

**BOARD OF DIRECTORS' MEETING  
of the  
Western Virginia Regional Industrial Facility Authority**

Friday, July 20, 2018 at 10:00 a.m.  
Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room)  
313 Luck Avenue, SW, Roanoke, VA 24016

**AGENDA**

1. Welcome, Call to Order ..... *Chairman Larrowe*
2. Roll Call ..... *Virginia Mullen*
3. Approval of Consent Agenda Items ..... *Chairman Larrowe*
  - A. Minutes of the June 15, 2018 WVRIFA Board Meeting, pp. 2-6
  - B. Financial Reports Ending June 30, 2018, pp. 7-10
4. Public Comment Period ..... *Chairman Larrowe*

*The WVRIFA Board will allow a 30-minute public comment period in which a citizen may sign-up for up to three (3) minutes of speaking time.*
5. Consideration of Request to Form a Participation Committee ..... *Brent Robertson*
6. Other Business ..... *Chairman Larrowe*
7. Adjournment ..... *Chairman Larrowe*

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**ADMINISTERED BY:**

Roanoke Valley-Alleghany Regional Commission  
313 Luck Avenue, SW, Roanoke, VA 24016  
info@wvrifa.org / www.wvrifa.org

## **MINUTES**

The June Board of Directors' meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) was held on Friday, June 15, 2018 at 10:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office, located at 313 Luck Avenue, SW, Roanoke, VA.

***NOTE:** The June meetings of the WVRIFA Board of Directors and the WVRIFA Participation Committee were held simultaneously (jointly) since several items on both agendas were the same.*

### **1. CALL MEETING TO ORDER**

Chairman Larrowe called the WVRIFA Board of Directors' Meeting to order at 10:30 a.m.

### **2. ROLL CALL**

Chairman Larrowe asked Jackie Pace to call the roll of the WVRIFA Board. Ms. Pace reported that a quorum was present.

Board Members Present: Kevin Boggess, City of Salem; Bob Cowell, City of Roanoke; Tom Gates, Roanoke County; Gary Larrowe, Botetourt County; Jill Loope, Roanoke County; Granger Macfarlane, City of Roanoke; Ken McFadyen, Botetourt County; Melinda Payne, City of Salem; Brent Robertson, Franklin County; 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 Jackie Pace, WVRIFA Administrative Staff (Roanoke Valley-Alleghany Regional Commission).

Others Present: Amanda Moore and Nancy Hughes, Citizens; and Alicia Petska, The Roanoke Times.

### **3. APPROVAL OF THE MAY 18, 2018 MINUTES**

The Minutes of the May 18, 2018 WVRIFA Board Meeting were distributed earlier.

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

Upon motion by Mr. Thompson, seconded by Mr. Boggess and carried, the Minutes of the May 18, 2018 WVRIFA Board Meeting were approved, as distributed.

#### **ADMINISTERED BY:**

4. **JOINT PUBLIC COMMENT PERIOD**

Board Chairman Larrowe and Participation Committee Chairman Gates opened the joint public comment period.

**AMANDA MOORE**  
**7921 Sequoia Drive, Roanoke, VA 24019**

*"I see on the Participation agenda, #6, that you have a possible revision. One thing I want you to consider is the 30 ft. buffer that Maryellen Goodlatte had recommended. At the second community meeting it was presented to the public 200-250 ft. (I forgot my map, but it is on your website) and that's on the road side. Where the residences are placed, it's 100-150 ft. So, the residents were kind of misled. Like, why did Maryellen Goodlatte present her stuff and put these boundaries in effect. I would like for you all to consider the buffers and put them in writing and not just say "hey more than likely we do it". The other thing that was in your covenants was Industrial 2 which is now considered high industrial. I know it is going to be changed to something else, but I have talked to a person in the planning commission and he said basically what they are going to do is take out the word industrial to make it sound better. That's what I was told. So, in the items (I forgot my list), I think it is "B" out of your list, it would be nice if that was taken out. Of course, I'd like a lot more taken out but I'm sure I'm not going to get that. I feel like the public was kind of misled because they were told high tech jobs and a lot of people felt that was what's coming there. Another thing, I feel sorry for the citizens that I've talked to. They say that you all know what is coming in there, but all of you have told me that you do not. Some of these people are imagining high tech jobs coming with good pay. They are kind of misled on that so it's the buffer that concerns me. I think that we should, even though it's to the road and you are not going to say that it's to adjacent residential. But I need to remind all of you that out of these 112 acres, most of it is residential, it's a residential neighborhood. The road on Wood Haven is majority residential. There are five neighborhoods that go off of Wood Haven Road. When you go down to Green Ridge, which is also going to be affected by this, and you have two neighborhoods that are very concerned about this – Willow Creek and Green Ridge. So, I think we should have some buffers. Also, on your website that it would be "minimum impact to the neighborhood" that's on your website. That was one of the questions that people said they wanted to know. You said high tech and minimum impact to the neighborhood and a buffer of 200-250 ft. because you said you had listened to the citizens and that is why you had that community meeting was to listen to us. I feel like we should be heard."*

