

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE
Wood Haven Road Project

MINUTES

A meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, February 15, 2019 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, APPOINTMENT OF CHAIRMAN PRO TEM, ROLL CALL

Beth Doughty, Director of the Western Virginia Regional Industrial Facility Authority, called the meeting to order at 10:00 a.m. Ms. Doughty stated that due to the lack of a current Chairman of the WVRIFA Participation Committee, committee members would need to elect a Chairman Pro Tem from among its members to temporarily chair the February 15, 2019 meeting.

WVRIFA Participation Committee Action:

Dan O'Donnell moved to appoint Bob Cowell (City of Roanoke member) to serve as Chairman Pro Tem for the February 15, 2019 meeting. Melinda Payne seconded the motion and the temporary appointment was unanimously approved.

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

Participation Committee Members Present: Melinda Payne, City of Salem (Alternate); Bob Cowell, City of Roanoke; and Dan O'Donnell, Roanoke County.

Staff Present: Beth Doughty, WVRIFA Director; John Hull, WVRIFA Assistant Director; Sam Darby, WVRIFA Counsel; Sherry Dean and Virginia Mullen, WVRIFA Finance/Administrative Staff.


Others Present: Gary Larrowe, WVRIFA Board Member - Botetourt County; Alicia Petska, Roanoke Times, Sean Horne, Balzer Associates; Chris Burns, Balzer Associates.

2. APPOINTMENT OF NEW WVRIFA PARTICIPATION COMMITTEE CHAIR

Background: Mr. Gates was appointed to serve as the Chair of the WVRIFA Participation Committee on December 16, 2016. Due to the resignation of Tom Gates as the Roanoke County Administrator, effective December 31, 2018, a new chair of the WVRIFA Participation Committee will need to be appointed.

WVRIFA Participation Committee Action:

ADMINISTERED BY:

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

Dan O'Donnell nominated Bob Cowell, Roanoke City representative, to serve as the new Chair of the WVRIFA Participation Committee. Hearing no further nominations from the floor, Melinda Payne asked that the Chairman declare the nominations be closed. Bob Cowell, City of Roanoke representative, was unanimously elected to serve as the new Chair of the WVRIFA Participation Committee.

3. **PUBLIC COMMENT PERIOD**

Chairman Cowell opened the public comment period. No comments were received, and Chairman Cowell closed the comment period.

4. **APPROVAL OF CONSENT AGENDA ITEMS**

The following Consent Agenda items were distributed earlier: (A) October 19, 2018 Minutes and (B) Financial Reports Ending December 31, 2018.

WVRIFA Participation Committee Action:

Melinda Payne moved approval of Items A&B under the Consent Agenda, as distributed. The motion was seconded by Dan O'Donnell and carried.

5. **CONSIDERATION OF VDOT OPTION AGREEMENT**

John Hull reported that the VDOT Option Agreement was included in the agenda packet. The Agreement was needed by VDOT for the Auxiliary Lane Project, requesting right-of-way on approximately 0.36 acres and an additional 0.10 acres for drain easement. The vast majority of the 0.46 acres is in the conservation area. It was discovered that there is an overlap between the VDOT drain easement and Roanoke Gas utility easement and therefore an option of protection for VDOT and Roanoke Gas was added to the agreement. Based on the appraisal, the total amount for land and permanent drainage easement offered was \$12,100.00.

WVRIFA Participation Committee Action:

Dan O'Donnell moved to forward the VDOT Option Agreement, as presented, to the WVRIFA Board for approval. The motion was seconded by Melinda Payne and carried.

6. **CONSIDERATION OF UTILITY EXTENSION DESIGN**

Sean Horne reported that Balzer Associates have developed the road design and utility extensions for water and sewer and are in coordination with dry utilities and the storm water solution. He noted that they have prepared a set of plans that do not require additional easement or property right-of-way from adjoining property areas. Mr. Horne added that after several discussions with VDOT the actual location of the entrance was carefully planned to allow future growth and expansion of Woodhaven. Mr. Horne presented the five exhibits attached to the Minutes.

WVRIFA Participation Committee Action:

ADMINISTERED BY:

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

Dan O'Donnell moved to forward the Utility Extension Design plans, as presented, to the WVRIFA Board for approval. The motion was seconded by Melinda Payne.

7. **APPROVAL OF PARTICIPATION COMMITTEE FY19 BUDGET REVISION & FY20 BUDGET**

Sherry Dean reported that the FY19 Revised Budget and the FY20 Budget were included in the agenda. John Hull noted that he received preliminary notice of a \$135,000 grant through the Virginia Business Ready Sites Program from the Virginia Economic Development Partnership. The notice was received after the budget revision.

