



***New River Valley Commerce Park Participation Committee***  
6580 Valley Center Drive, Suite 124  
Radford, VA 24141

**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**

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Doug Irvin

**Town of Pearisburg**

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**Town of Pulaski**

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Secretary-Treasurer

Town of Pulaski

Jay Polen

Craig County

Brian Hamilton

Montgomery County

**TO: NRV Commerce Park Participation Committee**  
**FROM: Joe Morgan**  
**SUBJECT: Wednesday, August 13, 2014 Noon, Meeting Draft Agenda**

A meeting of the New River Valley Commerce Park Participation Committee will be held on **Wednesday, August 13**, at following the Virginia's First Authority Annual Meeting at the same location beginning at **Noon**. The meeting will be held at the New River Valley Business Center, 6580 Valley Center Drive, Radford, VA 24141, in the New River Room at the opposite end of the building from the NRV Planning District offices. 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 June 10, 2014 Participation Committee Minutes**
- 4. Administrative Staff Report**
  - a) FY15 Budget Update**
  - b) Progress Report on American Electric Power Quality Site Program**
    - i. Update on Master Plan and Building Pad from Draper Aden Associates**
    - ii. Status of Satisfaction of QSP Requirements**
    - iii. Funding of Remaining QSP Requirements**
    - iv. Designation of Contact for QSP Completion**
- 5. Old Business**
  - a) Red Sun Farms Location Status –(financing deed of trust, survey and VDOT access road)**
  - b) Agricultural Leases 2015 Renewals**
  - c) Report on Mebane House Reuse from Pulaski County Administration**
  - d) Rental Residence 2015 Lease Renewal**
  - e) Natural Gas Line Extension Loan Agreement Status**
  - f) Thalhimer Listing Renewal**
  - g) Other**
- 6. New Business**
  - a) NRV Economic Development Alliance Marketing Report**
  - b) Other**
- 7. Closed Session pursuant to 1950 Code of Virginia, Section 2.2-3712, (3) Property Disposition & (5) Prospective Business**
- 8. Other Business**
- 9. Adjournment – Immediately Followed by VA1st Authority Special Meeting for any Required Action Related to the Commerce Park**

Next scheduled regular Commerce Park & VA1st special called meetings, if needed: Wed., November 12, 2014 at Noon – Tentative dates for called special meetings: Wednesday, September 10 or Wednesday, October 8, 2014 at Noon



*New River Valley Commerce Park Participation Committee*

6580 Valley Center Drive, Suite 124

Radford, VA 24141

**TO: NRV Commerce Park Participation Committee**

**FROM: Joe Morgan**

**SUBJECT: Wednesday, August 13, 2014 Noon, Meeting Staff Report**

*ALL AGENDA MATERIALS AND ENCLOSURES ARE AVAILABLE ON-LINE AT [nrvpdc.org](http://nrvpdc.org) , UNDER Economic Development / Virginia First ( See <http://www.nrvpdc.org/vafirst.html> )*

1. **Roll Call and Approval of Agenda** – A quorum of six of the eleven Commerce Park member governments will be determined by a minimum of one representative from six member governments, which representatives may vary from meeting to meeting. A designated individual may represent more than one member government. Agenda items marked with \* are suggested for adoption by consent, unless a member representative desires discussion.
  2. **Public Comment** – No requests for comment have been received to date.
  3. **\*Approval of the June 10, 2014 Participation Committee Minutes** – Minutes were sent by separate e-mail and will be posted on-line.
  4. **Administrative Staff Report**
    - a) **\*FY15 Budget Update** – *Confirmation of Commerce Park Budget adoption is requested based on action taken by VFRIFA at the prior meeting.*
    - b) **Progress Report on American Electric Power Quality Site Program**
  5. **Update on Master Plan and Building Pad from Draper Aden Associates** – DAA Program Manager Carolyn Howard will present the draft master plan. The plan is an update on the potential for sites and offers flexibility for further planning, as recommended by Pulaski County staff. Comment on lot configuration will be helpful from member governments. She can also offer information about the 1 million sq. ft. building pad design. The DAA building pad cost estimate is \$7.8 million. Thompson & Litton has designed the access road extension, based on the alignment recommended by DAA. Cost of the road extension is estimated at \$5.8 million. The draft master plan, building pad and road design will be posted at <http://www.nrvpdc.org/vafirst.html>. *Approval of the master plan concept for the QSP submittal is requested.*
  6. **\*Status of Satisfaction of QSP Requirements** – *(Attached on pages 4 - 14)* are details. Major remaining requirements are the cultural resources survey, boundary survey, title insurance, and updated demographics from Pulaski County.
  7. **\*Funding of Remaining QSP Requirements** - *(Attached on page 15)* are details. Major remaining costs are for the cultural resources survey, title insurance and boundary survey. Of the \$175,400 total cost, \$60,000 is the remaining estimate. It is dependent on the cultural resources cost being under \$50,000. We have received proposals for as much as \$135,000, but expect clarification of the scope of work necessary from the Virginia Department of Historic Resources and McCallum Sweeney consultants to help contain costs. Most of the expenses incurred have given needed information for further marketing and site planning, particularly wetlands delineation, two foot interval contour mapping, master planning for road & lot options and environmental/endangered species/cultural resources clearances.
  8. **Designation of Contact for QSP Completion** - *It is suggested the Pulaski County administration should take the lead on completing the QSP requirements in cooperation with the NRV Economic Development Alliance.*
5. **Old Business**
- a) **Red Sun Farms Location Status –(financing deed of trust, survey and VDOT access road)** – As required by the March 2013 agreement Red Sun Farms can received a deed of trust on the site for

