

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

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## MINUTES

The December Board of Directors' meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) was held on Friday, December 21, 2018 at 10:00 a.m. at the Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room), 313 Luck Avenue, SW, Roanoke, VA.

### 1. CALL MEETING TO ORDER

Chairman Larrowe called the WVRIFA Board of Directors' Meeting to order at 10:00 a.m.

### 2. ROLL CALL

Chairman Larrowe asked 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; Ken McFadyen, Botetourt County; Jill Loope, Roanoke County; Bob Cowell, Roanoke City; J. Granger Macfarlane, Roanoke City; Barry Thompson, Town of Vinton.

Staff Present: Beth Doughty, WVRIFA Director and John Hull, WVRIFA Assistant Director; Sam Darby, WVRIFA Counsel (Glenn Feldmann Darby and Goodlatte); Sherry Dean and Virginia Mullen, WVRIFA Administrative Staff (Roanoke Valley-Alleghany Regional Commission).

Others Present: Dan O'Donnell, Roanoke County.

### 3. APPROVAL OF THE OCTOBER 19, 2018 WVRIFA BOARD MINUTES

The Minutes of the October 19, 2018 WVRIFA Board meeting were distributed earlier.

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

Barry Thompson moved for approval of the October 19, 2018 WVRIFA Board Minutes, as distributed. The motion was seconded by Bob Cowell and carried.

#### **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)

4. **PUBLIC COMMENT PERIOD**

Chairman Larrowe opened the joint public comment period. No comments were received and Chairman Larrowe closed the comment period.

5. **PRESENTATION OF THE PER CAPITA REQUESTS FOR FY20**

Sherry Dean reported that a table with FY2020 per Capita Dues Requests was distributed earlier with the agenda. She noted that the amounts are based on the locality's population. The total amount per locality had slightly changed from FY19 due to change in population. The overall total requested for FY2020 is \$56,250.00.

**WVRIFA Board Action:**

Bob Cowell moved to approve the FY20 Per Capita Request, as presented. The motion was seconded by Jill Loope and carried.

6. **ELECTION OF OFFICERS**

Article VI, Section 6.2 of the WVRIFA Bylaws states that the officers of the Authority are elected for one-year terms for each calendar year by the Board (January 1 – December 31). Chairman Larrowe opened the floor for nominations for the offices of Chair, Vice Chair and Secretary/Treasurer of the WVRIFA Board.

**Western Virginia Regional Industrial Facility Authority Board Action:**

- Bob Cowell nominated Gary Larrowe, Botetourt County representative, to serve another one-year term as Chair. Hearing no further nominations from the floor, Barry Thompson requested that the Chairman declare that the nominations be closed. Gary Larrowe was unanimously re-elected to serve another one-year term as Chair of the WVRIFA Board (January 1, 2019 – December 31, 2019).
- Ken McFadyen nominated Bob Cowell, Roanoke City representative, to serve a one-year term as Vice Chair. Hearing no further nominations from the floor, Jill Loope requested that the Chairman declare that the nominations be closed. Bob Cowell was unanimously elected to serve a one-year term as Vice Chair of the WVRIFA Board (January 1, 2019 – December 31, 2019).
- Bob Cowell nominated Barry Thompson, Town of Vinton representative, to serve a one-year term as Secretary/Treasurer. Hearing no further nominations from the floor, Bob Cowell requested that the Chairman declare that the nominations be closed. Barry Thompson was unanimously elected to serve a one-year term as Secretary/Treasurer of the WVRIFA Board (January 1, 2019 – December 31, 2019).

7. **PRESENTATION OF ANNUAL REPORT**

Beth Doughty presented WVRIFA's Annual Report FY 2017 – 2018 (the report is included as an attachment to the Minutes) and asked if there were any questions.

Ms. Loope asked if the grants from Virginia Economic Development Partnership (\$100,000), Appalachian Power (\$20,000) and Go Virginia (\$200,000) have been spent. Mr. John Hull replied that the \$100,000 Business Ready Site Grant was spent towards master planning and

rezoning; the \$20,000 Appalachian Power Grant was spent for due diligence activities and not much of the \$200,000 Go Virginia Grant have been spent yet since the construction has not started yet.

Mr. Macfarlane asked if the money from the three grants don't get spent could the Grantor request the unused balance. Ms. Beth Doughty replied that the Go Virginia Grant is recallable.

