

**MINUTES**

The July Board of Directors' meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) was held on Friday, July 19, 2019 at 10:30 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**

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

**2. ROLL CALL**

Chairman Larrowe asked Meg Hibbert, substituting for Virginia Mullen, to call the roll of the WVRIFA Board. Ms. Hibbert reported that a quorum was present.

Board Members Present: Gary Larrowe, Botetourt County; Michael Burnette, Franklin County; Granger Macfarlane and Robert Ledger, City of Roanoke; Jill Loope and Dan O'Donnell, Roanoke County; Jay Taliaferro, City of Salem; and Barry Thompson, Town of Vinton.

Staff Present: Beth Doughty, WVRIFA Director and John Hull, WVRIFA Assistant Director; Sam Darby, WVRIFA Counsel; Sherry Dean and Meg Hibbert, Administrative Staff.

Others Present: Sean Horne, Balzer and Associates.

**3. APPROVAL OF CONSENT AGENDA ITEMS**

The following Consent Agenda items were distributed earlier: (A) June 21, 2019 WVRIFA Board Minutes and (B) Financial Reports as of June 30, 2019.

**WVRIFA Board Action:**

Dan O'Donnell moved for the approval of items A & B under the Consent Agenda, as distributed. The motion was seconded by James Taliaferro and carried.

**4. PUBLIC COMMENT PERIOD**

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

5. **AUTHORIZATION TO PROCEED ON WATER/SEWER CONTRACT WITH E.C. PACE**

John Hull reported E.C. Pace Inc. was the low bidder at \$355,345 to complete site improvements bringing water and sewer lines across Wood Haven Road to the Authority's property. The firm expects to begin work by mid-August and substantially complete the project by the end of the year. The WVRIFA Participation Committee recommended approval by the full Board and asked the Board to authorize the executive director to sign the contract.

**WVRIFA Board Action:**

Dan O'Donnell moved that the Board accept the water and sewer contract with E.C. Pace. The motion was seconded by James Taliaferro and carried.

6. **AUTHORIZATION TO ENTER INTO BUSINESS READY SITES/VEDP CONTRACT**

John Hull summarized a draft of a Business Ready Sites/VEDP contract that obligates the Authority to clear approximately 30 acres of the Wood Haven site and develop a grading plan for a 50-acre pad in phases, as funding is available. The grant of \$135,000 would offset the total project cost of roughly \$550,000. The Participation Committee reviewed the contract and asked the Board to authorize the executive director to enter into the contract.

**WVRIFA Board Action:**

Jill Loope moved that the Board authorize the executive director to sign the Business Ready Sites/VEDP contract between the Virginia Economic Development Partnership and WVRIFA. The motion was seconded by Rob Ledger and carried.

7. **AUTHORIZATION TO ENTER INTO STORMWATER MAINTENANCE AGREEMENT WITH ROANOKE COUNTY INCLUDING AWARDED PUBLIC EASEMENT & REVIEW OF OTHER PERMITTING ITEMS**

John Hull summarized permits and actions necessary for WVRIFA to enter into a stormwater maintenance agreement with Roanoke County, and other permitting items for the site plan/subdivision plan known as Wood Haven Technology Park Infrastructure Improvements. Permitting applications were distributed prior to the meeting. The Participation Committee recommended that the Board authorize the executive director to execute the documents with necessary modifications that may come about due to County comment or that may result from contractor bonding requirements.

**WVRIFA Board Action:**

Michael Burnette moved that the Board approve the required associated documents and authorize the executive director to execute the documents with modifications that may be required due to County comment or contractor bonding requirements. The motion was seconded by Rob Ledger and carried.

**8. ADVISEMENT ON OVERHEAD UTILITY PROJECT**

John Hull updated the committee on the relocation of an overhead utility line from the north side of Wood Haven Road to the south side. This will require new and taller poles. He said Appalachian's cost for the poles and reattachment of the power line is \$63,471. Additional costs will be incurred by other utilities. Total costs are anticipated to be around \$100,000. Work is anticipated to be completed by this fall.

**9. ADVISEMENT OF DEMOLITION OF STRUCTURE AT 7627 WOOD HAVEN ROAD**

John Hull gave an update on selection of a contractor for the demolition of a remaining house, garage and the removal of an underground storage tank on the Authority's property. The underground tank should be removed by the second week of August and demolition of the house by this fall. The total cost is \$22,727.

**10. ADVISEMENT OF VDOT INDUSTRIAL ACCESS GRANT**

John Hull said VDOT personnel are still reviewing a proposed lot layout to determine if the Wood Haven Technology Park road property is eligible for VDOT Industrial Access Grant funds. At this point an application won't proceed until late August or September. He said once the Authority knows more about eligibility the Board can decide, whether to use its own capital funds or apply. If the Board decides to go with the VDOT option, construction might be delayed until the summer of 2020.

**11. ADVISEMENT ON BOWER PROPERTY**

Beth Doughty said the owner of the one remaining occupied house, Mr. Bower, has signed a contract to sell to WVRIFA, with 60 days to close. Mr. Bower will have one year to leave the property and after that, the house would be demolished. Balzer & Associates has been authorized to continue site renderings that include the property.

**12. OTHER BUSINESS**

- Road naming – In order to finalize the plat, WVRIFA has to name the road into the Wood Haven Technology Park. Beth Doughty stated she and John Hull researched available names and are proposing the road be named Innovation Drive. It is available, she said. Members of the Board agreed.

**WVRIFA Board Action:**

Dan O'Donnell moved to name the road Innovation Drive. The motion was seconded by James Taliaferro and carried.


- Granger Macfarlane asked for a vote on Item 8, the Overhead Utility Project. Beth Doughty reminded the Board that a vote had been taken at the June 21, 2019 meeting and the item on today's agenda was for update purposes only and did not require a vote.

Mr. Macfarlane asked for the minutes to note that if there had been a vote that day on Item 8, one member of the City of Roanoke would have voted no. Rob Ledger said the other City of Roanoke Board member stands by the previous month's vote.

### **13. ADJOURNMENT**

The WVRIFA Board of Directors meeting adjourned at 10:38 a.m.

  
Barry W. Thompson, Secretary  
WVRIFA Board of Directors

  
Attest