which it has a lease purchase. A survey is also required, which is being procured. Attorney Fontana can advise on the timing and cost for the required title insurance.

Pulaski County staff can advise on the status of a VDOT access road along International Boulevard to the Red Sun Farms entrance.

*There may be action required on the title opinion or access road.*

- b) **\*Agricultural Leases 2015 Renewals** – Renewals are recommended based on the following USDA reported farm rental rates:

FY 15 Projected Farm Rents for Calendar Year 2014, received in Fiscal Year 2013-2014

Renter	Crop Land Acres	Crop Land Per Acre Rent	Crop Land Rent Amount	Pasture Land Acres	Pasture Land Per Acre Rent	Pasture Land Total Rent	Total Rent
Dalton Farms	155.7	\$ 33.00	\$ 5,138.10	184.6	\$ 21.50	\$ 3,968.90	<b>\$ 9,107.00</b>
Guthrie Farms		\$ 33.00	\$ -	210.3	\$ 21.50	\$ 4,521.45	<b>\$ 4,521.45</b>
Hillside Farm	62.6	\$ 33.00	\$ 2,065.80	0	\$ 21.50	\$ -	<b>\$ 2,065.80</b>
							<b>\$ 15,694.25</b>

Acreage has been reduced to reflect expected transfer of the Mebane House and related acreage.

- c) **Report on Mebane House Reuse from Pulaski County Administration** – Pulaski County Administrator Huber is expected to have an update, which may need to be deferred to closed session as a property disposition matter. Any confidential information will be sent separately.
- d) **Rental Residence 2015 Lease Renewal** – *Renewal of the lease requires notice October 31. Notice or renewal or termination may be needed depending on the status of the Mebane House transfer.*
- e) **\*Natural Gas Line Extension Loan Agreement Status** – I understand the agreement is on hold pending the study of allocation of Commerce Park shares by an accountant, which is also on hold pending selection of new management. In the interim, we have not received the \$420,000 loan proceeds from Pulaski County and have deferred payment of any debt reimbursement to Pulaski County, until the \$420,000 is offset.
- f) **\*Thalhimer Listing Renewal** – *Renewal of the Commerce Park marketing listing for an additional year through July 2015 is recommended.*
- g) **Other**

**6. New Business**

- a) **NRV Economic Development Alliance Marketing Report** – Alliance Prospect Team Chair John White may have an update.
- b) **Other**

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

**8. Other Business**

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

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## ITEMS REQUIRED FOR CERTIFICATION OF A LARGE PARK

*The items bolded in this document are the items required for the Phase II Site Evaluation.  
All items in this document are required for Phase III Site Certification.*

*Instructions for Submission can be found in the Program Overview.*

*Please submit items in the order listed in this document. For the hard copy, separate each attachment with a numbered tab. The file name for each attachment on electronic copies should correspond to the same numbering as the hard copies.<sup>35</sup>*

### Guidelines

*All maps should show a scale, a directional arrow, clear boundaries of the site, and a date. Hand drawn maps are not acceptable.*

*All letters must be on the appropriate letterhead and include a date and a signature.*

