

# **Danville-Pittsylvania Regional Industrial Facility Authority**

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

## **AGENDA**

**MAY 12, 2014**

**12:00 P.M.**

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

### **County of Pittsylvania Members**

**Coy E. Harville, Chair  
James H. Snead  
Jerry A. Hagerman, Alternate**

### **City of Danville Members**

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

### **Staff**

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

# **Danville-Pittsylvania Regional Industrial Facility Authority**

## **1. MEETING CALLED TO ORDER**

## **2. ROLL CALL**

## **3. PUBLIC COMMENT PERIOD**

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

## **4. APPROVAL OF MINUTES FOR THE APRIL 14, 2014 MEETING**

## **5. NEW BUSINESS**

- A. Update on Existing Industries within the Authority's Projects – E. Linwood Wright, Public and Governmental Affairs Consultant, City of Danville Office of Economic Development
- B. Consideration of Resolution No. 2014-05-12-5B, approving a one-year renewal of the lease to the Osborne Company of North Carolina, Inc., a North Carolina corporation, of approximately 100 acres of pastureland in the Authority's Mega Park site (a portion of GPINs 1366-78-4718 and 1367-70-4519), commonly known as 4380 Berry Hill Road; the lease term shall be subject to a 45-day early termination right by the Authority; and the lease shall be for the use of harvesting grass hay and incidental uses acceptable to the Authority, at a total rental fee of \$1,000 – Coy E. Harville, Chairman; and Michael C. Guanzon, Esq., Clement Wheatley, Legal Counsel to the Authority
- C. Consideration of Fiscal Year 2015 Proposed General Expenditures Budget - Barbara A. Dameron, CPA, Authority Treasurer
- D. Financial Status Report as of April 30, 2014 – Ms. Dameron

## **6. CLOSED SESSION**

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

- A. As permitted by Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended, for discussion or consideration of the disposition of real property for a public purpose to develop the Authority's Cane Creek Centre project, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.
- B. As permitted by Section 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended, for discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the Authority's Cane Creek Centre project or Mega Park project.

## **RETURN TO OPEN SESSION**

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

## **Danville-Pittsylvania Regional Industrial Facility Authority**

B. Motion to Certify Closed Meeting.

### **7. COMMUNICATIONS:**

Jerry A. Hagerman  
Coy E. Harville  
Sherman M. Saunders  
Fred O. Shanks, III  
James H. Snead  
J. Lee Vogler, Jr.

#### **Updates from Staff:**

A. General matters

B. Letter from Williams Transco (Transcontinental Gas Pipe Line Company, LLC), dated May 2, 2014, regarding Atlantic Sunrise Pipeline Project

### **8. ADJOURN**

# Danville-Pittsylvania Regional Industrial Facility Authority

## Executive Summary

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<b>Agenda Item No.:</b>	4
<b>Meeting Date:</b>	5/12/2014
<b>Subject:</b>	Meeting Minutes
<b>From:</b>	Susan M. DeMasi, Authority Secretary

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### **SUMMARY**

Attached for the Board's approval are the Meeting Minutes from the Monday, April 14, 2014 meeting.

### **ATTACHMENTS**

Meeting Minutes – 4/14/14

DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

Minutes

April 14, 2014

The Regular Meeting of the Danville-Pittsylvania Regional Industrial Facility Authority convened at 12:19 p.m. on the above date in the Danville Regional Airport Conference Room, 424 Airport Drive, Danville, Virginia. Present were City of Danville Members Vice Chairman Sherman M. Saunders, Fred O. Shanks, III and Alternate J. Lee Vogler. Pittsylvania County Members present were Chairman Coy E. Harville, James Snead and Alternate Brenda H. Bowman.

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

Also present was Dewberry and Davis Project Managers Shawn Harden and Brian Bradner.

**PUBLIC COMMENT PERIOD**

No one present desired to be heard.

**APPROVAL OF MINUTES FOR THE MARCH 10, 2014 MEETING**

Upon **Motion** by Mr. Snead and **second** by Mr. Shanks Minutes of the March 10, 2014 meeting were approved as presented. Draft copies had been distributed to Authority Members prior to the Meeting.

**NEW BUSINESS**

**5A. – UPDATE ON EXISTING INDUSTRIES WITHIN THE AUTHORITY’S PROJECTS**

Governmental Affairs Consultant Linwood Wright updated Authority members noting GOK International is restructuring, moving out of upholstered furniture and into outdoor furniture and some office and commercial seating which can be assembled in Danville. The GOK building will be transferred to Zeyuen Flooring and they will assume responsibility for the lease. U.S. Green Energy has run into issues with its laminator which is out of commission; they are going to have to restructure that piece of equipment. The funding seems to be coming through and staff will work through the details as time goes on. Elkay is looking at some very positive times in the not too distant future. They have hired a new site manager who is doing a good job getting things organized. IKEA is where staff would expect it to be; there is still some talk about expansion, but not in the very near future. EIT is operating well, with some interest in a possible joint venture involving a new company but it is too early to get into any details.

