



DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY AGENDA

**City of Danville, Virginia
County of Pittsylvania, Virginia**

**Institute for Advanced Learning and Research
150 Slayton Avenue, Room 206
Danville, Virginia**

June 10, 2024

12:00 PM

County of Pittsylvania Members

William V. ("Vic") Ingram, Chairman
Robert M. Tucker, Jr.
Darrell W. Dalton, Alternate

City of Danville Members

Sherman M. Saunders, Vice Chairman
J. Lee Vogler, Jr.
Dr. Gary P. Miller, Alternate

Staff

Kenneth F. Larking, City Manager Officer
Dave Arnold, Interim County Administrator Officer
Christian & Barton, L.L.P., Legal Counsel to Authority
Susan M. DeMasi, Authority Secretary
Michael L. Adkins, Authority Treasurer

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Members of the public who desire to comment on a specific agenda item will be heard during this period. The Chairman/Vice Chairman 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

- A. Consideration of Approval of Minutes from Regular Meeting held on May 13, 2024.

5. NEW BUSINESS

- A. Consideration of Resolution 2024-06-10-5A, approving those certain plans and specifications for improvements to Lot 3F (PIN 78471) in the Authority's Cyber Park located in Danville, Virginia, for the installation of a 9,000 gallon nitrogen tank by Electronic Instrumentation and Technology, LLC, a Virginia limited liability company, subject, however, to the satisfaction of certain technical conditions – Kenneth C. Gillie, Jr., Director of Community Development, City of Danville, Virginia.
- B. Consideration of Resolution 2024-06-10-5B, authorizing the Chairman of the Authority to execute, deliver and record a plat of abandonment of Oak Hill Road and related documents to abandon certain portions of Oak Hill Road adjacent to the Authority's Southern Virginia Megasite at Berry Hill project, located in Pittsylvania County, Virginia – Brian K. Bradner, P.E., Vice President, Dewberry Engineers Inc.
- C. Consideration of Resolution 2024-06-10-5C, approving Amendment No. 39, dated May 28, 2024, with Dewberry Engineers Inc., a New York corporation, for engineering services related to the Mega Park Master Plan Southern Virginia Megasite at Berry Hill, to provide services relating to ALTA survey and Phase I Environmental Site Assessment, located in Pittsylvania County, Virginia, at a lump sum fee of \$90,000.00 – Mr. Bradner
- D. Consideration of Resolution 2024-06-10-5D, approving the negotiation, execution and delivery of a Third Amendment to that certain Construction Materials Storage Lease Agreement with Appalachian Power Company, approved under Resolution No. 2021-10-10-5D, modifying the term to a month-to-month lease at a lease rate of \$1,500.00 per month, to complete certain transmission line and substation construction activities at the Authority's Southern Virginia Megasite at Berry Hill, located in Pittsylvania County, Virginia, including without limitation restoring the lease premises by replacing the existing gravel with new grass and closing out environmental permitting – Matthew D. Rowe, Director of Economic Development, Pittsylvania County
- E. Consideration of Resolution 2024-06-10-5E, authorizing the Chairman of the Authority to execute, deliver and record a subdivision plat and related documents to subdivide Lot 7D of the Authority's Cyber Park project, located in the City of Danville, Virginia, where Lot

7D will be subdivided into new Lots 7E and 7F, and to delineate certain boundary line adjustments – Mr. Bradner

- F. Consideration of Resolution 2024-06-10-5F, authorizing the Chairman of the Authority to commission a Regional Bus Feasibility Study, the scope of which would, at a minimum, include the availability and cost of implementing and operating regional bus service, the potential operator(s) of the services, the scope of services and the size of the market passengers – Kenneth F. Larking, City Manager Officer
- G. Financial Status Reports as of May 31, 2024. Michael L. Adkins, Authority Treasurer.
- H. Consideration of a Resolution approving the Fiscal Year 2025 General Expenditures Budget. (No written resolution). Michael L. Adkins, Authority Treasurer.

6. CLOSED MEETING

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)(5) of the Code of Virginia, 1950, as amended (“Virginia Code”), for discussion concerning one or more prospective businesses where no previous announcement has been made of that business’s interest in locating its facilities in one or more of the Authority’s projects, located in Pittsylvania County, Virginia, and/or Danville, Virginia; and*
- B. *As permitted by Virginia Code § 2.2-3711(A)(39) for discussion or consideration of records excluded under Virginia Code § 2.2-3705.6(3) (including without limitation (i) those certain confidential proprietary records voluntarily provided by private business pursuant to a promise of confidentiality from the Authority, and used by the Authority for business and trade development and (ii) those certain memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by the Authority, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the Authority); such information being excluded from mandatory disclosure under Virginia Code § 2.2-3705.1(12) (information relating to the negotiation and award of a specific contract pertaining to the Authority’s Southern Virginia Megasite at Berry Hill project, Cyber Park project and/or Cane Creek Centre project, where competition or bargaining is involved and where the release of such information would adversely affect the bargaining power or negotiating strategy of the Authority) and Virginia Code § 2.2- 3705.1(8) (appraisals and cost estimates of real property in one or more of the Authority’s projects subject to a proposed purchase, sale, or lease, prior to the completion of such purchase, sale, or lease); and*
- C. *As permitted by Virginia Code § 2.2-3711(A)(3) for discussion or consideration of the acquisition and/or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority; and*

- D. As permitted by Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and*
- E. As permitted by Virginia Code § 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditures of public funds where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Authority.*

7. RETURN TO OPEN SESSION

- A. Confirmation of Motion and Vote to Reconvene in Open Meeting.*
- B. Motion to Certify Closed Meeting.*

COMMUNICATIONS

- A. Authority Board Members*
- B. Staff*

9. ADJOURN



DANVILLE-PITTSYLVANIA
REGIONAL INDUSTRIAL FACILITY AUTHORITY

ITEM: 4.A.
DATE: June 10, 2024
FROM: Susan DeMasi | Authority Secretary
RE: Consideration of Approval of Minutes from Regular Meeting held on May 13, 2024.

ATTACHMENTS

1. Meeting Minutes

DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

Minutes

May 13, 2024

A Meeting of the Danville-Pittsylvania Regional Industrial Facility Authority convened at 12:15 p.m. on the above date at the Institute for Advanced Learning and Research, 150 Slayton Avenue, Room 206, Danville, Virginia. Present were City of Danville Members Vice Chairman Sherman M. Saunders, J. Lee Vogler, Jr. and Alternate Dr. Gary P. Miller. Pittsylvania County Members present were Chairman William V. Ingram, Robert Tucker and Alternate Darrell Dalton.

City/County staff members attending were: City Manager Ken Larking, Interim County Administrator Dave Arnold, Pittsylvania County Director of Finance Kim Van Der Hyde, Authority Treasurer Michael Adkins, City of Danville Accountants Meredith Franklin and Jaime Pritchett, City of Danville Director of Economic Development Corrie Bobe, Assistant Director of Economic Development Kelvin Perry, Pittsylvania County Director of Economic Development Matt Rowe, Pittsylvania County Project Manager Kattie Saunders, Legal Counsel to the Authority Michael Guanzon and Secretary to the Authority Susan DeMasi. Also present were Brian Bradner, Shawn Harden and Joseph Snead from Dewberry, and Linda Green.

Chairman William V. Ingram presided.

PUBLIC COMMENT PERIOD

No one present desired to be heard.

APPROVAL OF MINUTES OF THE APRIL 8, 2024, REGULAR MEETING

Upon **Motion** by Mr. Saunders and **second** by Mr. Tucker, Minutes of the April 8, 2024, Regular Meeting were approved as presented. Draft copies had been distributed to Authority Members prior to the Meeting.

NEW BUSINESS

5A. CONSIDERATION OF RESOLUTION 2024-05-13-5A REVISING THE AUTHORITY BY-LAWS

Legal Counsel to the Authority Michael Guanzon explained this item was for proposed amendments to the by-laws. Two years ago, the Board set up the positions of City Manager Officer and County Administrator Officer; that was supposed to help with items that were more routine. Staff recommends that the Board empower the City Manager Officer and the County Administrator Officer, jointly, to sign certain contracts on behalf of RIFA; the RIFA Treasurer would have to make sure there was money available, and it would need to have legal approval from the Legal Counsel.

Mr. Vogler **moved** for adoption of Resolution 2024-05-13-5A, *a Resolution further revising the Amended and Restated Bylaws of the Authority adopted August 13, 2007, and last revised December 12, 2022, by adding Paragraph 6(d) of Article IV ("Officers"), granting the City Manager Officer and the County Administrator Officer of the Authority to execute certain administrative contracts between the Authority and the member localities in the ordinary course of business in support of and/or in accordance with resolutions of the Authority's Board of Directors.*

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The Motion was **seconded** by Mr. Tucker.

Mr. Ingram noted that the Authority had given the two officers the authority to go up to \$100,000. Mr. Adkins noted it was \$100,000 for the month, and Mr. Larking noted no more than \$50,000 per one expenditure. Mr. Guanzon stated the RIFA Treasurer would have to make sure funds were available, it would take both officers jointly together to act and they would have to report at the next regular RIFA meeting to inform the Board.

The **Motion** was carried by the following vote:

VOTE: 4-0
AYE: Ingram, Tucker, Saunders, Vogler (4)
NAY: None (0)

5B. CONSIDERATION OF RESOLUTION 2024-05-13-5B APPROVING CHANGE ORDER NO. 1 WITH THE VEDP AT THE SOUTHERN VIRGINIA MEGASITE

Pittsylvania County Director of Economic Development Matt Rowe explained this item was for the new gas interceptor station, an estimate for that. Mr. Larking had provided updates in the past looking at the continued infrastructure improvements at the site; staff has been looking at how to reduce the financial impacts to RIFA. One of the things they have been able to do was to negotiate with VEDP to take cost savings from the grading of the Lot 1 pad and apply that towards this initial study cost, which will then determine what that final estimated construction cost will be. They have a VBRSP, a Virginia Business Ready Sites Program grant for Fiscal Year 2022 in the queue that they were able to work with staff to release about \$30,000 from.

Brian Bradner from Dewberry noted Fifth Mountain was a consultant that specialized in this type of work; Southwestern Virginia Gas was the service provider for the site. Staff was working and collaborating directly with Fifth Mountain and providing information they needed; right now, they were on schedule to have this finished in about two weeks. Mr. Larking noted his appreciation of the team, Ms. Bobe and Mr. Rowe, and those involved to this step; it was something everyone had been concerned about, keeping progress going forward to getting that infrastructure on the ground. It was an innovative way to keep things going.

Mr. Tucker **moved** to adopt *Resolution 2024-05-13-5B a Resolution approving Change Order No. 1, dated May 1, 2024, with the Virginia Economic Development Partnership, for completing a planning study to determine the estimated cost and timeline for a new Gas Interceptor Station to serve the Authority's Southern Virginia Megasite at Berry Hill Lots 1 and 2 Project, located in Pittsylvania County, Virginia, in furtherance of Resolution No. 2023-05-08-5B, to be completed by Fifth Mountain Engineering, PLLC, a consultant of Southwestern Virginia Gas Company, for a lump sum fee of \$30,000.00.*

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

VOTE: 4-0
AYE: Ingram, Tucker, Saunders, Vogler (4)
NAY: None (0)

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5C. CONSIDERATION OF RESOLUTION 2024-05-13-5C APPROVING DAVE ARNOLD AS THE INTERIM COUNTY ADMINISTRATOR OFFICER

Mr. Guanzon noted with the resignation of Mr. Turille, the position of County Administrator Officer, for the purposes of RIFA, needed to be filled. Under the terms of the by-laws, the Board either has to have the successor county administrator, deputy or someone who has the highest executive position at the County; that would be Dave Arnold.

Mr. Saunders **moved** for adoption of *Resolution 2024-05-13-5C a Resolution Appointing Dave Arnold as the Interim County Administrator Officer of the Authority.*

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

VOTE: 4-0
AYE: Ingram, Tucker, Saunders, Vogler (4)
NAY: None (0)

5D. FINANCIAL STATUS REPORTS AS OF APRIL 30, 2024.

Authority Treasurer Michael Adkins gave the Financial Status report as of April 30, 2024, beginning with the \$7.3M Bonds for Cane Creek, which had no activity for April. General Expenditures for the current fiscal year showed RIFA paid legal fees to Christian & Barton of \$16,364, the last payment for the annual audit of \$17,400 to Brown, Edwards, meals at the Institute of \$457.08, monthly utilities for the lighting of the Berry Hill sign of \$135.07, and monthly maintenance from Sellars Brothers for Cane Creek and Berry Hill of \$4,890. Funding Other than Bonds for Berry Hill had a payment to Dewberry for work under Amendment #38 of \$2,987.50, \$217,875 to HBS for work at the Megasite, and Troutman Pepper Hamilton Sanders for legal fees of \$7,420. Lot 4 Site Development, Lots 1 and 2, Water and Sewer, and Cyber Park Site Development had no expenditures for the month of April. Rent, Interest and Other Income for April show RIFA received monthly rent from AEP of \$1,500, rent from the Institute for the Hawkins' Building of \$23,342, RIFA renewed the lease with the Osborne Company and received both the 2023 and 2024 lease payments totaling \$2,000, interest on the money market account of \$8,770, and timber sales from Hopkins Lumber was \$24,685. The expense for April was a payment to the Institute for Hawkins Building Maintenance in the amount of \$23,342.

Mr. Vogler **moved** to accept the Financial Report as presented; the Motion was **seconded** by Mr. Tucker and carried by the following vote:

VOTE: 4-0
AYE: Ingram, Tucker, Saunders, Vogler (4)
NAY: None (0)

6. CLOSED SESSION

At 12:28 p.m. Mr. Saunders **moved** that the Meeting of the Danville-Pittsylvania Regional Industrial Facility Authority be recessed in a Closed Meeting for the following purposes:

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[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)(5) of the Code of Virginia, 1950, as amended ("Virginia Code"), for discussion concerning one or more prospective businesses where no previous announcement has been made of that business's interest in locating its facilities in one or more of the Authority's projects, located in Pittsylvania County, Virginia, and/or Danville, Virginia; and
- B. As permitted by Virginia Code § 2.2-3711(A)(39) for discussion or consideration of records excluded under Virginia Code § 2.2-3705.6(3) (including without limitation (i) those certain confidential proprietary records voluntarily provided by private business pursuant to a promise of confidentiality from the Authority, and used by the Authority for business and trade development and (ii) those certain memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by the Authority, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the Authority); such information being excluded from mandatory disclosure under Virginia Code § 2.2-3705.1(12) (information relating to the negotiation and award of a specific contract pertaining to the Authority's Southern Virginia Megasite at Berry Hill project, Cyber Park project and/or Cane Creek Centre project, where competition or bargaining is involved and where the release of such information would adversely affect the bargaining power or negotiating strategy of the Authority) and Virginia Code § 2.2- 3705.1(8) (appraisals and cost estimates of real property in one or more of the Authority's projects subject to a proposed purchase, sale, or lease, prior to the completion of such purchase, sale, or lease); and
- C. As permitted by Virginia Code § 2.2-3711(A)(3) for discussion or consideration of the acquisition and/or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority; and
- D. As permitted by Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and
- E. As permitted by Virginia Code § 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditures of public funds where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Authority.

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

VOTE: 4-0
AYE: Ingram, Tucker, Saunders, Vogler (4)
NAY: None (0)

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7. RETURN TO OPEN SESSION

On **Motion** by Mr. Saunders and **second** by Mr. Tucker and by unanimous vote at 1:22 p.m., the Authority returned to open meeting.

Mr. Dalton **moved** for adoption of the following Resolution:

That the Authority certify that, to the best of each Member's knowledge:

(i) only public business matters lawfully exempted from 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 Authority.

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

VOTE: 4-0
AYE: Ingram, Tucker, Saunders, Vogler (4)
NAY: None (0)

8. COMMUNICATIONS

Board Members

Mr. Dalton thanked the staff for the great job everyone was doing, encouraged them to keep up the good work, and welcomed Mr. Ingram back. Mr. Tucker expressed his gratitude to the entire team for not only their hard work but also being able to get the Board to the point where they were excited about things that may be coming to fruition. Mr. Tucker welcomed Mr. Arnold and thanked him for stepping in to assist the County and RIFA, and it was good to see Mr. Ingram back.

Mr. Vogler noted his appreciation for everyone on the team and wouldn't trade it for any other; what they do collaboratively was the envy of Virginia and other places. Dr. Miller welcomed Mr. Ingram back, and welcomed Mr. Arnold. Mr. Saunders welcomed Mr. Ingram back and welcomed Mr. Arnold, noted he felt good about where RIFA was headed and thanked the staff for all they were doing.

Mr. Ingram noted it was exciting to see what was going to happen, and it was an honor to work with the Board and the staff. Mr. Ingram thanked everyone for their thoughts and prayers, it was great to be back.

Staff

Regional Economic Development Plan

Mr. Larking stated RIFA has been talking about this for a long time, staff had multiple versions of scope reviewed and discussed, but did not like the price; this would have been paid for by the City, the County and DRF, a third each. About two months ago, he, Mr. Turille and Mr.

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Casteel met and discussed a reduction of the scope, shared it with the consultant, and the consultant noted they took out pretty much everything they would do. Mr. Larking had a discussion with Ms. Bobe about the possibility of resurrecting it in some form, it was at \$353,800 right now, and to see if RIFA would pay 2/3, what the City and County would be responsible for paying and DRF paying 1/3; that was an option for the Board to consider. There were competing projects for the funds available from RIFA, but there was enough to cover this cost. Mr. Larking stated they would not be able to do this without an action by RIFA later; if the answer was to not bother to do this, he will stop discussions with the consultant. He does need feedback from the Board. Mr. Larking explained this was for an update to the Regional Economic Development Plan; a lot has changed since the 2019 Plan was developed; Mr. Rowe noted this was for the regional portion of the plan. After further discussion, Mr. Larking noted it sounded like there may need to be some discussion at the staff level as to what all this looks like.

In response to Mr. Tucker, Mr. Larking noted the cost was \$353,800 with DRF paying a third, the City would pay a third and the County a third. One idea was for RIFA to pay the 2/3 thirds on behalf of the City and the County. That was the question right now, would the Board be open to exploring that; it would have to come back to the Board for approval. Mr. Ingram asked Mr. Larking to nail down some of the particulars and bring it back to the Board and Mr. Larking noted his agreement. Mr. Vogler stated once he did that, to bring it back to the Board and walk them through it.

2. Regional Bus Service

Mr. Larking explained, based on a desire among prospects that RIFA has encountered especially for Megasite projects, there has been a request about regional bus service to serve that site and whether or not that can be done. In order for Danville Transit to do that, there needs to be a feasibility study, which would be the first part of making that happen. The cost of those studies was likely \$100,000 to \$150,000; he has authorized his staff to go ahead and put out an RFP and they should be getting information back Thursday on the responses they received. Some of the prospects like to know whether or not regional bus services would be available to the Megasite; that helps them in their decision-making on whether or not they think they can get the employees there. They also have existing industries that would benefit from a regional bus transit system. This project was instigated by the Megasite, and he was asking that RIFA pay for the cost of the feasibility study; he does not know what it would cost, but it would exceed his authority and the County Administrator Officer's authority to make that decision. It would have to be voted on by the Board in the future. Ms. Bobe noted their transportation department was proposing this to evaluate the route from Lynchburg, Martinsville down into Greensboro; they think that was the most impactful area.

Mr. Tucker questioned if there was a model they could look at that had been doing this such as Raleigh Durham, the Research Triangle, was there some type regional plan there. Mr. Rowe noted it might be of interest to see what some of those communities with large car plants were doing like Georgetown, Kentucky or New Smyrna NC, those people were drawing from sixty plus counties, and he was assuming they have some kind of similar service. Mr. Rowe questioned the expected timing, were there certain restraints they were working on and Mr. Larking explained in order to get the information to whoever needs it, they have to start now in order to apply for further studies that happen in January. This was the first step in the process and typically they have to follow these processes because they receive a significant amount of funding from state and federal sources to actually operate these services. Once it

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was in operation, then hopefully a lot of the costs were mitigated through other grant programs. Also, the companies that would benefit from it, he would want to know that they were going to sign up and actually want to use it. The Board noted they agreed to have Mr. Larking proceed. Ms. Bobe noted the one time constraint that they were working against was the time to get a bus; once it was studied and funding secured, placing the order and actually receiving it, that was about a sixteen month window of time. It will take time for a prospect to grade their lot and construct a facility, but to continue to delay this type of report, that furthers the delay to place an order to get a bus to serve them.

Mr. Dalton asked if any companies have asked for that type of service and Ms. Bobe noted through the prospects that were going after Department of Energy funding, this has been a component where the Transportation Department has had to write a letter of support. They have had multiple meetings with existing industry regarding regional bus transportation and believed some have been active in that request in the City. Caesars was going to have a need, EBI has asked about it, so there were existing industries that could also benefit.

Meeting adjourned at 1:45 p.m.

APPROVED:

Chairman

Secretary to the Authority

ITEM: 5.A.
DATE: June 10, 2024
FROM: Ken Larking | Danville City Manager
RE: Consideration of Resolution 2024-06-10-5A, approving those certain plans and specifications for improvements to Lot 3F (PIN 78471) in the Authority's Cyber Park located in Danville, Virginia, for the installation of a 9,000 gallon nitrogen tank by Electronic Instrumentation and Technology, LLC, a Virginia limited liability company, subject, however, to the satisfaction of certain technical conditions – Kenneth C. Gillie, Jr., Director of Community Development, City of Danville, Virginia.

SUMMARY

EIT, located at 350 Slayton Avenue in the CyberPark, has requested approval to install a 9000 gallon nitrogen tank at their location. The covenant for the CyberPark requires approval of the RIFA Review Committee prior to installation. Installation also requires a zoning clearance and building permit. The Division Director of Planning must provide a review of the installation to ensure its compliance with the Zoning Code and the Restrictive Covenants for the Cyber Park.

Restrictive Covenants for the CyberPark

The proposed 9000 gallon nitrogen tank is approximately 31' 5" tall and 10' 2" in diameter.

The applicant has requested to install the tank on the east side of the existing trash receptacle. In accordance with the Restrictive Covenant for the Cyber Park, installation, if approved, must be screened by a building wall, parapet or other landscape feature. The Restrictive Covenant for the Cyber Park addresses this installation in Article 5.9, Article 5.12 and Appendix B Section 3.

Article 5.9 Outside Equipment & Architectural Features

Air-conditioning towers, roof-mounted equipment or other essential fixtures, such as electric transformers, trash compactors, trash dumpsters, satellites, generators, etc. which are necessary for the use of the buildings shall be permitted and shall be screened by building wall, parapet, or other landscape feature.

Article 5.12 Screening

All significantly exposed and noticeable projections outside of any building, including mechanical and electrical equipment, cooling towers, transformers, ducts, vents, etc. shall be screened from public right-of-way by appropriate screening. This shall include walls and fences in combination with appropriate landscaping.

Fencing the property for security reasons is not permitted unless authorization is granted by the Review Committee. No fencing or screening will be permitted that obstructs the view of

the property from the street.

Landscaping shall be provided in accordance with Appendix B of this document.

Section 3 Minimum Tree and Shrub Planting

All landscaping materials shall conform with the minimum size or height (at date of planting) as described in the City's Zoning Ordinance. Trees shall be used in screening, parking lot and buffer areas. The minimum caliper for deciduous shade trees is 2". ornamental, understory, and coniferous trees shall be a minimum of 6 feet tall.

Conclusion:

The installation of a 9000 gallon nitrogen tank, as proposed, does not meet the Restrictive Covenant for the Cyber Park. The proposed location for installation is in compliance, but the lack of screening and landscaping is noncompliant.

Zoning Code Article 3.P, CP-1, Cyber Park One District

The subject property, 350 Slayton Avenue is located in the CP-1, Cyber Park One zoning district. The CP-1 District requires that all mechanical equipment be located in a completely enclosed structure in accordance with Article 3.P. Section H Item 9.

Article 3.P. Section H Item 9

No mechanical equipment, tank, duct, elevator enclosure, cooling tower, or mechanical ventilator or air conditioner shall be erected, constructed, converted, established, altered, or enlarged on the roof of any building, unless all such equipment and appurtenances are contained within a completely enclosed structure whose top and sides may include grillwork, louvers and latticework.

Conclusion:

The proposed location of the 9000 gallon nitrogen tank meets the Zoning Code requirements set forth in Article 3.P. However, due to the lack of enclosure as required in Article 3.P, Section H, Item 9, the proposed installation does not meet the Zoning Code.

RECOMMENDATION

It is recommended that the RIFA Review Committee deny installation of a 9000 gallon nitrogen tank at 350 Slayton Avenue as presented. The proposed tank must be installed within a completely enclosed structure with appropriate landscaping. It is recommended that the applicant revisit the location and/or position of the requested tank.

However, the Committee may approve plans and specifications meeting the following "Technical Conditions," as determined by the Danville Planning and Zoning Division of the Authority:

1. The proposed tank must be installed within a completely enclosed structure with appropriate landscaping; and
2. Revisit the location and/or position of the requested tank.

Any structure must be built in accordance with the Zoning Code and Appendix A Section 2 of the Restrictive Covenants for the CyberPark, which states:

The following exterior materials are generally accepted by the Review Committee:

Brick, architectural block, architectural concrete, architectural precast concrete, polished stone, energy efficient glass, glass or curtain wall systems, or pre-finished metal wall panel systems.

