

MINUTES

The September Board of Directors' meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) was held on Friday, September 20, 2019 at 10:34 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 Larrowe called the WVRIFA Board of Directors' Meeting to order at 10:34 a.m.

2. ROLL CALL

Chair Larrowe asked Virginia Mullen to call the roll of the WVRIFA Board. Ms. Mullen reported that a quorum was present.

Board Members Present: Gary Larrowe, Botetourt County; Bob Cowell, City of Roanoke; Dan O'Donnell, Roanoke County; Richard Caywood, Roanoke County; Granger Macfarlane, City of Roanoke; Barry Thompson, Town of Vinton; Melinda Payne, City of Salem and James Taliaferro, City of Salem.

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

Others Present: Chris Burns, Balzer & Associates, Inc.

3. APPROVAL OF THE JULY 19, 2019 WVRIFA BOARD MINUTES

The July 19, 2019 WVRIFA Board Minutes were distributed earlier.

Motion: by Dan O'Donnell to approve the Minutes of the July 19, 2019 Board meeting, as presented. Motion was seconded by Bob Cowell.

WVRIFA Board Action: Motion carried unanimously.

4. PUBLIC COMMENT PERIOD

There were no comments.

5. CONSIDERATION OF PROPOSED CONTRACT FOR ENGINEERING SERVICES

ADMINISTERED BY:

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

John Hull reported that the Authority had put out a request for proposal for additional engineering services, supporting Phase 1 development of the Park. Distributed with the agenda are a) Term Engineering (Master) contract agreement with Balzer and Associates for additional engineering services and b) Pad Design Work and Permitting Contract Agreement. The Master contract enables the Authority to cover roughly three years of engineering services, potentially required for the Woodhaven project, without additional advertising and procurement actions. The contract does not obligate the Authority to proceed with any of the elements of the contract. In addition, every project would have to be specifically authorized after a cost and scope proposal. The WVRIFA Participation Committee had recommended the approval of the Master and the Pad Design contracts, as presented.

Motion: by Dan O'Donnell, seconded by James Taliaferro, to approve the Term Engineering Agreement with Balzer and Associates, Inc, as presented.

WVRIFA Board Action: Motion carried unanimously.

Motion: by Dan O'Donnell, seconded by James Taliaferro, to approve the Pad Design Agreement with Balzer and Associates, Inc, as presented.

WVRIFA Board Action: Motion carried unanimously.

6. **REQUEST FOR A CLOSED MEETING**

Mr. Larrowe stated that there is no need of closed meeting at this time.

7. **PRESENTATION OF ANNUAL REPORT**

Beth Doughty noted that the FY19 Annual Report was distributed with the agenda packet.

8. **RESOLUTION OF SUPPORT FOR VALLEYPONTE PARKWAY IMPROVEMENTS**

Doughty reported that Roanoke County asked the Authority to provide a letter of support for the County's application for road improvement on Valleypointe Parkway. The Resolution of Support was distributed at the meeting.

Dan O'Donnell explained that the project aligns Valleypointe Parkway with the entrance to the Green Ridge Recreational Center. He added that this was part of the original design of the Green Ridge Recreational Center but wasn't accomplished due to lack of funding.

Motion: by James Taliaferro, seconded by Bob Cowell, to approve the Resolution of Support endorsing Roanoke County's application for Valleypointe Parkway improvements, as presented.

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WVRIFA Board Action: Motion carried unanimously.

9. UPDATE ON WATER/SEWER CONSTRUCTION PROJECT

Hull reported that three weeks ago E.C. Pace initiated work and immediately encountered a significant volume of rock. E. C. Pace performed test drilling at their expense to determine the volume. E.C. Pace had also consulted with Balzer and Associates, Inc. to determine how to resolve the problem. E.C. Pace had estimated that it would cost around \$149,000.00 to remove the rock from the area and about \$16,500.00 for additional rock removal to accommodate future turn lane construction. The Participation Committee recommended a blanket approval for change of orders up to \$200,000.00.

Motion: by Dan O'Donnell, seconded by James Taliaferro, to authorize staff to negotiate change of orders of up to \$200,000.00, should additional work be required.

WVRIFA Board Action: Motion carried unanimously.


10. OTHER BUSINESS

Doughty reported closing on the Bower property. Mr. Bower will vacate the property by September 18, 2020. The Authority's agent is holding \$20,000 out of the purchase price in escrow to be delivered when the property is vacated.

Doughty reported that a phone number for questions was established and provided in a mailing to nearly two thousand residents. The number is listed on www.wvrifa.org and the recently created Facebook page. The intent is to provide opportunities for communication. In addition, staff had made several personal phone calls to key residents to alert them of activity on the property. She noted that a drone video of the Woodhaven property was created by RVTV and showed it at the meeting.

The WVRIFA Board of Directors' meeting adjourned at 10:46 a.m.


Barry W. Thompson, Secretary
WVRIFA Board of Directors


Attest

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