### General Requirements

Attachment #	Documentation Required for Certification	Phase
<b>1</b>	<b>Completed Site and Community Questionnaire.</b>	<b>Phase II</b>
<b>2</b>	<b>General location map.</b>	<b>Phase II</b>
<b>3</b>	<b>Park boundary map.</b>	<b>Phase II</b>
<b>4</b>	<b>Aerial photograph with park boundaries identified.</b>	<b>Phase II</b>
<b>5</b>	<b>USGS 7½ minute quadrangle map (scale of 1:24,000) with park boundaries identified.</b>	<b>Phase II</b>
<b>6</b>	<b>General transportation map including roads, rail, ports, and airports within a 50-mile radius of the park.</b>	<b>Phase II</b>

**Status of meeting QSP requirements as of August 13, 2014:**

**Unless noted hereon, the requirements have been satisfied.**

**# 1-6 to be updated upon adoption of revised master plan.**

**Updated demographic information is needed from Pulaski County, particularly on school statistics, major employer changes, new industry location or business expansion, labor relations, etc.**

<sup>35</sup> For example, the file name for the general transportation map (#6 on this list) should read "6 – General Transportation Map" on the electronic copy.

## Site Availability

The park must be available for sale or lease (with a documented price and terms) to prospective industrial investors. If the park is only available for lease, the lease term must be a minimum of 25 years.

Attachment #	Documentation Required for Certification	Phase
7	<p>Documentation that ensures the park will be available for a period of at least two years.<sup>36</sup> This must be one of the following:</p> <ul style="list-style-type: none"> <li>• An appropriate real estate listing agreement authorizing an agent to offer the property for sale;</li> <li>• An option to purchase;</li> <li>• A contingency contract to purchase or lease; or</li> <li>• A letter from the owner (or its authorized representative) indicating the intent to sell or lease the property (if the property owner is also the applicant).</li> </ul>	Phase II
8	Letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered. <i>(Items can be combined with documentation in 7, if applicable.)</i>	Phase II
9	Copy of the present deed(s) indicating the current ownership of the park.	Phase II
10	County tax parcel map depicting the location and property boundaries of the park.	Phase II
11	Recordable boundary survey for the park.	Phase III
12	<p>Title attorney opinion or title insurance must be submitted that shows clear title to the park (the title search must encompass at least the prior 50-year history). Documentation must indicate:</p> <ul style="list-style-type: none"> <li>• The owner has a saleable interest in the property;</li> <li>• Any restrictions on the use of the property (covenants or easements); and</li> <li>• Any liens that may exist against the property.</li> </ul>	Phase III

**# 7&8 - Regarding ownership to be updated depending on extension of sale or lease listing agreement with Thalhimer / Cushman-Wakefield real estate agency.**

**# 11 - Required survey is being procured.**

**# 12 - Title insurance to be acquired by VFRIFA Attorney.**

<sup>36</sup> If the applicant intends to pursue certification lasting for the maximum possible duration (five years), then the applicant must document that the park will be available for a period of five years. Certifications will not be issued for a duration longer than the period of property control.

## Site Developability

The park must be a minimum of 250 total acres<sup>37</sup> and contain at least one site that meets the criteria of the General Industrial Site category (100 total acres, of which at least 80% of the acreage is contiguous and developable<sup>38</sup>). At least 80% of the remaining park acreage must be developable. The proposed developable acreage must be located outside of the 100-year flood zone.

Attachment #		Documentation Required for Certification	Phase
13		<b>Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, restrictive covenants, and any other items that might impact the park's developability.</b>	Phase II
14	a	<b>FEMA flood map(s) with panel number indicated and park boundaries identified.</b>	Phase II
	b	If there is filling in designated flood areas of the park, the applicant must attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards.	Phase III
	c	If filling is anticipated for the park, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas.	Phase III
15	a	Phase I Environmental Site Assessment (ESA), performed in accordance with ASTM Standard E1527-05, must be completed.	Phase III
	b	If there is indication of a recognized environmental concern, a Phase II ESA must be completed.	Phase III
	c	If the recognized environmental concerns are part of or will impact the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, then remediation must be completed prior to certification.	Phase III
16	a	<b>National Wetlands Inventory (NWI) map with park boundaries identified.</b>	Phase II
	b	Wetlands Delineation including reports(s) and map(s) indicating the location of wetlands must be completed.	Phase III
	c	When available, a Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should be provided. <sup>39</sup>	Phase III
	d	If wetlands exist and will be disturbed, a plan for mitigation, including costs and a schedule, must be submitted. Mitigation must be able to be completed within 90 days. If the schedule for mitigation is longer than 90 days, mitigation must be completed prior to certification.	Phase III

<sup>37</sup> The total acres cannot be separated by an interstate or four-lane highway.

