



New River Valley Commerce Park Participation Committee

6580 Valley Center Drive, Suite 124

Radford, VA 24141

DATE: April 4, 2012

Bland County

Lacy (Nick) Asbury

Craig County

Jay Polen

Giles County

Chris McKlarney

Montgomery County

Craig Meadows

Pulaski County

Andy McCready

Roanoke County

Jill Loope

City of Radford

Tim Cox

City of Roanoke

Brian Townsend

Town of Dublin

Doug Irvin

Town of Pearisburg

Kenneth F. Vittum

Town of Pulaski

Morgan Welker

Executive Committee:

Basil Edwards, Chair
City of Radford
Chris McKlarney, Vice-Chair
Giles County
Shawn Utt,
Secretary-Treasurer
Pulaski County
Jay Polen
Craig County
Brian Hamilton
Montgomery County

TO: NRV Commerce Park Participation Committee
FROM: Joe Morgan
SUBJECT: Wednesday, April 11, Noon, Meeting Draft Agenda

A meeting of the New River Valley Commerce Park Participation Committee will be held on **Wednesday, April 11**, at **noon** at **Rockwood Manor, 5189 Rockwood Road, Dublin, VA 24084 (540) 674-1328** – <http://www.rockwood-manor.com/>. Rockwood Manor is located on Route 100 just north of the New River Community College main campus. Lunch will be provided.

Please mark your calendar and contact us on your plans for attendance.

- 1. Roll Call and Approval of Agenda**
- 2. Public Comment**
- 3. Approval of the November 11, 2011 Participation Committee and March 13 Executive Committee meetings minutes (attached pages 5 - 17)**
- 4. Administrative Staff Report**
 - a) Program of Work Update**
 - b) Water & Sewer Expansion Update from Regional Planner Christy Straight**
 - c) Building Collaborative Communities Grant Marketing Program Update (attached pages 18 – 21)**
 - d) Timing Real Estate Broker & Transaction Manager Engagement**
 - e) Financial Report for 2nd Quarter FY 2011-12 (attached page 22)**
 - f) MAI Appraiser Ongoing Engagement (attached pages 23 - 26)**
 - g) Update on Surplus Property Disposition**
 - h) Commerce Park Administration (attached page 27)**
- 5. Other Old Business**
 - a) Member Withdrawal or Passive Status Terms**
 - b) Other**
- 6. New Business**
 - a) Election of Officers for 2012-14**
 - b) FY 13 Budget Proposal and Adoption (attached pages 28 - 32)**
 - c) Comprehensive Economic Development Strategy Projects (attached pages 33 - 37)**
 - d) Insurance Renewal Acceptance (attached pages 38 - 45)**
 - e) Other**
 - f) NRV Economic Development Alliance Marketing Report**
- 7. Closed Session (if needed)**
- 8. Other Business**
- 9. Adjournment – Immediately Followed by VA1st Authority Special Meeting for any Required Action Related to the Commerce Park**

Next scheduled Commerce Park & Next VA1st annual meetings: Wed., August 15, 2012

PLEASE NOTE THE MEETING LOCATION IS THE ROCKWOOD MANNOR, 5189 ROCKWOOD ROAD, DUBLIN, VA 24084.

SEE:

<http://www.rockwood-manor.com/>



New River Valley Commerce Park Participation Committee

6580 Valley Center Drive, Suite 124

Radford, VA 24141

DATE: April 4, 2012

Primary Representatives

Bland County

Lacy (Nick) Asbury

Craig County

Jay Polen

Giles County

Chris McKlarney

Montgomery County

Craig Meadows

Pulaski County

Andy McCready

Roanoke County

Jill Loope

City of Radford

Tim Cox

City of Roanoke

Brian Townsend

Town of Dublin

Doug Irvin

Town of Pearisburg

Kenneth F. Vittum

Town of Pulaski

Morgan Welker

Executive Committee:

Basil Edwards, Chair

City of Radford

Chris McKlarney, Vice-Chair

Giles County

Shawn Utt,

Secretary-Treasurer

Pulaski County

Jay Polen

Craig County

Brian Hamilton

Montgomery County

TO: NRV Commerce Park Participation Committee
FROM: Joe Morgan
SUBJECT: Wednesday, April 11, Noon, Meeting Staff Report

Information and *recommendations* on the agenda items are:

- 1. Roll Call and Approval of Agenda** - We will rely on each member government to designate its representative(s) for determining the quorum of six of the eleven members. Votes will be recorded by member shares.
- 2. Public Comment** – No opportunity for comment has been requested to date.
- 3. Approval of the November 11, 2011 Participation Committee and March 13 Executive Committee meetings minutes (attached pages 5 - 17)**
- 4. Administrative Staff Report**
 - a) Program of Work Update** – The 2009-11 Program of Work objectives are complete and the focus for the next year should be implementation of the recommendations of the strategic plan adopted in November 2011.
 - b) Water & Sewer Expansion Update from Regional Planner Christy Straight**
Christy can give an overview of the construction completion to date.
 - c) Building Collaborative Communities Grant Marketing Program Update - (attached pages 18 – 21)** See the: monthly grant report to the Virginia Department of Housing and Community Development (VDHCD); tasks, timing & budget matrix; procurement overview; and website home page design. (Due to file size, the home page design and procurement engagements will be sent by separate e-mail.) *Input on postcard mailer quarterly themes is welcome from the listing attached.* With the help of the Virginia Economic Development Partnership VEDP, the following targeted industries were selected from the suggestions of consultants Leak & Goforth:

- Wholesale Trade/Distribution - NAICS Code Industry
 - 423450 Medical, Dental, and Hospital Equipment and Supplies
 - 423730 ~~Heating and Air Conditioning Equipment and Supplies~~
 - 423510 Metal Service Centers and Wholesalers
 - 423830 Industrial Machinery and Equipment
- Manufacturing - NAICS Code Industry
 - 339112 Surgical and Medical Instruments Manufacturing
 - 311920 Coffee and Tea Manufacturing
 - 332721 Precision Tuned Product Manufacturing
 - 326112 Plastics Packaging Film and Sheet Manufacturing
 - 311412 ~~Frozen Specialty Food Manufacturing (smaller facilities)~~
 - 332312 Fabricated Structural Steel Manufacturing

Further target industry research is recommended by Dean Whittaker Associates at \$5,000 and 310 Ltd. at \$11,000 for the initial engagement.

- d) Timing Real Estate Broker & Transaction Manager Engagement** - Proposals for real estate services were received in March 2011 from three offerors: Poe & Cronk, Thalhimier, and Waldvogel, all of Roanoke. Selection of a broker has been delegated to the Executive Committee. *Thalhimier is recommended due to the diligence of Broker Ralph Williams in assisting the Alliance Prospect Team.*

PLEASE NOTE THE MEETING LOCATION IS THE ROCKWOOD MANNOR, 5189 ROCKWOOD ROAD, DUBLIN, VA 24084. SEE: <http://www.rockwood-manor.com/>

- e) **Financial Report for 2nd Quarter FY 2011-12** (*attached page 22*) Commerce Park reserves are \$256, 365 for the water and sewer capacity expansion & \$242,544 for the Rural Development debt reserves. Available balances at fiscal year-end are expected to be reduced to between \$25,000 and \$30,000, after all budgeted, supplemented or unanticipated expenditures are made, including the new website and mail marketing campaign. VA1st reserves at mid-year were \$329,936.88, and anticipated to be at least \$320,000 at fiscal year-end.
- f) **MAI Appraisal Services** (*attached page s 23 - 26*) – *Engagement of Miller and Long Associates, Inc. is recommended for ongoing appraisal services as described in the attached e-mail correspondence.* The arrangement should allow any appraisal needed to be promptly prepared. The purpose of the appraisal is to satisfy lender requirement for release of deed of trust restrictions on Commerce Park parcel title transfers. Rural Development requires appraisals be completed within one year of most title transfers. Miller and Long represents they are acceptable to Stellar One Bank, which requires pre-approval of appraisers.
- g) **Update on Surplus Property Disposition:**
- **Expanded Listing with Woltz and Associates** – The listing can proceed this spring since the accompanying appraisal arrangement is in place. The earliest likely date for an auction summer or fall of 2013.
 - **Land Swap Potential for Rail and Electric Transmission Right of Way** – I am informally discussing this option with adjacent property owners and the Development, Covenants & Communications Committee.
 - **New Dublin Presbyterian Church Buffer Transfer** – Kathy Alley of Rural Development reports the transfer has been approved. Attorney Theresa Fontana is getting a metes and bounds description from Anderson & Associates, as required by RD before the parcel release is granted and the buffer transfer completed.
 - **Airport Five Acre Swap for Entrance Road Parcel** – Ms. Fontana is also completing the lender release requirements for the boundary adjustment with the Airport. Christy Straight has gathered all necessary Pulaski County and property owner approval signatures on the plat and submitted it to RD.
 - **Rental Double-Wide Home Status** – Connection to Dublin Town Water was completed in January, coinciding with occupancy by new renters for 2012. A new cook stove was installed. Repairs were made to the plumbing and bath fixtures. Rodent extermination has been contracted. Roof and HVAC system replacement is being evaluated, with \$10,000 included in the proposed FY 13 budget for replacement as needed. Currently the wastewater drains slowly and the septic system is being excavated to find the tank clean out location. With these substantial improvements, the prospects for a rent next year higher than \$600 per year will be considered. Unless the dwelling can be sold as personal property without the sale proceeds going to the lender, the best option may be to retain the home as a revenue generator. With major repairs completed, the rent might net \$5,000 per year.
 - **Repair or Demolition of Vacant Single Wide Mobile Home** – No action has been taken and the home remains vacant.
 - **Multi-Year Agricultural Lease** – Response to the farm renter Guthrie Farms has been delayed until it is more certain if a purchaser or lessee of the Mebane house would want to lease farm acreage.
 - **Boundary Fence Upgrade Cost Sharing with Neighboring Property Owner(s)** – No response by Guthrie Farms or neighbor Tom Compton has taken place to date.
- h) **Commerce Park Administration** (*attached page 27*)– I anticipate continuation of the memorandum of agreement with NRV Planning District for support services during the upcoming 2012-13 fiscal year. My engagement as executive director is also ongoing during the upcoming fiscal year, at the pleasure of the VA1st Board of Directors. A meeting of the Development, Covenants & Communications Committee is scheduled for April 10, as noted in the *attached* meeting notice.