ATTACHMENTS

1. Resolution
2. Exhibit A - EIT Nitrogen Tank-1

A RESOLUTION APPROVING THOSE CERTAIN PLANS AND SPECIFICATIONS FOR IMPROVEMENTS TO LOT 3F (PIN 78471) IN THE AUTHORITY’S CYBER PARK LOCATED IN DANVILLE, VIRGINIA, FOR THE INSTALLATION OF A 9,000 GALLON NITROGEN TANK BY ELECTRONIC INSTRUMENTATION AND TECHNOLOGY, LLC, A VIRGINIA LIMITED LIABILITY COMPANY, SUBJECT, HOWEVER, TO THE SATISFACTION OF CERTAIN TECHNICAL CONDITIONS

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 has received those certain plans and specifications from Electronic Instrumentation and Technology, LLC, a Virginia limited liability company (“**EIT**”) for the installation of a nine thousand (9,000) gallon nitrogen tank on Lot 34 (PIN 78471) (the “**Plans and Specifications**”) in the Authority’s Cyber Park project, located in Danville, Virginia (“**Cyber Park**”), as shown on **Exhibit A**, attached hereto and incorporated herein by this reference; and

WHEREAS, the Authority made that certain Declaration of Restrictive Covenants for the Cyber Park, dated September 20, 2004, and recorded in the Clerk’s Office of the Circuit Court of the City of Danville, Virginia (the “**Clerk’s Office**”), on April 7, 2005, as Instrument No. 05-1671, at page 107, as amended by that certain Amendment to Declaration of Restrictive Covenants for the Cyber Park, dated May 14, 2012, and recorded in the Clerk’s Office on May 15, 2012, as Instrument No. 12-1656, at page 98 (collectively, the “**Restrictive Covenants**”); and

WHEREAS, the Authority desires to approve the Plans and Specifications, being in compliance with the applicable provisions of the Zoning Code of Danville, Virginia, and the Restrictive Covenants, [subject to the satisfactions of the following technical conditions (collectively, the “**Technical Conditions**”), as determined by the Danville Planning & Zoning Division on behalf of the Authority:

1. _____
2. _____
3. _____
4. _____
5. _____

WHEREAS, the Authority has determined that the approval of the Plans and Specifications, subject to the satisfaction of the Technical Conditions, is in furtherance of the Authority’s purpose of developing and enhancing its Cyber Park project.

NOW, THEREFORE, BE IT RESOLVED, that

Resolution No. 2024-06-10-5A

1. The Authority hereby approves the Plans and Specifications presented by EIT, as presented by the Danville City Planning & Zoning Division, subject to the satisfaction of the Technical Conditions, as determined by such Division.

2. The Authority hereby authorizes the Chairman and the Vice Chairman, either of whom may act independently of the other, in consultation with the other, to execute and deliver such other documents in connection with the approval of the Plans and Specifications, as may be approved by the Chairman (or the Vice Chairman as the case may be), such execution by the Chairman (or the Vice Chairman as the case may be) to conclusively establish his approval of such other documents.

3. Authority hereby authorizes and directs the City Manager Officer, the County Administrator Officer, and the Authority's staff and other agents and representatives working on behalf of the Authority to take such actions and to do all such things as are contemplated by the Plans and Specifications, or as they in their discretion deem necessary or appropriate in order to carry out the intent and purposes of these resolutions.

4. The Authority hereby authorizes and directs staff and other agents and representatives working on behalf of the Authority to take such actions and to do all such things as are contemplated by the approval of the Plans and Specifications or as they in their discretion deem necessary or appropriate in order to carry out the intent and purposes of this Resolution.

5. The Authority hereby approves, ratifies and confirms any and all actions previously taken by the Authority, its agents and representatives, in respect to the approval of the Plans and Specifications and the matters contemplated in this Resolution.

6. 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 regular meeting duly called and held on June 10, 2024, 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 this 10th day of June 2024.

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

(SEAL)

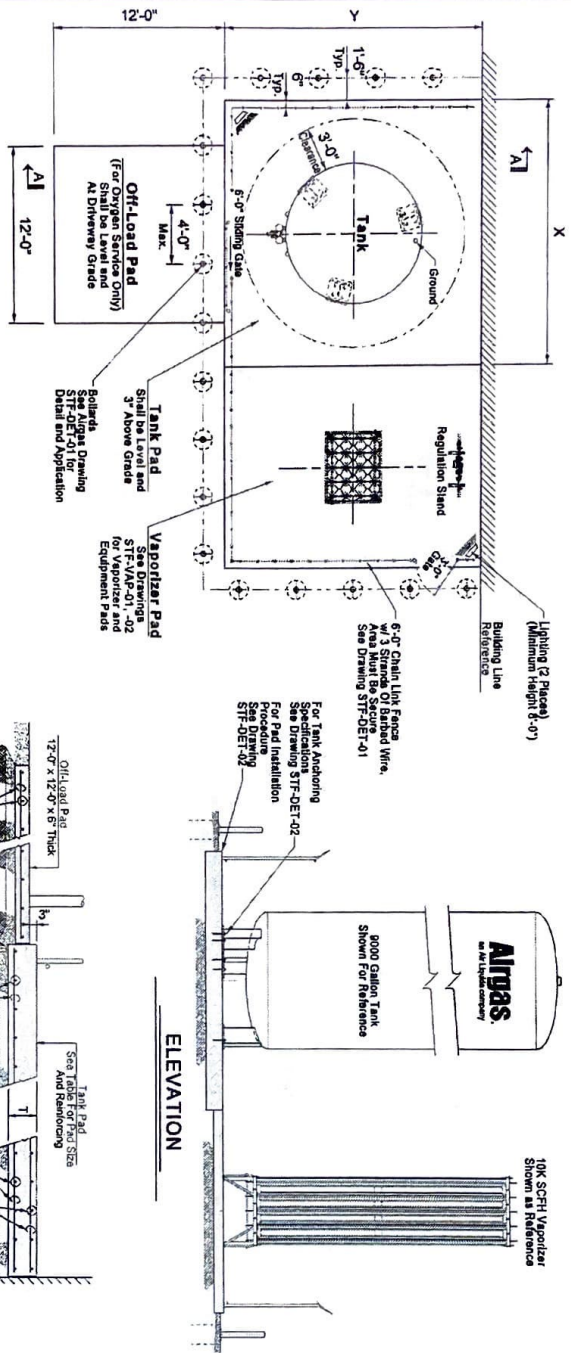
Exhibit A

(Plans and Specifications)



 Distance may be reduced with 2-hour fire barrier wall located not less than 5 ft from any exposure





PLAN - TANK PAD
For Nitrogen, Oxygen or Argon Vertical Cryogenic Tanks

SECTION A-A
See Drawing STF-DET-01 for information
Not Shown on This Section

Argas shall be consulted for location of gas, off-load pad, and orientation of equipment.

GENERAL NOTES

1. Verify All Dimensions And Conditions in Field.
2. Exact Site Location And Orientation Shall Be Agreed Upon Between Site Owner and Argas.
3. Prior To Installing Granular Base & Pouring New Concrete, The Subgrade Shall Be Compacted.
4. Any Soft Spots Shall Be Encountered.
5. Filled With Suitable Material & Compacted.
6. All Concrete Construction Shall Be In Accordance With The Latest Editions Of ACI-301, ACI-302 And ACI-318.
7. Concrete Compressive Strength Shall Be 4000 Psi @ 28 Days.
8. All Reinforcing Bars Shall Conform To ASTM A615 Grade 60.
9. Design Soil Capacity 2000 psf Minimum.
10. Design Loads are Based Upon The Most Stringent of IBC 2018/ASCE7-16 and IBC 2015/ASCE7-10.
11. Design For Risk Category II.
12. Design Wind Velocity Per Table.
13. Depending Upon Exposure, This Installation Shall Meet The Separation Requirements Defined in National Fire Protection Association Booklet #55 And O.S.H.A. Regulation 1910.104.
14. Direction Without Changing The Reinforcing Shown in the Table, Larger Pads Must Have The Reinforcing Reviewed By a Registered Professional Engineer.

Argas Standard Reference Drawings:

- STF-DET-01 - Pad, Boltdr, and Fence Installation Details
- STF-DET-02 - Pad and Anchoring Installation Notes
- STF-GEN-001 - Bulk Systems Delivery Guidelines and Turning Radius
- STF-GEN-002 - Distance Exposure - Liquid Oxygen
- STF-GEN-003 - Distance Exposure - Gaseous Oxygen
- STF-GEN-004 - Standard Grounding Guidelines for Bulk Systems
- STF-GEN-005 - Vertical Bulk Vessel Detail Placement

VERTICAL VJ TANKS FOR LIN/OXLAR

ASCE7 MAXIMUM BASIC WIND SPEED = 150mph

INDUSTRIAL USE (RISK CAT. 2)

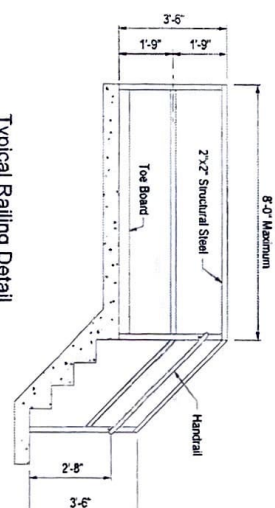
VESSEL SIZE (gal.)		≤ 900			1500			3000			6000			9000			11000			13000			15000		
SEISMIC DESIGN CATEGORY	A/B	C	D	A/B	C	D	A/B	C	D	A/B	C	D	A/B	C	D	A/B	C	D	A/B	C	D	A/B	C	D	
MAX S _g (%)	32.0	55.1	200	32.0	55.1	200	32.0	55.1	200	32.0	55.1	200	32.0	55.1	145	32.0	55.1	155	32.0	55.1	125	32.0	55.1	92	
MAX S ₁ (%)	8.3	13.1	70.0	8.3	13.1	70.0	8.3	13.1	70.0	8.3	13.1	70.0	8.3	13.1	70.0	8.3	13.1	70.0	8.3	13.1	70.0	8.3	13.1	70.0	
FOUNDATION, X	13'-0"	13'-0"	13'-0"	13'-0"	13'-0"	13'-0"	14'-6"	14'-6"	14'-6"	14'-6"	14'-6"	14'-6"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	
FOUNDATION, Y	13'-0"	13'-0"	13'-0"	13'-0"	13'-0"	13'-0"	14'-6"	14'-6"	14'-6"	14'-6"	14'-6"	14'-6"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	18'-0"	
FOUNDATION, T	8"	16"	16"	8"	16"	22"	10"	16"	19"	14"	19"	27"	14"	19"	27"	14"	19"	27"	19"	22"	27"	19"	22"	27"	
TOP Reinf. BARS	N/A	N/A	N/A	N/A	N/A	#4 @ 24"	N/A	N/A	#4 @ 24"	N/A	#4 @ 24"	#4 @ 24"	N/A	#4 @ 24"	#4 @ 24"	N/A	#4 @ 24"	#4 @ 24"	#4 @ 24"	#4 @ 24"	#4 @ 24"	#4 @ 24"	#4 @ 24"	#4 @ 24"	
BOT. Reinf. BARS	#5 @ 12"	#6 @ 12"	#6 @ 12"	#5 @ 12"	#6 @ 12"	#6 @ 12"	#5 @ 12"	#6 @ 12"	#6 @ 12"	#5 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	#6 @ 12"	
ANCHOR TYPE *	B1	C1	C1	B1	C1	D1	B2	C2	D2	B4	C3	D3	B3	C3	D3	B4	C3	D3	B5	C4	D3	B5	C5	D3	

* See Sheet STF-1A-01 for Anchorage Information.

DATE	REV	DESCRIPTION	BY	CHK	APP	DATE	REV	DESCRIPTION	BY	CHK	APP	DATE	REV	DESCRIPTION	BY	CHK	APP
12-04-20	0	STF-ATM-001				12-04-20	0	STF-ATM-001				12-04-20	0	STF-ATM-001			

Standard Foundation Reference
Vertical VJ Vessel
Industrial LIN - LDX - LAR
STF-ATM-001



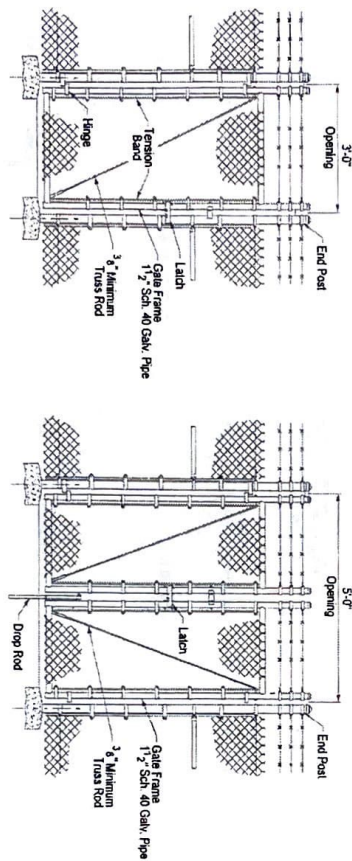


Typical Railing Detail

See OSHA Standard 1910.23
Guardrail, Handrail And Toe Board
To Be Painted Safety Yellow

Typical Fence Detail

Shown With Fence Mounted Outside of Pad

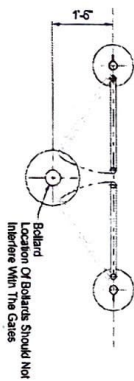


Single Gate Detail

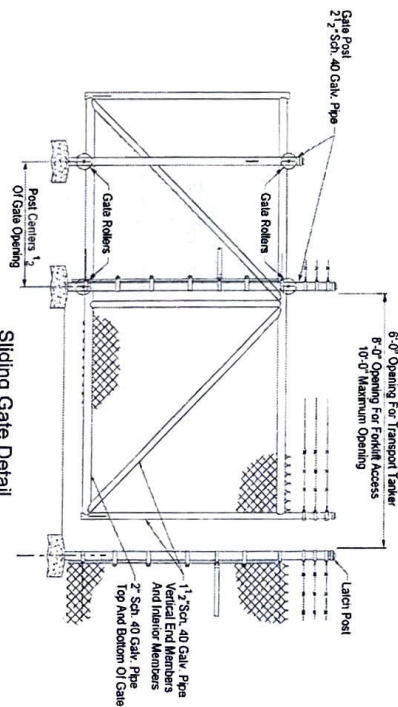
Shown With Fence Mounted Outside of Pad

Double Gate Detail

Shown With Fence Mounted Outside of Pad

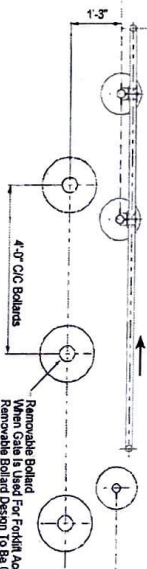


Double Gate Plan



Sliding Gate Detail

Shown With Fence Mounted Outside of Pad



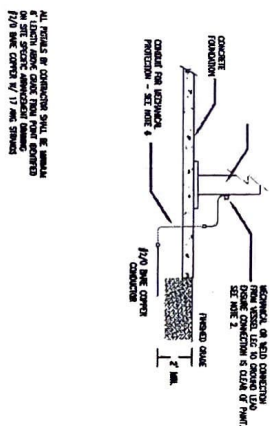
Sliding Gate Plan

Removable Bollard
When Gate Is Used For Forklift Access
Removable Bollard Design To Be Coordinated By
The Contractor, Augas And The Owner.

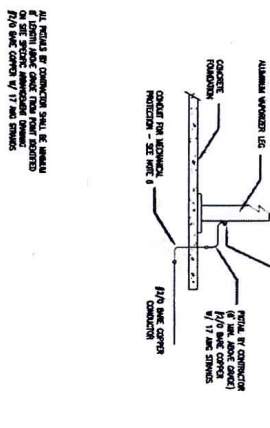
[illegible]

EQUIPMENT GROUNDING DETAILS

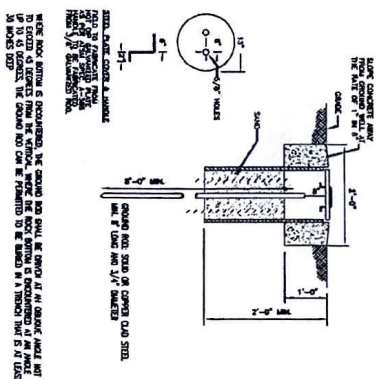
DETAIL A.1
CONNECTION TO VESSEL
SEE NOTE 5



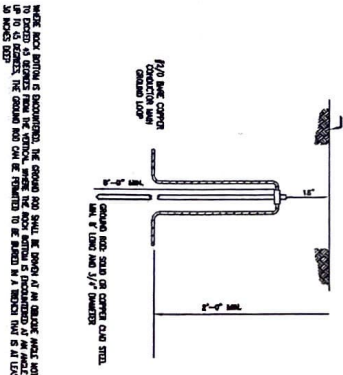
DETAIL A.2
CONNECTION TO VAPORIZER
SEE NOTE 5



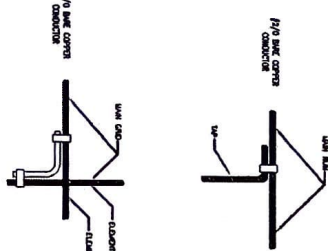
DETAIL A.3
REFERENCE GROUND ROD



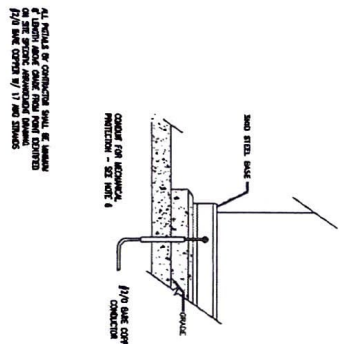
DETAIL A.4
GROUND ROD



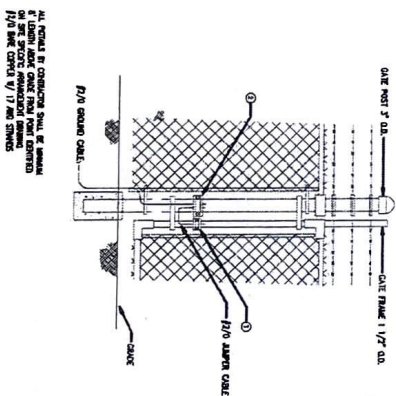
DETAIL A.5
GROUND LOOP CABLE CONNECTIONS
SEE NOTE 2



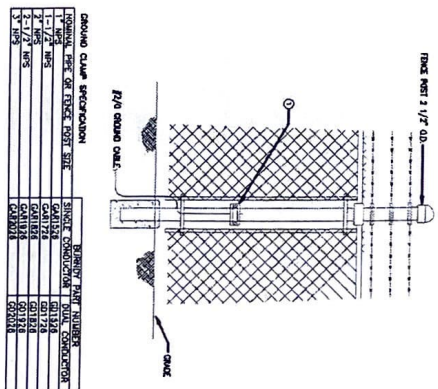
DETAIL A.6
CONNECTION TO SKID
SEE NOTE 6



DETAIL A.7
FENCING WITH GATE
SEE NOTE 5



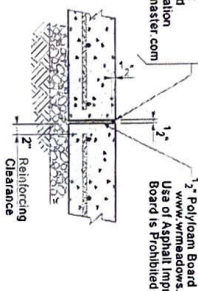
DETAIL A.8
FENCE OR PIPE CONNECTIONS



NO.	REV.	DATE	BY	CHKD.	DESCRIPTION	NO.	REV.	DATE	BY	CHKD.	DESCRIPTION
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					
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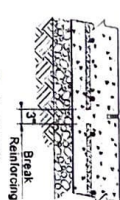
For Nitrogen or Argon Service
 High Performance Polyurethane Sealant
 Skaflex 12 or Other Approved

For Oxygen Service
 Chem Seal CS 2727 Sealant
 Other Sealants Not Permitted
 By The Flammaster Corporation
 (818) 880-1401 www.flammaster.com



Detail "1"
 Pad Isolation Construction Joint
 For Equipment Isolation

Saw Cut
 Shown Thus On Plan
 Depth of cut should be minimum 1/4
 inch. The cut should be filled with
 Fill With Sealant and Backer Rod
 For Oxygen Service
 High Performance Polyurethane Sealant
 For Nitrogen or Argon Service



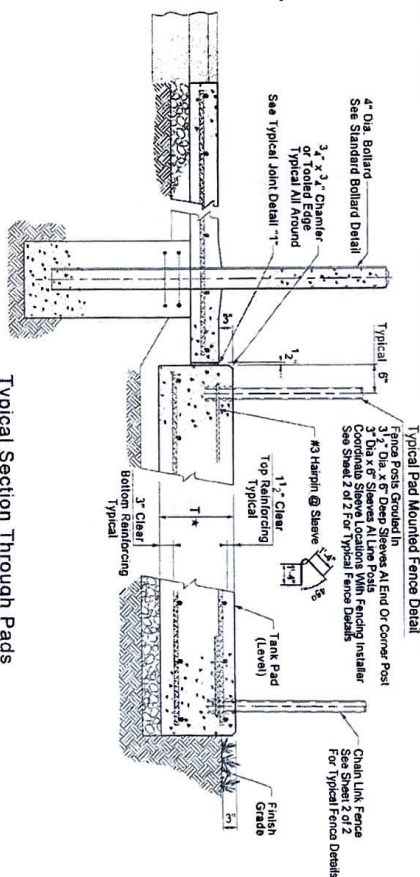
Detail "2"
 Continuous Pad Or Equipment Isolation Control Joint
 For Equipment Isolation

Saw Cut
 Shown Thus On Plan
 Depth of cut should be minimum 1/4
 inch. The cut should be filled with
 Fill With Sealant and Backer Rod
 For Oxygen Service
 High Performance Polyurethane Sealant
 For Nitrogen or Argon Service

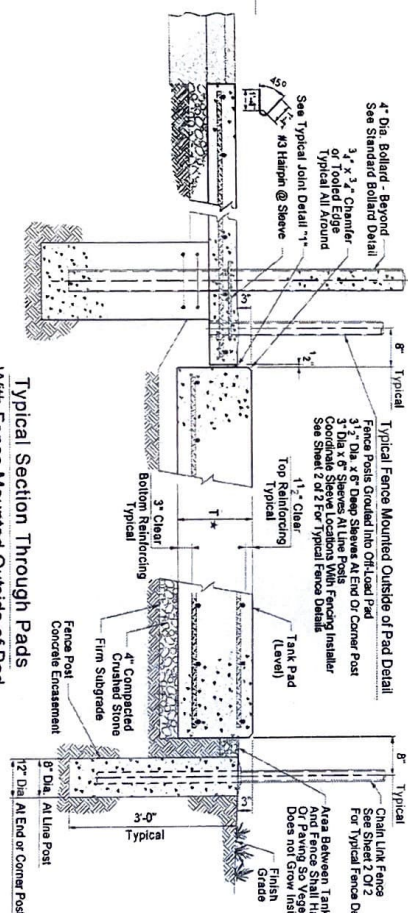


Detail "3"
 Typical Continuous Pad Control Joint
 For Pads Up To 8" Thick

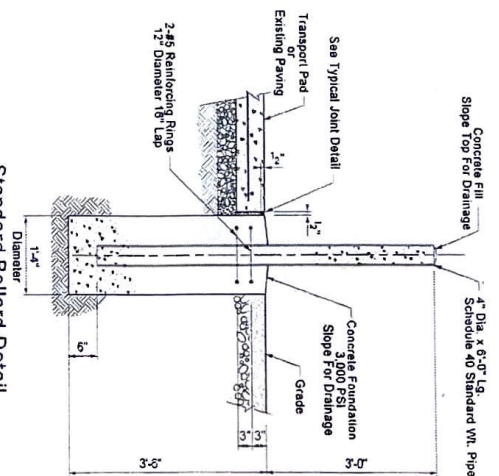
Rev	By	Date	Description
1	J-11-24	REVISED PAD DETAIL 3 AND FENCING DETAILS	
2	12-24-20	FOR CONSTRUCTION	



Typical Section Through Pads With Pad Mounted Fence
 * See Tank And Vaporizer Drawings For Pad Thickness And Reinforcing



Typical Section Through Pads With Fence Mounted Outside of Pad
 * See Tank And Vaporizer Drawings For Pad Thickness And Reinforcing



- Standard Bolted Detail**
1. Bolted Locations To Be Verified By Customer And Argus Based On Site Conditions To Protect Installation On All Sides Exposed To Vehicle Traffic
 2. Maximum Distance Between Bolted Locations is 4'-0" C/C.
 3. Location of Bolted Locations Should Not Interfere with Any Access Gates (Prevent Gates From Opening Fully).

Argus Standard Reference Drawings:
 STE-GEN-001 "Standard Grounding Guidelines for Bulk Systems"

Argus
 An Argus Company

Standard Bolted, Fence and Joint Details
 STE-DET-01
 Sheet 1 of 2

ITEM: 5.B.
DATE: June 10, 2024
FROM: Matt Rowe | Pittsylvania County Director of Economic Development
RE: Consideration of Resolution 2024-06-10-5B, authorizing the Chairman of the Authority to execute, deliver and record a plat of abandonment of Oak Hill Road and related documents to abandon certain portions of Oak Hill Road adjacent to the Authority's Southern Virginia Megasite at Berry Hill project, located in Pittsylvania County, Virginia – Brian K. Bradner, P.E., Vice President, Dewberry Engineers Inc.