<sup>38</sup> "Developable" acres are those that have no impediments to development, or mitigation for any known impediments can be accomplished in less than 90 days. Environmental contamination issues must be remediated prior to certification.

<sup>39</sup> If all other criteria have been met successfully, the site will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers.



17	a	Documentation including report(s) and map(s) indicating the presence and location of federal and state rare, threatened, and endangered plant and animal species must be submitted.	Phase III
	b	An acknowledgement letter from the U.S. Fish and Wildlife Service should accompany the report(s).	Phase III
	c	If any state rare, threatened, and/or endangered plant and/or animal species are identified, an acknowledgement letter from the state department of natural resources should accompany the report(s).	Phase III
	d	If any areas of concern are part of or will impact the acreage to be developed, a plan for mitigation, including costs and a schedule, must be submitted. Mitigation must be able to be completed within 90 days. If the schedule for mitigation is longer than 90 days, mitigation must be completed prior to certification.	Phase III
18	a	Documentation including report(s) and map(s) indicating the presence and location of archaeological findings, historic sites, or structures must be submitted.	Phase III
	b	An acknowledgement letter from the State Historical Preservation Office (SHPO) should accompany the report(s). <sup>40</sup>	Phase III
	c	If any areas of concern are part of or will impact the acreage to be developed, a plan for mitigation, including costs and a schedule, must be submitted. Mitigation must be able to be completed within 90 days. If the schedule for mitigation is longer than 90 days, mitigation must be completed prior to certification.	Phase III
19	a	<b>County soil survey with park boundaries identified.</b>	<b>Phase II</b>
	b	Geotechnical study documenting that the park's soil characteristics are compatible with industrial development must be submitted. The study should indicate a specific Seismic Site Class per current International Building Code (IBC). Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods. It is required that communities do one drilling per 50 developable acres.	Phase III
20		Topographic survey or topographic analysis of the park indicating the two-foot contours of the park. <sup>41</sup>	Phase III
21	a	Engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the 100+ acre site. To complete this estimate, the applicant should assume a square or rectangular graded pad of a minimum of 250,000 square feet.	Phase III
	b	A visual indicating the location of the proposed pad on the site.	Phase III

## #18 - Cultural resources survey is being procured and expectations are to avoid recommending development in any areas of concern.

<sup>40</sup> If a community has completed an archaeological and historical investigation on the park, and they have received a letter from SHPO stating no additional cultural resource surveys are necessary, then the community does not have to redo the archaeological and historical study.

<sup>41</sup> Aerial LIDAR surveys are acceptable.

## Zoning

The park must be zoned appropriately or be able to be rezoned for industrial use within 90 days (if applicable).

Attachment #	Documentation Required for Certification	Phase
22	Map illustrating the current zoning for the park and surrounding area. If there is no zoning in the jurisdiction, please attach a comprehensive or long-range plan and/or map (if applicable).	Phase II
23	a If there is zoning in the jurisdiction, provide a document that indicates the park's current zoning description and outlines the acceptable uses under the current zoning description.	Phase II
	b If the zoning for the area surrounding the park is different than the zoning for the park itself, a description of allowable uses under current zoning classifications for surrounding property must also be submitted.	Phase II
24	Letter of willingness from authorized personnel to consider a change to park's zoning (if applicable). The letter should include an outline of the rezoning process specifying all steps and timeline. The rezoning process must be able to be completed within 90 days.	Phase II

## Transportation

The park must be within 10 miles, via truck route, of an interstate or a four-lane highway. The park must be directly served or be able to be served within nine months by a road that is compatible with standards for tractor-trailer access (80,000 pounds / 20,000 pounds per axle).

Attachment #	Documentation Required for Certification	Phase
25	a Map indicating the route from the park to the closest interstate or four-lane highway that also denotes: <ul style="list-style-type: none"> <li>• Any bridges that must be crossed, and the weight limit of those bridges; and</li> <li>• Any underpasses that occur along the route, and the height and width clearances of those underpasses.</li> </ul>	Phase II
	If the route does not completely allow for tractor-trailer access, the applicant must submit the following:	
	b Letter of Intent from appropriate authority stating access will be upgraded to required standards. This letter should contain specific details about all road improvements necessary to allow access to the park.	Phase III
	c Plan including itemized cost and schedule estimates for making all necessary upgrades to the park access. All necessary upgrades must be able to be completed within nine months.	Phase III



To market the site as rail-served, the park must be served or be able to be served within 12 months by rail.

