

**PARTICIPATION COMMITTEE MEETING  
of the  
Western Virginia Regional Industrial Facility Authority**

**Friday, March 30, 2018 at 11:00 AM**

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

**AGENDA**

1. Welcome, Call to Order, Introductions ..... *Chairman Gates*
2. Roll Call ..... *Jackie Pace*
3. Public Comment Period ..... *Chairman Gates*  
*The WVRIFA Participation Committee will allow a 30-minute public comment period in which a citizen may sign-up for up to three (3) minutes of speaking time.*
4. Approval of the February 16, 2018 Minutes, pp. 2-4 ..... *Chairman Gates*
5. Approval of the FY 2019 Budget for the WVRIFA Participation..... *Chairman Gates*  
Committee, pp. 5-6
6. Other Business ..... *Chairman Gates*
7. Adjournment

## **MINUTES**

A meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Participation Committee for the Wood Haven Road project was held on Friday, February 16, 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, ROLL CALL**

John Hull, Assistant Director of the Western Virginia Regional Industrial Facility Authority, called the meeting to order at 10:00 a.m. Mr. Hull stated that Chairman Tom Gates would not be in attendance at the WVRIFA Participation Committee meeting and committee members would need to elect a Chairman Pro Tem from among its members to temporarily chair the February 16, 2018 meeting.

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

Melinda Payne (City of Salem Alternate for Kevin Boggess) moved to appoint Bob Cowell (City of Roanoke member) to serve as Chairman Pro Tem for the February 16, 2018 meeting. Chris Bever (Roanoke County Alternate for Tom Gates) seconded the motion and the temporary appointment was unanimously approved.

Chairman Pro Tem Cowell welcomed those in attendance and asked Jackie Pace to call the roll. Ms. Pace noted that a quorum was present.

#### **ATTENDANCE**

WVRIFA Participation Committee Members: Chris Bever, Roanoke County (*designated Alternate for Tom Gates*); Bob Cowell, City of Roanoke; and Melinda Payne, City of Salem (*designated Alternate for Kevin Boggess*).

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

Others: Brent Robertson, WVRIFA Board Member, Franklin County representative; Amanda Moore, Citizen; C.J. Boothe and Paul Schneider, Roanoke Gas Company (RGC Resources).

#### **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)

**2. PUBLIC COMMENT PERIOD**

Chairman Pro Tem Cowell opened the public comment period and asked if any citizen would like to make a comment.

- Amanda Moore asked if all WVRIFA Minutes, since it was formed, were available online. Staff reported that agenda mailings (minutes are included in the agenda mailings) have been available online ([www.wvrifa.org](http://www.wvrifa.org)) since September 2016 when the Roanoke Valley-Alleghany Regional Commission was asked to take over the financial and administrative services for WVRIFA. Chairman Pro Tem Cowell said prior minutes are available and staff would be asked to add those minutes to the WVRIFA website as well.
- Ms. Moore stated she had talked with Darrell Bower who owns 2 acres and then asked if WVRIFA was still trying to obtain his land. John Hull stated he was not aware of any negotiations.

**3. APPROVAL OF DECEMBER 15, 2017 MINUTES**

The Minutes of the December 15, 2017 WVRIFA Participation Committee were previously distributed.

**WVRIFA Participation Committee Action:**

Chris Bever moved approval of the December 15, 2017 Minutes of the WVRIFA Participation Committee meeting. The motion was seconded by Melinda Payne and carried.

**4. ACCEPTANCE OF THE FINANCIAL REPORTS**

The WVRIFA Financial Reports, as of January 31, 2018, were previously distributed.

**WVRIFA Participation Committee Action:**

Melinda Payne moved acceptance of the Financial Reports, as of January 31, 2018, as distributed. The motion was seconded by Chris Bever and carried.

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

John Hull reported that Roanoke Gas is seeking an easement to accommodate bringing natural gas service to the Wood Haven property. A new connection is necessary since the existing 2-inch line on Wood Haven Road is inadequate for future users in the park. Roanoke Gas intends to bore under I-81 to bring an 8-inch steel line to the northwestern side of the property connecting to gas infrastructure in the vicinity of Loch Haven Drive. A regulator station will be constructed at the terminus of the steel line in the northwestern area of the property. A 6-inch plastic line, at 45 pounds per square inch, will run along the western edge of the property in the development plan's buffer zone back to Wood Haven Road. Space will be left for connections at the regulator station that would accommodate a high-volume gas user and most users would be accommodated via the plastic line planned for the property's western edge.