**5A. CONSIDERATION – RESOLUTION 2014-04-14-5B APPROVING THE REALLOCATION OF GRANT #2491 FROM THE TOBACCO INDEMNIFICATION AND COMMUNITY REVITALIZATION COMMISSION**

Greg Sides explained that RIFA was approved by the Tobacco Commission for just over \$6M for the Grading of Lot 4 in the Berry Hill Industrial Park. That project has not started because of permit issues; there is some additional archeological historical work required to

DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

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April 14, 2014

get that permit. RIFA submitted another application to the Mega Site Fund in the last fiscal year for \$1.9M to cover those costs; that application was tabled by the Tobacco Commission. Staff has talked with the Tobacco Commission about utilizing the Lot 4 Grading Grant and would they allow RIFA to shift that from the grading portion to the permit portion and the Commission okayed that. This will allow RIFA to address the four Dewberry contract amendments and staff recommends the contracts be approved based on the reallocated funding through the Tobacco Commission. In response to Mr. Snead, Mr. Sides noted RIFA has done preliminary archeology work to identify if there are sites that require more work, when those the sites are identified this covers the additional level. Mr. Shanks questioned whether a consultant is involved, other than Dewberry, on the archeological studies on Phase I and will Dewberry or the consultant be doing Phase II; Mr. Bradner from Dewberry noted the consultant will be doing the actual field work.

Mr. Snead **moved** adoption of *Resolution 2014-04-14-5B (i) approving the reallocation of Grant #2491 from the Tobacco and Community Revitalization Commission, to be used for the costs associated with obtaining permit approval from the U.S. Corps of Engineers and other engineering services regarding the Authority's Mega Park project located in Pittsylvania County, Virginia; and (ii) approving the following contracts associated with such reallocation:*

(1) Revised Amendment No. 4 to Contract dated February 9, 2009 Engineering Services Related to the Mega Park Master Plan Wetland Permit Revision and Additional Archeological Studies, with Dewberry Engineers Inc., a New York corporation, for certain archeological investigations and wetland permit application revisions for an aggregate lump sum of \$602,566;

(2) Amendment No. 5 to Contract dated February 9, 2009 Engineering Services Related to the Mega Park Master Plan Additional Site Exhibits Related to the Market Study, with Dewberry Engineers, Inc., a New York corporation, for preparation of industry specific layouts for Lots 4, 5 and 6, for an aggregate lump sum of \$31,230;

(3) Amendment #6 to Contract dated February 9, 2009 Engineering Services Related Project Cavalier Site Exhibit, with Dewberry Engineers, Inc., a New York corporation, for preparation of industry specific layouts for Lot 3 and marketing assistance with the same at an hourly rate, with the total fee not to exceed \$20,000; and

(4) Amendment #7 to Contract dated February 9, 2009 Engineering Services Related to the Mega Park Master Plan Additional Archeological Services, with Dewberry Engineers, Inc., a New York corporation, for additional archeological investigations and services in support of the USACE Permit application, at a lump sum of \$22,441.

The Motion was **seconded** by Mr. Shanks. Mr. Snead questioned if additional funding was needed and Mr. Sides noted this required no additional funding from either locality. The **Motion** was carried by the following vote:

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

**5C. FINANCIAL STATUS REPORT AS OF MARCH 31, 2014**

DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

Minutes

April 14, 2014

Authority Treasurer Barbara Dameron gave an update on the Financial Status noting RIFA spent approximately \$12,000.00 in March, of that about \$9,400.00 was the pass through from IALR-Charles Hawkins' Building for the administrative fee. Under Cane Creek Centre, RIFA had \$207 to Dewberry for wetland monitoring. For General Expenses, RIFA expended about \$354.00, \$95.00 of that was for legal, a little over \$200.00 was for meals and \$26.00 for utilities. RIFA expended a little over \$2,000.00 for the Wetland Study and Solutions. Sources of Revenue show \$9,400.00 from the Institute and \$300.00 from Securitas. Mr. Harville noted one financial statement entry shows State Road 863, which is now US 311. Ms. Dameron noted she would update the report.

Mr. Saunders **moved** to approve the Financial Report as of March 31, 2014 as presented. The Motion was **seconded** by Mr. Snead and carried by the following vote:

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

**5D. DISCUSSION OF THE LETTER DATED MARCH 20, 2014 FROM DUKE ENERGY**

Danville City Manager Joe King noted this is essentially a form letter that has been sent to every property owner along the Dan River with Duke saying they will do what is necessary to effect the clean-up that is agreed to and making themselves available for questions or comments. Authority Attorney Michael Guanzon noted it is also to try to assess the type of damages people might be seeking if the efforts to clean up are not done to their satisfaction. A questionnaire attached to the letter says "please provide any additional information if needed in the space below." RIFA might want staff to draft a narrative to explain how the coal ash spill adversely impacts RIFA's ability to attract businesses. It is bad press even if it is not directly impacting the water supply for these businesses as well as the public perception. This does not mean RIFA would be able to recover those things, they are speculative in nature, but RIFA should provide the information. Mr. Guanzon also explained that if RIFA is going to do environmental remediation credits, if part of the RIFA property is against the water and that could have been dedicated for a conservation easement, if it is contaminated, RIFA might not be able to bank that to remediate something else. Mr. Guanzon recommended that staff does mention that in the questionnaire. Board Members agreed to have staff draft a response and Mr. King noted staff would bring back a recommended response at the next meeting.