Attachment #	Documentation Required for Certification	Phase	
26	a	Map of existing rail infrastructure.	Phase II
	b	Letter from the rail provider indicating its feasibility and willingness to provide rail access to the park and an estimated cost and schedule for extending rail to the park.	Phase II
	c	Potential rail layout for the site with park boundaries identified.	Phase III
	d	Plan (including the route, a cost, and a schedule) for providing rail to the park. Rail extension must be able to be completed within 12 months.	Phase III
	e	Proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner(s) or an option (if applicable).	Phase III

### Utilities

Attachment #	Documentation Required for Certification	Phase
27	<p>Infrastructure map(s) identifying the following:</p> <ul style="list-style-type: none"> <li>• The location and voltage of the nearest electric infrastructure serving the park.</li> <li>• The location and size of the nearest natural gas line(s) serving the park.</li> <li>• The location and size of the nearest water line(s) serving the park.</li> <li>• The location and size of the nearest wastewater line(s) serving the park.</li> <li>• The location and type of the nearest telecommunication infrastructure serving the park.</li> </ul>	Phase II

# 26 - For purposes of the QSP certification, the park will not be marketed as rail served; however, rail access information as been compiled for items 26 a, b & c.

#27 - Infrastructure map(s) will be updated to show electric transmission access and 2014 installation of a new natural gas line.

The park must be served or be able to be served within nine months by transmission-level electric service.

Attachment #	Documentation Required for Certification	Phase
28	<p><b>a</b> Letter from the electric supplier(s) addressing availability and time required to supply transmission-level electric service to the park. Letter should also indicate voltages available.</p>	Phase II
	<p><b>If transmission-level electric service is not within 500 feet of the park, the applicant must <i>also</i> submit:</b></p>	
	<p><b>b</b> Letter from the electric supplier(s) (<i>items can be addressed in letter included in 29a</i>):</p> <ul style="list-style-type: none"> <li>• Identifying the route of proposed extension;</li> <li>• Identifying rights-of-way and ownership and describing the acquisition process; and</li> <li>• Providing a rough cost estimate and a timeline to extend electric infrastructure to the park.</li> </ul>	Phase II
	<p><b>c</b> Engineer's detailed plan for extending transmission-level electric infrastructure to the park. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and a schedule. Transmission-level electric service extension must be able to be completed within nine months.</p>	Phase III
<p><b>d</b> Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension(s) is along a public right-of-way (i.e., state or county roads).</p>	Phase III	

The park must be served or be able to be served within nine months by natural gas. Natural gas service must provide at least 25,000 mcf per month.

Attachment #	Documentation Required for Certification	Phase
29	<b>Letter from the natural gas supplier(s) indicating the size of the natural gas line(s), feasibility for serving the park, and reliability of supply.</b>	Phase II
	<b>If natural gas infrastructure to supply 25,000 mcf per month is not within 500 feet of the park, the applicant must <i>also</i> submit:</b>	
	<b>Letter from the natural gas supplier(s) (<i>items can be included in letter supplied in 30a</i>):</b> <ul style="list-style-type: none"> <li>• Identifying the route of proposed extension;</li> <li>• Identifying rights-of-way and ownership and describing the acquisition process; and</li> <li>• Providing a rough cost estimate and a timeline to extend natural gas infrastructure to the park.</li> </ul>	Phase II
	Engineer's detailed plan for extending natural gas infrastructure to the park. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and a schedule. Natural gas extension must be able to be completed within nine months.	Phase III
Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. <i>No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).</i>	Phase III	

#29 - An updated letter documenting the 2014 gas line installation in the park has been requested from Atmos energy.

The park must be served or be able to be served within nine months by water infrastructure and a water system with a minimum excess capacity of at least 750,000 gallons per day.

Attachment #	Documentation Required for Certification	Phase
	<p><b>Letter from the water service provider addressing the following:</b></p> <ul style="list-style-type: none"> <li>• The provider is willing and able to provide appropriate service to the park.</li> <li>• The park is within 500 feet of existing water infrastructure that can supply 750,000 gallons per day. (Indicate the location, size, and capacity of the existing water infrastructure that will serve the park as well as the static and residual pressures in the vicinity of the park.)</li> <li>• There is a minimum of 750,000 gallons per day of excess permitted capacity available. (Indicate the permitted capacity, allocated capacity, and peak utilization of the existing water treatment system as well as any available water storage capacity in the vicinity of the site. List any encumbrances on the excess capacity including all known requests for additional capacity.)</li> </ul>	Phase II
<p><b>If the water infrastructure to supply 750,000 gallons per day is not within 500 feet of the park, applicant must <i>also</i> submit:</b></p>		
30	<p><b>Letter from the water service provider (<i>items can be included in letter supplied in 31a</i>):</b></p> <ul style="list-style-type: none"> <li>• Identifying the route of proposed extension;</li> <li>• Identifying rights-of-way and ownership and describing the acquisition process; and</li> <li>• Providing a rough cost estimate and a timeline to extend water infrastructure to the park.</li> </ul>	Phase II
	<p>Engineer's detailed plan for extending water infrastructure to the park. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and a schedule. Water extension must be able to be completed within nine months.</p>	Phase III
	<p>Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).</p>	Phase III
<p><b>If the water system is not capable of providing 750,000 gallons per day, the applicant must <i>also</i> submit:</b></p>		
	<p>Engineer's detailed plan for expanding the existing water treatment system. The plan must include an itemized cost estimate and a schedule. Water system expansion must be able to be completed within six months, including permitting.</p>	Phase III

