

## **MINUTES**

A meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, September 20, 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**

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

### **2. ROLL CALL**

Chairman 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: James Taliaferro, City of Salem; 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: Granger Macfarlane, City of Roanoke; Gary Larowe, Botetourt County; Barry Thompson, Town of Vinton; Richard Caywood, Roanoke County; Melinda Payne, City of Salem; and Chris Burns, Balzer & Associates, Inc.

### **3. APPROVAL OF THE JULY 19, 2019 PARTICIPATION COMMITTEE MINUTES**

The July 19, 2019 Participation Committee Minutes were distributed earlier.

Motion: by Dan O'Donnell to approve the Minutes of the July 19, 2019 Participation Committee meeting, as presented. The motion was seconded by James Taliaferro.

**WVRIFA Participation Committee Action:** Motion carried unanimously.

### **4. PUBLIC COMMENT PERIOD**

There were no comments.

### **5. CONSIDERATION OF PROPOSED CONTRACT FOR ENGINEERING SERVICES**

**ADMINISTERED BY:**

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. Staff recommended forwarding the contract agreements to the full Authority Board for approval.

**Motion:** by Dan O'Donnell, seconded by James Taliaferro, recommending that the full WVRIFA Board approve the Term Engineering Contract Agreement with Balzer and Associates, Inc, as presented.

**WVRIFA Participation Committee Action:** Motion carried unanimously.

**Motion:** by Dan O'Donnell, seconded by James Taliaferro, recommending that the full WVRIFA Board approve the Pad Design Agreement with Balzer and Associates, Inc, as presented.

**WVRIFA Participation Committee Action:** Motion carried unanimously.

**6. 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 James Taliaferro. The motion was adopted and carried by a vote of 3 to 0. The WVRIFA Participation Committee went into a Closed Meeting at 10:09 a.m.

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

Motion was made by Dan O'Donnell and seconded by Jay Taliaferro 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 10:17 a.m.

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

Motion was made by Dan O'Donnell and seconded by James Taliaferro to adopt the following certification resolution:

**ADMINISTERED BY:**

Roanoke Valley-Alleghany Regional Commission  
313 Luck Avenue, SW, Roanoke, VA 24016  
[info@wvrifa.org](mailto:info@wvrifa.org) / [www.wvrifa.org](http://www.wvrifa.org)

*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.*

*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 to 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  
James Taliaferro – Yes

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

There was no action as a result of the discussion at the closed meeting.

**10. 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.

**Motion:** by Dan O'Donnell, seconded by James Taliaferro, recommending that the full WVRIFA Board authorize staff to negotiate change of orders of up to \$200,000, should additional work be required.

**WVRIFA Participation Committee Action:** Motion carried unanimously.

**ADMINISTERED BY:**

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11. **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 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 540 266-4941 and listed on [www.wvrifa.org](http://www.wvrifa.org) and the new Facebook page (<https://www.facebook.com/WVRIFA/>). The intent is to provide opportunities for communication. In addition, staff had made several personal phone calls to residents most affected by the construction. She noted that a drone video of the Woodhaven property was created by RVTV and showed it at the meeting.

The WVRIFA Participation Committee meeting adjourned at 10:33 a.m.



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Virginia Mullen, Recording Secretary  
WVRIFA Participation Committee

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