

**WEST PIEDMONT PLANNING DISTRICT COMMISSION  
MINUTES  
of the  
February 24, 2011, Meeting**

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

PRESENT

HENRY COUNTY

Jim Adams  
Tommy Slaughter  
Wes George

PATRICK COUNTY

Karl Weiss  
Lock Boyce

PITTSYLVANIA COUNTY

James Astin, Treasurer  
James Snead

MARTINSVILLE

Kathy Lawson, Chair  
Kim Adkins

ROCKY MOUNT

Jerry Greer  
Gregory Walker

FRANKLIN COUNTY

Leland Mitchell  
Bobby Thompson  
Bill Brush

ABSENT

Kimble Reynolds, Vice-Chairman, Martinsville  
William Pritchett, Pittsylvania County  
Ralph Casey, Rocky Mount  
Jerry Adams, Patrick County  
Buddy Rawley, Danville  
Gary P. Miller, Danville  
Verna Graham, Danville

STAFF

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

GUESTS

Teresa Fontaine, Southern Area Agency on Aging  
Todd Woodall, Piedmont Community Services Board  
Ed Stone, Goodwill Industries  
Kathy Milam, Danville-Pittsylvania Community Services Board

**1. Call to Order**

The Chair established the presence of a quorum and called the meeting to order at 7:30 p.m. She introduced and welcomed the guests present. She also introduced Lock Boyce, a new Board member representing Patrick County as an elected representative, and James Snead, a new member representing Pittsylvania County as an elected representative.

**2. Confirmation of Minutes of the December 9, 2010, Meeting—WPPDC/M(10)9**

Mr. Astin made a motion, seconded by Mr. Greer, to approve the minutes of the December 9, 2010, meeting. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to approve the minutes of the December 9, 2010, meeting.

**3. Regional Forum Opportunity – Comments from Commissioners and/or Public**

The Chairman asked if there were Commissioners and/or Public present who wished to comment. There were no comments.

**4. Treasurer's Reports: November 30, 2010—WPPDC/P(10)70 and December 31, 2010—WPPDC/P(11)2**

Mr. Walker made a motion, seconded by Mr. Brush, to approve the Treasurer's Reports as presented. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to approve the November 30, 2010, and December 31, 2010, Treasurer's Reports as presented.

**5. 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 2011 – WPPDC/P(11)1**

**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 October through December 2010.

**6. Register of Administrative Reviews Under the Virginia Intergovernmental Review Process – January – February 2011: WPPDC/P(11)3**

**THE BOARD:**

Noted this informational report.

**7. Intergovernmental Reviews:**

Applicant: Southern Area Agency on Aging  
Project: FY 2012 Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicles—WPPDC/P(11)5

Description: \$79,000 total cost (\$63,200, with a local match of \$15,800); to purchase one 14-passenger body on chassis vehicle with wheelchair lift for Patrick County transportation; one 5-passenger minivan with ramp for Henry County Senior Services.

Comments: Mrs. Teresa Fontaine was present from SAAA to respond to questions from Board members.

Action: Motion by Mr. Weiss, seconded by Mr. George, to make a favorable recommendation on the project carried.

Applicant: Piedmont Community Services

Project: FY 2012 Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicle—WPPDC/P(11)6

Description: \$34,000 total cost (\$27,200, with local match of \$6,800) to purchase one 5-passenger minivan with ramp to provide demand responsive route transportation for its mental health and intellectually disabled clients in the Martinsville-Henry County area to get to agency-related activities, medical appointments, grocery stores, and other destinations.

Comments: Mr. Todd Woodall was present from to respond to questions from Board members.

Action: Motion by Mr. George, seconded by Mr. Greer, to make a favorable recommendation on the project carried.

Applicant: Goodwill Industries of the Valleys, Incorporated

Project: FY 2012 Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicle—WPPDC/P(11)4

Description: \$45,000 total cost (\$36,000, with match of \$9,000) to purchase a vehicle to provide transportation for developmentally disadvantaged persons primarily to worksites in Rocky Mount and throughout Franklin County as well as to community activities and medical appointments.

