

WVRIFA PARTICIPATION COMMITTEE MEETING

**Friday, December 15, 2017 at 9:40 a.m.*
Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room)
313 Luck Avenue, SW, Roanoke, VA 24016**

*(*NOTE: On this date, a meeting of the WVRIFA Participation Committee will be held at 9:40 a.m., followed by a meeting of the WVRIFA Board at 10:00 a.m. The WVRIFA Board agenda will be sent under separate mailing.)*

AGENDA

1. Welcome, Call to Order, Introductions *Chairman Gates*
2. Roll Call *Jackie Pace*
3. Approval of the September 15, 2017 Minutes, pp. 2-5 *Chairman Gates*
4. Amendment to the Participation Committee’s FY’18 Budget, p.6 *Beth Doughty*
5. Status Report on Wood Haven Project *Beth Doughty*
6. Other Business *Chairman Gates*
7. 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, September 15, 2017 at 11:00 a.m. at the Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room), 313 Luck Avenue, SW, Roanoke, VA. *(Note Time Change of the September Meeting.)*

1. CALL TO ORDER, ROLL CALL

Chairman Gates called the meeting to order at 11:00 a.m. Jackie Pace called the roll and stated that a quorum was present. Chairman Gates welcomed Bob Cowell, new Roanoke City Manager, to the WVRIFA Participation Committee

Members Present: Tom Gates, Roanoke County; Bob Cowell, City of Roanoke; and Kevin Boggess; City of Salem.

Others Present: Wayne Bowers, City of Roanoke; Jeremy Carroll, Glenn Feldmann Darby and Goodlatte; Beth Doughty, Roanoke Regional Partnership; John Hull, Roanoke Regional Partnership; Jill Loope, Roanoke County; Granger Macfarlane, WVRIFA Board member/City of Roanoke; Jackie Pace, Roanoke Valley-Alleghany Regional Commission; and Wayne Strickland, Roanoke Valley-Alleghany Regional Commission.

2. APPROVAL OF JUNE 9, 2017 MINUTES

The Minutes of the June 9, 2017 Western Virginia Regional Industrial Facility Authority Participation Committee Meeting were previously distributed.

WVRIFA Participation Committee Action:

Kevin Boggess moved approval of the June 9, 2017 WVRIFA Participation Committee Minutes, as presented. The motion was seconded by Tom Gates and carried.

3. STATUS REPORT ON WOOD HAVEN ROAD PROJECT

- Beth Doughty reported that to-date, no contract has been entered into on the Stafford Lewis property, since the lawyer representing Mr. Lewis is still reviewing the contract. Ms. Doughty stated that the recommendation is to demolish three houses on the Wood Haven property owned by WVRIFA. Doughty noted that there are no renters in the houses and that the structures are too dilapidated, so it was felt that the only recourse would be demolition of the properties. Per WVRIFA's Small Purchase Agreement, Doughty stated that four bids were received. The lowest bid at \$82,975, included demolition of all three houses, closing

the wells and septic systems on each of the three properties, and abatement of asbestos which needs to occur before demolition.

Chairman Gates stated he recently had a meeting with several citizens from the area and one concern was the general maintenance/upkeep of the area as work toward developing progresses. Doughty reported John Hull talked with Roanoke County General Services about mowing/upkeep of the house and buffer area that is closest to the road. Doughty also stated that there is agricultural hay on the property, which is taken care of by two people at the appropriate time/season.

WVRIFA Participation Committee Action:

Bob Cowell approved that the Executive Director move forward with the removal/demolition of the houses according to the low bid that was received. The motion was seconded by Kevin Boggess and carried.

**Jeremy Carroll, with Glenn Feldmann Darby and Goodlatte, advised he would review the Small Purchase Agreement to make sure that the WVRIFA Board would not have to take action on this item as well.*

- John Hull reported on the Business Ready Site program with the Virginia Economic Development Partnership. The WVRIFA was recently awarded a \$100,000 grant to fund engineering activities on the Wood Haven property. The funds received will bring the property up to a Tier 3 under the site readiness program (Tier 5 is a pad ready site). The contract was very specific regarding the project scope. When first applied, the scope included work on specific parcels no longer being considered. The scope had to be modified so that funds could be used toward incorporating the Stafford Lewis property into the overall master plan. The modification has been sent to VEDP, which is still under review.
- Doughty stated that adding the Lewis property to the master plan would be an additional \$52,000 and an additional 3 months of work by Draper Aden.
- A working committee is in place to develop the covenants. The committee includes economic development directors in the Cities of Salem and Roanoke and Roanoke County, as well as Doughty and Hull. Mary Ellen Goodlatte, with Glenn Feldmann Darby and Goodlatte, is working on revising the covenants which will at some point be presented to the Participation Committee for review.
- Initial comments of the Transportation Impact Assessment (TIA) have been received back from the Virginia Department of Transportation, and Roanoke City and Roanoke County staff. VDOT has some questions on the recommendations in the TIA. Those are being worked out and it is anticipated that the TIA will be resubmitted to VDOT during the first week in October.
- Doughty reported that subdivision of the property on the other side of I-81 (11 acres) has been completed and recorded and is now subdivided. Waiting on a recommendation of what should be done with that property until the master planning is completed.
- Doughty said April is anticipated for the zoning timeline due to waiting on the contract from Stafford Lewis and the additional 3 months for the addition of the Lewis property into the master plan.

