

BLUERIDGECROSSROADS

economic development authority

Carroll – Galax – Grayson VIRGINIA

Carroll-Grayson-Galax Regional Industrial Facilities Authority

Regular Meeting Agenda

Monday, April 22, 2019

Time: 3:30 PM

Location: Crossroads Institute

- New projects
by name in copy -

1. Call to Order
2. Consent Agenda:
 - a. Minutes from the March 25, 2019 Meeting
 - b. Treasurer's Report
3. SBDC Report
4. Wildwood Commerce Park
 - a. Wildwood Natural Gas
 - b. Wildwood Electric Power
 - c. Stormwater System Repairs
 - d. Other
5. Director's Report
 - a. Promissory Note Response from MRPDC
 - b. Fiscal Year 2020 Budget Estimates
 - c. Clarification on SW VA Training Center Process
 - d. Other
6. Announcements
7. Closed Session – Section 2.2-3711(A)(5) Code of VA, as amended – Discussion concerning a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating it facilities in the community
8. Adjourn

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

1117 East Stuart Drive Galax, Virginia 24333
Tel: 276.236.0391 www.brceda.org

BLUERIDGECROSSROADS

economic development authority

Carroll – Galax – Grayson VIRGINIA

Carroll-Grayson-Galax Regional Industrial Facilities Authority
February 25, 2019 Minutes

Roll Call

- | | | |
|--------------------|--------------------------|---------|
| • Steve Truitt- | Carroll County | present |
| • Rex Hill- | Carroll County | present |
| • Keith Barker- | City of Galax | present |
| • C.M. Mitchell- | City of Galax | present |
| • Bill Shepley - | Grayson County | absent |
| • Kenneth Belton- | Grayson County | present |
| • Robbie McCraw- | Carroll alternate | absent |
| • Mike Larrowe- | Galax alternate | present |
| • Mike Hash- | Grayson alternate | absent |
| • Others present- | | |
| o Dan Campbell- | BRCEDA Interim Director | |
| o Mandy Archer- | SBDC Director | |
| o Ginny Plant- | Administrative Assistant | |
| o K.J. Holbrook- | Mt Rogers CBS | |
| o Logan Nester- | Mt Rogers CBS | |
| o Amy Hill- | Galax DSS | |
| o Kristin Shumate- | Grayson Social Services | |

Call to Order

Mr. Mitchell called the meeting to order at 3:33 PM.

Consent Agenda

Mr. Barker made the motion to approve the consent agenda, including the Minutes and Treasurer's Report, as presented. Mr. Belton seconded the motion, which carried unanimously.

Discussion on Southwest Virginia Training Center Property

Introductions and welcome of guests took place. Mr. Mitchell initiated discussion and solicitation of ideas on how we could best utilize the now vacated Training Center property to serve the foster care needs of the region. It was noted that the Virginia General Assembly passed legislation allowing representatives of Carroll and Grayson Counties and the city of Galax to work with the State to develop a plan to utilize the Southwest Virginia Training Center property for the purpose of housing children requiring foster care or as a juvenile residential treatment facility. The need for prevention and family intervention services prior to foster care being

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

1117 East Stuart Drive . Galax, Virginia 24333
Tel: 276.236.0391 www.brceda.org

BLUERIDGECROSSROADS

economic development authority

Carroll – Galax – Grayson VIRGINIA

required was discussed. Utilizing the property to promote job creation to replace those lost, along with controlling rising foster care costs was stated as goals. Much discussion ensued regarding how to address the underlying causes associated with the vast increases in the foster care caseload. Following this discussion it was a consensus of those attending that a Steering Committee should be established to evaluate the property, gather data, consider the factors contributing to increased foster care, identifying programs and solutions, and to work with the Virginia Department of Behavioral Health and Developmental Services on how best to use the facility to address the increasing requirements of the region.

Mr. Truitt made a motion to have the County Administrators and City Manager and Department of Social Services Executive Directors from each locality serve as the Steering Committee to further discuss utilizing the Southwest Virginia Training Center facility to address growing foster care caseloads. Mr. Barker seconded the motion, which carried unanimously.

SBDC Report

Ms. Archer informed the board that there is no change on the funding situation. We have a state review next week. We do not anticipate any issues. Dan will be here to meet with Jody. We are waiting to get our full contract before proceeding with the website. RFP. There is a directors meeting in June. We are still collecting impact data. The way clients will be tracked by the SBA will change in the coming year. Please be advised that the enterprise zone deadline is coming up and you will be receiving an email regarding that.

Wildwood Commerce Park

Mr. Campbell informed the Board that he and Mr. Truitt recently met with John Ebert, President, Appalachian Natural Gas and their engineering staff. ANG proposed an alternative gas-line route following Airport Road that would allow them to hook up numerous customers at the I-77 interchange. Funding assistance from BRCEDA would be required to complete the project which could possibly be completed in approximately one year.

Mr. Campbell noted that the VA Business Ready Sites Program application with the VA Economic Development Partnership is still a possibility. He stated that the funding would be in the form of a no-interest loan to BRCEDA if it is approved. The loan would be repaid after natural gas customers locate in Wildwood and would be tied to customer fees paid to ANG.

Mr. Campbell went over bid amounts received from a local contractor for repairs to the North Stormwater Retention Pond. These repairs were previously discussed and are being required by the VA Department of Environmental Quality. The maximum cost for the three (3) areas to be repaired would be \$7,800.

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

BLUERIDGECROSSROADS

economic development authority

Carroll – Galax – Grayson VIRGINIA

Mr. Campbell also informed the Board that a significant land-slide or wash-out has occurred on the steep face of the North Stormwater Retention Pond. This damage has also caused pipe separation at multiple joints. The local contractor is assessing the damage and will need to determine if he can make the repairs and how best to proceed. An estimate of cost has been requested.

Mr. Campbell noted that he is still waiting on information associated with the Site Plan for S & S Transporters. He stated that he was attempting to make the process as simple as possible for S & S; as such, he had reviewed the grading and building drawings and compared the information contained in them to the Wildwood Covenants. Following this review, a letter was sent to S & S requesting their follow-up and/or concurrence. The written follow-up from S & S would then be joined with the grading and building drawings and could constitute their site plan submittal.

Director's Report

Mr. Campbell shared that the VML Insurance renewal has been received and a small premium increase is proposed. The policy covers general liability and other coverage needs. The premium increase will be incorporated into the budget for next year.

Mr. Barker made a motion to approve the VML renewal. Mr. Truitt seconded the motion, which carried unanimously.

The 2020 budget draft was briefly discussed. The line item for health insurance has increased 25 percent due to likely premium increases for the city of Galax. Mr. Campbell discussed the Mount Rogers Planning District Commission Promissory Note in the amount of \$168,793 that is outstanding with interest-only payments having been required to date. He indicated that this debt did not seem to be included in last year's adopted operational budget but has been incorporated into the FY-2020 draft. Also discussed was the need to contact MRPDC to request that interest-only payments continue until additional companies locate at Wildwood.

Mr. Campbell mentioned a recently approved project by the GO Virginia State Board. The GO-TECH Phase II project will include participation from WCC and the counties of Carroll, Grayson, Bland, Wythe and Smyth, as well as the city of Galax. High tech training in areas such as precision machining and welding, IT/cybersecurity, robotics, and advanced materials are targeted with the \$1.3 M initial funding. A handout on the project was included in the Board information. Mr. Belton discussed the proposed technology training center and the recent visit made to the Danville facility.

Mr. Belton stated that the SW VA Training Center property serves as a parking location for AEP vehicles during major storms. He hopes using the property during power outages when outside companies come in to assist will be possible in the future. Mr. Hill noted that the gates may be

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

BLUERIDGECROSSROADS

economic development authority
Carroll – Galax – Grayson VIRGINIA

locked since the property is not being used and that state agency handling the property may need to be contacted.

Announcements

With no further business, the meeting adjourned.

Respectfully Submitted- Keith E. Barker, Secretary

C. M. Mitchell - Chairman

The Blue Ridge Crossroads Region Is Virginia's "Entrepreneurial Region."