WVRIFA Participation Committee Action:

Melinda Payne moved adoption of the FY19 Budget Revision and the FY20 Budget, as presented. The motion was seconded by Dan O'Donnell and carried.

8. **REQUEST FOR CLOSED MEETING PURSUANT TO VA. CODE 2.2-3711**

Motion was made by Dan O'Donnell 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. The motion was seconded by Melinda Payne. The motion was adopted and carried by a vote of 3 to 0. The WVRIFA Participation Committee went into a Closed Meeting at 10:43 a.m.

9. **END OF CLOSED MEETING AND RECONVENE REGULAR MEETING**

Motion was made by Dan O'Donnell and seconded by Melinda Payne 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 10:53 a.m.

10. **ADOPTION OF RESOLUTION OF CERTIFICATION OF CLOSED MEETING**

Motion was made by Dan O'Donnell and seconded by Melinda Payne 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.

ADMINISTERED BY:

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

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

Bob Cowell – Yes
Dan O'Donnell – Yes
Melinda Payne – Yes

11. ACTION BY THE PARTICIPATION COMMITTEE AS A RESULT OF THE CLOSED MEETING

Chairman Cowell noted that there was no action as a result of the discussion at the closed meeting.

12. OTHER BUSINESS

No other business was discussed at this time.

The WVRIFA Participation Committee meeting adjourned at 10:54 a.m.



Virginia Mullen, Recording Secretary
WVRIFA Participation Committee

ADMINISTERED BY:

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

**OVERALL PROPERTY
±109.9 AC.**

EX. PROPERTY LINE
TO BE VACATED

N/T
WESTERN VIRGINIA REGIONAL
WASTEWATER FACILITY AUTHORITY
MAY 2011/12/18
L.A. PERMITS-01-01-200

N/T
WESTERN VIRGINIA REGIONAL
WASTEWATER FACILITY AUTHORITY
MAY 2011/12/18
L.A. PERMITS-01-11-100

N/T
WESTERN VIRGINIA REGIONAL
WASTEWATER FACILITY AUTHORITY
MAY 2011/12/18
L.A. PERMITS-01-11-100

N/T
LONG LEAF HAZEL SOUTHWEST
MAY 2011/12/18
L.A. PERMITS-01-11-100

N/T
WESTERN VIRGINIA REGIONAL
WASTEWATER FACILITY AUTHORITY
MAY 2011/12/18
L.A. PERMITS-01-01-200

N/T
WESTERN VIRGINIA REGIONAL
WASTEWATER FACILITY AUTHORITY
MAY 2011/12/18
L.A. PERMITS-01-01-200

N/T
WOOD HAVEN CHURCH
MAY 2011/12/18
L.A. PERMITS-01-11-100

**PROP. PUBLIC SANITARY
SEWER EXTENSION**

**PROP. SWM FACILITY
PROP. PUBLIC
WATERLINE EXTENSION
PROP. PUBLIC ROAD
IMPROVEMENTS**

LEGEND:

