

**WEST PIEDMONT PLANNING DISTRICT COMMISSION
MINUTES
of the
April 28, 2011, Meeting**

held at the
Commission Office
1100 Madison Street, Martinsville, VA
at 7:30 p.m.

PRESENT

HENRY COUNTY

Jim Adams
Wes George

PATRICK COUNTY

Karl Weiss

FRANKLIN COUNTY

Bobby Thompson
Leland Mitchell
Bill Brush

MARTINSVILLE

Kathy Lawson, Chair

ROCKY MOUNT

Jerry Greer

PITTSYLVANIA COUNTY

James Astin, Treasurer
James Snead

ABSENT

Kimble Reynolds, Vice-Chairman, Martinsville
Buddy Rawley, Danville
Gary Miller, Danville
William Pritchett, Pittsylvania County
Jerry Adams, Patrick County
Ralph Casey, Rocky Mount
Kim Adkins, Martinsville
Tommy Slaughter, Henry County
Gregory Walker, Rocky Mount
Lock Boyce, Patrick County
Verna Graham, Danville

STAFF

Robert W. Dowd, AICP, Executive Director
Aaron S. Burdick, Executive Director
Joan Hullett, Assistant Director
Jacob Bullins, Administrative Assistant

GUESTS

Jon Morris, STEP Incorporated

1. **Call to Order**

The Chairman called the meeting to order at 7:30 p.m. She noted that a quorum was not present and that the actions taken would be a consensus of those present and that all items, as appropriate, would be placed on a consent agenda item for final action at the May Board meeting.

The Board members welcomed Aaron S. Burdick, the Commission's new Executive Director.

2. **Regional Forum Opportunity—Comments from Commissioners and/or Public**

The Chairman asked if there were Commissioners and/or Public who wished to comment. Mr. Brush reported that the Roanoke Valley-Alleghany Regional Commission had adopted the resolution concerning the TCRC at Smith Mountain Lake and that Region 2000 would consider approval of the resolution at an upcoming meeting.

3. **Confirmation of Minutes of the March 24, 2011, Meeting—WPPDC/M(11)2**

The Chairman noted that the cover sheet on the March 24th minutes had listed Mr. Henry Davis present and that it should have been Mr. James Snead. Mr. Snead made a motion, seconded by Mr. Mitchell, to approve the minutes of the March 24, 2011, meeting with the correction as noted. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the minutes of the March 24, 2011, meeting. [Item to be placed on May 26, 2011, meeting for final approval.]

4. **Treasurer's Reports: February 28, 2011—WPPDC/P(11)14 and March 31, 2011—WPPDC/P(11)21**

Mr. Thompson made a motion, seconded by Mr. Greer, to approve the Treasurer's Report as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the February 28, 2011, Treasurer's Report as presented. [Item to be placed on May 26, 2011, meeting for final approval.]

5. **Points Arising from Previous Meeting**

Mr. Dowd noted that grants had been submitted for the Federal Transit Administration Section 5303 Program in conjunction with the Danville Transit System, the Economic Development Administration Program, and the Rural Transportation Planning Program. He also reported that the Commission had received funding from the Appalachian Regional Commission for the period from January – June 2011; however, no word had been received concerning funding for the period from July – December 2011. He also noted that the General Assembly had increased funding to planning district commissions by 15% for the upcoming fiscal year.

THE BOARD:

Noted this report.

6. **West Piedmont Planning District Commission Information Center: Quarterly Report of Activities – State Data Affiliate Center and VEC Business & Industry Data Center Programs – Third Quarter – FY 2011 – WPPDC/P(11)24**

THE BOARD:

Noted this informational report on data that had been requested of the PDC staff by the private and public sectors for the period from January through March 2011.

7. **Register of Administrative Reviews Under the Virginia Intergovernmental Review Process – April 2011: WPPDC/P(11)25**

THE BOARD:

Noted this informational report.

