



New River Valley Commerce Park Participation Committee

6580 Valley Center Drive, Suite 124

Radford, VA 24141

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

MEMORANDUM

Bland County

Henry M. Blessing

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

Shawn Utt

Executive Committee:

Chris McKlarney, Vice-Chair

Giles County

Basil Edwards, Chair

City of Radford

Shawn Utt, Secretary-

Treasurer

Town of Pulaski

Jay Polen

Craig County

Brian Hamilton

Montgomery County

DATE: June 3, 2014
TO: NRV Commerce Park Participation Committee Executive Committee
FROM: Christy Straight, Regional Planner
SUBJECT: Meeting to be held on Tuesday, June 10 at Noon

A meeting of the Virginia's First Regional Industrial Facility Authority Board of Directors will be held on **Tuesday, June 10 immediately following the Commerce Park Participation Committee Meeting beginning at Noon.** The meeting will be held at the **New River Valley Business Center, 6580 Valley Center Drive, Fairlawn, VA.** Lunch will be provided. All agenda materials and enclosures are available online at <http://www.nrvpdc.org/vafirst.html>.

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

- 1) Roll Call and Approval of Agenda-** Any duly authorized representative of a member government may represent that member for purposes of a quorum. Decision will be made based on share of Commerce Park ownership, as well as the required seven member majority for allocation of assets.
- 2) Public Comments** – No public comment is anticipated.
- 3) Approval of Minutes: April 9, 2014 Meeting**
- 4) Old Business**
 - a) Other Old Business**
- 5) New Business**
- 6) Closed Session pursuant to 1950 Code of Virginia, Section 2.2-3711, (3) (real estate), (29) (public contract negotiation)**
 - a. Approval of Closed Session Meeting pursuant to 1950 Code of Virginia, Section 2.2-3712 (A) for briefing by staff and discussion acquisition or disposition of real estate, all as allowed by 1950 Code of Virginia 2.2-3711, (3) (real property acquisition or disposition), (29) (public contract negotiation)
 - b. Certification of Closed Session: Roll Call Vote certifying compliance with 1950 Code of Virginia, Section 2.2-3712 (D) requirements that (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 in the meeting by the Executive Committee
- 7) Other Business**
- 8) Adjournment** - Next scheduled meeting of the New River Valley Commerce Park Participation Committee is Wednesday, August 13, 2014

Virginia's First REGIONAL INDUSTRIAL FACILITY AUTHORITY
New River Valley Commerce Park Participation Committee
Meeting Minutes

April 9, 2014
NRV Airport, Dublin, VA

1. Roll Call and Approval of Agenda

A meeting of the New River Valley Commerce Park Participation Committee (CPPC) was held on Wednesday, April 9, 2014 at the New River Valley Airport in Dublin. Mr. Edwards, chairman, called the CPPC meeting to order at 12:00 pm.

Roll call by member jurisdiction was taken and a quorum determined with nine of eleven member governments represented: Craig, Giles, Montgomery, Pulaski, and Roanoke counties, Cities of Radford and Roanoke, and Pearisburg and Pulaski towns. No representatives from Bland County and Town of Dublin were present.

2. Public Comment

No comment was made.

3. Approval of the November 13, 2013 Participation Committee Minutes

Motion: Mr. Vittum moved the committee approve the November 13, 2013 Participation Committee Minutes with corrections noted by Mr. McCready. Mr. Goodman seconded the motion.

Action: The motion passed unanimously, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

4. Administrative Staff Report

a. American Electric Power Quality Site Program Certification Phase III

i. Cost Estimate and AEP \$35,000 Match

Work is underway to complete the QSP Certification requirements. AEP has pledged to extend transmission level service to the Commerce Park in a timely manner, which removes a major marketing impediment for the site. AEP has also agreed to grant a \$35,000 match to the QSP certification costs. The AEP service pledge and match offer were provided in the agenda packet for this meeting.

Certification tasks which require consultant assistance, as well as the current status of the contracted work. Along with the AEP match of \$35,000 and \$20,000 available from the current budget, an additional \$45,000 is estimated to be needed to complete the certification. An additional \$25,000 is estimated to be needed to complete desired tasks, although these tasks are not mandatory for the QSP certification. Thanks to a willingness of Pulaski County to delay debt reimbursement to the Pulaski County IDA for as much as sixty days between fiscal years, sufficient funds should be available to accomplish the certification tasks and also have funding for the Red Sun Farms grading debt

reimbursement to the Pulaski County IDA until full tax revenues from Red Sun Farms are due in 2016. A cash flow projection for the Red Sun Farms incentives and revenues were included in the agenda packet for this meeting.

Ms. Edmonds asked where the cash for these activities would be coming from. Mr. Morgan stated the money is recommended to come from the water and sewer reserve fund.