1117 East Stuart Drive . Galax, Virginia 24333
Tel: 276.236.0391 www.brceda.org

BLUE RIDGE CROSSROADS EDA
BALANCE SHEET
MARCH 31, 2019

ASSETS

CURRENT ASSETS		
REGULAR CHECKING ACCOUNT	\$	377,370.20
MONEY MARKET - GNB		327,283.74
DESIGNATED FUNDS-MARKETING		42,166.55
ACCOUNTS RECEIVABLE		33,800.00
DUE FROM CARROLL IDA		125,000.00
LAND INVENTORY		<u>12,910,286.04</u>
TOTAL CURRENT ASSETS		13,815,906.53
PROPERTY AND EQUIPMENT		
EQUIPMENT		33,178.75
OFFICE EQUIPMENT		1,553.15
ACCUMULATED DEPRECIATION		<u>(16,132.32)</u>
TOTAL PROPERTY AND EQUIPMENT		18,599.58
OTHER ASSETS		
DEFERRED OUTFLOWS PENSION		6,067.00
DEFERRED OUTFLOWS - OPEB		<u>232.00</u>
TOTAL OTHER ASSETS		<u>6,299.00</u>
TOTAL ASSETS	\$	<u><u>13,840,805.11</u></u>

LIABILITIES AND CAPITAL

CURRENT LIABILITIES		
ACCOUNTS PAYABLE	\$	8,717.30
ST PORTION OF LT DEBT		104,034.77
GRANT FUNDS ADVANCED		<u>222,526.48</u>
TOTAL CURRENT LIABILITIES		335,278.55
LONG-TERM LIABILITIES		
NOTES PAYABLE - MRPDC		164,793.18
NOTES PAYABLE - GNB		4,651,445.28
DEFERRED INFLOWS PENSION		24,669.00
DEFERRED INFLOWS - OPEB		246.00
NET PENSION LIABILITY		7,892.00
NET OPEB LIABILITY		<u>2,224.00</u>
TOTAL LONG-TERM LIABILITIES		<u>4,851,269.46</u>
TOTAL LIABILITIES		5,186,548.01
CAPITAL		
FUND BALANCE		8,476,212.02
NET INCOME		<u>178,045.08</u>
TOTAL CAPITAL		<u>8,654,257.10</u>
TOTAL LIABILITIES & CAPITAL	\$	<u><u>13,840,805.11</u></u>

UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

**BLUE RIDGE CROSSROADS EDA
INCOME STATEMENT
FOR THE NINE MONTHS ENDING MARCH 31, 2019**

	Current Month		Year to Date	
REVENUES				
GRANT REVENUE VA TOB #3009	\$ 0.00	0.00	\$ 181,403.73	30.88
CITY OF GALAX	33,800.00	33.32	135,200.00	23.02
COUNTY OF GRAYSON	33,800.00	33.32	135,200.00	23.02
COUNTY OF CARROLL	33,800.00	33.32	135,200.00	23.02
INTEREST INCOME	37.66	0.04	366.96	0.06
TOTAL REVENUES	101,437.66	100.00	587,370.69	100.00
COST OF SALES				
TOTAL COST OF SALES	0.00	0.00	0.00	0.00
GROSS PROFIT	101,437.66	100.00	587,370.69	100.00
EXPENSES				
SALARIES & WAGES	5,310.00	5.23	35,160.00	5.99
PAYROLL TAXES	362.54	0.36	2,296.63	0.39
HEALTH INSURANCE	1,060.16	1.05	9,541.44	1.62
CONSULTING & CONTRACT SERVI	600.00	0.59	600.00	0.10
PROFESSIONAL FEES	10,365.00	10.22	15,697.00	2.67
COURT COSTS	0.00	0.00	400.00	0.07
ADVERTISING	0.00	0.00	936.39	0.16
DUES AND PROFESSIONAL MEMBE	0.00	0.00	98.00	0.02
GENERAL LIABILITY INSURANCE	0.00	0.00	(400.00)	(0.07)
POSTAGE & FREIGHT EXPENSE	62.85	0.06	132.36	0.02
TELECOMMUNICATIONS	115.79	0.11	976.87	0.17
OFFICE SUPPLIES	434.60	0.43	1,128.98	0.19
OFFICE RENTAL	750.00	0.74	3,000.00	0.51
TRAVEL EXPENSES	0.00	0.00	220.83	0.04
MILEAGE & FUEL EXPENSE	0.00	0.00	529.74	0.09
TRAINING/DEVELOPMENT TRAINI	0.00	0.00	37.79	0.01
REPAIRS & MAINT	0.00	0.00	7,300.00	1.24
SPECIAL EVENTS	0.00	0.00	153.00	0.03
INTEREST EXPENSE	26,776.99	26.40	142,053.74	24.18
MARKETING - WILDWOOD	0.00	0.00	25.00	0.00
DEPRECIATION EXPENSE	236.71	0.23	2,130.39	0.36
CARROLL COUNTY WATER PROJE	3,500.00	3.45	187,307.45	31.89
TOTAL EXPENSES	49,574.64	48.87	409,325.61	69.69
NET INCOME	\$ 51,863.02	51.13	\$ 178,045.08	30.31

FOR MANAGEMENT PURPOSES ONLY

BLUE RIDGE CROSSROADS EDA**General Ledger Trial Balance****As of Mar 31, 2019**

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Account Description	Debit Amt	Credit Amt
1010	REGULAR CHECKING AC	377,370.20	
1020	MONEY MARKET - GNB	327,283.74	
1025	DESIGNATED FUNDS-MA	42,166.55	
1100	ACCOUNTS RECEIVABLE	33,800.00	
1110	Due from Carroll IDA	125,000.00	
1200	LAND INVENTORY	12,910,286.0	
1500	EQUIPMENT	33,178.75	
1530	OFFICE EQUIPMENT	1,553.15	
1700	ACCUMULATED DEPRECI		16,132.32
1801	DEFERRED OUTFLOWS	6,067.00	
1802	Deferred Outflows - OPEB	232.00	
2000	ACCOUNTS PAYABLE		8,717.30
2110	NOTES PAYABLE - MRPD		164,793.18
2650	NOTES PAYABLE - GNB		4,851,445.28
2655	ST PORTION OF LT DEBT		104,034.77
2750	GRANT FUNDS ADVANCE		222,526.48
2801	DEFERRED INFLOWS PE		24,669.00
2803	Deferred inflows - OPEB		246.00
2810	NET PENSION LIABILITY		7,892.00
2811	Net OPEB liability		2,224.00
3900	FUND BALANCE		8,476,212.02
4011	Grant Revenue VA Tob #30		181,403.73
4050	CITY OF GALAX		135,200.00
4055	COUNTY OF GRAYSON		135,200.00
4060	COUNTY OF CARROLL		135,200.00
4800	INTEREST INCOME		366.96
6000	SALARIES & WAGES	35,160.00	
6001	PAYROLL TAXES	2,296.63	
6003	HEALTH INSURANCE	9,541.44	
6030	CONSULTING & CONTRA	800.00	
6031	PROFESSIONAL FEES	15,897.00	
6032	COURT COSTS	400.00	
6040	ADVERTISING	936.39	
6041	DUES AND PROFESSION	98.00	
6060	GENERAL LIABILITY INS		400.00
6070	POSTAGE & FREIGHT EX	132.36	
6071	TELECOMMUNICATIONS	976.87	
6072	OFFICE SUPPLIES	1,128.98	
6073	OFFICE RENTAL	3,000.00	
6100	TRAVEL EXPENSES	220.83	
6101	MILEAGE & FUEL EXPEN	529.74	
6102	TRAINING/DEVELOPMEN	37.79	
6120	REPAIRS & MAINT	7,300.00	
6160	SPECIAL EVENTS	153.00	
6600	INTEREST EXPENSE	142,053.74	
6750	MARKETING - WILDWOO	25.00	
6800	DEPRECIATION EXPENS	2,130.39	
7200	CARROLL COUNTY WAT	187,307.45	
Total:		<u>14,266,663.0</u>	<u>14,266,663.0</u>

BLUE RIDGE CROSSROADS EDA
Account Reconciliation
As of Mar 31, 2019
1010 - REGULAR CHECKING ACCOUNT
Bank Statement Date: March 31, 2019

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			368,918.24
Add: Cash Receipts			74,630.99
Less: Cash Disbursements			(66,180.03)
Add (Less) Other			
Ending GL Balance			<u>377,370.20</u>
Ending Bank Balance			469,082.15
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Mar 15, 2019	2192	(22,597.70)
	Mar 29, 2019	2194	(3,500.00)
	Mar 29, 2019	2195	(830.00)
	Mar 29, 2019	2196	<u>(22,597.70)</u>
Total outstanding checks			(49,525.40)
Add (Less) Other			
	Mar 31, 2019	3-2	<u>(42,166.55)</u>
Total other			(42,166.55)
Unreconciled difference			<u>0.00</u>
Ending GL Balance			<u><u>377,370.20</u></u>



389-03-01-00 98801 0 C 031 30 50 004
BLUE RIDGE CROSSROADS ECONOMIC DEV AGCY
1117 E STUART DR STE 178
GALAX VA 24333-2656

Your consolidated statement

For 03/29/2019

Contact us



BBT.com



(800) BANK-BBT or
(800) 226-5228

Protect Yourself from Identity Theft

At BB&T, protection of your information and accounts is our priority. Here are some ways you can prevent identity theft and fraud:

- Shred this statement and other personal information before throwing them away
- Never disclose your personal information, account number, or password to an unexpected email or text
- Monitor your financial accounts and credit reports for suspicious activity
- Notify BB&T at 800-BANK-BBT (800-226-5228) or visit your local branch if you have an issue with your accounts

Learn more security tips at BBT.com/Security

Member FDIC.

Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
BASIC PUBLIC FUND CHECKING	0000153659575	469,062.15	page 1
BASIC PUBLIC FUND CHECKING	0000253649259	11,395.74	page 2
BASIC PUBLIC FUND CHECKING	0000253649267	10,463.53	page 2
Total checking and money market savings accounts		\$490,921.42	



Checking and money market savings accounts

■ BASIC PUBLIC FUND CHECKING 0000153659575

Account summary

Your previous balance as of 02/28/2019	\$442,854.45
Checks	- 48,423.29
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 74,630.99
Your new balance as of 03/29/2019	= \$469,062.15

Checks

DATE	CHECK #	AMOUNT(\$)
03/12	2182	22,597.70
03/04	2183	4,988.77
03/12	2184	4,182.19
03/19	2185	7,030.99

DATE	CHECK #	AMOUNT(\$)
03/28	2186	8,975.00
03/21	2187	380.00
03/22	2188	73.15

DATE	CHECK #	AMOUNT(\$)
03/21	*2190	110.00
03/22	2191	82.85
03/25	*2193	42.64

* indicates a skip in sequential check numbers above this item

Total checks = \$48,423.29

■ BASIC PUBLIC FUND CHECKING 0000153659575 (continued)

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
03/15	VENDORPAYM COVA Carroll-Grayson-Galax CUSTOMER ID 81037797	7,030.99
03/19	DEPOSIT	33,800.00
9	DEPOSIT	33,800.00
Total deposits, credits and interest		= \$74,630.99

■ BASIC PUBLIC FUND CHECKING 0000253649259

Account summary

Your previous balance as of 02/28/2019	\$10,271.94
Checks	- 10,089.38
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 11,213.18
Your new balance as of 03/29/2019	= \$11,395.74

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
03/04	1404	270.25	03/25	1407	42.64	03/21	1409	150.00
03/22	1405	327.00	03/26	1408	228.00	03/26	1410	8,998.34
03/22	1408	73.15						
Total checks								= \$10,089.38

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
03/12	DEPOSIT	4,182.19
03/19	DEPOSIT	7,030.99
Total deposits, credits and interest		= \$11,213.18

■ BASIC PUBLIC FUND CHECKING 0000253649267

Account summary

Your previous balance as of 02/28/2019	\$10,463.53
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 0.00
Your new balance as of 03/29/2019	= \$10,463.53

BLUE RIDGE CROSSROADS EDA
Account Reconciliation
As of Mar 31, 2019
1020 - MONEY MARKET - GNB
Bank Statement Date: March 31, 2019

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	327,246.08
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	<u>37.66</u>
Ending GL Balance	<u>327,283.74</u>
Ending Bank Balance	327,283.74
Add back deposits in transit	<u> </u>
Total deposits in transit	
(Less) outstanding checks	<u> </u>
Total outstanding checks	
Add (Less) Other	<u> </u>
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u>327,283.74</u>

Skyline

PO Box 186
Independence, Virginia 24346

Account Number XXXXXXXXXXXX1161
Statement Date 03/08/2019
Enclosures 0
Page 1 of 1

*AUTO**SCH 5-DIGIT 24333 P:1791 / T:7 / S:
CARROLL GRAYSON GALAX REGIONAL
DBA BLUE RIDGE CROSSROADS EDA
1117 E STUART DR
GALAX VA 24333-2656

about buying a home?

have great
lending solutions
meet your needs.

1-866-773-2811
SkylineNationalBank.com

At Skyline National Bank, the most important thing we do to bring you a really great banking experience is to commit to giving you always our best. In serving our customers, business clients and our communities, it's our mission and our invitation for the entire community to join us in striving for excellence. Together, let's rethink what a community bank can do. The sky's the limit!

MMDA BUSINESS ACCOUNT XXXXXXXXXXXX1161

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			02/08/19	327,246.08
INTEREST		37.66	03/08/19	327,283.74
BALANCE THIS STATEMENT			03/08/19	327,283.74
TOTAL CREDITS (1)	37.66			
TOTAL DEBITS (0)	.00			

INTEREST

AVERAGE LEDGER BALANCE:	327,246.08	INTEREST EARNED:	37.66
INTEREST PAID THIS PERIOD:	37.66	DAYS IN PERIOD:	28
INTEREST PAID 2019:	118.34	ANNUAL PERCENTAGE YIELD EARNED:	.15%

ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES:	\$.00	\$.00
TOTAL RETURNED ITEM FEES:	\$.00	\$.00

It's more than just a name...

S K Y L I N E

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Governor Northam's Proposal to make Interstate 81 Safe and Reliable

Amendments would provide \$150M/year to the Interstate 81 Corridor Improvement Fund to implement the \$2 billion program of projects identified through the study completed by the Commonwealth Transportation Board.

What will implementing the Plan do for Interstate 81?

**450 less crashes
per year**

**6 million less hours of
delay per year**

What will the plan do for travel speeds in congested areas along Interstate 81 in 2030?

25% increase north of Bristol

40% increase in Weyers Cave

70%-90% increase between
Christiansburg and Roanoke

55% increase in Harrisonburg

50%-65% increase in Staunton

79% increase in Strasburg

120% increase in Winchester

How do the Governor's amendments raise this revenue?

- \$76M from an increase in truck registration fees by bringing Virginia's rates more in-line with those on the Interstate 81 corridor
- \$142M from an increase in the road tax and diesel tax that is phased in over 3 years, below the 63.96 cent/gallon average paid along the I-81 corridor
- \$60M from a 2.1% regional fuel tax along the Interstate 81 corridor

How is the money distributed?

Statewide revenues are distributed based on truck miles traveled on Interstate highways.

- \$150.8M for the Interstate 81 Corridor Improvement Fund *(all construction \$)*
- \$39.2M for the Interstate 95 corridor
- \$27.6M for the Interstate 64 corridor
- \$20.0M for the Northern Virginia Transportation Authority
- \$42.6M for other interstate corridor improvements

With these proposed increases how will Virginia's effective diesel tax rate (including the road tax) compare to other states?

Today Virginia's effective diesel tax rate for heavy trucks is 23.7 cents per gallon. This proposal would raise effective rate over a three-year period to 40.5 cents per gallon. Along the Interstate 81 corridor the average paid to drive the entire length is 63.96 cents. Here are the effective diesel tax rates (cents per gallon) for 81 corridor and other nearby states:

Maryland* – 36.05	Average effective diesel tax paid along Interstate 81 is 63.96 cents per	West Virginia* – 35.70
Pennsylvania* – 74.70		North Carolina – 36.20
New York* – 71.21		Kentucky – 50.30
Tennessee* – 27.00		Georgia – 39.55

* Interstate 81 runs through these states

With these proposed increases how will Virginia's truck registration fees compare to other states along the Interstate 81 Corridor?

Today Virginia's registration fees are lower than all other states along the Interstate 81 corridor. With these proposed rate increases our rates will be more in line with the average charged along the 81 corridor.

For example, at 10,000 pounds Virginia today charges \$7.30 per 1,000 pounds while other states on the corridor charge between \$7.81 and \$22.48, and the amendments would raise Virginia to \$13.30. At 80,000 pounds Virginia today charges \$16.60 while other states along the corridor charge between \$15.10 and \$28.86, and the amendments would raise Virginia to \$23.35.

What is the road tax? I have never heard of it.

The road tax is an existing tax paid by heavy trucks (over 26,000 pounds) to all 50 states and Canada through the International Fuels Tax Agreement. As trucks have large fuel tanks and may be able to travel through an entire state without stopping to purchase fuel this agreement ensures that trucks pay for the miles they drive in each state. These payments are remitted on a quarterly basis to each state and Canadian province.

Where would the 2.1% regional fuels tax apply?

