Danville-Pittsylvania Regional Industrial Facility Authority

City of Danville, Virginia
County of Pittsylvania, Virginia

AGENDA

March 10, 2014

12:00 P.M.

Danville Regional Airport
Eastern Conference Room
424 Airport Drive, Danville, Virginia

County of Pittsylvania Members

Coy E. Harville, Chair
James H. Snead
Brenda H. Bowman, Alternate

City of Danville Members

Sherman M. Saunders, Vice Chair
Fred O. Shanks, III
J. Lee Vogler, Jr., Alternate

Staff

Joseph C. King, City Manager, Danville
Otis S. Hawker, Interim Pittsylvania County Administrator
Clement & Wheatley, Legal Counsel to Authority
Susan M. DeMasi, Authority Secretary
Barbara A. Dameron, Authority Treasurer

Danville-Pittsylvania Regional Industrial Facility Authority

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT PERIOD

Members of the public who desire to comment on a specific agenda item will be heard during this period. The Chair/Vice Chair of the Authority may restrict the number of speakers. Each speaker shall be limited to a total of three minutes for comments. (Please note that the public comment period is not a question-and-answer session between the public and the Authority.)

4. APPROVAL OF MINUTES FOR THE FEBRUARY 10, 2014 MEETING

5. NEW BUSINESS

A. Consideration of Resolution 2014-03-10-5A, to support Resolution No. 2014-02-10-5A on the relocation of certain utility easements into the Authority's Cane Creek Centre project, and to approve the estimated costs of (i) engineering services from UC Synergetic, LLC (formerly, Pike Energy Solutions LLC), a North Carolina limited liability company, at a cost of $17,950.00, and (ii) survey services from Dewberry Engineers, Inc., a New York corporation, at a cost of $9,000.00, which costs shall be made subject to that certain Agreement for Cost Sharing and Revenue Sharing between the City of Danville, Virginia, and Pittsylvania County, Virginia, dated October 2, 2001, and as further amended November 6, 2008.

B. Financial Status Report as of February 28, 2014 – Barbara A. Dameron, CPA, Authority Treasurer; and Patricia K. Conner, CPA, City of Danville Senior Accountant

C. Consideration of Resolution 2014-03-10-5C, approving a request from CBN Secure Technologies, Inc., a Florida corporation, to approve (i) a shelter installed at its facility located in the Authority's Cyber Park project, at 350 Stinson Drive, Danville, Virginia, and (ii) a plan to install certain landscape screening for that shelter - Kenneth C. Gillie, Jr., City of Danville Director of Planning Division and Zoning Administrator *[No written resolution.]*

6. CLOSED SESSION

During the closed session, all matters discussed shall involve receiving advice from legal counsel, and as such all communications during the closed session shall be considered attorney-client privileged.

A. As permitted by Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended, for discussion or consideration of the disposition of real property for a public purpose to develop the Authority's Cane Creek Centre project, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

B. As permitted by Section 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended, for discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the Authority's Cane Creek Centre project or Mega Park project.

RETURN TO OPEN SESSION

A. Confirmation of Motion and Vote to Reconvene in Open Meeting.

B. Motion to Certify Closed Meeting.

7. COMMUNICATIONS FROM:

Brenda H. Bowman
Coy E. Harville
Sherman M. Saunders
Fred O. Shanks, III
James H. Snead
J. Lee Vogler, Jr.
Staff

8. ADJOURN

Danville-Pittsylvania Regional Industrial Facility Authority

Executive Summary

Agenda Item No.:	4
Meeting Date:	3/10/14
Subject:	Meeting Minutes
From:	Susan M. DeMasi, Authority Secretary

SUMMARY

Attached for the Board's approval are the Meeting Minutes from the February 10, 2014 meeting.

ATTACHMENTS

Meeting Minutes – 2/10/14

DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY
Minutes
February 10, 2014

The Regular Meeting of the Danville-Pittsylvania Regional Industrial Facility Authority convened at 12:13 p.m. on the above date in the Danville Regional Airport Conference Room, 424 Airport Drive, Danville, Virginia. Present were City of Danville Members Vice Chairman Sherman M. Saunders, Fred O. Shanks, III and Alternate J. Lee Vogler. Pittsylvania County Members present were Chairman Coy E. Harville and James Snead. Alternate Brenda H. Bowman was absent.

City/County staff members attending were: City Manager Joe King, Deputy City Manager Ken Larking, Assistant County Administrator for Planning & Development Gregory Sides, Governmental Affairs Consultant Linwood Wright, City of Danville Finance Director/Authority Treasurer Barbara Dameron, Division Director of Power & Light Ken Ashworth, City of Danville Senior Accountant Patricia Conner, Project Manager Corrie Teague, Clement & Wheatley Attorney Michael Guanzon and Secretary to the Authority Susan DeMasi.

Also present was Dewberry and Davis Project Manager Shawn Harden.

PUBLIC COMMENT PERIOD

No one present desired to be heard.

APPROVAL OF MINUTES FOR THE JANUARY 13, 2014 MEETING

Upon **Motion** by Mr. Saunders and **second** by Mr. Shanks, Minutes of the January 13, 2014 meeting were approved as presented.

Draft copies had been distributed to Authority Members prior to the Meeting.

MOTION TO MOVE CLOSED SESSION ITEMS 6 A. B. AND C. ON THE AGENDA

Mr. Harville noted there would be a change in the order of the Agenda, with the Closed Session to be heard next. Mr. Harville requested a Motion to move the Closed Session items. Mr. Saunders **moved** that Closed Session Items 6 A. B. and C. be moved.

The motion was **seconded** by Mr. Snead and carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Saunders, Shanks (4)
NAY: None (0)

6. CLOSED SESSION

Chairman Harville noted that during the Closed Session, all matters discussed shall involve receiving advice from legal counsel, and as such all communications during the closed session shall be considered attorney-client privileged.

A. At 12:15 p.m., Mr. Shanks **moved** that the Meeting of the Danville-Pittsylvania Regional Industrial Facility Authority be recessed in a Closed Meeting as permitted by Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended, for discussion or consideration of the disposition of real property for a public purpose to develop the Authority's Cane Creek

Centre project, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority; and

B. As permitted by Section 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended, for discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the Authority's Cane Creek Centre project or Mega Park project; and

C. As permitted by Section 2.2-3711(A)(7) of the Code of Virginia, 1950, as amended, for consultation with its legal counsel, Clement & Wheatley, pertaining to *Danville-Pittsylvania RIFA v. AVRC, Inc.*, Case No. CL12000634-00, in the Circuit Court for the City of Danville, Virginia, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the Authority.

The Motion was **seconded** by Mr. Snead and carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Saunders, Shanks (4)
NAY: None (0)

Mr. Saunders left the meeting at 12:30 p.m.

On **Motion** by Mr. Snead and **second** by Mr. Shanks and by unanimous vote at 12:37 p.m., the Authority returned to open meeting.

Mr. Snead **moved** adoption of the following Resolution:

WHEREAS, the Authority convened in Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia, 1950, as amended, requires a Certification by the Authority that such Closed Meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby certifies that, to the best of each Member's knowledge, (i) only public business matters lawfully exempted by the open meeting requirements of Virginia Law were discussed in the Closed Meeting to which this Certification Resolution applies, and (ii) only such public business matters as were identified in the Motion convening the Closed Meeting were heard, discussed, or considered by the Authority.

