

WVRIFA PARTICIPATION COMMITTEE MEETING

Friday, March 18, 2022 at 10:00 a.m.
Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room)
313 Luck Avenue, SW, Roanoke, VA 24016

In accordance with Virginia Occupational Safety and Health regulations, all attendees (vaccinated or unvaccinated) must wear a mask while inside the Commission building. All attendees who are unvaccinated or are otherwise at-risk must physical distance themselves from others. RVARC staff will make the necessary accommodations to comply with these regulations.

Note: The March 18th meeting will be a Joint Meeting with the WVRIFA Board (both meetings will be held in conjunction with each other on the same date, time and location.)

AGENDA

- 1. Call Meeting to Order *Chair Cowell*
- 2. Roll Call *Virginia Mullen*
- 3. **Action Needed:** Approval of the January 21, 2022 Participation..... *Chair Cowell*
Committee Minutes, pp. 3 – 6
- 4. Public Comment Period..... *Chair Cowell*

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.
- 5. **Action Needed:** Approval of FY23 Woodhaven Budget*Sherry Dean*
And FY23 Bond Payment Budget, pp. 7 – 8
- 6. Project Update*John Hull*

ADMINISTERED BY:

Roanoke Valley-Alleghany Regional Commission
P.O. Box 2569, Roanoke, VA 24010
540.343.4417 / info@wvrifa.org / www.wvrifa.org

- 7. Request for Closed Meeting, p. 9 *Chair Cowell*
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.
- 8. End of Closed Mtg. Reconvene Regular Participation Committee Mtg. *Chair Cowell*
- 9. Adoption of Certification Resolution of Closed Meeting, p. 10. *Chair Cowell*
- 10. Action by the Participation Committee as a Result of the Closed Meeting *Chair Cowell*
- 11. Other Business..... *Chair Cowell*
- 12. Adjournment

ADMINISTERED BY:

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MINUTES

A Virtual Meeting of the WVRIFA Participation Committee for the Wood Haven Road Project was held on Friday, January 21, 2022 at 10:00 a.m. remotely via Zoom.

NOTE: *The Virtual January 21, 2022 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

Chair O'Donnell called the meeting to order at 10:03 a.m.

Sam Darby, WVRIFA Counsel, stated that the Governor has declared state of emergency pursuant to Virginia Code § 44-146.17 and the requisite conditions at (i) and (ii) are met. Mr. Darby pointed out that there are several provisions in the notice of the meeting that pertained.

2. ROLL CALL

Chair O'Donnell 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 Larowe, Botetourt County; Ken McFadyen, Botetourt County; Michael Burnette, Franklin County; Dan O'Donnell, Roanoke County; Jill Loope, Roanoke County; Richard Caywood, Roanoke County; Brent Robertson, City of Roanoke; Rob Light, City of Salem; Pete Peters, Town of Vinton; Cody Sexton, Town of Vinton.

3. ACTION NEEDED: APPROVAL OF CONSENT AGENDA ITEMS

ADMINISTERED BY:

The following consent agenda items were distributed earlier: (A) December 17, 2021 WVRIFA PC Minutes and (B) Financial Reports as of December 31, 2021.

Motion: by Jay Taliaferro to approve consent agenda items (A) and (B), as presented. The motion was seconded by Bob Cowell.

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. UPDATE ON VIRGINIA BUSINESS READY SITE PROGRAM

John Hull reported that Virginia Economic Development Partnership and former Governor Northam announced over a week ago that the Authority would receive \$75 000 for the Virginia Business Ready Sites Program. Mr. Hull noted that over \$1.4 million was awarded to localities in the region. The \$75 000 will be used to provide enhancement to the buffer on the western side of the site. There isn't a contract yet from VEDP, since it was just announced, however the contract will be coming soon. The Authority could take an action today to authorize Mr. Hull to except the contract from VEDP, bid the project and then bring a contract with a selected vendor back to the committee for consideration.

Motion: by Bob Cowell to authorize John Hull to except the contract from VEDP and to proceed with procurement activities. The motion was seconded by Jay Taliaferro.