ATTACHMENTS

1. Resolution
2. Exhibit A - Oak Hill Road Plat Abandonment

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE AUTHORITY TO EXECUTE, DELIVER AND RECORD A PLAT OF ABANDONMENT OF OAK HILL ROAD AND RELATED DOCUMENTS TO ABANDON CERTAIN PORTIONS OF OAK HILL ROAD ADJACENT TO THE AUTHORITY'S SOUTHERN VIRGINIA MEGASITE AT BERRY HILL PROJECT, LOCATED IN PITTSYLVANIA COUNTY, VIRGINIA.

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, the City of Danville, Virginia (the "**City**"), and the County of Pittsylvania County, Virginia (the "**County**"), in order to stimulate economic growth and development of the community by creating jobs and infrastructure have agreed to provide incentives to new and expanding businesses which conduct industrial activity; and

WHEREAS, the Authority desires to abandon certain portions of Oak Hill Road (the "**Oak Hill Road Abandonment**") adjacent to the Authority's Southern Virginia Megasite at Berry Hill project, located in the County (the "**SVM**"), subject to the determination and selection by the Authority of an end user on the SVM whose business plan would require the Oak Hill Abandonment (the "**End User**"); and

WHEREAS, the Authority's engineers, Dewberry Engineers, Inc., a New York corporation, have provided that certain preliminary Plat of Abandonment, providing for the abandonment of Oak Hill Road (the "**Plat of Abandonment**"), a copy of which is attached is **Exhibit A**, and incorporated herein by this reference; and

WHEREAS, the Authority has determined that the Plat of Abandonment is reasonable and appropriate to effectuate the Oak Hill Road Abandonment; and

WHEREAS, the Authority's Board of Directors has determined that it is in the best interests of the Authority and the citizens of the City and the County for the Authority to execute, deliver and record the Plat of Abandonment, in furtherance of the development and marketing of the SVM.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Authority hereby approves execution, delivery upon the Authority's selection and determination of an End User, and recordation of the Plat of Abandonment as set forth in **Exhibit A** together with such amendments, deletions or additions thereto as may be approved by the Chairman or the Vice Chairman of the Authority, and hereby authorizes the Chairman and the Vice Chairman, either of whom may act independently of the other, in consultation with the other, to execute, deliver and record the Plat of Abandonment on behalf of the Authority, such execution of the Plat of Abandonment by

Resolution No. 2024-06-10-5B

the Chairman (or Vice Chairman as the case may be) to conclusively establish his approval of any amendments, deletions or additions thereto.

2. Authority hereby authorizes and directs the City Manager Officer, the County Administrator Officer, and the Authority's staff and other agents and representatives working on behalf of the Authority to take such actions and to do all such things as are contemplated by the Plat of Abandonment, or as they in their discretion deem necessary or appropriate in order to carry out the intent and purposes of these resolutions; however, such authorization shall be subject to the same approval by legal counsel to the Authority as set forth above.

3. The Authority hereby approves, ratifies and confirms any and all actions previously taken by the Authority, its agents and representatives, in respect to the Plat of Abandonment and the matters contemplated therein.

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 regular meeting duly called and held on June 10, 2024, 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 June 2024.

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

(SEAL)

Exhibit A

(Plat of Abandonment)

ITEM: 5.C.
DATE: June 10, 2024
FROM: Ken Larking | Danville City Manager
RE: Consideration of Resolution 2024-06-10-5C, approving Amendment No. 39, dated May 28, 2024, with Dewberry Engineers Inc., a New York corporation, for engineering services related to the Mega Park Master Plan Southern Virginia Megasite at Berry Hill, to provide services relating to ALTA survey and Phase I Environmental Site Assessment, located in Pittsylvania County, Virginia, at a lump sum fee of \$90,000.00 – Mr. Bradner

ATTACHMENTS

1. Resolution
2. Exhibit A - Dewberry Amendment No. 39

A RESOLUTION APPROVING AMENDMENT NO. 39, DATED MAY 28, 2024, WITH DEWBERRY ENGINEERS INC., A NEW YORK CORPORATION, FOR ENGINEERING SERVICES RELATED TO THE MEGA PARK MASTER PLAN SOUTHERN VIRGINIA MEGASITE AT BERRY HILL, TO PROVIDE SERVICES RELATING TO ALTA SURVEY AND PHASE I ENVIRONMENTAL SITE ASSESSMENT, LOCATED IN PITTSYLVANIA COUNTY, VIRGINIA, AT A LUMP SUM FEE OF \$90,000.00

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's contracted engineers, Dewberry Engineers Inc., a New York corporation ("**Dewberry**"), are providing engineering services for the development of the Authority's Southern Virginia Megasite at Berry Hill (the "**SVM**"); and

WHEREAS, Dewberry has presented that certain Amendment No. 39, dated May 28, 2024 ("**Amendment No. 39**") to Contract dated February 9, 2009, a copy of such amendment is attached as **Exhibit A**, incorporated herein by this reference, under which Dewberry will provide or cause to be provided certain professional engineering services relating to ALTA survey and Phase I Environmental Site Assessment for the SVM; and

WHEREAS, under Amendment No. 39, the professional services by Dewberry are generally described as "**ALTA Survey**" and "**Phase I ESA**" at a lump sum fee of \$90,000.00 ("**Amendment No. 39 Funding**"); and

WHEREAS, the Authority's Treasurer, as fiscal agent of the Authority, has determined that Amendment No. 39 Funding is available within a line item previously approved by the Authority as "**Southern Virginia Megasite at Berry Hill – Funding Other than Bond Funds**"; and

WHEREAS, the Authority has hereby determined, in open session, that Amendment No. 39, in furtherance of the development and marketing of the SVM, serves the purpose of the Authority to enhance the economic base of the County of Pittsylvania, Virginia (the "**County**") and the City of Danville, Virginia (the "**City**") by developing, owning, and operating the SVM on a cooperative basis involving the County and the City, and that it is in the best interests of the Authority and the citizens of the County and the City for the Authority to authorize and approve the negotiation, execution and delivery of Amendment No. 39, as applicable, consistent with this Resolution and subject to the approval by legal counsel to the Authority as to legal form.

NOW, THEREFORE, BE IT RESOLVED, that:

Resolution No. 2024-06-10-5C

1. The Authority hereby approves negotiation, execution and delivery of Amendment No. 39, subject to the approval by legal counsel to the Authority as to legal form. The Authority hereby authorizes the Chairman and the Vice Chairman, either of whom may act independently of the other, in consultation with the other, to further negotiate and amend Amendment No. 39, on behalf of the Authority, consistent with this Resolution and as approved by legal counsel to the Authority as to legal form, such execution of any such amendments by the Chairman (or Vice Chairman as the case may be) to conclusively establish the approval of any such amendments.

2. Authority hereby authorizes and directs the City Manager Officer, the County Administrator Officer, and the Authority's staff and other agents and representatives working on behalf of the Authority to take such actions and to do all such things as are contemplated by Amendment No. 39, or as they in their discretion deem necessary or appropriate in order to carry out the intent and purposes of these resolutions; however, such authorization shall be subject to the same approval by legal counsel to the Authority as set forth above.

3. The Authority hereby approves, ratifies and confirms any and all actions previously taken by the Authority, its agents and representatives, in respect to Amendment No. 39 and the matters contemplated therein.

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 regular meeting duly called and held on June 10, 2024, 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 this 10th day of June 2024.

(SEAL)

SUSAN M. DeMASI

Secretary, Danville-Pittsylvania Regional Industrial
Facility Authority

Resolution No. 2024-06-10-5C

Exhibit A

(Amendment No. 39)

May 28, 2024

Mr. Vic Ingram
Chairman
Danville-Pittsylvania Regional Industrial Facility Authority (RIFA)
P.O. Box 3300
Danville, Virginia 24543

**RE: Amendment #39 – ALTA Survey and Phase I ESA
Southern Virginia Megasite at Berry Hill (SVMS)**

Dear Chairman Ingram,

Dewberry Engineers Inc. (Dewberry) has been assisting the Danville-Pittsylvania Regional Industrial Facility Authority (RIFA) with development of the Southern Virginia Megasite at Berry Hill (SVMS). As a continuation of due diligence efforts to prepare SVMS for development, Dewberry has been requested to complete an ALTA survey and Phase I Environmental Site Assessment (ESA) for the Southern Virginia Megasite. The ALTA survey and Phase I ESA will include Pittsylvania Parcels 1367-05-6253, 1367-30-1931, 1366-54-5996, 1356-75-0037, 1356-82-6276 and 1356-80-4414 for a totaling approximately 3,528 acres. Previous work completed at SVMS will be referenced and utilized as appropriate for completing the ALTA Survey and Phase I ESA.

SCOPE OF SERVICES

1. ALTA Survey

Prepare an ALTA/ACSM Land Title Survey as per 2020 minimum standard detail requirements, including optional Table A Items 1, 2, 3, 4, 5, 6b, 8, 11a, 12, 13, 14, 15, 16, 17 and 18 for the Southern Virginia Megasite. Refer to the attached Table A.

Information/Assistance to Be Provided By RIFA:

1. Ready access to property for purpose of carrying out the work.
2. Provide a current title commitment, current record description of subject property, current record description of adjoining properties including legible copies of all supporting documents.
3. Standard ALTA certificate will be used.
4. Table A, Item 5; No new topographic survey will be performed as part of this scope. Dewberry will utilize and reference previous work completed at SVMS.
5. Table A, Item 11; Location of underground utilities. Dewberry will not perform Subsurface Utility Engineering (SUE) designation services nor request an 811 utility locate ticket. Utilities will be shown on the survey per observed above ground evidence only and previous work completed at SVMS. Pipe connectivity, material and size will not be collected for gravity utilities.
6. Table A, Item 15; No new aerial survey will be performed as part of this scope. Dewberry will utilize and reference previous work completed at SVMS.

FEE: \$70,000.00 Lump Sum

2. Phase I ESA

Prepare a Phase I ESA in general accordance with ASTM 1527-21 standards for the SVMS. The Phase I ESA will consist of three (3) tasks: historic research, field reconnaissance and a written report. Dewberry will review and obtain, where possible, available public records and those provided by RIFA, relative to the history of use and potential for the presence of environmental conditions on the project site. We request RIFA to provide a current title report if available, as well as all agreements, deeds, plats, maps, and related documents prior to commencing our services. Dewberry will prepare a written report summarizing the findings of the Historic Research and Field Reconnaissance.

Our services may consist of contacting and reviewing the following:

1. Tax Assessor/Registry of Deeds – review previous ownership and obtain copies of deeds and/or plats, as deemed appropriate.
2. Building Inspector – obtain available history of site and buildings' construction and use.
3. Planning Departments and Historic Societies – review zoning, current and past use, and available aerial photography of the site.
4. Review of local, state and federal government electronic databases.
5. Search electronic database files for the subject site and surrounding sites utilizing the ASTM Standard Search Areas.
6. Interviews with reasonably available persons having local knowledge of the site history (i.e., current owner, previous owner, current and former site employees, Fire Marshal, Hazmat Coordinator, etc.).

The Client Questionnaire (Attachment A) provides our team with some initial questions that are helpful to have answered prior to performing the Phase I ESA on the subject property. In addition to completing the form, the following are necessary to proceed with our services:

1. Ready access to property for purpose of carrying out the work.
2. Clearance to review and copy title reports, applicable agreements, and material safety data sheets (MSDS), Chemical Inventory, deeds, plats, maps, and other related documents.
3. Ready access to property for purpose of carrying out the work.
4. A chain of title prepared within the last six (6) months, or most recent title search.

FEE: \$20,000.00 Lump Sum

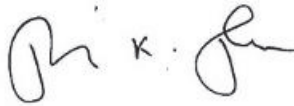
Except as amended in this proposal, all other terms, provisions, and conditions of our current Agreement for Professional Services to develop the Berry Hill property, dated February 9, 2009 shall remain in full force and effect, and the parties ratify and confirm that the Agreement for Professional Services to develop the Berry Hill property, dated February 9, 2009, as amended by this proposal, is and remains in full force and effect.

Again, we appreciate the opportunity to submit this contract amendment and look forward to continuing to work with you on this project. Please do not hesitate to call if you have questions.

Sincerely,



Shawn R. Harden, PE
Senior Associate



Brian K. Bradner, PE
Senior Vice President | Business Unit Manager

Attachments: Attachment A – Questionnaire
Table A – Optional Survey Responsibilities and Specifications

P:\50018376\Adm\Contract\2024.05.28-Amendment 39 ALTA Survey and Phase I ESA SVMS.docx

The foregoing Contract Amendment of Dewberry Engineers Inc. is accepted:

Print (Type) Individual, Firm, or Corporate Name

Signature of Authorized Representative Date

Print (Type) Name of Authorized Representative and Title

ATTACHMENT A
DEWBERRY ENGINEERS INC.

CLIENT QUESTIONNAIRE

ENVIRONMENTAL SITE ASSESSMENT
(Please complete and return with Signed Agreement)

SITE CONTACT PERSON: _____

PHONE: _____

SEND REPORT TO: _____

ADDRESS: _____

Has a previous environmental assessment been performed on this site? ☐ yes ☐ no ☐ unsure

Do you have knowledge of previous environmental clean-up associated with the property? ☐ yes ☐ no

Do you have knowledge of environmental conditions associated with adjoining properties? ☐ yes ☐ no

Has a title report been prepared within the past 12 months? ☐ yes ☐ no

Is a property plat or other site plans available? ☐ yes ☐ no

Are buildings located on the site? ☐ yes ☐ no, if yes how many?

Are underground storage tanks known to exist on the property? ☐ yes ☐ no

Do you have knowledge of existing significant environmental conditions on the subject site? ☐ yes ☐ no

Is the property connected to municipal sewer and water? ☐ yes ☐ no

Special comments or instructions regarding the property: _____

Completed by: _____ Date: _____

TABLE A

OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

NOTE: Whether any of the nineteen (19) items of Table A are to be selected, and the exact wording of and fee for any selected item, may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client must be identified as 20(a), 20(b), etc. Any additional items negotiated between the surveyor and client, and any negotiated changes to the wording of a Table A item, must be explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 20.

If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified (see note above):

1. ☒ Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the surveyed property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2. ☒ Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
3. ☒ Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
4. ☒ Gross land area (and other areas if specified by the client).
5. ☒ Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, with originating benchmark, when appropriate.
6. ☐ (a) If the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, list the above items on the plat or map and identify the date and source of the report or letter.
☒ (b) If the zoning setback requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, and if those requirements do not require an interpretation by the surveyor, graphically depict those requirements on the plat or map and identify the date and source of the report or letter.
7. ☐ (a) Exterior dimensions of all buildings at ground level.
☐ (b) Square footage of:
☐ (1) exterior footprint of all buildings at ground level.
☐ (2) other areas as specified by the client.

- ☐ (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.
8. ☒ Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
9. ☐ Number and type (e.g., disabled, motorcycle, regular, and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots, and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.
10. ☐ As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties.
11. Evidence of underground utilities existing on or serving the surveyed property (in addition to the observed evidence of utilities required pursuant to Section 5.E.iv.) as determined by:
- ☒ (a) plans and/or reports provided by client (with reference as to the sources of information)
- ☐ (b) markings coordinated by the surveyor pursuant to a private utility locate request.
- Note to the client, insurer, and lender – With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation may be necessary.*
12. ☒ As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands). The relevant survey requirements are to be provided by the client or client's designated representative.
13. ☒ Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."
14. ☒ As specified by the client, distance to the nearest intersecting street.

15. ☒ Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor must (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.
16. ☒ Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.
17. ☒ Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
18. ☒ Pursuant to Sections 5 and 6 (and applicable selected Table A items, excluding Table A item 1), include as part of the survey any plottable offsite (i.e., appurtenant) easements disclosed in documents provided to or obtained by the surveyor.
19. ☐ Professional liability insurance policy obtained by the surveyor in the minimum amount of \$_____ to be in effect throughout the contract term. Certificate of insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.
20. ☐ _____

Adopted by the American Land Title Association on October 1, 2020. More at: www.alta.org.
Adopted by the National Society of Professional Surveyors on October 30, 2020. More at: www.nsps.us.com.

ITEM: 5.D.

DATE: June 10, 2024

FROM: Matt Rowe | Pittsylvania County Director of Economic Development

RE: Consideration of Resolution 2024-06-10-5D, approving the negotiation, execution and delivery of a Third Amendment to that certain Construction Materials Storage Lease Agreement with Appalachian Power Company, approved under Resolution No. 2021-10-10-5D, modifying the term to a month-to-month lease at a lease rate of \$1,500.00 per month, to complete certain transmission line and substation construction activities at the Authority's Southern Virginia Megasite at Berry Hill, located in Pittsylvania County, Virginia, including without limitation restoring the lease premises by replacing the existing gravel with new grass and closing out environmental permitting – Matthew D. Rowe, Director of Economic Development, Pittsylvania County

ATTACHMENTS

1. Resolution
2. Exhibit A - Third Amendment to APCo Storage Lease

A RESOLUTION APPROVING THE NEGOTIATION, EXECUTION AND DELIVERY OF A THIRD AMENDMENT TO THAT CERTAIN CONSTRUCTION MATERIALS STORAGE LEASE AGREEMENT WITH APPALACHIAN POWER COMPANY, APPROVED UNDER RESOLUTION NO. 2021-10-10-5D, MODIFYING THE TERM TO A MONTH-TO-MONTH LEASE AT A LEASE RATE OF \$1,500.00 PER MONTH, TO COMPLETE CERTAIN TRANSMISSION LINE AND SUBSTATION CONSTRUCTION ACTIVITIES AT THE AUTHORITY’S SOUTHERN VIRGINIA MEGASITE AT BERRY HILL, LOCATED IN PITTSYLVANIA COUNTY, VIRGINIA, INCLUDING WITHOUT LIMITATION RESTORING THE LEASE PREMISES BY REPLACING THE EXISTING GRAVEL WITH NEW GRASS AND CLOSING OUT ENVIRONMENTAL PERMITTING

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, the City of Danville, Virginia (the “**City**”), and the County of Pittsylvania County, Virginia (the “**County**”), in order to stimulate economic growth and development of the community by creating jobs and infrastructure have agreed to provide incentives to new and expanding businesses which conduct industrial activity; and

WHEREAS, the Authority, pursuant to Resolution No. 2021-10-10-5D, entered into that certain Construction Materials Storage Lease Agreement on or about October 2021, with Appalachian Power Company (“**APCo**”), with APCo as lessee (the “**Storage Lease**”), in support of existing electrical transmission line relocation work in the Authority’s Southern Virginia Megasite at Berry Hill project (the “**SVM**”), located in Pittsylvania County, Virginia; and

WHEREAS, APCo has requested to further amend the Storage Lease by modifying the term of the Storage Lease to a month-to-month lease (the “**Extension**”) to complete the work by restoring the Leased Premises (as defined in the Storage Lease) to at least substantially the same condition they were in before the commencement of the Storage Lease, namely by replacing the existing gravel with new grass, and closing out environmental permit work; the rent would be at a rate of \$1,500.00 per month; and

WHEREAS, Authority and APCo desire to enter into that certain Third Amendment to Lease (“**Third Amendment**”), substantially in the form attached hereto as **Exhibit A**, and incorporated herein by this reference, where in addition to the Extension, the Authority will have the right to terminate the Storage Lease, without cause, upon at least sixty (60) days’ written notice to APCo, and the Authority will have the right to show the Leased Premises to prospective business recruits, as more fully described in the Third Amendment.

WHEREAS, the Authority has determined that it is in the best interests of the Authority, of the citizens of the County and the City, and of further development of the SVM, for the Authority to approve the negotiation, execution and delivery of the Third Amendment to facilitate the completion of the transmission line relocation work.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Authority hereby approves the negotiation, execution and delivery of the Third Amendment, substantially in the form attached hereto as **Exhibit A**, subject to approval and modification by the Authority's legal counsel as to legal form. The Authority hereby authorizes the Chairman and the Vice Chairman, either of whom may act independently of the other, in consultation with the other, to further negotiate and amend the Third Amendment, on behalf of the Authority, consistent with this Resolution and as approved by legal counsel to the Authority as to legal form, such execution of any such amendments by the Chairman (or Vice Chairman as the case may be) to conclusively establish the approval of any such amendments.

2. The Authority hereby authorizes and directs the City Manager Officer, the County Administrator Officer, staff and other agents and representatives working on behalf of the Authority to take such actions and to do all such things as are contemplated by the Third Amendment or as they in their discretion deem necessary or appropriate in order to carry out the intent and purposes of this Resolution.

3. 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 regular meeting duly called and held on June 10, 2024, 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 June 2024.

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

(SEAL)

Exhibit A

(Form of Third Amendment to Construction Materials Storage Lease Agreement)

Facility: Berry Hill Laydown Yard
Lease No.: 1046001

THIRD AMENDMENT TO LEASE

This **THIRD AMENDMENT TO LEASE** ("Amendment") is made as of the 10th day of April 2024, by and between **DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY** ("Lessor"), and **APPALACHIAN POWER COMPANY** ("Lessee").

WHEREAS, Lessor and Lessee entered into a certain Lease dated October 31, 2021, further amended by First Amendment to Lease dated January 3, 2022, and Second Amendment to Lease dated August 1, 2023 (collectively, "Lease"), for certain premises located in Pittsylvania County, Virginia (the "Leased Premises") as further described in Exhibit A, attached to the Lease.

WHEREAS Lessor and Lessee desire to amend the Lease as set forth below.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, Lessor and Lessee agree to amend the Lease as follows:

2. Term. The Term of the Lease is hereby amended to extend on a month-to-month basis, commencing May 1, 2024, and ending upon written notice by Lessee prior to the end of the month of expiration.

3. Rent. The monthly rental consideration shall be One Thousand Five Hundred Dollars and NO/100 (\$1,500.00) per month due and payable on or before the first day of each month within the extended lease term.

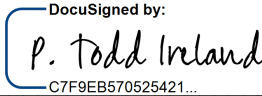
Except as modified by this Third Amendment, the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, this Third Amendment has been executed by the parties hereto as of the date first written above.

LESSOR:
Danville-Pittsylvania Regional
Industrial Facility Authority

By: _____
J. Lee Vogler, Jr.
Chairman

LESSEE:
Appalachian Power Company

By:   
P. Todd Ireland
Manager, Real Estate Asset Management
American Electric Power Service Corporation
Authorized Signer

This instrument prepared by Lessee.

Certificate Of Completion

Envelope Id: CAA51739C9744C01910CA08EF04E6C36

Status: Completed

Subject: Complete with DocuSign: Berry Hill Laydown Yard 3rd Amendment.doc

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 3

Initials: 2

Ashlee Cavitt

AutoNav: Enabled

700 Morrison Road

Envelope Stamping: Disabled

Gahanna, OH 43230

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

amcavitt@aep.com

IP Address: 167.239.221.107

Record Tracking

Status: Original

Holder: Ashlee Cavitt

Location: DocuSign

4/11/2024 9:06:49 AM

amcavitt@aep.com

Signer Events**Signature****Timestamp**

Cynthia Buckbee



Sent: 4/11/2024 9:45:13 AM

cdbuckbee@aep.com

Viewed: 4/11/2024 1:36:37 PM

REAM Records Supervisor

Signed: 4/11/2024 1:36:51 PM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address: 167.239.221.106**Electronic Record and Signature Disclosure:**

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Mike Williams



Sent: 4/11/2024 1:36:52 PM

cmwilliams@aep.com

Viewed: 4/13/2024 10:57:19 AM

Supervisor, Real Estate Asset Management

Signed: 4/13/2024 10:57:56 AM

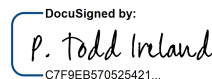
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Signature Adoption: Pre-selected Style
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P. Todd Ireland



Sent: 4/13/2024 10:57:58 AM

ptireland@aep.com

Viewed: 4/15/2024 6:13:08 AM

Manager Real Estate Asset Management

Signed: 4/15/2024 6:13:25 AM

Appalachian Power Company

Signature Adoption: Pre-selected Style
Using IP Address: 167.239.221.104

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 9/9/2015 1:39:12 PM

ID: b88d9a61-54c6-4049-8659-9d8a34e93235

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/11/2024 9:45:13 AM
Certified Delivered	Security Checked	4/15/2024 6:13:08 AM
Signing Complete	Security Checked	4/15/2024 6:13:25 AM
Completed	Security Checked	4/15/2024 6:13:25 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means any electronic sound, symbol or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record.

Please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

ITEM: 5.E.
DATE: June 10, 2024
FROM: Michael Guanzon | Legal Counsel to Authority
RE: Consideration of Resolution 2024-06-10-5E, authorizing the Chairman of the Authority to execute, deliver and record a subdivision plat and related documents to subdivide Lot 7D of the Authority's Cyber Park project, located in the City of Danville, Virginia, where Lot 7D will be subdivided into new Lots 7E and 7F, and to delineate certain boundary line adjustments – Mr. Bradner

ATTACHMENTS

1. Resolution
2. Exhibit A - Lot 7D Subdivision Plat

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE AUTHORITY TO EXECUTE, DELIVER AND RECORD SUBDIVISION PLAT AND RELATED DOCUMENTS TO SUBDIVIDE LOT 7D OF THE AUTHORITY’S CYBER PARK PROJECT, LOCATED IN THE CITY OF DANVILLE, VIRGINIA, WHERE LOT 7D WILL BE SUBDIVIDED INTO NEW LOTS 7E AND 7F.

