

WEST PIEDMONT PLANNING DISTRICT COMMISSION  
MINUTES  
of the  
February 28, 2008, Meeting

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

PRESENT

HENRY COUNTY

Paula Burnette  
Jim Adams

PATRICK COUNTY

Jerry Adams  
Karl Weiss  
Ron Knight

PITTSYLVANIA COUNTY

James Astin, Treasurer  
Henry Davis  
William Pritchett

MARTINSVILLE

Kimble Reynolds, Vice-Chairman

ROCKY MOUNT

Roger Seale  
Ralph Casey  
Jerry Greer

DANVILLE

Stokes Daniels

FRANKLIN COUNTY

Leland Mitchell  
Bobby Thompson  
Marshall Blair

ABSENT

Harry Kolendrianos, Chairman, Danville  
Sherman Saunders, Danville  
Charlie Redd, Henry County  
Kathy Lawson, Martinsville

STAFF

Robert W. Dowd, AICP, Executive Director  
Joan Hullett, Assistant Director  
Tammy Moss, Administrative Assistant

GUESTS

Bruce Phipps, President, CEO, Goodwill Industries of the Valleys  
Christine Fisher, Goodwill Industries of the Valleys  
Teresa Carter, Executive Director, Southern Area Agency on Aging  
Katherine Milam, Danville-Pittsylvania Community Services Board  
Karen Riddle, Martinsville Adult Day Care Services  
Pamela Pritchett, Stepping Stones  
Robin Hairfield, WeCare Incorporated

1. **Call to Order**

The Vice-Chairman established the presence of a quorum and called the meeting to order at 7:30 p.m. He introduced and welcomed the guests present. He also introduced new Board members including Jerry Greer of the Town of Rocky Mount, Bobby Thompson of Franklin County, and Ron Knight and Karl Weiss of Patrick County.

2. **Confirmation of Minutes of the December 6, 2007, Meeting—WPPDC/M(07)9**

Mr. Astin made a motion, seconded by Mr. Thompson, to approve the minutes of the December 6, 2007, meeting. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to approve the minutes of the December 6, 2007, meeting.

3. **Correction to October 25, 2007, Board Minutes**

Ms. Burnette made a motion, seconded by Mr. Seale, to correct the October 25, 2007, minutes to show that the Treasurer's Report approved at the October 25, 2007, meeting was June 30, 2007, instead of July 31, 2007. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to correct the October 25, 2007, minutes to show that the Treasurer's Report approved at the October 25, 2007, meeting was June 30, 2007, instead of July 31, 2007.

4. **Points Arising from Previous Meetings**

The Executive Director called the Board members' attention to a flier which had been distributed to announce a Bicycle and Pedestrian Program Meeting being sponsored by VDOT at the Henry County Administration Building at 3300 Kings Mountain Road, Martinsville, on Wednesday, March 19, from 5:30 p.m. to 7:00 p.m.

**THE BOARD:**

Noted this announcement.

5. **Treasurer's Reports: October 31, 2007—WPPDC/P(07)69; November 30, 2007—WPPDC/P(07)70; and December 31, 2007—WPPDC/P(07)71**

Following the report by Treasurer Astin, Mr. Seale made a motion, seconded by Mr. Casey, to approve the Treasurer's Reports as presented. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to approve the October 31, 2007; November 30, 2007; and December 31, 2007, Treasurer's Reports as presented.

6. **Register of Administrative Reviews Under the Virginia Intergovernmental Review Process—January-February 2008—WPPDC/P(08)1**

**THE BOARD:**

Noted this informational report.

7. **West Piedmont Planning District Commission Information Center: Quarterly Report of Activities – State Data Affiliate Center and VEC Business & Industry Data Center Programs – Second Quarter – FY 2009 – WPPDC/P(08)2**

**THE BOARD:**

Noted this informational report on data that had been requested of the PDC staff by the private and public sectors for the month of October 2007.