Motion: Mr. McKlarney moved the committee authorize QSP tasks be completed with funding from Commerce Park reserve as needed. Mr. McCready seconded the motion.

Action: The motion passed unanimously, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

ii. Preliminary Results: Environmental Assessment; Wetland Delineation; Geological Evaluation; and Cultural / Endangered Species Analysis

Investigation on the Commerce Park site has been completed for environmental assessment, wetlands delineation and geological evaluation. To date, preliminary results indicate no major barriers to meeting the QSP certification requirements. The geotechnical characteristics of the park have been confirmed in the project site. A preliminary Phase I report confirms the previous report and no new findings. Wetlands delineation is complete and the findings suggest no impacts to the site under development. Regarding historical and archaeological resources, Regional Planner Christy Straight indicated known historical and archaeological resources to be as in previous surveys of the surrounding area – a brick kiln site previously avoided as a mitigation strategy for the sewer main and two historical sites identified as not impacted by previous projects. There also appear to be no new endangered and threatened species identified in the project area compared to previous investigations in adjacent areas – several bird species are identified that will likely require mitigation in the construction phase of the project.

iii. Additional Tasks Authorization

Additional planning tasks of the QSP certification include one-foot topo mapping contours, preliminary road & building pad design, master plan update and boundary surveying.

iv. Additional 100,000 Sq. Ft. Graded Building Pad Option

At its November meeting, the Participation Committee accepted the recommendation of the NRV Economic Development Alliance Executive Director to prepare a new 100,000 sq. ft. graded building pad. The cost estimate for preparing a preliminary building pad on Lot 3 is \$13,500. Lot 3 is a minimum of about 20 acres, but expandable to about 75 acres. It is adjacent to the existing rough graded access road extension of International

Boulevard, with concurrence from Pulaski County and NRV Economic Development Alliance staff as to the pad location. This design is in addition to the 250,000 sq. ft. pad required on the 100 plus acre lot required for the QSP certification.

Motion: Mr. McCready moved the committee authorize the planning tasks of the QSP certification and all steps necessary to accomplish the tasks, including one foot topo mapping contours, preliminary road & building pad design, master plan update and boundary surveying as well as completing the preliminary design of a 100,000 square foot graded building pad. Mr. McKlarney seconded the motion.

Action: The motion passed unanimously, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

b. Update on Surplus Property Maintenance

Pulaski County Administration has agreed to take the lead on surplus property maintenance, including rented and vacant buildings.

c. Natural Gas Line Extension Confirmation

The \$420,000 no interest loan note and agreement was provided in the agenda packet for this meeting. It is in review by the Pulaski County attorney. Details may need to be negotiated between the VFRIFA Attorney and the Pulaski County Attorney. A schedule for cash flow between VFRIFA, Pulaski County and the Pulaski County IDA to achieve the loan and related reimbursement of the debt refinanced and issued in 2013 was provided in the agenda packet for this meeting.

Ms. Edmonds inquired what was approved with the loan. Mr. Morgan noted the committee approved providing a higher level of service capacity to the park than only service to Red Sun Farms and the loan allowed the line to be installed in a timely fashion. There are no definite terms or interest for the loan. Security is 10,500 new shares in the Commerce Park with an option to transfer surplus property as payment on the loan. Mr. McCready noted these shares were issued as collateral should the debt not be repaid. Repayment would be made based on Red Sun Farm tax revenue sharing.

Mr. Hamilton sought clarification of who was participating in the loan because his understanding is that Montgomery County is not participating in a commitment of backing for the loan (participating localities include Giles County, City of Radford, Towns of Pearisburg and Pulaski up to an amount commensurate with their percentage of Park ownership, in addition to Pulaski County). It was noted that this loan is not set up under a separate participation committee, but rather as a separate agreement. Ms. Edmonds asked how the loan would be repaid.

Ratification of the note and agreement will be considered at the next Commerce Park Participation Committee meeting (anticipated to be August 13).

5. **Old Business**

a. **Red Sun Farms Location**

i. **Final Site Plan Review**

A report from the Developments, Covenants & Communications Committee meeting of April 8 was given. Final layout of buildings and landscaping of the final grading after substantial complete was reviewed at the meeting. The only outstanding issue is signage at the site. Mr. Abbott will be sharing the signage plans once they have clarified what they anticipate putting in place.

Motion: Mr. McKlarney moved the committee accept and approve the report from the DCC&C on the Red Sun Farms final site plan review. Mr. Townsend seconded the motion.

Action: The motion passed unanimously, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

ii. **Daniel Wilson, Pulaski County - VDOT Acceptance of International Boulevard**

Mr. Wilson is working with the Pulaski County engineer and VDOT to determine the terminus of the road.

b. **Other**

No other old business was discussed.

6. **New Business**

a. **NRV Economic Development Alliance Marketing Report**

Mr. Bopp had no new developments to report.

b. **Other**

No other new business was brought before the committee.

