

**WVRIFA PARTICIPATION COMMITTEE MEETING**

**Friday, June 9, 2017 at 10:30 a.m.**

**Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room)  
313 Luck Avenue, SW, Roanoke, VA 24016**

*(Note the date and time change of the June WVRIFA Participation Committee Meeting)*

**AGENDA**

1. Welcome, Call to Order, Introductions ..... *Chairman Gates*
2. Roll Call ..... *Jackie Pace*
3. Approval of the March 17, 2017 Minutes, pp. 2-3 ..... *Chairman Gates*
4. Status Report on Wood Haven Project ..... *Beth Doughty*
5. REQUEST FOR A CLOSED MEETING, p. 4

A communication from Thomas Gates, Chairman of the WVRIFA Participation Committee, requesting that the Participation 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.

6. END CLOSED MEETING AND RECONVENE REGULAR MEETING
7. Adoption of Certification Resolution of Closed Meeting, p. 5 ..... *Chairman Gates*
8. Other Business ..... *Chairman Gates*
9. Adjournment

## **MINUTES**

A meeting of the Western Virginia Regional Industrial Facility Authority's (WVRIFA) Participation Committee for the Wood Haven Road Project was held Friday, March 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. 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; \*\*Wayne Bowers (*Alternate for Chris Morrill*), City of Roanoke; and Melinda Payne (*Alternate for Kevin Boggess*), City of Salem.

**\*\*Note:** *Mr. Morrill was not present at the start of the Participation Committee meeting, and arrived as Item #3 on the agenda was presented. Wayne Bowers served as Mr. Morrill's alternate until his arrival.*

Others in Attendance: Sam Darby, Glenn Feldmann Darby & Goodlatte; Beth Doughty, Roanoke Regional Partnership; Gary Larrowe, WVRIFA Board Member (Botetourt County); Rob Ledger, WVRIFA Alternate Board Member (Roanoke City); Barry Thompson, WVRIFA Board Member (Town of Vinton); and Jackie Pace, Roanoke Valley-Alleghany Regional Commission.

### **2. APPROVAL OF THE FEBRUARY 17, 2017 MEETING**

The Minutes of the February 17, 2017 meeting of the WVRIFA Participation Committee were distributed earlier.

#### **WVRIFA Participation Committee Action:**

Wayne Bowers moved approval of the Minutes of the February 17, 2017 WVRIFA Participation Committee meeting, as presented. The motion was seconded by Melinda Payne and carried.

### **3. RECOMMENDATION OF THE FY 2018 WVRIFA PARTICIPATION COMMITTEE BUDGET TO THE WVRIFA BOARD**

The first draft FY 2018 Budget for the WVRIFA Participation Committee was presented for consideration at the February 17, 2017 meeting. No action was taken at that meeting, and staff and Sam Darby, legal counsel for WVRIFA, were asked to look into seeing how to best reflect

the money allocated for capital expenses related to the Wood Haven project and distinguish that from operating expenses.

The final draft of the FY2018 Participation Committee Budget was presented at the March meeting for consideration. There was discussion concerning how to account for in the annual budget the remaining bond proceeds which will be directed to capital expenses related to the Wood Haven project. Doughty stated that the remaining bond proceeds will be accounted for as reserve funds and not operating expenses.

Wayne Bowers asked if the drawdown is 18 months from closing and no more property is allocated for improvement and if no further money is needed, could any remaining money be used to pay back the debt? Doughty replied that the remaining money could be used to pay back the debt.

**WVRIFA Participation Committee Action:**

Melinda Payne recommended that the FY2018 WVRIFA Participation Committee Budget be forwarded to the WVRIFA Board for approval, as presented. The motion was seconded by Chris Morrill and carried.

The WVRIFA Participation Committee meeting adjourned at 10:05 a.m., and the WVRIFA Board meeting followed.

Submitted by:

Jackie L. Pace  
Recording Secretary

**WESTERN VIRGINIA  
REGIONAL INDUSTRIAL FACILITY AUTHORITY**

**PARTICIPATION COMMITTEE**  
Wood Haven Road Project

June 2, 2017

Dear Participation Committee Members:

This is to request a Closed Meeting at the next scheduled meeting of the WVRIFA Participation Committee on Friday, June 9, 2017 at 10:30 a.m., to discuss or consider the potential acquisition of privately owned property pursuant to Section 2.2-3711 A.3. of the Code of Virginia, 1950, as amended.

Sincerely,



Thomas C. Gates, Chairman  
WVRIFA Participation Committee

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Administered by:

**Roanoke Valley-Alleghany Regional Commission**  
P.O. Box 2569, Roanoke, VA 24010  
540.343.4417 / [info@wvrifa.org](mailto:info@wvrifa.org) / [www.wvrifa.org](http://www.wvrifa.org)

**CERTIFICATION RESOLUTION**

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

**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 9<sup>th</sup> day of June, 2017*