This would apply to the planning district commissions that Interstate 81 runs through – Mount Rogers PDC, New River Valley RC, Roanoke-Valley Alleghany RC, Central Shenandoah PDC, and Northern Shenandoah Valley RC. It would not apply to the LENOWISCO PDC and Cumberland Plateau PDC.

Committee Appointed

This committee will determine how the funds will be spent. The Interstate 81 Corridor Improvement Fund, is slated to receive \$150.8M

The following make up the Committee:

3 Senators

4 Delegates

Chairpersons from the PDC Districts 3, 4, 5, 6, 7. As of

July 1, Tim Reeves will be chair of the Mt. Rogers PDC (5 members)

3 members of the Commonwealth Transportation Board – Bristol – Jerry Stinson, Salem and Staunton.

Transportation Secretary, Shannon Valentine, and Commissioners are non-voting members.

Senators:

Bill Carrico – Lee Co., Scott Co., Washington Co., Bristol City, Smyth Co. (part), Wise (part) Grayson Co. and Wythe Co (part)

Mark Obenshain – Harrisonburg City, Page Co., Rappahannock Co., Shenandoah Co., Warren Co. and Rockingham (part)

John S. Edwards – Giles Co., Roanoke City, Montgomery Co. (part) and Roanoke Co. (part)

Delegates:

Ronnie Campbell – Amherst Co., Augusta Co., Bath Co., Rockbridge Co., Cities of Buena Vista and Lexington

Tony Wilt – Rockingham Co. (part) and the City of Harrisonburg

Todd Pillion – Dickenson Co., Russell Co. (part), Washington Co. (part) and Wise Co. (part)

Chris Hurst – Giles Co., Montgomery Co. (part), Pulaski Co. (part) and the City of Radford

I-81 Legislation

[HB 2718](#) Chapt 837; and [SB 1716](#), Chapter 846; (see hyperlinks; these companion bills are identical, both bills have been enacted into law)

The enacted I-81 related legislation affects the Code of Virginia by adding in Title 33.2 a new chapter numbered 36, on a framework of I-81 corridor protocols consisting of §§ 33.2-3600 through 33.2-3605. It also adds four and amends four more sections regarding new/existing transportation revenues and their distribution(s).

The legislation creates an I-81 Corridor Improvement Fund (I-81 Fund) to be used for capital, operating, and other improvement costs identified in the I-81 Corridor Improvement Plan (I-81 Plan). The CTB would develop, adopt and update an I-81 Corridor Improvement Program (I-81 Program) in consultation with a 15 voting-member I-81 Committee. The I-81 Committee would consist of the 5 chairs of [PDCs 3, 4, 5, 6 and 7](#); 4 area Delegates; 3 area Senators; and 3 CTB members from the Bristol, Salem, and Staunton highway construction districts. The Commissioner of Highways and the Director of the DRPT would serve as ex officio, nonvoting members. The I-81 Program would, at minimum: allocate year-by-year the revenues, if any, from the I-81 Fund and bond proceeds, if any, backed by the Fund to projects and strategies identified in the I-81 Corridor Improvement Plan adopted by the CTB; a financing plan to support such allocation; and a schedule for all new projects and strategies identified in the latest I-81 Corridor Improvement Plan adopted by the CTB. The CTB is to annually update the I-81 Program by July 1, and report to the Assembly on the status and progress of implementation of the I-81 Program by December 15. The CTB, also in consultation with the Committee, shall regularly update the I-81 Corridor Improvement Plan with its prioritization consistent with §33.2-214.1.

A regional tax of 2.1% on all gas and diesel sales in PDCs 3 thru 7 (~\$60 mill) will go to the I-81 Corridor Improvement Fund. Also, statewide, increased heavy truck registration fees (~\$76 mill), and a 2.03 % diesel fuel sales tax (beginning July, 2021, ~\$142 mill) will be assessed and distributed to interstate corridor projects based on the statewide portion(s) of the Interstate heavy truck (\geq class 6) VMT travel in relation to the Interstate heavy truck VMT travel occurring in the I-81 region (PDC 3 to 7) for deposit into the I-81 Fund, and the Interstate heavy truck VMT travel occurring into the NOVA PDC8 region for deposit in the NVTA Fund; with the available-remaining portion of the statewide revenues for interstate corridor improvement(s) by CTB (Over the long term, CTB distribution is to be attributed consistent with approximate proportions of Interstate highway heavy truck VMT travel).

SBDC Director Report: 4/18/19

VA State Office SBDC Updates (Funding)

- No additional updates
- The CY 2019 funding level is currently set to be \$70,000 from SBA. (I was told it might be more but they do not know for sure yet.)
- We are able to invoice for up to \$15,000 at this time as we wait on the full contract to be administered.

Blue Ridge Crossroads SBDC Updates

SBA Site Review

An SBA site review was held April 2nd and went very well.

SBDC Projects

Website: Website design needs outline pushed to 2019. Carroll County procurement guidelines will be followed. *This is an expense we are postponing until a full SBA contract is issued for the current calendar year.*

Professional Development & Trainings:

- CDFA: Revolving Loan Fund Webinar Training
 - Council of Development Finance Agencies
 - Series of 5 FREE webinars
- Director Meeting: June 4-5 in Farmville, VA

Potential Professional Development Opportunities

- CDFA: Intro to Revolving Loan Funds Course – August 15-16 in Detroit, MI
- ASBDC: Annual SBDC Conference – September in Long Beach, California

Client Interaction:**January 1, 2019 –April 15, 2019**

CY 2019	Actual	SWVA SBDCs Goal	BRC SBDC Goal	Percentage of local goal
Total Clients (Events & Counseling)	57	440	110	52%
Long term clients (5+ hours)	10	83	21	10.5%
Total Counseling Hours	156.75			
Total Counseling Sessions	253			
Business Plans Completed	4			
Business Plans/Funding in Process	8			
Accounting Referrals	3			
Legal Referrals	2			
Business Plans funding approved	1			
Amount of funding approved	\$6,000			
Existing Business Funded	1			
Start-up Businesses Funded	0			
Purchase of Existing Business	0			
Total Capital Formation	\$6,000	\$9,350,000	\$2,337,500	.25%
Business Starts	0	70	18	0%
Jobs Created	0			
Jobs Retained	1			
Ribbon Cutting Events	0			
Number of Events	2			
Event Attendees	13			

January 1, 2018 – December 31, 2018

CY 2018	Actual	Goal	Percentage of Goal
Total Clients	130	153	85%
Long term clients (5+ hours)	44	38	116%
Total Counseling Hours	915	765	120%
Average Hours/client	7.04	5	141%
Capital Formation	\$1,591,680	\$2,300,000	69.2%
Business Starts	12	20	60%
Jobs Created	30	58	52%
Jobs Retained	17	70	24%
Business Plans Complete	20		
Ribbon Cutting Events	3		
Training Events	1		
Event Attendees	18		

Client Training / Events / Seminars

- Google Webinars Livestream Events
 - Partnering with Nicky Edwards at CI Higher Education Center
 - Will have laptops available for people to use after the livestream event

Upcoming Workshops

May 8 th	Small Business Week – Google Livestream
May 9 th	Social Media – Sandy Ratliff
July 17 th	Summer School - Google Livestream
October 16 th	Holiday Livestream
October	Resource Fair in Abingdon

Community Involvement

- No updates

Partner Updates

- None

BRCEDA

- Virginia Enterprise Zone Update
 - No grant applications for CY 2018.
 - Reports are due July 15th, 2019
 - Email sent to Bill, Keith and Steve to disseminate to their staff in order to collect reporting information. Met with Tim and Kim at Carroll County on 4/18/19 to share and collect info.

Boards & Committees

Galax City Career and Technical Education Advisory Board – No update

New River/Mount Rogers Workforce Investment Board / Business Solutions Unit – Job Fair at Crossroads Institute on Thursday, April 4th.

MySWVA Opportunity – Attended a strategic planning session held 4/16/19 in Abingdon. They are looking for ways to partner with economic developers to support Stage 1 transition to Stage 2 companies.

BLUERIDGECROSSROADS

economic development authority

Carroll – Grayson – Galax Regional Industrial Facilities Authority

Date: March 28, 2019

RE: Requirement for Engineering Services

As exemplified by the attached photo damage has been sustained to stormwater drainage piping and ground surface at Wildwood Commerce Park. Specific location is the North Stormwater Retention Pond. Damage is viewable from retention pond elevation looking back at North slope.

The proposed Scope of Work will involve damage assessment and formation of the best approach to make repairs. Requisite specifications and drawings will be developed by selected Engineer and assistance will be requested with bid solicitation and communication with contractors. Periodic inspection and quality control will also be necessary.

