

DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

Minutes

October 13, 2015

The Regular Meeting of the Danville-Pittsylvania Regional Industrial Facility Authority convened at 12:17 p.m. on the above date in the Danville Regional Airport Conference Room, 424 Airport Drive, Danville, Virginia. Present were City of Danville Members Chairman Sherman M. Saunders, Fred O. Shanks, III and Alternate J. Lee Vogler. Pittsylvania County Members present were Vice Chairman Coy E. Harville, James A. Snead and Alternate Brenda H. Bowman.

City/County staff members attending were: Pittsylvania County Administrator Clarence Monday, Deputy City Manager Ken Larking, Director of Economic Development Telly Tucker, Assistant County Administrator for Planning & Development Gregory Sides, City of Danville Division Director of Planning Ken Gillie, City of Danville Finance Director/Authority Treasurer Michael Adkins, City of Danville Assistant Finance Director Patricia Connor, Clement Wheatley Attorney Michael Guanzon and Secretary to the Authority Susan DeMasi.

Also present were Shawn Harden and Brian Bradner of Dewberry & Davis and Jerry Gwaltney and Patricia Chatt of the Institute for Advanced Learning and Research.

PUBLIC COMMENT PERIOD

No one desired to be heard.

APPROVAL OF MINUTES FOR THE SEPTEMBER 14, 2015 MEETING

Upon **Motion** by Mr. Snead and **second** by Mr. Shanks, Minutes of the September 14, 2015 meeting were approved as presented. Draft copies had been distributed to Authority Members prior to the Meeting.

NEW BUSINESS

CONSIDERATION – RESOLUTION 2015-10-13-5A – APPROVING SIGNAGE OF STORA ENSO

City of Danville Director of Planning Ken Gillie noted the request was in compliance with City guidelines. Mr. Gwaltney, Executive Director of the Institute for Advanced Learning and Research noted the new sign is replacing the Virdia sign. Virdia was sold approximately sixteen months ago and are here to ask for RIFA's approval for the new sign.

Mr. Shanks **moved** adoption of Resolution No. 2015-10-13-5A, *approving new replacement signage of Stora Enso, successor by merger with Virdia, Inc., to be affixed in the Authority's CyberPark project located in the City of Danville, Virginia - [No separate written resolution.]*

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

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

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5B. CONSIDERATION – RESOLUTION 2015-10-13-5B APPROVING A LETTER TO THE U.S. DEPARTMENT OF COMMERCE

City of Danville Director of Economic Development Telly Tucker explained staff was contacted by Leah Manning of the WPPDC and asked if staff would, on RIFA's behalf, put together a letter thanking the EDA for their grant to help with grading of Lots 3 and 9 and also to summarize the fact that it is being actively marketed and getting some activity. Although RIFA has not successfully landed a prospect, they are confident they will do so and could not have done that without their contribution. Mr. Tucker noted he believed the letter will keep them updated on progress, the type of activity being seen in the Park so should RIFA or any other regional entity need to go back to the Federal EDA for future grant opportunities, RIFA is still in good standing. Mr. Tucker asked the Board to give the Chairman the ability to sign a letter in support to the Federal EDA and staff will bring that back for confirmation at the next RIFA meeting.

Mr. Harville asked Mr. Monday if the Pittsylvania County Board of Supervisors had received a copy of that Mr. Sides noted the County had already sent a letter to the Planning District Commission stating the same things that Mr. Tucker mentioned. Ms. Manning wanted one from the City, the County and one from RIFA. Mr. Tucker noted the City letter will come from the Economic Development office and staff will circulate that to City Council and will write one on behalf of RIFA which agrees with the contents of both the City and County letters.

Mr. Harville **moved** adoption of Resolution No. 2015-10-13-5B *approving a letter to Robert E. Gittler, U.S. Department of Commerce, Economic Development Administration, Philadelphia Regional Office, in support of previous grant funding for the development of Lots 3 and 9 in the Authority's Berry Hill Industrial Park project, located in Pittsylvania County, Virginia, and future economic development projects. [No separate written resolution.]*

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

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

5C. FINANCIAL STATUS REPORT AS OF SEPTEMBER 30, 2015

Mr. Adkins noted on the funding sheet for the \$7.3M Bonds for Cane Creek Centre, there were two expenditures in September; the first was \$1,750 to Dewberry for Wetland Monitoring and the second was \$3,259 to the City of Danville for Dam removal work performed by the Public Works Department. Under General Expenditures for FY16, the third line under the funding column, staff brought forward unspent money from the previous fiscal year, FY15, a little over \$85,000, has been brought forward as a contingency funding for this year's budget. The only expenditure for the month of September was \$266 for meals. Mega Park Funding Other than Bonds showed no activity for the month of September. Berry Hill Mega Park Lot 4 Site Development shows two expenditures, \$22,441 to Dewberry for work according to Amendment 4 for Archeological Investigation and \$1,449 paid to Wetland Studies and Solutions. Rent, Interest and Other Income Received shows \$17,606 received and paid out to the Institute for Advanced Learning and Research and

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RIFA received \$300 from Securitas for rent. Mr. Adkins noted the audit is underway, most of the field work has been completed and staff is now waiting for questions; he and Ms. Connor will address those if there are any. The City and County have both provided funding for the upcoming debt service for Berry Hill. Mr. Shanks questioned the receipt of the funding, is that part of the \$75,000 each locality puts in or is that a separate item. Mr. Adkins explained the \$75,000 is for operational and the debt service funding is separate from that. Ms. Connor noted the debt service is twice a year and is sent ten days before the payment dates; the payment dates are September 1 and March 1.

Mr. Harville **moved** to accept the Financial Status Report as of September 30, 2015 as presented. 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

[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 12:30 p.m., Mr. Harville **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)(5) of the Code of Virginia, 1950, as amended, for discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the Authority's Berry Hill Industrial Park project located in Pittsylvania County.

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

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

D. On **Motion** by Mr. Harville and **second** by Mr. Snead and by unanimous vote at 12:57 p.m., the Authority returned to open meeting.

E. Mr. Harville **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

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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. Snead and carried by the following vote:

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

7. COMMUNICATIONS

Mr. Snead questioned if the November RIFA meeting was going to be moved and Mr. Guanzon noted it would be moved to the following Monday to November 16, 2015.

The Meeting adjourned at 1:02 p.m.


Chairman
Secretary to the Authority