

**WEST PIEDMONT PLANNING DISTRICT COMMISSION
MINUTES
of the
May 31, 2007, Meeting**

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

PRESENT

HENRY COUNTY

Paula Burnette
Jim Adams
Charlie Redd

FRANKLIN COUNTY

Leland Mitchell
Marshall Blair

ROCKY MOUNT

Roger Seale

PATRICK COUNTY

Danny Foley
David Young
Jerry Adams

DANVILLE

Harry Kolendrianos, Chairman
Stokes Daniels
Sherman Saunders

PITTSYLVANIA COUNTY

Henry Davis
William Pritchett
James Astin, Treasurer

ABSENT

Kimble Reynolds, Vice-Chairman, Martinsville
Steve Angle, Rocky Mount
Frank B. Fuller, Jr., Martinsville
Ralph Casey, Rocky Mount
Russ Johnson, Franklin County
Kathy Lawson, Martinsville

STAFF

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

GUESTS

Patrick Ephraim, Piedmont Regional Community Services Board
Carolyn Whiting, Piedmont Regional Community Services Board

1. **Call to Order**

The Chairman called the meeting to order at 7:30 p.m. and noted that a quorum was present. He introduced and welcomed the guests present.

2. **Confirmation of Minutes of the April 26, 2007, Meeting—WPPDC/M(07)3**

Mr. Daniels made a motion, seconded by Mr. Young, to approve the minutes of the April 26, 2007, meeting. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the minutes of the April 26, 2007, meeting.

3. **Treasurer's Reports: February 28, 2007—WPPDC/P(07)15 and March 31, 2007—WPPDC/P(07)26**

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

THE BOARD:

Voted unanimously to approve the February 28, 2007, and March 31, 2007, Treasurer's Reports as presented.

4. **Register of Administrative Reviews Under the Virginia Intergovernmental Review Process—May 2007—WPPDC/P(07)35**

THE BOARD:

Noted this informational report.

5. **Consent Agenda Items from April 26, 2007, Meeting:**

- Minutes of March 22, 2007, Meeting—WPPDC/P(07)3
- Treasurer's Report—January 31, 2007—WPPDC/P(07)14
- Intergovernmental Review: Pittsylvania County – Witcher Road Water & Sewer Improvement CDBG Project—WPPDC/P(07)21 (Recommendation: Favorable Comment)
- Intergovernmental Review: Town of Stuart Uptown Revitalization CDBG Project—WPPDC/P(07)22 (Recommendation: Favorable Comment)
- Intergovernmental Review: City of Martinsville Cherry Street Neighborhood Improvement CDBG Project—WPPDC/P(07)23 (Recommendation: Favorable Comment)
- Environmental Review: VA Department of Environmental Quality – Tennis Courts at Danville Community College—WPPDC/P(07)28 (Recommendation: Favorable Comment)
- Environmental Review: VA Department of Environmental Quality – Health Sciences Building at Danville Community College—WPPDC/P(07)29 (Recommendation: Favorable Comment)
- Intergovernmental Review: Spencer-Penn School Preservation Organization Incorporated – Playground Equipment for Spencer-Penn Centre [Henry County] (Recommendation: Favorable Comment)
- Review of Comprehensive Economic Development Strategy Performance Measures in Conjunction with the U.S. Department of Commerce, Economic Development Administration—WPPDC/P(07)24
- Intergovernmental Review: FY 2008 State Transportation Planning, Research (SPR) Work Program—WPPDC/P(07)27

The Chairman noted that a quorum had not been present at the April 26, 2007, meeting at which the preceding items had been reviewed and approved subject to final Board approval. He asked if anyone wished to further review and discuss any of the listed items.

Mr. Saunders made a motion, seconded by Ms. Burnette, to approve the above items as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the consent agenda items as presented and as approved by consensus at the April 26, 2007, meeting.