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, the City of Danville, Virginia (the “**City**”), and the County of Pittsylvania County, Virginia (the “**County**”), in order to stimulate economic growth and development of the community by creating jobs and infrastructure have agreed to provide incentives to new and expanding businesses which conduct industrial activity; and

WHEREAS, the Authority desires to subdivide Lot 7D in the Authority’s Cyber Park project, located in the City (the “**Cyber Park**”) in order to delineate the existing graded pad from property adjacent to the existing mountain bike trail (the “**Lot 7D Subdivision**”); and

WHEREAS, in connection with Resolution No. 2023-10-11-6D, the Authority’s engineers, Dewberry Engineers, Inc., a New York corporation, have provided that certain preliminary Plat of Subdivision Showing: New Lots 7E & 7F Cyber Park, providing for the Lot 7D Subdivision (the “**Subdivision Plat**”), a copy of which is attached is **Exhibit A**, and incorporated herein by this reference; and

WHEREAS, the Authority has determined that the Subdivision Plat is reasonable and appropriate to effectuate the Lot 7D Subdivision; and

WHEREAS, the Authority’s Board of Directors has determined that it is in the best interests of the Authority and the citizens of the City and the County for the Authority to execute, deliver and record the Subdivision Plat, in furtherance of the development and marketing of the Cyber Park.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Authority hereby approves execution, delivery and recordation of the Subdivision Plat as set forth in **Exhibit A** together with such amendments, deletions or additions thereto as may be approved by the Chairman or the Vice Chairman of the Authority, and hereby authorizes the Chairman and the Vice Chairman, either of whom may act independently of the other, in consultation with the other, to execute, deliver and record the Subdivision Plat on behalf of the Authority, such execution of the Subdivision Plat by the Chairman (or Vice Chairman as the case may be) to conclusively establish his approval of any amendments, deletions or additions thereto.

Resolution No. 2024-06-10-5E

2. Authority hereby authorizes and directs the City Manager Officer, the County Administrator Officer, and the Authority's staff and other agents and representatives working on behalf of the Authority to take such actions and to do all such things as are contemplated by the Subdivision Plat, or as they in their discretion deem necessary or appropriate in order to carry out the intent and purposes of these resolutions; however, such authorization shall be subject to the same approval by legal counsel to the Authority as set forth above.

3. The Authority hereby approves, ratifies and confirms any and all actions previously taken by the Authority, its agents and representatives, in respect to the Subdivision Plat and the matters contemplated therein.

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 regular meeting duly called and held on June 10, 2024, 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 June 2024.

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

(SEAL)

Exhibit A

(Lot 7D Subdivision Plat)

ACCOUNT No. 76368
OWNER'S CERTIFICATE:
THE PLATTING OF THIS PROPERTY AS WELL AS THE STREETS,
ALLEYS, OR OTHER PROPERTY FOR PUBLIC USE AS SHOWN ON
THIS PLAT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH
THE DESIRES OF THE UNDERSIGNED OWNERS.

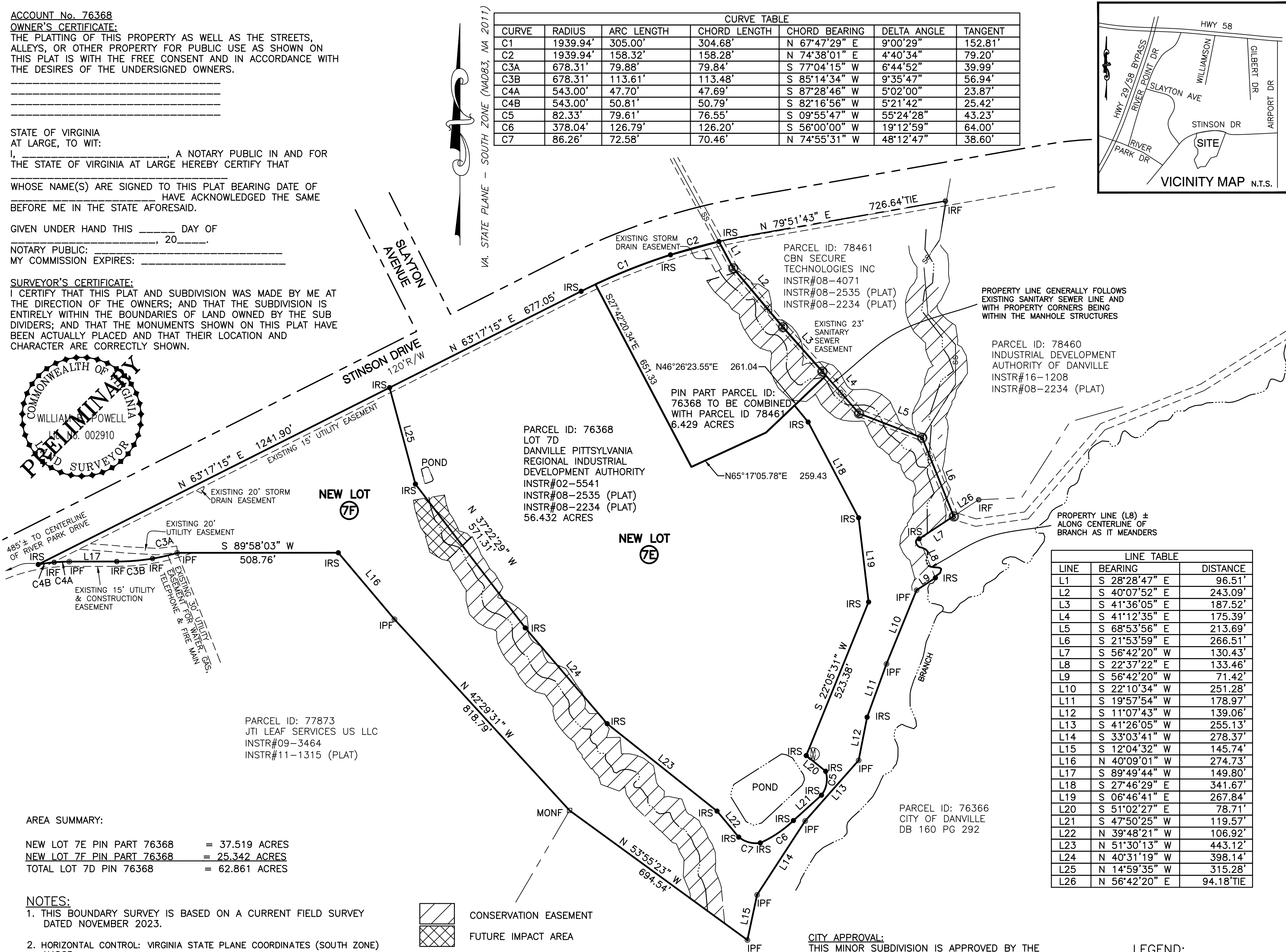
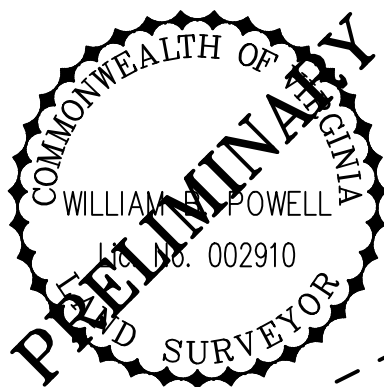
STATE OF VIRGINIA
AT LARGE, TO WIT:
I, _____, A NOTARY PUBLIC IN AND FOR
THE STATE OF VIRGINIA AT LARGE HEREBY CERTIFY THAT

WHOSE NAME(S) ARE SIGNED TO THIS PLAT BEARING DATE OF _____
_____ HAVE ACKNOWLEDGED THE SAME
BEFORE ME IN THE STATE AFORESAID.

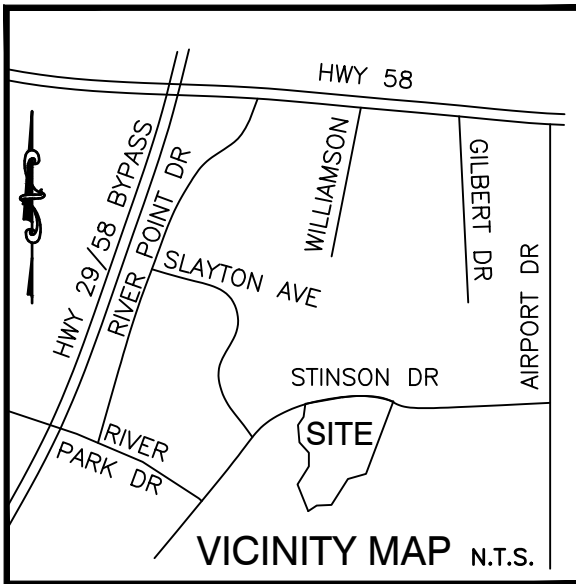
GIVEN UNDER HAND THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC: _____
MY COMMISSION EXPIRES: _____

SURVEYOR'S CERTIFICATE:
I CERTIFY THAT THIS PLAT AND SUBDIVISION WAS MADE BY ME AT
THE DIRECTION OF THE OWNERS; AND THAT THE SUBDIVISION IS
ENTIRELY WITHIN THE BOUNDARIES OF LAND OWNED BY THE SUB
DIVIDERS; AND THAT THE MONUMENTS SHOWN ON THIS PLAT HAVE
BEEN ACTUALLY PLACED AND THAT THEIR LOCATION AND
CHARACTER ARE CORRECTLY SHOWN.



CURVE TABLE						
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE	TANGENT
C1	1939.94'	305.00'	304.68'	N 67°47'29" E	9°00'29"	152.81'
C2	1939.94'	158.32'	158.28'	N 74°38'01" E	4°40'34"	79.20'
C3A	678.31'	79.88'	79.84'	S 77°04'15" W	6°44'52"	39.99'
C3B	678.31'	113.61'	113.48'	S 85°14'34" W	9°35'47"	56.94'
C4A	543.00'	47.70'	47.69'	S 87°28'46" W	5°02'00"	23.87'
C4B	543.00'	50.81'	50.79'	S 82°16'56" W	5°21'42"	25.42'
C5	82.33'	79.61'	76.55'	S 09°55'47" W	55°24'28"	43.23'
C6	378.04'	126.79'	126.20'	S 56°00'00" W	19°12'59"	64.00'
C7	86.26'	72.58'	70.46'	N 74°55'31" W	48°12'47"	38.60'



Dewberry
Dewberry Engineers Inc.
551 PINEY FOREST ROAD
DANVILLE, VA 24540
PHONE: 434.797.4497
FAX: 434.797.4341

RIVER VIEW INDUSTRIAL PARK
PLAT OF SUBDIVISION SHOWING:
NEW LOTS 7E & 7F CYBER PARK:
DANVILLE PITTSYLVANIA REGIONAL
INDUSTRIAL FACILITY AUTHORITY
DANVILLE, VIRGINIA

AREA SUMMARY:
NEW LOT 7E PIN PART 76368 = 37.519 ACRES
NEW LOT 7F PIN PART 76368 = 25.342 ACRES
TOTAL LOT 7D PIN 76368 = 62.861 ACRES

- NOTES:
- THIS BOUNDARY SURVEY IS BASED ON A CURRENT FIELD SURVEY DATED NOVEMBER 2023.
 - HORIZONTAL CONTROL: VIRGINIA STATE PLANE COORDINATES (SOUTH ZONE) NAD83
HORIZONTAL CONTROL REFERENCED FROM PLAT OF SURVEY FOR DAN RIVER PROPERTIES, LLC., DATED APRIL 15, 2008, BY DEWBERRY. NORTH ARROW IS GRID NORTH. ALL DISTANCES ARE GROUND DISTANCES.
 - THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

CONSERVATION EASEMENT
 FUTURE IMPACT AREA

- LIMITS OF CONSERVATION EASEMENTS LOCATED 50' FROM TOP OF STREAM BANKS.
- LIMITS OF CONSERVATION EASEMENTS LOCATED 50' FROM WETLAND BOUNDARY.
- ASSUME MAX 2' WETLAND FRINGE ALONG EACH BANK.

CITY APPROVAL:
THIS MINOR SUBDIVISION IS APPROVED BY THE
UNDERSIGNED PURSUANT TO THE SUBDIVISION
ORDINANCE TO THE DANVILLE CITY CODE AND MAY
BE ADMITTED TO RECORD.

CITY ENGINEER _____ DATE _____
ZONING ADMINISTRATOR _____ DATE _____

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 28°28'47" E	96.51'
L2	S 40°07'52" E	243.09'
L3	S 41°36'05" E	187.52'
L4	S 41°12'35" E	175.39'
L5	S 68°53'56" E	213.69'
L6	S 21°53'59" E	266.51'
L7	S 56°42'20" W	130.43'
L8	S 22°37'22" E	133.46'
L9	S 56°42'20" W	71.42'
L10	S 22°10'34" W	251.28'
L11	S 19°57'54" W	178.97'
L12	S 11°07'43" W	139.06'
L13	S 41°26'05" W	255.13'
L14	S 33°03'41" W	278.37'
L15	S 12°04'32" W	145.74'
L16	N 40°09'01" W	274.73'
L17	S 89°49'44" W	149.80'
L18	S 27°46'29" E	341.67'
L19	S 06°46'41" E	267.84'
L20	S 51°02'27" E	78.71'
L21	S 47°50'25" W	119.57'
L22	N 39°48'21" W	106.92'
L23	N 51°30'13" W	443.12'
L24	N 40°31'19" W	398.14'
L25	N 14°59'35" W	315.28'
L26	N 56°42'20" E	94.18'TIE

LEGEND:
⊙ IPF—IRON PIPE FOUND
⊙ IRF—IRON ROD FOUND
● IRS—IRON ROD SET (5/8"REBAR)
△ COMPUTED POINT
□ MON—CONC. MONUMENT FOUND
PIN: TAX PARCEL ID No.
⊙ MONITORING WELL
⊙ LIGHT POLE
⊙ SANITARY SEWER MANHOLE

SEAL

No.	DATE	BY	Description

REVISIONS
DRAWN BY WBP
APPROVED BY WBP
CHECKED BY PGL
PARTY CHIEF NSB/BMC
DATE 06/05/24

SCALE: 1" = 200'
0' 100' 200'

PROJECT NO. 50141788

SHEET NO. 1 of 1

FILE NO. V3310B

ITEM: 5.F.
DATE: June 10, 2024
FROM: Ken Larking | Danville City Manager
RE: Consideration of Resolution 2024-06-10-5F, authorizing the Chairman of the Authority to commission a Regional Bus Feasibility Study, the scope of which would, at a minimum, include the availability and cost of implementing and operating regional bus service, the potential operator(s) of the services, the scope of services and the size of the market passengers – Kenneth F. Larking, City Manager Officer

SUMMARY

Frequently, prospects for the Southern Virginia Mega Site request regional transit service for their workforce. The first step in the process of establishing a regional transit service is to conduct a feasibility study. The City issued a Request for Proposals to conduct this feasibility study and expects to receive several responses prior to the RIFA meeting.

The purpose is to study implementation of a commuter bus service for the region and specifically for the SVMS that would be operated by a private for profit or non-profit transit provider. The scope of services for the study involves evaluating the feasibility of providing commuter bus service from Danville, Virginia to Lynchburg, Virginia, Martinsville, Virginia, and Greensboro, North Carolina. Danville Transit receives Section 5311 funding due to its rural status. As a result, service development should address including Chatham, Virginia and Gretna, Virginia as stops for the route that will link Danville to Lynchburg. In addition, the proposed Danville to Greensboro route should include Reidsville, North Carolina as a stop to satisfy federal funding requirements for 5311 recipients.

Staff recommends that RIFA pay \$75,826 to cover the cost of Option 1 in the attached proposal from KFH Group.

ATTACHMENTS

1. Updated Scope of Work Regional Bus Service Feasibility Study - Danville Transit May 30 2024
2. Danville Regional Bus Service Feasibility Study - June 2024



City of Danville, Virginia

Carol G. Henley, Director of Purchasing

PO Box 3300
Danville VA, 24543

427 Patton Street, Rm 304
Danville VA, 24541

Phone: (434) 799-6528

Fax: (434) 799-5102

e-mail: purchasing@danvilleva.gov

1.0 **SCOPE OF WORK – Updated May 30, 2024**

Background Information

The purpose of the RFP is to solicit proposals from qualified firms to develop a feasibility study to implement commuter bus service for the City of Danville, Virginia that would be completed by a private for profit or non-profit provider. The scope of services for the study involves evaluating the feasibility of providing commuter bus service from Danville, Virginia to Lynchburg, Virginia, Martinsville, Virginia and Greensboro, North Carolina. Danville Transit receives Section 5311 funding due to its rural status. As a result, service development should address including Chatham, Virginia and Gretna, Virginia as stops for the route that will link Danville to Lynchburg. In addition, the proposed Danville to Greensboro route should include Reidsville, North Carolina as a stop to satisfy federal funding requirements for 5311 recipients.

Greyhound previously operated service from Danville to Greensboro that included connecting service to Richmond. Currently, the Virginia Breeze serves Danville Transit's Transfer Center. A major focal point of the study concerns including a stop for all commuter bus routes at the Southern Virginia Mega Site at Berry Hill <https://www.sovamegasite.org/>. In addition, the feasibility study should address including stops at the Caesars Virginia Casino Resort located in Danville, Virginia, and Danville Transit's Transfer Center to improve opportunities for passengers to connect with Danville Transit's fixed route operation. The feasibility study should also evaluate the possibility of Danville Transit directly operating service to the Mega Site through its existing dial a ride/microtransit operation. For example, passengers would initially use fixed route service to reach the Transfer Center and based on reservations received Danville Transit would transport passengers from the Transfer Center to the Mega Site.

Danville, Virginia is a Micropolitan Statistical Area since the urban area's population fell below 50,000 in recent years. As a result, Danville Transit is not eligible to receive a grant through the Transit Ridership Incentive Program but is eligible to receive a state Demonstration grant. Another major focus of the study is to evaluate the feasibility to obtain Section 5311 and 5307 funding through federal and state agencies to assist with subsidizing the cost to provide service to designated areas.

Currently, Caesars Entertainment operates a temporary casino in Danville, Virginia and plans to open a 320-room resort by the end of 2024. Both Caesars Virginia and the Southern Virginia Mega Site at Berry Hill could generate significant work trip activity for commuter bus service. However, it is also anticipated that passenger demand for regional bus service would involve multiple trip purposes. Therefore, a significant component of the feasibility study involves the development of a service schedule that supports all trip purposes. To improve passenger demand for the operation, limited bus stops along the commuter bus routes are desired.

Danville Transit will not directly operate the planned regional commuter bus service. Consequently, the study will also evaluate the feasibility of implementing a contractual service arrangement that involves the City of Danville acquiring buses using 5311 funds and leasing vehicles to a transportation provider to operate the service.

The feasibility study must be completed by January 17, 2025, to submit a capital grant application to the Virginia Department of Rail and Public Transportation by February 1, 2025. Since it currently takes a minimum of 12 months to receive medium-duty body-on-chassis vehicles the possible startup date for regional bus service is not expected until the summer/fall of 2026. To expedite the completion of the study, City of Danville staff will provide outreach to certain stakeholders. As a result, it is desired that the consultant will limit their involvement with stakeholder outreach as identified in the RFP. The feasibility study will be financed exclusively by the City of Danville, Virginia.

PROPOSAL REQUIREMENTS AND CONTENT

Project Schedule

The estimated timeframe for the project is seven (7) months from the date of the notice to proceed. The date of the notice to proceed is anticipated to be June 17, 2024.

Proposal Content

It is required that the proposal include the following items in the same order as they are listed below. Brief and concise submittals are encouraged. The total number of pages must not exceed twenty (20) entirely on letter size (8.5 x 11 inches), excluding the cover letter, table of contents, resumes, tabs, appendices and forms.

The outside packaging of the submittal must be clearly marked with the Project Title and the Proposer's name.

- 1. Identification.** A cover letter or equivalent which includes:
 - a. The title of this solicitation.
 - b. Proposer's name and business address.
 - c. The name, title, mailing address and telephone number of and email address of the principal contact.
 - d. Signature from a representative or officer authorized to bind the CONSULTANT.
- 2. Table of Contents.**
- 3. Organization and Approach.** A brief statement describing the Proposer's organization and outlining its approach to completing the scope of work. This statement shall briefly describe illustrate the Proposer's overall understanding of the project.
- 4. Work Plan.** A concise explanation of how the Proposer will carry out the objectives of the project. In the work plan, the Proposer shall describe each project task and proposed approach to the task as clearly and thoroughly as possible.
- 5. Preliminary Schedule.** A project schedule in bar-chart format will indicate all work plan tasks and their durations. The schedule shall clearly identify project deliverable dates.
- 6. Staffing Plan.** The plan shall include the following in table format:
 - a. A project organization chart, identifying the project manager.
 - b. Names of key project team members and/or Subconsultants. Only those personnel who will be working on the project should be identified.
 - c. The role and responsibility of each team member.
 - d. Percent effort (time) of each team member for the contract period.
 - e. The role and level of Danville Transit staff support, if any.

7. **Resumes.** Include resumes for major staff members assigned to the project. These resumes should focus on their experience in this type of project.
8. **Budget.** A completed labor cost allocation budget shall be provided for staff members assigned to the project and a total lump sum fee to complete the feasibility study.
9. **Recent Examples and References.** Proposer’s recent experience in performing work similar to that identified. This description shall include the following:
 - a. Date of the project.
 - b. Name and address of client organization.
 - c. Name and telephone number of the individual in the client organization that had management responsibility for the project.
 - d. Brief description of the project.
 - e. Proposer team members involved and their role.
10. **Additional Information.** Any additional information that the Proposer believes would be useful to the City of Danville in evaluating the proposal.
11. **Copies Requested.** Five (5) hard copies and one Flash drive shall be submitted.

PROJECT OBJECTIVES AND TASKS FOR WORK PLAN

The chosen consulting firm will be responsible for working with Danville Transit staff and staff from the Danville Economic Development Department to develop a Regional Transit Feasibility Study report that encompasses the following project objectives and tasks:

- Complete Stakeholder outreach. Stakeholder involvement for this study will be limited for the consulting firm to Danville, Virginia’s Transportation Advisory Committee, the Greensboro Transit Authority, Greater Lynchburg Transit Company, RADAR that provides fixed route deviated service in Martinsville, Virginia, Ride skat, which provides bus service for Reidsville, North Carolina and other areas of Rockingham County and **PART, Piedmont Authority for Regional Transportation**. Staff representatives for Danville Transit and Danville’s Economic Development Office will complete outreach to other regional stakeholders and provide related information to the consulting firm.
- Establish the need for Public Transportation to be provided from Danville, Virginia to Greensboro, North Carolina, Martinsville, Virginia and Lynchburg, Virginia. Please note completion of on-board surveys is desired.
- **Alternate pricing is requested for completing passenger surveys. Therefore, please identify a cost to complete the study by performing on-board surveys and an alternate project cost using an electronic survey platform.**
- Develop service alternatives. Proposers should identify strategies related to contracted service arrangements to ensure Danville Transit is able to effectively monitor operations and manage service delivery.
- Develop Organizational and Funding Alternatives
- Provide a Recommended Plan that addresses operational costs for private sector transportation providers and capital requirements to support the successful implementation of regional bus service.

- Prepare a report and complete a presentation based on input received from regional stakeholders.
- Provide a project schedule to reflect the study will be completed by January 17, 2025.
- Prepare a final report and PowerPoint presentation that comprehensively addresses the tasks identified and completed for the Work Plan for use in additional meetings after the completion of the study.

City of Danville, Virginia

Regional Bus Service Feasibility Study

June 7, 2024





June 7, 2024

Dear Ms. Henley:

KFH Group, Inc. is pleased to submit our response to the City of Danville's Request for Proposal (RFP) to conduct the *Regional Bus Service Feasibility Study*. KFH Group is an experienced firm of transportation planning professionals dedicated to providing assistance to local, regional, state and federal organizations. Our firm completed the past two Transit Development Plans (TDPs) for Danville Transit, as well as much of the planning work completed for the implementation of the Virginia Department of Rail and Public Transportation's (DRPT) Virginia Breeze intercity bus program. Our team also completed the initial planning study for the Afton Express, an inter-regional service that connects the Shenandoah Valley to the City of Charlottesville. The assistance requested by the City of Danville fits perfectly with what we do at the KFH Group.

For this project, we are being assisted by RK&K, which has completed some of the site work for the Mega Site at Berry Hill; and WB&A Research, which will be tasked with administering rider surveys.

The key staff members proposed for this project have a good understanding of the issues and what factors will be critical to consider when planning regional transit services in southern Virginia and northern North Carolina.

This response is valid for a minimum of 90 days beginning June 7, 2024. We propose to meet all the requirements of the RFP. The specific identification details for the primary firm are as follows:

1. Title of Solicitation: "Regional Bus Service Feasibility Study"
2. Proposer's name and business Address:

KFH Group, Inc.
9200 Corporate Boulevard, Suite 330
Rockville, Maryland 20850

ROCKVILLE, MD

9200 Corporate Blvd
Suite 330
Rockville, MD 20850
301.951.8660

AUSTIN, TX

1250 Capital of Texas Highway South
Building 3, Suite 400
Austin, Texas 78746
512.372.8807

3. Principal contact and officer authorized to negotiate contracts:

Chirag Patel, President, KFH Group, Inc.
9200 Corporate Boulevard, Suite 330
Rockville, Maryland 20850
(301) 951-8660
cpatel@kfhgroup.com

Technical questions concerning this proposal should be addressed to Ms. Lib Rood, AICP, who will serve as Project Manager. She can be contacted by telephone at 301-514-7030 (cell) or by email at erood@kfhgroup.com.