**NANCY HUGHES**  
**7917 Sequoia Drive, Roanoke, VA 24019**

*"I have some comments and I'll keep them somewhat brief. First of all, Martha Hooker came out to our community meeting and briefed us, and it was a really good time for people I think to get educated. But, I do have some concerns with Roanoke County and I talked to Martha about this because she has been on the planning commission for many years though not currently. The revisions on some of the planning and zoning ordinances need updating. I don't know if you have looked at them recently, but they are kind of living back in the 60's and 70's the way they are worded as far as manufacturing, smokestacks, and things of that nature. And, I saw that there was no R&D referencing - research and development kind of ordinances. That concerns me as a citizen that we are not, just like we have to keep up with changes in other areas in*

*planning and zoning and I don't think we are up-to-date. I don't know who to address to that, but I think it is something to be noted. I had a brainstorm and I want to share this and it is truly a brainstorm so keep it in the back of your head because it is really out there. I'm an active member at the Green Ridge Rec Center. I take water aerobics every day. Roughly we have 30-40 people in our classes every morning. The pool area is not big enough especially when you impact with children and swim lessons. But I would like to see, and like I said this is just an idea, over at our end where we are looking at developing the park area there, I would like to see the schools, Roanoke County, Botetourt County, Roanoke City, the high schools have a terrible time with swim teams having swim lanes. I can tell you that Roanoke County spends between \$4,000 and \$8,000 a swim season to rent swim lanes for the teams to practice. So, if we all went together and built a swim aquatic, and it has to be done to certain standards for high school swimming, they could utilize the pool as well as Green Ridge could also use it during the day when the children are at school the students could use it and it could also be an attraction for an R&D. You know they are looking for a whole life experience. They want gyms and good life living. So, it would be a win-win if everybody did a little we could build an area that could be unique and attract people, as well as put in mountain bike trails through the working environment. Coming from the RTP area, the Research Triangle Park, that's what those kinds of people are looking for. It's not just shell Leonard buildings, and I'm not criticizing Leonard buildings, but it's not the aluminum shell buildings. They are looking for kind of a lifestyle concept. The schools really do struggle with that funding, so if we could get them to participate in constructing that, I think it would be a real savings for them as well for the County and marketing. And Wood Haven needs a lot of work. That road has got to be widened. I'd like to see bike trails and walking trails there, so we could walk to Green Ridge. If you can't do it initially, do it so you can go back and do it when you can financially."*

[Tom Gates, Chairman of the WVRIFA Participation Committee, responded that with respect to the Planning and Zoning Ordinances of the County, the best place to make those comments is to the Planning Commission and the Board of Supervisors, and similarly for the swim facility.]

**5. BRIEFING ON DRAWDOWN AND INVESTMENT OF REMAINING BOND FUNDS**

For informational purposes, Beth Doughty informed members that the remainder of the initial \$10 million borrowing has \$1.9 million left to be drawn down. WVRIFA's agreement with Union Bank was to drawdown all funds before June 30, 2018. Doughty stated that no action is required by members since it was in the original bond document. The \$1.9 million will be added to the \$2.2 million already in the bank (in LGIP funds which has a 1.874% yield currently). Ms. Doughty also stated she will be talking to the finance directors of the participating localities to make sure they are agreeable with what is being done in terms of investing the funds until they are needed. Doughty further noted that the LGIP provides an interim home for those funds. Sam Darby pointed out that the interest rate on the borrowing would be more than the interest rate of the temporary investment. He noted there would be a cost for doing that and added compared to the cost to redoing the bond issue or running the risk that Union wouldn't be agreeable to extending it, he feels this is reasonable.