There is potential that the project will need to progress quickly so availability of Engineer should be reviewed closely.

During the week of April 1 – 5 Blue Ridge Crossroads EDA staff will be made available to meet with interested Engineer to view the damage. Contact will be Dan Campbell, director@brceda.org, 276-233-1313.

Please submit letter proposal including engineering cost by close of day on April 10, 2019.

Thank you for considering this request.

Issued by Dan Campbell

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

1117 East Stuart Drive . Galax, Virginia 24333
Tel: 276.601.7727 www.brceda.org







April 9, 2019

Mr. Dan Campbell, Regional Director
Blue Ridge Crossroads EDA
The Crossroads Institute
1117 East Stuart Drive
Galax, Virginia 24333

Re: Proposal for Professional Engineering Services
Wildwood Commerce Park Slope Failure Study

Dear Mr. Campbell:

The Lane Group (TLG) is pleased to submit this proposal for professional engineering services related to a Slope Failure Study being considered for Wildwood Commerce Park. This proposal is presented in response to a solicitation received from Blue Ridge Crossroads EDA (BRCEDA) and subsequent discussions with TLG staff. A description of the project and the proposed scope of services follows:

DESCRIPTION OF THE PROJECT

A slope failure has occurred on the western slope of the North Stormwater Retention Pond at the Wildwood Commerce Park in Carroll County, Virginia. The slippage begins about 45 feet below the top of the slope. The slide area is about 115 feet wide and up to 110 feet in length (top to bottom). Overall, the pond slope is about 2:1 (H:V) or slightly steeper. Based on a review of satellite imagery, the slope appears to be a cut slope. Additionally, previous slope movement in the area was evident as early as 2011. The slide area has extended to the north and now has slid adjacent to and under a corrugated metal stormwater pipe (located above the slope surface). The movement is believed to have caused the pipe to separate.

Slope material properties are currently unknown because the history of the slope construction is sparse. Exploration of the slope and foundation materials is necessary to evaluate the stability conditions and to develop methods to stabilize the slope. Geometry of the failure area and surroundings will also be needed to conduct preliminary slope stability analyses for existing conditions and proposed remedies. Some items that may need addressing, such as questions about groundwater seepage, may not become apparent until the study is underway. Our approach is to complete a damage assessment of the subject slope area and stormwater pipe to determine the cause(s) of the problems and recommend a corrective course of action.

The Lane Group is an approved Term Engineering Service provider to BRCEDA. Accordingly, TLG has been requested to provide this Proposal for this project, described in greater detail herein:

SCOPE OF SERVICES

The Lane Group proposes to provide the following engineering services to BRCEDA for this project:

Our proposed approach to exploring the slide and developing a recommended remedy involves addressing the following questions:

- What is the geometric extent of the disturbed area (depth and width of failure surface, for example)?
- What are the engineering properties of the slope and foundation materials?
- Did groundwater and/or stormwater forces have a part in the failure?
- What methods are feasible to stabilize the slope?

We propose a geotechnical evaluation of the damage area to address the above questions. Our proposed work consists of the following elements:

Subsurface exploration

- **Test Pits:** Evacuate up to 5 test pits located on the failure surface and at the toe of the disturbed area. The first couple of pits will guide locations and depth of remaining ones. We plan to use the services of a local construction contractor to excavate the test pits using a trackhoe. Our cost estimate is predicated on being able to access the areas with a trackhoe. If we cannot access the site because of soft, wet conditions, an alternative approach will be required;
- **Hand Auger Probes:** Several hand auger probes will be attempted in areas inaccessible to the trackhoe; probes will likely be limited to not more than 5 feet depth;

Laboratory Testing: None planned during this phase;

Analysis of Collected Data: Identify and visually classify soils; evaluate engineering properties of soils with respect to slope stability and seepage; establish slope geometry and perform rudimentary computer-aided slope stability analysis;

Written Report: Present summary of field work completed, description of subsurface conditions, and opinions and recommendations about stability, seepage conditions, and remedial methods for the slope and the stormwater pipe; includes sketch of test pit locations and test pit logs. Submission of the Report to BRCEA will complete the scope of services for this portion of the project.

ITEMS TO BE FURNISHED/OBTAINED BY OTHERS

In order to complete the indicated Scope of Services, the following items are requested to be furnished to TLG:

1. Access to site for field investigations.
2. Copy of site stormwater facility plans/permits for the stormwater system serving Wildwood (what areas contribute stormwater to the pond and what is the purpose of the pond - i.e. stormwater retention, water quality treatment, etc.)

SCHEDULE OF COMPLETION

TLG will begin work immediately upon written acceptance of this proposal. It is anticipated that all work for the Slope Failure Study will be completed within thirty (30) calendar days following receipt of written acceptance of this proposal. Any revisions requested by BRCEA will be completed as soon as practical thereafter.

The proposed schedule is based upon being able to secure the services of a local contractor to mobilize to the site and excavate the required test pits within 10 days after authorization. If site conditions and/or contractor availability result in the field work being delayed beyond 10 days, the overall project development schedule will be delayed similarly.

COMPENSATION

The Lane Group will perform the indicated Scope of Services within the given Schedule of Completion for the Hourly-Not-To-Exceed fee of \$10,000. A copy of TLG's Standard Billing Rate Schedule is provided as Attachment 1 to this Proposal. Invoices will be rendered monthly based upon the work completed and are due payable within 30 days after receipt.

ADDITIONAL SERVICES

The Lane Group can provide additional services outside of the proposed Scope of Services if requested to do so by BRCEDA. The work task and fee for any Additional Services would be negotiated on a case-by-case basis. For the purpose of negotiations in the event that any Additional Services are desired, The Lane Group's Standard Billing Rates are provided in Attachment 1 to this proposal. Prior to proceeding with any Additional Service, The Lane Group shall be authorized to do so in writing.

GENERAL TERMS AND CONDITIONS

All work will be performed under the General Terms and Conditions included in the October 18, 2018 Term Services Agreement between BRCEDA and TLG.

AUTHORIZATION TO PROCEED

In order to signify acceptance of this proposal and authorization to proceed with the work, complete the acceptance block below and return one copy to our office. We appreciate having been given the opportunity to submit this proposal and look forward to your response.

Sincerely,

THE LANE GROUP



Kevin Heath, P.E.
Vice President

OWNER ACCEPTANCE

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

This the _____ day of _____, 2019.

Director of Finance

The foregoing proposal of The Lane Group is accepted:

Blue Ridge Commerce Economic Development Authority
Print (Type) Individual, Firm, or Corporate Name

Signature of Authorized Representative Date

Print (Type) Name of Authorized Representative and Title



**STANDARD A/E BILLING RATES
(Effective May 1, 2014)**

Principal/Senior Engineer	\$145.00/hour
Sr. Project Engineer/Sr. Architect/Sr. Project Manager	\$120.00/hour
Project Engineer II/Architect II/Project Manager II	\$100.00/hour
Project Engineer I/Architect I/Project Manager I	\$90.00/hour
Project Engineer/Architect/Env. Specialist/PLS	\$80.00/hour
Engineer/Surveyor-in-Training/CADD Tech III	\$70.00/hour
Resident Project Representative III	\$65.00/hour
CADD Technician II/Field Technician II/RPR II	\$60.00/hour
CADD Tech I/Field Tech I/RPR I	\$55.00/hour
Administrative Support II	\$60.00/hour
Administrative Support I	\$40.00/hour
GPS Unit	\$25.00/hour
Subconsultant	Cost plus 15.00%
Mileage	Prevailing US Govt. Rate
8 1/2" x 11" Black & White Copies	\$0.50/sheet
Reproducible Copies (Paper)	\$0.50/sq. ft.
8 1/2" x 11" Color Copies	\$0.75/sheet
Reproducible Copies (Mylar)	\$0.75/sq. ft.





Draper Aden Associates

Engineering • Surveying • Environmental Services

2206 South Main Street
Blacksburg, Virginia 24060
(540) 552-0444 • Fax (540) 552-0291
www.daa.com

April 10, 2019

Mr. Dan Campbell
Interim Regional Director
Blue Ridge Crossroads
Economic Development Authority
1117 East Stuart Drive
Galax, VA 24333
(via email)

RE: Proposal for Professional Engineering Services
Task Order No. 01: Wildwood Commerce Park North Slope Failure
Draper Aden Associates Proposal No.: 18010202-02018P

Dear Mr. Campbell:

On behalf of Draper Aden Associates, thank you for the opportunity to present our proposal to the Blue Ridge Crossroads Economic Development Authority (BRCEDA) for professional engineering services to remedy Wildwood Commerce Park North Pond Slope Failure located at Carroll County, Virginia.