**6. CLOSED SESSION**

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

A. At 12:43 p.m., Mr. Snead **moved** that the Meeting of the Danville-Pittsylvania Regional Industrial Facility Authority be recessed in a Closed Meeting as permitted by Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended, for discussion or consideration of the disposition of real property for a public purpose to develop the Authority's Cane Creek Centre project, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

Minutes

April 14, 2014

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

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

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

On **Motion** by Mr. Snead and **second** by Mr. Shanks and by unanimous vote at 1:21p.m., the Authority returned to open meeting.

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

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

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

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

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

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

**COMMUNICATIONS**

Mr. Snead and Mr. Vogler asked Mr. Wright to continue the updates to the RIFA Board.

MEETING ADJOURNED AT 1:13 P.M.

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Chairman

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Secretary to the Authority



# Danville-Pittsylvania Regional Industrial Facility Authority

## Executive Summary

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<b>Agenda Item No.:</b>	5-A
<b>Meeting Date:</b>	05/12/2014
<b>Subject:</b>	Existing Industries Update
<b>From:</b>	E. Linwood Wright

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### **SUMMARY**

During the May 12<sup>th</sup> meeting, the Board will receive an update on existing industries within the Authority's projects.

# Danville-Pittsylvania Regional Industrial Facility Authority

## Executive Summary

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<b>Agenda Item No.:</b>	5-B
<b>Meeting Date:</b>	05/12/2014
<b>Subject:</b>	Osborne Company Lease
<b>From:</b>	Michael C. Guanzon, Legal Counsel

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### **SUMMARY**

During the May 12<sup>th</sup> meeting, the Board will consider a resolution to approve a one-year renewal of the lease to the Osborne Company of North Carolina, Inc.

### **ATTACHMENT**

Resolution No. 2014-05-12-5B

**Resolution No. 2014-05-12-5B**

**A RESOLUTION TO APPROVE A ONE-YEAR RENEWAL OF THE LEASE TO THE OSBORNE COMPANY OF NORTH CAROLINA, INC., A NORTH CAROLINA CORPORATION, OF APPROXIMATELY 100 ACRES OF PASTURELAND IN THE AUTHORITY'S MEGA PARK SITE (A PORTION OF GPINs 1366-78-4718 AND 1367-70-4519), COMMONLY KNOWN AS 4380 BERRY HILL ROAD; THE LEASE TERM SHALL BE SUBJECT TO A 45-DAY EARLY TERMINATION RIGHT BY THE AUTHORITY; AND THE LEASE SHALL BE FOR THE USE OF HARVESTING GRASS HAY AND INCIDENTAL USES ACCEPTABLE TO THE AUTHORITY, AT A TOTAL RENTAL FEE OF \$1,000.**

**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 Osborne Company of North Carolina, Inc., a North Carolina corporation, entered into that certain Lease Agreement with the Authority, dated May 9, 2011, as amended (the "**Lease**"), for the lease of one hundred (100) acres, more or less, of pasture land in the Authority's Mega Park site (a portion of GPINs 1366-78-4718 and 1367-70-4519), commonly known as 4380 Berry Hill Road, in Pittsylvania County, Virginia, for the use of harvesting grass hay and incidental uses acceptable to the Authority, at a total rental fee of Eight Hundred Dollars (\$800), which Lease was subsequently renewed by the parties; and

**WHEREAS**, the current term of the Lease expires on May 15, 2013; and

**WHEREAS**, the Authority has determined that it is in the best interests of the Authority and of the citizens of Pittsylvania County and the City of Danville, Virginia, for the Authority to enter into a one-year renewal of the Lease at a total rental fee of One Thousand and 00/100 Dollars (\$1,000), subject to a 45-day right of early termination by the Authority; and

**WHEREAS**, the terms of such proposed renewal are set forth in **Exhibit A**, attached hereto and incorporated herein by this reference (the "**Renewal**").

**NOW, THEREFORE, BE IT RESOLVED**, that

1. The Authority hereby approves the Renewal as reviewed at this meeting, 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, to execute and deliver the Renewal on behalf of the Authority, such execution of the Renewal by the Chairman (or Vice Chairman as the case may be) to conclusively establish his approval of any amendments, deletions or additions thereto.

2. 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

**Resolution No. 2014-05-12-5B**

as are contemplated by the Renewal, or as they in their discretion deem necessary or appropriate in order to carry out the intent and purposes of these resolutions.

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 Renewal 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 meeting duly called and held on May 12, 2014, and that such Resolution has not been repealed, revoked, rescinded or amended, but is in full force and effect on the date hereof.

**WITNESS** my hand as Secretary of the Danville-Pittsylvania Regional Industrial Facility Authority this 12th day of May 2014.

