with 150-160 in attendance. Concerns at the meeting focused on traffic impact to neighborhood, buffering, etc. Doughty noted that neighborhood concerns would be managed through communication with stakeholders (i.e., using the website www.wvrifa.org as a tool to keep people informed of the process, answers to frequently asked questions, etc.). Paper copies would also be available for property owners with no computers or access to media. Presentation of concepts for the Master Plan and public input will be the focus of the next public meeting to be held on April 26. The third public meeting will be held on May 25 with a presentation of the revised Master Plan which would incorporate the input received.

5. CLOSED MEETING PURSUANT TO SECTION 2.2-3711

A communication was previously sent from Tom Gates, Chairman of the WVRIFA Participation Committee, requesting that the Committee convene in a Closed Meeting to discuss the potential acquisition of privately-owned property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to section 2.2-3711(A)(3) of the Code of Virginia (1950), as amended.

WVRIFA Participation Committee Action:

Motion was made by Kevin Boggess and seconded by Chris Morrill to go into a Closed Meeting, per the request pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended. The motion was adopted and carried by a vote of 3 to 0. The WVRIFA Participation Committee went into a Closed Meeting at 10:17 a.m.

Motion was made by Kevin Boggess and seconded by Tom Gates to end the Closed Meeting and return to the regular committee meeting. The motion was adopted and carried by a vote of

3 to 0. The WVRIFA Participation Committee ended the Closed Meeting and returned to its regular committee meeting at 10:25 a.m.

6. ADOPTION OF RESOLUTION OF CERTIFICATION OF CLOSED MEETING

Motion was made by Kevin Boggess and seconded by Tom Gates to adopt the following certification resolution:

WHEREAS, the Western Virginia Regional Industrial Facility Authority 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 Western Virginia Regional Industrial Facility Authority Participation Committee that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Western Virginia Regional Industrial Facility Authority 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 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 Participation Committee.

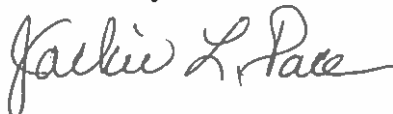
The motion was adopted by a Roll Call vote of 3 to 0 as follows: YES – Kevin Boggess, Tom Gates and Chris Morrill.

7. OTHER BUSINESS

Doughty stated that Sam Darby, Attorney for the Participation Committee, was asked to write a memo on the use of the bond proceeds. Doughty stated that it has been interpreted that the bond proceeds could be used for anything related to acquiring the property including expenses related to the scheduled public meetings for the project. Darby stated that as reflected in the memo he provided, the proceeds could be used for anything "directly related" to the project.

The meeting was adjourned at 10:30 a.m.

Submitted by:



Jackie L. Pace
Recording Secretary

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE
Wood Haven Road Project

CERTIFICATION RESOLUTION

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

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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 Participation Committee.

The 17th day of February, 2017

Administered by:
Roanoke Valley-Alleghany Regional Commission
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