Comments: Mr. Ed Stone was present to respond to questions from Board members.

Action: Motion by Mr. Greer, seconded by Mr. Thompson, to make a favorable recommendation on the project carried.

Applicant: Danville-Pittsylvania Community Services Board

Project: FY 2012 Request for Section 5310 VA Dept of Rail and Public Transportation Funding for Purchase of Vehicle—WPPDC/P(11)7

Description: \$70,000 total cost (\$56,000, with local match of \$14,000) to purchase one 9-passenger raised roof van with wheelchair lift and one modified minivan with ramp

Comments: Ms. Kath Milam was present to respond to questions from Board members.

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

**8. Virginia Department of Transportation Request for Comments and WPPDC Response on Bridge Projects: Hardy Road Bridge over Roanoke River in Franklin County; Old Mill Road over Spoon Creek in Patrick County—WPPDC/P(11)12**

Staff had received a request from the Salem District Environmental Office of VDOT to comment on projects located in Franklin and Patrick Counties as follows:

Franklin County: Replacement of the steel truss bridge on Hardy Road, Route 634, that crosses the Roanoke River into Bedford County. The new bridge would be wider curb-to-curb; the immediate bridge approach roadways would be widened to 24 feet, 4 foot shoulders, on 50 foot right of way. Mr. Brush and Mr. Mitchell noted the location and need for these improvements.

Patrick County: Replacement of existing bridge on current alignment; bridge width widened; approach road widths would remain; existing right of way would remain. Mr. Boyce noted the location for this project in Patrick County.

Mr. Greer made a motion, seconded by Mr. Mitchell, to make a favorable comment on the projects. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to make a favorable comment on the projects.

**9. Establishment of Regional Priorities for the Virginia Community Development Block Grant Program, Year 2011 Request of Virginia Department of Housing and Community Development—WPPDC/P(11)8**

The staff had solicited input from the localities for the development of the region's CDBG Priority List for 2011. 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.

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 any potential projects that may surface prior to submission to DHCD.

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

**THE BOARD:**

Voted unanimously to approve the resolution/priority list for 2011 as presented for submission to the Virginia Department of Housing and Community Development, with the authority to change to accommodate any potential projects that may surface prior to submission to DHCD. [A copy of the resolution and approved priority list is attached.]

**9. WPPDC Work Program Activities Report – January 1, 2010 – December 31, 2010**

The Executive Director referred the Board to the Work Program Activities Report for calendar year 2010 which is sent out to the member jurisdictions at the end of the year to update them on work undertaken by the Commission staff.

**THE BOARD:**

Noted this report.

**10. Consideration of Resolution: Concerns and Requests for Changes – Smith Mountain Lake – Appalachian Power Company Shoreline Management Plan—WPPDC/P(11)11**

The Executive Director advised that the Tri-County Relicensing Committee was formed to aid the Smith Mountain Lake jurisdictions and the Tri-County Lake Administrative Commission respond with interaction and reviews of the Appalachian Power Company Relicensing effort. TCRC is to reflect on the planning effort and the output deliverables produced out of the process. Moving forward to the most recent years of the process, in October 2009 Appalachian Power Company (Appalachian) invited 14 state agencies, counties, business organizations, and homeowner groups to join and form a Steering Committee to review and update its Shoreline Management Plan (SMP) for Smith Mountain and Leesville Lakes. Subsequently, ten Committee meetings were held to revise the current SMP. On December 2<sup>nd</sup>, 2010 the Tri-County Relicensing Committee (TCRC) submitted comments to Appalachian, which were shortly thereafter endorsed by all Steering Committee members and the Virginia Secretary of Natural Resources, representing the State Resource Agencies (DGIF, DEQ, and DCR). Then on December 31, 2010 Appalachian Power submitted a revised SMP to the Federal Energy Regulatory Commission (FERC) seeking approval of their plan. Of the 70 TCRC detailed comments and recommendations, Appalachian incorporated 7 and rejected 63. TCRC's concerns can be visualized fairly succinctly when TCRC notes that one of the stated Goals of the SMP is: *Striving for a balance that supports local economic interests yet protects environmental and recreational resources and that allows the public to enjoy these interests and resources.* Appalachian's Shoreline Management Plan that have been submitted to FERC for its approval fails the goal test in TCRC's opinion. Mr. Bill Brush of the Board of Commissioners had supplied the Executive Director with a summary of the TCRC's situation and concerns and they agreed that a draft resolution for Board of Commissioner's review and consideration should be put together and placed on the agenda for a Board of Commissioners meeting. Mr. Brush also briefed the group on these concerns.