**6. BRIEFING ON WOOD HAVEN PROPERTY REZONING PROCESS AND POSSIBLE REVISIONS**

Doughty stated that the Community Meeting on the rezoning will be held on June 27, 2018, followed by the Roanoke County Planning Commission meeting on July 10, 2018. If the matter is forwarded or recommended by the Planning Commission, the rezoning will then go before the Roanoke County Board of Supervisors at their July 24, 2018 meeting.

Doughty stated, in concert with Mrs. Moore's comments, the upcoming Community Meeting will be an important opportunity for feedback to a solid plan. At the previous Community Meetings, Doughty stated that nothing was set in a land use plan at that time and discussion focused mainly on feedback. But the land use application is a concrete plan/proposal. She noted that they may receive feedback at the June 27 meeting that might change the plan in small ways. For example, it could increase the buffer (as conveyed by Mrs. Moore). Doughty requested permission from both the Participation Committee and Board to make subtle adjustments to adhere to the time schedule. Doughty stated that members would, of course, be briefed and it is public information, but she would like to streamline the process to avoid having to hold additional meetings for revisions that are in substantial compliance with the submitted plan.

Concerning what is being proposed, Gates stated that as part of the land use process, and the community input and the review by the planning staff and Planning Commission, there are times when there are suggested revisions to what has been put forth. Gates stated that is a fairly normal process for any kind of land use application, noting there may be points of contention such as areas where the planning staff may disagree with what has been submitted and they suggest alternatives – points where the community, during the community input process, wish to see revisions that are supported by the planning staff, the Planning Commission and ultimately Board members. Gates asked Doughty if she was asking, should those things occur, the application would not have to come back to the WVRIFA Participation Committee and/or the WVRIFA Board for authorization of those things (will agree to let that process evolve in the public manner). Doughty stated that was correct. She noted that what has made this situation was that staff attempted to have the community meeting earlier in the month but due to schedules it was not possible until the 27<sup>th</sup>, which bumped up against the timeline for the process.

Chairman Larowe stated he would entertain a motion to authorize Beth Doughty, WVRIFA Executive Director, to authorize any potential revisions to the application that are negotiated through the land use process, so the final design is substantially in the form as originally submitted.

Mr. Macfarlane stated he was concerned about the substantial difference in the protection area from 30 ft. to over 200-225 ft.

Doughty stated that the June 27 Community Meeting is an opportunity to receive community response, as well as the planning staffs' response to the Plan and try to accommodate as much as feasible in the final application to the Planning Commission. Both the County Planning Commission and Board of Supervisors' meetings are public meetings and are additional opportunities for feedback.

**WVRIFA Board Action:**

Mr. Gates moved approval of the motion as presented. Motion was seconded by Ms. Payne and carried. Mr. Macfarlane abstained from the vote and asked that the record show he feels there is too much of a difference between a 30 ft. and 200-225 ft. buffer, and that it is an implied condemnation and would devalue the residential homes on the property either advertently or inadvertently.

7. **AUTHORIZATION TO RENEW MOU WITH THE ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION**

Doughty reported that she is asking for authorization to renew the Memorandum of Understanding (MOU) between the Western Virginia Regional Industrial Facility Authority and the Roanoke Valley-Alleghany Region Commission. Since the WVRIFA relies on contracted staff to provide support for the organization, the RVARC was asked in September 2016 to provide staff services (administrative and financial) to WVRIFA. The MOU outlines responsibilities and services that each organization agrees to provide. The services agreed to within the MOU will be performed for a fee of \$25,000 a year, and payment for the services will be provided to the RVARC from the WVRIFA at a rate of \$2,083.33 per month. July 1, 2018 shall be the effective date of the MOU which will remain in effect and be automatically renewed for one additional term(s) of one year(s) each. Doughty stated that any revisions to the MOU were minor in nature and is seeking authorization for the WVRIFA Executive Director and the WVRIFA Board Chair to sign the MOU between the WVRIFA and the RVARC, as presented.