I. PROJECT DESCRIPTION

BRCEDA recently observed a slope failure in the North Stormwater Retention Basin within Wildwood Commerce Park (Park). The basin is a critical asset to the Park providing both stormwater quality and quantity benefits for the future build-out of the Park. The slope failure must be addressed for the basin to continue functioning properly as a stormwater management facility, and for the continued safety of BRCEDA and Park employees.

In preparation for this proposal, Draper Aden Associates visited the site on April 3 and reviewed historical information, including USGS topographic mapping and the proposed grading plan dated June 2007 prepared by Eden & Associates for the grading work previously completed by Branscome-Turman, LLC. prior to BRCEDA's purchase of the property. Based on this initial research, we are suspecting two issues might be the cause of the slope failure.

1. Unprecedented rainfall: Carroll County had record-breaking rainfall in 2018 (60.56 inches) and early 2019-exceeding the average annual rainfall (43.57 inches) by 39 percent. The rainfall might have caused the soil to become unstable.

2. Suspected 'buried' stream: An historical stream was filled during the initial grading activities up to 80 feet of fill; refer to Figure 1. The headwaters of this stream appeared to be a sinkhole or a spring. The stream might be 'daylighting' at the face of the slope at its historical grade.

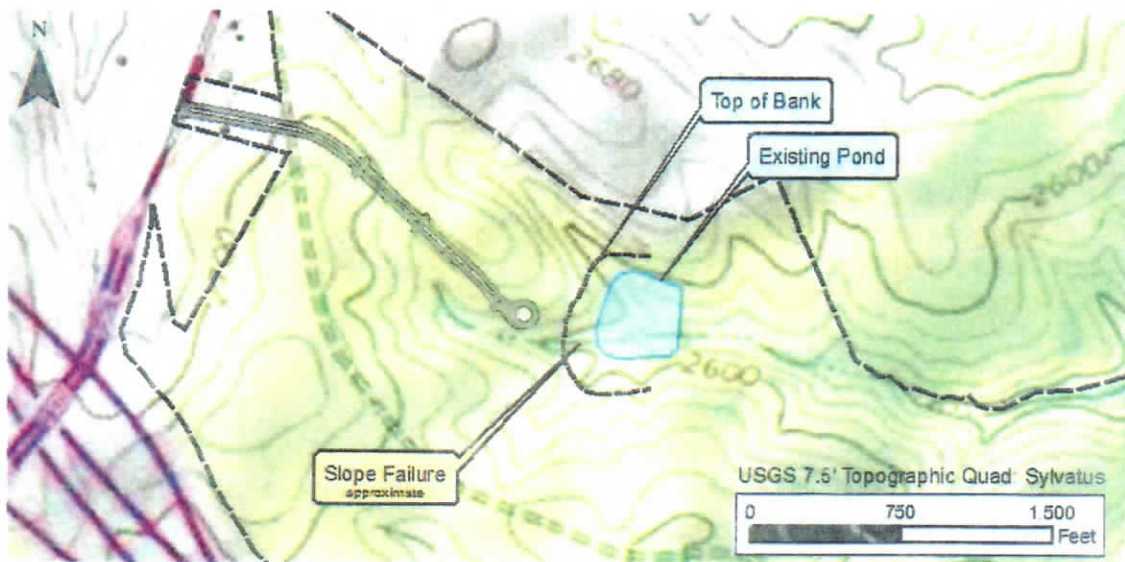


Figure 1: Historical USGS Map

We propose an 'Investigations Phase' to perform resistivity testing and geotechnical field work to assess the current damage, identify / confirm potential cause(s), and recommend the necessary repairs to stabilize the slope. Following completion of the field work, we will review the data and provide a report of our findings and recommendations.

Since the cause and scope of the repairs are not confirmed at this time, the 'Implementation Phase' of this proposal includes a range of an estimate of fees for the approved repair specifications and drawings, bidding assistance, and construction phase services and testing; we will provide an amendment to our task order following approval our recommendation.

The scope of services and fee proposal provided herein are based on your Requirement for Engineering Services dated March 28, 2019, our site visit with you on April 3, 2019, and our extensive experience and knowledge of Wildwood Commerce Park. Draper Aden Associates is pleased to present the following for your review and approval.

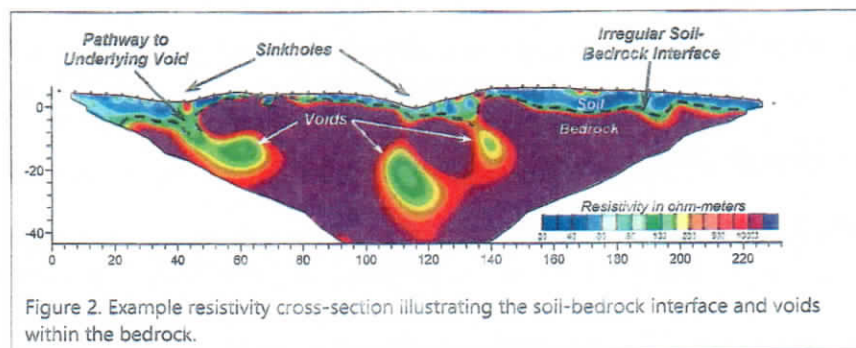
II. INVESTIGATIONS PHASE

A. Resistivity Imaging

Principles of Resistivity

Resistivity imaging operates by inducing an electric current into the ground between two electrodes and measuring the potential field created by that current at two other electrodes. Using a long line of electrodes connected to a multi-conductor cable, many hundreds of resistivity measurements can be collected to create a data set for a two-dimensional cross-section of resistivities.

The interface between soil and bedrock is usually expressed as a relatively abrupt vertical transition from low-resistivity soils to high-resistivity rock. If present, voids can be expressed as high-resistivity anomalies if they are air-filled, or low-resistivity anomalies if they are soil- and/or water-filled. An example resistivity section is presented in Figure 2, which illustrates an irregular soil-bedrock interface, voids within limestone bedrock, and solutional pathways connecting surface soils to the deeper voids. These solutional pathways may represent the "throats" of the sinkholes.



At Wildwood Commerce Park, if a substantial amount of subsurface water is concentrated along the bottom of the former stream alignment, we anticipate that this zone of subsurface water movement would be characterized by discrete zones of especially low resistivities relative to the surrounding earth materials.

Scope of Services

We propose to collect resistivity data for four resistivity lines as depicted in Figure 3. These lines will measure 135 meters (442 feet) in length and will provide vertical imagery to approximately 110 feet in depth. It should be noted that the actual line layout may differ from this conceptual line layout based on site conditions encountered at the time of the field work.

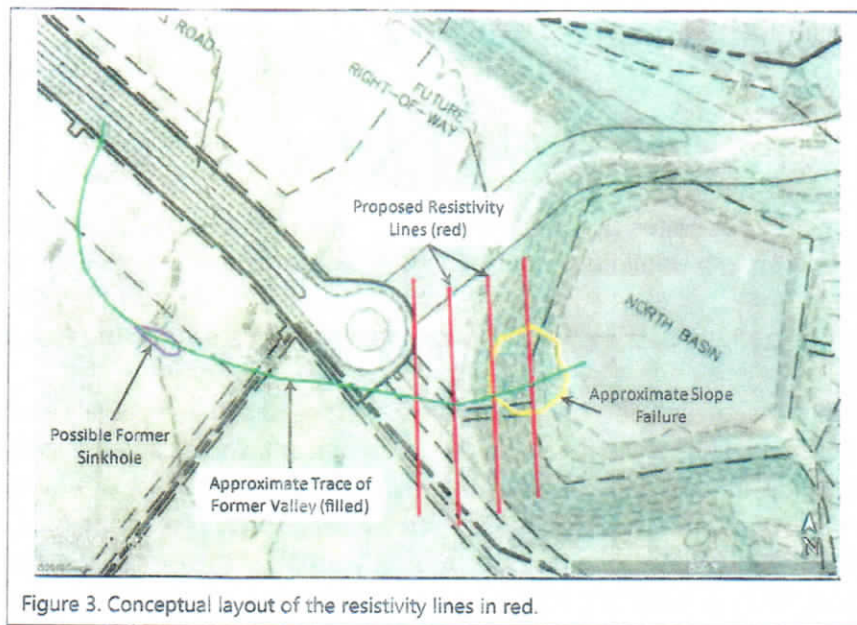


Figure 3. Conceptual layout of the resistivity lines in red.

