

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, July 19, 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

Vice Chair Dan O'Donnell called the meeting to order at 10:00 a.m.

2. ROLL CALL

Vice Chair O'Donnell welcomed those in attendance and asked Meg Hibbert, substituting for Virginia Mullen, to call the roll. Ms. Hibbert noted that a quorum was present.

Participation Committee Members Present: James Taliaferro, City of Salem; Dan O'Donnell, County of Roanoke and Rob Ledger (Alternate for Bob Cowell), City of Roanoke.

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

Others Present: Granger Macfarlane, City of Roanoke; Jill Loope, Roanoke County; Michael Burnette, Franklin County, and Sean Horne, Balzer and Associates.

3. PUBLIC COMMENT PERIOD

There were no comments.

4. APPROVAL OF THE JUNE 21, 2019 PARTICIPATION COMMITTEE MINUTES

The June 21, 2019 Participation Committee Minutes were previously distributed.

WVRIFA Participation Committee Action:

Rob Ledger moved approval of the June 21, 2019 Participation Committee Minutes, as presented. The motion was seconded by James Taliaferro and carried.

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

John Hull reported that E.C. Pace Company Inc. was the low bidder at \$355,345 to bring water and sewer lines across Wood Haven Road and to the property. The contractor anticipates starting work in mid-August and having substantial completion by the end of this calendar year. A copy of the contract was distributed before the meeting and was reviewed by Authority counsel, EC Pace, and Balzer and Associates. Staff recommended forwarding the contract to the full Authority Board and authorized the executive director to sign the contract on behalf of the Authority.

WVRIFA Participation Committee Action:

James Taliaferro made a motion recommending that the full WVRIFA Board of Directors approve the contract and that the executive director be authorized to sign the contract. The motion was seconded by Rob Ledger 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 roughly \$550,000 in total project costs. Hull reported that a revision was made available that allowed grant funds to be spent towards construction in addition to engineering costs. Hull reported that a procurement action is underway to select an engineering firm for design. Staff recommended authorization to execute substantially as presented.

WVRIFA Participation Committee Action:

James Taliaferro moved to recommend the contract to the full WVRIFA Board of Directors and that the executive director be authorized to enter into the contract substantially, as presented. The motion was seconded by Rob Ledger and carried.

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

- Mr. Hull summarized permits and actions necessary to enter into a stormwater maintenance agreement with Roanoke County and other permitting items. Permitting applications were distributed prior to the meeting. Nutrient credits are anticipated to be \$6,952. Details were in the agenda packet previously distributed.
- As part of the process, WVRIFA must name the entrance road. Beth Doughty said she and John Hull researched available names and recommend the road be named Innovation Drive.

WVRIFA Participation Committee Action:

James Taliaferro made a motion to approve items on #7 and associated documents required, giving staff ability to make minor revisions as may be requested by Roanoke County. The motion was seconded by Rob Ledger and carried.

WVRIFA Participation Committee Action:

James Taliaferro moved to approve the name of the road into the industrial park as Innovation Drive. It 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. He said Appalachian's cost to install taller poles and reattach 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.

WVRIFA Board Member Granger Macfarlane asked why WVRIFA had not negotiated with APCO to replace the wooden poles on the other side of Wood Haven Road with underground utilities. Vice Chairman O'Donnell reminded members that the Participation Committee took action at the June 21, 2019 meeting to approve moving the Verizon line to the other side of Wood Haven Road, and the item on the July agenda was informational only.

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

John Hull gave an update on selection of a contractor for demolition of the former Amos house, outbuildings 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, via the Small Purchase Policy.

Beth Doughty noted that a newsletter is being prepared to go out the end of next week to 500 area houses explaining work to start in August, including the extension of utilities, moving the telephone line to the other side of the road and demolition of the Amos House for the Wood Haven Technology Park. The newsletter will be followed up with another for the next phases of construction. Dan O'Donnell asked if WVRIFA had the most up-to-date information on occupied residences. Ms. Doughty said Jill Loope had provided that information.

9. 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 closing in 60 days. Mr. Bower has one year to move and after that, the house will be demolished. WVRIFA is holding back \$20,000 to be awarded upon vacating the property.

10. ADVISEMENT ON VDOT INDUSTRIAL ACCESS GRANT

John Hull said VDOT personnel are still reviewing whether the Wood Haven project is eligible for funding through a VDOT Economic Development Access Grant. At this point, an application will probably not be filed until late August. If the Board decides to go with the VDOT option, construction could be delayed until next summer.

11. **ADJOURNMENT**

The meeting adjourned at 10:20 a.m.

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