(SEAL)

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**Susan M. DeMasi**, Secretary  
Danville-Pittsylvania Regional Industrial  
Facility Authority

Exhibit A

**THIS 2014 LEASE RENEWAL**, made as of the 15th day of May 2014, by and between **DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY**, a political subdivision of the Commonwealth of Virginia (“**Landlord**”); and **THE OSBORNE COMPANY OF NORTH CAROLINA, INC.**, a North Carolina corporation (“**Tenant**”);

**WITNESSETH:**

**WHEREAS**, Landlord and Tenant entered into that certain Lease Agreement dated as of May 9, 2011 (the “**Lease**”), which has been subsequently renewed, for that certain real property located in Landlord’s Berry Hill Mega Park site in Pittsylvania County, Virginia, containing an aggregate of 100 acres, more or less, commonly known as 4380 Berry Hill Road (a portion of GPINS 1366-78-4718 and 1367-70-4519); and

**WHEREAS**, Landlord and Tenant desire to renew the Lease for an additional one (1) year term, subject to an early termination right by Landlord, and provide for the payment of additional rent during such renewal term, all as set forth herein.

**NOW, THEREFORE**, for and in consideration of the mutual promises and covenants contained in this Lease, the parties agree as follows:

1. The “**Renewal Term**” shall be for a term of one (1) year beginning on May 15, 2014, and ending on May 15, 2015. The “**Term**” (as defined in the Lease) shall include the initial Term and any Renewal Term.

2. Prior to the end of the Renewal Term, Landlord shall have the right to terminate the Lease upon giving at least forty-five (45) days prior written notice to Tenant, in which event Landlord shall reimburse Tenant for a pro rata portion of the Additional Rent (as hereafter defined) covering the period between the date of termination and May 15, 2015.

3. Tenant agrees to pay to Landlord as additional rent (“**Additional Rent**”) for the Renewal Term set forth herein the amount of One Thousand and 00/100 Dollars (\$1,000.00), due and payable on the first day of the Renewal Term set forth herein. The “**Base Rent**” (as defined in the Lease) shall include the Base Rent payable for the initial Term and any Additional Rent payable for any Renewal Term.

3. All other terms and conditions of the Lease not specifically changed herein shall remain in full force and effect.

**[SIGNATURES ON FOLLOWING PAGE]**

**WITNESS** the following signatures to this **2014 LEASE RENEWAL**:

**LANDLORD:**

**DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY**, a political subdivision of the Commonwealth of Virginia

By: \_\_\_\_\_  
**COY E. HARVILLE**, Chairman

**TENANT:**

**THE OSBORNE COMPANY OF NORTH CAROLINA, INC.**, a North Carolina corporation

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Danville-Pittsylvania Regional Industrial Facility Authority

## Executive Summary

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<b>Agenda Item No.:</b>	5-C
<b>Meeting Date:</b>	05/12/2014
<b>Subject:</b>	Proposed Fiscal Year 2015 General Expenditures Budget
<b>From:</b>	Barbara A. Dameron, Authority Treasurer

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### **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 2015. The sheet also displays the fiscal year 2014 General Expenditures data as of April 30, 2014 for comparison purposes.

Staff will review the proposed fiscal year 2015 General Expenditures budget at the meeting.

### **RECOMMENDATION**

Staff recommends the RIFA Board approve the proposed fiscal year 2015 General Expenditures budget.

### **ATTACHMENTS**

Proposed General Expenditures Budget for FY 2015 Compared to FY 2014

**Danville-Pittsylvania Regional Industrial Facility Authority**  
**Proposed General Expenditures Budget for Fiscal Year 2015 Compared to Fiscal Year 2014**

	<u>FY 2014 (as of 4/30/2014)</u>			<u>FY 2015</u>	
	<u>Funding</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Proposed Funding</u>	<u>Proposed Budget</u>
<b>Funding</b>					
City Contribution	\$ 75,000.00			\$ 75,000.00	
County Contribution	75,000.00			75,000.00	
Carryforward from prior fiscal year	66,686.06			-	<sup>1</sup>
<b>Contingency</b>					
Miscellaneous contingency items		\$ 81,786.06	\$ 382.78		\$ 22,200.00
<b>Total Contingency Budget</b>		<u>81,786.06</u>	<u>382.78</u>		<u>22,200.00</u>
<b>Legal</b>		100,000.00	51,058.86		100,000.00
<b>Accounting</b>		18,900.00	18,500.00		19,600.00
<b>Annual Bank Fees</b>		4,600.00	500.00		600.00
<b>Postage &amp; Shipping</b>		100.00	-		100.00
<b>Meals</b>		4,800.00	3,536.51		4,000.00
<b>Utilities</b>		500.00	231.74		500.00
<b>Insurance</b>		6,000.00	-		3,000.00
<b>Total</b>	<u>\$ 216,686.06</u>	<u>\$ 216,686.06</u>	<u>\$ 74,209.89</u>	<u>\$ 150,000.00</u>	<u>\$ 150,000.00</u>

<sup>1</sup> If there is a carryforward from the prior fiscal year, the funds will be budgeted toward contingency.

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 2015 Compared to Fiscal Year 2014**  
**Budget Definitions**

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**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.