Mr. Snead made a motion, seconded by Mr. Mitchell, to adopt the resolution. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to adopt the resolution as presented (copy attached) with regard to the concerns and request for changes – Smith Mountain Lake – Appalachian Power Company Shoreline Management Plan.

**11. Updates and Reports on Regional Projects/Activities Related to US Department of Commerce, Economic Development Administration**

Staff updated the Board on the status of the development of the Comprehensive Economic Development Strategy Committee required by EDA, noting that it was anticipated that the Committee should be in place in late March. In addition, work was continuing on development of the CEDS document and it should be available for distribution at the April Board meeting.

**THE BOARD:**

Noted this report.

**12. Consideration of Resolution of Approval for Scope of Work for the WPPD Rural Transportation Planning Assistance Program for FY 2012 through a Virginia Department of Transportation Planning Assistance Program—WPPDC/P(11)8**

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. He noted that the amount of VDOT funds available to the PDC for FY 2012 would be \$58,000, with a 20% match, or \$14,500, required by the PDC. The staff had given the WPPD Transportation Technical Advisory Committee/Transportation Citizens Advisory Committee an opportunity to review and comment on the Scope of Work; the Committee had voted unanimously to recommend approval with any changes from VDOT's Transportation Planning Engineers in Salem and Lynchburg. He noted that staff would amend the wording of the descriptions and dollars if amended text were needed per VDOT's staff recommendation. He reviewed the Scope of Work. He noted that a resolution to authorize applying for funds had been approved at the October Board meeting.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board adopt the resolution as presented and to approve 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 to provide the matching funding necessary.

Mr. Astin made a motion, seconded by Mrs. Adkins, 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 approved the Scope of Work [subject to adjustments requested by the WPPD Transportation Technical Advisory Committee/Transportation Citizens Advisory Committee and the VDOT Transportation Planning Engineers of Salem and Lynchburg]; approve submission of an application; and to provide the matching funding necessary.

**13. Virginia Department of Transportation: Request for Comments on the Rural Transportation Planning Assistance Consultation Processes Document**

The Executive Director advised that the staff had received a request from Marsha Fiol, VDOT's State Transportation Planning Administrator, for the Planning District Commission assist in facilitating receiving comments on VDOT's update of its Rural Transportation Consultation Process document. Their deadline to have comments in to Ms. Fiol was March 25, 2011. The new document had more depth and detail than the 2006 version of the consultation process being used in Virginia. Copies of both the new and old version were being sent out for review and comment. To date, the PDC staff had sent out copies to the County Administrators/Manager and Planning staff of the member localities. A copy of Ms. Fiol's cover letter had been included. It includes a 'url' address for acquiring electronic versions if they were needed. Reviews of the formal Consultation Process in use in the Commonwealth should occur every five years.

It was noted that the staff had not reviewed the document yet, but it appeared to thoroughly review the parties involved in conducting rural transportation planning across the Commonwealth. There are entities such as VDOT staff and PDC staff that are directly in the flow of the planning process and responsible for insuring the public has opportunities for participation in the planning process. There are also notations on agencies that may influence and aid the process from further afield. There are various planning efforts that are noted that directly or indirectly affect rural transportation planning and consultation related to it and logically would be identified. The document also provided a good overview of the entire transportation planning process in the Commonwealth, whether items and efforts carry the appellation of 'rural' or not.

The Executive Director encouraged Board members to provide their comments to Ms. Fiol by March 25<sup>th</sup>.

**THE BOARD:**

Noted this report.