**WVRIFA Board Action:**

Mr. Boggess moved to renew the MOU between the WVRIFA and the RVARC and authorized both the WVRIFA Executive Director and Board Chair to sign the agreement, as presented. Motion was seconded by Ms. Loope and carried.

8. **CONSIDERATION OF REQUEST TO FORM A PARTICIPATION COMMITTEE**

At the May meeting, Brent Robertson, Franklin County Administrator and a County representative on the WVRIFA Board, stated that the Franklin County Board of Supervisors was proposing that WVRIFA be a pass-through agent to receive and distribute funds related to the replacement of a railroad switch in Rocky Mount. No action was taken since the Franklin County Attorney and WVRIFA Attorney, Sam Darby, were looking at statutes concerning unresolved legal issues/problems.

Mr. Robertson asked that the item be tabled this month. Robertson stated that he had been heavily involved working on the County's budget and other matters and did not have a chance to consult with Mr. Darby and the County Attorney on this issue. He apologized and stated that this is important to the County and he hopes to bring the request back at the next meeting with a brief presentation.

The WVRIFA Board of Directors' meeting adjourned at 10:54 a.m.

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W. Brent Robertson, Secretary  
WVRIFA Board of Directors

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Attest

Western Virginia Regional Industrial Facility Authority  
Statement of Financial Position

As of June 30, 2018

	<u>Jun 30, 18</u>	<u>Jun 30, 17</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
LGIP Investment Cash Woodhaven	4,151,984.85	2,347,741.75	1,804,243.10	76.85%
Union Bank Bond Cash Woodhaven	23,027.87	3,179.99	19,847.88	624.15%
Union WVRIFA Operating	51,660.54	45,565.36	6,095.18	13.38%
Total Checking/Savings	4,226,673.26	2,396,487.10	1,830,186.16	76.37%
Accounts Receivable				
Accounts Receivable	5,698.70	5,337.88	360.82	6.76%
Total Accounts Receivable	5,698.70	5,337.88	360.82	6.76%
Other Current Assets				
Accrued Receivables	137,753.02	213,120.00	-75,366.98	-35.36%
Prepaid Expense	939.00	1,153.00	-214.00	-18.56%
Total Other Current Assets	138,692.02	214,273.00	-75,580.98	-35.27%
Total Current Assets	4,371,063.98	2,616,097.98	1,754,966.00	67.08%
Fixed Assets				
Land-WoodHaven	5,280,954.23	5,280,954.23	0.00	0.0%
Total Fixed Assets	5,280,954.23	5,280,954.23	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>9,652,018.21</b>	<b>7,897,052.21</b>	<b>1,754,966.00</b>	<b>22.22%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	26,371.11	20,819.68	5,551.43	26.66%
Total Accounts Payable	26,371.11	20,819.68	5,551.43	26.66%
Other Current Liabilities				
Accrued Payable	137,753.02	2,500.00	135,253.02	5,410.12%
Bond Interest Payable	0.00	213,120.00	-213,120.00	-100.0%
Total Other Current Liabilities	137,753.02	215,620.00	-77,866.98	-36.11%
Total Current Liabilities	164,124.13	236,439.68	-72,315.55	-30.59%
Long Term Liabilities				
Revenue Bond Payable	10,000,000.00	8,100,000.00	1,900,000.00	23.46%
Total Long Term Liabilities	10,000,000.00	8,100,000.00	1,900,000.00	23.46%
Total Liabilities	10,164,124.13	8,336,439.68	1,827,684.45	21.92%
Equity				
Retained Earnings	-439,387.47	31,112.85	-470,500.32	-1,512.24%
Net Income	-72,718.45	-470,500.32	397,781.87	84.54%
Total Equity	-512,105.92	-439,387.47	-72,718.45	-16.55%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,652,018.21</b>	<b>7,897,052.21</b>	<b>1,754,966.00</b>	<b>22.22%</b>

Western Virginia Regional Industrial Facility Authority  
Profit & Loss Budget vs. Actual  
July 2017 through June 2018