8. **Intergovernmental Reviews:**

Applicant: Southern Area Agency on Aging

Project: Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicles—WPPDC/P(08)3

Description: \$203,000 total cost (\$162,400, with a local match of \$40,600); to purchase two 10-passenger body on chassis vehicles with wheelchair lifts; one 14-passenger body on chassis vehicle with wheelchair lift; and two 9-passenger raised roof vehicles with wheelchair lift. Agency serves all localities in region. Teresa Carter of SAAA was present to respond to questions.

Comments: No adverse comments received during review process.

Action: Motion by Mr. Astin, seconded by Ms. Burnette, to make a favorable recommendation on the project carried.

Applicant: Danville-Pittsylvania Community Services Board  
 Project: Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicles—WPPDC/P(08)4  
 Description: \$90,000 total cost (\$72,000, with a local match of \$18,000); to purchase two 15-passenger body on chassis vehicles with wheelchair lifts. Agency serves Danville-Pittsylvania County. Katherine Milam of Danville-Pittsylvania CSB was present to respond to questions.  
 Comments: No adverse comments received during review process.  
 Action: Motion by Mr. Davis, seconded by Mr. Astin, to make a favorable recommendation on the project carried.

Applicant: Goodwill Industries of the Valleys  
 Project: Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicles—WPPDC/P(08)5  
 Description: \$36,000 total cost (\$28,800, with a local match of \$7,200); to purchase one 9-passenger van with raised roof and wheelchair lift. Agency serves Franklin County-Rocky Mount area. Bruce Phipps and Christine Fisher of Goodwill Industries were present to respond to questions.  
 Comments: No adverse comments received during review process.  
 Action: Motion by Mr. Davis, seconded by Mr. Seale, to make a favorable recommendation on the project carried. (The applicant was advised of an error on Page 1 of its application which listed the purchase price of a current vehicle as \$1,831,650, which should be corrected with the funding agency.)

Applicant: Adult Day Services of Martinsville and Henry County  
 Project: Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicles—WPPDC/P(08)6  
 Description: \$55,000 total cost (\$44,000, with a local match of \$11,000); to purchase one 15-passenger van with wheelchair lift. Agency serves Henry County-Martinsville area. Karen Riddle of Adult Day Care was present to respond to questions.  
 Comments: No adverse comments received during review process.  
 Action: Motion by Ms. Burnette, seconded by Mr. Pritchett, to make a favorable recommendation on the project carried.

Applicant: Stepping Stones Incorporated  
 Project: Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicles—WPPDC/P(08)7  
 Description: \$45,000 total cost (\$36,000, with a local match of \$9,000); to purchase one 15-passenger body-on-chassis with wheelchair lift. Agency serves Henry County-Martinsville area. Pamela Pritchett of Stepping Stones was present to respond to questions.  
 Comments: No adverse comments received during review process.  
 Action: Motion by Ms. Burnette, seconded by Mr. Jerry Adams, to make a favorable recommendation on the project carried.

During discussion of the Intergovernmental Review projects noted above, Ms. Burnette noted the length of time required to receive a vehicle through the Section 5310 Program after grant approval and suggested that the Commission ask VDRPT to review its process to see if there was a way to expedite the process due to the need for these vehicles which were replacements for high-mileage vehicles currently in use. Following further discussion, Ms. Burnette made a motion, seconded by Mr. Seale, to instruct the Executive Director to prepare a letter stating such to VDRPT officials.

Applicant: WeCare Incorporated  
 Project: Request for Rural Development Funding for Building Acquisition and Remodeling—WPPDC/P(08)  
 Description: \$303,000 total cost [low-interest loan] (\$180,000 for land and rights; \$60,000 for development and construction; \$2,000 for legal fees; \$1,000 for architectural-engineering fees; \$60,000 for equipment). Agency serves Henry County-Martinsville area with drug, alcohol, and mental health issues. Robin Hairfield of WeCare was present to respond to questions.  
 Comments: No adverse comments received during review process.  
 Action: Motion by Mr. Astin, seconded by Mr. Daniels, to make a favorable recommendation on the project carried.