The Motion was **seconded** by Mr. Vogler and carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Shanks, Vogler (4)
NAY: None (0)

NEW BUSINESS

5A. CONSIDERATION – RESOLUTION 2014-02-10-5A – APPROVING RELOCATION OF AN EXISTING 69KV TRANSMISSION LINE

Ken Ashworth, Division Director of Power and Light for the City of Danville noted the relocation was proposed to clear up some of the RIFA property on the right hand side of Cane Creek Boulevard. It is an opportune time to move the line as the City is in a rebuild situation on that line, and this will be an opportunity to re-engineer and re-survey the line to a more appropriate location for the park itself.

Mr. Snead **moved** adoption of *Resolution **2014-02-10-5A**, approving the relocation of an existing 69kV transmission line currently running along U.S. Highway 58 East to a parallel location along Cane Creek Boulevard, which is within the Authority's Cane Creek Centre project located in Pittsylvania County, Virginia.*

The Motion was **seconded** by Mr. Vogler carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Shanks, Vogler (4)
NAY: None (0)

5B. CONSIDERATION – APPROVAL OF REQUEST OF IKEA DANVILLE, LLC TO RENAME A PRIVATE ROAD

Assistant County Administrator for Planning and Development Greg Sides noted Swedwood has changed their name from Swedwood Danville LLC to IKEA Danville LLC and would like to change the name of Swedwood Drive to IKEA Drive. This will have to be approved by the Pittsylvania County Board of Supervisors; the County's 911 have no problem with the address.

Authority Attorney Michael Guanzon explained under the Restrictive Covenants for the property, RIFA has the ability to approve changes in signage. The County still has to approve it for 911 purposes.

Mr. Snead **moved** *that RIFA submit a request to change the name from Swedwood Drive to IKEA Drive to the Pittsylvania County Board of Supervisors, for their approval.*

The **Motion** was seconded by Mr. Shanks and carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Shanks, Vogler (4)
NAY: None (0)

5C. CONSIDERATION – RESOLUTION 2014-02-10-5C – RATIFYING A CERTAIN RESIDENTIAL CONTRACT OF PURCHASE AND ADDENDUM DATED DECEMBER 27, 2013

Mr. Shanks moved adoption of *Resolution **2014-02-10-5C**, ratifying that certain Residential Contract of Purchase and Addendum dated December 27, 2013, for the purchase by the*

Authority of Lots 1, 2 and 3, fronting on Tom Forks Road, located in Pittsylvania County, Virginia (GPINs 2347-23-1845 and 2347-23-1806), at a purchase price of $30,000.00, from Joseph A. Dabbs, Jr., and Jean P. Dabbs as sellers; such contract and addendum include without limitation an earnest money deposit of $1,500.00, and a minimum study period of 90 days; and the property would be added to, and made part of, the Authority's Cane Creek Centre project.

The Motion was **seconded** by Mr. Snead and carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Shanks, Vogler (4)
NAY: None (0)

5D. CONSIDERATION – REQUEST TO TRANSFER $1,800.00 FROM THE "CONTINGENCY" BUDGET TO THE "MEALS" BUDGET

Authority Treasurer Barbara Dameron noted this relates to an announcement luncheon that was held at the Institute. Staff had not planned for that initially in the budget but RIFA does have monies left in the Contingency in General Expenditures.

Mr. Shanks **moved** to *approve a request to transfer $1,800.00 from the "Contingency" budget to the "Meals" budget on the General Expenditures for Fiscal Year 2014 budget sheet, to cover anticipated expenses for the remainder of the fiscal year. [No written resolution.]*

The Motion was **seconded** by Mr. Vogler and carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Shanks, Vogler (4)
NAY: None (0)

5E. FINANCIAL STATUS REPORT AS OF JANUARY 31, 2014

Authority Treasurer Barbara Dameron gave a financial status report noting the Authority spent $2,256.00 to Dewberry for Wetland Monitoring. There was a total of $3,124.00 expended for General Expenses: $2,300.00 for legal, RIFA also paid its U.S. Bank Annual Administrative Fee of $500.00 and the rest was for meals and utilities. For the Mega Park Lot 4, there is $187.00 for Wetland Studies. The Rent, Interest and Other Income shows the rental income the Authority received and that RIFA paid $9,383.00 to the Institute for the administrative property management fee for the month of January.

Mr. Snead **moved** to accept the financial report as presented.

The Motion was **seconded** by Mr. Shanks and carried by the following vote:

VOTE: 4-0
AYE: Harville, Snead, Shanks, Vogler (4)
NAY: None (0)

DRAFT

COMMUNICATIONS

There were no communications from Board Members or Staff.

MEETING ADJOURNED AT 12:49 P.M.

_____
Chairman

_____
Secretary to the Authority

DRAFT

Danville-Pittsylvania Regional Industrial Facility Authority

Executive Summary

Agenda Item No.:	5-A
Meeting Date:	3/10/2014
Subject:	Relocation of Utility Easements - Cane Creek Centre
From:	Michael Guanzon, Legal Counsel to Authority

SUMMARY

Attached for the Board's review is a Resolution approving the estimated costs of engineering services from UC Synergetic, LLC and survey services from Dewberry Engineers, Inc.

ATTACHMENT

Resolution No. 2014-03-10-5A

Resolution No. 2014-03-10-5A

A RESOLUTION TO SUPPORT RESOLUTION NO. 2014-02-10-5A ON THE RELOCATION OF CERTAIN UTILITY EASEMENTS INTO THE AUTHORITY'S CANE CREEK CENTRE PROJECT, AND TO APPROVE THE ESTIMATED COSTS OF (I) ENGINEERING SERVICES FROM UC SYNERGETIC, LLC (FORMERLY, PIKE ENERGY SOLUTIONS LLC), A NORTH CAROLINA LIMITED LIABILITY COMPANY, AT A COST OF $17,950.00, AND (II) SURVEY SERVICES FROM DEWBERRY ENGINEERS, INC., A NEW YORK CORPORATION, AT A COST OF $9,000.00, WHICH COSTS SHALL BE MADE SUBJECT TO THAT CERTAIN AGREEMENT FOR COST SHARING AND REVENUE SHARING BETWEEN THE CITY OF DANVILLE, VIRGINIA, AND PITTSYLVANIA COUNTY, VIRGINIA, DATED OCTOBER 2, 2001, AND AS FURTHER AMENDED NOVEMBER 6, 2008

WHEREAS, the Danville-Pittsylvania Regional Industrial Facility Authority (the "**Authority**") is a political subdivision of the Commonwealth of Virginia duly created pursuant to the Virginia Regional Industrial Facilities Act, as amended; and

WHEREAS, the Authority passed Resolution No. 2014-02-10-5A authorizing the relocation of certain utility easements running along U.S. Highway 58 East to a parallel location along Cane Creek Boulevard (the "**Easement Relocation Project**"), which is within the Authority's Cane Creek Centre project; and