 **PROP. ROADWAY**

 **PROP. SWM FACILITY**

 **PROP. S.S. LINE**

 **PROP. WATERLINE**

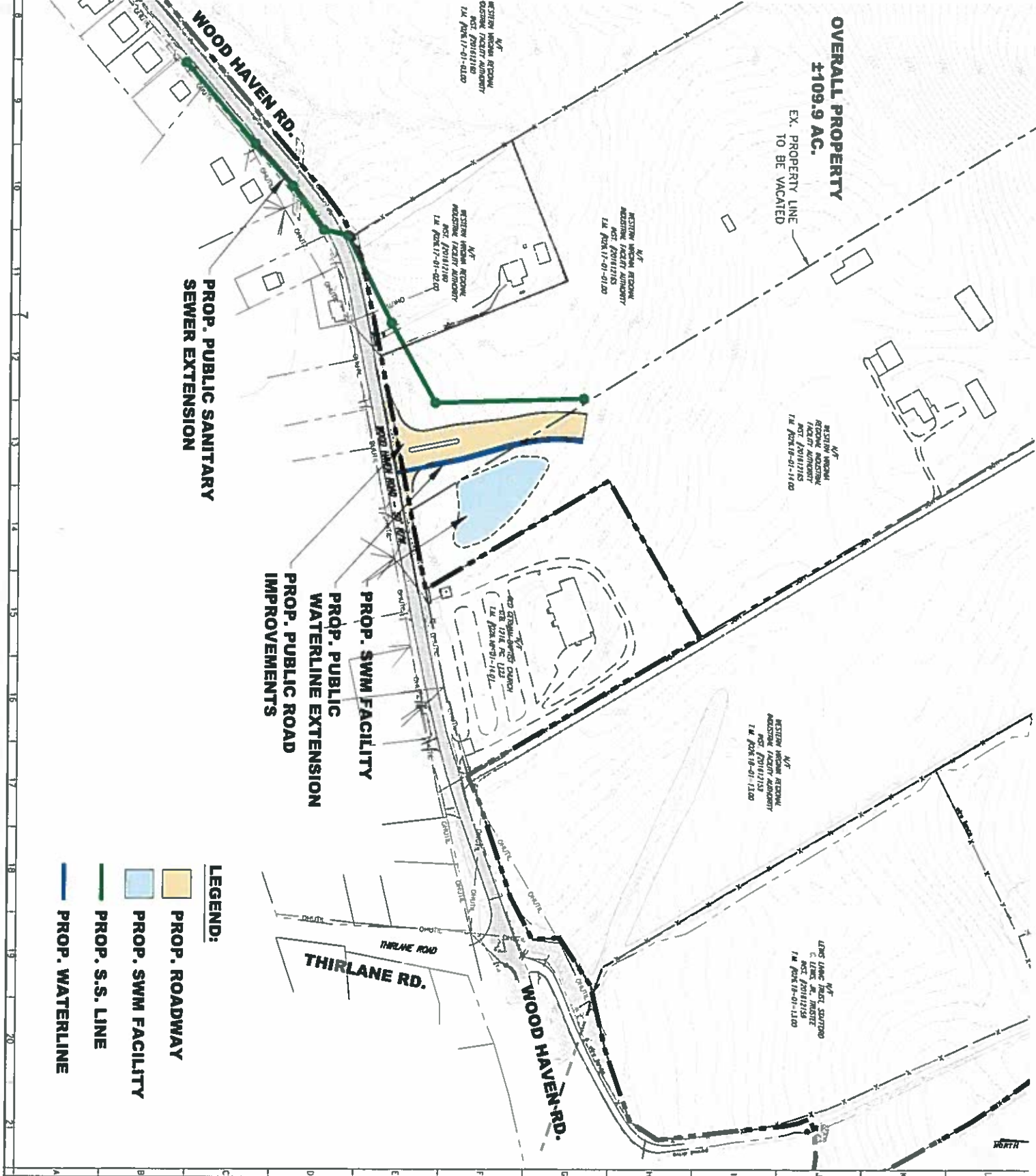
**PRELIMINARY
NOT FOR CONSTRUCTION**

**WOOD HAVEN TECHNOLOGY PARK
INFRASTRUCTURE IMPROVEMENTS
OVERALL PROPERTY MAP
CATAWBA DISTRICT
ROANOKE COUNTY, VIRGINIA**

DRAWN BY: CPB
DESIGNED BY: CPB
CHECKED BY: SMH
DATE: 2/18/2019
SCALE: 1"=250'
REVISED:

SHEET NO.
EX-A
JOB NO. 04180095.00

Baker and Associates, Inc.
1208 Corporate Circle
Roanoke, VA 24018
540-772-8580
FAX 540-772-8050