5. Other Old Business

- a) **Member Withdrawal or Passive Status Terms** - I'm aware of no further interest in either at this time.

b) Other

6. New Business

- a) **Election of Officers for 2012-14:** Current terms of the Executive Committee expire in June. *All are eligible for re-election. A nominating committee could also be appointed.*
- b) **NRV Economic Development Alliance Marketing Report:** An update from Alliance Executive Director Aric Bopp is expected at the meeting. Commerce Park information has been sent to three new prospect inquiries this fiscal year, none of which appear to have further interest.
- c) **FY 13 Budget Proposal and Adoption (attached pages 28 – 32)** – The proposal is balanced by a \$30,835.41 use of reserve funds, begins paying the \$55,000 per year water and sewer capacity expansion debt service pledge due through 2050, shifts most basic administrative expense to the VA1st main budget and includes a reserve for HVAC and roof repairs at the rental doublewide dwelling. *Adoption prior to the August 15 VA1st Board of Directors Annual Meeting is requested.*
- d) **Comprehensive Economic Development Strategy Projects (attached pages 33 - 37)** – *Approval of the request for funding of the rail extension and power improvement projects is requested.*
- e) **Insurance Renewal Acceptance (attached pages 38 – 45)** – The renewal proposal self-insurance contribution from VACORP is \$1,683, compared with \$1,633 for the current year. *Acceptance of the renewal is requested.*
- f) other

7. Closed Session (if needed)

8. Other Business

9. Adjournment – Immediately Followed by VA1st Authority Special Meeting for any Required Action Related to the Commerce Park

Next scheduled Commerce Park & Next VA1st annual meetings: Wed., August 15, 2012

VIRGINIA'S FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY
New River Valley Commerce Park Participation Committee
Meeting Minutes
November 9, 2011

1. Roll Call

A meeting of the New River Valley Commerce Park Participation Committee was held on Wednesday, November 9 at 12:00 pm at the Competitiveness Center in Fairlawn. Mr. McKlarney, vice chairman, called the New River Valley Commerce Park Participation Committee meeting to order. He then invited the group to introduce themselves individually.

Roll call by member jurisdiction was taken and a quorum determined with the following nine of the eleven member governments represented: Craig, Giles, Montgomery, Pulaski, and Roanoke counties, City of Radford, and Dublin, Pearisburg and Pulaski towns. Bland County and the City of Roanoke were not represented.

Motion: Mr. Utt moved the committee approve the agenda. Mr. White seconded the motion.

Action: The motion passed unanimously, with 91.36% in the affirmative, 0.0% opposed, 0.0% abstaining and 8.64% absent (Bland County, City of Roanoke).

2. Public Comment

No comment was made.

3. Strategic Plan Presentation by Leak & Goforth consultants

Bob Leak, Bob Goforth, Jim Bruce & David Denny gave a presentation on the final draft plan. The plan recommendations include a focused marketing effort that should complement the Building Collaborative Communities grant awarded by Governor McDonnell.

The plans key recommendations included maintaining the course of development of the park and implementing a marketing program. The consultants also identified near-term target prospects in the wholesale trade/distribution and manufacturing industries (within ten specific NAICS codes).

4. Approval of the April 13 and August 10, 2011 meetings minutes

Motion: Mr. Vittum moved the committee approve the April 13 committee meeting minutes. Mr. Utt seconded the motion.

Action: The motion passed unanimously, with 91.36% in the affirmative, 0.0% opposed, 0.0% abstaining and 8.64% absent (Bland County, City of Roanoke).

Motion: Mr. Vittum moved the committee approve the August 10 committee meeting minutes. Mr. Hamilton seconded the motion.

Action: The motion passed unanimously, with 91.36% in the affirmative, 0.0% opposed, 0.0% abstaining and 8.64% absent (Bland County, City of Roanoke).

5. Administrative Staff Report

The administrative staff report is included within the packet for this meeting and includes the items referenced below.

a. Program of Work Update

The current status for those items from the program of work adopted for 2009-2011 which still need emphasis is highlighted in the packet for this meeting. Mr. Morgan plans to present a new program of work for 2012-2014 in conjunction with the current overall Commerce Park strategic planning.

b. Water & Sewer Expansion Update from Regional Planner Christy Straight

Ms. Straight stated the project is approximately 88% complete. Most contracts are doing finishing work and testing. All high visibility items are done, including the river crossing. Mr. McKlarney asked how change orders were affecting the costs of the project. Ms. Straight indicated there have been a few change orders, but costs have been contained fairly well with tradeoffs in materials and scope to keep costs in line.

c. Building Collaborative Communities Grant Acceptance

Governor McDonnell awarded \$30,000 to Virginia’s First for Commerce Park revitalization. Virginia’s First staff and key partners (including NRV Economic Development Alliance Prospect Committee members and NRV Commerce Park Participation Committee members) met with Chris Thompson, Virginia Department of Housing and Community Development and John Loftus, Virginia Economic Development Partnership, in the morning before the committee meeting. The \$30,000 grant will be targeted for Commerce Park marketing and re-branding, since the grant is less than the \$50,000 requested.

The grant requires a match, that is available from Commerce Park undesignated funds, as well as in-kind match from both Norfolk Southern for rail access update and for grant administration by staff.

Mr. Hamilton asked for clarification on what marketing was to be done; Mr. Morgan said a postcard mailing (with frequency to be determined) and follow up calling list on target industries is anticipated. Mr. Hamilton commented on the need for a website and suggestion that it should come first. This has been recommended by Mr. Bopp as well. Mr. Hamilton estimated a website could be created for about \$30,000. Mr. Bopp estimated \$20,000 . Mr. Morgan asked for comment from funders on how they would advise proceeding with that task. Mr. Thompson and Mr. Loftus said they will work with the committee and encouraged following the advice provided by the consultants’ strategic planning study and the region’s economic development team.

Motion: Mr. Hamilton moved the committee Executive Committee members be authorized to initiate the strategic plan recommendation for a marketing program, along with a new Commerce Park website, utilizing Commerce Park available funds and the Building Collaborative Communities Grant. Mr. Irvin seconded the motion.

Action: The motion passed unanimously, with 91.36% in the affirmative, 0.0% opposed, 0.0% abstaining and 8.64% absent (Bland County, City of Roanoke).

d. Timing Real Estate Broker & Transaction Manager Engagement

Proposals for real estate services were received in March from three offerors: Poe & Cronk, Thalhimer, and Waldvogel, all of Roanoke. Selection of a broker has been delayed pending outcome of the strategic planning. The Executive Committee has been previously authorized to engage a broker whenever it deems appropriate.

e. Small Purchase Policy Adoption

Staff requested approval of a policy to allow small purchases at the maximum levels allowed by the Code of Virginia Section 2.2-4303. Mr. McKlarney asked at what purchase level the policy would be set. Mr. Morgan anticipated \$30,000 for non-professional services without formal quote solicitation, \$100,000 for non-professional services with solicitation of four formal quotes and \$50,000 for professional services.

Motion: Mr. Cox moved the committee authorize staff to implement a small purchase policy. Mr. Vittum seconded the motion.

Action: The motion passed unanimously, with 91.36% in the affirmative, 0.0% opposed, 0.0% abstaining and 8.64% absent (Bland County, City of Roanoke).

The adopted Small Purchases Policy is as follows: The Commerce Park Participation Committee does hereby establish purchase procedures not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. Purchases that are expected to exceed \$30,000 shall require the written informal solicitation of a minimum of four bidders or offerors. The Committee does also hereby establish purchase procedures not requiring competitive negotiation for single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; however such small purchase procedures shall provide for competition wherever practicable.

f. Financial Report for 1st Quarter FY 2011-12

Mr. Morgan reviewed the latest financial report. The 2010-2011 fiscal year ended with a cash balance of just over \$1 million, of which about 30% were VA1st funds. Of the 70% Commerce Park funds, about one-half million dollars was in required and optional debt service reserves. After current year budgeted expenses, carrying over \$44,000 for strategic planning and acknowledging that the FY12 Giles County payment was received prior to the beginning of the current fiscal year, about \$100,000 of Commerce Park funds were available and undesignated.

g. Update on Surplus Property Disposition

A general review of the current status of surplus property was included in the packet for this meeting. Mr. Morgan presented recommendations regarding surplus property as follows:

i. MAI Appraisal Engagement for Any Parcel Title Transfer

Engage an appraiser for ongoing service related to transfer of title and lot release from deed of trust restrictions for both surplus and industrial parcels. Rural Development has requested it be an MAI appraisal

ii. Expanded Listing with Woltz and Associates

The previously approved listing renewal should be expanded to include lease or purchase of additional land adjacent to the Mebane house. Woltz’s representative has made recommendations to make property more saleable, such as added property, including the pond/spring. The revised number on sale potential from one year ago -- less than \$500,000 – is still applicable.

iii. **Land Swap Potential for Rail and Electric Transmission Right of Way**

Mr. Morgan recommended the committee develop alternatives that would be mutually beneficial to neighboring property.

iv. **New Dublin Presbyterian Church Buffer Transfer Without Lender Deed of Trust Release**

At the request of the Church, the attorney for the Commerce Park has prepared documents (included in the packet for this meeting) that will allow transfer even though Rural Development has not responded to the title transfer request submitted October 26, 2010. Mr. Morgan recommended proceeding with the land transfer.

v. **Connection of Rental Double-Wide Home to Dublin Town Water**

Ratification of the municipal water connection underway and authorized work was requested. The work, which will cost about \$10,000, includes 3 connections – one active for the double-wide rental dwelling and two for future use.

Mr. McKlarney asked if the Commerce Park will be paying the full cost of the connection; Mr. Morgan confirmed that will be the case. The \$10,000 will cover all costs – connection fee, construction, and contingency. Construction is expected to be completed in November.

vi. **Repair or Demolition of Vacant Single-Wide Mobile Home**

Evaluation of repair versus demolition was recommended prior to attempting to seek a new tenant.

vii. **Multi-Year Agricultural Lease**

Pending confirmation of any additional lease or sale of property adjacent to the Mebane home, changing the agricultural leases from annual to renewal to a five year rolling renewal was recommended considered to allow farm renters to better plan investment in fertilization, fencing and other land stewardship improvements.

viii. **Boundary Fence Upgrade Cost Sharing with Neighboring Property Owner(s)**

Ratification of an offer to invest up to \$1,500 in the fence upgrade with neighbor Tom Compton was requested.

Motion: Mr. Utt moved the committee accept the recommendations of applicable items listed above under G. Surplus Property and authorize staff to proceed. Mr. Cox seconded the motion.

Action: The motion passed unanimously, with 91.36% in the affirmative, 0.0% opposed, 0.0% abstaining and 8.64% absent (Bland County, City of Roanoke).

