

MINUTES

A meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, June 21, 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

Chair Cowell called the meeting to order at 10:00 a.m.

2. ROLL CALL

Chair 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 for James Taliaferro, City of Salem; Bob Cowell, City of Roanoke; and Dan O'Donnell, County of Roanoke.

Staff Present: Beth Doughty, WVRIFA Director; John Hull, WVRIFA Assistant Director; Sherry Dean and Virginia Mullen, WVRIFA Finance/Administrative Staff, Meg Hibbert, Administrative Staff (Bright Services).

Others Present: Gary Larrowe, WVRIFA Board Member, Botetourt County; Granger Macfarlane, WVRIFA Board Member, City of Roanoke; Jill Loope, WVRIFA Board Member, Richard Caywood, WVRIFA Board Member, Roanoke County; Pete Peters, WVRIFA Board Member, Town of Vinton; and Sam Darby, WVRIFA Counsel.

3. PUBLIC COMMENT PERIOD

There were no comments.

4. APPROVAL OF THE May 17, 2019 PARTICIPATION COMMITTEE MINUTES

The May 17, 2019 Participation Committee Minutes were previously distributed.

WVRIFA Participation Committee Action:

Melinda Payne moved approval of the May 17, 2019 Participation Committee Minutes, as presented. The motion was seconded by Dan O'Donnell and carried.

ADMINISTERED BY:

5. WATER AND SEWER PROJECT CONTRACT

John Hull stated he was not prepared to approve a contract at this time. The apparent low bidder is E.C. Pace, for \$355,345 plus some miscellaneous engineering expenses. Proposed start date is August 12, 2019, which would give time negotiate a contract and to bring a contract back to the Participation Committee at the July meeting. It is being funded by a GO Virginia grant. Beth Doughty said the \$200,000 grant is being held in WVRIFA's financial escrow.

Mr. Hull asked for authorization to enter into negotiations with the apparent low bidder, and to bring a contract back to the Participation Committee in July. The committee concurred.

6. ACTION ON OVERHEAD UTILITY PROJECT CONTRACT

John Hull reported an overhead copper phone line on the property frontage on the other side of the road needs to be relocated for aesthetic reasons and to make it easier for work equipment to get into the site. WVRIFA would reimburse Appalachian Power and others for their work on the project to replace a pole on the south side of Wood Haven Road and to reattach lines for other utilities. Anticipated costs are around \$100,000: \$61,307 for the Appalachian Power pole, \$3,500 for undergrounding the FAA wind shear tower in the front yard of the church, \$10,000 for relocating Verizon lines, and \$25,000 for other utility reattachment fees.

Mr. Hull stated he would be seeking authorization from the WVRIFA Board of Directors to reimburse the utility owners involved.

Beth Doughty said there is a communications plan in place and that she would be sending a letter to all the residents advising them of the stages of work that WVRIFA is undertaking.

PARTICIPATION COMMITTEE ACTION

Dan O'Donnell made a motion to authorize the overhead utility relocation project. The motion was seconded by Melinda Payne and carried.

7. REPORT ON DEMOLITION OF STRUCTURE AT 7627 WOOD HAVEN ROAD

Mr. Hull reported the remaining unoccupied residence with garage, associated structures and underground storage tank on the very back of the Wood Haven property on I-81 purchased by WVRIFA has become a potential nuisance attractor and should be demolished. Three estimates were obtained, with the lowest one \$23,000. He further reported that the demolition could be handled under the Small Purchase Policy.

8. OTHER BUSINESS

- Dan O'Donnell updated the Participation Committee on the VDOT grant. The first draft of the payment agreement has been done. Roanoke County would have to be the

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info@wvrifa.org / www.wvrifa.org

grant recipient, and then contract with WVRIFA, he said. There were questions whether the project was eligible, because the property already has access on Wood Haven Road. Beth Doughty said she hopes to have an answer on the eligibility question by the next meeting.

- Beth Doughty updated the Participation Committee on the status of the Bower property, noting that Mr. Bower has not yet signed the contract to sell to WVRIFA, but intends to. The year he will have to vacate the property starts when he signs at the closing. There have been three follow-up conversations with him. WVRIFA will hold back some of the purchase money. Doughty said Mr. Bower has not responded to that.
- Mr. Hull reported WVRIFA was awarded a \$135,000 Business Economic Development Partnership grant to clear the property and design a 58-acre pad. There is an opportunity to extend or modify the agreement with Balzer Associates to fast-track some additional design work so that some clearing activities could be started by September. WVRIFA Counsel, Sam Darby, stated that the current contract with Balzer is to design the utilities. Mr. Hull said he could present an expanded contract for designing the site at the August meeting. Hull noted that clearing likely would not begin until the first quarter of 2020, and WVRIFA could refinance in April 2021.

Granger MacFarlane asked if the extension of the contract would include preserving buffer zones which are already agreed to by neighbors. Mr. Hull stated that they would remain undisturbed.

The WVRIFA Participation Committee adjourned at 10:30 a.m.



Meg Hibbert, Acting Recording Secretary for Virginia Mullen
WVRIFA Participation Committee

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