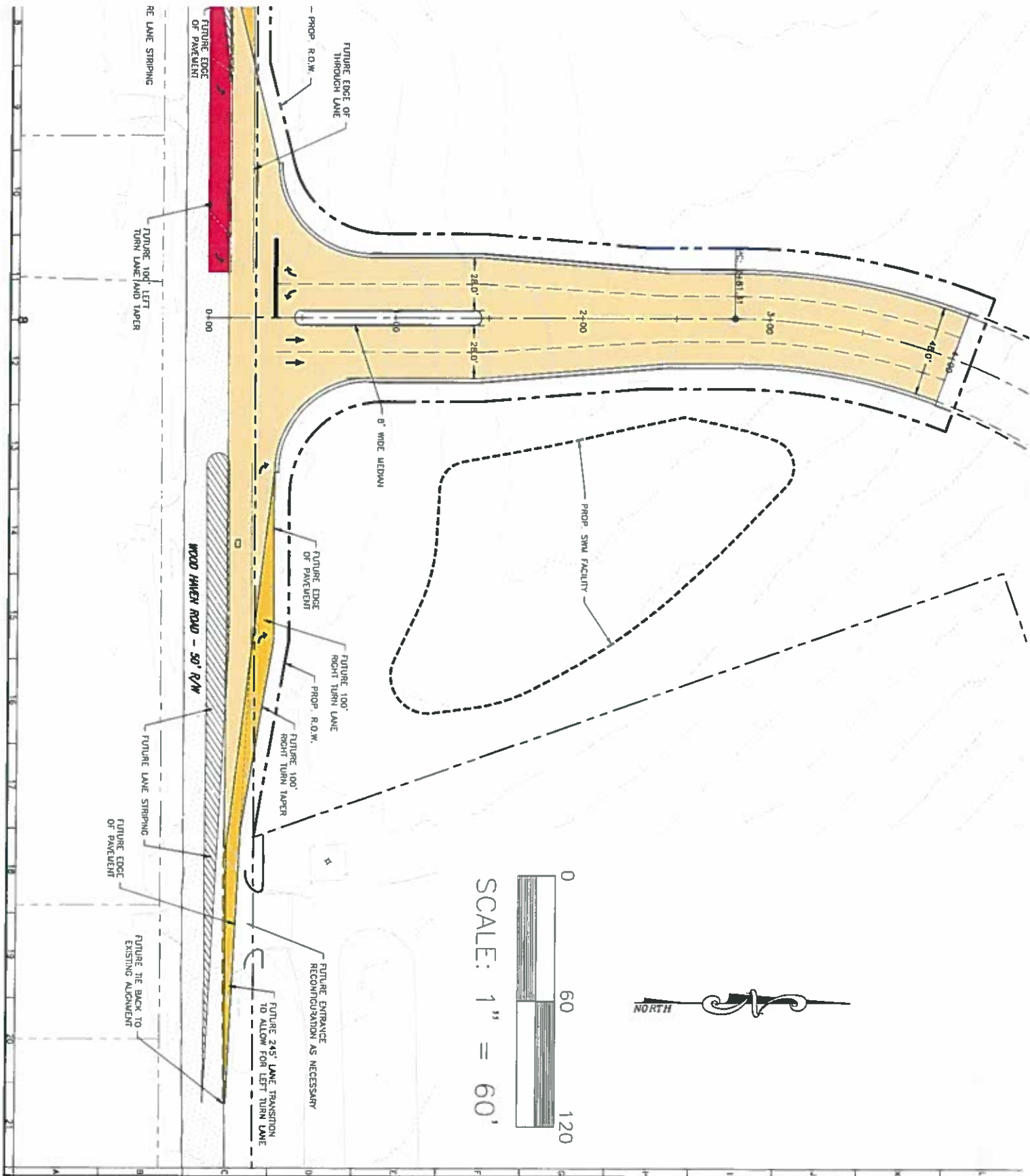
Salter and Associates, Inc.
1208 Corporate Circle
Roanoke, VA 24018
540-772-8580
FAX 540-772-8050

