

## **MINUTES**

A meeting of the Western Virginia Regional Industrial Facility Authority Board of Directors was held on Friday, May 18, 2018 at 10:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room), 313 Luck Avenue, SW, Roanoke, VA.

### **1. CALL TO ORDER, ROLL CALL**

Chairman Larrowe called the meeting of the WVRIFA Board to order at 10:30 a.m. Jackie Pace called the roll and stated that a quorum was present.

#### **ATTENDANCE**

WVRIFA Board Members Present: Kevin Boggess; City of Salem; Rob Ledger (*Designated Alternate for Bob Cowell*), City of Roanoke; Tom Gates, Roanoke County; Gary Larrowe, Botetourt County; Jill Loope, Roanoke County; Granger Macfarlane, City of Roanoke; Melinda Payne, City of Salem; Brent Robertson, Franklin County; Barry Thompson, Town of Vinton.

Staff Present: Sam Darby, WVRIFA Counsel (Glenn Feldmann Darby & Goodlatte); John Hull, WVRIFA Assistant Director; and Sherry Dean and Jackie Pace, Roanoke Valley-Alleghany Regional Commission.

Others Present: Nancy Hughes, Amanda Moore, Citizen; Ed Painter, Roanoke Gas Company (RGC Resources); Greg St. Clair, Citizen; and Wanda McGill, City of Roanoke.

### **2. PUBLIC COMMENT PERIOD**

Chairman Larrowe asked if any members of the public would like to comment and none were voiced.

### **3. APPROVAL OF CONSENT AGENDA ITEMS**

The following Consent Agenda items were distributed earlier: (A) April 20, 2018 Board Minutes, (B) FY'18 Financial Reports ending April 30, 2018, and (C) Signed Audit Letter with Robinson, Farmer, Cox Associates to Perform Auditing Services for WVRIFA (for year ending June 30, 2018).

#### **WVRIFA Board Action:**

Tom Gates moved approval of Items A, B & C under the Consent Agenda, as distributed. The motion was seconded by Kevin Boggess and carried.

4. **RATIFICATION OF A RESOLUTION OF LODGE DOCUMENT TO REFLECT UPDATED BANK SIGNATURE CARDS**

Sherry Dean stated that this is a standard resolution from Union Bank & Trust. The update to the resolution is to add Gary P. Larrowe, as Chairman, to the list of WVRIFA officers for bank signatures cards.

**WVRIFA Board Action:**

Tom Gates moved ratification of the resolution of lodge document with Union Bank & Trust to reflect the addition of Gary P. Larrowe, as Chairman, to the bank signature cards of WVRIFA officers. The motion was seconded by Barry Thompson and carried.

5. **APPROVAL OF THE FY 2019 WVRIFA OPERATING BUDGET**

The WVRIFA Operating Budget for FY 2019 was distributed earlier in the agenda packet. Sherry Dean stated that the FY2019 Budget totals \$112,378. Under Revenues, WVRIFA is requesting the same amount of locality dues as last year (totaling \$56,250). Under Operating Expenses, the Roanoke Regional Partnership asked for a \$5,000 increase for their work (from \$10,000 to \$15,000). Reserve funds total \$56,128 (\$8,900 estimated in FY18 and \$47,228 from FY16 & 17).

**WVRIFA Board Action:**

Kevin Boggess moved approval of the FY2019 WVRIFA Operating Budget, as presented. The motion was seconded by Melinda Payne and carried.

6. **GRANTING OF EASEMENT TO RGC RESOURCES**

Granger Macfarlane referred to page 47 of the agenda packet under Witnesseth (line five) it states "... construct, install, operate, repair, replace and maintain a gas pipeline...". He stated since this is a permanent right of way (as stated on line four), he asked about the size of any replacement. He asked if it implied that if the gas line is to be replaced that they (Roanoke Gas) could put any size in that they wanted other than what is currently in the ground. Sam Darby replied yes and noted that there is no restriction on the size. Macfarlane said the right of way for a 42" pipeline is about 165 ft., and the construction right of way is about 225 to 250 ft. Darby said this is 25 ft., so it would be restricted by the width of the easement.

John Hull reported that at the February 16, 2018 WVRIFA Board meeting, the Board took action to proceed with granting a partial easement to RGC Resources. The gas line will connect two facilities on Loch Haven Drive bringing a more reliable supply of gas to the area. Only a partial easement was approved at the February meeting since staff was unsure of the easement path regarding the location of a potential stormwater pond facility related to the Virginia Department of Transportation's I-81 auxiliary lane project. Mr. Hull reported since that time, VDOT has determined that the stormwater pond facility is not necessary so the remainder of the easement area can now be filled in.

Mr. Hull distributed at the meeting a revised easement document. Hull noted that language revisions to the easement were made and accepted by Roanoke Gas (in consultation with WVRIFA Attorney Sam Darby). Regarding the easement, Hull reported that Roanoke Gas will begin work (boring and some clearing) as early as May 25. A diagram was included showing a 10 ft. wide area (backs up on I-81) that will need to be cut to get to the bore head area. Since

work is about to begin, notice will be posted on the WVRIFA website and letters will be mailed to landowners who adjoin the work area.

Chairman Larrowe noted that the WVRIFA Participation Committee met prior to the Board meeting and recommended approval of the easement request.

**WVRIFA Board Action:**

Tom Gates moved approval of the easement request, as presented. Motion was seconded by Rob Ledger and carried.

**7. CONSIDERATION OF GO VIRGINIA GRANT AGREEMENT**

John Hull that WVRIFA staff was successful in securing a \$200,000 grant from GO Virginia in February of this year to help support infrastructure enhancements (i.e., water and sewer utilities) to the Wood Haven Road site. The total project cost is \$960,000. The \$200,000 in State funds will help to off-set the remainder of the costs to be paid by WVRIFA.

A GO Virginia Per Capita Allocation Grant Agreement between the Virginia Department of Housing and Community Development, Regional Council Two, Virginia Tech and WVRIFA was presented for approval. The agreement is for a two-year schedule of work to commence in the fall.

**WVRIFA Board Action:**

Jill Loope moved to approve the GO Virginia Grant Agreement, as presented. Motion was seconded by Barry Thompson and carried.

**8. CONSIDERATION OF THE FORMATION OF A PARTICIPATION COMMITTEE FOR A PROPOSED FRANKLIN COUNTY PROJECT**

Brent Robertson distributed at the meeting a handout entitled "Exchange Milling Rail Switch Funding and Performance Agreement". Mr. Robertson stated that the Franklin County Board of Supervisors is proposing that WVRIFA be a pass-through agent to receive and distribute funds related to the replacement of a railroad switch in Rocky Mount.

Mr. Darby said he would look into statutes concerning some unresolved legal issues/questions. Mr. Darby stated he would also continue working with the Franklin County Attorney to develop more information to present at the next scheduled meeting. No action was taken at the May meeting.

The meeting was adjourned at 10:53 a.m.

Submitted by:



Brent Robertson  
Secretary