**Annual Bank Fees** = Represents the annual fees paid to U.S. Bank related to the Berry Hill bonds.

**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.

# Danville-Pittsylvania Regional Industrial Facility Authority

## Executive Summary

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<b>Agenda Item No.:</b>	5-D
<b>Meeting Date:</b>	05/12/2014
<b>Subject:</b>	Financial Status Reports –April 30, 2014
<b>From:</b>	Barbara A. Dameron, Authority Treasurer

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### **SUMMARY**

A review of the financial status reports through April 30, 2014 will be provided at the meeting. The financial status reports as of April 30, 2014 are attached for the RIFA Board's review.

### **RECOMMENDATION**

Staff recommends approving the financial status reports as of April 30, 2014 as presented.

### **ATTACHMENTS**

Financial Status Reports

**Danville - Pittsylvania Regional Industrial Facility  
Authority**

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# **Financial Status**

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## **Table of Contents**

- A. \$7.3 Million Bonds - Cane Creek Centre
- B. General Expenditures for FY 2014
- C. Mega Park – Funding Other than Bond Funds
- D. Berry Hill Mega Park – Lot 4 Site Development
- E. Rent, Interest, and Other Income Realized
- F. Unaudited Financial Statements

**Danville-Pittsylvania Regional Industrial Facility Authority**

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

As of April 30, 2014

<b>Funding</b>	<b>Funding</b>	<b>Budget / Contract Amount</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Unexpended / Unencumbered</b>
Funds from bond issuance	\$ 7,300,000.00				
Issuance cost	(155,401.33)				
Refunding cost <sup>7</sup>	(52,500.00)				
Bank fees	(98.25)				
Interest earned to date	486,581.70				
<b>Cane Creek Parkway <sup>3</sup></b>		\$ 3,804,576.00	\$ 3,724,241.16	\$ -	
<b>Swedwood Drive <sup>2</sup></b>		69,414.00	69,414.00	-	
<b>Cane Creek Centre entrance <sup>3</sup></b>		72,335.00	53,878.70	-	
<b>Financial Advisory Services</b>		9,900.00	9,900.00	-	
<b>Dewberry contracts <sup>1</sup></b>		69,582.50	69,582.50	-	
<b>Dewberry contracts not paid by 1.7 grant <sup>4,5</sup></b>		71,881.00	21,529.12	50,351.88	
<b>Land</b>		-	2,777,512.90	-	
<b>Demolition services</b>		71,261.62	71,261.62	-	
<b>Legal fees</b>		-	55,344.30	-	
<b>CCC - Lots 3 &amp; 9 project - RIFA Local Share <sup>6</sup></b>		142,190.00	112,464.98	-	
<b>Other expenditures</b>		-	31,839.70	-	
<b>Total</b>	\$ 7,578,582.12	\$ 4,311,140.12	\$ 6,996,968.98	\$ 50,351.88	\$ <u>531,261.26</u>

**notes:**

<sup>1</sup> Dewberry Contracts consist of wetland, engineering, surveying and site preparation

<sup>2</sup> Funds being used to cover City and County matching contributions for a VDOT grant for Swedwood Drive

<sup>3</sup> Project completed under budget

<sup>4</sup> 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.

<sup>4</sup> 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.

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

<sup>6</sup> 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.

<sup>7</sup> The \$7.3 million bonds were refunded on August 1, 2013 with the issuance of refunding bonds in the amount of \$5,595,000.

<b>Road Summary-Cane Creek Parkway:</b>	
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
<b>Total Road Contract Allocated to RIFA</b>	<b>\$ 5,271,916.00</b>

<b>Funding Summary - Cane Creek Parkway</b>	
VDOT	\$ 1,467,340.00
Bonds	3,804,576.00
	<b>\$ 5,271,916.00</b>

**Danville-Pittsylvania Regional Industrial Facility Authority**  
 General Expenditures for Fiscal Year 2014  
 As of April 30, 2014

	<u>Funding</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Encumbered</u>	<u>Unexpended / Unencumbered</u>
<b>Funding</b>					
City Contribution	\$ 75,000.00				
County Contribution	75,000.00				
Carryforward from FY2013	66,686.06				
<b>Contingency</b>					
Miscellaneous contingency items		\$ 81,786.06	\$ 382.78	\$ -	\$ 81,403.28
<b>Total Contingency Budget</b>		81,786.06	382.78	-	81,403.28
<b>Legal</b>					
		100,000.00	51,058.86	-	48,941.14
<b>Accounting</b>					
		18,900.00	18,500.00	-	400.00
<b>Annual Bank Fees</b>					
		4,600.00	500.00	-	4,100.00
<b>Postage &amp; Shipping</b>					
		100.00	-	-	100.00
<b>Meals</b>					
		4,800.00	3,536.51	-	1,263.49
<b>Utilities</b>					
		500.00	231.74	-	268.26
<b>Insurance</b>					
		6,000.00	-	-	6,000.00
<b>Total</b>	\$ 216,686.06	\$ 216,686.06	\$ 74,209.89	\$ -	<u>\$ 142,476.17</u>

