

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE
Wood Haven Road Project

MINUTES

A Virtual Meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, August 21, 2020 at 10:00 a.m. remotely via Zoom.

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

1. CALL MEETING TO ORDER

Chairman Cowell called the meeting to order at 10:04 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 established.

Participation Committee Members Attendance:

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

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

Dan O'Donnell, Roanoke County (participated remotely from 5204 Bernard Drive, Roanoke 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: Gary Larrowe, Botetourt County; Michael Burnette, Franklin County; Jill Loope, Roanoke County; Richard "Pete" Peters, Town of Vinton; Melinda Payne, City of Salem; Chris Burns, Balzer and Associates Inc.

3. ACTION ON THE JUNE 19, 2020 WVRIFA PARTICIPATION COMMITTEE MINUTES

The Minutes of the Virtual June 19, 2020 WVRIFA Participation Committee Meeting were previously distributed.

Motion: by Dan O'Donnell to approve the June 19, 2020 WVRIFA Participation Committee Minutes, as presented. The motion was seconded by James Taliaferro.

ADMINISTERED BY:

Roanoke Valley-Alleghany Regional Commission
313 Luck Avenue, SW, Roanoke, VA 24016
info@wvrifa.org 3 www.wvrifa.org

WVRIFA Participation Committee Action: Roll Call Vote – Ayes 3 (O'Donnell, Cowell, Taliaferro); Nays 0; and Abstentions 0. Motion carried unanimously.

4. **PUBLIC COMMENT PERIOD**

There were no comments.

5. **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 recommend to the WVRIFA Board the approval of the contract with Bowman Excavating, Inc. for the grading project. The motion was seconded by James Taliaferro.

WVRIFA Participation Committee Action: Roll Call Vote – Ayes 3 (O'Donnell, Cowell, Taliaferro); Nays 0; and Abstentions 0. Motion carried unanimously.

6. **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 Jay Taliaferro to recommend to the WVRIFA Board the acceptance of the Balzer and Associates' s proposal for the inspections, testing, and coordination services for the grading project. The motion was seconded by Dan O'Donnell.

WVRIFA Participation Committee Action: Roll Call Vote – Ayes 3 (O'Donnell, Cowell, Taliaferro); Nays 0; and Abstentions 0. Motion carried unanimously.

7. **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 between \$5,000-\$8,000).

8. **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 own by the Authority, which includes the Bower parcel as well. The plat also dedicates the right of way

ADMINISTERED BY:

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

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 Dan O'Donnell to recommend to the WVRIFA Board the approval of the plat dedicating portions of site into public rights of way. The motion was seconded by James Taliaferro.

WVRIFA Participation Committee Action: Roll Call Vote – Ayes 3 (O'Donnell, Cowell, Taliaferro); Nays 0; and Abstentions 0. Motion carried unanimously.

9. 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, and neighborhood notification mailing will be sent out as well. The utility project should get substantial completion from the Water Authority.

10. 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 bids under the small purchase policy. The lowest offer was \$38,789 for 4.91 phosphorus credits.

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

11. ADJOURNMENT OF THE WVRIFA PARTICIPATION COMMITTEE

The WVRIFA Participation Committee Meeting adjourned at 10:38 a.m.



Virginia Mullen, Recording Secretary
WVRIFA Participation Committee

ADMINISTERED BY:

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