WHEREAS, the City of Danville, Virginia (the "**City**"), which is a Member Locality of the Authority, has obtained (i) Change Order Proposal #2 for Additional Engineering Services for P003320 for the Easement Relocation Project, from UC Synergetic, LLC (formerly, Pike Energy Solutions LLC), a North Carolina limited liability company, at an estimated cost of $17,950.00 (the "**Engineering Contract**"), a copy of which is attached hereto as **Exhibit A**, incorporated herein by this reference, and (ii) that certain proposal for the survey services from Dewberry Engineers Inc., a New York corporation, at an estimated cost of $9,000.00 (the "**Surveying Contract**"), a copy of which is also shown on **Exhibit A**; and

WHEREAS, the Authority finds that the estimated costs under the Engineering Contact and the Surveying Contract are necessary, reasonable, and appropriate and should be subject to that certain Agreement for Cost Sharing and Revenue Sharing (the "**Cost-Sharing Agreement**") between the City, and Pittsylvania County, Virginia (the "**County**"), dated October 2, 2001, and as further amended November 6, 2008; and

WHEREAS, the Authority has determined that the services under the Engineering Contract and the Surveying Contract are necessary, reasonable and appropriate for the furtherance and completion of the Easement Relocation Project and for the further development of the Authority's Cane Creek Project; and

WHEREAS, the Authority further finds that the development of the Cane Creek Centre project serves the Authority's purpose of enhancing the economic base of the City and the County by developing, owning, and operating the Cane Creek Centre project on a cooperative basis involving the City and the County.

NOW, THEREFORE, BE IT RESOLVED BY THE DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY, THAT:

1. The Authority hereby approves the estimated costs under the Engineering Contract and the Surveying Contract as set forth in **Exhibit A** and as reviewed at this meeting, together with such amendments, deletions or additions thereto as may be approved by the Chairman or Vice Chairman of the Authority, either of whom may act independently of the other.

2. The Authority hereby authorizes the Chairman or Vice Chairman of the Authority, either of whom may act independently of the other, to execute and deliver an instrument approving such estimated costs, on behalf of the Authority consistent with this Resolution, such execution of such instrument by the Chairman and/or Vice Chairman, as the case may be, to conclusively establish his approval of any amendments, deletions or additions.

3. The actual costs under the Engineering Contract and the Surveying Contract, consistent with this Resolution as determined by the Chairman or Vice Chairman of the Authority, either of whom may act independently of the other, shall be made subject to the Cost-Sharing Agreement.

4. This Resolution shall take effect immediately upon its adoption.

CERTIFICATE

I, the undersigned Secretary of the Danville-Pittsylvania Regional Industrial Facility Authority, hereby certify that the foregoing is a true, correct and complete copy of a Resolution duly adopted by a majority of the directors of the Danville-Pittsylvania Regional Industrial Facility Authority at a meeting duly called and held on March 10, 2014, and that such Resolution has not been repealed, revoked, rescinded or amended, but is in full force and effect on the date hereof.

WITNESS my hand as Secretary of the Danville-Pittsylvania Regional Industrial Facility Authority as of the 10th day of March 2014.

_____

SUSAN M. DeMASI, Secretary
Danville-Pittsylvania Regional Industrial Facility Authority

(SEAL)

Exhibit A

[Copies of the Engineering Contract and the Surveying Contract]

PIKE ENERGY SOLUTIONS LLC., 10101 Claude Freeman Drive, Suite 100W, Charlotte, NC 28262 TELEPHONE: 704 510-3700

Change Order Proposal #2 for Additional Engineering Services for P003320

City of Danville, Virginia

Brantley to Public Works to Kentuck Road to Airside Sub 69 kV Line

Industrial request to relocate Line from back property line to street side along Cane Creek Boulevard

8/30/13

1.0 PROJECT OVERVIEW

The basic line will consist of LD-type steel poles with post insulators with other configurations as needed. The angle structures will be free-standing steel poles. The conductor will be 795 ACSR. The line will be planned for at least two installations of ADSS cable on the T-line section along Hwy 58 East. The line will also be designed for two circuits of 12 kV distribution under build, two CATV, and one telephone cable.

This Change Proposal is based on a request by an industrial property owner to relocate the existing line design from the rear property line to the street side alignment along Cane Creek Blvd per the attached pdf.

2.0 DESCRIPTION OF SCOPE CHANGE AND CHANGE ORDER REQUEST

This change order is to establish funding within the Purchase Order for the following changes that were outside the original scope:

Line relocation Additional Scope / Costs

-Additional FAA filing due to relocation
-Additional engineering and drafting required to update current design and drawings.
-Additional site visit and design review with COD
-Estimate assume 1 design review cycle with Industry to confirm pole spotting
-Additional design issues for 69kv and UB for new high profile intersection crossings at Cane Creek Blvd and Hwy 58.
-Estimate assumes line relocation will be on east side of Cane Creek Blvd