**14. Revision to Fiscal Year 2011 Administrative Budget—WPPDC/P(11)11**

The staff had reviewed the FY 2011 Administrative Budget at the mid-year point and developed a suggested set of changes to various line items which were reviewed with the group. The changes were as follows:

Proposed change to Revenues was a total decrease of \$5,392 as a result of a decrease in EECBG-Henry County funding of \$1,760 and a decrease of \$4,632 in EECBG-Martinsville funding; a decrease of Interest Income of \$1,000; and an increase in funding from the VA Department of Environmental Quality of an additional \$2,000 for advertising of the West Piedmont Regional Water Supply Plan.

On the Expenditures side of the operating budget, there was an increase in Salaries of \$22,804; Employee Benefits of \$58; Payroll Taxes of \$2,021; Printing/Advertising of \$5,250; and Travel of \$2,000.

In addition, there was an addition to the capital budget's computer line item in an amount of \$1,500.

At its earlier session, the Executive Committee had voted to recommend that the Board authorize the changes in funds for the line items in the FY 2011 Administrative Budget as noted above to cover the suggested budget amendments.

Mr. Greer made a motion, seconded by Mrs. Adkins, to recommend that the Board authorize the changes in funds for the line items in the FY 2011 Administrative Budget as noted above to cover the suggested budget amendments.

Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to authorize the changes in funds for the line items in the FY 2011 Administrative Budget as noted above to cover the suggested budget amendments.

**15. Updates and Reports on Regional Projects/Activities:**

- **Danville Metropolitan Planning Organization Assistance Program in Conjunction with VDOT/FHWA:** Finishing the Long-Range Transportation Plan for Danville and Pittsylvania County's urbanized area in August, the staff moved on to procurement of a firm to undertake four major studies. The MPO has selected URS Corporation and contract material has been developed so that a contract agreement could be ready once local matching funding has been

assured. Staff is also gearing up for an amendment to the MPO's Transportation Improvement Program and the Long-Range Transportation Plan adopted in August.

- **Regional Hazard Mitigation Plan in Conjunction with the VA Department of Emergency Management:** The Board was advised that the Commission had now contracted with Dewberry for development of the mandated Regional Hazard Mitigation Plan Update that is required every five years. Work is underway in conjunction with the PDC staff, Dewberry, and the counties, cities, and towns across the region.
- **Regional Water Supply Plan Update:** It was reported that the VA Department of Environmental Quality staff in Salem now has a draft copy of the Region's Water Supply Plan, Drought Plans, and Drought Ordinances that were developed by Draper Aden for all of the Region's cities, counties, and towns (except Franklin County, Rocky Mount, and Boones Mill which are participating with the Roanoke Valley-Allegheny Regional Commission in development of their plan). The plan update must be completed by November 2011.
- **Appalachian Regional Commission:** It was noted that the PDC's ARC funding had been assured for the first six months of the year due to federal budget issues and that ARC would advise concerning the remaining six-month period at a later date.

**16. Update on Search Committee Activities**

Mrs. Lawson reported that the Search Committee had met and narrowed down the pool of applicants for the Executive Director's position to five individuals. These individuals were to be interviewed by telephone on March 7<sup>th</sup>, after which three would be selected for interviews at the Commission office on March 19<sup>th</sup> (with an alternate interview date of March 21<sup>st</sup>). She indicated that the Committee's goal was to have a new Executive Director to announce by March 24<sup>th</sup> or soon thereafter.

It was also announced that Mrs. Moss had resigned to move to Lynchburg after having served as the Commission's Bookkeeper/Administrative Assistant since 1997. Advertisements had been placed for the job opening. Board members expressed their appreciation to Mrs. Moss for her outstanding service to the Region.

**THE BOARD:**

Noted this report.

**17. Certificates of Appreciation**

The Board unanimously adopted Resolutions of Appreciation for Mr. Hank Davis of Pittsylvania County and Mr. Ron Knight of Patrick County.

**18. Adjournment**

There being no further business, the meeting was adjourned at 8:35 p.m.

Robert W. Dowd, AICP  
Executive Director

Attachments