Thank you for the opportunity to submit this response to the RFP. Please contact us if you have any questions or need additional information.

Sincerely,



Chirag Patel

ROCKVILLE, MD

9200 Corporate Blvd
Suite 330
Rockville, MD 20850
301.951.8660

AUSTIN, TX

1250 Capital of Texas Highway South
Building 3, Suite 400
Austin, Texas 78746
512.372.8807

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Section 3

Organization and Approach

Introduction

This section presents our understanding of the project and overall approach for providing the City of Danville with assistance in developing a plan to implement regional bus service to support the development of the Southern Virginia Mega Site at Berry Hill, Caesars Virginia Casino Resort, and other regional transit needs. The preliminary study corridors are as follows:

- Danville to/from the Mega Site at Berry Hill
- Lynchburg to/from the Mega Site at Berry Hill and Danville, potentially including stops in Gretna and Chatham
- Martinsville to/from the Mega Site at Berry Hill and Danville
- Greensboro and Reidsville (NC) to/from the Mega Site at Berry Hill and Danville

For this work we will build upon KFH's and RKK's previous work in Danville, the region, Virginia, and North Carolina. This includes preparing the past two transit development plans (TDPs) for Danville Transit, as well as the Southern Virginia Transit Feasibility Study, the Virginia Breeze Implementation Plan, and ongoing compliance work in Virginia and North Carolina. KFH Group also completed the initial study for the Afton Express, a service that is now operating between Staunton and Charlottesville. Our staff are also familiar with the Smart Way service operated by Valley Metro in Roanoke.

The KFH team will also include WB&A Research if the onboard survey option is chosen. WB&A has completed thousands of rider survey assignments for a variety of transit organizations.

Project Understanding

The need for regional public transportation options in Southern Virginia has been identified in numerous plans and studies going back several years. Prior to the pandemic, the City of Danville was poised to provide a regional route in between South Boston and Danville to serve employment transportation needs as well as provide mobility options for students enrolled at the Southern Virginia Higher Education Center in South Boston. At the time, implementation was hampered by a driver shortage and the service was ultimately not implemented.

The region has lacked north-south regional options extending into North Carolina since Greyhound discontinued intercity bus service to the city in 2016. The Virginia Department of Rail and Public Transportation (DRPT) re-instituted service to Danville (2020) with the implementation of the Virginia Breeze. Danville is currently served by the Virginia Breeze Capital Connector, which provides regional

access between South Boston, Danville, and Martinsville, providing service between Martinsville, Richmond, and Washington, D.C. There is one trip northbound and one trip southbound daily. Danville is also served by the Virginia Breeze Piedmont Express, which connects Danville with Altavista, Lynchburg, and Amherst in the region, and then on to Charlottesville, Warrenton, Gainesville, Dulles Airport, and Washington, D.C. This route also has one trip northbound and one trip southbound.

While these services make needed connections, there is no connectivity into neighboring North Carolina. The City of Greensboro is the closest major city to Danville, only 45 miles to the south. Planning work for the Virginia Breeze noted the demand for service to Greensboro, but at the time DRPT was not interested in extending service into North Carolina. Our understanding is that the North Carolina Department of Transportation (NCDOT) has also looked at a potential route from Danville through Reidsville to Greensboro. For this current study effort, it will be important to reach out to both DRPT and NCDOT to learn more about potential statewide and interstate opportunities.

Local interest in regional transportation options has been recently revived by new economic development opportunities in and near the City of Danville. A major focal point for the study effort will be to develop commuter options to serve the Southern Virginia Mega Site at Berry Hill, which is a 3,528-acre industrial park that is being developed about 15 miles west of the City of Danville. A major tenant has been identified and has indicated a desire for the availability of regional public transportation options.

Another important focus will be to develop additional transit options for Caesar's Virginia, which is currently operating in a temporary building, with the primary site set to open in late 2024. Caesar's Virginia is located along West Main Street at the former Dan River Inc. Schoolfield Mill site. There are 400 employees at the temporary casino. The site is served by Danville Transit's routes 3 and 5, providing options for Danville City residents, but not for the broader labor market.

A challenge for the service design will be to incorporate a level of service that meets the needs but recognizes that the demand may be relatively low without a major institution to anchor the route. For example, the other two regional services in Virginia operated by local agencies serve major universities and their associated medical campuses – the Afton Express serves the University of Virginia in Charlottesville, and the Smart Way serves Virginia Tech in Blacksburg. The number of jobs and educational opportunities provided by UVA and Virginia Tech are likely much higher than the number of jobs associated with the Mega Site at Berry Hill or Caesar's Virginia.

Section 4

Work Plan

KFH Group and its partners propose to complete the Danville Regional Bus Service Feasibility Study through the following six primary tasks:

1. Stakeholder Outreach
2. Needs Analysis – Data and Surveys
3. Service Alternatives
4. Organizational and Funding Alternatives
5. Recommended Plan
6. Final Report and Presentations

Each of these tasks is briefly described below. It is anticipated that the Danville Transportation Advisory Committee (TAC) will serve as the advisory committee for this study.

Task 1: Stakeholder Outreach

A critical task for the project will be to discuss the potential for regional bus service with key local, regional, and state level stakeholders. Our approach will be to schedule interviews with the following key stakeholders:

- Danville Pittsylvania Regional Industrial Facility Authority
- Danville Transit's Transportation Advisory Committee
- Virginia Department of Rail and Public Transportation
- North Carolina Department of Transportation
- RADAR, which provides public transportation under contractual agreements with several Southern Virginia localities, including the City of Martinsville
- Greater Lynchburg Transit Company
- Greensboro Transit Authority
- Rockingham County, North Carolina's Ride SKAT program
- Piedmont Authority for Regional Transportation (PART – NC)

Topics covered through these interviews will include:

- Demand for service
- Vision for potential network
- Interest/ability to operate service
- Opportunities/challenges for interstate service
- Funding sources

These interviews will be conducted using a combination of virtual and in-person meetings.

Technical Memorandum #1 will summarize the information and opinions gathered through the stakeholder outreach.

Task 2: Needs Analysis – Data and Surveys

The needs analysis will be comprised of two primary components: an analysis of a variety of employment, commute, and demographic data, and a survey of potential users.

Data Analysis

There are several datasets that will be helpful to compile and analyze for the data analysis portion of the needs analysis. These are: employment data – both current and projected (locally available and through the Virginia Employment Commission), commuter patterns, demographic data, and the data analysis previously prepared for the Virginia Breeze Implementation Plan. The study team will also solicit any available workforce data from the development teams at the Mega Site and at Caesar's Virginia Casino. To fully understand the regional bus transit needs surrounding Danville, we must consider the places where people live now and in the future, and how to connect them to jobs and opportunities.

Once these data sources have been compiled and mapped (depending upon the type of data), we will overlay a map of the existing transit services offered through Danville Transit, the Virginia Breeze, and the providers in the potential origin areas to see where connections may be warranted.

Surveys

The scope of work calls for passenger surveys to be conducted on the current transit systems that may potentially feed into a regional transit system. These systems are: Danville Transit, GLTC, GTA, RADAR, Ride Skat, and PART (NC). Given the expense associated with on-board surveys, and the unknown circumstances regarding surveying on systems other than Danville Transit, we have provided two survey options for this task. Option 1 includes only the broader electronic survey and Option 2 includes rider surveys on **four** of the systems. The budget (Section 8) reflects these two options.

Electronic Public Survey

The study team will develop an electronic survey that can be widely distributed throughout the affected communities, to include both transit riders and non-riders. The survey will be brief and ask a few basic questions regarding the need for regional transportation, whether they would use it, timing, and fare questions. Location data will also be asked so the study team can get an idea of priority corridors for the recommendations. The electronic survey will be publicized via media release and a link can be posted

on the City's website, as well as Pittsylvania County's website, and any others that the City deems necessary. KFH Group has had pretty good results with electronic surveys, though they are not typically statistically valid. For the Danville TDP completed in 2023, 158 electronic surveys were completed.

On Board Survey

WB&A Research will lead the on-board survey effort and will provide staff to survey riders at up to four different transit programs. The study team will use a combination of methods to gather surveys from riders, including riding the buses and stationing staff at primary transfer hubs. It is envisioned that the survey will be brief and ask a few basic questions regarding the need for regional transportation, whether the riders would use it, timing, and fare questions. Location data will also be asked so the study team can get an idea of priority corridors for the recommendations. WB&A will use tablets to complete the surveys. WB&A will handle all data processing and cross tabulations of the results.

Technical Memorandum #2 will document the needs analysis, including both the data and survey components. The study team will present Technical Memoranda #1, and #2 to the study committee after the completion of Technical Memorandum #1. The information collected and analyzed through the first two tasks will provide the foundation for the service and organizational alternatives.

Task 3: Service Alternatives

Once the study team has a good understanding of the need for regional service, as described by stakeholders, riders, the public, and supported by various data sources, a set of service alternatives can be developed. As described in the RFP, the service alternatives will likely address the following:

- Local service connecting Danville Transit's current network to the Mega Site at Berry Hill.
- Regional service to Caesar's Virginia, the Mega Site at Berry Hill, and Danville Transit's Hub from markets that are deemed feasible. These could include Greensboro, Reidsville, and Eden in North Carolina; the local Pittsylvania communities of Gretna and Chatham; Altavista, Lynchburg, Martinsville, and South Boston.

The service alternatives will include maps for the various alternatives, as well as proposed operating hours, cost estimates, capital requirements, and advantages/disadvantages of providing service in the corridors. The study team will provide as much information as possible for the decision-makers to determine what type of network makes sense, as well as which corridors show the most promise.

As indicated in the RFP, the City of Danville would prefer that the corridor services be operated through contractual arrangements. The details involved with hiring and managing service contractors will be discussed within the alternatives – either within the service context or the organizational context.

Task 4: Organizational and Funding Alternatives

The organizational and funding alternatives are tied together, as there will need to be an entity (most likely the City of Danville) to take the lead for program administration, including managing any potential contractors, developing final service designs, and managing grant opportunities. The organizational portion of these alternatives will look at which entity makes the most sense, as well as what actions will be required to plan, prepare, manage, and fund any new regional public transportation services.

Funding alternatives will include both short term (i.e., State Demonstration funding) and longer term, likely to be a mix of Federal Section 5311 rural operating funds, state operating funds, and local funds. Note that local funds could potentially come from entities directly benefiting from any new services, such as Caesar's Virginia and/or the Mega Site at Berry Hill. Fare options will also be analyzed, as they can serve to reduce the overall net deficit. Advertising may also be a revenue option for a regional system.

Technical Memorandum #3 will document the service, organizational and funding alternatives. These alternatives will be presented to the study committee.

Task 5: Recommended Plan

Once the study committee and local stakeholders have had a chance to weigh in on the alternatives, the study team will develop a draft plan for the development of regional bus services. The draft recommended plan will include the following details:

- Description of the services to be provided and the capital required.
- Estimates for the annual revenue service hours and ridership.
- Operating and capital cost estimates for the services to be provided. The estimates will include both in-house estimates for the more local services and contractor estimates for the longer distance corridors.
- An implementation plan that includes direction regarding in-house and contracted services.

The recommended plan will include four chapters. Revised Technical Memoranda 1-3 will form Chapters 1-3 and Chapter 4 will provide the draft Recommended Plan. The draft recommended plan will be presented to the study committee for review and comment.

Task 6: Final Report and Presentations

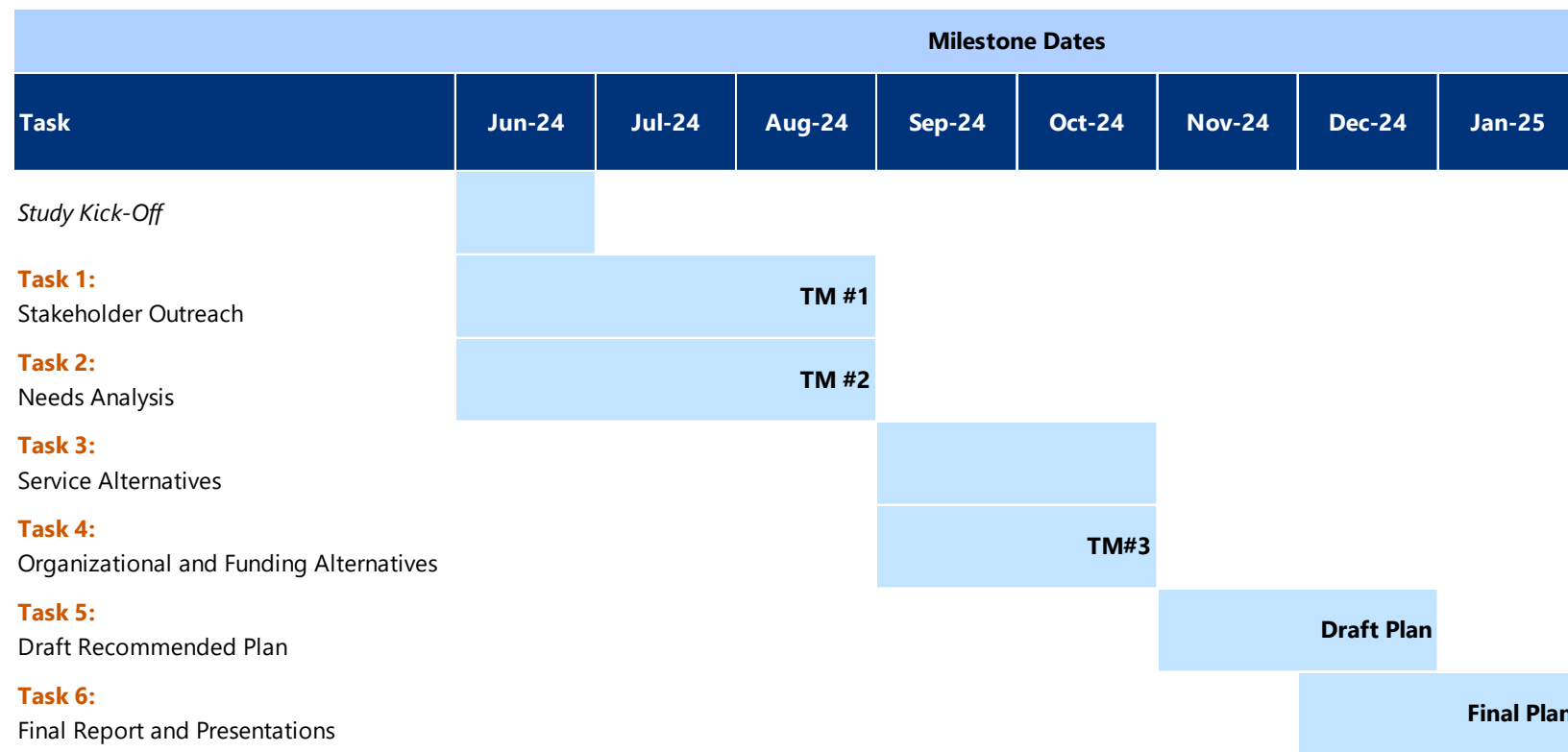
Once the draft Recommended Plan has been reviewed, the study team will prepare a Final Report and a PowerPoint presentation that summarizes the work completed and the recommendations. The PowerPoint presentation will be designed for use in additional meetings after the completion of the study.

Section 5

Preliminary Schedule

The desired completion date for the study is January 17, 2025. In order to meet that deadline, the study team will need to make steady progress as soon as the notice to proceed is issued. A preliminary schedule for the study is provided in **Figure 5-1**.

Figure 5-1: Preliminary Study Schedule



Section 6

Staffing Plan

Study Team

This section of the proposal presents the experience and qualifications of key staff offered on the KFH Group team. The KFH Group staff is joined by staff from RK&K and WB&A Research. The KFH Group project team is comprised of a mix of senior and junior staff members of our firms, who have expertise in completing feasibility and implementation studies, particularly in the Commonwealth of Virginia.

KFH Group, Inc.

Ms. Elisabeth (Lib) Rood, AICP, is the proposed KFH Group Project Manager. Ms. Rood brings over 30 years of consulting, research and practical experience in operating, managing, and planning transit systems. She has conducted over 60 transit studies, many in the Commonwealth of Virginia for either DRPT or local transit agencies/counties. Ms. Rood was the Project Manager for Danville Transit's 2023 Transit Development Plan and was key member of the study team for the Southern Virginia Regional Transit Feasibility Study. Ms. Rood will be advised by Fred Fravel, Principal, who has led several of the Virginia Breeze intercity bus planning and implementation studies for DRPT. Ms. Rood and Mr. Fravel also completed the primary planning study for the development of the Afton Express. KFH Group staff will handle the stakeholder outreach, several aspects of the needs analysis, as well as the alternatives, recommendations, and final study products. Additional staff members will include Ridhima Mehrotra and Spencer Ainsworth.

RK&K

Staff from RK&K include Jiaxin Tong, PE, Senior Transit Planner; Shreyas Bharadwaj, PE, PTOE, Senior Transportation Planner, and Rebecca Son, AICP, Transit Planner. Mr. Tong is a project manager in RK&K's Transit and Rail division. He leads multimodal projects that integrate transit modes with other mobility and safety needs on major corridors throughout Virginia, Maryland, and the District of Columbia. Mr. Bharadwaj brings extensive experience in transportation engineering and planning. His specialty areas include multimodal engineering and planning, congestion management studies, travel demand modeling, transit studies, traffic impact analysis, and safety studies. In addition to working on NCDOT projects, Mr. Bharadwaj has led traffic and safety analysis efforts on a wide range of projects for VDOT, MDSHA, TDOT, SCDOT, GDOT and FDOT. Mr. Bharadwaj served as the project manager/lead traffic engineer responsible for the development of the Interstate Access Request (IAR) for the Southern Virginia Mega Site at Berry Hill. RK&K's role will be to conduct several aspects of the needs analysis.

WBA Research

Key staff members for WBA Research are Kevin Pullis, Vice President, and William Bohner, Research Director. Mr. Pullis is primarily responsible for managing research related to transportation and travel and tourism, as well as consumer product testing and advertising research. He manages the research process from survey instrument design and data collection through data analysis and presentations. Mr. Pullis has extensive experience conducting custom research covering a wide variety of methods, including telephone surveys, web surveys, focus groups, one-on-one executive interviewing, intercept interviewing, interactive voice recording (IVR), and mail/self-administered surveys. Mr. Bohner joined the WBA team in 2016 and began working in his current capacity as Research Director in 2020. As Research Director, he is substantially involved in managing all phases of the research process from client communication and questionnaire development through preparation of study results and analysis. His chief responsibility is monitoring WBA's team of project managers and associates as well as the day-to-day progress of each project—during data collection, data processing, and analysis—ensuring the data are accurate and responding to the changing needs of each study.

KFH Group Team Organization and Staffing Plan

As shown in the Project Organizational chart (**Figure 6-1**), KFH Group will have ultimate responsibility for all work done under this contract. Our proposed Project Manager, Elisabeth (Lib) Rood will be the primary point of contact with the City of Danville. **Table 6-1** identifies the roles for key staff members. It is anticipated that staff from the City of Danville will provide stakeholder input, beyond what is described in our scope of work, as well as liaison support to set up stakeholder interviews.

Table 6-1: Roles for key Staff Members

Name	Role	% Effort During Contract Period
KFH Group:		
Lib Rood, AICP, Senior Transportation Planner	Project Manager	20%
Fred Fravel, Principal	Senior Advisor	5%
Ridhima Mehrotra, Transportation Planner	Survey, Needs Analysis, and GIS support	18%
Spencer Ainsworth, Transit Analyst	Survey, Needs Analysis, and GIS support	18%
RKK:		
Jiaxin Tong, PE, Senior Transit Planner	RKK Oversight	2%
Shreyas Bharadwaj, PE, PTOE, Senior Transportation Planner	Needs Analysis	10%
Rebecca Son, AICP, Transit Planner	Needs Analysis	10%
WBA Research:		
Kevin Pullis, Vice President	WBA Oversight	5%
William Bohner, Research Director	Survey Design and Oversight	12%

Figure 6-1: Project Team Organizational Chart



Section 7: Resumes

Resumes for the following key staff from each of the three firms are provided within this section.

KFH Group

- Lib Rood, AICP, Senior Transportation Planner, Project Manager
- Fred Fravel, Principal, Project Advisor
- Ridhima Mehrotra, Transportation Planner
- Spencer Ainsworth, Transit Analyst

RK&K

- Jiaxin Tong, PE, Senior Transit Planner
- Shreyas Bharadwaj, PE, PTOE, Senior Transportation Planner
- Rebecca Son, AICP, Transit Planner

WBA Research

- Kevin Pullis, Vice President
- William Bohner, Research Director



Elisabeth Rood, AICP

Senior Transportation Planner



Years of Relevant Experience: 30

Education

M.S., Transportation Studies, Morgan State University, Outstanding Scholar, 1996

B.S., Kinesiological Sciences, Cum Laude, Phi Beta Kappa, University of Maryland, 1986

Employment History

- *Senior Transportation Planner*, KFH Group, 2005-Present; 2001-2003; 1995-2000
- *Owner/Manager*, Emma, 2003-2005
- *Senior Operations Planner*, Montgomery County Ride-On, 2001
- *Associate*, Ecosometrics, 1989-1995
- *Information Specialist*, CTAA, 1987-1989
- *Bus Driver, Dispatcher, Manager*, Shuttle-UM, University of Maryland, College Park 1983-1987

Highlights

- Served as project manager for over 20 transit planning studies and operational analyses in Maryland, Virginia, and North Carolina
- Provided technical assistance to transit operators through the national RTAP program as well as through several state RTAP programs
- Planned routes and schedules for a larger urban transit system, as a Senior Operations Planner with Montgomery County, MD
- Served as a driver, dispatcher, safety trainer, and operations supervisor for Shuttle-UM

Elisabeth Rood is a Senior Transportation Planner with 30 years of research and practical experience in bus transit planning, operations and research. Her background includes numerous transportation development plans (TDPs), comprehensive operational analyses (COAs), feasibility studies, technical assistance studies, compliance reviews, program evaluation studies, as well as several coordination/consolidation studies, college transportation planning studies, intercity bus studies, facility improvement studies, and direct transit operations.

Relevant Experience

Circulator and Feasibility Studies

Ms. Rood led a multi-disciplinary team in 2020 to complete a Parking and Circulator Plan for Downtown Frederick, Maryland. The focus of the effort was to develop a comprehensive strategy to address aging parking infrastructure, new demand, and to incorporate additional modes to potentially reduce the number of spaces needed in the downtown core and balance parking demand. In 2019, Ms. Rood completed the Shenandoah County Public Transit Feasibility Study. The information gathered for the study was used to apply for grant funding to implement a transit program, which is currently in operating. In 2017 Ms. Rood completed the I-81/I-64 Inter-Regional Public Transportation Feasibility Study, which examined the feasibility of providing public transportation service to connect the Central Shenandoah Valley and Charlottesville, Virginia. This linkage would serve a number of markets, including commuters, college students, travelers connecting to Amtrak and Greyhound, and those visiting major medical providers in Charlottesville. After subsequent study the "Afton Express" has been implemented. In March 2016, Ms. Rood completed a transit feasibility study for Greensville County and City of Emporia in Southern Virginia. The focus of the planned service design was to provide local mobility for residents of Emporia and nearby Greensville County so they can access jobs, services, and shopping. The service was implemented. Also in Virginia, Ms. Rood completed a feasibility study for Lord Fairfax Community College (LFCC) in Middletown (2016). At the time, LFCC was the only community college in



Elisabeth Rood, AICP
Senior Transportation Planner



Virginia that was not served by public transportation. Ms. Rood is currently completing a feasibility study for the Winchester-Frederick County area of Virginia.

Transportation Development Plans and Comprehensive Operational Analyses for Transit Programs

Ms. Rood has extensive experience in the preparation of TDPs and COAs for public transit programs. Ms. Rood was the Project Manager for Danville Transit's most recent TDP, completed in 2023. Also, in Virginia Ms. Rood completed a TDP and COA for Valley Metro in Roanoke, Virginia (2018), as well as TDPs for the Harrisonburg Department of Public Transportation and Fredericksburg Regional Transit. In 2016, Ms. Rood completed a combined TDP and comprehensive operational analysis (COA) for the Williamsburg Area Transit Authority. Under a task order agreement, Ms. Rood served as the project manager for TDPs for several transit programs. In 2011 and again in 2020, Ms. Rood completed plans for Graham Transit (Bluefield, Virginia) and Mountain Empire Older Citizens (Big Stone Gap, VA). The focus of these rural planning projects was to plan for continued service for high-need populations with limited resources. Each of these plans included stakeholder and public input (including passenger surveys, community surveys, and community meetings), an analysis of transit services, a demographic and trend analysis, and a consideration of alternatives. Each plan resulted in detailed five-to ten-year operations, financial, and capital plans. In 2023 Ms. Rood completed a TDP for the Town of Ocean City, Maryland. Ms. Rood is currently working on a Transit Strategic Plan for Valley Metro.