3.0 ITEMIZED COST FOR CHANGE ORDER

Task	Hours	Estimate
Cane Creek Blvd line relocation	184 hours	$17,950

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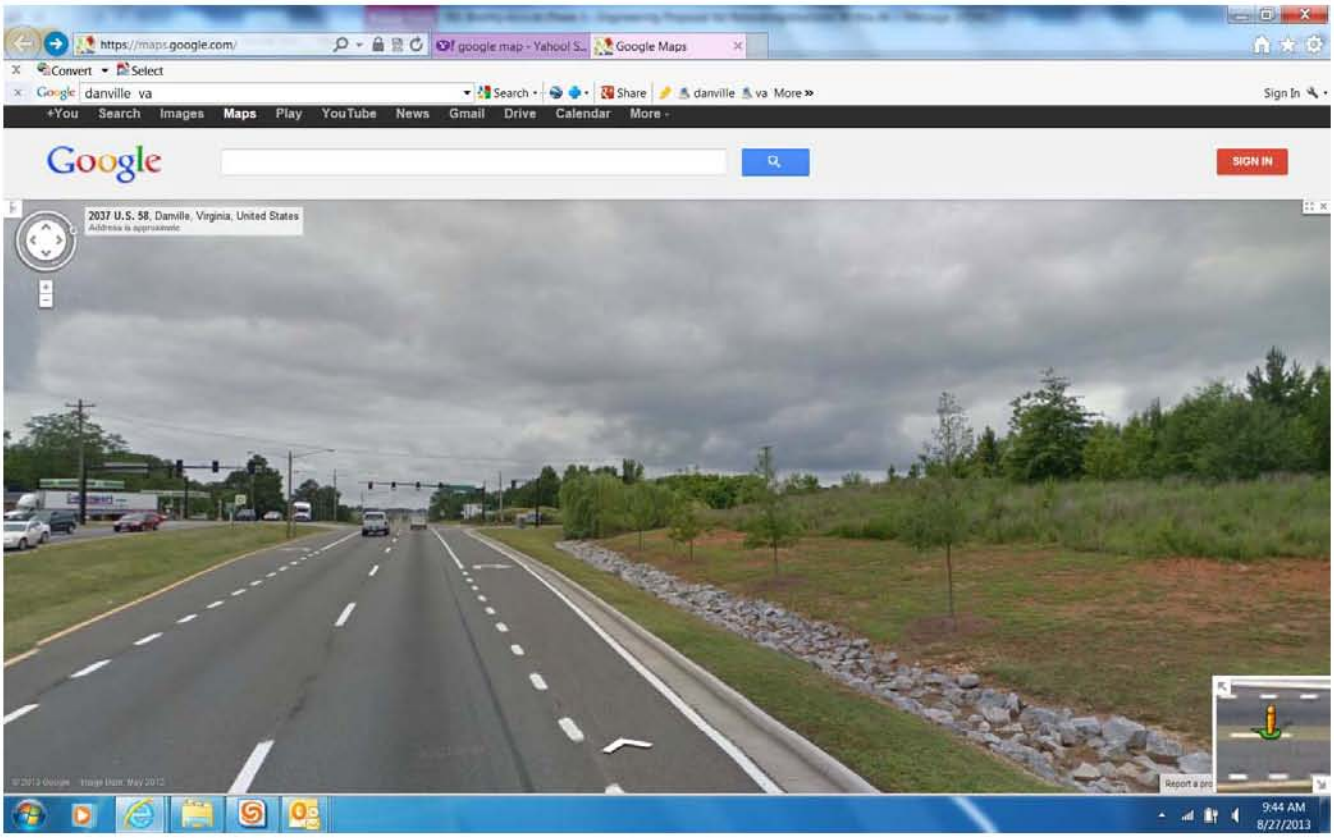
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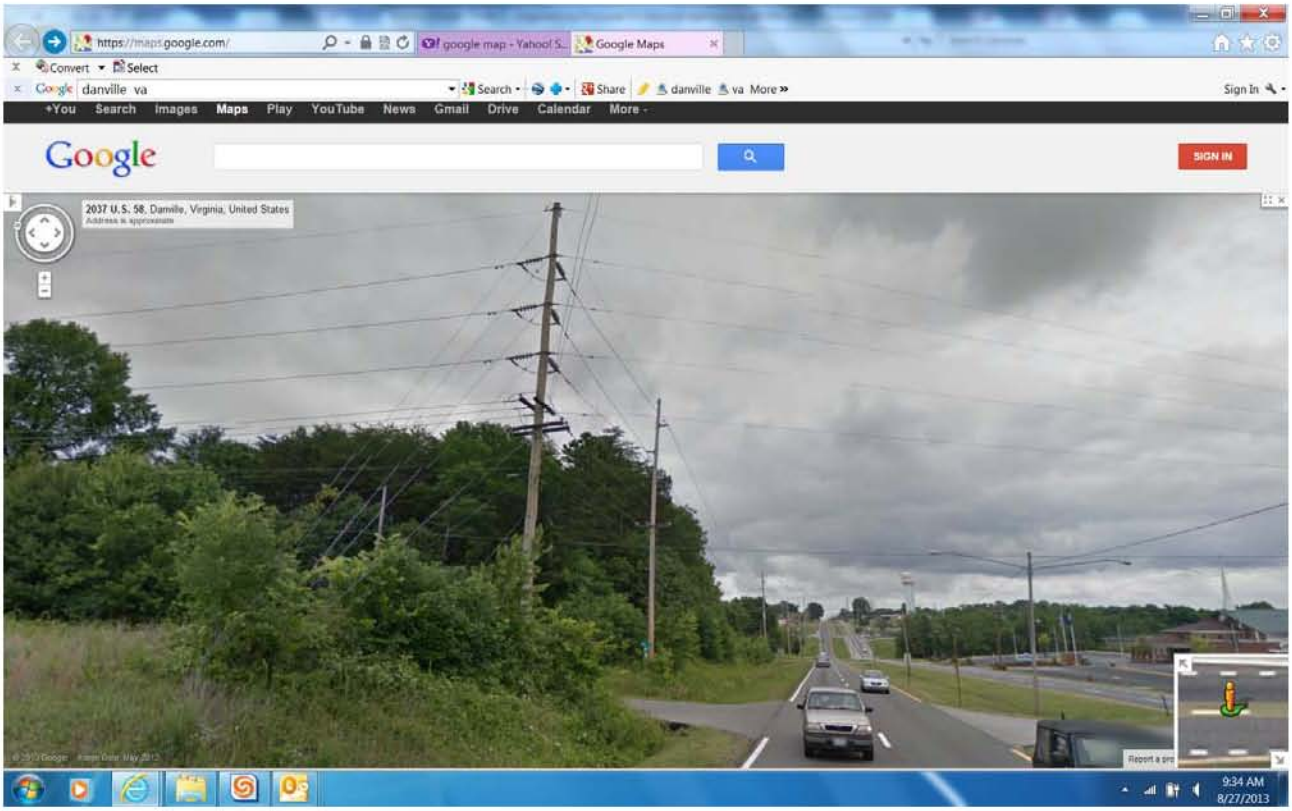
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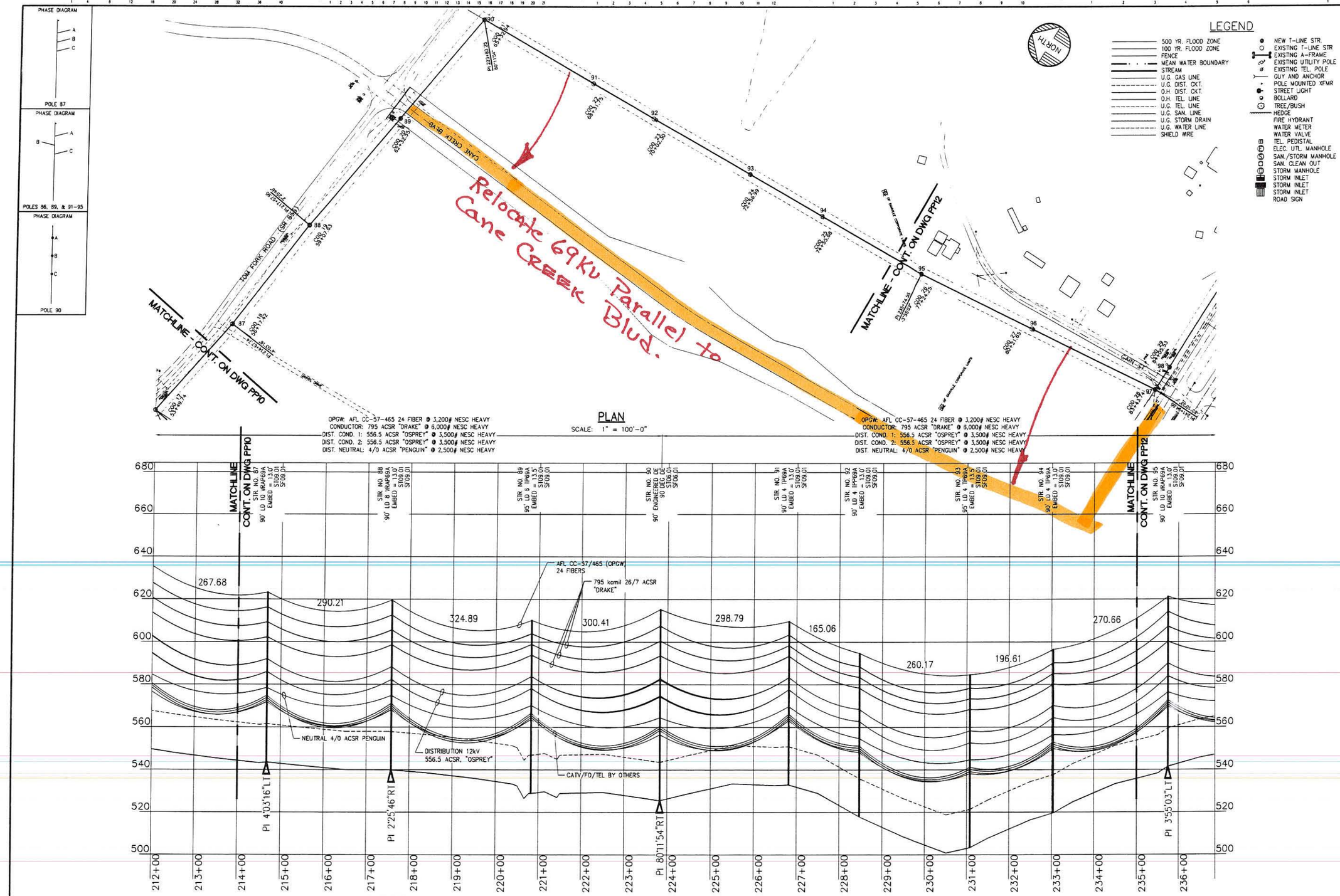