8. **Intergovernmental Review:**

Applicant: Town of Gretna

Project: Virginia Community Development Block Grant Application for Housing Rehabilitation Project--WPPDC/P(11)23

Description: The Town has submitted a grant application requesting \$700,000 to be supplemented with matching amounts of \$11,457 cash and in-kind from its General Funds, \$151,700 from VDOT Enhancement grant funds, and \$177,400 from private sources. The funds would be used to revitalize the Town's business district.

Comments: Mr. Snead briefed the Board on the project activities.

Action: Motion by Mr. Astin, seconded by Mr. Brush, to make a favorable recommendation on the project. Upon vote, the motion carried unanimously. [Item to be placed on May 26, 2011, meeting for final approval.]

9. Intergovernmental Review:

Applicant: Support to Eliminate Poverty Incorporated – Rocky Mount
 Project: Request to US Department of Agriculture – Rural Development Agency for Purchase of Equipment to Serve the Needs of Head Start Program--WPPDC/P(11)22
 Description: STEP had requested \$50,000 in USDA-RD funds, which the agency would match with \$16,700, for the purchase of communications, computer, and other equipment in support of its Head Start and Early Head Start Programs.
 Comments: Mr. Jon Morris made a presentation on the project and responded to questions.
 Action: Motion by Mr. Snead, seconded by Mr. Greer, to make a favorable comment on the project. Upon vote, the motion carried unanimously. [Item to be placed on May 26, 2011, meeting for final approval.]

10. Updates/Reports on Regional Projects/Activities Related to:

a. US Department of Commerce, Economic Development Administration

Copies of the 2011 Comprehensive Economic Development Strategy (CEDS) document were distributed, with the Deputy Director giving an overview of the planning process involved. It was noted that the Board would be asked to consider approval of the document at its May meeting. (Members who were not present would receive a copy by mail prior to the next meeting.) In addition, it was noted that ads had been run in local newspapers across the Region to provide an opportunity for public review and comment on the draft document, with comments received being provided to the Board prior to its consideration for approval at the May meeting.

b. Rural Transportation Planning Program in conjunction with the VA Department of Transportation

Mr. Dowd briefed the Board on activities of the staff on projects related to the Rural Transportation Planning Program in conjunction with VDOT, informing the group that a public hearing on the draft document had been held at the Henry County Administration Building on April 20th. He explained that he and Aaron Burdick would be going out to the Region's local governing bodies prior to the May Board meeting to report on the plan's progress, review the final drafts, and request official letters or resolutions in support of the document. Staff also would be presenting the document to the Commission's Transportation Technical Advisory Committee prior to the May meeting.

Mr. Dowd also informed the Board that VDOT was in the process of putting out its Six-Year Improvement Program for FY 2012-2017 for review and that the document could be found on VDOT's website. He reminded them of the meeting at the Salem VDOT Auditorium on May 12th at 6 p.m.

c. Danville Metropolitan Planning Organization Assistance Program in conjunction with the VA Department of Transportation, Federal Highway Administration

Mr. Dowd reported on the progress to date on the four corridor studies getting underway with the Danville MPO's consultant. These projects included the following: Mount Cross Road (Route 750) Improvement Study; Route 863 Connector to Route 58 West; Ringgold Trail to Dan Riverwalk; and Route 58 West Access Management Study and Plan.

He updated the Board on the development of the Virginia Association of Metropolitan Planning Organizations (VAMPO), noting that he and Mr. Coy Harville, Chairman of the Danville MPO, would be attending the May VAMPO meeting.