6. **Environmental Review: VA Department of Environmental Quality – Carlisle Area Headquarters, Henry County – New Chemical Storage Dome, Work Pad & Holding Pond – VA Department of Transportation—WPPDC/P(07)36**

The VA Department of Environmental Quality had requested the Commission's review and comment on an Environmental Impact Report for the planned construction of a new chemical storage dome, a work area/mixing pad, and a holding pond for use by the Virginia Department of Transportation. Virginia Codes require reports and reviews for construction or acquisition projects whose cost exceed \$100,000 and are considered to be a major Commonwealth project. The maintenance-building project would be located east of the City of Martinsville and west of Axton in the Henry County community of Carlisle on a 7.75-acre state-owned parcel of land. The Area Headquarters (AHQ) was located on the north of Route 58. The site would be bounded on the south by Route

616 and on the west by Route 648 that connects with Route 58. Existing buildings at the AHQ included: office building; storage building; fuel island and oil house; 9-bay equipment storage building; service/wash bay; 8-bay spreader rack; spreader shed; chemical storage building for salt; a chemical & sediment lagoon; storage areas for sand, crushed stone, other miscellaneous equipment and material needs. VDOT planned on making the following improvements: Construction of a 61-ft diameter, dome-type chemical storage building; a 50-ft by 50-ft asphalt work pad; and 50-ft by 50-ft holding pond; demolition and disposal of existing block-style chemical storage building that is structurally deficient and functionally obsolete. Other work would include: construction of underground drainage pipe (6-inch PC) from the asphalt work pad to the holding pond; construction of underground conduit and power cable from on-site electrical supply to the chemical storage building. Design of the new chemical storage building includes concrete footers, 10-ft tall cast-in-place concrete walls, and wood frame dome and composition shingle roofing. Design of the asphalt floor, asphalt work pad and holding pond each included waterproof membrane liners. In order to provide continuous service, the existing chemical storage building would remain in place and its operations continued until the proposed construction work was completed.

After reviewing statements regarding each environmental resource in the review report, it appeared that none of the following resources of concern would be affected by this project: endangered, threatened, or rare species; significant habitat for terrestrial wildlife and birds; unique or important terrestrial vegetation; aquatic life; historic structures; archeological sites; agricultural land; forest land; wetlands; streams, rivers, lakes, and ponds; Chesapeake Bay resource protection areas; flood plain; groundwater character; parks and recreational areas; natural areas; air quality; solid waste disposal facilities; geological, mineral resource, cave, or sinkhole areas; scenic rivers, byways; private properties; hazardous material sites; required permits; miscellaneous resources. Most unavoidable adverse effects would be associated with the initial construction activities and therefore were expected to be short term. There were no known adverse environmental effects that will be created by the subject project. Any minor air and noise impact resulting from construction would be minimized by adhering to the VDOT 2002 Road and Bridge Specifications. There would be no permanent impacts to air quality or noise-sensitive properties, no consumption of significant land or water resources, or a generation of other long-term demands on natural resources. VDOT would implement and maintain strict erosion and sedimentation control in accordance with the Virginia Department of Conservation and Recreation's Virginia Erosion and Sedimentation Control Manual. VDOT would minimize the potential for groundwater contamination by applying the recommendations suggested in the *Best Management Practices Handbook: Sources Affecting Groundwater* and meet the Department of Environmental Quality, Water Division's standards for concentration of groundwater constituents by complying with the 1992 Water Quality Standards publication. All solid, construction, operation and maintenance waste would be disposed of in an approved manner at appropriate disposal locations. There were no alternatives to the proposed construction of the subject projects. There were no known irreversible environmental changes that would be created by the subject project.

Ms. Burnette made a motion, seconded by Mr. Mitchell, to make a favorable comment on the proposed project. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to make a favorable comment on the proposed project.

7. Intergovernmental Review: Piedmont Regional Community Services Board – New Office Building, Patrick County – Community Facilities Loans and Grants – USDA Rural Development Agency

The Piedmont Regional Community Services Board (PRCSB) had requested the Commission's review and comment for an intergovernmental review for the planned construction of a new office complex to be located in Patrick County to house the Community Services Board's local area operations. The total expected expenditure for the project was \$1,330,000. The agency was applying to the USDA's Rural Development Agency for funds from its Community Facilities Loans and Grants program. The building project was to be located in Stuart in a one floor, totally accessible, facility with adequate space for current and future staffing needs. The present physical limitations encountered would be sufficiently reduced and construction would be of the highest quality and would utilize the most modern, energy efficient state of the art equipment.