6. Other Old Business

h. Member Withdrawal or Passive Status Terms

Mr. Morgan suggested members wishing to withdraw be permitted if they pay off their share of the current indebtedness for the Commerce Park. He also suggested that withdrawing members retain their equity in the Commerce Park, in return for the advance payment of indebtedness increasing the available cash for current operations. At the April Commerce Park Participation Committee meeting, options were discussed for withdrawing members to have their equity

reduced by the accumulated operating cost of the Commerce Park over time. Currently members pay \$2.75 per year per share for the Commerce Park. Debt service takes \$2.38 per share (86%), leaving \$0.37 per share for operation (14%). The future value of the current annual payment and the outstanding debt per share, based on 5% annual increase for 30 years, is \$183 and \$158, respectively. The debt per share as of the end of FY 2010 was \$35.06 per share. Options discussed for reduction in equity for withdrawing members include: 86% of active members value per share; reduction to 50% over 30 years (1.67% reduction per year); or reduction by 14% per year to deplete equity value in seven years. In the material included in the packet for this meeting, calculations of the debt service show total and annual payments for each of the eleven members. Also included are the buy-out costs and reduced equity calculation for each member under the three reduced equity options. Any full membership withdrawal will require consent of the lenders.

On August 18, 2011, Travis Jackson of RD recommended withdrawing members pay a substantial amount of the ongoing debt service expense, not just the outstanding principal – thus he favors a buyout in the \$158 to \$183 per share that reflects the future value of the share expense. If lender consent is not forthcoming, an alternate could be passive status that would excuse passive members from meeting participation and holding the payout per share in reserve to be used in the interim, but replaced by the remaining members as needed to meet debt service obligations. All of this hypothetical analysis was presented to foster discussion and planning that will meet the varying needs and desires of the eleven Commerce Park member governments.

7. New Business

i. NRV Economic Development Alliance Marketing Report

Mr. Bopp stated the Alliance has seen some prospect activity interested in the Commerce Park. An agriculture project is still active. The Alliance also received a realtor request for a 50-acre site and the Commerce Park was submitted for that request.

j. Other

Mr. Morgan presented the draft proposal incentives for a distribution project – 7 years property tax waiver and a below fair market value lease with option to purchase. Mr. Bopp commented on the need to discuss incentives in future RFIs; as there is difficulty in competing with other organizations who give multiple years' tax relief and free land incentives, at a minimum.

Further discussion on how to offer more attractive land incentives followed. Refinancing of current debt obligations through bonds was suggested. Mr. Hamilton noted bonds are currently being sold for a 20-year obligation, 4.5% interest for \$5 million, by Montgomery County, with the Board of Supervisors guaranteeing payment, in order to remove a Rural Development deed of trust on the Falling Branch site. Currently, the Commerce Park property can be leased, but donating the property to a prospective industry requires payment of a fair market value of the donated parcel to the lenders, without any reduction in current annual debt service (because of deed of trust restrictions). Mr. Bopp noted the committee will still need revenue to cover debt service; but it would be better to work on simplifying the incentive approach for clients regardless of the Commerce Park's debt position.

Regarding the proposal, committee members suggested removing the land lease incentive and just offer to provide the land for free. Also, Mr. Hamilton noted that taxes can't be waived, but rather they should offer a local economic development grant equal to 100% of taxes paid for 7 years.

8. Closed Session (if needed)

No closed session was held.

9. Other Business

No other business was brought before the committee.

10. Adjournment

The next scheduled Commerce Park meeting, depending on any action that may be required, will be Wednesday, February 8 or Wednesday, April 11, 2012. At this time Mr. Morgan requested members mark their calendars for both dates and staff will advise as soon as practical which date would be more appropriate for any action needed.

The next VA1st annual meeting will be Wednesday, August 18, 2012

With no further business to discuss the meeting was adjourned at 1:10 pm.

Respectfully Submitted,

Approved by,

Joseph N. Morgan, Executive Director

Shawn Utt, Secretary / Treasurer

**New River Valley Commerce Park
Participation Committee
Attendance**

November 9, 2011
New River Valley Competitiveness Center
Fairlawn, VA

Jurisdiction	Member	Alternate
Bland County	<input type="checkbox"/> Nick Asbury	<input type="checkbox"/> Eric Workman
Craig County	<input checked="" type="checkbox"/> Jay Polen	
Giles County	<input checked="" type="checkbox"/> Chris McKlarney	<input type="checkbox"/> Richard McCoy
Montgomery	<input type="checkbox"/> Craig Meadows	<input checked="" type="checkbox"/> Brian Hamilton
Pulaski County	<input type="checkbox"/> Peter Huber	<input checked="" type="checkbox"/> Shawn Utt
Roanoke County	<input checked="" type="checkbox"/> Jill Loope	<input type="checkbox"/> Charlotte Moore
City of Radford	<input checked="" type="checkbox"/> Tim Cox	<input type="checkbox"/> Basil Edwards
City of Roanoke	<input type="checkbox"/> Brian Townsend	<input type="checkbox"/> Bill Bestpitch
Town of Dublin	<input checked="" type="checkbox"/> Doug Irvin	<input type="checkbox"/> Bill Parker
Town of Pearisburg	<input checked="" type="checkbox"/> Ken Vittum	<input type="checkbox"/> Brad Jones
Town of Pulaski	<input checked="" type="checkbox"/> Morgan Welker	<input type="checkbox"/> John Hawley

Member is designated by locality representatives. Alternate is the other appointed member.

Others Present: Chris Thompson, John Loftus, Deborah Flippo, Mike Hubbard, Aric Bopp, John White, Ken Anderson, Roger Williams, Randy Wingfield, Barry Helms, Bob Leak, Bob Goforth, David Denny, Jim Bruce, Jamie Bruce

Staff Present: Joe Morgan, Christy Straight

Virginia's FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY
Special Meeting Minutes
November 9, 2011

1. Meeting Convened with Quorum Present

Vice Chair Vittum called the special meeting of the Authority Board of Directors to order immediately following the conclusion of the New River Valley Commerce Park Participation Committee at about 1:15 p.m. at the New River Valley Competitiveness Center, in Pulaski County. The special meeting was called to consider only matters regarding the Commerce Park. A quorum was determined present with the following ten of the thirteen member governments represented: Craig, Giles, Montgomery, Pulaski, and Roanoke counties, City of Radford, and Christiansburg, Dublin, Pearisburg and Pulaski towns. Wythe and Bland counties and the City of Roanoke were not represented.

An attendance roster is listed at the end of these minutes.

2. Consent Agenda Items

a. Building Collaborative Communities Grant Acceptance

Governor McDonnell awarded \$30,000 to Virginia's First for Commerce Park revitalization. Virginia's First staff and key partners (including NRV Economic Development Alliance Prospect Committee members and NRV Commerce Park Participation Committee members) met with Chris Thompson, Virginia Department of Housing and Community Development and John Loftus, Virginia Economic Development Partnership, in the morning before the committee meeting. The \$30,000 grant will be targeted for Commerce Park marketing and re-branding, since the grant is less than the \$50,000 requested.

The grant requires a match, that is available from Commerce Park undesignated funds, as well as in-kind match from both Norfolk Southern for rail access update and for grant administration by staff.

b. Small Purchase Policy Adoption

Staff requested approval of a policy to allow small purchases at the maximum levels allowed by the Code of Virginia Section 2.2-4303 is requested. The adopted Small Purchases Policy is as follows: The Commerce Park Participation Committee does hereby establish purchase procedures not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. Purchases that are expected to exceed \$30,000 shall require the written informal solicitation of a minimum of four bidders or offerors. The Committee does also hereby establish purchase procedures not requiring competitive negotiation for single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; however such small purchase procedures shall provide for competition wherever practicable.

c. Update on Surplus Property Disposition

The following recommendations were made by the executive director:

i. **MAI Appraisal Engagement for Any Parcel Title Transfer**

Engage an appraiser for ongoing service related to transfer of title and lot release from deed of trust restrictions for both surplus and industrial parcels. Rural Development has requested it be an MAI appraisal.

ii. **Expanded Listing with Woltz and Associates**

The previously approved listing renewal should be expanded to include lease or purchase of additional land adjacent to the Mebane house.

iii. **New Dublin Presbyterian Church Buffer Transfer Without Lender Deed of Trust Release**

At the request of the Church, the attorney for the Commerce Park has prepared documents (included in the minutes of this meeting) that will allow transfer even though Rural Development has not responded to the title transfer request submitted October 26, 2011. Proceeding with the land transfer was recommended.

iv. **Connection of Rental Double-Wide Home to Dublin Town Water**

Ratification of the municipal water connection underway and authorized work was requested. The work, which will cost about \$10,000, includes 3 connections – current double-wide rental dwelling, and two future service stubs. Construction is expected to be completed in November.

v. **Boundary Fence Upgrade Cost Sharing with Neighboring Property Owner(s)**

Ratification of an offer to invest up to \$1,500 in the fence upgrade with neighbor Tom Compton was requested.

Motion: Mr. McKlarney moved the Virginia's First Regional Industrial Facilities Authority Board of Directors consent to the actions approved and authorized (and listed above) by the Commerce Park Participation Committee. Mr. Utt seconded the motion.

Action: The motion passed without objection, with all Board members from the following member governments in attendance voting yes (Craig, Giles, Pulaski, Montgomery, and Roanoke counties; City of Radford; and Christiansburg, Dublin, Pearisburg and Pulaski towns), none voting no and no voting members present from the following member governments (Bland and Wythe counties; and Roanoke City).

3. Closed Session (if needed)

No closed session was held.

4. Other Business

No other business was brought before the board.

5. Adjournment

On motion of Mr. Utt seconded by Mr. Cox, and carried unanimously, the special called meeting, for the purpose of receiving and acting on requests from the Commerce Park Participation Committee regarding Commerce Park projects and properties, was adjourned to be reconvened immediately following the next Commerce Park Participation Committee meeting, which is scheduled to be held on Wednesday, February 8 or Wednesday, April 11, 2012, at noon at a location to be determined.