7. **Closed Session pursuant to 1950 Code of Virginia, Section 2.2-3712, (3) Property Disposition & (5) Prospective Business**

The committee entered into closed session under Code of Virginia 2.2-3712 paragraph 3 and 5 for discussion of real estate and public contract negotiation.

a. **Approval of Closed Session Meeting pursuant to 1950 Code of Virginia, Section 2.2-3712 (A) for briefing by staff and discussion acquisition or disposition of real estate, all as allowed by 1950 Code of Virginia 2.2-3711, (3) (real property acquisition or disposition), (5) (Prospective Business)**

Motion: Mr. McCready moved the committee go into closed session for the purposes of discussing property disposition, under Code of Virginia 2.2-3711 paragraphs 3 and 5, with the authority's staff, member locality staff, Mr. Bopp of the NRV

Alliance, and Mr. Collingnon of Volvo to be included in the session. Mr. Goodman seconded the motion.

Action: The motion passed unanimously, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

Motion: Mr. McCready moved the committee exit the closed session held for the purposes of discussing property disposition, under Code of Virginia 2.2-3711 paragraphs 3 and 5. Mr. Goodman seconded the motion.

Action: The motion passed unanimously, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

b. Certification of Closed Session: Roll Call Vote certifying compliance with 1950 Code of Virginia, Section 2.2-3712 (D) requirements that (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 in the meeting by the Executive Committee

Motion: Mr. McCready moved the committee return to open session. Mr. Cox seconded the motion.

Action: The motion passed unanimously, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

Motion: Mr. McCready 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. Goodman seconded the motion.

Action: The motion passed unanimously on a roll call vote, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

8. Other Business

Motion: Mr. McCready moved the committee authorize the Executive Committee to begin negotiations with a potential client for the use of the Mebane house with an option of use of the Mebane property and report progress to the participation committee. Mr. Goodman seconded the motion.

Action: The motion passed unanimously on a roll call vote, with 96.6% in the affirmative, 0.0% opposed, 0.0% abstaining and 3.14% absent (Bland County, Town of Dublin).

9. Adjournment

Mr. Edwards adjourned the meeting at 2:08 pm.

The next scheduled regular CPPC meeting is August 13, 2014. Tentative dates and locations for called special meetings will be monthly on the second Wednesday at noon at the NRV Business Center.

Respectfully Submitted,

Approved by,

Joseph N. Morgan, Executive Director

Shawn Utt, Secretary / Treasurer

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

April 9, 2014
NRV Airport, Dublin, VA

Jurisdiction	Member	Alternate
Bland County	<input type="checkbox"/> Nick Asbury	<input type="checkbox"/> Eric Workman
Craig County	<input checked="" type="checkbox"/> Jay Polen	<input type="checkbox"/>
Giles County	<input checked="" type="checkbox"/> Chris McKlarney	<input type="checkbox"/> Richard McCoy
Montgomery	<input type="checkbox"/> Craig Meadows <input checked="" type="checkbox"/> Mary Biggs	<input checked="" type="checkbox"/> Carol Edmonds <input checked="" type="checkbox"/> Brian Hamilton
Pulaski County	<input checked="" type="checkbox"/> Danny Wilson <input checked="" type="checkbox"/> Andy McCready	<input type="checkbox"/> Jared Linkous <input type="checkbox"/> Joe Sheffey
Roanoke County	<input checked="" type="checkbox"/> Jill Loope	<input type="checkbox"/> Charlotte Moore
City of Radford	<input checked="" type="checkbox"/> Tim Cox	<input checked="" type="checkbox"/> Basil Edwards
City of Roanoke	<input checked="" type="checkbox"/> Brian Townsend	<input type="checkbox"/> Bill Bestpitch
Town of Dublin	<input type="checkbox"/> Doug Irvin	<input type="checkbox"/> Bill Parker
Town of Pearisburg	<input checked="" type="checkbox"/> Ken Vittum	<input type="checkbox"/> Rick Tawney
Town of Pulaski	<input checked="" type="checkbox"/> Joseph Goodman <input checked="" type="checkbox"/> John White	<input checked="" type="checkbox"/> Shawn Utt

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

Others Present: Aric Bopp (NRVEDA), Randy Wingfield (Town of Christiansburg), Patrick Collingnon (Volvo), David Denny, Theresa Fontana (Authority Counsel), Eric (Pulaski County), Janet Flory (Hillside Farms), Scott Flory (Hillside Farms), Laura Flory (Hillside Farms), Dave Dobyns (New Dublin Presbyterian Church), Marty McMahon (Montgomery County), Peter Huber (Pulaski County), John Smolak (AEP), Jay Abbott (Red Sun Farms)

Staff Present: Joe Morgan, Kevin Byrd, Christy Straight