NOTES:

1. SAG SHOWN FOR 69kV CONDUCTOR @ 212°F.
2. SAG SHOWN FOR OPGW AND OHGW @ 120°F.
3. SAG SHOWN FOR DISTRIBUTION AND CATV @ 167°F.
4. SAG SHOWN FOR DISTRIBUTION NEUTRAL (PENGUIN) @ 167°F.
5. MINIMUM CLEARANCE ABOVE GRADE SHOWN @ 18'-0"

PRELIMINARY - DO NOT USE FOR CONSTRUCTION

ISSUED/REVISED FOR:

LEVEL	APPR. BY	DATE	DESCRIPTION
A	JCH	01/30/12	ISSUE FOR REVIEW
B	JCH	06/08/12	ISSUE FOR REVIEW
C	JCH	08/31/12	ISSUE FOR REVIEW

PROJECT ENGINEER:	G. ALLEN
ENGINEER:	R. JOHNSTON
LEAD DESIGNER:	J. HUGO
DESIGNER:	S. ALLEN
DATE:	01/30/12
SCALE:	AS NOTED
CHECKED BY:	J. HUGO
ELEC. APPROVAL:	
CIVIL APPROVAL:	
QA/QC:	D. TENNENT

PROJECT DESIGNED FOR:
CITY OF DANVILLE, VA
DEPARTMENT OF
POWER & LIGHT

PROJECT:
KENTUCK RD. TO AIRSIDE
TRANSMISSION LINE REBUILD

TITLE:
PLAN AND PROFILE
STA. 212+00 - 236+00

PIKE ENERGY SOLUTIONS
PIKE ENERGY SOLUTIONS, LLC
10101 Claude Freeman Drive, Suite 100W
Charlotte, NC 28262
Virginia Corp. Engineering License No. 407005765

NOTICE:
THE DATA IN THIS DOCUMENT INCORPORATES PROPRIETARY RIGHTS OF PIKE ENERGY SOLUTIONS, LLC. ANY PARTY ACCEPTING THIS DOCUMENT DOES SO IN CONFIDENCE AND AGREES THAT IT SHALL NOT BE DUPLICATED IN WHOLE OR PART, NOR DISCLOSED TO OTHERS WITHOUT THE CONSENT OF PIKE ENERGY SOLUTIONS, LLC.

CONTRACTOR SHALL VERIFY ALL CONDITIONS ON JOB SITE & NOTIFY PROJECT MANAGER OF ANY VARIATIONS FROM DIMENSIONS SHOWN ON THESE DRAWINGS BEFORE PROCEEDING WITH ANY CONSTRUCTION.

SEAL

SEAL

PROJECT NUMBER 7014

DRAWING	SEQ No.	REV.
PP11	01	C

August 26, 2013

Mr. Carlis Wells
Electric Department
Danville Power & Light
1040 Monument Street
Danville, VA 24541

Re: Surveying Services
Revision of Airside Tap to Airside Substation
Transmission Line

Dear Mr. Wells:

We appreciate the opportunity to submit our proposal for survey services on the above referenced project.

Existing transmission line (approximately 1800') located approximately 300' west of Cane Creek Blvd. to be relocated immediately adjacent to Cane Creek Blvd.

Scope of Services (per specification titled City of Danville Transmission Line Surveys received January 6, 2004).

1. Establish a control traverse between existing control points at each end of the project.
2. Establish benchmarks along the route and at each end.
3. Conduct a survey along the route including the following:
   A. Stake 100' stations. Stations will pick up and continue with Airside project.
   B. Locate planimetric features within 100' of the centerline of the route (stopping at the nearest back of curb along Cane Creek Blvd).
   C. Profile and cross section elevations at 100' intervals and at every grade break (cross section elevations at 15' right and 15' left).
   D. Locate overhead utility lines, survey wire heights on the attachment points of the poles.
   E. Request a designer ticket from Miss Utility. We will field locate any underground utility that Miss Utility marks for us.
   F. Provide plan and profile sheets and computer files including:
      1. Coordinate geometry ASCII file formatted by point number, northing, easting, elevation and description.
      2. Flood plain information (by graphic scaling only) on stream crossings.
      3. Wire heights tables.
      4. Centerline alignment table.
      5. Survey control tables.

6. Finished drawings in AutoCad and signed and sealed hard copies.

There may be some properties requiring new easements (to be determined). Dewberry will survey subject property lines and prepare easement plats for said properties if needed.

Fee: Hourly with an estimate of $9,000. Please find attached a copy of our Standard Hourly Rate Schedule annexed as Attachment A.

The terms and conditions of this work are included by reference in the Dewberry/City of Danville blanket order agreement dated February 3, 2003.

Again we appreciate the opportunity to submit this proposal and look forward to working with you on this and future projects.

Please do not hesitate to call if you have any questions.

Sincerely,

Dewberry Engineers Inc.

Robert (Bobby) H. Bengtson, L.S.
Senior Associate
Manager of Surveys

RHB/chn

Attachment A – Standard Hourly Rate Schedule (Revised July 28, 2012)

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Attachment A

STANDARD HOURLY BILLING RATE SCHEDULE

Dewberry
Engineering/Planning/Landscape/Architecture/Surveying Services/MC Services

	Hourly Rates
Principal	$225.00
Admin Assistant/Professional I – II – III – IV	$55.00 - $65.00 - $75.00 - $85.00
Architect I – II – III	$75.00 - $85.00 - $95.00
Architect IV – V – VI	$110.00 - $125.00 - $140.00
Architect VII – VIII - IX	$155.00 - $170.00 - $190.00
CADD Technician I – II – III – IV	$60.00 - $70.00 - $80.00 - $90.00
Construction Administrator I – II	$95.00 - $110.00
Engineer/Planner/Landscape/MC I – II – III	$80.00 - $90.00 - $100.00
Engineer/Planner/Landscape/MC IV – V – VI	$115.00 - $130.00 - $140.00
Engineer/Planner/Landscape /MC VII – VIII – IX	$160.00 - $175.00 – ($190.00 - $200.00)
Interior Designer I – II – III- IV	$60.00 – $70.00 – $100.00- $125.00
Geographer/GIS I – II – III	$70.00 - $80.00 - $90.00
Geographer/GIS IV – V – VI	$100.00 - $115.00 - $130.00
Geographer/GIS VII – VIII - IX	$150.00 - $160.00 - $190.00
Resident Engineer I – II – III - IV	$75.00 - $85.00 - $100.00 - $120.00
Resident Construction Technician I – II	$55.00 - $65.00
Survey/Computor I – II – III	$65.00 - $75.00 - $85.00
Survey/Computor IV – V – VI	$100.00 - $115.00 - $130.00
Technical Assistant I – II – III – IV- V	$50.00 - $60.00 - $70.00 - $80.00 - $90.00
Surveyor I – II – III	$50.00 - $60.00 - $70.00
Surveyor IV – V – VI	$80.00 - $90.00 - $105.00
Surveyor VII – VIII – IX	$135.00 - $150.00 - $165.00
Reimbursable Expenses (Including sub-consultants, courier, postal services, etc.)	Cost + 15%