Respectfully Submitted,

Approved by,

Joseph N. Morgan, Executive Director

Barry Helms, Secretary / Treasurer

Virginia=s FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY
Attendance

November 9, 2011
 New River Valley Competitiveness Center
 Fairlawn, VA

1. Jurisdiction	Member	Alternate
Bland County	<input type="checkbox"/> Nick Asbury <input type="checkbox"/> Henry M. Blessing	<input type="checkbox"/> Eric Workman
Craig County	<input type="checkbox"/> <input checked="" type="checkbox"/> Jay Polen	
Giles County	<input checked="" type="checkbox"/> Chris McKlarney <input type="checkbox"/> Richard McCoy	
Montgomery	<input type="checkbox"/> Mary Biggs <input type="checkbox"/> Craig Meadows	<input checked="" type="checkbox"/> Brian Hamilton <input type="checkbox"/> Carol Edmonds
Pulaski County	<input checked="" type="checkbox"/> Shawn Utt <input checked="" type="checkbox"/> Peter Huber	<input type="checkbox"/> Joe Sheffey <input type="checkbox"/> Jared Linkous
Roanoke County	<input type="checkbox"/> Charlotte Moore <input checked="" type="checkbox"/> Jill Loope	<input type="checkbox"/> Joseph "Butch" Church
Wythe County	<input type="checkbox"/> Bucky Sharitz <input type="checkbox"/> Martha P. Umberger	
City of Radford	<input checked="" type="checkbox"/> Tim Cox <input type="checkbox"/> Basil Edwards	
City of Roanoke	<input type="checkbox"/> Bill Bestpitch <input type="checkbox"/> Brian Townsend	<input type="checkbox"/> Anita Price
Town of Christiansburg	<input checked="" type="checkbox"/> Randy Wingfield <input checked="" type="checkbox"/> Barry Helms	
Town of Dublin	<input type="checkbox"/> Bill Parker <input checked="" type="checkbox"/> Doug Irvin	
Town of Pearisburg	<input type="checkbox"/> Brad Jones <input checked="" type="checkbox"/> Ken Vittum	
Town of Pulaski	<input checked="" type="checkbox"/> Morgan Welker <input type="checkbox"/> John Hawley	<input checked="" type="checkbox"/> John White

Others Present: Chris Thompson, John Loftus, Deborah Flippo, Mike Hubbard, Aric Bopp, Ken Anderson, Roger Williams, Bob Leak, Bob Goforth, David Denny, Jim Bruce, Jamie Bruce

Staff Present: Joe Morgan, Christy Straight

VIRGINIA'S FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY
New River Valley Commerce Park Participation Committee
Executive Committee
Meeting Minutes
March 14, 2012

1. Call to Order

A meeting of the New River Valley Commerce Park Participation Committee Executive Committee was held on Wednesday, March 14, 2012 at 9:30 am at the Giles County Administration Building, 315 North Main Street, Pearisburg, Virginia.

The special meeting was called by members Basil Edwards, Chair and Shawn Utt, Secretary-Treasurer, for the purposes of preparation for the April 11, 2012 Commerce Park Participation Committee.

Members attending were: Basil Edwards, Chair; Chris McKlarney, Vice-Chair; and Jay Polen.

2. Public Comment

No comment was made.

3. Closed Session pursuant to 1950 Code of Virginia, Section 2.2-3711, (5) (prospective business):

The committee entered into closed session under Code of Virginia 2.2-3711 paragraph 5 for discussion of prospective business.

a. Approval of Closed Session Meeting pursuant to 1950 Code of Virginia, Section 2.2-3712 (A) for briefing by staff and discussion prospective business, all as allowed by 1950 Code of Virginia 2.2-3711, (5) (prospective business)

Motion: Mr. McKlarney moved the committee go into closed session for the purposes of discussing prospective business, under Code of Virginia 2.2-3711 paragraph 5, with staff to be included in the session. Mr. Polen seconded the motion.

Action: The motion passed.

b. Certification of Closed Session: Roll Call Vote certifying compliance with 1950 Code of Virginia, Section 2.2-3712 (D) requirements for consideration of only public business matters lawfully exempted and also identified in the resolution authorizing the closed meeting during said closed meeting

Motion: Mr. McKlarney moved the committee return to open session. Mr. Polen seconded the motion.

Action: The motion passed.

Motion: Mr. McKlarney moved the committee certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the committee in the closed session. Mr. Polen seconded the motion.

Action: The motion passed unanimously.

4. Other Business

The committee authorized the executive director to proceed with engagement of New City of Blacksburg for webpage design, The O'Connor Group of Roanoke for postcard mailer marketing campaign design, printing and mailing, and Whittaker Associates of Holland, Michigan for target industry identification. These three purchases are funded through the Virginia Building Collaborative Communities program.

No other business was brought before the committee.

5. Adjournment

With no further business to discuss the meeting was adjourned at 10:30 am.

Respectfully Submitted,

Approved by,

Joseph N. Morgan, Executive Director

Shawn Utt, Secretary / Treasurer

Building Collaborative Communities Program Monthly Work Plan Progress Report

Virginia's First Regional Industrial Facility
Authority
Grantee

March 2012
Month

Please provide an update on progress on your project's work plan deliverables.

The Strategic Plan has been completed.

Review of the Strategic Plan is under consideration for implementation during the summer and fall of 2012, depending on expenditures on the marketing plan components.

The Marketing Strategy is completed. Implementation is underway:

- New City of Blacksburg was selected to design and implement a Commerce Park Marketing Website. The initial website is on schedule to be running by mid-May, with content editing and user training to be completed by mid-summer. Kick-off held March 1, 1/2 day design session attended by Basil Edwards, Charlie Jewell, Christy Straight, Jay Polen & Joe Morgan on March 12. Main webpage design is ***attached***.
- Dean Whitaker Associates of Holland Michigan were selected for Target Industry Identification. The initial listing of 250 targeted industries will be available by early May.
- The O'Connor Group of Roanoke was selected to design and mail the first installments of the quarterly Post Card Marketing Campaign. Design will begin as soon as the basic graphics of the website are completed.

Attached is an updated tasks, timing and budget matrix for the project.

In what areas did you meet or exceed your expectations?

The support and responsiveness of both VEDP and VDHCD staff has been exceptional.

Our regional stakeholders have been pro-active in taking time to confer with the marketing plan strategy.

What things were significant obstacles?

Coordination over a 11 member government region is challenging, but the effort of interested stakeholders have been up to the challenge. Capturing the breadth of the region, noting both the urban, higher education and spacious rural geographic components is a concise, coherent marketing theme is also a challenge. Postcard mailer costs were overestimated. Targeting industry research and qualification was underestimated. Fortunately the estimate gaps were offsetting, leaving the overall project within cost estimates.

What areas do you need technical assistance?

We appreciate the assistance led by John Loftus and Rob McClintock of VEDP, with detail industry targeting assistance from Brian Kroll. We have also been guided well by Chris Thompson and Doug Jackson of VDHCD.

Building Collaborative Communities - Virginia's First Authority Grant Budget

Tasks (Activities) & Timing Based on Maximum Anticipated Expenses

<u>Purpose</u>	<u>Activity</u>	<u>Status</u>	<u>Procurement</u>	<u>Payment</u>	<u>Amount</u>	<u>Timing</u>
<u>Strategic Planning</u>						
	Leak-Goforth-Bruce Study	Completed November 2011	Completed June 2011	Paid	\$34,500	Done
	Norfolk Southern Rail Feasibility Update	Completed November 2011	Donated	In-kind - Completed	\$10,000	Done
	Sanford / Holshouser Review	Ready to Authorize	Completed June 2011	Lump Sum	\$15,000	Feb - Aug
	Strategic Planning Subtotal				\$59,500	
<u>Marketing Strategy</u>						
Webpage Development	Website Design Planning to Proceed with Implementation Details to be Determined	Web-site on schedule for mid-May start up and mid-summer completion	NewCity of Blacksburg selected in March	Progress Payments	\$24,240	Mar-Aug
	Webpage Development Subtotal				\$24,240	
Marketing Plan	Post Card Mailer Content Selection	To be confirmed April 11	In-house	VA1st Mgmt.	\$3,000	Feb - April
	Marketing Target Confirmation	Completed with VEDP	Completed-March	VA1st Mgmt.	\$1,000	Feb-May
	Industry/Distribution Target Research	Initial list to be completed May 1	Whittaker Assoc. selected in March	Lump Sum	\$18,500	Mar-Aug
	Marketing Plan Subtotal				\$22,500	
<u>Administration</u>						
	VA1st Contract Management	ongoing	Contract Renewed July 2011	VA1st Mgmt.	\$1,500	Jan - Nov
	NRV PDC / VA1st Memorandum of Understanding	ongoing	Adopted July 2011	VA1st Mgmt.	\$3,000	Jan - Nov
	Administration Subtotal				\$4,500	
<u>Marketing Commitment</u>						
	First Year 3 Quarterly Design & Mailings @ \$7,000	Scheduled for mid-May	O'Connor Group selected	Lump Sum	\$6,570	Mar - Oct
	Quarterly Mailing Phone Follow Up	Whittaker & 310 Ltd. Recommended	To be dedided in April	VA1st Mgmt.	\$5,000	May - Nov
	First Year Annual Review	Not Started	In-house	VA1st Mgmt.	\$1,000	Oct - Nov
	First Year Marketing Commitment Sub-Total				\$12,570	
	Subtotal First Year		1/20/12 - 11/20/12		\$123,310	

Marketing Commitment

Industry/Distribution Target Research Update	Whittaker Assoc. recommended with lead generation also by 310 Ltd.	By December	Lump Sum	\$18,500	Dec - Jan
Second Year 5 Quarterly Design & Mailings @ \$7,000	O'Connor recommended	By December	Lump Sum	\$6,522	Jan '13 - Jan '14
Second Year Quarterly Mailing Phone Follow Up	Whittaker recommended	By December or In-house	VA1st Mgmt.	\$5,000	Feb '13 - Feb '14
Second Year Annual Review	Not Started		VA1st Mgmt.	\$1,000	April '14
Second Year Marketing Commitment Sub-Total				\$31,022	
Marketing Commitment Subtotal				\$43,592	

Webpage Maintenance

Consultants Yet to be Identified	Need Prior to Marketing Post Card Completion	By March	Progress Payments	\$13,020	Nov 2012 to April 2014
Webpage Maintenance Subtotal				\$13,020	
Subtotal Second Year 11/20/12 - 4/30/14				\$44,042	
Total All Costs				\$167,352	

Resources

<u>Source</u>	<u>Type</u>	<u>Amount</u>
VDHCD	BCC Grant	\$30,000
Norfolk Southern	In-kind - completed	\$10,000
VA1st	Spent to Date	\$34,500
VA1st	To be spent	\$92,852
Total		\$167,352
Less First Year Grant Period Expenses		\$123,310
Post Grant Expense Commitment		\$44,042
Norfolk Southern In-kind		\$10,000
Completed Strategic Planning		\$34,500
VA 1st New Cash Commitment		\$48,810
Total Grant Period Local Match		\$93,310
To Be Spent During Grant Period		\$48,810
To BE Spent Post Grant Period		\$44,042
VA 1st New Cash Commitment		\$92,852

Potential Themes – NRV Commerce Park Post Card Marketing Plan

Governor McDonnell Selects Commerce Park for 1 of 4 Building Collaborative Communities Grants