Mr. Hull stated that the easement being sought is incomplete with a gap in the middle due to uncertainty regarding the location of a potential stormwater pond facility related to the

Virginia Department of Transportation's (VDOT) I-81 turning lane project. Current plans show taking of a Right-of-Way and the construction of a stormwater pond in the area immediately west of the boring location. VDOT is considering the elimination of this pond and a final decision will not be made until late March. Should VDOT decide that the pond is necessary, the easement route would then circumvent the pond. Mr. Hull stated that if the decision is made to build the pond, the resulting easement route and pond will take approximately 0.63 acres of the 56.9-acre pad on the western side of the development. If the pond is eliminated, the easement route would be direct along the property's northern boundary with significantly less impact on the development.

The WVRIFA Participation Committee and Board can consider a portion of the route, which is the easement as presented in the February agenda packet. Mr. Hull stated that considering a partial easement at today's meeting would allow Roanoke Gas to begin work on the project and to save on project expenses related to multiple contractor equipment deployments.

**WVRIFA Participation Committee Action:**

Melinda Payne moved to recommend to the WVRIFA Board to proceed with granting the proposed easement to RGC Resources. The motion was seconded by Chris Bever and carried.

**6. OTHER BUSINESS**

Mr. Cowell congratulated Mr. Hull for his work on the application submitted to GO Virginia, on behalf of WVRIFA, concerning infrastructure enhancements to the Wood Haven Road site. The application was recently approved by the GO Virginia Region 2 Board. The \$200,000 grant will help fund utility extensions to serve the Wood Haven property.

Adjournment at 10:12 a.m.

Submitted by:

Jackie L. Pace  
Recording Secretary

**WVRIFA**  
**Woodhaven Participation Committee**  
**FY19 Budget**

created 3/19/18

	FY2018 Budget	FY19 Budget	Notes
<b>Woodhaven Revenue</b>			
Bond Revenue from FY17	\$ 2,332,429.76	\$ 4,000,000.00	carryforward plus final draw
Bond Revenue to draw	\$ 1,900,000.00	\$ -	
VEDP Ready Sites Grant	\$ 100,000.00	\$ -	
GO VA Grant	\$ -	\$ 38,000.00	
LGIP Interest	\$ 9,000.00	\$ 10,000.00	
<b>Total Revenue</b>	<b>\$ 4,341,429.76</b>	<b>\$ 4,048,000.00</b>	

<b>Woodhaven Expenses</b>			
Legal Fees Land Acquisition	\$ 19,000.00	\$ 19,000.00	
Legal Fees Rezoning	\$ 18,000.00	\$ 18,000.00	
Rezoning Application	\$ 10,950.00	\$ -	
Engineering Fees	\$ 18,000.00	\$ 144,406.00	
Civil Engineering	\$ 5,000.00	\$ -	
Property Maintenance	\$ 25,000.00	\$ 5,000.00	
Structure Demo Phase 1	\$ 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	\$ 97,748.00	\$ -	
Signs	\$ 1,000.00	\$ 1,000.00	
Meetings	\$ 4,000.00	\$ 4,000.00	
Advertising	\$ 1,900.00	\$ 1,900.00	
Bank Service Charges	\$ 500.00	\$ 200.00	
Professional Assistance	\$ 2,250.00	\$ 2,250.00	
<b>Total Expenses</b>	<b>\$ 1,904,093.00</b>	<b>\$ 1,825,441.00</b>	

<b>Reserve Funds</b>	<b>\$ 2,437,336.76</b>	<b>\$ 2,222,559.00</b>	
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**WVRIFA**  
**Woodhaven Participation Committee**  
**Bond Interest FY19 Budget**

created 3/19/18

	FY19 Budget	Notes
<b>Bond Interest Revenue</b>		
City of Roanoke	\$ 163,540.00	44.20%
Roanoke County	\$ 163,540.00	44.20%
City of Salem	\$ 42,920.00	11.60%
	\$ -	
	\$ -	
<b>Total Revenue</b>	<b><u>\$ 370,000.00</u></b>	
<b>Bond Interest Expense</b>		
Bond Interest Expense	\$ 370,000.00	payable each July 15th and January 15th
	\$ -	
	\$ -	
<b>Total Expense</b>	<b><u>\$ 370,000.00</u></b>	
<b>Reserve Funds</b>	<b><u>\$ -</u></b>	