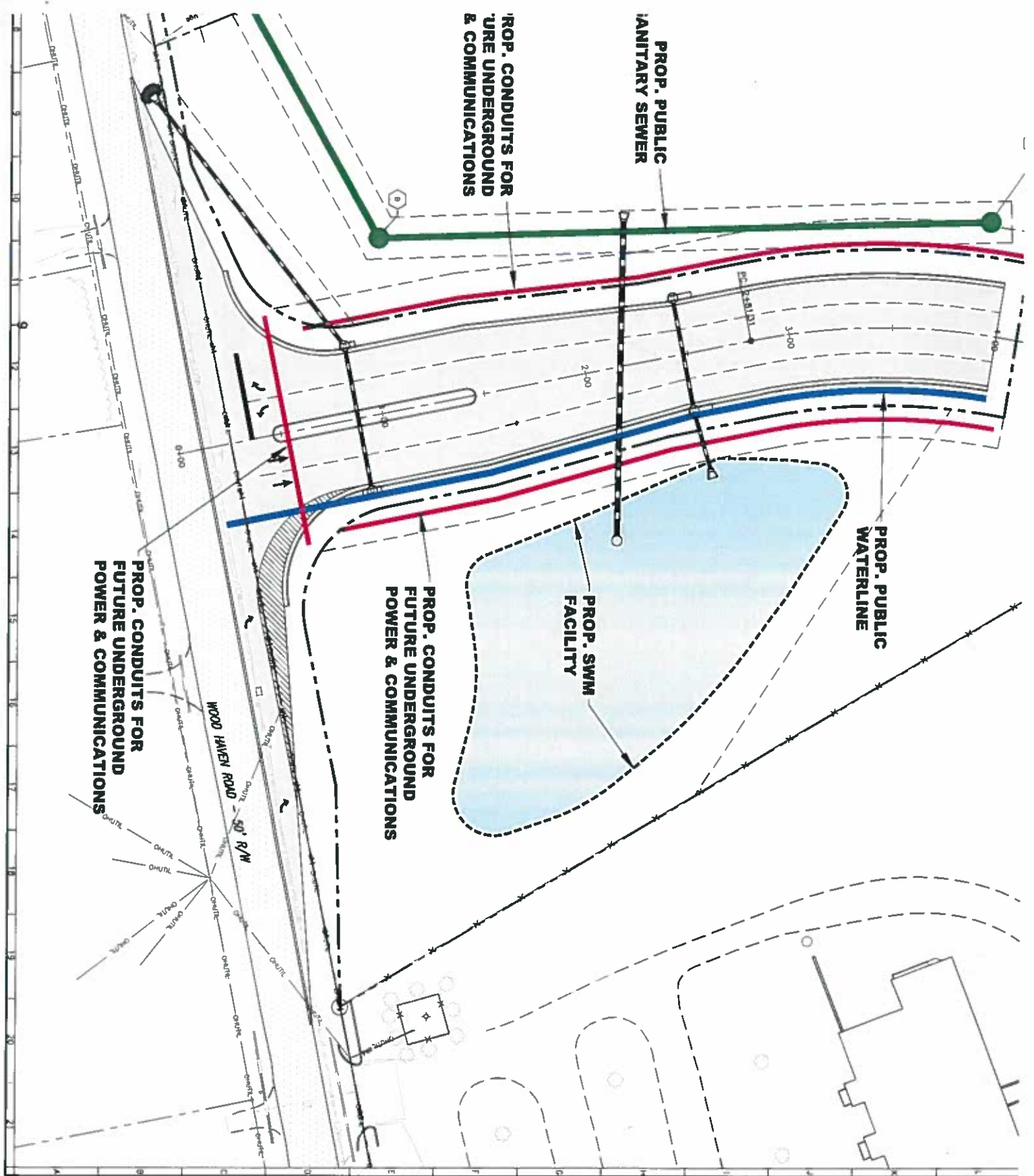
**PRELIMINARY
NOT FOR CONSTRUCTION**

**WOOD HAVEN TECHNOLOGY PARK
INFRASTRUCTURE IMPROVEMENTS**
CURRENT & FUTURE ROAD IMPROVEMENTS
CATAWBA DISTRICT
ROANOKE COUNTY, VIRGINIA

DRAWN BY: **CPB**
DESIGNED BY: **CPB**
CHECKED BY: **SMH**
DATE: **2/18/2019**
SCALE: **1"=60'**
REVIS ONS:

SHEET NO. **EX-B**
JOB NO. **04180095.00**





**PRELIMINARY
NOT FOR CONSTRUCTION**

**WOOD HAVEN TECHNOLOGY PARK
INFRASTRUCTURE IMPROVEMENTS**
UTILITY EXHIBIT
CATAWBA DISTRICT
ROANOKE COUNTY, VIRGINIA

DRAWN BY: CPB
DESIGNED BY: CPB
CHECKED BY: SMH
DATE: 2/18/2019
SCALE: 1"=50'
REVISIONS:

Robler and Associates, Inc.
1706 Corporate Circle
Roanoke, VA 24016
540-772-8550
540-772-8550
FAX 540-772-8050