	Debt Fund			Operating			Woodhaven		
	Jul '17 - Jun 18	Budget	\$ Over Budget	Jul '17 - Jun 18	Budget	\$ Over Budget	Jul '17 - Jun 18	Budget	\$ Over Budget
Ordinary Income/Expense									
Income									
Bond Revenue	0.00			0.00		*	1,900,000.00	1,900,000.00	0.00
Bond Revenue Carryforward	0.00			0.00		*	2,332,429.76	2,332,429.76	0.00
Grants	0.00			0.00			100,000.00	100,000.00	0.00
Indirect Public Support	0.00			0.00			0.00		
Investments									
Interest-Savings, Short-term CD	0.00			0.00			30,043.10	9,000.00	21,043.10
Total Investments	0.00			0.00			30,043.10	9,000.00	21,043.10
Locality Support Revenue	300,090.53			56,250.00	56,250.00	0.00	0.00		
Program Income									
Rent Revenue	0.00			0.00			335.00	0.00	335.00
Total Program Income	0.00			0.00			335.00	0.00	335.00
Total Income	300,090.53			56,250.00	56,250.00	0.00	4,362,807.86	4,341,429.76	21,378.10
Expense									
Contract Services									
Accounting Fees	0.00			6,665.00	6,665.00	0.00	0.00		
Civil Engineering	0.00			0.00			0.00	5,000.00	-5,000.00
Engineering	0.00			0.00			20,501.91	18,000.00	2,501.91
Legal Fees	0.00			4,990.63	10,000.00	-5,009.37	2,264.50		
Legal Fees Land Acquisition	0.00			0.00			6,604.64	19,000.00	-12,395.36
Legal Fees Rezoning	0.00			0.00			21,509.02	18,000.00	3,509.02
Master Plan	0.00			0.00			83,709.40	97,748.00	-14,038.60
Rezoning Application	0.00			0.00			4,260.00	10,950.00	-6,690.00
Structure Demolition	0.00			0.00			66,275.00	71,060.00	-4,785.00
Total Contract Services	0.00			11,655.63	16,665.00	-5,009.37	205,124.47	239,758.00	-34,633.53
Facilities and Equipment									
Property Acquisition	0.00			0.00			0.00	28,735.00	-28,735.00
Property Maintenance	0.00			0.00			5,447.00	25,000.00	-19,553.00
Total Facilities and Equipment	0.00			0.00			5,447.00	53,735.00	-48,288.00
Insurance	0.00			678.00	650.00	28.00	475.00	950.00	-475.00
Land Expense	0.00			0.00			0.00	1,600,000.00	-1,600,000.00
Operations									
Bank Fees	0.00			0.00			0.00	500.00	-500.00
Computer Services	0.00			179.00			0.00		
Management Fee	0.00			0.00			0.00	0.00	0.00
Meetings	0.00			0.00			0.00	4,000.00	-4,000.00
Roanoke Reg. Partnership Staff	0.00			10,000.00	10,000.00	0.00	0.00		
RVARC Staff	0.00			24,999.96	25,000.00	-0.04	0.00		
Signs	0.00			0.00			0.00	1,000.00	-1,000.00
Supplies	0.00			0.00	600.00	-600.00	0.00		
Total Operations	0.00			35,178.96	35,600.00	-421.04	0.00	5,500.00	-5,500.00
Other Types of Expenses									
Advertising	0.00			0.00			0.00	1,900.00	-1,900.00
Bond Loan Interest Expense	300,090.52			0.00			0.00		
Misc. Expenses	0.00			0.00			0.00		
Technical Assistance	0.00			0.00	3,335.00	-3,335.00	787.50	2,250.00	-1,462.50
Total Other Types of Expenses	300,090.52			0.00	3,335.00	-3,335.00	787.50	4,150.00	-3,362.50
Total Expense	300,090.52			47,512.59	56,250.00	-8,737.41	211,833.97	1,904,093.00	-1,692,259.03
Net Ordinary Income	0.01			8,737.41	0.00	8,737.41	4,150,973.89	2,437,336.76	1,713,637.13
Net Income	0.01	0.00	0.01	8,737.41	0.00	8,737.41	4,150,973.89	2,437,336.76	1,713,637.13

\* shown and manually entered to this report for budget comparison purposes only

**Western Virginia Regional Industrial Facility Authority**  
**As of June 30, 2018**  
**Statement of Cash Balances**

Operating Fund	\$ 51,661
Woodhaven Project	<u>\$ 4,175,012</u>
Total Cash	<u><u>\$ 4,226,673</u></u>