#### **9. ESTABLISHMENT OF REGIONAL PRIORITIES FOR THE VIRGINIA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM—YEAR 2008—WPPDC/P(08)10**

The staff had solicited input from the localities for the development of the region's CDBG Priority List for 2008. Based on the input, the staff had developed a list of priorities and accompanying resolution for consideration of the Board. It was noted that, upon approval, the resolution and list would be forwarded to the Virginia Department of Housing and Community Development. When contacting the localities, the only projects which had been

reported as potential CDBG projects for 2008—the Rives Road Business Park project in Martinsville and the Riverside Drive Neighborhood Revitalization Project in Bassett in Henry County. Mr. Thompson noted that there was another project for consideration in Franklin County—for the renovation of the Ferrum School to community use. Mr. Dowd will work with Mr. Thompson to adjust the CDBG list as needed.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board approve the resolution/priority list as presented by the Executive Director, with the authority to change to accommodate the potential Franklin County project as noted by Mr. Thompson.

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

**THE BOARD:**

Voted unanimously to approve the resolution/priority list for 2008 as presented for submission to the Virginia Department of Housing and Community Development, with the authority to change to accommodate the potential Franklin County project as noted by Mr. Thompson.

**10. CONSIDERATION OF RESOLUTION OF APPROVAL FOR SCOPE OF WORK FOR THE WPPD RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM FOR FY 2009 THROUGH A VIRGINIA DEPARTMENT OF TRANSPORTATION PROGRAM GRANT—WPPDC/P(08)9**

The Executive Director reported that the staff had prepared a draft Scope of Work that needed to be submitted along with a project budget, cover letter, and resolutions to serve as the Commission's application for funds under the basic Assistance portion of the Virginia Department of Transportation's Rural Transportation Planning Program (RTPP) and that the Commission's review and input on the Scope of Work, evidenced by a resolution, was required for the application due March 15, 2008. The staff had given the Transportation Technical Advisory Committee and Transportation Citizens Advisory Committee an opportunity to review and comment on the Scope of Work which had endorsed the work program. He noted that staff would amend the wording of the descriptions and dollars if amended text were needed per VDOT's staff recommendation. The Scope included provisions for program administration, technical assistance with short-range planning efforts, and technical assistance with long-range planning efforts. Examples of tasks included: development or updates of street maps for our localities, transportation planning sections for the comprehensive plans of our localities, advice and assistance to consultants working in the region, assistance to VDOT staff working on area projects, support for transit and multi-modal activity, examining possible locations of new routes and bypasses, and developing regional priorities for transportation projects. However, the principal activity would be to continue development of the Regional Rural Long-Range Transportation Plan, with Phase III getting underway in FY 2009. The effort coincides with the fiscal year, and the program is to be included within the FY 2009 Commission Annual Strategy/Work Program to be presented later in the spring along with the Commission Budget.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board adopt the resolution as presented approving the Scope of Work for making an application to the Virginia Department of Transportation for Rural Transportation Planning Program funding subject to adjustments requested by the VDOT Transportation Planning Engineers of Salem and Lynchburg, approve submission of an application, and provide the matching funding necessary.

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

**THE BOARD:**

Voted unanimously to adopt a resolution (copy attached) as presented as well as approve the Scope of Work, all subject to adjustments requested by the VDOT Transportation Planning Engineers of Salem and Lynchburg and providing matching funding.

**11. WPPDC Work Program Activities Report, January 1, 2007 – December 31, 2007**

The Executive Director referred the group to the information report included with the meeting package which outlined PDC staff activities for the period from January 1, 2007, through December 31, 2007.

**THE BOARD:**

Noted this informational report.