The park must be served or be able to be served within nine months by wastewater infrastructure and a wastewater treatment plant with a minimum excess capacity of 750,000 gallons per day.<sup>42</sup>

Attachment #	Documentation Required for Certification	Phase	
31	<p><b>A letter from the wastewater treatment service provider addressing the following:</b></p> <ul style="list-style-type: none"> <li>• The provider is willing and able to provide appropriate service to the park.</li> <li>• The park is within 500 feet of existing wastewater infrastructure that can accommodate 750,000 gallons per day. (Indicate the location, size, and capacity of the existing collection lines that will serve the park as well as the size and excess capacity of existing or proposed pumping facilities that are necessary to serve the park.)</li> <li>• There is a minimum of 750,000 gallons per day of excess permitted capacity available. (Indicate the permitted capacity, allocated capacity, average utilization, and peak utilization of the existing wastewater treatment plant as well as the type of treatment technology that is presently in use at the treatment facility. List any encumbrances on the excess capacity including all known requests for additional capacity.)</li> </ul>	Phase II	
	<p><b>If the wastewater infrastructure to handle 750,000 gallons per day is not within 500 feet of the park, the applicant must also submit:</b></p>		
	b	<p><b>Letter from the wastewater service provider (<i>items can be included in letter supplied in 32a</i>):</b></p> <ul style="list-style-type: none"> <li>• Identifying the route of proposed extension;</li> <li>• Identifying rights-of-way and ownership and describing the acquisition process; and</li> <li>• Providing a rough cost estimate and a timeline to extend wastewater infrastructure to the park.</li> </ul>	Phase II
	c	<p>Engineer's detailed plan for extending wastewater infrastructure to the park. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and a schedule. Wastewater extension must be able to be completed within nine months.</p>	Phase III
d	<p>Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).</p>	Phase III	

<sup>42</sup> Septic tanks are not an acceptable wastewater treatment solution.

<b>If the wastewater treatment plant is not capable of providing 750,000 gallons of treatment capacity per day, the applicant must also submit:</b>		
e	Engineer's detailed plan for expanding the existing wastewater treatment plant. The plan must include an itemized cost estimate and a schedule. Wastewater treatment plant expansion must be able to be completed within six months, including permitting.	Phase III

The park must be served or be able to be served within nine months by a minimum of DS-1 or T-1 telecommunications infrastructure.

Attachment #	Documentation Required for Certification	Phase
32	<b>Letter from the service provider(s) indicating all of the types of services available at the park. The letter should also include an estimated cost and schedule to serve the park with telecommunications infrastructure.</b>	Phase II
	<b>If telecommunications infrastructure is not within 500 feet of the park, the applicant must also submit:</b>	
	b	Engineer's detailed plan for extending telecommunications infrastructure to the park. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and a schedule. Telecommunications extension must be able to be completed within nine months.
c	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).	Phase III

### Other Requirements

Attachment #	Documentation Required for Certification	Phase
33	A draft set of protective covenants that at a minimum address the following: building type, landscaping, parking, outdoor storage, setback specifications, and sign control.	Phase III
34	A Master Development Plan that shows the location of park access roads, rail, easements, utilities (existing and proposed), and proposed lot locations and sizes (total and developable acreage). The Master Development Plan should take into consideration and note the location of development limitations, such as wetlands, floodplains, and permanent easements.	Phase III

#34 - The Master Development Plan being prepared by Draper Aden Associates and will be completed following input from the Commerce Park Participation Committee on August 13.



