

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

## PARTICIPATION COMMITTEE Wood Haven Road Project

A Virtual Joint Meeting of the WVRIFA Participation Committee and the WVRIFA Board of Directors will be held on February 19, 2021 at 10:00 a.m. Because of present state of emergency, and until further notice, the public cannot be accommodated physically in proximity to the Member and Staff Participants. Any members of the public may view and participate in the meeting through electronic means. Meeting will be set up through zoom at <https://us02web.zoom.us/j/88242940830?pwd=Z0FIZ2h3K0RMcjBsa1ZmTys1TGyxQT09>. Meeting details are listed on the second page of the agenda. Virginia Mullen ([vmullen@rvarc.org](mailto:vmullen@rvarc.org) and 540.343.4417, ext.314) will be responsible for receiving public comments. All materials made available to the Members will be made available to the public at the same time by posting on the WVRIFA website.

### Participation Committee Western Virginia Regional Industrial Facility Authority

#### AGENDA

1. Welcome, Call to Order ..... *Chair O'Donnell*
2. Roll Call ..... *Virginia Mullen*
3. Action on December 18, 2020 Participation Committee Minutes, pp.3-5 .... *Chair O'Donnell*
4. Public Comment Period ..... *Chair O'Donnell*  
*The WVRIFA Participation Committee will allow a 30-minute public comment period in which a citizen may sign-up for up to three (3) minutes of speaking time by emailing [vmullen@rvarc.org](mailto:vmullen@rvarc.org)*
5. Action on Proposed FY21 Woodhaven Budget Revision; FY22 Woodhaven Budget; FY21 Bond Interest Revision & FY22 Bond Interest Budget, pp. 6-7 ..... *Sherry Dean*
6. Stream Credits Update ..... *John Hull*
7. Projects Update ..... *John Hull*

#### ADMINISTERED BY:

Roanoke Valley-Alleghany Regional Commission  
313 Luck Ave., SW, Roanoke, VA 24016  
[info@wvrifa.org](mailto:info@wvrifa.org) / <sup>1</sup> [www.wvrifa.org](http://www.wvrifa.org)

- 8. Other Business ..... Chair O'Donnell
- 9. Request for Closed Meeting, p. 8..... Chair O'Donnell  
  
*Pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.*
- 10. End Closed Mtg. Reconvene Regular Participation Committee Mtg. .... Chair O'Donnell
- 11. Adoption of Certification Resolution of Closed Meeting, p.9 ..... Chair O'Donnell
- 12. Action by the Participation Committee as a Result of the Closed Meeting.....Chair O'Donnell
- 13. Adjournment of the WVRIFA Participation Committee Meeting ..... Chair O'Donnell

The February 19, 2021 WVRIFA Participation Committee and Western Virginia Regional Facility Authority Joint Virtual Meeting is being held electronically under the ordinances of Botetourt County; Franklin County; City of Roanoke; Roanoke County; City of Salem and Town of Vinton.

**FULL ZOOM MEETING INFORMATION**

Join Zoom Meeting

<https://us02web.zoom.us/j/88242940830?pwd=Z0FIZ2h3K0RMcjBsa1ZmTys1TGyxQT09>

Meeting ID: 882 4294 0830

Passcode: 050601

One tap mobile

+13017158592,88242940830#,,,,\*050601# US (Washington DC)

+13126266799,,88242940830#,,,,\*050601# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 882 4294 0830

Passcode: 050601

Find your local number: <https://us02web.zoom.us/j/88242940830?pwd=Z0FIZ2h3K0RMcjBsa1ZmTys1TGyxQT09>

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## **MINUTES**

A Virtual Meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, December 18, 2020 at 10:00 a.m. remotely via Zoom.

**NOTE:** *The Virtual December 18, 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 10:01 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; Sam Darby, WVRIFA Counsel; Sherry Dean and Virginia Mullen, WVRIFA Finance/Administrative Staff.

Others Attended Virtually: Gary Larrowe, Botetourt County; Ken McFadyen, Botetourt County; Michael Burnette, Franklin County; Christopher Whitlow, Franklin County; Dan O'Donnell, Roanoke County; Jill Loope, Roanoke County; Bob Cowell, City of Roanoke; Robert Ledger, City of Roanoke; James Taliaferro, City of Salem; Richard "Pete" Peters, Town of Vinton; Chris Burns, Balzer and Associates Inc.