**Danville-Pittsylvania Regional Industrial Facility Authority**

**Mega Park - Funding Other than Bond Funds**

**As of April 30, 2014**

<b>Funding</b>	<b>Funding</b>	<b>Budget / Contract Amount</b>	<b>Expenditures</b>	<b>Encumbered</b>	<b>Unexpended / Unencumbered</b>
<b>Funding</b>					
City contribution	\$ 134,482.50				
County contribution	134,482.50				
City advance for Klutz, Canter, & Shoffner property <sup>1-4</sup>	10,340,983.83				
Tobacco Commission FY09 SSED Allocation	3,370,726.00				
Tobacco Commission FY10 SSED Allocation - Engineering Portion	407,725.00				
Tobacco Commission FY10 SSED Allocation - Eng. Portion Deobligated	(244,797.00)				
Local Match for TIC FY10 SSED Allocation - Engineering Portion <sup>5</sup>	76,067.61				
Additional funds allocated by RIFA Board on 1/14/2013 <sup>6</sup>	11,854.39				
<b>Land</b>					
Klutz property		\$ 8,394,553.50	\$ 8,394,553.50	\$ -	
Canter property <sup>2</sup>		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	-	
<b>Other</b>					
Dewberry & Davis		29,465.00	28,965.00	500.00	
Dewberry & Davis <sup>3</sup>		990,850.00	972,754.29	18,095.71	
Consulting Services - McCallum Sweeney <sup>7</sup>		115,000.00	103,796.85	-	
<b>Total</b>		<b>\$ 14,231,524.83</b>	<b>\$ 14,232,024.83</b>	<b>\$ 18,595.71</b>	<b>\$ 10,703.15</b>

<sup>1</sup> 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.

<sup>2</sup> Settlement fees were drawn from bonds issued for the Berry Hill project 12/1/2011.

<sup>3</sup> 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.

<sup>4</sup> RIFA paid the City back for all advances on 1/3/2012.

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> Unencumbered the remaining \$11,203.15 due to termination of contract.

**Danville-Pittsylvania Regional Industrial Facility Authority**  
**Berry Hill Mega Park - Lot 4 Site Development**  
**As of April 30, 2014**

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	<u>Funding</u>	<u>Budget / Contract</u> <u>Amount</u>	<u>Expenditures</u>	<u>Encumbered</u>	<u>Unexpended /</u> <u>Unencumbered</u>
<b>Funding</b>					
Tobacco Commission FY12 Megasite Allocation	\$ 6,208,153.00				
Local Match for TIC FY12 Megasite Allocation - County Portion <sup>1</sup>	750,000.00				
Local Match for TIC FY12 Megasite Allocation - City Portion <sup>1</sup>	750,000.00				
Local Match for TIC FY12 Megasite Allocation - RIFA Portion <sup>2</sup>	181,000.00				
<b>Expenditures</b>					
Dewberry Engineers Inc.		1,268,487.00	-	1,268,487.00	
VA Water Protection Permit Fee		57,840.00	57,840.00	-	
Wetlands Studies and Solutions, Inc.		150,000.00	38,301.79	111,698.21	
<b>Total</b>	<b>\$ 7,889,153.00</b>	<b>\$ 1,476,327.00</b>	<b>\$ 96,141.79</b>	<b>\$ 1,380,185.21</b>	<b>\$ 6,412,826.00</b>

<sup>1</sup> These amounts have not been sent to RIFA yet as they are not needed at this time. Each locality has its local match budgeted.

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

**Danville-Pittsylvania Regional Industrial Facility Authority**

Rent, Interest, and Other Income Realized

As of April 30, 2014

<i>Source of Funds</i>	<u>Funding Receipts</u>			<u>Expenditures</u> FY2014	<u>Unexpended /</u> <u>Unencumbered</u>
	<u>Carryforward</u> <u>from FY2013</u>	<u>Current</u> <u>Month</u>	<u>Receipts</u> <u>FY2014</u>		
<u>Carryforward</u>	\$ 419,258.30				
<u>Current Lessees</u>					
Institute for Advanced Learning and Research (IALR) <sup>1</sup>					
Institute for Advanced Learning and Research (IALR)					
Securitas					
Guilford Whitetail Management					
Mountain View Farms of Virginia, L.C.					
Osborne Company of North Carolina, Inc.					
Clodfelter Hunting Lease					
<u>Total Rent</u>	\$ 9,682.86	\$ 89,127.02			
<u>Interest Received</u> <sup>2</sup>	\$ 112.88	\$ 1,181.39			
<u>Expenditures</u>				\$ 77,148.67	
Hawkins Research Bldg. Property Mgmt. Fee					
<b>Totals</b>	<u>\$ 419,258.30</u>	<u>\$ 9,795.74</u>	<u>\$ 90,308.41</u>	<u>\$ 77,148.67</u>	<u>\$ 432,418.04</u>

**Restricted** <sup>1</sup>    \$ 366,773.92  
**Unrestricted**    \$ 65,644.12

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

<sup>2</sup> Please note that this is only interest received on RIFA's general money market account.