Leak & Goforth – Commerce Park Ready for Distribution and Advance Manufacturing

Tank Bolts Tightened – New 1 MGD Water Capacity

Sanford Holshouser – Commerce Park Readiness Confirmed

NRV Commerce Park Rebranded

Upgraded NRV Airport Linked to Commerce Park – Join Us for SkyFest 2012

Find Your New Business Home at Virginia's Largest Right Now Site West of I-95

Most Virginia University Students Choose the New River Valley

Be the First at western Virginia's largest site – Where leasing is a bargain

Why Buy? You Can Use Our Site for Free

??? Chosen Virginia's First Broker

For 12 Years, Virginia Tech's Best Engineers Have Sized Up Our Site

Leading Website Designer Rebrands NRV Commerce Park

VIRGINIA'S FIRST REGIONAL INDUSTRIAL FACILITY AUTHORITY

Quarter Ending December 31, 2011

Ledger Balance Forward September 30, 2011		1,376,878.28
Dues/Shares/Rents Received 10/1/11 - 12/31/11	3,824.70	
Interest Earned October - December 2011	2,310.67	
Analysis charge for September 2011 - November 2011	(389.51)	
Total Receivables (less fees)	5,745.86	5,745.86
<u>October 2011 Checks Issued</u>		
Rural Development Loan	10,258.00	
Verizon Wireless	97.16	
Guyann, Memmer & Dillon	210.00	
Roger Leonard	600.00	
Joe Morgan (September time/expense)	1,883.71	
NRVPDC (August)	2,502.95	
Pulaski County	108.00	
Town of Dublin	1,845.00	
<u>November 2011 Checks Issued</u>		
Rural Development Loan	10,258.00	
AEP	48.95	
Verizon Wireless	97.26	
Guyann, Memmer & Dillon	945.00	
Leake-Goforth	30,387.29	
Roger Leonard	175.66	
Joe Morgan (October time/expense)	1,726.50	
NRV Development Corporation	75.00	
NRVPDC (Sep/Oct)	2,472.69	
Paul Holbrook	6,850.00	
<u>December 2011 Checks Issued</u>		
Rural Development Loan	10,258.00	
AEP	44.97	
Verizon Wireless	97.26	
Guyann, Memmer & Dillon	180.00	
Robinson Farmer Cox	3,250.00	
Total Accounts Payable	84,371.40	(84,371.40)
Ledger Balance December 31, 2011		1,298,252.74

Available Funds		
Virginia's First Designated Balance	363,117.88	
Virginia's First Deferred Excess Funds	(33,181.00)	
Virginia First Available Balance	329,936.88	329,936.88
Commerce Park Designated Balance	935,134.86	
Required Reserve - Rural Development Loan #1	(119,448.00)	
Required Reserve - Rural Development Loan #2	(123,096.00)	
Commerce Park Water/Sewer Expansion Reserve	(256,365.00)	
Commerce Park Available Balance	436,225.86	436,225.86
Total Available Funds		766,162.74

Property Owned		
Cullip, Doug (purchase price)	\$	1,400,000.00
Cullip, Andrew (purchase price)	\$	355,000.00
Collins/Evans (purchase price)	\$	1,000,000.00
Phillips, Edwina (purchase price)	\$	2,178,000.00
Construction/Improvements	\$	1,958,385.06
Equipment	\$	43,350.00
Total Cost of Fixed Assets	\$	6,934,735.06

2009 Appraised Value of Commerce Park (839 acres excluding surplus property)	\$	5,200,000.00
2009 Assessed Value of 35 Acre Suplus Property	\$	662,500.00
2009 Assessed Value of 55 Acre Surplus Property	\$	330,600.00
Subtotal Real Estate (above values include \$204,375 depreciated buildings value)	\$	6,193,100.00
2011 Depreciated Equipment Value	\$	8,670.00
Estimated Value of Land, Buildings and Equipment	\$	6,201,770.00

Long-term Obligations - principal balance as of June 30, 2011		
Stellar One Loan - issued March 2002, 5.0% adj. annual payment	\$	1,065,811.00
Rural Development Loan - issued March 2002, 4.75%, annual payment	\$	1,918,131.00
Rural Development Loan - issued March 2005, 4.375%, monthly payment	\$	2,163,495.00

Joseph Morgan - RE: follow up from March 12 meeting re NRV Commerce Park appraisal services

From: Sam Long <slong@millerlong.com>
To: Joseph Morgan <jnmorgan@pulaskicounty.org>
Date: 4/2/2012 12:56 PM
Subject: RE: follow up from March 12 meeting re NRV Commerce Park appraisal services

Dear Joe,

The fee for each property will be addressed by the numbers shown in your e-mail.

1. \$1,800 (land only)
2. \$3,200
3. \$1,800 (land only)
4. \$1,800
5. \$3,800

We do not appraise mobile homes (as they are considered to be personal property) so the improvements are excluded from our fee quote in #1 and #3

We can work around any set up that you need to market the properties for the highest price. We will make ourselves available to work around your schedule, as much as possible.

It was nice meeting you a few weeks ago and we look forward to working with you on this project.

Sam Long

Samuel B. Long MAI, CRE, SRA
Miller, Long & Associates, Inc.
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Roanoke, Virginia 24014-1756
540-345-3233 (work)
540-344-39666 (fax)
www.millerlongandassociates.com

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From: Joseph Morgan [mailto:jnmorgan@pulaskicounty.org]
Sent: Friday, March 30, 2012 12:54 PM
To: Tuck Barlow
Cc: Sam Long; Christy Straight
Subject: RE: follow up from March 12 meeting re NRV Commerce Park appraisal services

Tuck,

I believe we can avoid an appraisal on the Church buffer of 3.5855 acres, which should transfer by boundary adjustment this spring. The buffer is identified as New Parcel 2 on the plat dated 7/19/10.

We may need appraisals on the following surplus acreage, some with improvements, if we find a purchaser for which we are willing to pay off the proportional deed of trust security to obtain a lot release from the lenders:

1. New Parcel 1 on the plat dated 7/19/10, 1.8481 acres, on which is located a rented double wide home.
2. Historic Mebane house and outbuildings, located on the remainder of 15.882 acres, shown on the scan of the plat with a zoning approval dated 5-5-09.
3. New Parcel 1 of 2.120 acres on the scan of the plat with zoning approval dated 5-5-09, on which a single wide mobile home in poor repair is located adjacent to the Mebane house.
4. The open field remainder of the 31.10 acres shown on the plat dated 7/19/10, after removing the parcels listed in #2 & #3 above, which my math figures at 13.098 acres.
5. All of the above 4 parcels as one transfer without or without subdivision, depending on the purchaser's decision of whether to buy the less valued parcels when the Mebane house parcel is purchased. (Woltz & Associates advises to sell the large house first before allowing the double wide, single wide or open field to be sold.)

I would expect to need the appraisal on the above 5 options within a year of a probable auction date window of May to September 2013.

I do not anticipate a need for an appraisal soon for the main tract or the 62 acres

to the southeast. However, we would want to have a tentative engagement made so we could quickly determine the value due the lenders if a title transfer of a parcel is a good opportunity to attract a new business.

It is likely an appraisal would be needed at any given time for only one parcel from the main tract. Based on the topography potential lots have been identified that fit the likely economical grading and road access configuration. Attached is a copy of that potential lot map. Also attached is a narrative on the lot selection, estimated grading costs, and other potential development costs. These estimates are from 2007. Since 2007, the water and sewer capacity has been expanded to 1 million gallons per day. So, the water and sewer capacity is available for the potential lots, but some line extension will still be required to develop the lots. Attached is a drawing of the general location of the expanded water and sewer capacity tank, mains and pumping station. The lots are listed 1-7, starting with distance from Route 100, so it is likely the lower numbered lots will transfer first.

In summary, I think we want a stand-by arrangement that would allow us to quickly get either appraisals for:

- one or more of the surplus parcels listed in 1-5 above; and
- one of the main tract lots.

I hope you can advise us on the appraisal engagement approach you think best for our owners and your firm. If may be you want to propose some engagement for getting the basic information in place, then an ongoing arrangement for completing an individual appraisal, once we know the circumstances of the title transfer.

Thanks, Joe

Joseph N. (Joe) Morgan
Executive Director
Virginia's First Regional Industrial Facility Authority
6580 Valley Center Drive, Suite 124
Radford, VA 24141
540/315-2831 primary
jnmorgan@pulaskicounty.org
540/639-1524 ext 218 voice mail

On 3/30/2012 at 10:21 AM, Tuck Barlow <tbarlow@millerlong.com> wrote:

Joe – Sam and I looked over the revised plats and our question is what do you need appraisal bids on – based on the revised plat it looks like the Remainder Parcel– 31.1 acres with the main house ; New Parcel 1 -1.8481 acres and New Parcel 2 – 3.5855 acres. What about updating the appraisal on the main tract – 838 acres or the other 62 acres to the southeast

Regards, Tuck

From: Joseph Morgan [<mailto:jnmorgan@pulaskicounty.org>]
Sent: Tuesday, March 27, 2012 3:01 PM
To: Sam Long; Tuck Barlow
Cc: Christy Straight
Subject: follow up from March 12 meeting re NRV Commerce Park appraisal services

Sam and Tuck,

Please excuse my delay in sending the updated plats related to the NRV Commerce Park, as we discussed on March 12.

Attached are plats showing the proposed lots around the historic Mebane home. The buffer plat shows the acreage to be transferred to New Dublin Presbyterian Church as a boundary adjustment. The four potential lots on the surplus property survey are the same as on the hard copy you had in your files, which are a scan of most of the plat, rather than the entire plat.

Also attached is a plat showing the transfer of 5 acres to the NRV Airport in exchange for 5 acres obtained for a better entrance onto Route 100 when the entrance road was constructed. The final plat on this change will also be a boundary adjustment.

I look forward to getting your proposal for ongoing appraisal services. Our Commerce Park owners meet on April 11. I expect to confirm authorization to engage your services then.

Thanks, Joe

Joseph N. (Joe) Morgan
Executive Director



New River Valley Commerce Park Participation Committee

6580 Valley Center Drive, Suite 124

Radford, VA 24141

Phone (540) 639-1524 FAX (540) 831-6093

March 29, 2012

Member Governments

Primary Representative

Bland County

Henry M. Blessing

Craig County

Jay Polen

Giles County

Chris McKlarney

Montgomery County

Craig Meadows

Pulaski County

Andy McCreedy

Roanoke County

Jill Loope

City of Radford

Tim Cox

City of Roanoke

Brian Townsend

Town of Dublin

Doug Irvin

Town of Pearisburg

Kenneth F. Vittum

Town of Pulaski

Morgan Welker

Executive Committee:

Basil Edwards, Chair

City of Radford

Chris McKlarney, Vice-Chair

Giles County

Shawn Utt,

Secretary-Treasurer

Pulaski County

Jay Polen

Craig County

Brian Hamilton

Montgomery County

To: Tom Compton, 5770 Blenna Court, Dublin VA 24084
Stan Crigger, 6429 Kent Farm Road, Dublin, VA 24084
Richard Eley, 4890 Miller Ridge Road, Dublin, VA 24084
Tom England, 6239 Ruebush Road, Dublin, VA 24084
Janet Flory, 6390 Cleburne Blvd., Dublin, VA 24084
Keith Holt, New River Valley Airport, 5391 C. V. Jackson Road,
Dublin, VA 24084
Alexis Loutinsky, 5864 Gentry Lane, Dublin VA 24084

From: Joe Morgan

Subject: Request for Commerce Park Development, Covenants and Communications Committee (DC&CC) Tuesday, April 10, 4:30 PM at NRV Airport Terminal

It's been almost two years since the initial DC&CC meeting in July 2010. Since then the water & sewer expansion has been installed, a new round of water quality testing was completed, strategic planning was undertaken and a new marketing program is being launched for the Commerce Park. The Rural Development Administration appears to finally be ready to grant release of the deeds of trust security for the boundary adjustments to allow for more buffer for New Dublin Presbyterian Church and the five additional acres pledged to the NRV Airport in return for the acreage from the Airport that allowed clear access to Route 100 for the entrance road construction.