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

6. ACTION NEEDED: REVISED FY22 WOODHAVEN BUDGET

John Hull reported that the revised FY22 Woodhaven Budget was distributed earlier with the agenda. Mr. Hull noted that the budget was revised because of the timing of the projects (they were budgeted to be completed earlier), not because additional funds are being spent.

Motion: by Jay Taliaferro to approve the Revised FY22 Woodhaven Budget, as presented. The motion was seconded by Bob Cowell.

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

7. FINANCIAL DISCLOSURE FORMS

John Hull reminded members to file their financial disclosure forms with their localities and provide Ms. Sherry Dean with a copy of the filed forms.

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8. REQUEST FOR CLOSED MEETING

Motion was made by Bob Cowell that the Committee convene in a Closed Meeting to discuss the potential disposition of publicly held real 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 10:21 a.m.

9. END OF CLOSED MEETING RECONVENE REGULAR PARTICIPATION COMMITTEE MEETING

Motion was made by Bob Cowell and seconded by James 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 10:47 a.m.

10. ADOPTION OF CERTIFICATION RESOLUTION OF CLOSED MEETING

Motion was made by James Taliaferro and seconded by Bob Cowell to adopt the following certification resolution:

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

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Dan O'Donnell – Yes
James Taliaferro – Yes

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

Motion: by James Taliaferro to authorize John Hull to execute whatever is necessary for a special use permit for an access road on the property north of I-81. The motion was seconded by Bob Cowell.

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

12. **OTHER BUSINESS**

Chair O'Donnell commented that today's meeting is his last WVRIFA meeting, and he had enjoyed working with everyone. He complimented staff and members on their great work.

Mr. Cowell thanked Mr. O'Donnell for his leadership and wished him a happy retirement.

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

Motion: by James Taliaferro to adjourn the WVRIFA Participation Committee Meeting. The motion was seconded by Bob Cowell.

WVRIFA Participation Committee Action: Motion carried.

The WVRIFA Participation Committee Meeting adjourned at 10:55 a.m.

Virginia Mullen, Recording Secretary
WVRIFA Participation Committee

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WVRIFA
Woodhaven Participation Committee
BUDGET FY23

created 2/28/22

	FY23 Budget	Notes
Locality Dues		
City of Roanoke	\$ 11,050.00	44.20%
Roanoke County	\$ 11,050.00	44.20%
City of Salem	\$ 2,900.00	11.60%
VBRSP Site Development Grant	\$ 75,000.00	
Total Revenue	\$ 100,000.00	

Expenses		
Landscaping	\$ 75,000.00	
Property Maintenance	\$ 10,000.00	
Sign Electricity	\$ 400.00	
Other Repairs & Maintenance	\$ 4,100.00	
Marketing/Project Management	\$ 6,000.00	
Bond Maintenance	\$ 3,000.00	
Miscellaneous	\$ 1,500.00	
	\$ -	
Total Expenses	\$ 100,000.00	

Difference	\$ -	
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WVRIFA
Woodhaven Participation Committee
Bond Payments FY23 Budget

created 2/28/22
 FY23 Budget Notes

Bond Revenue

City of Roanoke	\$	366,748.55	44.20%
Roanoke County	\$	366,748.55	44.20%
City of Salem	\$	96,250.76	11.60%
	\$	-	

Total Revenue **\$ 829,747.86**

Bond Payments Expense

Bond Interest Expense	\$	259,747.86	payable each July 15th and January 15th
Bond Principal	\$	570,000.00	January 15, 2023
	\$	-	

Total Expense **\$ 829,747.86**

Reserve Funds **\$ -**

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

PARTICIPATION COMMITTEE
Wood Haven Road Project

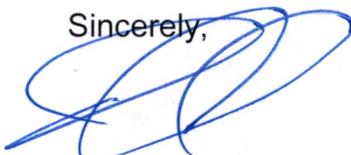
March 10, 2022

Dear Participation Committee Members:

This is to request a Closed Meeting during the next scheduled meeting of the WVRIFA Participation Committee on Friday, March 18, 2022 at 10:00 a.m. at the Roanoke Valley-Alleghany Regional Commission (Top Floor Conference Room), 313 Luck Ave., SW, Roanoke, VA 24016.

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,



Bob Cowell
Chair
WVRIFA Participation Committee

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 18th day of March 2022