The results will be conveyed in a written report that describes our methods and findings, with the resistivity sections annotated for any observed geologic features inferred from the resistivity.

B. Geotechnical Exploration and Report

Following the completion of the geophysical study, DAA will develop and implement a geotechnical exploration program, guided by the results of the geophysical study. Specifically, DAA will:

1. Provide a staff geologist or engineer to coordinate and log the exploration program.
2. Arrange for a drill rig to be mobilized to the site. Unless otherwise advised, it is assumed that DAA and its subcontractor(s) have permission to enter the site at the most convenient location.
3. Observe and log drilling of up to three (3) Standard Penetration Test (SPT) borings to depths of 60 to 80 feet below existing surface grades, or prior refusal. Aggregate footage of up to 200 feet of SPT borings is included in this proposal. The SPT borings will be planned in accessible areas near the crest of the pond embankment, in the vicinity of the slope failure.

The specific locations will be determined based on the results of the geophysical study, and will be field-located by DAA personnel using tape measurements and/or visual estimations from existing site features. Existing ground surface elevations at the exploration locations will be estimated from the topography shown on the available plans or from Google Earth. Temporary slotted PVC pipes will be installed in the borings to facilitate groundwater measurements.

4. Perform limited laboratory testing on selected representative soil samples obtained from the soil borings. This testing may include natural moisture content determinations, grain-size

analysis, Atterberg Limits testing, and moisture-density relationship testing, and direct shear testing and/or unconfined compressive strength testing.

5. Perform a slope stability analysis to characterize the stability of the pond embankment and evaluate options for stabilization.
6. Prepare a geotechnical engineering report that includes the results of our field and laboratory testing, the slope stability analysis results, and our conclusions regarding the cause(s) of the slope failure as well as repair option recommendations. Design of repair options is not included in this proposal.

C. Assessment and Recommendations Report

Draper Aden Associates will review the resistivity testing results, geotechnical report, and other historical readily-available information, including, but not limited to, topographic surveys, USGS mapping, aerial photography, and geotechnical data. Following completion of our research and the geophysical and geotechnical field work, we will compile a comprehensive report of our findings and recommendations with opinions of probable construction costs. The report will be submitted to BRCEA as a Draft for comment, and finalized upon receipt of your comments. We will provide the draft report in PDF format, and one hard copy and a PDF of the final report.

We will attend one BRCEA board meeting to present the results of our findings and recommendation.

III. IMPLEMENTATION PHASE

The scope and fees for the following tasks are assumed / estimated, and will be refined and submitted to BRCEA with the draft report.

D. Construction Documents

1. Plans: Based on the approved recommendation(s), we will develop the following plans to 100% design completion for permit approvals. Please note that some of these items may on multiple sheets or be consolidated to a single plan sheet:
 - a. General Notes & Legend
 - b. Existing Conditions
 - c. Site Demolition Plans
 - d. Site and Dimensional Plans
 - e. Erosion & Sediment Control Plans and Details
 - f. Grading Plans
 - g. Utility Plans & Profiles
 - h. Details

2. Technical Specifications: Draper Aden Associates will prepare technical specifications for inclusion in the Project Manual.
3. Construction Cost Estimate: We will update the opinion of probable construction cost provided in the Assessment and Recommendations report.
4. Erosion and Sediment Control (ESC) Report: A narrative with calculations will be submitted to Carroll County in accordance with the latest laws and regulations for review and approval.
5. Registration under the General [VPDES] Permit for Discharges of Stormwater from Construction Activities (General Permit) and Stormwater Pollution Prevention Plan (SWPPP): if the limits of disturbance is equal to or greater than one (1) acre, Draper Aden Associates will prepare a SWPPP and application for coverage under the General Permit. The draft application will be provided to BRCEA for final signatures and submittal to the DEQ. The SWPPP is not required to be submitted directly to DEQ, but is to remain on-site throughout construction of the project.
6. Meetings: Draper Aden Associates will attend up to two (2) meetings in Galax or Carroll County, as well as participation in team conference calls.
7. Plan Revisions: Our proposed fee is based on one (1) resubmittal of the construction documents, and includes services to incorporate reasonable and appropriate comments based on Carroll County and/or DEQ review. Any additional services needed for meetings or to revise plans and respond to additional comments, which are not due to Draper Aden Associates errors or omissions, will be provided on a lump sum negotiated basis in addition to the lump sum fee presented herein prior to commencement of such work.

Deliverables: We will provide BRCEA with a PDF of the Construction Documents, specifications, and reports. We will also provide the required number of ESC and SWM Reports for submittal to Carroll County and/or DEQ.

E. Bid Administration

Draper Aden Associates will provide bidding administration services to assist BRCEA in managing the bid process. We will prepare the bid documents, including the project manual, organize and attend a pre-bid meeting, coordinate bid evaluation, provide recommendation of award and selection notification, issue addenda, and provide clarifications as needed to facilitate the bidding process. Services and fees associated with advertisement are not included. Our proposed fee assumes a reasonable and appropriate bidding process.

F. Construction Administration Services

Draper Aden Associates will be available to provide technical support and assistance during the construction phase. Our scope of services includes attendance at a pre-construction meeting, review of shop drawings, review of change orders resulting from our design, if necessary, pay

requests, and responding to requests for information. Also included are up to four (4) site visits, concurrent with four (4) progress meetings, during site construction and attendance at a substantial and final completion inspection for a total of six (6) site visits. Additional construction phase services, if so requested and authorized by BRCEDA, will be provided on a time and materials basis in addition to the lump sum fee presented herein. This proposal assumes a construction schedule of four (4) months.

G. Special Inspections

Draper Aden Associates will be available to provide special inspections and construction testing services throughout project construction. Special inspections scope is widely variable depending on the findings of the assessment and the necessary steps to remediate.

H. Project Close-Out

We will prepare record drawings based on as-built survey information to be provided by Contractor, unless as otherwise specified below. Our proposed fee does not include field verification of improvements. Electronic (PDF) files of drawings will be uploaded to our FTP site for submittal to BRCEDA.

Deliverables: We will provide BRCEDA with a PDF of the record drawings as well as two (2) hardcopies. We will also provide the required number of record drawings to the regulatory agencies as required.

IV. SCHEDULE

We understand that time is of the essence. Draper Aden Associates will commence geophysical and geotechnical field work within three (3) weeks of, and provide the draft Assessment and Recommendations Report to you within five (5) weeks of your authorization to proceed. If we receive authorization no later than April 15, we will provide the draft report on May 20 and present our findings and recommendations to the BRCEDA board during their May meeting.

V. FEES AND CONTRACT TERMS

Draper Aden Associates proposes to provide the services and related reimbursables, as outlined in our Scope of Services in Section II above, for the lump sum fees as detailed below. We will invoice monthly based on the percentage complete of each task. All services will be provided in accordance with our current contract with BRCEDA.

INVESTIGATIONS PHASE

A. Resistivity Testing	\$ 5,700
B. Geotechnical Field Investigation and Report.....	\$ 13,200
C. Assessment and Recommendations Report	\$ 5,750

IMPLEMENTATION PHASE

Fees for the following tasks are estimated, and will be refined and submitted to BRCEDA with the draft report.

D. Construction Documents.....	\$ 5,000 – 20,000
E. Bid Administration	\$ 8,700
F. Construction Administration Services	\$ 8,400
G. Special Inspections	\$ TBD
H. Project Close-Out	\$ 1,400

VI. ASSUMPTIONS / LIMITATIONS

1. This proposal assumes preparation of one (1) site plan bid package. Additional bid packages requested will require an amendment to our fees.
2. All electronic information, data, and documents provided to us from any party will be in a format suitable for direct use by Draper Aden Associates and will not require any significant reformatting or conversion.
3. Submittal, permit, review, and/or bond fees are not included in our fee estimate noted above. BRCEDA or their site contractor will be responsible for paying such items directly, if required.
4. If the scope of work for this project is revised by any party after acceptance of this proposal, we reserve the right to re-negotiate our schedule and fee accordingly.
5. Scope and fee for Tasks D through H are estimated; fees for these tasks will be finalized with the Assessment and Recommendations Report.

VII. SUPPLEMENTAL SERVICES

If necessary or requested, we can provide the following supplemental services in addition to those outlined above, including, but not limited to, the following:

- ❖ Attendance or presentations at meetings, beyond what is included above.
- ❖ Topographic, boundary, easement, or right-of-way and utility surveys.
- ❖ Environmental services and/or geotechnical services, beyond what is included above.
- ❖ Part- or full-time Resident Project Representative services.
- ❖ Field survey and stake out, etc. are not included, but can be provided as a Supplemental Service if needed.