There is also a current prospective business that may be ready for consultation with the DC&CC on site plan details. Attached is a confidentiality form that you are asked to complete in case there is a prospective business briefing before the business makes a public announcement. The form is for use of committees that are presented information on behalf of the NRV Economic Development Alliance in the recruitment of prospective or expanding business.

I have scheduled a meeting on Tuesday, April 10 at 4:30 PM at the New River Valley Airport terminal building. From several phone calls I made, that date seems to suit. If you have not already, please let me know if that date suits and if the time is convenient. We need to finish the meeting before the Airport terminal closes at 7:00 PM. I will also be in the New River Valley Wednesday, April 11 and Thursday, April 12 if you are unable to make the April 10 meeting and would like a briefing in person.

I'm also notifying David Dobyns, who I recall is the current Church building committee contact. While Janet and Richard are Church members, I would welcome other Church representatives.

My contact information is:

Joseph N. (Joe) Morgan, Executive Director
Virginia's First Regional Industrial Facility Authority
6580 Valley Center Drive, Suite 124
Radford, VA 24141
540.315.2831 cell (primary phone)
540.639.1524 ext 218 voice mail
jnmorgan@pulaskicounty.org - primary e-mail

CC: Commerce Park Executive Committee
Aric Bopp, Executive Director, NRV Economic Development Alliance
David Dobyns, Building Committee Chair, New Dublin Presbyterian Church
4825 Cedar Point Lane, Dublin, VA 24084-5448

**Virginia's First Regional Industrial Facility Authority
Combined
Proposed Budget
Fiscal Year 2012 - 2013**

	Actual FY 2010-11	Actual to Date FY 2011-12	Supplement to Budget	Budget FY 2011-12	% of Budget	Proposed FY 2012-13
Income						
Commerce Park Income						
Grants			BCC Nov 2011	30,000.00	0.0%	0.00
Interest Income - Commerce Park	6,334.81	3,269.00		5,000.00	65.38%	5,000.00
Lease Income - Commerce Park						
Dalton - 400 Acres	4,065.16	4,282.46		4,065.25	105.34%	4,282.46
Flory - 100 Acres	3,041.32	2,374.70		2,541.50	93.44%	2,000.00
Guthrie - 300 Acres	3,200.12	3,298.13		3,200.25	103.06%	3,298.13
Residence - Double Wide	3,000.00	3,650.00		6,000.00	60.83%	3,000.00
Residence - Single Wide	227.27					0.00
Total Lease Income - Commerce Park	13,533.87	13,605.29		15,807.00	86.07%	12,580.59
Shares - Commerce Park						
Shares - Bland County	5,900.00	5,900.00		5,900.00	100.0%	5,900.00
Shares - City of Radford	23,258.00	23,258.00		23,258.00	100.0%	23,258.00
Shares - City of Roanoke	27,500.00	27,500.00		27,500.00	100.0%	27,500.00
Shares - Craig County	5,844.00	5,844.00		5,844.00	100.0%	5,844.00
Shares - Giles County	55,851.00	0.00 *		55,851.00	0.0%	55,851.00
Shares - Montgomery County	55,851.00	55,851.00		55,851.00	100.0%	55,851.00
Shares - Pulaski County	180,172.00	180,172.00		180,172.00	100.0%	180,172.00
Shares - Roanoke County	29,255.00	29,255.00		29,255.00	100.0%	29,255.00
Shares - Town of Dublin	2,968.00	2,968.00		2,968.00	100.0%	2,968.00
Shares - Town of Pearisburg	5,900.00	5,900.00		5,900.00	100.0%	5,900.00
Shares - Town of Pulaski	20,001.00	20,001.00		20,001.00	100.0%	20,001.00
Total Shares - Commerce Park	412,500.00	356,649.00		412,500.00	86.46%	412,500.00
* (paid prior year)						
(\$256,365 additional shares purchase with excess dues not included)						
Use of Reserve Funds						30,835.41
Total Commerce Park Income	432,368.68	373,523.29		463,307.00	80.62%	460,916.00

**Virginia's First Regional Industrial Facility Authority
Combined
Proposed Budget
Fiscal Year 2012 - 2013**

	Actual FY 2010-11	Actual to Date FY 2011-12	Supplement to Budget	Budget FY 2011-12	% of Budget	Proposed FY 2012-13
Virginia First's Income						
Interest Income - VA First	6,335.00	3,269.03		5,000.00	65.38%	1,000.00
Member Dues - VA First						
Dues - Bland County	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - City of Radford	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - City of Roanoke	5,000.00	0.00 **		5,000.00	0.0%	5,000.00
Dues - City of Salem	5,000.00	0.00 *		5,000.00	0.0%	0.00
Dues - Craig County	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Giles County	5,000.00	0.00 ***		5,000.00	0.0%	5,000.00
Dues - Montgomery County	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Pulaski County	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Roanoke County	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Town of Christiansburg	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Town of Dublin	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Town of Narrows	5,000.00	0.00 *		5,000.00	0.0%	0.00
Dues - Town of Pearisburg	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Town of Pulaski	5,000.00	5,000.00		5,000.00	100.0%	5,000.00
Dues - Wythe County	5,000.00	0.00		5,000.00	0.0%	5,000.00
Total Member Dues - VA First	75,000.00	50,000.00		75,000.00	66.67%	65,000.00
* (Paid upon withdrawal for FY 2012 & 13)						
** (Paid from Excess Funds)						
*** (Paid in prior fiscal year)						
Total Virginia First's Income	81,335.00	53,269.03		80,000.00	66.59%	66,000.00
Total Income	513,703.68	426,792.32		543,307.00	78.56%	526,916.00
Gross Profit	513,703.68	426,792.32		543,307.00	78.56%	526,916.00

**Virginia's First Regional Industrial Facility Authority
Combined
Proposed Budget
Fiscal Year 2012 - 2013**

	Actual FY 2010-11	Actual to Date FY 2011-12	Supplement to Budget	Budget FY 2011-12	% of Budget	Proposed FY 2012-13
Expense						
Commerce Park Expenses						
Administration Contracted - CP						
Contracted Management	16,385.49	3,875.00		12,000.00	32.29%	9,000.00
Contracted Site Coordination		1,100.00				1,000.00
PDC Staff Services	10,642.40	10,430.15		18,000.00	57.95%	18,000.00
Total Administration Contracted - CP	27,027.89	15,405.15		30,000.00	51.35%	28,000.00
Administration Expenses						
Advertising/Media	452.40	0.00		500.00	0.0%	
Copies/Printing	268.93	17.72		400.00	4.43%	100.00
Miscellaneous						
Bank Fees	755.63	653.75				
Miscellaneous - Other	125.00	100.87				125.00
Total Miscellaneous	880.63	754.62		900.00		125.00
Office Space	2,420.00	220.00				
Office Supplies	64.89	173.32		400.00	43.33%	200.00
Postage	66.27	4.28		352.00	1.22%	100.00
Telecommunications	921.79	510.45		2,400.00	21.27%	
Transportation/Travel Per Diem	2,253.34	303.94		2,400.00	12.66%	1,000.00
Total Administration Expenses	7,328.25	1,984.33		7,352.00	26.99%	1,525.00
Contractual Service-Commerce Pk		2,837.80				
Debt Service-Commerce Park						
Rural Development #1 - 03/19/42	119,448.00	0.00		119,448.00	0.0%	119,448.00
Rural Development #2 - 03/02/45	123,096.00	92,322.00		123,096.00	75.0%	123,096.00
Stellar One - 02/01/24	113,961.89	113,763.70		113,764.00	100.0%	113,764.00
Pulaski Co PSA - 2050						55,000.00
Total Debt Service-Commerce Park	356,505.89	206,085.70		356,308.00	57.84%	411,308.00

**Virginia's First Regional Industrial Facility Authority
Combined
Proposed Budget
Fiscal Year 2012 - 2013**

	Actual FY 2010-11	Actual to Date FY 2011-12	Supplement to Budget	Budget FY 2011-12	% of Budget	Proposed FY 2012-13
Participation Committee-Comm Pk	981.94	1,131.26		1,500.00	75.42%	1,500.00
Professional Services-Com Pk						
Audit Fee	1,575.00	1,625.00		1,600.00	101.56%	
Engineering	1,080.00	1,500.00				2,000.00
Legal	3,663.59	1,401.83		2,000.00	70.09%	
Other Professional Fees	-	0.00		1,000.00	0.0%	3,000.00
Total Professional Services-Com Pk	6,318.59	4,526.83		4,600.00	98.41%	6,500.00
Project Development-Commerce Pk						
Site Development/Marketing						
Strategic Plan	6,000.00	30,387.29	Aug 2011	30,387.29	100.0%	
Target Industry Identification		5,000.00	Nov 2011	47,000.00	10.64%	
Website		7,200.00	Nov 2011	37,260.00	19.32%	
Postcard Mailer Campaign			Nov 2011	13,092.00	0.0%	
Strategic Plan Review			Nov 2011	15,000.00	0.0%	
Total Site Development/Marketing	6,000.00	42,587.29		142,739.29	29.84%	0.00
Total Project Development	6,000.00	42,587.29		142,739.29	29.84%	0.00
Site Maintenance-Commerce Park						
Environmental	4,000.00	385.00				0.00
Equipment Maintenance		0.00		1,000.00	0.0%	0.00
Rental Property Maintenance						10,000.00
Insurance						
Equipment/Machinery	511.00	0.00		275.00	0.0%	
Liability	326.00	0.00		175.00	0.0%	
Property	1,359.00	0.00		750.00	0.0%	583.00
Total Insurance	2,196.00	0.00		1,200.00	0.0%	583.00
Materials/Supplies	2,021.65	1,301.12		1,000.00	130.11%	1,000.00
Miscellaneous	1,594.26	1,797.49		3,000.00	59.92%	500.00
Utilities	904.99	10,028.28	Nov 2011 - \$10,000 for Dublin water extension	10,600.00	94.61%	0.00
Total Site Maintenance	10,716.90	13,511.89		16,800.00	80.43%	12,083.00
Total Commerce Park Expenses	414,879.46	288,070.25		559,299.29	51.51%	460,916.00