**Danville-Pittsylvania Regional Industrial Facility Authority**  
**Statement of Net Position <sup>1, 2</sup>**  
**April 30, 2014\***

	<b>Unaudited FY 2014</b>
<b>Assets</b>	
<i>Current assets</i>	
Cash - checking	\$ 240,453
Cash - money market	1,141,423
Prepays	208
<i>Total current assets</i>	1,382,084
<i>Noncurrent assets</i>	
Restricted cash - project fund CCC bonds	614,267
Restricted cash - debt service fund CCC bonds	1,119,288
Restricted cash - debt service fund Berry Hill bonds	-
Restricted cash - debt service reserve fund Berry Hill bonds	2,000,066
Capital assets not being depreciated	24,839,271
Capital assets being depreciated, net	26,838,571
Construction in progress	2,650,156
Unamortized bond issuance costs	348,683
<i>Total noncurrent assets</i>	58,410,302
<b>Total assets</b>	<b>59,792,386</b>
<b>Liabilities</b>	
<i>Current liabilities</i>	
Unearned income	600
Bonds payable - current portion	1,080,000
<i>Total current liabilities</i>	1,080,600
<i>Noncurrent liabilities</i>	
Bonds payable - less current portion	9,195,000
<i>Total noncurrent liabilities</i>	9,195,000
<b>Total liabilities</b>	<b>10,275,600</b>
<b>Net Position</b>	
Invested in capital assets - net of related debt	48,135,302
Unrestricted	1,381,484
<b>Total net position</b>	<b>\$ 49,516,786</b>

<sup>1</sup> 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.

<sup>2</sup> 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 April 30, 2014 as of April 30, 2014, the date of preparation. Due to statement preparation occurring in close proximity to month-end, these statements may not include some pending adjustments for the period.

*Danville-Pittsylvania Regional Industrial Facility Authority*  
*Statement of Revenues and Expenses and Changes in Fund Net Position*  
*April 30, 2014\**

	<b>Unaudited FY 2014</b>
<b>Operating revenues</b>	
Virginia Tobacco Commission Grants	-
Rental income	94,077
<b>Total operating revenues</b>	94,077
<b>Operating expenses</b> <sup>4</sup>	
Mega Park expenses <sup>3</sup>	52,589
Cane Creek Centre expenses <sup>3</sup>	310,964
Cyber Park expenses <sup>3</sup>	79,801
Professional fees	43,510
Insurance	2,241
Other operating expenses	3,781
<b>Total operating expenses</b>	492,886
<b>Operating loss</b>	(398,809)
<b>Non-operating revenues (expenses)</b>	
Interest income	1,319
Interest expense	(210,625)
<b>Total non-operating expenses, net</b>	(209,306)
<b>Net loss before capital contributions</b>	(608,115)
<b>Capital contributions</b>	
Contribution - City of Danville	815,282
Contribution - Pittsylvania County	815,282
<b>Total capital contributions</b>	1,630,564
<b>Change in net position</b>	1,022,449
<b>Net position at July 1,</b>	48,494,337
<b>Net position at April 30,</b>	\$ 49,516,786

<sup>3</sup> A portion or all of these expenses may be capitalized at fiscal year-end.

<sup>4</sup> 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*  
*April 30, 2014\**

	<b>Unaudited FY 2014</b>
<b>Operating activities</b>	
Receipts from grant reimbursement requests	\$ -
Receipts from leases	88,828
Payments to suppliers for goods and services	(513,175)
<b>Net cash used by operating activities</b>	<b>(424,347)</b>
<b>Capital and related financing activities</b>	
Capital contributions	1,630,564
Interest paid on bonds	(288,028)
Proceeds from bond issuance	5,595,000
Principal repayments on bonds	(6,640,000)
<b>Net cash provided by capital and related financing activities</b>	<b>297,536</b>
<b>Investing activities</b>	
Interest received	1,319
<b>Net cash provided by investing activities</b>	<b>1,319</b>
<b>Net decrease in cash and cash equivalents</b>	(125,492)
<b>Cash and cash equivalents - beginning of year (including restricted cash)</b>	<b>5,240,989</b>
<b>Cash and cash equivalents - through April 30, 2014 (including restricted cash)</b>	<b>\$ 5,115,497</b>
<b>Reconciliation of operating loss before capital contributions to net cash used by operating activities:</b>	
Operating loss	\$ (398,809)
Adjustments to reconcile operating loss to net cash used by operating activities:	
Non-cash operating in-kind expenses	-
Changes in assets and liabilities:	
Change in prepaids	6,056
Change in due from other governments	-
Change in other receivables	3,002
Change in accounts payable	(29,346)
Change in unearned income	(5,250)
Change in security deposit	-
<b>Net cash used by operating activities</b>	<b>\$ (424,347)</b>

<b>Components of cash and cash equivalents at April 30, 2014:</b>	
American National - Checking	\$ 240,453
American National - General money market	1,141,423
Wachovia - \$7.3M Bonds CCC Debt service fund	1,119,288
Wachovia - \$7.3M Bonds CCC Project fund	614,267
US Bank - \$11.25M Bonds Berry Hill Debt service fund	-
US Bank - \$11.25M Bonds Berry Hill Debt service reserve fund	2,000,066
	<b>\$ 5,115,497</b>

# Danville-Pittsylvania Regional Industrial Facility Authority

## Executive Summary

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<b>Agenda Item No.:</b>	7-B
<b>Meeting Date:</b>	05/12/2014
<b>Subject:</b>	Letter from Williams Transco
<b>From:</b>	Michael C. Guanzon, Legal Counsel

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### **SUMMARY**

During the May 12<sup>th</sup> meeting, the Board will review a letter from Williams Transco dated May 2, 2014 regarding the Atlantic Sunrise Pipeline Project.