SHEET NO.
EX-C
JOB NO. 041R095.00



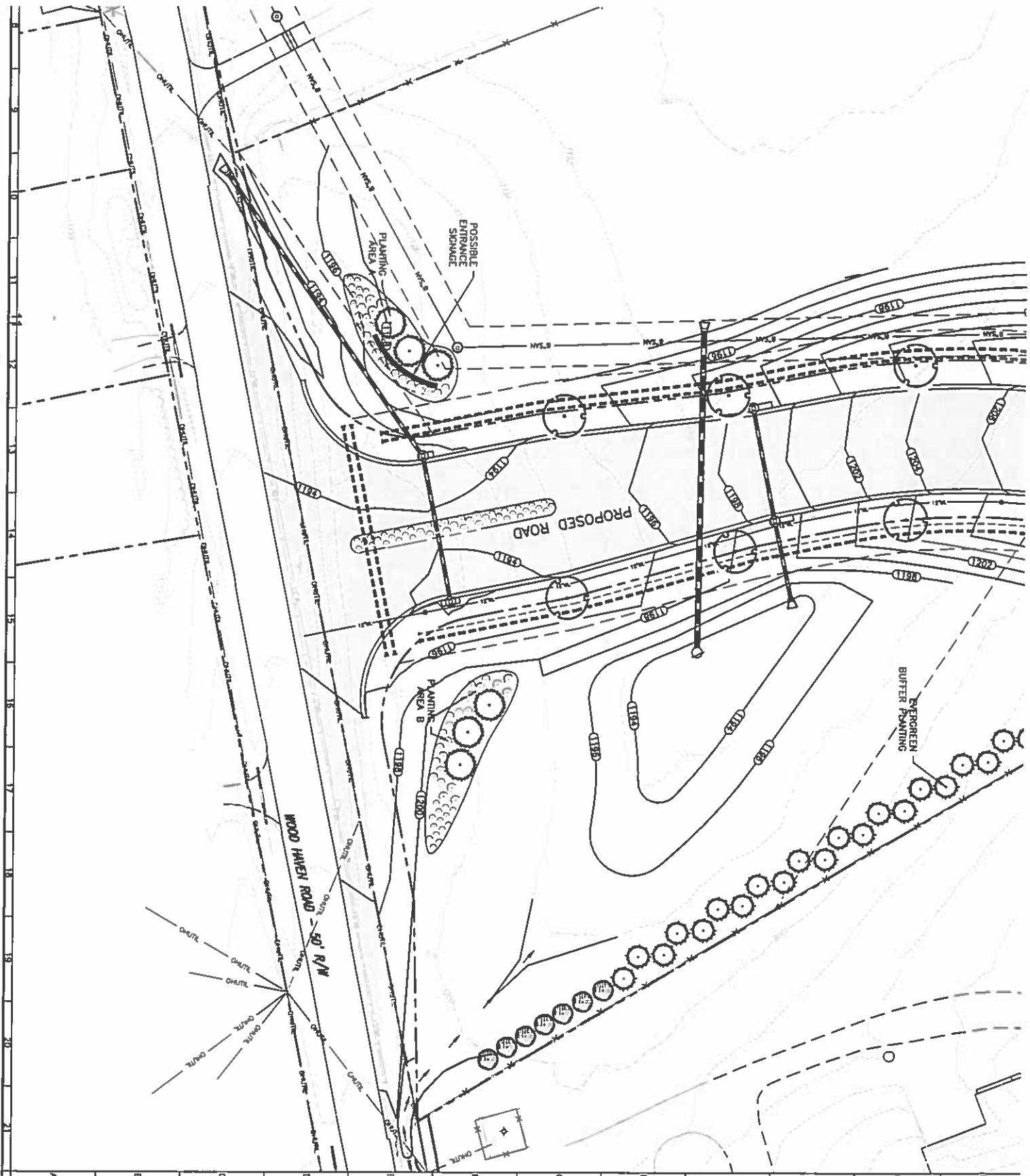
SHEET NO.
EX-D
JOB NO. 04180095.00

REVIS ONS:
SCALE 1"=80'
DATE 2/18/2019
CHECKED BY SHH
DESIGNED BY CPB
DRAWN BY CPB

WOOD HAVEN TECHNOLOGY PARK
INFRASTRUCTURE IMPROVEMENTS
GRADING EXHIBIT
CATAWBA DISTRICT
ROANOKE COUNTY, VIRGINIA

**PRELIMINARY
NOT FOR CONSTRUCTION**

Salter and Associates, Inc.
1208 Corporate Circle
Roanoke, VA 24018
540-772-8580
FAX 540-772-8550



SHEET NO. **71**
 JOB NO. 04180093.00
 DRAWN BY CPB
 DESIGNED BY CPB
 CHECKED BY SMH
 DATE 2/18/2019
 SCALE 1"=60'
 REVISIONS:

WOOD HAVEN TECHNOLOGY PARK
 INFRASTRUCTURE IMPROVEMENTS
ENTRANCE LANDSCAPE PLAN
 CATAWBA DISTRICT
 ROANOKE COUNTY, VIRGINIA

PRELIMINARY
NOT FOR CONSTRUCTION

Baker and Associates, Inc.
 1208 Corporate Circle
 Roanoke, VA 24018
 540-772-2580
 FAX 540-772-9050