**Virginia's First Regional Industrial Facility Authority
Combined
Proposed Budget
Fiscal Year 2012 - 2013**

	Actual FY 2010-11	Actual to Date FY 2011-12	Supplement to Budget	Budget FY 2011-12	% of Budget	Proposed FY 2012-13
Virginia's First Expenses						
Administration Contracted -VF						
Contracted Management	7,614.52	5,525.00		6,000.00	92.08%	9,000.00
PDC Staff Services	4,658.79	4,834.62		7,000.00	69.07%	7,000.00
Total Administration Contracted -VF	12,273.31	10,359.62		13,000.00	79.69%	16,000.00
Administration Expenses - VA1st						
Copies/Printing	241.92	0.72		400.00	0.18%	400.00
Insurance - Public Officials	1,100.00	0.00		550.00	0.0%	1,100.00
Miscellaneous						
Bank Fees	755.62	653.73				1,600.00
Miscellaneous - Other	628.66	210.86		500.00	42.17%	1,000.00
Total Miscellaneous	1,384.28	864.59		500.00	172.92%	2,600.00
Office Space	605.00	55.00				
Office Supplies	51.34	173.31		100.00	173.31%	1,000.00
Postage	98.38	5.92		352.00	1.68%	400.00
Telecommunications	905.00	523.51		50.00	1,047.02%	1,200.00
Transportation/Travel Per Diem	437.69	715.26		2,400.00	29.8%	2,400.00
Total Administration Expenses - VA1st	4,823.61	2,338.31		4,352.00	53.73%	9,100.00
Professional Services- VA First						
Audit Fee	1,575.00	1,625.00		2,100.00	77.38%	4,000.00
Legal	1,151.98	1,756.83		4,000.00	43.92%	8,000.00
Total Professional Services- VA First	2,726.98	3,381.83		6,100.00	55.44%	12,000.00
Total Virginia's First Expenses	19,823.90	16,079.76		23,452.00	68.57%	37,100.00
(Does not include \$600,000 excess dues declared)						
Total Expense	434,703.36	304,150.01		582,751.29	52.19%	498,016.00
Net Income	79,000.32	122,642.31		-39,444.29	-310.93%	28,900.00



New River Valley Commerce Park Participation Committee

6580 Valley Center Drive, Suite 124

Radford, VA 24141

Phone (540) 639-1524 FAX (540) 831-6093

March 13, 2012

Bland County

*Lace (Nick) Asbury
Henry Blessing

Craig County

*Jay Polen

Giles County

*Chris McKlarney
Richard McCoy

Montgomery County

*Craig Meadows
Brian T. Hamilton

Pulaski County

*Andy McCready
Shawn Utt

Roanoke County

Charlotte Moore
*Jill Loope

City of Radford

Tim Cox
*Basil Edwards

City of Roanoke

*Brian Townsend
Bill Bestpitch

Town of Dublin

William H. Parker
*Doug Irvin

Town of Pearisburg

*Kenneth F. Vittum
Brad Jones

Town of Pulaski

*Morgan Welker
John Hawley
* denotes primary member
of the Participation
Committee

Executive Committee:

Basil Edwards, Chair
City of Radford
Chris McKlarney,
Vice-Chair
Giles County
Shawn Utt,
Secretary-Treasurer
Pulaski County
Jay Polen
Craig County
Brian Hamilton
Montgomery County

Mr. Kevin R. Byrd,
Executive Director
New River Valley Planning District Commission
6580 Valley Center Drive, Suite 124
Radford, VA 24141

Dear Director Byrd:

On behalf of the New River Valley Commerce Park Participation Committee (CPPC), I request two general projects be considered for this year's update of the Comprehensive Economic Development Strategy (CEDS). I understand these projects have been endorsed by the CEDS committee. The projects are listed below and more fully described in the attached table titled "2012 New River Valley Commerce Park Updates for NRV Comprehensive Economic Development Strategy Projects (CEDS)".

1. Additional Resources for Energy Power to the NRV Commerce Park

a. NRV Commerce Park Electric Transmission Extension

Brief Description of Project: The transmission line extension will allow reduced start up time for new and expanding industries locating at the Commerce Park, thus enhancing the competitive advantage of the Commerce Park with other large acreage industrial sites in the southeastern United States. Transmission line extension prior to the location of a new or expanding industry could reduce start up time by two years. The most likely route is extension from the existing 138kVA electric transmission line approximately two miles from the current crossing of Lee Highway, Route 11, near Morgan's Cut in Pulaski County, west along Route 11 and north to the Commerce Park site, south of the New River Valley Airport. Other routing from the existing 138kVA transmission line or the American Electric Power Wurno Substation could also be determined feasible depending on the electric energy demands of a prospective industry.

Responsible Agency: Virginia's First Regional Industrial Facility Authority

Estimated Total Cost: \$3,364,000

Sources and Amount of Funding:

Federal: \$1,500,000
State: \$1,000,000
Local: \$314,000
Private: \$1,550,000

Estimated Construction Date: 2014

Readiness status: PER completed

b. Green Challenge Waste to Energy

Brief Description of Project: The New River Resources Authority (NRRA) has procured contractors to receive market grade methane gas from the New River Solid Waste Management Area landfill located approximately four miles north of the New River Valley Commerce Park. Transmission of either gas or electricity generated from the gas to the Commerce Park site can enhance both the energy cost at the Commerce Park and the price received by the NRRA for methane gas produced.

Responsible Agency: Virginia's First Regional Facility Authority

Estimated Total Cost: \$2,000,000

Sources and Amount of Funding:

Federal: \$1,000,000

State:

Local:

Private: \$1,000,000

Estimated Construction Date: 2014

Readiness status: Desired - The NRRA has completed gas recovery infrastructure and approved a contractor to implement conversion of gas to marketable energy. Further design is needed to determine the optimum transmission and recovery equipment to make the Commerce Park an economically viable site for this green energy initiative.

2. Extension of Rail to NRV Commerce Park:

Brief Description of Project: Rail siding extension is proposed from the Norfolk Southern mainline about 3,500 feet to the Commerce Park boundary and 3,500 feet to a potential building site. During the 2011 Commerce Park strategic plan update, Norfolk Southern updated the concept plan for rail service, as well as preliminary cost estimates. Installation of rail access will broaden the interest of prospective industry in the Commerce Park. A copy of the concept plan is **attached**.

Responsible Agency: Virginia's First Regional Facility Authority

Estimated Total Cost: \$4,600,000

Sources and Amount of Funding:

Federal: \$2,300,000

State: \$750,000

Local: \$1,210,000

Private: \$340,000

Estimated Construction Date: 2014

Readiness status: Preliminary feasibility updated in 2011.

These requests are made contingent on ratification by the Participation Committee at its next meeting scheduled on April 11, 2012. Please advise me of any additional information needed on these projects for consideration in the CEDS update.

Thanking you for considering these economic development and green energy projects, I am

Sincerely,



Joseph N. (Joe) Morgan,
Executive Director

Virginia's First Regional Industrial Facility Authority

CC: Bradley T. Mecham
Christy Straight

2012 New River Valley Commerce Park Updates for NRV Comprehensive Economic Development Strategy Projects (CEDs)

Area	Description	Fed. \$	State \$	Local \$	Private \$	Total Funding	Const. Date	Responsible Agency	Readiness
<u>PDC's 2-4</u>	<u>Additional Resources for Energy Power to the NRV Commerce Park:</u>	<u>\$ 2,500,000</u>	<u>\$ -</u>	<u>\$ 314,000</u>	<u>\$ 2,550,000</u>	<u>\$ 5,364,000</u>	<u>2014</u>	<u>Virginia's First RIFA</u>	
<u>PDC's 2-4</u>	<u>Electric Transmission Extension</u> <i>Extension of 138kVA electric transmission line approximately two miles</i>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ 314,000</u>	<u>\$ 1,550,000</u>	<u>\$ 3,364,000</u>	<u>2014</u>	<u>VA1st RIFA</u>	<u>PER by AEP</u>
	Feasibility Study - Preliminary Engineering Review			\$ 14,000		\$ 14,000	2009		Completed 2008
	Permitting				\$ 50,000	\$ 50,000	2012		Desired
	Right of Way Acquisition	\$ 500,000				\$ 500,000	2013		Desired
	Transmission Line Construction				\$ 1,500,000	\$ 1,500,000	2014		Desired
	Substation Site Preparation	\$ 100,000				\$ 100,000	2014		Desired
	Substation Construction	\$ 900,000				\$ 900,000	2014		Desired
	Contingency			\$ 300,000		\$ 300,000			Desired
	Subtotal Estimated Electric Transmission Extension Cost	\$ 1,500,000	\$ -	\$ 314,000	\$ 1,550,000	\$ 3,364,000			
<u>PDC's 2-4</u>	<u>Green Challenge Waste to Energy -</u> <i>Conversion of New River Resources Authority (NRRA) Landfill on-site methane to electric facility to steam & electric co-generation facility at Commerce Park</i>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 2,000,000</u>	<u>2014</u>	<u>VA1st RIFA</u>	<u>Desired</u>
	Feasibility Study - Preliminary Engineering Review				\$ 15,000	\$ 15,000	2012		Desired
	Design					\$ -	2012		Desired
	Permitting					\$ -	2013		Desired
	Right of Way Acquisition	\$ 100,000				\$ 100,000	2013		Desired
	Transmission Line Construction	\$ 900,000				\$ 900,000	2014		Desired
	Co-generation Site Preparation				\$ 85,000	\$ 85,000	2014		Desired
	Co-generator Construction				\$ 800,000	\$ 800,000	2014		Desired
	Contingency				\$ 100,000	\$ 100,000	2014		Desired
	Subtotal Estimated Methane Gas Cogeneration Facility	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ 2,000,000			