The proposed office would be approximately 6,500 square feet, one-story, of brick veneer construction. The building would be primarily offices with a number of conference rooms, individual offices, restrooms, file room, pharmacy, staff break area, and client waiting area. The building would be capable of housing the current staff and anticipated growth for the next five years. The design structure allowed for complete handicapped accessibility for clients that are challenged. The proposed building would also allow for privacy and safety issues

to be addressed. The new building would also allow for future growth by adding to the new facility to be built. During the past five years, the CSB staff had doubled in size. The current building, which was full five years ago, magnified the need for new quarters. The 1920 constructed building had safety and confidentiality issues.

Mr. Seale made a motion, seconded by Mr. Young, to make a favorable comment on the project. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to make a favorable comment on the proposed project.

8. **Consideration of Approval of the 2007 Annual Report of the Comprehensive Economic Development Strategy of the West Piedmont Planning District—WPPDC/P(07)34**

The Planning District Commission staff had worked in conjunction with the local government administrators and staffs and local economic development organizations to develop the **Regional Comprehensive Economic Development Strategy--2007 Annual Report** (formerly the Regional Overall Economic Development Program) document to maintain the region's eligibility for receipt of funding through the U.S. Department of Commerce, Economic Development Administration. Developed using the publication entitled "Comprehensive Economic Development Strategy Guidelines" published by the U.S. Department of Commerce, Economic Development Administration, in January 2000, the document included a list of regional economic development goals and prioritized projects approved and submitted by the individual local governing bodies of the Planning District. In accordance with the new EDA Regulations and Guidelines, the CEDS included an Evaluation Component which sets forth a Program Evaluation for July 1, 2006 – June 30, 2007 and an Implementation Plan for July 1, 2007– June 30, 2008. This component would serve as an evaluation tool for the implementation/action plan set forth in the document. The staff advised that, in order for the Region to maintain Economic Development District designation, it would be necessary for the WPPD Board of Commissioners to approve the **Comprehensive Economic Development Strategy—2007 Annual Report** document and its accompanying resolution (copy attached) for submission to the Economic Development Administration. At its earlier session, the Executive Committee had endorsed the Board's approval of the CEDS document.

Mr. Astin made a motion, seconded by Mr. Saunders, to adopt the resolution as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to adopt a resolution approving the Commission's Comprehensive Economic Development Strategy—2007 Annual Report for submission to the Economic Development Administration on behalf of its member localities.

9. **Revision to Fiscal Year 2007 Administrative Budget—WPPDC/P(07)30**

The Executive Director advised that the staff had reviewed the FY 2007 Administrative Budget and recommended that the following adjustments be made to cover items as needed (the Board package included sheets illustrating the adjustments deemed appropriate for year-end). Proposed changes were to increase revenues by \$3,620.96 by increasing the Interest line item by \$3,000 and by changing line item EDA-CAER-WPPDC to \$310.48 and CAER-WPPDC (EDA) to \$310.48 to show the actual balance on the grant at FY 2006 year end (Page 1). In addition, on the Pass-through budget section for the remaining Treasurer's Reports for Fiscal Year 2007, proposed changes are to: EDA-CAER – to show the budget revenues of \$4,807.24 and budget expenses of \$4,807.24, the actual balance due the consultant at FY 2006 year end.

Additionally two projects for the Danville MPO had been added to the Pass-through budget section of the remaining Treasurer's Reports for FY 2007: 1) Route 58 West & Memorial Drive-West Main Street Access management Plan – showing budget revenues of \$99,869 and budget expense of \$99,869; and 2) Iris Lane Parkway/Route 730 area to Route 29 Corridor Study – showing budget revenues of \$134,168 and budget expense of \$134,168.

On the operating expenditure budget, changes were to: decrease Contract Fees by \$3,600; increase Travel by \$3,500 (showing on the Treasurer's Report as Travel budget -- \$11,300 and Vehicle Operations/Lease/Maintenance Budget -- \$2,800), and increase Miscellaneous by \$100. The total amount of the operating expenditure budget would not change – as shown on page 2.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board approve the revision to the Fiscal Year 2007 Administrative Budget as presented.

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

THE BOARD:

Voted unanimously to approve the revision to the Fiscal Year 2007 Administrative Budget as presented.