Danville-Pittsylvania Regional Industrial Facility Authority

Executive Summary

Agenda Item No.:	5-B
Meeting Date:	3/10/2014
Subject:	Financial Status Reports
From:	Barbara A. Dameron, Authority Treasurer

SUMMARY

A review of the financial status reports through February 28, 2014 will be provided at the meeting. The financial status reports as of February 28, 2014 are attached for the RIFA Board's review.

RECOMMENDATION

Staff recommends approving the financial status reports as of February 28, 2014 as presented.

ATTACHMENT

Financial Status Reports

Danville - Pittsylvania Regional Industrial Facility Authority

Financial Status

Table of Contents

A. $7.3 Million Bonds - Cane Creek Centre

B. General Expenditures for FY 2014

C. Mega Park – Funding Other than Bond Funds

D. Berry Hill Mega Park – Lot 4 Site Development

E. Rent, Interest, and Other Income Realized

F. Unaudited Financial Statements

Danville-Pittsylvania Regional Industrial Facility Authority

$7,300,000 Bonds for Cane Creek Centre - Issued in August 2005 [7]

As of February 28, 2014

	Funding	Budget / Contract Amount	Expenditures	Encumbered	Unexpended / Unencumbered
Funding					
Funds from bond issuance	$ 7,300,000.00				
Issuance cost	(155,401.33)				
Refunding cost [7]	(52,500.00)				
Bank fees	(98.25)				
Interest earned to date	486,581.70				
Cane Creek Parkway [3]		$ 3,804,576.00	$ 3,724,241.16	$ -	
Swedwood Drive [2]		69,414.00	69,414.00	-	
Cane Creek Centre entrance [3]		72,335.00	53,878.70	-	
Financial Advisory Services		9,900.00	9,900.00	-	
Dewberry contracts [1]		69,582.50	69,582.50	-	
Dewberry contracts not paid by 1.7 grant [4, 5]		71,881.00	21,322.12	50,558.88	
Land		-	2,744,858.72	-	
Demolition services		71,261.62	71,261.62	-	
Legal fees		-	55,344.30	-	
CCC - Lots 3 & 9 project - RIFA Local Share [6]		142,190.00	112,464.98	-	
Other expenditures		-	31,839.70	-	
Total	$ 7,578,582.12	$ 4,311,140.12	$ 6,964,107.80	$ 50,558.88	**$ 563,915.44**

notes:

[1] *Dewberry Contracts consist of wetland, engineering, surveying and site preparation*

[2] *Funds being used to cover City and County matching contributions for a VDOT grant for Swedwood Drive*

[3] *Project completed under budget*

[*] *In September 2008 the outstanding principal balance of $6,965,000 on the Series 2005 Cane Creek Project Revenue Bonds was tendered and not remarketed. These bonds were converted to bank bonds and are now subject to the Credit and Reimbursement agreement the Authority has with Wachovia Bank. The remarketing agent will continue its attempt to remarket these bonds in order to convert them back to Variable Rate Revenue Bonds. As a result, it is likely that the City and County will have to contribute additional funds in order to make future interest payments on the letter of credit attached to these bonds.*

[4] *These contracts were originally to be paid by the $1.7M Special Projects Grant, this grant has expired and the TIC did not issue an extension. The remaining amounts of the contract will be paid using bond funds.*

[5] *The budget amount decreased $71,279.61 from the September 30, 2010 reports. This amount represented the remaining budget amount carried from the $1.7 SP grant upon its expiration for the following contracts: Wetland Delineation, Wetland Bank Plan Rev., Stream Concept Plan, & Stream Attribute Plan. Per Shawn Harden of Dewberry, these contracts are complete and finished under budget. The only contract that remains open is for Wetland Monitoring and the budget, expended, and encumbered amounts included here are only for this contract.*

[6] *This line item represents the amount of expenditures on the "CCC - Lots 3 & 9" budget sheet that is covered by bond funds. RIFA's local share of 5% of these project costs is being covered by these bond funds. Project finished under original budget.*

[7] *The $7.3 million bonds were refunded on August 1, 2013 with the issuance of refunding bonds in the amount of $5,595,000.*

Road Summary-Cane Creek Parkway:	
English Contract-Construction	$ 5,363,927.00
Change Orders	165,484.50
Expenditures over contract amount	3,579.50
(Less) County's Portion of Contract	(935,207.00)
(Less) Mobilization Allocated to County	(9,718.00)
Portion of English Contract Allocated to RIFA	4,588,066.00
Dewberry Contract-Engineering	683,850.00
Total Road Contract Allocated to RIFA	**$ 5,271,916.00**

Funding Summary - Cane Creek Parkway	
VDOT	$ 1,467,340.00
Bonds	3,804,576.00
	$ 5,271,916.00

A

Danville-Pittsylvania Regional Industrial Facility Authority

General Expenditures for Fiscal Year 2014

As of February 28, 2014

	Funding	Budget	Expenditures	Encumbered	Unexpended / Unencumbered
Funding					
City Contribution	$ 75,000.00				
County Contribution	75,000.00				
Carryforward from FY2013	66,686.06				
Contingency					
Miscellaneous contingency items		$ 81,786.06	$ 382.78	$ -	$ 81,403.28
Total Contingency Budget		81,786.06	382.78	-	81,403.28
Legal		100,000.00	19,759.86	-	80,240.14
Accounting		18,900.00	18,500.00	-	400.00
Annual Bank Fees		4,600.00	500.00	-	4,100.00
Postage & Shipping		100.00	-	-	100.00
Meals		4,800.00	3,070.67	-	1,729.33
Utilities		500.00	179.54	-	320.46
Insurance		6,000.00	-	-	6,000.00
Total	$ 216,686.06	$ 216,686.06	$ 42,392.85	$ -	**$ 174,293.21**

