

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

MINUTES

A Virtual Meeting of the Western Virginia Regional Industrial Facility Authority (WVRIFA) Board was held on Friday, August 21, 2020 at 10:00 a.m. via zoom remotely via Zoom.

NOTE: The Virtual August 21, 2020 Meetings of the WVRIFA Board of Directors and the WVRIFA Participation Committee were held simultaneously (jointly) since several items on both agendas were the same.

1. CALL MEETING TO ORDER

Chair Larrowe called the WVRIFA Board of Directors' Meeting to order at 10:05 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 established.

Board Members Attendance:

Gary Larrowe, Botetourt County (participated remotely from 57 S Center Drive, Daleville VA)

Michael Burnette, Franklin County (participated remotely from 1255 Franklin Street, Rocky Mount, VA)

Dan O'Donnell, Roanoke County (participated remotely from 5204 Bernard Drive, Roanoke VA)

Jill Loope, Roanoke County (participated remotely from 51 Gillie Ln, Blue Ridge VA)

Bob Cowell, City of Roanoke (participated remotely from 215 Church Ave, Roanoke, VA)

James Taliaferro, City of Salem (participated remotely from 114 North Broad Street, Salem, VA)

Melinda Payne, City of Salem (participated remotely from 114 North Broad Street, Salem, VA)

Richard "Pete" Peters, Town of Vinton (participated remotely from 311 S. Pollard St., Vinton VA)

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

Others Attended Virtually: Chris Burns, Balzer and Associates Inc.

ADMINISTERED BY:

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

3. **APPROVAL OF THE CONSENT AGENDA ITEMS**

The following consent agenda items were distributed earlier: (A) June 19, 2020 WVRIFA Board Minutes and (B) Financial Reports as of June 30, 2020.

Motion: by Dan O'Donnell to approve items A & B under the Consent Agenda, as distributed. Motion was seconded by Bob Cowell.

WVRIFA Board Action: Roll Call Vote – Ayes 8 (Larowe, Burnette, O'Donnell, Loope, Cowell, Taliaferro, Payne, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

4. **PUBLIC COMMENT PERIOD**

There were no comments.

5. **ELECTION OF SECRETARY/TREASURER**

Chairman Larowe opened the floor for nominations for the office of Secretary/Treasurer of the WVRIFA Board (term, ending December 31, 2020).

Motion: by James Taliaferro to nominate Christopher Whitlow, Franklin County representative, to serve as a Secretary/Treasurer for a term, ending December 31, 2020. Motion was seconded by Dan O'Donnell.

WVRIFA Board Action: Roll Call Vote – Ayes 8 (Larowe, Burnette, O'Donnell, Loope, Cowell, Taliaferro, Payne, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

6. **CONSIDERATION OF CONTRACT FOR THE GRADING PROJECT**

John Hull reported that ten bids were received for this grading project and the bid from Bowman Excavating, Inc. was the lowest at \$1,178,750. The negotiated contract with Bowman Excavating, Inc. was distributed with the agenda packet.

Motion: by Dan O'Donnell to authorize WVRIFA staff to enter in contract with Bowman Excavating, Inc. for the grading project. Motion was seconded by James Taliaferro.

WVRIFA Board Action: Roll Call Vote – Ayes 8 (Larowe, Burnette, O'Donnell, Loope, Cowell, Taliaferro, Payne, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

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7. **CONSIDERATION OF INSPECTIONS, TESTING AND COORDINATION SERVICES FOR GRADING CONTRACT**

John Hull reported that the Balzer and Associates's proposal for the inspections, testing and coordination services for the grading contract was distributed with the agenda packet.

Motion: by Dan O'Donnell to authorize WVRIFA staff to enter in contract with Balzer and Associates for the inspections, testing, and coordination services for the grading project. Motion was seconded by James Taliaferro.

WVRIFA Board Action: Roll Call Vote – Ayes 8 (Larrowe, Burnette, O'Donnell, Loope, Cowell, Taliaferro, Payne, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

8. **SIGN/LANDSCAPING PROJECT UPDATE**

John Hull reported that a drawing of the entrance design was distributed with the agenda packet. The Authority intends to award the design and construction of the entrance sign to Vertex Signs (est. cost of project is \$13,000). Mr. Hull noted that the cost of the project does not include utility work. There will be additional charge and contract with Appalachian Power (est. cost is likely going to be between \$5,000-\$8,000).

Motion: by Dan O'Donnell to authorize WVRIFA staff to enter in contract with Vertex Signs for the design and construction of the entrance sign. Motion was seconded by James Taliaferro.

WVRIFA Board Action: Roll Call Vote – Ayes 8 (Larrowe, Burnette, O'Donnell, Loope, Cowell, Taliaferro, Payne, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

9. **CONSIDERATION OF PLAT DEDICATING PORTIONS OF SITE INTO PUBLIC RIGHTS OF WAY (UTILITIES)**

Chris Burns reported that the plat would combine all the parcels that are owned by the Authority, which includes the Bower parcel as well. The plat also dedicates the right of way for the new road and along Woodhaven Rd for the new turn lanes, and it dedicates all the easements needed for the site (water, sewer, storm water management, etc.). The plat would also allow the Water Authority to grant substantial and final completion of the water and sewer lines.

Motion: by Bob Cowell to approve the plat dedicating portions of site into public rights of way. Motion was seconded by James Taliaferro.

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WVRIFA Board Action: Roll Call Vote – Ayes 8 (Larowe, Burnette, O'Donnell, Loope, Cowell, Taliaferro, Payne, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.

10. **OTHER PROJECT UPDATES**

John Hull reported that the road construction is moving along, and road pavement will start next week. Landscaping and sign construction will take place in the fall. The clearing/grading project will start soon, neighborhood notification mailing will be sent out as well. The utility project should get substantial completion from the Water Authority.

11. **OTHER BUSINESS**

John Hull reported there is a nutrient credit required for the grading and clearing project. The Authority advertised it on the Authority's website and received four bids under the small purchase policy. The lowest offer was \$38,789 for 4.91 phosphorus credits.

Motion: by Jay Taliaferro to approve the purchasing of the nutrient credits. Motion was seconded by Dan O'Donnell.

WVRIFA Board Action: Roll Call Vote – Ayes 8 (Larowe, Burnette, O'Donnell, Loope, Cowell, Taliaferro, Payne, Peters); Nays 0; and Abstentions 0. Motion carried unanimously.


John Hull provided an update on the Authority's funds availability.

12. **ADJOURNMENT OF THE WVRIFA BOARD OF DIRECTORS' MEETING**


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

Christopher L. Whitlow

Christopher Whitlow, Secretary
WVRIFA Board of Directors


Attest

Signature: 
Email: chris.whitlow@franklincountyva.gov

Signature: 
Email: jhull@wvrifa.org

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