**12. Update on the Development of Phase II for the Regional Water Supply Plan in Cooperation with the VA Department of Environmental Quality**

Board members were briefed on the Public Information Meeting held on the Regional Water Supply Plan at the Henry County Administration Building on February 21<sup>st</sup> in conjunction with Draper Aden (the consultant developing the regional plan), the Virginia Department of Environmental Quality staff from Roanoke and

Lynchburg, WPPD staff, and representatives of the participating localities (Martinsville, Henry County, Danville, Pittsylvania County, Patrick County and the Towns of Chatham, Gretna, Hurt, Ridgeway, and Stuart). Materials including mapping from the workshop were on display in the Board meeting room and Board members were encouraged to review them and provide input. It was also noted that much of this information was posted on the PDC website at [www.wppdc.org](http://www.wppdc.org)

It was also noted that DEQ had advised that grant funding would not be available for Phase III of the Plan; therefore, it would be up to the localities to pay for this final phase.

**THE BOARD:**

Noted this informational report.

**13. Updates/Reports on Regional Projects/Activities Related to:**

**a. US Department of Commerce, Economic Development Administration**

The Executive Director advised that work was continuing on the development of the annual update to the Comprehensive Economic Development Strategy document.

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

The Executive Director reported that the staff had recently had a demonstration of mapping and tabular data use in identifying potential areas for more detailed study by VDOT's on-call consultant firm. In the near future, the PDC staff will be going out to meet with the local planners to review networks of roads and to identify targets for studies in each area.

He also informed the Board of a presentation by VDOT staff on March 28 to review new policies on Secondary Road acceptance and access management.

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

The Executive Director reported on the following projects:

- Route 29 Blairs Access Management Study (started work; having a public meeting March 24 and a stakeholders meeting)
- Route 29 Tightsqueeze Access Management Study (working with VDOT on scope and cost proposal, which is still at issue)
- West Main Street-Memorial Drive Access Management Study (held public meeting in Danville)
- Route 58 West Access Management Study (held public meeting in Danville)
- Iris Lane Parkway Corridor Study (have plans for meetings with public on March 26 at Bonner Middle School)
- Route 730-Route 29 Connector Corridor Study (have plans for meetings with public on March 27 at Danville Airport)
- Constrained Long-Range Transportation Plan (have prepared draft solicitation materials for review by Technical Committee membership in anticipation of running advertisements in newspapers for consultant firms qualifications statements for our subcommittee to review)

**THE BOARD:**

Noted these reports.

**14. Highlights of Commission and Staff Activities; Other Business and Reports**

The Executive Director updated the Board on several projects that the staff was working on including assistance with updates of comprehensive plans. He updated the group on the VAPDC meeting. Followup correspondence from the Regional Legislative Package was distributed.

**THE BOARD:**

Noted this report.

**15. Reimbursement of Mileage/Meals/Incidentals and Lodging Expenses**

The Executive Director advised that, on January 8, 2008, the State had provided a copy of the revised VDOT Travel Guidelines effective January 1, 2008. In keeping with the State's guidelines, the staff was requesting permission to be reimbursed at the State rate, effective January 1, 2008, for mileage at a rate of 50.5 cents, and to use the state's approved table for reimbursement of meals, incidentals and lodging expenses that became effective January 1, 2008. It was noted that the staff was currently reimbursed at the State rate effective October 1, 2006, and at a rate of 48.5 cents for mileage.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board accept the staff recommendation concerning reimbursement of mileage/meals/incidentals and lodging expenses as presented above.

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

**THE BOARD:**

Voted unanimously to approve reimbursement of mileage/meals/incidentals and lodging using the state's approved table that became effective January 1, 2008 (see attachment).

**16. Certificates/Resolutions to Board Members**

Mr. Davis made a motion, seconded by Mr. Daniels, to approve resolutions and certificates of appreciation for the service which the following Board members had provided: Russ Johnson, Franklin County; Steve Angle, Rocky Mount; and Frank Fuller, Martinsville. Upon vote, the motion carried unanimously.

**17. Adjournment**

There being no further business, the meeting was adjourned at 9:00 p.m.

Robert W. Dowd, AICP  
Executive Director