Mr. Dowd informed the Board that the Danville MPO, which serves the City of Danville and Pittsylvania County urbanized study area was developing its Transportation Improvement Program (TIP) for the period from FY 2012 to FY 2015 and had submitted it to the Planning District Commission for review. The Danville MPO's TIP sets out the needs and listings for federal and state aid to implement capital improvements/equipment projects and fund operating assistance for highway and public transit improvement programs. The development and submission of the TIP is also required in order for desired projects to be included in the statewide transportation improvement program (the STIP) which would be submitted for funding by VDOT to the two key transportation funding agencies: the Federal Highway Administration and the Federal Transit Administration. He further explained that the TIP provided evidence of the required continuing and comprehensive project planning and programming that must be documented before funding is provided to the State and/or locality. He noted that the TIP should cover a period of at least three fiscal years, in the present case, for four years: FY 2012, FY 2013, FY 2014 and FY 2015. The key areas of transportation projects in the Danville-Pittsylvania County program were:

- Highway projects from the Six-Year Improvement Program's Final Allocation that had obligated funds assigned were key items. Typical inclusions in the TIP were found on primary routes in the urbanized portion of the County and City, plus urban system routes in the City.
- Federal funded Secondary System Projects that fall within the MPO area;
- Federal Transit Administration Section 5307 funded projects for Danville Transit System
- Federal Transit Administration Section 5310 funded projects such as those for the social services or human services agencies serving the MPO area;
- Enhancement Program projects for Pittsylvania County and Danville
- Airport related projects qualifying for Federal Aviation Administration funds
- Safety or Hazard Elimination Program projects for the City of Danville, Pittsylvania County.

In addition to the above noted project types for TIP inclusion when obligated funds were anticipated to be available, the TIP also included text discussing the planning in general, the requirements for planning, compliances required to be met, public participation/involvement efforts for the development of the TIP, and any required financial planning required under federal guidelines. The document was also being distributed for public review with a hearing to be held prior to the Danville MPO Policy Board's final consideration and approval.

Mr. Astin made a motion, seconded by Mr. Snead, to make a favorable comment on the Intergovernmental Review for the Danville MPO's Draft Fiscal Year 2012-2015 Transportation Improvement Program. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to make a favorable comment on the Danville MPO's Draft Fiscal Year 2012-2015 Transportation Improvement Program. [Item to be placed on May 26, 2011, meeting for final approval.]

11. Highlights of Commission and Staff Activities; Other Business and Reports

Mr. Dowd reported that staff had completed most of the work with Patrick County on their redistricting efforts. In addition, he noted that work on the Regional Hazards Mitigation Plan had continued on schedule and that he anticipated that a draft document would be submitted to the VA Department of Emergency Management and FEMA for review in June. He also advised that the VA Department of Environmental Quality was still reviewing the draft Regional Water Supply Plan and that DEQ's comments on the draft document would be forwarded to the Commission's consultant, Draper Aden, upon receipt. He noted that the deadline for plan completion was November 2, 2011; public hearings for consideration of plan approval would be required by all participating cities, counties, and towns in the region prior to that deadline.

THE BOARD:

Noted this report.

12. Appointment of Nominating Committee for Fiscal Year 2012

The Chairman appointed the following Nominating Committee for Fiscal Year 2012: Jim Adams, Henry County; Kimble Reynolds, Martinsville; Jerry Greer, Rocky Mount; Bobby Thompson, Franklin County; Karl Weiss, Patrick County; Buddy Rawley, Danville; William Pritchett, Pittsylvania County.

13. Appointment of Grievance Officer for Fiscal Years 2012 and 2013

The Chairman reported that the Executive Committee, at its earlier session, had voted unanimously to appoint Mr. Fred Gehrke as the Commission's Grievance Officer for FY 2012-13. Staff had contacted Mr. Gehrke prior to the meeting to find out if he would be willing to serve if selected by the Commission Board and he had indicated that he would serve.

Mr. Astin made a motion, seconded by Mr. Brush, to accept the Executive Committee's recommendation. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to appoint Mr. Fred Gehrke to serve as the Commission's Grievance Officer for Fiscal Years 2012 and 2013.

14. Other Business

Board members expressed their sadness in the passing of Marshall Blair, a former citizen representative on the Commission representing Franklin County.

15. Adjournment

There being no further business, the meeting adjourned at 8:15 p.m.

Robert W. Dowd, AICP
Executive Director