10. PROPOSED FISCAL YEAR 2008 STRATEGY STATEMENT AND WORK PROGRAM—WPPDC/P(07)

The Executive Director advised that the proposed Work Program and Strategy Statement for the Commission's activities for Fiscal Year 2008 consisted of eleven (11) basic work program elements: Regional Planning; Local Planning Assistance; Regional Metropolitan Planning Organization Activities; Regional Transportation Planning Program; Environment; Economic Development; Housing; Public Safety; Public Services-Education-Cultural Opportunity; Community Relations/Citizen Participation; and basic Management and Administration of the Commission daily activities. Each of the eleven basic work program elements had been further subdivided in 'program sub-categories', which provided the details of efforts under each work element.

He noted that the document had been prepared with some adjustments in priorities from the previous Fiscal Year 2007 Work Program after consultation with WPPDC advisors, member jurisdictions, and the WPPDC Work Program and Budget Committee, plus consideration for any new efforts requested by the General Assembly, state departments, and state agencies. Under the eleven general strategy areas were goals and objectives; each area was then further broken down into additional elements of work to support the strategy including an objective and detailed description of the work activity. He advised that, once the budget was approved, the staff would produce a table displaying the details on staffing and financial aspects of projects in a table titled that would show: estimated man-months total for each basic element, total direct personnel cost, other direct (including travel, fringe benefits) costs, and indirect costs (i.e., overhead cost) that are calculated. The cost categories are then totaled to a summary cost per element.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board approve the Fiscal Year 2008 Strategy Statement and Work Program as presented.

Ms. Burnette made a motion, seconded by Mr. Jerry Adams, to accept the Executive Committee's recommendation. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the Fiscal Year 2008 Strategy Statement and Work Program as presented.

11. PROPOSED FISCAL YEAR 2008 ADMINISTRATIVE BUDGET—WPPDC/P(07)33

The Executive Director presented the Proposed Administrative Budget for Fiscal Year 2008 that would begin on July 1, 2007. This document provided a detailed breakdown of projected revenues and expenditures by line item and had been used as the basis for development of the Fiscal Year 2008 Annual Strategy/Work Program, which was also on the agenda for the Board's consideration.

The operating budget anticipates total revenues of \$453,144, total operating expenditures of \$447,099, and a consequent operating increase of \$6,045. With the PDC's new budget proposal comparing FY 2007 to FY 2008, the PDC would have the same amount of local government contributions of \$137,607, a small increase of \$11,375 in federal funds, and no change in General Assembly funds; therefore when comparing the difference in Expenditures over Revenues for the two years, the Commission would have a positive net change of \$7,433. When the capital improvements allowances of \$22,000 are added back in, the final difference of receipts over disbursements rises to a negative \$15,955 which is modest historically, and as noted the difference will be made up from the fund balance left at year end.

The proposed budget was based on a 3% across-the-board salary increase for staff and maintained a per capita contribution rate of 55 cents as instructed by the Executive Committee.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board approve the Fiscal Year 2008 Administrative Budget as presented.

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

THE BOARD:

Voted unanimously to approve the Fiscal Year 2008 Administrative Budget as presented.

12. Status Report on Regional Water Supply Planning Activities in Conjunction with VA Department of Environmental Quality

The Executive Director noted that the FY 2008 application for funds to be submitted to the Virginia DEQ Richmond office. He stated that completion of Phase II next June in 2008 would mean there would be some closeout and presentation steps remaining for FY 2009 after which the effort would be completed. With regard to

Phase I, the PDC staff had a recent meeting with Draper Aden to review the work that would be placed on a CD-ROM and sent to each locality's technical Committee member for review. The funding agency DEQ would also receive a copy to review. He noted that there would be a series of public meetings this summer or fall to introduce the program to the public and announce the progress made to date.

THE BOARD:

Noted this report.

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

a) US Department of Commerce, Economic Development Administration

It was noted that the staff had assisted Franklin County with development of a \$176,000 USDA Rural Development grant for technology equipment for the new Franklin County Workforce Development Center; this grant had been approved for funding.

It was also reported that staff had attended EDA's Economic Development District Conference in Providence, RI, at which a number of new regulations and program activities had been presented.

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

The Executive Director noted that work had continued on the Franklin County Access Management Study in conjunction with VDOT. He also reported that work was underway to complete Phase I of the Regional Rural Long-Range Transportation Plan which VDOT was requiring of all PDCs. He advised the Board of an upcoming meeting on Section 527, the Traffic Impact Analysis Program, at the Salem VDOT Office.