**AEP QSP Certification Major Tasks Requiring Consultant Assistance:**

Leading Firm	TASK & ASSESSMENT OF AVAILABILITY / CAPABILITY	Days	Total Estimated Cost	Notice to Proceed Issued for	Paid to Date	Yet to be Paid on Work Authorized	Balance of Estimated Cost
<b>ENVIRONMENTAL</b>							
<b><u>PHASE I ESA, WITH PHASE II REMEDIATION IF REQUIRED</u></b>							
A&A	Prepared Initial CP Phase I / Preferred assignment	45	\$ 8,775	\$ 8,775	\$ 8,775	\$ -	\$ -
<b><u>WETLANDS DELINEATION &amp; MITIGATION</u></b>							
Timmons	Prepared Other Large Parks / similar work in NRV	90	\$ 16,000	\$ 16,000	\$ 14,875	\$ 1,125	\$ -
<b><u>ARCHEOLOGICAL / HISTORICAL STUDY</u></b>							
Timmons	Past work with MCC certification and VCHR	90	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
<b><u>TOPOGRAPHY</u></b>							
A&A	Provided existing 2' intervals / suggested getting 1' flown	45	\$ 30,375	\$ 30,375	\$ 30,375	\$ -	\$ -
<b><u>SOIL BORINGS &amp; SEISMIC CLASS DETERMINATION</u></b>							
Schnabel	Experienced with CP geotechnical	30	\$ 12,350	\$ 12,350	\$ 12,350	\$ 0	\$ -
<b>PLANNING</b>							
<b><u>MASTER PLAN UPDATE</u></b>							
DAA	2013 Update/ Preferred assignment	30	\$ 4,900	\$ 4,900	\$ -	\$ 4,900	\$ -
<b><u>ACCESS ROAD ENGINEERING</u></b>							
T&L	Prepared Project Nemo Road Plan / Preferred assignment	60	\$ 4,500	\$ 4,500	\$ 1,140	\$ 3,360	\$ -
<b><u>GRADING PLAN</u></b>							
DAA	Preferred assignment	60	\$ 13,500	\$ 13,500	\$ 2,025	\$ 11,475	\$ -
<b><u>RECORDABLE BOUNDARY SURVEY</u></b>							
New River Land Surveying	DAA, A&A, T&L & Timmons all have site knowlege - combine w Red Sun Farm	30	\$ 10,000		\$ -	\$ -	\$ 10,000
<b><u>Subtotal Basic QSP Certification Tasks</u></b>			\$ 150,400	\$ 90,400	\$ 69,540	\$ 20,860	\$ 60,000
<b><u>Additional Possible Tasks:</u></b>			?? \$ 25,000	withdrawn	\$ -	\$ -	\$ -
<b>WETLANDS PLANNING</b>							
<b>STORMWATER MANAGEMENT PLANNING</b>							
<b>ENHANCEMENTS FOR SITE VIEWING AND ACCESS</b>							
<b>ENTRANCE ROAD AND OTHER ACCESS LANDSCAPE / APPEARANCE ENHANCEMENTS</b>							
DAA	ADDITIONAL GRADING PLAN(S)		withdrawn	withdrawn	\$ -	\$ -	\$ -
<b>Total Cost</b>			<b>\$ 175,400</b>	<b>\$ 90,400</b>	<b>\$ 69,540</b>	<b>\$ 20,860</b>	<b>\$ 60,000</b>
<b>Revenue Available from Current Year's Budget</b>			<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Revenue Needed</b>			<b>\$ 155,400</b>	<b>\$ 70,400</b>	<b>\$ 49,540</b>	<b>\$ 20,860</b>	<b>\$ 60,000</b>
Use of Future Year's \$50,000 Marketing & Administration, Delay of Reimbursing Pulaski County IDA, Surplus Property Sale or Increased Member Investment							
			\$ 120,400	\$ 35,400	\$ 49,540	\$ (14,140)	\$ 25,000
<b>AEP Contribution</b>			<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>Balance</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

June 10, 2014

NRV Business Center, Fairlawn, VA

**1. Roll Call and Approval of Agenda**

A meeting of the New River Valley Commerce Park Participation Committee (CPPC) was held on Wednesday, June 10, 2014 at the New River Business Center in Fairlawn. Mr. Edwards, chairman, called the CPPC meeting to order at 1:45 pm.

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

**2. Public Comment**

No comment was made.

**3. Approval of Minutes: April 9, 2014 Meeting and May 13 Meeting of the Executive Committee**

Motion: Mr. McCready moved the board approve the April 9, 2014 CPPC meeting minutes and the May 13, 2014 CPPC Executive Committee's meeting minutes. Mr. Meadows seconded the motion.