Compliance Reviews

In 2019, Ms. Rood served as a lead reviewer for three FTA Triennial Reviews for small urban transit programs in Montana. Subsequent FTA Triennial reviews have included one review for a small urban transit provider in New York State (2021), four reviews for urban transit providers in Kentucky (2022), and two reviews for urban transit providers in Wisconsin (2023). In 2018 and 2019, Ms. Rood was a lead reviewer for a series of compliance reviews for rural transit providers in New Jersey. In 2010 - 2011, and again in 2014 - 2016, and 2023-2024, Ms. Rood served as a team leader for a number of compliance reviews of rural transit systems in North Carolina. Ms. Rood is currently completing four reviews in North Carolina for NCDOT. The purpose of these reviews was to ensure that subrecipients of Federal Transit Administration (FTA) funds were following program guidance. In 2012, Ms. Rood served as Team Leader for seventeen compliance reviews of North Carolina Departments of Social Services non-emergency Medicaid transportation (NEMT) programs. This compliance review effort continued in 2013 and 2014, with Ms. Rood serving as Team Leader for nineteen NEMT program reviews throughout North Carolina. The purpose of these reviews was to help the programs come into compliance with new program requirements.



Fred Fravel

Principal



Years of Relevant Experience: 41

Education

M.R.P. Regional Planning, University of North Carolina, 1976

B.A. Interdisciplinary Social Science, Duke University, 1972

Employment History

- *Vice President*, KFH Group, 1995-Present
- *Senior Associate*, Ecosometrics, Inc., 1984 - 1995
- *Consultant*, Motor Carrier Ratemaking Study Commission, 1983
- *Intercity Program Manager*, North Carolina Department of Transportation, 1980-1983
- *Research Associate*, University of North Carolina, 1978-1980

Highlights

- TRB Committee on Rural, Intercity Bus and Specialized Transportation, Friend of the Committee, past Co-Chair
- American Planning Association, Transportation Planning Division

Mr. Fravel is a Principal at KFH with over forty-one years of experience in transit planning and policy development focusing on rural, small urban, intercity and human service transportation. His work experience has included local public transportation planning projects addressing issues dealing with routes, service levels, facilities, costs, fares, service planning, accessibility, funding, capital needs, management, and organization.

Relevant Experience

Intercity and Regional Commuter Bus Planning

Mr. Fravel has been the Project Manager or Principal Investigator for over thirty intercity and commuter bus planning studies. He recently completed an update of the Minnesota Intercity Bus Study, with other recent statewide intercity bus studies for Texas and Maryland. In Virginia he has completed a number of studies over the years leading to the "Virginia Breeze" state network, and recently completed analysis of another potential corridor. He was Project Manager on a statewide intercity bus study for Idaho, corridor intercity/regional studies in Nebraska, and the update to the Travel Washington intercity bus plan for the Washington State Department of Transportation. Mr. Fravel was also the KFH Group Project Manager on an update to the Colorado Statewide Intercity and Regional Bus Plan, which included planning for the Bustang commuter bus service and the rural Bustang Outrider routes. He is currently leading the intercity bus elements of statewide transit plans for Nevada and New Mexico as a subcontractor. Previous similar work includes significant roles in similar plans in California, Colorado, Georgia, Idaho, Indiana, Nebraska, Maryland, Massachusetts, Michigan, Minnesota (4 studies), New Hampshire, North Carolina, Ohio, Pennsylvania, Texas, Vermont, Virginia and Washington addressing coverage, multimodal connectivity, service and facility needs, program design, performance measures, and funding.



Fred Fravel
Principal



Rural and Small Urban Transit Development Planning

Mr. Fravel has over 38 years of experience in developing plans for rural and small urban transit services. He has been the Project Manager for numerous Transit Development Plans (TDPs) for local and regional systems in Maryland, North Carolina, Georgia, South Carolina, Virginia and Vermont. Many of these projects have been updates of earlier KFH projects. He has also performed a number of feasibility studies addressing the creation of new transit services or service expansions. Current work includes roles in updating TDPs in suburban Maryland counties, and a feasibility study for regional services in Texas.

Compliance and Management Performance Reviews

Mr. Fravel is assisting in conducting FTA/state program compliance reviews on rural North Carolina systems under the KFH contract with North Carolina DOT, having previously worked on similar projects for North Carolina, Maryland and Georgia. He was Deputy Project Manager on three contracts for the North Carolina Department of Health and Human services to conduct compliance reviews of Non-Emergency Medical Transportation (NEMT) in all one-hundred counties, and has conducted FTA Triennial system reviews.

Transit Planning and Organizational Studies

Mr. Fravel has extensive experience in transit service planning, organizational planning and service reviews. Most such projects have included existing routes and services focusing on performance; user and community surveys, ridership forecasting, and review of scheduling and service design—many have also included organizational development. He is currently assisting the Baltimore Metropolitan Council in developing transit funding and organizational options for the Baltimore region. He also had a role in the Ohio statewide transit funding needs study, focusing on changes in population characteristics and tastes, and their impact on land use and transportation; and on coordination of human service and rural public transportation.

Transit Research

Mr. Fravel was the Principal Investigator on TCRP Report 147 Toolkit for Estimating Demand for Rural Intercity Bus Services and on NCHRP Research Results Digest 356 reviewing state implementation of the Section 5311(f) program. He served as the Principal Investigator on TCRP Report 79, Effective Approaches to Meeting Rural Intercity Bus Transportation Needs and on NCHRP Research Report 861, Best Practices in Rural Regional Mobility. He is currently on the Advisory Panel for NCHRP 08-133 Developing a National Intercity Bus Atlas, and TCRP SA-57 Statewide Approaches to the Development of Comprehensive Transit Information Systems.



Ridhima Mehrotra

Transportation Planner



Years of Relevant Experience: 11

Education

M.C.P., Urban Study and Planning,
University of Maryland, College Park, 2018
B.Arch., School of Planning &
Architecture, New Delhi, India, 2012

Employment History

- *Research Analyst*, Downtown Austin Alliance- Movability, Austin, TX, Nov-Dec 2018
- *Intern*, Montgomery County Planning Department, M-NCPPC, MD, 2017-2018
- *Graduate Assistant*, Technology Solutions Center, UMD College Park, MD, 2016-2017
- *Senior Architect*, Arch-I Platform, New Delhi, India, 2013-2015

Highlights

- Conducted transit need assessments for diverse transit development plans, including microtransit and intercity bus projects.
- Executed ridership and cost analyses for comprehensive financial and operational planning.
- Led ridership and vehicle forecasting studies for NJ Access Link.
- Conducted feasibility studies and site evaluations for bus stops, park and ride, and small transit facilities.
- Expert in ArcGIS Pro, Online, ArcGIS Maps for Adobe Creative Cloud, and REMIX.
- Advanced skills in data analysis and presentation using MS Excel Power Query and Macros, MS Word, and PowerPoint and familiarity with python programming.
- Proficient in graphic design and 3-d sketches using Adobe Photoshop, InDesign, Illustrator, SketchUp and AutoCAD.

Ms. Mehrotra is a Transportation Planner with over seven years of experience in planning and four years in urban design and architecture. Utilizing her robust technical skills in GIS, data analysis, and graphic design, Ms. Mehrotra highlights the connections between communities and transportation.

Relevant Experience

Transit Planning

Ms Mehrotra's portfolio comprises more than a dozen public transit development plans, spanning agencies and locations such as CARTS, Aransas, Concho Valley (CVTD), Alamo (AACOG), GoBUS (ETCOG), HOTRTD, South Plains (SPARTAN), T-Line, and New Braunfels, TX, as well as Harford County, MD; St. Mary's County, MD; Hopi Reservation, AZ; NCRTD, NM; among others. Ms. Mehrotra has authored numerous technical documents for these projects, that include, existing service assessment, socio-demographic analysis, land use profiling, evaluation of demand response trip data, route profiles, transit needs assessments, and strategic service alternatives.

At present, Ms. Mehrotra is formulating alternative transit planning strategies for Harford County Transit, MD. She recently prepared corridor strategies for SPARTAN's regional service plan. She also conducted ridership and cost analyses, assessing the feasibility of microtransit and scheduled services for Aransas County, Fort Bend County, and the SWART system in Texas.

Ms Mehrotra utilized her GIS mapping skills to visualize various service strategies for improving service in CARTS Region, TX, Hopi Reservation, AZ, North Central Regional Transit District (NCRTD), NM. These strategies encompass potential for Microtransit and the creation of local and regional transit routes. She was also a key contributor to the CARTS Microtransit Guidebook project. Additionally, she crafted maps depicting various strategies for implementing a new public transit service in New Braunfels, Texas. Ms. Mehrotra performed essential ridership and cost analyses pivotal for financial and operational planning, especially concerning microtransit, in New Braunfels.



Ridhima Mehrotra
Transportation Planner



Data Collection, GIS Mapping, Analysis, and Visualization

Ms. Mehrotra possesses strong data analysis and analytical skills as well as an extensive background in graphic design and cartography. She has experience working with a variety of large datasets and uses a range of quantitative and qualitative analysis tools and software, including ArcGIS Pro and Online. She has advanced knowledge of using Ms Excel and is adept at leveraging online data tools.

Ms. Mehrotra has undertaken data analysis and GIS mapping for numerous transit planning projects, spanning a diverse range of GIS and MS Excel methodologies. Her expertise extends across various scales, from local to regional, encompassing tasks such as trip data assessment (fixed route and demand response), employing GIS network analysis tools for origin-destination analysis and service area sheds. Additionally, she utilizes GIS spatial analysis to evaluate existing conditions, including socio-demographic factors, Title VI compliance, identification of trip generators, and examining land use and employment travel patterns, among others. She is also adept at using various ArcGIS online apps and configuring dashboards. Work examples include conducting ArcGIS locational analysis for a consolidated STAR Transit parking facility, minimizing deadhead, and preparing layout plans as well as developing an Excel-based forecasting tool for NJ ADA AccessLink, projecting ridership and optimal fleet size.

Pedestrian and Bus Stop Planning (ArcGIS expertise)

Ms. Mehrotra prioritizes safe and connected walking infrastructure as the foundation of transportation. She recently completed the 'Mobility Hub First Mile/Last Mile Connections Study' for the upcoming Potomac/Neabsco Commuter Garage in Woodbridge, VA. Additionally, she generated 3D sketches and illustrations for diverse Bus Stop Designs in the 'WMATA Bus ROW Safety and Design Plan'. She established an ArcGIS platform for efficient field surveys, assessing ADA compliance for 1600+ bus stops by the Baltimore Metropolitan Council. Using ArcGIS Survey123, ArcGIS Collector, and ArcGIS Workforce data collection was streamlined, and an ArcGIS Dashboard was configured that showcased compliance, recommendations, and costs.

Graphic Design

Ms. Mehrotra has an extensive background in graphic design and cartography. She prepared public outreach material including public presentation, posters and surveys for most of the projects she has worked on. She recently created a two page summary infographics to highlight the responses of Open Door on-board rider survey for IndyGo paratransit. With a background in architecture, she excels in interpreting architectural drawings, editing photos, and crafting innovative infographics, report layouts, and presentations tailored for diverse audiences.



Spencer Ainsworth

Transit Analyst



Years of Relevant Experience: 2

Education

Bachelor of Arts, Environmental Studies and Geology joint major; Geography minor, Middlebury College, February 2021

Employment History

- *Transit Analyst*, KFH Group, Jan. 2023 - Present
- *Cartographer/GIS Technician*, Earth Resources Technology, NOAA NGS Affiliate, Sept. 2021 – Jan. 2023
- *Founder/Owner*, Skylight Gear, Jun. 2017 – Sept. 2021
- *Senior Thesis Teaching Assistant*, Middlebury College Geology Department, Sept. 2020 - Dec. 2020
- *Wetlands Mapping Intern*, VT Department of Environmental Conservation, Jun. 2020 - Aug. 2020

Highlights

- Designed timetables, routes, and financial performance tables for intercity bus services in Virginia, Colorado, and Ohio
- Managed a team of surveyors and developed survey methodology and completion tracking for an effort assessing bus stop accessibility
- Surveyed over 300 bus stops for ADA accessibility and presence of amenities
- Prepared maps and performed data analysis for numerous transit development and Title VI plans across the country

Mr. Ainsworth is a talented Transit Analyst with two years of experience with GIS in local government and consulting. At KFH Group he has focused on transit planning projects, including GIS mapping and service planning, working with senior staff and clients to address transit service development.

Relevant Experience

Intercity Bus Projects

At KFH, Mr. Ainsworth has worked on intercity bus projects in Virginia, Colorado, and Ohio, focusing on route and timetable design, ridership demand projection, financial performance data analysis, and demographic data mapping.

As part of an effort to expand the Virginia Breeze intercity bus service to the I-64 corridor, Mr. Ainsworth developed multiple proposed route alignments, each with a timetable designed to prioritize connectivity with other Breeze routes. In order to assist in the selection of the optimal route alignment, he further calculated demand estimates and associated financial performance.

For Colorado's Bustang intercity bus service, Mr. Ainsworth helped design a multi-phase plan for CDOT to increase service. This effort involved the development of timetables for each of Bustang's three main routes based on demand curves derived from existing ridership data and rider feedback. From these timetables, he calculated fleet requirements and projected financial performance.

As part of a performance analysis of Ohio's GoBus intercity bus service, Mr. Ainsworth assembled detailed ridership and financial performance tables from multiple years of data. These tables and their accompanying analysis were then used to develop alternate routes in order to maximize ridership and better utilize existing resources.



Spencer Ainsworth
Transit Analyst



Bus Stop Accessibility Projects

Mr. Ainsworth has recently completed two major projects in Virginia focused on bus stop accessibility. For DRPT, he helped manage a project designing guidelines for all statewide bus stop assessments in order to improve comparability across projects and assist smaller transit agencies in conducting these studies. This project provided a macro-level assessment of bus stop accessibility while an effort with Arlington Regional Transit (ART) to assess the accessibility of approximately 1,000 bus stops within the county served as a micro-level perspective on the process.

For the ART bus stop assessment, Mr. Ainsworth managed a team of six surveyors and used multiple Esri Field Maps and Esri Dashboard to track progress over three weeks of field work. Throughout the field work process, he surveyed over 300 bus stops, using insights gathered in the field to improve data collection methodology.

He has also worked in Prince William County, VA on a project assessing pedestrian safety and access to a planned commuter garage and transit hub. Mr. Ainsworth supported this project at every stage of the process from collecting and processing field data, developing scoring criteria, designing numerous maps and graphics, and drafting recommendations for streetscape improvements.

Transit Development Plans and Other Projects

Mr. Ainsworth has further experience in Virginia working with the Winchester-Frederick MPO to develop new intercity bus routes in the region. As part of this project, Mr. Ainsworth has mapped and assessed existing conditions and compiled trip generators in the area to help determine the efficacy of a new route.

As part of coordinated transportation plan for Michigan, he supported the development of regional public transit and human service coordination plans for all fourteen regions of Michigan, drawing on Census data and using GIS to analyze demographic data and produce over 200 maps and tables assessing transit dependence.

In addition to these efforts, Mr. Ainsworth has worked on multiple transit development plans and Title VI analyses in Maryland, Virginia, and Texas, providing GIS and data analysis support to compile data and produce maps and visuals.



Jiaxin Tong

Senior Transit Planner



Years of Relevant Experience: 17

Education

M.S. Civil Engineering, Texas A&M University / 2007

B.E. Transportation, Shanghai Jiao Tong University, Shanghai, China / 2005

Employment History

- *Transit Project Manager*, RK&K, LLP, 2023-Present
- *Transit Project Manager*, WSP, 2020-2023
- *Transportation Engineer/Project Manager*, Kimley-Horn, 2007-2020

Licenses

- Professional Engineer: VA #0402054515; Also in MD.

Affiliations

- DC Section Member, Institute of Transportation Engineers
- Transportation Research Board (TRB) Committee Member, Virginia Statewide Transportation Planning Advisory (VTrans)

Publications/Presentations

- *Transform I-66 Outside the Beltway* Presentation to TRB Annual Meeting
- *Traffic Operations and Safety Analysis Manual (TOSAM)* for VDOT Central Office Traffic Engineering Division
- *Traffic Forecasting Guidebook* for VDOT Central Office Transportation Mobility and Planning Division
- *TriMet Division Bus Rapid Transit Project: Design Development of Multimodal Infrastructure* Presentation to Annual DC Quality Initiative Conference

Mr. Tong is a project manager in RK&K's Transit and Rail division. He leads multimodal projects that integrate transit modes with other mobility and safety needs on major corridors throughout Virginia, Maryland, and the District of Columbia. Mr. Tong brings a wealth of experience in bus rapid transit (BRT) from planning, funding, and engineering to operations. He has successfully delivered BRT and high-capacity transit projects throughout the region. Jiaxin seeks to understand stakeholder and community needs to help translate project vision into actionable plans and uses an inclusive and data-driven approach to build consensus.

Relevant Experience

General Planning Consultant Services Contract for Transit Projects in Virginia

RK&K is supporting Virginia Department of Rail and Public Transit (VDRPT) and transit agencies with transit strategic plans, technology deployment, FTA compliance, bus stop assessments/data standards, and other planning efforts. As the contract manager, Jiaxin is responsible for coordinating technical resources from RK&K and the subconsultants and executing the task orders by meeting client expectations as well as schedule and budget.

City of Alexandria Duke Street Transitway Planning and Preliminary Design

The project, also known as Duke Street in Motion, went from visioning to a City Council adopted preferred alternative. Mr. Tong led the concept planning process which was anchored on robust stakeholder and community engagement to include a variety of voices and hard-to-reach communities in the decision making, and supported by metrics and analyses of the benefits, impacts, and trade-offs.

MARC Germantown Station Improvements for Maryland Transit Administration (MTA)

This project aims to identify a range of improvements to enhance pedestrian and bicycle access, ADA accessibility, bus operations and connections, and the overall customer experience at the



Jiaxin Tong
Senior Transit Planner



Germantown station. As project manager, Mr. Tong was responsible for engaging with MTA and Montgomery County to build concepts that meet the multimodal needs as well as long-term vision for the station.

Washington Metropolitan Area Transit Authority (WMATA) Bus Priority Program Support

Mr. Tong served as an onsite consultant in support of WMATA's regional Transit and Signal Prioritization Program. The work included project management and technical advisory support of Metrobus transit signal priority (TSP) system planning, design, operations, and maintenance for corridors in DC, City of Alexandria, City of Falls Church, and Fairfax County.

Pulse BRT Engineering and Design Services

This project for Greater Richmond Transit Commission (GRTC) included the preliminary design of a 7.6-mile BRT system in Richmond, VA, including 50 traffic signals to accommodate TSP and queue jump technologies. As lead traffic engineer, Mr. Tong developed BRT concepts and evaluated transit performance and impacts on other modes of transportation.

West End Transitway Design Oversight and Plan Review

Mr. Tong served as deputy project manager responsible for coordinating technical resources and executing the evaluation of project plan documents, cost estimates, schedules, and risks for the City of Alexandria West End Transitway. The review scope consists of BRT stations, transit signal priority (TSP), bus lanes, roadway and pedestrian improvements at major transit facilities.

Lehigh and Northampton Transit Authority (LANTA) Transit First Corridor Plan

Mr. Tong served as technical advisor and BRT specialist for transit system and infrastructure improvement concepts along several major corridors in the Allentown and Bethlehem, PA, area. The project team coordinated with PennDOT and localities on the development of an implementation plan for these projects, including dedicated bus lanes, TSP, and station enhancement.



Shreyas Bharadwaj, PE, PTOE

Senior Transportation Planner



Years of Relevant Experience: 13

Education

M.S. Civil Engineering, North Carolina State University / 2013

B.E. Civil Engineering, National Institute of Engineering, India / 2011

Employment History

- *Project Delivery Leader*, RK&K, LLP, 2014-Present

Licenses/Certifications

- Professional Engineer: NC #046594; Also in SC, GA.
- Certified Professional Traffic Operations Engineer #4624

Affiliations

- Member, Institute of Transportation Engineers
- Research Committee Member, Transportation Research Board (TRB) AKD10

Publications/Presentations

- *The Impact of Managed Lanes on Mainline Traffic Operations*, TRB 2017
- *Congestion Management Studies and the Use of Benefit-Cost Analysis Tool for Project Evaluation*, TRB 2016
- *Long-Term Monitoring of Wrong-Way Maneuvers at Diverging Diamond Interchanges*, TRB 2015
- *Alternative Signal Testing/Timing Strategies* Presentation to SDITE/MCDITE Joint Annual Meeting

Mr. Bharadwaj brings extensive experience in transportation engineering and planning. His specialty areas include multi-modal engineering and planning, congestion management studies, travel demand modeling, transit studies, traffic impact analysis, and safety studies. In addition to working on NCDOT projects, Mr. Bharadwaj has lead traffic and safety analysis efforts on a wide range of projects for VDOT, MDSHA, TDOT, SCDOT, GDOT and FDOT. Mr. Bharadwaj is currently an appointed member of TRB's Performance Effects of Geometrics Design committee. His role includes reviewing technical papers and research efforts and providing recommendations for publication. He is also actively involved in identifying traffic operations and safety related research needs and pursuing funding through National Cooperative Highway Research Program (NCHRP).

Relevant Experience

Southern Virginia Mega Site at Berry Hill – Interstate Access Request

To support the proposed development of the Southern Virginia Mega Site at Berry Hill in Pittsylvania County, Virginia, Mr. Bharadwaj served as the project manager/lead traffic engineer responsible for the development of the Interstate Access Request (IAR). Responsibilities included developing traffic volumes based on the proposed development plans and employment projections, capacity analysis, concept development, IAR and stakeholder coordination.

Piedmont Drive Corridor Study for the City of Danville, VA

As part of the Statewide Planning and Preliminary Design Studies under the STARS Program (Phase IV), RK&K conducted a corridor study for the Piedmont Drive corridor between Park Avenue and Boxwood Court to identify improvements to enhance multi-modal safety, operations, and mobility. Mr. Bharadwaj served as the project manager and worked closely with the City of Danville and West Piedmont Planning District Commission (WPPDC) to identify pedestrian and bicycle needs, especially around the Danville Mall. Mr. Bharadwaj also assisted the WPPDC in preparing a smart scale application for the identified multi-modal improvements, which eventually was shortlisted for funding.



Shreyas Bharadwaj, PE, PTOE
Senior Transportation Planner



S-Line Raleigh to Richmond Rail Project: Traffic Forecast Development for Multiple Counties

The S-Line Raleigh to Richmond, or R2R, project involves the development, implementation, and operation of passenger rail service on the Southeast Corridor. This rail service will provide future high-performance passenger rail services connecting communities from Raleigh, NC to Richmond, VA. Mr. Bharadwaj is serving as the Project Manager responsible for the development of the traffic forecast for the section between Raleigh and NC-VA state line. He oversees traffic data collection, travel demand modeling, peak hour and AADT estimates for the roadways intersecting the rail line, coordination with stake holders and development of a traffic forecast report.



Rebecca Son

Transit Planner



Years of Relevant Experience: 11

Education

M.S. City and Regional Planning,
Rutgers University / 2019

B.A. International Studies and
Geography, DePaul University / 2013

GIS Certificate, DePaul University / 2013

Employment History

- *Project Planner*, RK&K, LLP, 2023-Present
- *Transit Project Manager*, WSP, 2020-2023
- *Transportation Engineer/Project Manager*, Kimley-Horn, 2007-2020

Licenses/Certifications

- American Institute of Certified Planners: #362437

Affiliations

- American Planning Association
- Urban Land Institute
- Women in Transportation (WTS)
- Young Professionals in Transportation

Publications/Presentations

- *Roundhouse: Redevelopment Amidst Histories of Urban Trauma*
Presentation to National American Planning Association Conference

Miss Son is a transit planner with 11 years of professional experience in transportation and policy focused on transit planning, corridor planning, conceptual design, multimodal transportation, and policy analysis. In her professional career she has served a variety of public sector clients and leveraged her project management skills, analyst, and meeting facilitator skills to collaboratively develop and complete transit projects that reflect the community needs and priorities.

Miss Son's expertise includes data analysis, visualization, and service planning to inform and help clients make informed decisions and optimize project outcomes.

Relevant Experience

Statewide Bus Stop Assessment Phase 1 Data Standards for Virginia Department of Rail and Public Transportation

As transit planner, Miss Son provided guidance and strategies for local transit agencies across the Commonwealth of Virginia to conduct comprehensive bus stop assessment that would be aggregated into a Department of Rail and Public Transportation (DRPT) bus stop assessment database. In doing so, the DRPT would have standard statewide evaluations of all bus stops that would enable data driven grant awards.

City of Salisbury Transit Study through Salisbury Transit Innovation Grant (STIG)

Miss Son served as transit planner for this study to determine transit options for the City of Salisbury, MD. She assisted in data collection and analysis for the existing conditions report to identify viable Microtransit zones where there are high mobility needs, but low fixed route coverage. Miss Son also participated in public outreach events and feedback to refine and align transit design concepts to various customer needs and priorities in the region and balance the labor and capital resources of Shore Transit.

Chesapeake Bay Crossing Study Tier 2 Pre-NOI

As a transit development team member, Miss Son identified multiple existing transit networks near Annapolis and the eastern shore of Maryland and developed proposed route maps and bus



Rebecca Son
Transit Planner



schedules. She identified route optimization approaches, prepared operating cost estimates, and calculated anticipated ridership.

Scranton Corridor for Pennsylvania Department of Transportation (PennDOT)

As the project manager, Miss Son conducted a previous studies assessment to identify corridor and NEPA related studies on the Scranton to New York rail corridor. She prepared a scope, schedule, and budget to conduct a service development plan.