Our current scope does not include items unless specifically described herein. Any additional services requested can be undertaken on a time and material basis or negotiated lump sum fee based on your requirements in addition to the fees outlined herein. If any additional services should become necessary or desirable, a Request for Additional Services will be submitted.

Mr. Dan Campbell
April 10, 2019
Page 9 of 10

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign one (1) copy of the Authorization to Proceed form below and return it to us. We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,
Draper Aden Associates

A handwritten signature in blue ink, appearing to read "T. Sproul".

Thomas E. Sproul, PE
Project Manager

A handwritten signature in blue ink, appearing to read "Carolyn A. Howard".

Carolyn A. Howard, PE
Vice President / Regional Manager
Site Development & Infrastructure

cc: Mr. Warren T. "Ted" Dean, PG, Geophysical Services Team Leader
Mr. Dan Anderson, PE, Geotechnical Project Manager
Ms. Deborah K. Flippo, Economic Development Program Manager

AUTHORIZATION TO PROCEED

***Proposal for Professional Engineering Services
Wildwood Commerce Park North Slope Failure
Draper Aden Associates Proposal No.: 18010202-002018P***

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

Printed Name

Title

Signature

Date

BRCEDA Operating Expenses Versus Budget

	FY 2019	FY 2019	FY 2019	
	APPROVED	Expenses thru 3/31/19	as % BUDGET	NOTES
Personnel	\$ 63,102	\$ 40,265	64%	
SALARY - 6000	\$ 46,800	\$ 29,850	64%	
FICA - 6001	\$ 3,580	\$ 1,934	54%	
HEALTH INSURANCE - 6003	\$ 12,722	\$ 8,481	67%	
GROUP - 6007	\$ -	\$ -	0%	
VRS - 6002	\$ -	\$ -	0%	
Contracted Services	\$ 34,640	\$ 16,705	48%	
CONTRACTED SERVICES- LEGAL - 6031	\$ 15,000	\$ 2,645	18%	
CONTRACTED SERVICES- CONSULTING - 6031	\$ 5,000	\$ 1,430	29%	
CONTRACTED SVC- ACCOUNTING - 6031	\$ 6,000	\$ 3,655	61%	
CONTRACTED SVC- AUDIT - 6031	\$ 8,640	\$ 8,975	104%	
Office	\$ 8,290	\$ 4,054	49%	
INSURANCE COVERAGE - 6060	\$ 2,700	\$ -	0%	
POSTAGE - 6070	\$ 270	\$ 132	49%	
TELECOMMUNICATIONS - 6071	\$ 1,320	\$ 977	74%	
OFFICE SUPPLIES - 6072	\$ 1,000	\$ 694	69%	
OFFICE RENTAL - 6073	\$ 3,000	\$ 2,250	75%	
Outreach/Marketing	\$ 3,500	\$ 1,034	30%	
ADVERTISING AND OTHER MARKETING - 6040	\$ 3,000	\$ 936	31%	
DUES/PROFESSIONAL MEMBERSHIPS - 6041	\$ 500	\$ 98	20%	
Travel/Training	\$ 7,000	\$ 788	11%	
TRAVEL - 6100	\$ 2,500	\$ 221	9%	
MILEAGE - 6101	\$ 2,500	\$ 530	21%	
TRAINING/DEVELOPMENT TRAINING - 6102	\$ 2,000	\$ 38	2%	
Capital Outlay (Non-construction)				
EQUIPMENT - 6130				
EQUIPMENT- COMPUTERS - 6200				
Wildwood Expenses	\$ 7,500	\$ 7,300	97%	
Maynard Drive marker (one-time expense)	\$ -	\$ -	0%	
Wildwood monthly mowing - 6120	\$ 6,000	\$ 7,300	122%	Includes RP Maint
Wildwood street lights (electric)	\$ 1,500	\$ -	0%	
Accrual for natural gas connection fee	\$ -	\$ -	0%	
Other items	\$ 10,000	\$ 153	2%	
OTHER OPERATING EXPENSE	\$ 5,000	\$ -	0%	Annual fee on LOC
SPECIAL EVENTS - 6160	\$ 1,000	\$ 153	15%	
New initiatives	\$ 4,000	\$ -	0%	
Total Operational Expenses	\$ 134,032	\$ 70,300	52%	
Wildwood Debt Service	\$ 271,173	\$ 203,380	75%	

<u>TOTAL EXPENDITURES</u>	\$ 405,205	\$ 273,679	68%	
Wildwood Debt Service Support	\$ 271,173	\$ 271,173		
Localities' Operational Support	\$ 134,032	\$ 134,032		
Other Revenues				
<u>TOTAL REVENUES</u>	\$ 405,205			
Total Revenues per Locality	\$ 135,068			

\$40,000 accrual from FY18 remains in acct # 9575

BRCEDA Operating Budget
DRAFT FY-2020

4/18/2019

* Proposal does not include marketing activities. BRCEDA has marketing funds available from timber removal that could be utilized for Wildwood marketing

	FY 2019	FY 2020	FY 2020	
	APPROVED	PROPOSED	% Change	NOTES
Personnel				
SALARY	\$ 63,102	\$ 66,308	105%	
FICA	\$ 46,800	\$ 46,800	100%	
GROUP	\$ 3,580	\$ 3,580	100%	
VRS	\$ -	\$ -	-	
HEALTH INSURANCE	\$ -	\$ -	-	
	\$ 12,722	\$ 15,928	125%	
Contracted Services				
CONTRACTED SERVICES- LEGAL	\$ 34,640	\$ 27,475	79%	
CONTRACTED SERVICES- CONSULTING	\$ 15,000	\$ 10,000	67%	
CONTRACTED SVC- ACCOUNTING	\$ 5,000	\$ 2,500	50%	
CONTRACTED SVC- AUDIT	\$ 6,000	\$ 6,000	100%	
	\$ 8,640	\$ 8,975	104%	
Office				
INSURANCE COVERAGE	\$ 8,290	\$ 8,583	104%	
POSTAGE	\$ 2,700	\$ 2,993	111%	
TELECOMMUNICATIONS	\$ 270	\$ 270	100%	
OFFICE SUPPLIES	\$ 1,320	\$ 1,320	100%	
OFFICE RENTAL	\$ 1,000	\$ 1,000	100%	
	\$ 3,000	\$ 3,000	100%	
Outreach/Marketing				
ADVERTISING	\$ 3,500	\$ 3,000	86%	
DUES/PROFESSIONAL MEMBERSHIPS	\$ 3,000	\$ 2,500	83%	
	\$ 500	\$ 500	100%	
Travel/Training				
TRAVEL	\$ 7,000	\$ 4,500	64%	
	\$ 2,500	\$ 2,000	80%	

MILEAGE	\$	2,500	\$	2,000		80%	
TRAINING / DEVELOPMENT	\$	2,000	\$	500		25%	
Capital Outlay (Non-construction)							
EQUIPMENT							
EQUIPMENT - COMPUTERS	\$	-	\$	-			
Wildwood Expenses	\$	7,500	\$	35,500		473%	
Maynard Drive marker (one-time expense)	\$	-	\$	-			
Wildwood monthly mowing	\$	6,000	\$	9,000		150%	
Wildwood street lights (electric)	\$	1,500	\$	1,500		100%	
Wildwood maintenance / stormwater	\$	-	\$	25,000			Difficult to estimate
Other Items	\$	10,000	\$	7,500		75%	
OTHER OPERATING EXPENSE	\$	5,000	\$	5,000		100%	Annual Line of Credit fee (may end)
SPECIAL EVENTS	\$	1,000	\$	1,000		100%	
New initiatives	\$	4,000	\$	1,500		38%	
Total Operational Expenses	\$	134,032	\$	152,866		114%	
MRPDC Loan (Interest Only)			\$	4,944			
Wildwood Debt Service	\$	271,173	\$	271,173		100%	
TOTAL EXPENDITURES	\$	405,205	\$	428,983		106%	
Wildwood Debt Service Support	\$	271,173	\$	276,117			
Localities' Operational Support	\$	134,032	\$	152,866			
Other Revenues							
TOTAL REVENUES	\$	405,205	\$	428,983			
Total Revenues per Locality	\$	135,068	\$	142,994.33			

Approx. \$42,000 designated for "Marketing"
 \$40,000 accrued in checking account for natural gas project

+ \$8k per locality