B

Danville-Pittsylvania Regional Industrial Facility Authority

Mega Park - Funding Other than Bond Funds

As of February 28, 2014

	Funding	Budget / Contract Amount	Expenditures	Encumbered	Unexpended / Unencumbered
Funding					
City contribution	$ 134,482.50				
County contribution	134,482.50				
City advance for Klutz, Canter, & Shoffner property [1, 4]	10,340,983.83				
Tobacco Commission FY09 SSED Allocation	3,370,726.00				
Tobacco Commission FY10 SSED Allocation - Engineering Portion	407,725.00				
Tobacco Commission FY10 SSED Allocation - Eng. Portion Deobligated	(244,797.00)				
Local Match for TIC FY10 SSED Allocation - Engineering Portion [5]	76,067.61				
Additional funds allocated by RIFA Board on 1/14/2013 [6]	11,854.39				
Land					
Klutz property		$ 8,394,553.50	$ 8,394,553.50	$ -	
Canter property [2]		1,200,000.00	1,200,000.00	-	
Adams property		37,308.00	37,308.00	-	
Carter property		5,843.00	5,843.00	-	
Jane Hairston property		1,384,961.08	1,384,961.08	-	
Bill Hairston property		201,148.00	201,148.00	-	
Shoffner Property		1,872,896.25	1,872,896.25	-	
Other					
Dewberry & Davis		29,465.00	28,965.00	500.00	
Dewberry & Davis[3]		990,850.00	972,754.29	18,095.71	
Consulting Services - McCallum Sweeney [7]		115,000.00	103,796.85	-	
Total	$ 14,231,524.83	$ 14,232,024.83	$ 14,202,225.97	$ 18,595.71	**$ 10,703.15**

[1] *This figure does not include the interest the City lost from the uninvested funds, which was paid to the City 1/3/2012 and totaled $144,150.41.*

[2] *Settlement fees were drawn from bonds issued for the Berry Hill project 12/1/2011.*

[3] *This contract was originally for $814,500, but has been amended to include a traffic impact analysis, and a cemetery survey. $740,000 was covered by the FY09 Tobacco Allocation. $162,928 was covered by the FY10 Tobacco Allocation. $87,922 will be covered with RIFA Funds.*

[4] *RIFA paid the City back for all advances on 1/3/2012.*

[5] *The RIFA Board approved to utilize the remaining funds from the Mega Park bond funds and approximately $65,000 of the 'Funds Available for Appropriation' towards the local match for the engineering portion of Tobacco Commission grant #1916 for the Berry Hill Mega Park.*

[6] *Due to the expiration of the Tobacco Comission FY10 SSED Allocation, the RIFA Board approved on 1/14/2013 to utilize $11,854.39 of the 'Funds Available for Appropriation' to cover the funding shortfall for the budgeted Dewberry & Davis contract.*

[7] *Unencumbered the remaining $11,203.15 due to termination of contract.*

Danville-Pittsylvania Regional Industrial Facility Authority

Berry Hill Mega Park - Lot 4 Site Development

As of February 28, 2014

	Funding	Budget / Contract Amount	Expenditures	Encumbered	Unexpended / Unencumbered
Funding					
Tobacco Commission FY12 Megasite Allocation	$ 6,208,153.00				
Local Match for TIC FY12 Megasite Allocation - County Portion [1]	750,000.00				
Local Match for TIC FY12 Megasite Allocation - City Portion [1]	750,000.00				
Local Match for TIC FY12 Megasite Allocation - RIFA Portion [2]	181,000.00				
Expenditures					
VA Water Protection Permit Fee		57,840.00	57,840.00	-	
Wetlands Studies and Solutions, Inc.		150,000.00	28,069.47	121,930.53	
Total	$ 7,889,153.00	$ 207,840.00	$ 85,909.47	$ 121,930.53	**$ 7,681,313.00**

[1] *These amounts have not been sent to RIFA yet as they are not needed at this time. Each locality has its local match budgeted.*

[2] *The RIFA Board approved on 2/11/2013 to transfer the remaining funds of $175,316.17 from the "Funds Available for Appropriation" budget sheet and funds of $5,683.83 from the "Rent, Interest, and Other Income Realized" budget sheet to use for the RIFA local match to Tobacco Commission grant #2491 for Berry Hill Mega Park Lot 4 Site Development.*

Danville-Pittsylvania Regional Industrial Facility Authority

Rent, Interest, and Other Income Realized
As of February 28, 2014

Source of Funds			Funding: Carryforward from FY2013	Funding: Receipts February 2014	Funding: Receipts FY2014	Expenditures FY2014	Unexpended / Unencumbered
Carryforward			$ 419,258.30				
Current Lessees	*Park*	*Property*					
Institute for Advanced Learning and Research (IALR) [1]	Cyberpark	Hawkins Research Bldg. at 230 Slayton Ave.		$ 9,382.86	$ 63,861.30		
Institute for Advanced Learning and Research (IALR)	Cyberpark	IALR Building at 150 Slayton Ave.		-	-		
Securitas	Cyberpark	Gilbert Building at 1260 South Boston Rd.		600.00	2,700.00		
Guilford Whitetail Management	Berry Hill	Kluttz Farm off State Rd. 863		-	-		
Mountain View Farms of Virginia, L.C.	Berry Hill	30 acre tract on Stateline Bridge Rd.		-	1,200.00		
Osborne Company of North Carolina, Inc.	Berry Hill	4380 Berry Hill Road Pastureland		-	-		
Clodfelter Hunting Lease	Berry Hill	371.13 acres off State Road 863		-	2,000.00		
Total Rent				$ 9,982.86	$ 69,761.30		
Interest Received [2]				$ 145.36	$ 937.20		
Expenditures							
Hawkins Research Bldg. Property Mgmt. Fee						$ 58,382.95	
Totals			$ 419,258.30	$ 10,128.22	$ 70,698.50	$ 58,382.95	$ 431,573.85

Restricted [1]	$ 366,773.92
Unrestricted	$ 64,799.93

[1] *Please note that rent proceeds must be used in accordance with the U.S. Economic Development Administration's (EDA) Standard Terms and Conditions*

[2] *Please note that this is only interest received on RIFA's general money market account.*

Danville-Pittsylvania Regional Industrial Facility Authority
Statement of Net Position [1, 2]
February 28, 2014*

		Unaudited FY 2014
Assets		
Current assets		
Cash - checking	$	298,148
Cash - money market		1,141,179
Prepaids		208
Total current assets		1,439,535
Noncurrent assets		
Restricted cash - project fund CCC bonds		630,883
Restricted cash - debt service fund CCC bonds		1,135,568
Restricted cash - debt service fund Berry Hill bonds		203
Restricted cash - debt service reserve fund Berry Hill bonds		2,000,033
Capital assets not being depreciated		24,839,271
Capital assets being depreciated, net		26,838,571
Construction in progress		2,650,156
Unamortized bond issuance costs		348,683
Total noncurrent assets		58,443,368
Total assets		59,882,903
Liabilities		
Current liabilities		
Unearned income		600
Bonds payable - current portion		1,080,000
Total current liabilities		1,080,600
Noncurrent liabilities		
Bonds payable - less current portion		9,195,000
Total noncurrent liabilities		9,195,000
Total liabilities		10,275,600
Net Position		
Invested in capital assets - net of related debt		48,168,368
Unrestricted		1,438,935
Total net position	$	49,607,303

[1] Please note this balance sheet does not include the Due to/Due from between the County and the City since it nets out and only changes at fiscal year-end.

[2] Please note this balance sheet does not include all general accounts receivable or accounts payable at the month-end date. This is because information regarding accrued receivables/payables is not available at the time of statement preparation.

*Please note these statements are for the period ended February 28, 2014 as of February 27, 2014, the date of preparation. Due to statement preparation occurring in close proximity to month-end, these statements may not include some pending adjustments for the period.