Statewide Intercity Bus Study for Pennsylvania Department of Transportation (PennDOT)

As the project staff member, Miss Son evaluated the existing intercity bus network to identify opportunities to improve intercity bus service throughout the state of Pennsylvania. She also provided administrative and operative change options to improve the subsidized intercity bus network through the Section 5311 program.

Pennsylvania Department of Transportation (PennDOT) and Lehigh and Northampton Transportation Authority (LANTA) Transit First Plan

Miss Son developed existing conditions and improvement opportunities along major transit corridors in Allentown, PA. Key tasks included summarizing existing studies related to the transit improvements, developing project sheets summarizing capital project improvements at corridors and intersections, and coordinating with civil and traffic engineers to develop cost and benefit estimates.

Southeastern Pennsylvania Transit Authority (SEPTA) Key 2.0

As the project manager for the outreach task, Miss Son led stakeholder outreach meetings both internally and externally to SEPTA in Philadelphia, PA. She developed a metroquest survey and maintained consistent and precise communication with key stakeholders on the development of new features for SEPTA Key 2.0.

City of Philadelphia Roundhouse

Miss Son helped guide the planning commission in strategic digital and in-person outreach for the redevelopment of the Philadelphia Police Headquarters in Philadelphia, PA. Key tasks included development of all communication templates, mapping existing parcel assets near the site, providing support to amplify perspectives that have been historically excluded from planning/design processes.

Vice President



KPullis@WBAResearch.com
410.721.0500

Years of Experience

- At WBA: 23 years
- Professional Experience: 26 years

Education

- University of Buffalo, Amherst, NY, Bachelor of Arts, Social Sciences Interdisciplinary – Community Mental Health Minor: English
- University of Georgia, Athens, GA, Principles of Marketing Research Certification

Prior Experience

- Project Manager, Goldhaber Research Associates, 3 years

Professional Certifications, Affiliations, and Honors

- Market Research Association Mid-Atlantic Chapter Secretary 2010-2012
- Guest lecturer at Johns Hopkins University and American University
- Member of the Insights Association, Transportation Research Board, American Public Transportation Association, and the American Marketing Association

Part of the Project Management Team, Kevin is a primarily responsible for managing research related to transportation and travel and tourism, as well as consumer product testing and advertising research. He manages the research process from survey instrument design and data collection through data analysis and presentations.

Kevin has extensive experience conducting custom research covering a wide variety of methods, including telephone surveys, web surveys, focus groups, one-on-one executive interviewing, intercept interviewing, interactive voice recording (IVR), and mail/self-administered surveys.

Select Relevant Clients

- Maryland Transportation Administration (MTA)
- Washington Metropolitan Area Transportation Authority (WMATA)
- New York Metropolitan Transportation Authority (MTA)
- Montgomery County, MD Department of Transit Services
- Southeastern Pennsylvania Transportation Authority (SEPTA)
- Fairfax (VA) Department of Transportation
- NJ TRANSIT
- Minnesota Department of Transportation
- DC Surface Transit
- Metropolitan Washington Council of Governments (MWCOC)
- Amtrak
- Greater Richmond Transit Company (GRTC)

Relevant Projects at WBA

LYNX System-Wide Passenger Survey – *Principal-in-Charge*. In 2022-2023, Kevin is overseeing LYNX (Orlando, FL) systemwide origin & destination survey and ridership counts. This involves conducting approximately 10,000 interviewer administered surveys on local buses, SunRail (commuter rail), and NeighborLink (micro transit). Kevin designed the overall methodology and sampling plan, and oversees the teams responsible for collecting and then processing the results. From there, Kevin will work with WBA's transit planning partners to provide LYNX with a detailed analysis of the results including ridership and route profiles.

Previous Projects, cont.

NVTA TransAction – Project Manager. WBA conducted four focus groups among residents of Northern Virginia to better understand what they see as Northern Virginia’s transportation priorities. Kevin oversaw the development of the recruitment screener and discussion guide, recruitment,

Metrorail Passenger Survey –Project Manager. In 2002, 2007, 2008, 2012, 2016, and again in 2022, WBA conducted a ridership survey among passengers of the Washington area Metrorail system. The results of this survey are used to determine where passengers were traveling to and from when using the Metrorail. Kevin designed the questionnaire, developed the sampling plan, oversaw data collection at every station throughout the system during all operating hours on weekdays and weekends, and provided final results.

King County Paratransit Access Survey – Principal-in-Charge. King County (WA) Metro conducts a quarterly customer satisfaction study among its paratransit riders. Kevin is responsible for overseeing this project, which includes surveying 200 customers quarterly and another 200 non-customers annually. This study is conducted in English and 15 other languages. Kevin developed the initial sampling plan, the approach to surveying these riders in all languages, and the dual methodology (online/telephone) approach to data collection.

MDOT MTA O&D Study – Overall Project Manager. From 2015 to 2018 WBA conducted a systemwide origin & destination survey on the Maryland Transit Administration’s (MTA) MARC commuter rail, Metro subway, light rail, and local bus systems. WBA is conducting this study once again in 2023, this time also conducting surveys on commuter buses in addition to the other modes. More than 25,000 interviewer administered surveys are collected. Kevin is responsible for designing the entire scope/methodology. This includes designing the questionnaire and sampling plan. He also oversees training field staff, data collection, data processing, and aids transportation planners in analyzing the results.

DRPT Transit Equity and Modernization Study – Principal-in-Charge. In order to understand Virginia transit users’ attitudes toward the Commonwealth’s current transportation network, whether it meets their needs (equity), and reactions to efforts (current and proposed) to modernize the system, WBA conducted online focus groups on behalf of Virginia’s Department of Rail & Public Transportation (DRPT). Kevin developed the methodology for this study and oversaw the development of the discussion guide and screening questionnaire, conducting the focus groups, and the final analysis.

GRTC Origin-Destination Survey – Project Manager. As part of updating their transit system plan, the Greater Richmond Transit Company (GRTC) commissioned WBA to conduct a systemwide origin-destination (O&D) survey. Kevin led this effort, working with GRTC and contracted transit planners to develop the survey instrument. He was also responsible for developing the sampling plan and overseeing data collection on local buses, commuter buses, and The Pulse, GRTC’s bus rapid transit (BRT). Kevin and WBA then processed and weighted the data, from there analyzing the results where are used for both transit planning and Title VI analysis.

System Plan 2050 – Project Manager: Research. Virginia Railway Express (VRE) conducted a transportation values survey among the general population, predominantly made up of non-riders. WBA conducted a total of more than 700 surveys using an address-based sampling (ABS) methodology, which provides projectable results overall as well as for large demographic and geographic subgroups. Kevin was responsible for designing the methodology and sampling plan, creating the survey instrument, and providing interim and final analysis to VRE, which was used in both updating the system plan as well as communicating with the public and various stakeholders.

Research Director



Wbohner@WBAResearch.com
410.721.0500

Years of Experience

- At WBA: 7 years
- Professional Experience: 7 years

Education

- University of Pittsburgh, Pittsburgh, Pennsylvania, Bachelor of Science, Double Major, Psychology and Sociology (Magna Cum Laude)

Professional Certifications, Affiliations, and Honors

- Member, American Marketing Association (AMA)
- Member, American Public Transportation Association (APTA)

Billy joined the WBA team in 2016 began working in his current capacity as Research Director in 2020. As Research Director, he is substantially involved in managing all phases of the research process from client communication and questionnaire development through preparation of study results and analysis. His chief responsibility is monitoring WBA's team of project managers and associates as well as the day-to-day progress of each project—during data collection, data processing, and analysis—ensuring the data are accurate and responding to the changing needs of each study.

Billy is passionate about working closely with clients at all levels of the transportation industry to understand their learning objectives and develop custom research and sampling that delivers actionable insights. Billy has experience using various methodologies to conduct research for clients in public transportation, including both tablet-based and self-administered origin & destination surveys, on-board rider satisfaction studies, and ridership counts.

Billy graduated magna cum laude from the University of Pittsburgh in 2016 with degrees in Psychology and Sociology and is a current member of the American Public Transportation Association (APTA) and the American Marketing Association (AMA).

Select Relevant Clients

- District Department of Transportation (DDOT)
- Southeastern Pennsylvania Transportation Authority (SEPTA)
- Amtrak
- New York Metropolitan Transportation Authority (MTA)
- Maryland Department of Transportation Maryland Transit Administration (MDOT MTA)
- Alexandria DASH
- Baltimore/Washington International Thurgood Marshall Airport (BWI)
- Washington Metropolitan Transit Authority (WMATA)

Relevant Projects at WBA

2021 Niagara Frontier Transportation Authority Origin and Destination Survey – Project Manager. In 2021, WBA conducted origin & destination surveys aboard NFTA's Metro Rail and local bus routes. Billy updated the questionnaire, the sampling plan, oversaw data collection, data cleaning/preparation, and aided in the final analysis of the results.

Previous Projects, cont.

Alexandria DASH Ridecheck – Co-Project Manager. In 2018, WBA managed ridership counts on board 100% of trips in on Alexandria, VA's DASH bus system. Billy oversaw data collection, including daily quality checks of incoming ridership data.

2018 WMATA Metrobus Passenger Survey – Project Manager. In 2018, WBA conducted surveys onboard Metrobuses throughout the Washington, DC metro area. The results of this research are used to examine passenger characteristics, such as trip purpose, access and egress, and jurisdiction of residence. Billy updated the questionnaire, oversaw data collection, and provided detailed analysis of the results.

Metro-North Railroad Market Share – Co-Project Manager. Metro-North conducted research to determine their market share of Manhattan-bound trips in the East and West of Hudson service areas in 2014, 2016, and 2018. Billy was responsible for updating the questionnaire, overseeing data collection, and providing the MTA and Metro-North with detailed cross-tabulations and tables.

King County Metro Access Rider Survey – Project Manager. King County Metro Access conducts a quarterly rider survey of its paratransit service, Access. Billy is responsible for management of the quarterly rider study, as well as management of Access' non-rider survey. Billy continually updates the questionnaire, manages the fielding process, and provides analysis and reporting in both quarterly topline reports and a biannual report.

King County Metro Public Facing Dashboard Qualitative Research – Project Manager. WBA conducted virtual focus groups with riders and Metro's Equity Cabinet to assess a new interactive dashboard of data with a limited set of COVID-19 related metrics. Billy was responsible for overall management and oversight of the project, developing the discussion guide, recruiting participants, aiding in the moderating of the groups, and conducting analysis and reporting.

2021 Jacksonville Transportation Authority Origin and Destination Survey – Project Manager. WBA conducted origin & destination surveys throughout the JTA system in 2021, including on local bus service, Skyway service, Express Select service, and Clay Community Transportation. Billy created the new tablet-based questionnaire, updated the sampling plan, oversaw data collection, data cleaning/preparation, and aided in the final analysis of the results.

2022 VTRANS Biennial Transportation Survey – Project Manager. The Office of Intermodal Planning and Investment (OIPI) conducted a survey to understand both current and emerging trends related to transportation in the Commonwealth of Virginia. Billy was responsible for updating the questionnaire, overseeing data collection, and providing OIPI with detailed cross-tabulations and tables, as well as analysis and reporting.

2022 WMATA Metrorail Passenger Survey – Project Manager. In 2022, WBA conducted surveys at Metrorail Mezzanines throughout the Metrorail system. The results of this research are used to examine passenger characteristics, such as trip purpose, access and egress, and jurisdiction of residence. Billy updated the questionnaire, oversaw data collection, and provided detailed analysis of the results.

Section 8

Budget

As instructed, the KFH Group team has developed two versions of the budget. The first version of the budget is the base budget without including rider surveys (**Table 8-1**). This base budget is \$75,826. The second proposed budget includes rider surveys on four local transit systems (**Table 8-2**), expected to total between 500 and 700 surveys, for a total project cost of \$149,759. For the budget that includes the rider surveys, the study team is open to negotiating a lower fee for surveying at fewer transit systems. KFH Group is also open to negotiation regarding other task items and the proposed budget.

Table 8-1: Proposed Base Labor Hours and Budget without Rider Surveys

Hours	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total
KFH Group, Inc.							
Fred Fravel, Project Advisor	8	8	8	6	6	4	40
Lib Rood, AICP, Project Manager	40	24	32	40	24	24	184
Ridhima Mehrotra, Transportation Planner		16	8	0	16	16	56
Spencer Ainsworth, Transit Analyst		40	24	0	16	16	96
Subtotal	48	88	72	46	62	60	376
RK&K							
Jiaxin Tong, Senior Transit Planner		6					6
Shreyas Bharadwaj, Senior Transportation Planner		14					14
Rebecca Son, Transit Planner		22					22
GIS Analyst		40					40
Subtotal	0	82	0	0	0	0	82
Total Hours	48	170	72	46	62	60	458
Costs							
KFH Group, Inc.							
Fred Fravel, Project Advisor	\$2,186	\$2,186	\$2,186	\$1,640	\$1,640	\$1,093	\$10,931
Lib Rood, AICP, Project Manager	\$9,370	\$5,622	\$7,496	\$9,370	\$5,622	\$5,622	\$43,101
Ridhima Mehrotra, Transportation Planner		\$1,999	\$999		\$1,999	\$1,999	\$6,996
Spencer Ainsworth, Transit Analyst		\$4,164	\$2,499		\$1,666	\$1,666	\$9,994
Subtotal	\$11,556	\$9,807	\$10,681	\$11,009	\$9,260	\$8,714	\$61,028
RK&K							
Jiaxin Tong, Senior Transit Planner		\$1,288	\$0	\$0			\$1,288
Shreyas Bharadwaj, Senior Transportation Planner		\$2,457					\$2,457
Rebecca Son, Transit Planner		\$3,497					\$3,497
GIS Analyst		\$5,155					\$5,155
Subtotal	\$0	\$12,398	\$0	\$0	\$0	\$0	\$12,398
Total Labor Costs	\$11,556	\$22,205	\$10,681	\$11,009			\$73,426
Other Direct Costs							
Travel Estimate	\$800	\$800	\$800	\$0		\$800	\$2,400
Total Proposed Project Cost							\$75,826

Table 8-2: Proposed Labor Hours and Budget with Rider Surveys

Base Budget		
	Hours	Costs
KFH Group, Inc.	376	\$61,028
RK&K	82	\$12,398
Travel		\$2,400
Total	458	\$75,826
Rider Survey Detail - WBA Research		
Staff Position	Hours	Costs
Project Manager	24	\$2,724
Principal Planner	90	\$12,162
Planner	10	\$676
Research Manager	30	\$2,027
Research Associate	20	\$1,216
Programmer	43	\$3,747
Field Director	36	\$3,990
Field Supervisor	116	\$6,194
Field Interviewer	546	\$27,622
Subtotal	915	\$60,358
Other Direct Costs - WBA		
Travel		\$13,175
Miscellaneous		\$400
Subtotal		\$13,575
Subtotal, WBA		\$73,933
TOTAL with Rider Surveys		\$149,759

Section 9

Recent Examples and References

The first part of this section introduces the three firms, followed by specific project examples with references.

KFH Group, Inc.

KFH Group, Inc. has been providing transportation planning services for 29 years, since its founding in 1995, serving clients throughout the United States. KFH Group staff and principals have managed and participated in a number of transit feasibility studies, intercity bus studies, regional bus studies, as well as broad variety of other transit planning projects. We have worked for the Virginia Department of Rail and Public Transportation (DRPT) since 2008 on a variety of statewide, regional, and local projects.

Our expertise is multi-faceted and multi-modal, focusing broadly on public transportation though specializations in specific disciplines, including planning, management consulting, policy analysis, service evaluation and design, and operational support. We have worked with transportation services of all types, from large urban bus systems in metropolitan regions, to suburban transit programs grappling with lower density land use issues and abundant parking, to paratransit programs serving the general public or specialized groups such as individuals with disabilities, as well as the very small one- or two-van human service transportation program. We have worked on program level issues for a number of state departments of transportation, on national research projects, and on federal policy studies.

RK&K

Founded in 1923, RK&K is one of the most respected engineering firms in the Southeastern and mid-Atlantic regions of the United States. The firm has received numerous awards and recognition from clients and professional organizations for work performed on many diverse projects. RK&K provides transit planning, design, and construction support services for various transit systems. Services include the planning and design for rail systems, parking facilities, bus routes, transit stations, maintenance facilities and compliance with ADA regulations. Our client list includes AMTRAK; CSXT; MTA; WMATA; City of Richmond, Virginia; Virginia's Hampton Roads Transit; Norfolk Southern; City of Baltimore, Maryland; Canton Railroad; DDOT; DelDOT; and SEPTA.

As part of the design team, RK&K brings valuable experience delivering projects from planning through implementation on constructed corridors such as Great Richmond Transit Company Pulse BRT in Richmond, Virginia, the dedicated bus lanes on Lombard and Pratt Streets in Baltimore, Maryland, the US 29 Bus Rapid Transit project in Montgomery County, Maryland, and the DC Streetcar in Washington,

DC. For Loudoun County's Department of Transportation and Capital Infrastructure, RK&K completed a comprehensive ADA plan for bus stops and continues to turn these improvements from plans to infrastructures that benefit the County's communities. Through these experiences we also understand the value of community engagement, utilizing an open mind approach to understand how transit can better provide access to jobs, healthcare, education, and other opportunities. By engaging the local community and responding to input during the study or planning phases, our team refines recommendations to develop plans that are locally supported and constructible.

WBA Research

WBA Research is a full-service market research company, serving clients in the transportation industry as well as a wide range of other industries. WBA Research will be responsible for the on-board surveys. Established in 1987, WBA has an in-house project management team of more than 20 professionals. Based in Lanham, MD, just outside of Washington, DC, WBA specializes in providing research services for public transportation agencies throughout the United States. We have conducted research for a wide range of organizations and services—from large urban systems to smaller rural services to interstate transit services. These studies have been conducted for various transportation modes, including air travel, bus, subway, light and heavy rail, pedestrian and bicycle, ferry, and paratransit service. Our research has covered a wide variety of topics, some of which include:

- Origin & destination studies;
- Rider satisfaction;
- Perceptions of service from both riders and non-riders;
- Ridership counts and run time checks;
- Fare impact analysis;
- Fare product testing;
- New service development;
- Before-and-after studies;
- Communications studies (e.g., effectiveness studies on advertising, signage, on-board, system announcements, and app usage);
- Ridership profiles (including data collection to inform Title VI reporting);
- Transportation planning;
- Price elasticity studies;
- Equity research;
- Mystery riding; and
- COVID-19 recovery studies.

This breadth of experience allows us to bring the best practices of the public transportation industry into each project.

Client

Virginia Department of Rail and Public Transportation (DRPT)

Project Contact

Grant Sparks
Director of Statewide Transit Programs
600 East Main Street, Suite 2102
Richmond, VA 23219
804-786-7425
grant.sparks@drpt.virginia.gov

Elisabeth (Lib) Rood served as project manager for DRPT projects in the Cities of Danville, Harrisonburg, Winchester; as well as for Valley Metro, Mountain Empire Senior Citizens, Graham Transit, and District Three Public Transit. Ms. Rood also led the KFH Group effort in collaboration with the Central Shenandoah Planning District Commission.

Project Years: 2008 - present



Project

Virginia Statewide Transit Planning

Overview

KFH Group has performed ongoing, on-call transit planning services for DRPT through several multi-year contracts. Selected projects completed under these task orders, including an ongoing task order, have included:

- **Transit Development Plans (TDPs)** – KFH Group developed TDPs for numerous jurisdictions and local and regional transit systems, including the City of Danville, the Cities of Harrisonburg, Winchester, and Chincoteague; Valley Metro; RADAR; Graham Transit, Lake Country Transit, Mountain Empire Senior Citizens, Suffolk Transit, Altavista Community Transit System, District Three Public Transit, and Star Transit.
- **Transit Feasibility Studies** – KFH Group prepared studies for Greensville County, Shenandoah County, and the City of Radford. Each of these projects resulted in the implementation of new transit services. KFH Group has also completed feasibility studies for the Southern Virginia region and the Town of South Boston that have yet to be implemented.
- **Title VI Compliance** – KFH Group worked with DRPT to ensure local public transportation, local transit planning, and capital subrecipients are in compliance with this requirement of the Civil Rights Act of 1964. This work included assisting with federally-mandated Title VI reviews of federally funded programs, developing model Title VI policies and programs, and providing local subrecipients with technical assistance to come into compliance through two statewide workshops.
- **Request for Proposals** – KFH Group developed a request for proposals for a turnkey contract for the management and operation of urban and rural public transit in the Staunton-Augusta-Waynesboro region administered through the Central Shenandoah Planning District Commission. The procurement complied with FTA, state, and local procurement requirements. This task order covered the entire procurement process including RFP preparation, creation and advertisement, bidder conference, Q&A, addendums, bid evaluation, and award.
- **Coordinated Human Service Mobility Plans** – KFH Group coordinated plans to meet federal planning requirements. We led the development and update of eighteen regional plans, and worked with DRPT in the development of plans for the Richmond and Hampton Roads regions.

Client

Virginia Department of Rail and Public Transportation (DRPT)

Project Contact

Avery Daugherty
Statewide Programs Manager
Virginia Department of Rail and Public Transportation
600 E. Main Street
Suite 2102
Richmond, VA 23219
804-351-6278
Avery.daugherty@drpt.virginia.gov

Key Staff

Fred Fravel, Project Manager
Will Sutton
Ridhima Mehrotra

Contract Details:

Multiple contracts—from 2015 to present



Project

Virginia Department of Rail and Public Transportation Intercity Bus Projects

Overview

KFH Group has performed ongoing, on-call transit planning services for DRPT through several multi-year contracts. Among the projects completed under these task orders several have addressed rural intercity bus needs and program development. These have included:

- **Virginia Statewide Intercity Bus Study** – The study included an overview of existing federal and state policies and programs; an inventory of all existing intercity and long-distance commuter bus services and facilities; a consultation process (required by the Federal Transit Administration under Section 5311(f); a needs analysis based on demographic characteristics; and development of a potential network. Alternatives were recommended based on a combination of potential cost-effectiveness and ability to serve areas with little or no current service.
- **Assistance in Development of a DRPT Intercity Bus Program Transit** – Subsequently DRPT requested technical assistance in the development of an approach to address the findings of the statewide study. This included assistance in determining which routes to implement first, using grants or third-party contracts and development of policy guidance and procedures.
- **Implementation Assistance** – KFH assisted DRPT in the development of a draft RFP for operation by a third-party contractor and assistance in the procurement process.
- **Virginia Breeze Expansion Alternatives Analysis** – KFH assisted DRPT with an update of the statewide study examining the alternatives for expansion of its the successful Section 5311(f) service, now branded as Virginia Breeze. A prioritization process was applied to the 15 route alternatives to determine recommended routes. Two routes have been implemented.
- **I-81 Extension Analysis** – KFH provided additional analysis of the existing service and potential ridership of an extension of Virginia Breeze service to Bristol. The service was subsequently implemented.
- **Intercity Bus Service Needs Assessment – Hampton Roads to Washington** – A detailed assessment of intercity bus needs and between the Hampton Roads area and Washington was conducted, alternatives developed with costs and estimated ridership.

Client

North Carolina Department of Transportation (NCDOT) – Integrated Mobility Division

Project Contact

Blair Chambers
Contracts and Planning Officer
North Carolina DOT
Integrated Mobility Division
1 South Wilmington Street
Raleigh, NC 27601

or

1550 Mail Service Center
Raleigh, NC 27699-1550
919-707-4693

tbchambers@ncdot.gov

Contract Period

1996-1999
2007-Present

Contract Value

\$3,000,000

Ms. Elisabeth Rood was the project manager for CCPs in Onslow and Alamance County, as well as for CTSPs for WPRTA, AppalCART, Wilkes Transit Authority, Kerr Area Regional Transit, and YVEDDI. Ms. Rood is currently conducting compliance reviews for NCDOT subrecipients.

North Carolina Department of Transportation Transit Planning Services

Overview

The KFH Group is currently under contract to the NCDOT to provide transit planning services on a task order basis. This is the fifth such multi-year contract that KFH Group has been awarded by NCDOT. Tasks under this contract have included compliance reviews as well as the development of Community Transportation Service Plans (CTSPs) – the NCDOT Transit Development Plan (TDP) – for dozens of small urban and rural transit providers in the state.

Currently, KFH is conducting compliance reviews on 10 transit systems in North Carolina and managing the oversight and QA/QC on the other consultants conducting reviewed. One of the major projects completed under the previous task order contract involved assisting the division in conducting compliance reviews for all 68 of the state's Section 5311 grantees. KFH Group developed a Compliance, Capacity, and Proficiency Review workbook, including a section on DBE under procurement, to guide and collect information for these reviews. KFH Group trained three other subcontractor teams in performing the compliance review procedures. KFH developed preliminary findings and ensured consistency; delivered draft final reports of the compliance reviews to Section 5311 subrecipients and worked with them to address corrective actions. Final reports were delivered to PTD on time and within budget. Recently KFH conducted a Compensation Survey of North Carolina Transit Systems, which identified current transit operations and mechanics salaries and benefits across the state, as well as current and pre-COVID vacancy rates, and strategies for recruiting and retaining staff.

KFH Group prepared a statewide Intercity Bus/Regional Connector program plan for the NCDOT. And, for two rounds of State Management Reviews, we have assisted NCDOT in the preparation of materials and revisions to the FTA State Management Plan (SMP).