### **ATTACHMENT**

Letter dated May 2, 2014



Transco  
300 Laird Street  
Wilkes-Barre, PA 18702

May 2, 2014

Re: Proposed Atlantic Sunrise Project  
FERC Docket Number PF14-8

Dear DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY,

Williams owns and operates a natural gas transmission pipeline known as Transcontinental Gas Pipe Line Company, LLC (Transco), which transports natural gas from natural gas production areas to customers such as utility companies and power plants located throughout the northeastern and southeastern United States.

You are receiving this letter because your property is located on or near our proposed replacement corridor. In your area, we only intend to modify existing facilities. We would like to notify you of upcoming land surveys which will take place within the boundaries of your property to identify environmental, cultural and physical conditions that might affect the location of any proposed pipeline replacement. Our plan is to begin a series of civil and environmental land surveys in 2014.

This letter is also intended to provide additional information about the project and its status.

**Project Scope**

Williams is in the very preliminary stages of developing a pipeline proposal known as the Atlantic Sunrise project. The Project is being designed to add 1,700,000 dekatherms per day of additional natural gas transportation capacity and is targeted to be in service in the second half of 2017.

We've enclosed a project map for your review. The preliminary project design includes:

- Installing approximately 56 miles of new 30-inch pipeline from Susquehanna County, PA to Columbia County, PA
- Installing approximately 121 miles of 42-inch pipeline from Columbia County, PA to Lancaster County, PA
- Installing one pipeline loop (pipeline laid parallel to existing facilities) totaling about 9.5 miles (referred to as the Unity Loop) in Lycoming County, PA
- Replacing a total of 2.52 miles of both Transco's existing 30-inch mainline A and 30-inch mainline B pipelines in Prince William County, VA
- Constructing two new compressor stations, one in Susquehanna County and one in Columbia County, PA
- **Modifying other existing facilities in Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, Georgia.** Horsepower additions are proposed at the following facilities:
  - Station 517 in Columbia County, PA
  - Station 520 in Lycoming County, PA
  - Station 190 in Howard County, MD

**The Regulatory Process**

Before Williams can expand or modify its facilities, the company must first apply for and obtain a Certificate of Public Convenience and Necessity from the Federal Energy Regulatory Commission (FERC). The details of the pipeline project proposal have not been finalized, and a formal application has not yet been filed with FERC.

We have, however, initiated an environmental pre-filing review of the project with FERC. The environmental pre-filing review is one of the first steps in the information gathering process and will help the company determine the location of the proposed pipeline facilities that would result in the least impact to the environment and communities.

Information on the pre-filing environmental review process and the Atlantic Sunrise Project may be accessed on the FERC's web site at [ferc.gov](http://ferc.gov), under docket number PF 14-8, by e-mailing the FERC at [customer@ferc.gov](mailto:customer@ferc.gov) or by calling the FERC Office of External Affairs, toll-free at 1-866-208-3372. Be sure to include the docket number PF14-8 on any correspondence to FERC. For a copy of the FERC brochure entitled *An Interstate Natural Gas Facility On My Land? What Do I need to Know*, which answers many questions about natural gas pipelines and the regulatory process, go to [www.ferc.gov/for-citizens/citizen-guides.asp](http://www.ferc.gov/for-citizens/citizen-guides.asp)

#### **Field Studies**

In February, land agents representing Williams began contacting property owners within a preliminary 600 foot study corridor to notify landowners of upcoming field studies on their property. We expect these field studies to begin in April. Conducting field studies involves several steps. Generally, each property will be visited by specialists in engineering, cultural and environmental sciences. These may or may not be concurrent visits but should not last longer than one or two days each. Some properties may need to be visited more than once to obtain additional data.

After the survey teams are finished you may see survey stakes and/or ribbon tied to fences or vegetation. These markers are necessary to maintain a line of sight for the areas that have been surveyed. In areas where brush or tall grass is encountered, crews may need to cut some of this vegetation to maintain the line of sight. Some minor surface disturbance may be required with hand tools for cultural resource surveys. Our survey crews will take every precaution to ensure no damage to your property or disruption of your daily activities.

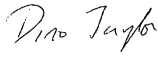
#### **Next Steps**

Land agents will continue to contact landowners to provide more information about the project and schedule meetings with property owners. These contacts are ongoing. If you have not yet been contacted, you will be contacted when we get closer to start the survey process in your area.

Your input is important, and Williams is committed to working with you to ensure that any questions or concerns are promptly addressed. You can find out more about our company by visiting our website at [williams.com](http://williams.com). You can also find more project specific information by visiting [williams.com/atlanticsunrise](http://williams.com/atlanticsunrise).

If you have questions about the Atlantic Sunrise Pipeline Project, please feel free to contact our land office at **1-844-785-0455**. Your cooperation is greatly appreciated. Thank you for your time and consideration in this matter.

Sincerely,



Dino Taylor  
Project – Right of Way Manager