Danville-Pittsylvania Regional Industrial Facility Authority
Statement of Revenues and Expenses and Changes in Fund Net Position
February 28, 2014*

	Unaudited FY 2014
Operating revenues	
Virginia Tobacco Commission Grants	-
Rental income	74,711
Total operating revenues	74,711
Operating expenses [4]	
Mega Park expenses [3]	40,907
Cane Creek Centre expenses [3]	267,684
Cyber Park expenses [3]	58,117
Professional fees	26,997
Insurance	2,241
Other operating expenses	3,263
Total operating expenses	399,209
Operating loss	(324,498)
Non-operating revenues (expenses)	
Interest income	1,042
Interest expense	(90,480)
Total non-operating expenses, net	(89,438)
Net loss before capital contributions	(413,936)
Capital contributions	
Contribution - City of Danville	763,451
Contribution - Pittsylvania County	763,451
Total capital contributions	1,526,902
Change in net position	1,112,966
Net position at July 1,	48,494,337
Net position at February 28,	$ 49,607,303

[3] A portion or all of these expenses may be capitalized at fiscal year-end.

[4] Please note that most non-cash items, such as depreciation and amortization, are not included here until year-end entries are made.

Danville-Pittsylvania Regional Industrial Facility Authority
Statement of Cash Flows
*February 28, 2014**

		Unaudited FY 2014
Operating activities		
Receipts from grant reimbursement requests	$	-
Receipts from leases		69,462
Payments to suppliers for goods and services		(419,498)
Net cash used by operating activities		(350,036)
Capital and related financing activities		
Capital contributions		1,526,902
Interest paid on bonds		(167,883)
Proceeds from bond issuance		5,595,000
Principal repayments on bonds		(6,640,000)
Net cash provided by capital and related financing activities		314,019
Investing activities		
Interest received		1,042
Net cash provided by investing activities		1,042
Net decrease in cash and cash equivalents		(34,975)
Cash and cash equivalents - beginning of year (including restricted cash)		5,240,989
Cash and cash equivalents - through February 28, 2014 (including restricted cash)	$	5,206,014
Reconciliation of operating loss before capital contributions to net cash used by operating activities:		
Operating loss	$	(324,498)
Adjustments to reconcile operating loss to net cash used by operating activities:		
Non-cash operating in-kind expenses		-
Changes in assets and liabilities:		
Change in prepaids		6,056
Change in due from other governments		-
Change in other receivables		3,002
Change in accounts payable		(29,346)
Change in unearned income		(5,250)
Change in security deposit		-
Net cash used by operating activities	$	(350,036)

Components of cash and cash equivalents at February 28, 2014:		
American National - Checking	$	298,148
American National - General money market		1,141,179
Wachovia - $7.3M Bonds CCC Debt service fund		1,135,568
Wachovia - $7.3M Bonds CCC Project fund		630,883
US Bank - $11.25M Bonds Berry Hill Debt service fund		203
US Bank - $11.25M Bonds Berry Hill Debt service reserve fund		2,000,033
	$	5,206,014

Danville-Pittsylvania Regional Industrial Facility Authority

Executive Summary

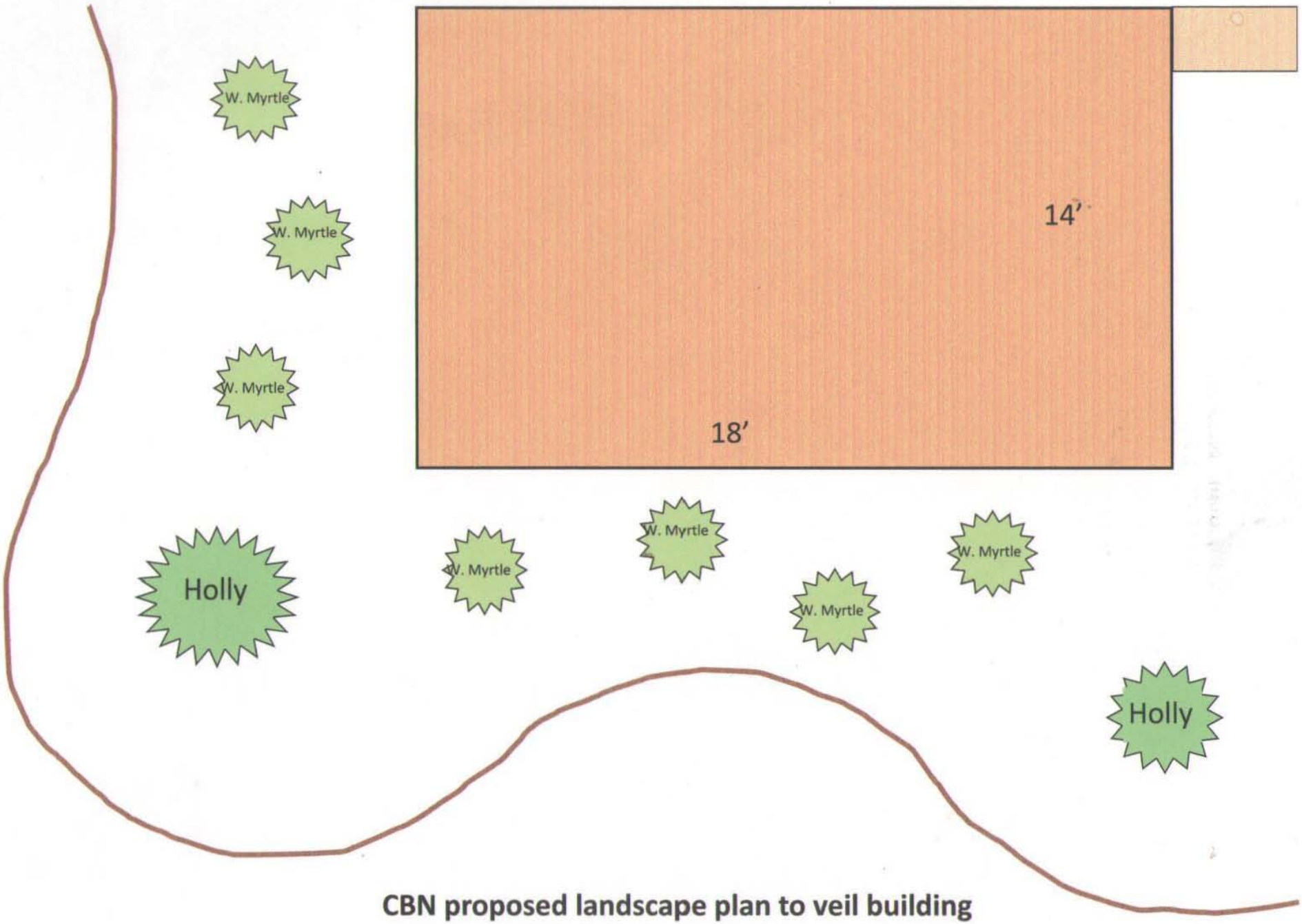
Agenda Item No.:	5-C
Meeting Date:	3/10/2014
Subject:	Shelter & Landscape Screening at 350 Stinson Drive (CBN Secure Technologies)
From:	Michael Guanzon, Legal Counsel to Authority

SUMMARY

CBN Secure Technologies, Inc. is requesting approval of a shelter installed at 350 Stinson Drive and a plan to install landscape screening for the shelter.

ATTACHMENT

Landscape Screening Plan



CBN proposed landscape plan to veil building