Other projects under the various order contracts include:

- Community Connectivity Plans (CCPs) in Onslow and Alamance Counties.
- Community Transportation Service Plans (CTSPs) in Catawba, Robeson, Caswell, Harnett, Davidson, Randolph, Martin, Wilkes, Durham, Ocracoke, Currituck, and Dare Counties. Also for Mountain Mobility, Kerr Area Transit, YVEDDI.
- CTSP for the Western Piedmont Regional Transit Authority (WPRTA)
- CTSP, Management Performance Review (MPR) and facility review for AppalCART
- Legislative Report on Statewide Regionalization
- Orange City/Chapel Hill Consolidation Study
- Wilson City/County Consolidation Study
- Update of State Management Plan and State Management Review

Client

Virginia Department of
Transportation (VDOT)

Project Contact

Rick Youngblood
Lynchburg District Planning
Manager
Virginia Department of
Transportation
4219 Campbell Avenue
Lynchburg, VA 24501
434.856.8331
Rick.youngblood@vdot.virginia.gov

Key Staff



Shreyas Bharadwaj, PE, PTOE –
Senior Transportation Planner

Contract Details:

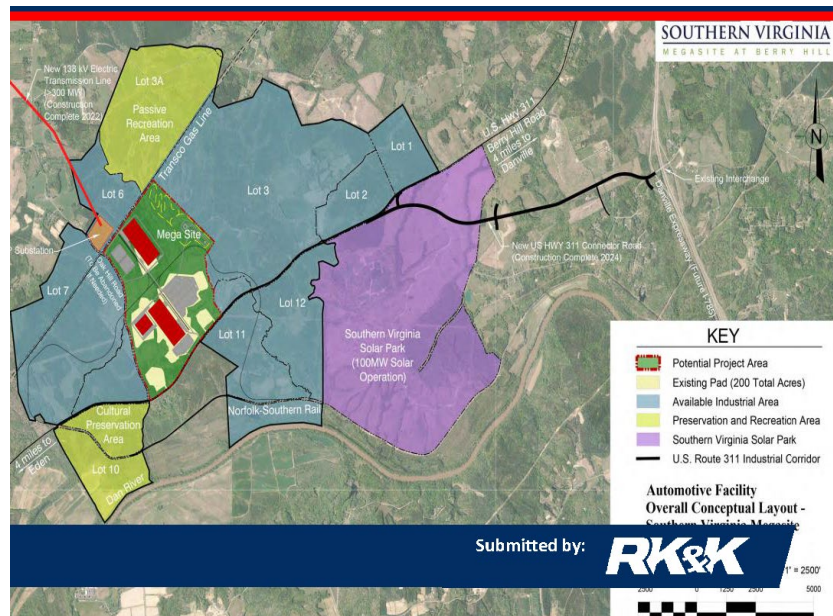
On-call contract for
Transportation and Mobility
Planning Division (TMPD). The
Berry Hill project was completed
in 2023.

Lynchburg Smart Scale Support: US Route 58/Berry Hill Road

Overview

As part of VDOT's Transportation and Mobility Planning Division (TMPD) On-Call Contract, RK&K developed an Interchange Access Request (IAR) for the Danville Expressway (Route 58) at the Oak Ridge Farms Road (SR 1260) interchange to support the proposed development of the Southern Virginia Mega Site along Berry Hill Road (Route 311/SR 863) in Pittsylvania County, Virginia. A number of large manufacturing businesses are expected to be located at the proposed Mega Site outside of Danville. The proposed interchange is situated along Route 58 at Oak Ridge Farms Road, just south of the US 311 terminus.

RK&K conducted a traffic analysis and safety study, in addition to assembling the Interchange Access Request (IAR) in accordance with I&IM 200. RK&K also developed conceptual alternatives, evaluated various interchange options including a Diverging Diamond Interchange (DDI) and a modified partial-cloverleaf with dedicated ramps for heavier movements, and provided associated cost estimates.



ITEM: 5.G.
DATE: June 10, 2024
FROM: Michael Adkins | Authority Treasurer
RE: Financial Status Reports as of May 31, 2024. Michael L. Adkins, Authority Treasurer.

SUMMARY

A review of the financial status reports through May 31, 2024, will be provided at the meeting. The financial status reports as of April 30, 2024 are attached for the DPRIFA Board's review.

Staff recommends approving the financial status reports as of May 31, 2024 as presented.

ATTACHMENTS

1. Financial Reports

**Danville - Pittsylvania Regional Industrial Facility
Authority**

Financial Status

Table of Contents

- A. \$7.3 Million Bonds - Cane Creek Centre
- B. General Expenditures for FY2024
- C. Mega Park – Funding Other than Bond Funds
- D. SVM at Berry Hill – Lot 4 Site Development
- E. SVM at Berry Hill – Lots 1 & 2 Site Development
- F. SVM at Berry Hill – Water & Sewer
- G. Cyber Park Site Development
- H. Rent, Interest, and Other Income Realized FY2024
- I. Monthly Checks
- J. Unaudited Financial Statements

Danville-Pittsylvania Regional Industrial Facility Authority

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

As of May 31, 2024

	<u>Funding</u>	<u>Budget / Contract Amount</u>	<u>Expenditures</u>	<u>Encumbered</u>	<u>Unexpended / Unencumbered</u>
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}		76,986.46	65,559.12	11,427.34	
Land		-	2,792,945.57	-	
Demolition services		71,261.62	71,261.62	-	
Legal fees		-	247,837.83	-	
CCC - Lots 3 & 9 project - RIFA Local Share ⁶		142,190.00	112,464.98	-	
Other expenditures		2,250.00	347,194.30	2,250.00	
 Total	 \$ 7,578,582.12	 \$ 4,318,495.58	 \$ 7,564,279.78	 \$ 13,677.34	 \$ 625.00

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

⁴ 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.

⁵ 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.

⁶ The budget amount decreased \$71,279.61 from the 9/30/2010 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.

⁷ 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 8/1/2013 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

Danville-Pittsylvania Regional Industrial Facility Authority

General Expenditures for Fiscal Year 2024

As of May 31, 2024

	<u>Funding</u>	<u>Budget</u>	<u>FY Expenditures</u>	<u>Current Month Expenditures</u>	<u>Encumbered</u>	<u>Unexpended / Unencumbered</u>
Funding						
City Contribution	\$ 100,000.00					
County Contribution	100,000.00					
Transfer from Unrestricted Fund Balance						
 Contingency						
Miscellaneous contingency items		\$ 4,000.00	\$ 1,184.54	\$ 1,048.00	\$ -	\$ 2,815.46
Total Contingency Budget		4,000.00	1,184.54	1,048.00	-	2,815.46
 Legal		120,000.00	142,227.00	24,145.00	-	(22,227.00)
Accounting		26,900.00	27,400.00	-	-	(500.00)
Marketing		40,000.00	41,732.53	14,330.00	-	(1,732.53)
Postage & Shipping		100.00	-	-	-	100.00
Meals		4,000.00	4,226.60	455.88	-	(226.60)
Utilities		2,000.00	1,660.62	130.83	-	339.38
Insurance		3,000.00	-	-	-	3,000.00
Maintenance		-	53,790.00	4,890.00	-	(53,790.00)
Total	\$ 200,000.00	\$ 200,000.00	\$ 272,221.29	\$ 44,999.71	\$ -	<u><u>\$ (72,221.29)</u></u>

Danville-Pittsylvania Regional Industrial Facility Authority
Southern Virginia Megasite at Berry Hill - Funding Other than Bond Funds
As of May 31, 2024

Funding	Funding	Budget / Contract Amount	Expenditures	Encumbered	Unexpended / Unencumbered
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 Comm. 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				
TIC #2264 Berry Hill Industrial Park - Phase II Land and Engineering	2,700,000.00				
TIC #2264 Berry Hill Industrial Park - Phase II Land and Engineering deobligated	(699,873.73)				
TIC #2264 Local Match for Property & Improvements (County)	500,000.00				
TIC #2264 Local Match for Property & Improvements (City)	500,000.00				
VA Economic Development Partnership MEI Grant Funds	577,503.14				
Virginia Resources Authority - TRRF Loan #3658	4,500,000.00				
VBRSP Site Development Grant from VEDP FY2023	1,500,000.00				
Transfer from Unrestricted Funds - "Other Income"	453,090.86				
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	-	
401 Buford Road		246,082.96	246,082.96	-	
Off State Road 1055		181,890.19	181,890.19	-	
604 Buford Road		361,896.60	361,896.60	-	
ROW purchase for connector road		832,300.25	832,300.25	-	
Other					
Dewberry & Davis		28,965.00	28,965.00	-	
Dewberry & Davis ³		990,850.00	987,879.29	2,970.71	
Consulting Services - McCallum Sweeney ⁷		115,000.00	103,796.85	-	
Dewberry Engineers (related to #2264)		160,500.00	160,500.00	-	
Dewberry Engineers		1,644,380.00	1,461,355.00	183,025.00	
Appalachian Power Company		5,178,500.00	5,178,500.00	-	
Banister Bend Farm, LLC		199,064.00	199,064.00	-	
Virginia Department of Transportation (VDOT)		279,399.00	279,399.00	-	
Transcontinental (Williams Transco)		40,000.00	40,000.00	-	
Stantec Consulting Services Inc.		2,400.00	2,400.00	-	
Troutman, Pepper, Hamilton, Sanders LLP		75,000.00	49,980.00	25,020.00	
Dewberry Engineers		13,750.00	13,750.00	-	
HGS LLC		483,000.00	483,000.00	-	
Sellers Brothers		24,500.00	24,500.00	-	
Froehling & Robertson		2,500.00	2,500.00	-	
Transfer available funds to "Berry Hill Mega Park - Lot 4 Site Development" Project ⁸		-	11,203.15	-	
Total	\$ 24,262,245.10	\$ 23,956,687.83	\$ 23,745,672.12	\$ 211,015.71	\$ 305,557.27

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 Commission 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.

⁸ As approved by RIFA Board on 10/16/2014

**Danville-Pittsylvania Regional Industrial Facility Authority
Southern Virginia Megasite at Berry Hill - Lot 4 Site Development
As of May 31, 2024**

Funding	Funding	<u>Budget / Contract Amount</u>	<u>Expenditures</u>	<u>Encumbered</u>	<u>Unexpended / Unencumbered</u>
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				
Transfer in from "Mega Park - Funding Other than Bond Funds" Budget ³	11,203.15				
Transfer to Other Income - Unrestricted Funds	152,170.40				
Transfer from SVM Berry Hill Lots 1 & 2	138,000.00				
Expenditures					
Dewberry Engineers Inc.		1,707,562.81	1,707,562.81	-	
Jones Lang LaSalle		95,000.00	95,000.00	-	
Jones Lang LaSalle - Economic Analysis		12,000.00	12,000.00	-	
VA Water Protection Permit Fee		57,840.00	57,840.00	-	
Wetlands Studies and Solutions, Inc.		77,027.64	77,027.64	-	
Banister Bend Farm, LLC - Wetland and Stream Credits		122,968.00	122,968.00	-	
DEQ - Construction Activity General Permit		11,860.00	11,860.00	-	
Haymes Brothers, Inc. - Construction on Phase 1 Graded Pad		4,243,151.21	4,243,151.21	-	
Haymes Brothers, Inc. - Phase 1 Pad A Extension/Expansion		1,679,616.89	1,679,616.89	-	
Haymes Brothers, Inc. - Phase 1 Development		290,500.00	290,500.00	-	
Transfers to "General Expenditures Fiscal Year 2015" Contingency ³					
Jones Lang LaSalle - Market Analysis Study		(95,000.00)	(95,000.00)	-	
Jones Lang LaSalle - Economic Analysis		(12,000.00)	(12,000.00)	-	
Total	\$ 8,190,526.55	\$ 8,190,526.55	\$ 8,190,526.55	\$ -	\$ -

¹ \$300,000 of this was received from each locality 6-2014. \$450,000 received 8-2014. \$450,000 received 9-2014.

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.

³ As approved by RIFA Board on 10/16/2014 (\$108,603.35 of expenditures for Dewberry Engineers, Inc. was also transferred from remaining unexpended and unencumbered costs under Amendment #4)

Danville-Pittsylvania Regional Industrial Facility Authority
Southern Virginia Megasite at Berry Hill - Lots 1&2 Site Development
As of May 31, 2024

	<u>Funding</u>	<u>Budget / Contract Amount</u>	<u>Expenditures</u>	<u>Encumbered</u>	<u>Unexpended / Unencumbered</u>
Funding					
TIC #3358 Berry Hill Industrial Park - Site Improvements for Project Lignum	\$ 2,292,856.56				
TIC #3358 Local Match (County)	970,707.92				
TIC #3358 Local Match (City)	970,707.92				
VBRSP Site Development Grant from VEDP	1,312,400.00				
VBRSP Site Development Grant from VEDP (City)	216,546.00				
VBRSP Site Development Grant from VEDP (County)	216,546.00				
Transfers to/from other funding sheets	(1,669,212.10)				
Expenditures					
Dewberry Engineers Inc.		413,540.00	407,040.00	6,500.00	
Virginia Nutrient Bank		84,420.00	84,420.00	-	
Jimmy R. Lynch & Sons, Inc.		3,716,936.30	3,443,568.99	273,367.31	
Treasurer of Virginia		6,100.00	6,100.00	-	
Total	\$ 4,310,552.30	\$ 4,220,996.30	\$ 3,941,128.99	\$ 279,867.31	\$ 89,556.00

Danville-Pittsylvania Regional Industrial Facility Authority
Southern Virginia Megasite at Berry Hill - Water & Sewer
As of May 31, 2024

	<u>Funding</u>	<u>Budget / Contract Amount</u>	<u>Expenditures</u>	<u>Encumbered</u>	<u>Unexpended / Unencumbered</u>
Funding					
TIC #2641 Phase I Sanitary Sewer					
Tobacco Commission Grant 2641	\$ 4,840,977.86				
Local Match for Contractual Services	274,926.43				
Local Match for Property & Imp.	262,960.00				
TIC #3011 Water System Improvements Phase II					
Tobacco Commission Grant 3011	2,241,567.00				
Local Match for Property & Imp.	224,160.00				
City of Danville Utilities	3,716,897.35				
Expenditures					
Dewberry Engineers Inc.		912,309.99	888,109.99	24,200.00	
Haymes Brothers, Inc. - Phase I Sanitary Sewer		5,092,668.30	5,092,668.30	-	
Haymes Brothers, Inc. - Phase I Sanitary Sewer (City)		3,210,312.35	3,210,312.35	-	
C.W. Cauley & Son - Phase 1 Water		1,843,540.00	1,021,345.00	822,195.00	
Norfolk Southern Railway Company		22,300.00	22,300.00	-	
Pittsylvania County Service Authority		1,475.00	1,475.00	-	
Treasurer of Virginia		7,900.00	7,900.00	-	
AECOM		5,000.00	5,000.00	-	
BH Media Group, Inc.		296.00	296.00	-	
Danville Register & Bee		600.00	600.00	-	
Total	\$ 11,561,488.64	\$ 11,096,401.64	\$ 10,250,006.64	\$ 846,395.00	\$ <u>465,087.00</u>

As of May 31, 2024

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Danville-Pittsylvania Regional Industrial Facility Authority
Rent, Interest, and Other Income Realized for Fiscal Year 2024
As of May 31, 2024

Source of Funds	Funding			Expenditures FY2024	Unexpended / Unencumbered
	<u>Carryforward from FY2023</u>	<u>Receipts Current Month</u>	<u>Receipts FY2024</u>		
<u>Carryforward</u>	\$ 1,904,985.39				
<u>Current Lessees</u>					
Institute for Advanced Learning and Research (IALR) ¹		\$ 23,342.11	\$ 256,763.21		
Mountain View Farms of Virginia, L.C.		-	1,200.00		
Osborne Company of North Carolina, Inc.		-	2,000.00		
Capital Outdoor, Inc.		-	2,000.00		
American Electric Power		-	15,000.00		
Total Rent		\$ 23,342.11	\$ 276,963.21		
<u>Interest Received</u> ²		\$ 10,312.43	\$ 68,234.02		
<u>Miscellaneous Income</u>		\$ -	\$ 953,019.32		
Expenditures					
Hawkins Research Bldg. Property Mgmt. Fee				\$ 233,421.10	
Incentive Disbursements to Morgan Olson, LLC				\$ -	
Incentive Disbursements to MEP LLC				\$ -	
Transfers to other funding sheets				\$ 247,000.00	
Totals	\$ 1,904,985.39	\$ 33,654.54	\$ 1,298,216.55	\$ 480,421.10	\$ 2,722,780.84
				Restricted ¹	\$ 336,168.81
				Unrestricted	\$ 1,787,976.46
				Committed	\$ 598,635.57

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
Monthly Disbursements
April 2024

Check Number	Date	Vendor Name	Paid Amount
WIRE	5/4/2024	City of Danville	67.53
WIRE	5/4/2024	City of Danville	22.80
2639	5/13/2024	Abstracts & Titles Inc.	1,048.00
2640	5/13/2024	Dewberry Engineers	16,400.00
2641	5/13/2024	Froehling & Robertson Inc.	2,500.00
2642	5/13/2024	IALR	23,342.11
2643	5/13/2024	IALR	455.88
2644	5/13/2024	IALR	3,250.00
2645	5/13/2024	Sellers Brothers Inc.	4,890.00
2646	5/13/2024	Summit Helicopters Inc.	3,580.00
2647	5/13/2024	Topshelf Company LLC	7,500.00
2648	5/13/2024	Troutman Pepper Hamilton Sanders	13,790.00
2649	5/13/2024	Christian & Barton	24,145.00
WIRE	05/20/2024	City of Danville	40.50

Danville-Pittsylvania Regional Industrial Facility Authority
Statement of Net Position ^{1, 2}
May 31, 2024*

	Unaudited FY 2024
Assets	
<u>Current assets</u>	
Cash - checking	\$ 58,027
Cash - money market	3,557,609
<i>Total current assets</i>	<u>3,615,636</u>
<u>Noncurrent assets</u>	
Restricted cash - project fund CCC bonds	20,802
Restricted cash - debt service fund CCC bonds	22,066
Capital assets not being depreciated	23,076,605
Capital assets being depreciated, net	20,080,266
Construction in progress	34,283,295
<i>Total noncurrent assets</i>	<u>77,483,034</u>
Total assets	<u>81,098,670</u>
Liabilities	
<u>Current liabilities</u>	
Retainage payable	99,405
Accrued interest	125,616
Accounts Payable	52,433
Unearned income	1,475
Economic development payable - current portion	147,000
<i>Total current liabilities</i>	<u>425,929</u>
<u>Noncurrent liabilities</u>	
Bonds payable - less current portion	205,000
Loans payable - less current portion	4,500,000
<i>Total noncurrent liabilities</i>	<u>4,705,000</u>
Total liabilities	<u>5,130,929</u>
Net Position	
Net investment in capital assets	77,255,968
Restricted - debt reserves	22,066
Unrestricted	(1,310,293)
Total net position	<u>\$ 75,967,741</u>

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 May 31, 2024 as of May 30, 2024, 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
May 31, 2024*

	Unaudited FY 2024
Operating revenues	
Rental income	277,588
Other Income	1,596,173
Total operating revenues	<u>1,873,761</u>
Operating expenses ⁴	
Mega Park expenses ³	1,446,594
Cane Creek Centre expenses ³	29,799
Cyber Park expenses ³	332,566
Professional fees	98,520
Other operating expenses	9,380
Total operating expenses	<u>1,916,859</u>
Operating income (loss)	<u>(43,098)</u>
Non-operating revenues (expenses)	
Interest income	68,234
Total non-operating expenses, net	<u>68,234</u>
Net income (loss) before capital contributions	<u>25,136</u>
Capital contributions	
Contribution - City of Danville	370,136
Contribution - Pittsylvania County	396,352
Total capital contributions	<u>766,488</u>
Change in net position	<u>791,624</u>
Net position at July 1, 2023	<u>75,176,117</u>
Net position at May 31, 2024	<u><u>\$ 75,967,741</u></u>

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
May 31, 2024*

	Unaudited FY 2024
Operating activities	
Receipts from grant reimbursement requests	\$ 3,012,924
Receipts from leases	274,963
Other receipts	674,367
Payments to suppliers for goods and services	(2,577,603)
Net cash used by operating activities	<u>1,384,651</u>
Capital and related financing activities	
Capital contributions	818,921
Interest paid on bonds	(25,272)
Principal repayments on bonds	(515,000)
Net cash provided by capital and related financing activities	<u>278,649</u>
Investing activities	
Interest received	68,234
Net cash provided by investing activities	<u>68,234</u>
Net increase (decrease) in cash and cash equivalents	1,731,534
Cash and cash equivalents - beginning of year (including restricted cash)	<u>1,926,969</u>
Cash and cash equivalents - through May 31, 2024 (including restricted cash)	<u><u>\$ 3,658,503</u></u>
Reconciliation of operating loss before capital contributions to net cash used by operating activities:	
Operating income (loss)	\$ (43,098)
Adjustments to reconcile operating loss to net cash used by operating activities:	
Changes in assets and liabilities:	
Change in prepaids	3,139
Change in other receivables	(74,858)
Change in accounts payable	1,502,093
Change in unearned income	(2,625)
Net cash used by operating activities	<u><u>\$ 1,384,651</u></u>

Components of cash and cash equivalents at May 31, 2024:	
American National - Checking	\$ 58,027
American National - General money market	3,557,609
Wells Fargo - \$7.3M Bonds CCC Debt service fund	22,066
Wells Fargo - \$7.3M Bonds CCC Project fund	20,802
	<u><u>\$ 3,658,503</u></u>

ITEM: 5.H.
DATE: June 10, 2024
FROM: Michael Adkins | Authority Treasurer
RE: Consideration of a Resolution approving the Fiscal Year 2025 General Expenditures Budget. (No written resolution). Michael L. Adkins, Authority Treasurer.

SUMMARY

Consideration of Resolution 2024-06-10-5_ approving the Fiscal Year 2025 General Expenditures Budget. (No written resolution).

ATTACHMENTS

1. FY2025 Proposed Budget REVISED

Danville-Pittsylvania Regional Industrial Facility Authority

Executive Summary

Agenda Item No.:**Meeting Date:** June 10, 2024**Subject:** Proposed Fiscal Year 2025 General Expenditures Budget**From:** Michael Adkins, Authority Treasurer

SUMMARY

The RIFA Board approves a budget for the general expenditures of RIFA each fiscal year.

BACKGROUND

Attached is the proposed General Expenditures budget for fiscal year 2025. The sheet also displays the fiscal year 2024 General Expenditures data as of May 31, 2024 for comparison purposes.

Staff will review the proposed fiscal year 2025 General Expenditures budget at the meeting.

RECOMMENDATION

Staff recommends the RIFA Board approve the proposed fiscal year 2025 General Expenditures budget.

ATTACHMENTS

Proposed General Expenditures Budget for FY 2025 Compared to FY 2024

Danville-Pittsylvania Regional Industrial Facility Authority
Proposed General Expenditures Budget for Fiscal Year 2025 Compared to Fiscal Year 2024

	FY 2024 (as of 5/31/2024)			FY 2025	
	<u>Funding</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Proposed Funding</u>	<u>Proposed Budget</u>
<i>Funding</i>					
City Contribution	\$ 100,000.00			\$ 100,000.00	-
County Contribution	\$ 100,000.00			100,000.00	-
Carryforward from prior fiscal year ¹	-			-	-
Transfer from Unrestricted Funds	-			90,500.00	-
Other				-	-
<i>Contingency</i>					
Miscellaneous contingency items		\$ 4,000.00	\$ 1,184.54		\$ 4,000.00
Total Contingency Budget		<u>\$ 4,000.00</u>	<u>\$ 1,184.54</u>		<u>\$ 4,000.00</u>
 <i>Legal</i>		120,000.00	142,227.00		150,000.00
<i>Accounting</i>		26,900.00	27,400.00		28,000.00
<i>Marketing</i>		40,000.00	41,732.53		40,000.00
<i>Postage & Shipping</i>		100.00	-		100.00
<i>Meals</i>		4,000.00	4,226.60		4,500.00
<i>Utilities</i>		2,000.00	1,660.62		1,900.00
<i>Insurance</i>		3,000.00	-		3,000.00
<i>Maintenance</i>		-	53,790.00		59,000.00
Total	<u>\$ 200,000.00</u>	<u>\$ 200,000.00</u>	<u>\$ 272,221.29</u>	<u>\$ 290,500.00</u>	<u>\$ 290,500.00</u>

¹ If there is a carryforward from the prior fiscal year, the funds will be budgeted toward any line item with a projected shortage.

See definitions provided for each budget line item on the following page.

Danville-Pittsylvania Regional Industrial Facility Authority
Proposed General Expenditures Budget for Fiscal Year 2025 Compared to Fiscal Year 2024
Budget Definitions

Funding = Represents sources of incoming funds to support general expenditures of RIFA.

Contingency = Represents a provision for expenditures that cannot be predicted with certainty during the budget process. It includes, but is not limited to, project-specific expenditures necessary as a project develops for which there is no other funding source to cover the expenditure.

Legal = Represents expenditures for general legal services provided to RIFA.

Accounting = Represents expenditures for the required annual audit of the RIFA financial statements.

Postage & Shipping = Represents expenditures for mailing documents for RIFA business.

Meals = Represents expenditures for meals provided while conducting RIFA business.

Utilities = Represents expenditures for electric service at RIFA properties.

Insurance = Represents the annual premium paid for RIFA's insurance coverage, currently with VML Insurance Programs.

Maintenance = Represents expenditures for maintenance at RIFA properties.