### **3. ACTION ON THE AUGUST 21, 2020 WVRIFA PARTICIPATION COMMITTEE MINUTES**

The Minutes of the Virtual August 21, 2020 WVRIFA Participation Committee Meeting were previously distributed.

**ADMINISTERED BY:**

**Motion:** by Jay Taliaferro to approve the August 21, 2020 WVRIFA Participation Committee Minutes, as presented. 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.

4. **PUBLIC COMMENT PERIOD**

There were no comments.

5. **APPOINTMENT OF NEW WVRIFA PARTICIPATION COMMITTEE CHAIR**

**Motion:** Bob Cowell nominated Dan O'Donnell for Chair of the WVRIFA Participation Committee. 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.

**Motion:** Jay Taliaferro nominated Bob Cowell for Vice Chair of the WVRIFA Participation Committee. 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.

6. **DISCUSSION OF STREAM CREDITS**

John Hull reported that the full 53-acre pad will require stream impact. Balzer and Associates has identified a stream bank selling credits at \$150 per linear foot which is 50% to 63% lower than the typical price. 1,517 linear foot of stream impact at this price would be \$227,550. If no credits are available in the future, the solution would be to buy from Nature Conservancy at \$500 per foot. The credits could be resold at the current market value if never used. Purchasing the credit increases the site readiness.

**Motion:** by Bob Cowell to recommend to the WVRIFA Board the acquisition of the stream credits as proposed. 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.

7. **EXECUTIVE DIRECTOR'S REPORT**

John Hull reported that the Wood Haven sign and landscaping project and the construction of Innovation Drive have been completed. Mr. Hull stated that about 30% of the trees have been cleared and it is anticipated that the clearing will be completed in the next three weeks. The grading will begin in the spring.

Mr. Hull reported that the former Bower residence has been demolished and seeding will occur within the next week.

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Mr. Hull reported that the grading plans for the remainder of the 53-acre pad were submitted with the appropriate authorities. A second set of plans (based on the received comments) were also submitted with Roanoke County, VDOT and Virginia Water Authority. The second Virginia Business Ready Site grant commitment will be met with the approval of these plans and the Authority will receive roughly about \$135,000 VEP grant funds.

**8. OTHER BUSINESS**

No other business was discussed.

**9. ADJOURNMENT OF THE WVRIFA PARTICIPATION COMMITTEE**

The WVRIFA Participation Committee Meeting adjourned at 10:36 a.m.

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Virginia Mullen, Recording Secretary  
WVRIFA Participation Committee

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**WVRIFA**

**Woodhaven Participation Committee**

| <b>FY21 Revised Budget</b> | created 2/4/20<br><b>Original<br/>FY21 Budget</b> | created 2/3/21<br><b>Revised<br/>FY21 Budget</b> | created 2/3/21<br><b>FY22 Budget</b> |
|----------------------------|---|--|--------------------------------------|
| <b>Woodhaven Revenue</b>   |   |  |                                      |
| Bond Revenue from FY20     | \$ 3,044,584.00                                   | \$ 3,100,375.29                                  | \$ 1,223,979.29                      |
| VEDP Ready Sites Grant     | \$ 117,850.00                                     | \$ 117,850.00                                    | \$ -                                 |
| LGIP Interest              | \$ 3,000.00                                       | \$ 3,000.00                                      | \$ 3,000.00                          |
|                            | \$ -  | \$ -   | \$ -                                 |
| <b>Total Revenue</b>       | <b>\$ 3,165,434.00</b>                            | <b>\$ 3,221,225.29</b>                           | <b>\$ 1,226,979.29</b>               |