Mr. Macfarlane noted that in the Annual Report, under Master Planning it says that the property was rezoned in July 2018. He explained that he has a concern with the definition of the buffer zones and would like to know if there was anything in writing that referred to the exact definition to the buffer zones. Ms. Doughty replied that such definition could be found in the Master Plan. She further stated that the buffer areas in the Master Plan vary based on the topography and the development area. She further added that the rezoning was approved by the Roanoke County Planning Commission and the Board of Supervisors after several opportunities for public input.

**8. UPDATE ON WATER SEWER PROJECT**

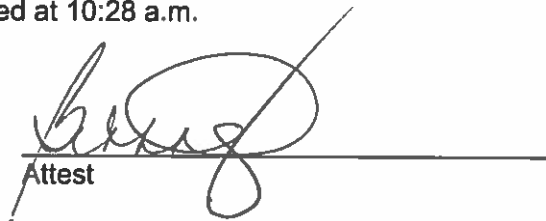
John Hull reported that Balzer and Associates Inc. (selected by the WVRIFA Board to develop the design of the water and sewer project) is designing alignment of the utilities and road. The company has developed preliminary drawings that were submitted to the Western Virginia Water Authority, Virginia Department of Transportation, Utility Companies and Roanoke County for comments. Most of the preliminary comments have been collected. Comments received thus far have no major impact on the project. It is anticipated that the plans would be presented at the January 2019 Participation Committee meeting.

**9. OTHER BUSINESS**

No other business was discussed.

The WVRIFA Board of Directors' meeting adjourned at 10:28 a.m.

  
Barry Thompson, Secretary  
WVRIFA Board of Directors

  
Attest

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

## Annual Report FY 2017, 2018

The following is a list of significant actions taken and accomplishments of the Western Virginia Regional Industrial Facility Authority over the course of fiscal years 2017 and 2018.

I. The Western Virginia Regional Industrial Facility Authority completed the process of financing structure, acquisition, master planning, and rezoning for its first acquisition, the Wood Haven Road property in 2017-18.

- **Financing:** Utilizing funds from a DHCD grant, the WVRIFA engaged Davenport & Company (Richmond) to structure financing for Phase I of the Wood Haven Road project. The structure was based around a \$10 million borrowing and Roanoke, Roanoke County, and Salem formed a participation committee in December 2016 to jointly develop the project. Financing with Union Bank was closed on October 14, 2016. Finance directors from the participating localities advised on investing unused borrowings in a LGIP account for greater yield.

The WVRIFA also received grants from the Virginia Economic Development Partnership (\$100,000) and Appalachian Power Company (\$20,000) and GoVirginia (\$200,000).

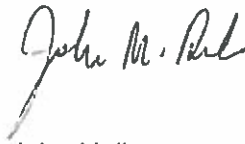
- **Property Acquisition:** The Bowman, Wolfe, Peoples, and Amos parcels were acquired in FY17 for a total of approximately 104 acres. Three houses on the property were demolished in January 2018 due to unstable condition.
- **Master Planning:** Draper Aden was selected in December 2016, through a public procurement process, as the engineering firm to complete the master plan and site due diligence as a prerequisite to land use application. The process included three community meetings in 2017 to solicit input on plan development. The master plan and draft restrictive covenants for designation as a Planned Technology District (PTD) were presented and accepted in April 2018 as the first step in developing a land use application with Roanoke County. The property went through the land use process and was rezoned in July 2018.
- **Development:** The WVRIFA applied for and received a GoVirginia grant of \$200,000 to fund a \$950,000 utility extension project to bring water and sewer to the Wood Haven property entrance. Engineering and design is underway with construction anticipated to begin in FY2019.

- II. Administration: In September 2016, the WVRIFA entered into an agreement with the Roanoke Valley-Alleghany Regional Commission to provide administrative/staff support. The Roanoke Regional Partnership continues to provide administrative and technical oversight. Clean audits were completed by Robinson, Farmer, Cox Associates for FY 2016, FY2017 and FY2018 and accepted by the WVRIFA.
- III. Franklin County Project: The WVRIFA entered into a participation agreement with Franklin County in July 2018 to act as agent to receive and distribute funds from Franklin County for a railroad switch in Rocky Mount.

Respectfully submitted:



Beth Doughty  
Executive Director



John Hull  
Assistant Executive Director