Action: The motion passed unanimously, with 76.41% in the affirmative, 0.0% opposed, 0.0% abstaining and 23.59% absent (Bland and Giles Counties, City of Roanoke, and Town of Dublin).

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

The CPPC 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 CPPC 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, and Mr. Bopp of the NRV Alliance to be included in the session. Mr. Goodman seconded the motion.

Action: The motion passed unanimously on a roll call vote, with 76.41% in the affirmative, 0.0% opposed, 0.0% abstaining and 23.59% absent (Bland and Giles Counties, City of Roanoke, and Town of Dublin).

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

Action: The motion passed unanimously, with 69.61% in the affirmative, 0.0% opposed, 0.0% abstaining and 30.39% absent (Bland, Roanoke, and Giles Counties, City of Roanoke, and Town of Dublin). Ms. Loope left the meeting during closed session.

**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.**

Motion: Mr. Goodman moved the CPPC return to open session. Mr. McCready seconded the motion.

Action: The motion passed unanimously on a roll call vote, with 69.61% in the affirmative, 0.0% opposed, 0.0% abstaining and 30.39% absent (Bland, Roanoke, and Giles Counties, City of Roanoke, and Town of Dublin).

Motion: Mr. McCready moved the CPPC 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. Meadows seconded the motion.

Action: The motion passed unanimously on a roll call vote, with 69.61% in the affirmative, 0.0% opposed, 0.0% abstaining and 30.39% absent (Bland, Roanoke, and Giles Counties, City of Roanoke, and Town of Dublin).

**5. Other Business**

**c. Negotiations for Disposition of the Mebane House**

Motion: Mr. Hamilton moved the CPPC authorize the Executive Committee to resolve negotiations regarding the use of the Mebane house with an option of use of the Mebane property by August 13. Mr. Goodman seconded the motion.

Action: The motion passed unanimously, with 69.61% in the affirmative, 0.0% opposed, 0.0% abstaining and 30.39% absent (Bland, Roanoke, and Giles Counties, City of Roanoke, and Town of Dublin).

**d. Reorganization for Commerce Park Only Focus**

Mr. McCready asked for a small group to be formed that would work on the restructuring of Virginia's First and the Commerce Park Participation Committee. He suggested the group plan to meet (via conference call or in person) at least once a month for working sessions. He asked that staff email any research already done on the subject to the volunteer group and extend an invitation to all Virginia's First board members to participate.

**6. Adjournment**

Mr. Edwards adjourned the meeting at 3:08 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  
June 10, 2014  
NRV Business Center, Fairlawn, VA

<b>Jurisdiction</b>	<b>Member</b>	<b>Alternate</b>
Bland County	<input type="checkbox"/> Nick Asbury <input type="checkbox"/> Henry M. Blessing	<input type="checkbox"/> Eric Workman
Craig County	<input checked="" type="checkbox"/> Jay Polen	
Giles County	<input type="checkbox"/> Chris McKlarney <input type="checkbox"/> Richard McCoy	
Montgomery	<input checked="" type="checkbox"/> Craig Meadows <input type="checkbox"/> Mary Biggs	<input checked="" type="checkbox"/> Carol Edmonds <input checked="" type="checkbox"/> Brian Hamilton
Pulaski County	<input checked="" type="checkbox"/> Andy McCready <input type="checkbox"/> Danny Wilson	<input type="checkbox"/> Joe Sheffey <input type="checkbox"/> Jared Linkous
Roanoke County	<input type="checkbox"/> Charlotte Moore <input checked="" type="checkbox"/> Jill Loope (left at 2:20)	<input type="checkbox"/> Joseph "Butch" Church
City of Radford	<input type="checkbox"/> Tim Cox <input checked="" type="checkbox"/> Basil Edwards	
City of Roanoke	<input type="checkbox"/> Bill Bestpitch <input type="checkbox"/> Brian Townsend	<input type="checkbox"/> Anita Price
Town of Dublin	<input type="checkbox"/> Bill Parker <input type="checkbox"/> Doug Irvin	
Town of Pearisburg	<input type="checkbox"/> Rick Tawney <input checked="" type="checkbox"/> Ken Vittum	
Town of Pulaski	<input checked="" type="checkbox"/> Joseph Goodman <input type="checkbox"/> Shawn Utt	<input type="checkbox"/> John White

**Others Present:** Aric Bopp (NRVEDA), David Denny, Theresa Fontana (Authority Counsel), Peter Huber (Pulaski County)

**Staff Present:** Joe Morgan, Christy Straight