2012 New River Valley Commerce Park Updates for NRV Comprehensive Economic Development Strategy Projects (CEDs)

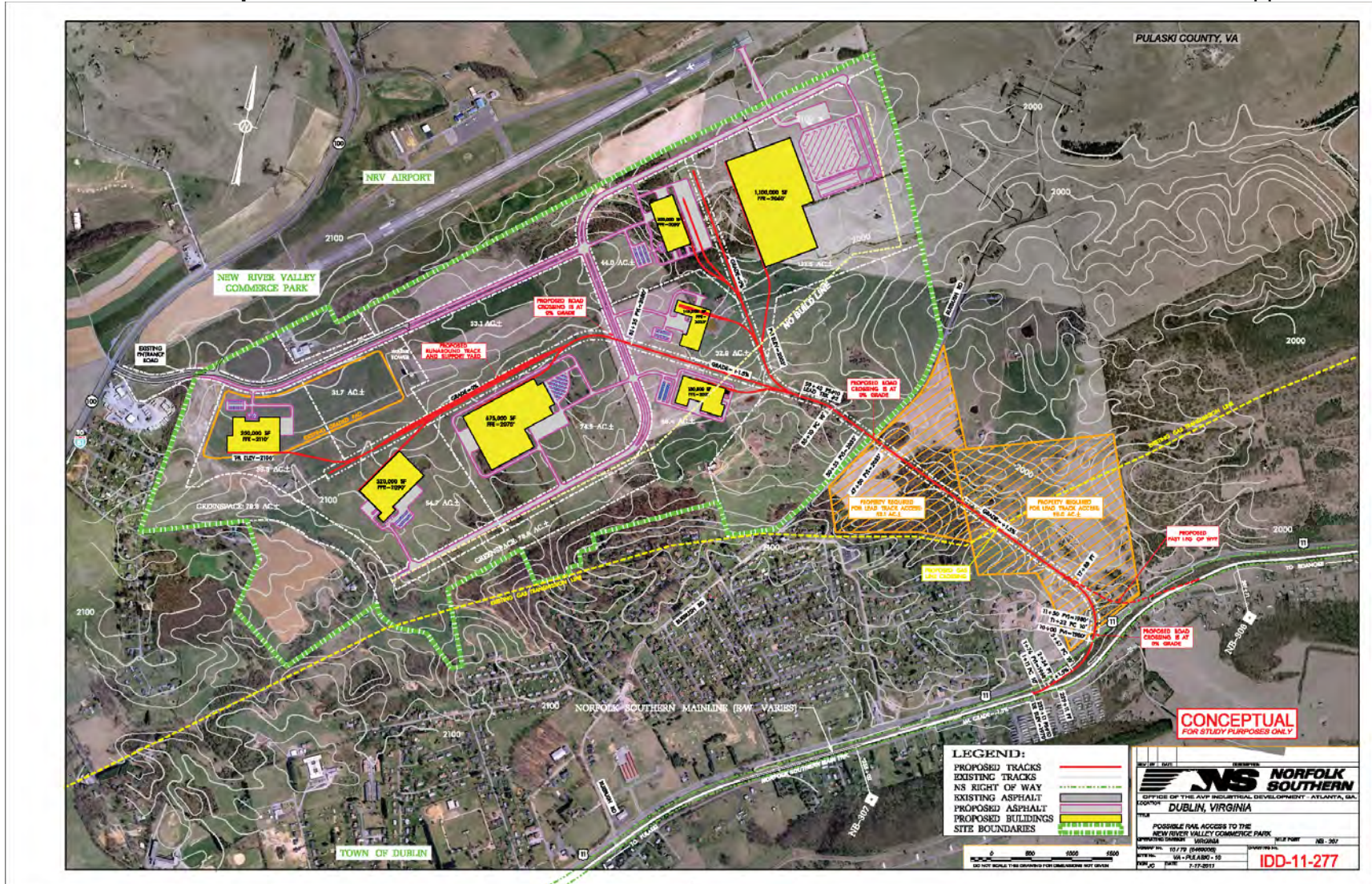
Area	Description	Fed. \$	State \$	Local \$	Private \$	Total Funding	Const. Date	Responsible Agency	Readiness
PDC's 2-4	Extension of Rail to NRV Commerce Park	\$ 2,300,000	\$ 750,000	\$ 1,210,000	\$ 340,000	\$ 4,600,000	2014	Virginia's 1st RIFA	Feasibility Study

From Norfolk Southern mainline about 3,500 feet to Commerce Park boundary and 3,500 feet to building site

Feasibility Study					\$ 10,000	\$ 10,000	2011		done
Preliminary Engineering Review			\$ 20,000			\$ 20,000	2012		desired
Design					\$ 70,000	\$ 70,000	2013		desired
Permitting					\$ 10,000	\$ 10,000	2013		desired
Right of Way Acquisition			\$ 400,000			\$ 400,000	2014		desired
Excavation and Grading	\$ 1,500,000					\$ 1,500,000	2014		desired
Mainline Signalized Switch Installation					\$ 250,000	\$ 250,000	2014		desired
VDOT Road Crossing Signalization		\$ 300,000				\$ 300,000	2014		desired
Main Spur Line Extension @ 3,500 feet		\$ 450,000	\$ 350,000			\$ 800,000	2014		desired
Primary Siding Extension @ 3,500 feet	\$ 800,000					\$ 800,000	2014		desired
Contingency	\$ -		\$ 440,000			\$ 440,000			
Subtotal Estimated Rail Line Extension	\$ 2,300,000	\$ 750,000	\$ 1,210,000	\$ 340,000	\$ 4,600,000				

Norfolk Southern Updated Rail Extension Plan

Appendix C





VACORP

Virginia Association
of Counties Group
Self Insurance
Risk Pool

**2012-2013
Renewal Quotation for
Self Insurance for
Property & Liability**

Proposal to
**VA's First Regional
Industrial Authority**

Presented on
March 15, 2012

Package coverages, terms,
conditions and exclusions
are only briefly outlined.
For complete provisions
please refer to the
coverage contract.

Virginia Association of Counties Group Self-Insurance Risk Pool

VA’s First Regional Industrial Authority

CONTRIBUTION SUMMARY FORM

	Coverage	Deductible	Contribution
I	Property – “All Risks”; Replacement Cost; No Coinsurance; Blanket	\$1,000	\$811
	Inland Marine – Replacement Cost if Reported, Otherwise Actual Cash Value	\$1,000	Included
	Computers	N/A	N/A
II	General Liability – \$2,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-audited	None	\$100
III	Law Enforcement Liability – \$2,000,000 Limit Each Wrongful Act	N/A	N/A
IV	Automobile – \$2,000,000 Hired & Non Owned	None	\$150
	Comprehensive/Collision on All Autos; Automatic Coverage for Additions; Non-audited	N/A	N/A
V	Public Officials Liability – \$1,000,000 Limit Each Wrongful Act	\$1,000	\$550
VI	Crime – Blanket N/A Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud	N/A	N/A
VII	Increase Limits for GL and Auto Liability to N/A	None	N/A
VIII	Environmental Liability - \$1,000,000 Limit	\$25,000	Included
IX	Workers’ Compensation Coverage A – Statutory Coverage B – \$1,000,000	None	N/A

Total Annual Contribution	\$1,611
Boiler & Machinery – \$1,000 Deductible	\$72
Dividend Rate Credit (subject to SCC approval)	(\$0)
Dual Program Discount, if applicable	\$0
GRAND TOTAL CONTRIBUTION	\$1,683

Quarterly installment payment terms available for workers’ compensation coverage.

PROPERTY

Buildings & Contents:

Basis of Contribution:

Total Building Values:	<u>\$783,700</u>
Total Contents Values:	<u>\$0</u>
Business Income/Extra Expense: (\$100,000 automatic)	<u>\$100,000</u>

Inland Marine:

Basis of Contribution:

Blanket Inland Marine Values:	<u>\$42,350</u>
Contractors' Equipment:	<u>Included</u>

Additional Coverages: (no additional charge)

- A&E fees for plans, specifications and supervision included upon replacement
- Back-up of Sewers & Drains: \$1,000,000 Limit
- Debris Removal: up to \$20,000,000
- Pollutant Clean-up and Removal: \$500,000 Limit
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the entity
- Miscellaneous Unnamed Property: \$500,000 Limit
- Newly Acquired Property: \$20,000,000 Limit (covered until renewal at no additional charge if under \$500,000 in value; additional charge for new values above \$500,000)
- Property in Transit: up to \$5,000,000
- Off Premises Power Failure: \$2,000,000 Limit
- Signs, fences, light poles, antenna, masts and towers; retaining walls are covered within 1,000 feet of the premises provided their values are included in the schedule
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$20,000,000

Additional Coverages: (additional contribution required)

- Builders' Risk (Optional - must be reported)

Perils Covered:

- "All Risks" except as excluded by the coverage contract. Flood (if outside the 100 year flood plain) and Earthquake are included on a limited basis.

Deductible:

- \$1,000
- \$25,000 for Flood & Earthquake

Valuation:

- Replacement Cost: Building & Contents; Functional Replacement Cost: Inland Marine

Other Terms:

- Blanket Limit
- No Coinsurance: Subject to Reporting 100% of Replacement Cost Values

BOILER & MACHINERY

Limits:

- \$50,000,000 Limit per Breakdown; includes Property Damage, Utility Interruption
- \$1,000,000 Business Income and Extra Expense
- \$500,000 Water Damage
- \$250,000 Hazardous Substance
- \$100,000 Ammonia Contamination
- \$250,000 Spoilage Damage
- \$ 25,000 Data or Media

Covered Events:

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels

Deductible:

- \$1,000
- 24 Hours Business Income Loss

GENERAL LIABILITY

Combined Single Limit

Basis of Contribution:

Net Operating Expenses: \$24,004

Limits:

- \$2,000,000 Combined Single Limit for Bodily Injury and Property Damage, each occurrence
- No annual aggregate

Additional Coverages:

- Contractual Liability for covered contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice for employed EMTs and nurses
- Limited Worldwide Liability
- Owned Watercraft under 26 feet
- Products/Completed Operations
- Volunteers included as covered persons (volunteer fire & rescue are excluded)
- Punitive Damages covered in most cases
- Athletic Participation included
- Employee Benefits Liability

Sub-limits:

- \$500,000 Fire Damage Legal Liability – Real Property
- \$100,000 Care, Custody and Control of Others' Property

Deductible:

- None

AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE

Liability:

Limits:

- \$2,000,000 Non-owned and Hired Auto liability (excess over any other collectible insurance)

Physical Damage:

Deductibles:

- \$250 Physical Damage to Hired or Borrowed Autos during official business

HIRED & NON OWNED LIABILITY ONLY

PUBLIC OFFICIALS LIABILITY

Limits:

- \$1,000,000 each wrongful act
- \$1,000,000 annual aggregate

Deductible:

- \$1,000 per occurrence

Policy Form:

- Occurrence

Coverages:

- County Attorney considered covered persons
- Special Enforcement Officers not under the control of Sheriff considered covered persons
- Employment Practices
- Sexual Harassment
- Defense cost in addition to policy limits

Defense Limit of \$100,000 provided for the following excluded coverages:

- Fraud, dishonesty and criminal acts
- Profit and gain
- Violation of statute
- Failure to maintain insurance
- Breach of fiduciary duty
- Breach of contract, other than failure to pay

ENVIRONMENTAL LIABILITY

Limit: \$1,000,000

Deductible: \$25,000

Coverage:

- Third party cleanup for above ground pollution exposures, such as:
 - Water & sewer operations
 - Transfer stations
 - Spraying of pesticides and herbicides
 - Golf courses
 - Above ground storage tanks

Exclusions:

- Underground Storage Tanks
- Landfills
- Hospitals

VACORP could place coverage for these excluded exposures through a commercial carrier, upon request.