**Woodhaven Expenses**

|                             |                        |                        |                      |
|-----------------------------|------------------------|------------------------|----------------------|
| Legal Fees Land Acquisition | \$ 5,000.00            | \$ -                   | \$ -                 |
| Legal Fees Rezoning         | \$ 5,000.00            | \$ -                   | \$ -                 |
| General Legal               | \$ 5,000.00            | \$ 2,000.00            | \$ 2,000.00          |
| Stream Credits              | \$ -                   | \$ 250,000.00          | \$ -                 |
| Engineering Fees            | \$ 82,500.00           | \$ 50,000.00           | \$ 35,000.00         |
| Property Maintenance        | \$ 5,000.00            | \$ 8,000.00            | \$ 8,000.00          |
| Structure Demo              | \$ 50,000.00           | \$ 23,823.00           | \$ -                 |
| Insurance on Property       | \$ 950.00              | \$ 950.00              | \$ 950.00            |
| Advertising                 | \$ 2,000.00            | \$ -                   | \$ -                 |
| Bank Service Charges        | \$ 200.00              | \$ 200.00              | \$ 200.00            |
| Postage                     | \$ -                   | \$ 500.00              | \$ 500.00            |
| Professional Assistance     | \$ 2,250.00            | \$ 2,250.00            | \$ 2,250.00          |
| Utility Relocation          | \$ -                   | \$ 8,000.00            | \$ -                 |
| Entrance Road Construction  | \$ 250,000.00          | \$ 396,523.00          | \$ -                 |
| Marketing                   | \$ 5,000.00            | \$ 5,000.00            | \$ 5,000.00          |
| Clearing & Grading          | \$ 1,750,000.00        | \$ 1,250,000.00        | \$ 250,000.00        |
| <b>Total Expenses</b>       | <b>\$ 2,162,900.00</b> | <b>\$ 1,997,246.00</b> | <b>\$ 303,900.00</b> |

|                      |                        |                        |                      |
|----------------------|------------------------|------------------------|----------------------|
| <b>Reserve Funds</b> | <b>\$ 1,002,534.00</b> | <b>\$ 1,223,979.29</b> | <b>\$ 923,079.29</b> |
|----------------------|------------------------|------------------------|----------------------|

**WVRIFA**  
**Woodhaven Participation Committee**  
**Bond Interest FY21 Revised Budget**

|                              | created 2/10/20<br>FY21 Budget | created 2/3/21<br>Revised FY21 Budget | created 2/3/21<br>FY22 Budget | Notes                                   |
|------------------------------|--------------------------------|---------------------------------------|-------------------------------|---|
| <b>Bond Interest Revenue</b> |                                |                                       |                               |   |
| City of Roanoke              | \$ 163,540.00                  | \$ 117,022.55                         | \$ 117,935.24                 | 44.20%                                  |
| Roanoke County               | \$ 163,540.00                  | \$ 117,022.55                         | \$ 117,935.24                 | 44.20%                                  |
| City of Salem                | \$ 42,920.00                   | \$ 30,711.79                          | \$ 30,951.32                  | 11.60%                                  |
|                              | \$ -                           | \$ -                                  | \$ -                          |   |
| <b>Total Revenue</b>         | <b>\$ 370,000.00</b>           | <b>\$ 264,756.89</b>                  | <b>\$ 266,821.80</b>          |   |
| <b>Bond Interest Expense</b> |                                |                                       |                               |   |
| Bond Interest Expense        | \$ 370,000.00                  | \$ 264,756.89                         | \$ 266,821.80                 | payable each July 15th and January 15th |
|                              | \$ -                           | \$ -                                  | \$ -                          |   |
|                              | \$ -                           | \$ -                                  | \$ -                          |   |
| <b>Total Expense</b>         | <b>\$ 370,000.00</b>           | <b>\$ 264,756.89</b>                  | <b>\$ 266,821.80</b>          |   |
| <b>Reserve Funds</b>         | <b>\$ -</b>                    | <b>\$ -</b>                           | <b>\$ -</b>                   |   |

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

## PARTICIPATION COMMITTEE Wood Haven Road Project

February 17, 2021

Dear Participation Committee Members:

This is to request a Closed Meeting at the next scheduled meeting of the WVRIFA Participation Committee on Friday, February 19, 2021 at 10:00 a.m. The closed meeting will be held, following the adjournment of the Joint February 19, 2021 WVRIFA Board and Participation Committee Meeting.

The Closed Meeting is in pursuant to Section 2.2-3711 A. 3. of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

Sincerely,

Dan O'Donnell  
Chair  
WVRIFA Participation Committee

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Administered by:

Roanoke Valley-Alleghany Regional Commission  
P.O. Box 2569, Roanoke, VA 24010  
540.343.4417 / [info@wvrifa.org](mailto:info@wvrifa.org) / [www.wvrifa.org](http://www.wvrifa.org)

## **CERTIFICATION RESOLUTION**

### **RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA**

**WHEREAS**, the WVRIFA 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 WVRIFA Participation Committee that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED**, that the WVRIFA 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 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 WVRIFA Participation Committee.

*The 19<sup>th</sup> day of February 2021*

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Administered by:

**Roanoke Valley-Alleghany Regional Commission**  
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