4. 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.

Motion was made by Kevin Boggess and seconded by Bob Cowell 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 11:15 a.m.

5. END CLOSED MEETING AND RECONVENE REGULAR MEETING

Motion was made by Kevin Boggess and seconded by Bob Cowell that the WVRIFA Participation Committee end the Closed Meeting and return to its 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 11:27 a.m.

6. ADOPTION OF RESOLUTION OF CERTIFICATION OF CLOSED MEETING

Motion was made by Kevin Boggess and seconded by Bob Cowell 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:

Member & Vote

- Kevin Boggess – Yes
- Bob Cowell – Yes
- Tom Gates – Yes

7. OTHER BUSINESS

- Staff reported that GO Virginia is asking for letters of interest for those submitting applications in the first round of funds (\$1.1 million pot). The Partnership staff stated that they would not be submitting during this round due to difficulty in finding something at this time to apply for that would fit into the first round.
- Chairman Gates mentioned earlier about a community meeting he had with neighbors of the Wood Haven property. One idea that came out of the meeting was a desire to form a small citizen advisory committee on the land use aspects as they relate to the property. The group would look to advise the County Board of Supervisors.

The meeting was adjourned at 11:40 a.m.

Submitted by:

Jackie L. Pace
Recording Secretary

WVRIFA
Woodhaven Participation Committee
FY18 Budget

updated 11/7/17 1:59pm

	Original Budget	Budget Change Needed	Updated FY18 Budget	Notes
Woodhaven Revenue				
Bond Revenue from FY17	\$ 2,397,000.00	\$ (64,570.24)	\$ 2,332,429.76	more spent in FY17 than estimate-no budget to compare to
Bond Revenue to draw	\$ 1,900,000.00	\$ -	\$ 1,900,000.00	
VEDP Ready Sites Grant	\$ -	\$ 100,000.00	\$ 100,000.00	grant awarded
Rental Income	\$ 10,800.00	\$ (10,800.00)	\$ -	houses not being rented, will be demolished
LGIP Interest	\$ 9,000.00	\$ -	\$ 9,000.00	
Total Revenue	\$ 4,316,800.00	\$ 24,629.76	\$ 4,341,429.76	
Woodhaven Expenses				
Legal Fees Land Acquisition	\$ 19,000.00	\$ -	\$ 19,000.00	
Legal Fees Rezoning	\$ 18,000.00	\$ -	\$ 18,000.00	
Rezoning Application	\$ 10,950.00	\$ -	\$ 10,950.00	
Engineering Fees	\$ 400,000.00	\$ (382,000.00)	\$ 18,000.00	
Civil Engineering	\$ 5,000.00	\$ -	\$ 5,000.00	
Property Maintenance	\$ 25,000.00	\$ -	\$ 25,000.00	
Structure Demo Phase 1	\$ -	\$ 71,060.00	\$ 71,060.00	
Insurance on Property	\$ 950.00	\$ -	\$ 950.00	
Land Acquisition -Title fees	\$ 28,735.00	\$ -	\$ 28,735.00	
Land	\$ -	\$ 1,600,000.00	\$ 1,600,000.00	
Draper Aden Contract	\$ 52,100.00	\$ 45,648.00	\$ 97,748.00	\$46k needed for add'l work on contract (up to \$57,100 allowed)
Signs	\$ 1,000.00	\$ -	\$ 1,000.00	(net change, more Draper spent before
Meetings	\$ 4,000.00	\$ -	\$ 4,000.00	6/30 year end than estimated)
Advertising	\$ 1,900.00	\$ -	\$ 1,900.00	
Anglin Realty Fees	\$ 864.00	\$ (864.00)	\$ -	not renting houses
Bank Service Charges	\$ 500.00	\$ -	\$ 500.00	
Professional Assistance	\$ 2,250.00	\$ -	\$ 2,250.00	
Total Expenses	\$ 570,249.00	\$ 1,333,844.00	\$ 1,904,093.00	
Reserve Funds	\$ 3,746,551.00	\$ (1,309,214.24)	\$ 2,437,336.76	