In other matters, the Executive Director advised that the PDC staff had been requested by the Pittsylvania County Administrator to assist in acquiring consultant services to conduct a corridor access management study on a section of Route 29 that extends above the northern boundary of the Danville MPO up to the vicinity of the Tightsqueeze community. The funds from the Danville MPO could not be spent to pay for consultant services for this section of highway to be studied. This year, it had been announced that VDOT would make available to PDCs an on-call consultant services program that appeared to be useful in supplying the needed consultant work on the section of Route 29 of interest to Pittsylvania County. The VDOT program requires the PDC to make an official request including a resolution indicating that it is requesting the funds and that it supports the particular project that is the subject of the application for on-call services. A resolution prepared by the staff was distributed.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board adopt the resolution as presented.

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

THE BOARD:

Voted unanimously to authorize the Executive Director to proceed to make application for funds from VDOT from its On-Call Consultant Services Program and to execute any necessary requests, agreements, or contracts necessary for obtaining needed assistance in the development of the access management studies for the U.S. Route 29 segment in Pittsylvania County lying in the rural area outside but adjacent to a segment within the Danville MPO study area and generally described as a segment between Dry Fork Road (Route 718) and the interchange of U.S. Route 29 and U.S. Route 29 Business South of Chatham.

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

The Executive Director noted that there had been a second meeting with Hayes Seay Mattern & Mattern earlier in the day to discuss organizing for public outreach meetings for the Access management studies on Route 58 West and on Memorial Drive-West Main Street in Danville. The work done to date looked impressive and appeared to please the Danville staff in attendance.

He also advised the Board of a kick-off meeting that had been held with the URS Corporation on the Iris Lane Corridor Study and the Route 730 to Route 29 Connector Corridor Study.

He also informed the Board that he, in his capacity as the Danville MPO Administrator, had advertised for Statements of Qualifications for firms to conduct a study of U.S. Route 29 North of Danville, a segment that lies between Route 726 and Dry Fork Road, which is Route 718 at the northern border of the Danville MPO Study area.

The Board was updated on the staff's efforts to complete steps toward making the Danville MPO compliant with the national transportation act of 2005, also known as SAFETEA-LU. As part of the process, the staff had been interviewed by use of a special federal questionnaire to ascertain any gaps in compliance with the SAFETEA-LU regulations; the federal and State officials that conducted the questionnaire interview indicated the staff had done very well on performance.

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

The Executive Director briefed the Board on several staff work activities including completion of the Phase I work on the Regional Rural Long-Range Transportation Plan which should be finished by the end of the fiscal year when Phase II work will get underway.

THE BOARD:

Noted these reports.

15. Report of Nominating Committee for Fiscal Year 2008

Mr. Young reported that the Nominating Committee had met and nominated the following slate of officers for Fiscal Year 2008: Harry Kolendrianos, Chairman; Kimble Reynolds, Jr., Vice-Chairman; James E. Astin, Jr., Treasurer.

With no additional nominations being made, Mr. Young made a motion, seconded by Mr. Seale, to close the nominations and accept the slate of officers as presented by the WPPD Nominating Committee. Upon vote, the motion carried unanimously.

THE BOARD:

Unanimously elected the following officers for Fiscal Year 2008: Harry Kolendrianos (Danville)—Chairman; Kimble Reynolds, Jr. (Martinsville)—Vice-Chairman; and James E. Astin, Jr. (Pittsylvania County)—Treasurer.

16. Appointment of Grievance Officer for Fiscal Year 2008

The Executive Director advised the Executive Committee had voted unanimously to appoint Mr. Fred Gehrke to continue to serve as the Commission's Grievance Officer for Fiscal Year 2008.

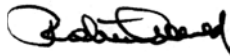
Mr. Seale made a motion, seconded by Mr. Mitchell, to appoint Mr. Fred Gehrke to accept the Executive Committee's recommendation. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to appoint Mr. Fred Gehrke to serve as the Commission's Grievance Officer for Fiscal Year 2008

17. Adjournment

There being no further business, the meeting was adjourned at 8:17 p.m.



Robert W. Dowd, AICP
Executive Director

attachment

**Resolution of Approval of the Submission
of the
West Piedmont Economic Development District
2007 Comprehensive Economic Development Strategy Annual Report
to the
United States Department of Commerce,
Economic Development Administration**

WHEREAS, improved economic conditions, including job generation, jobs diversification, and reduced unemployment, continue to be a goal of the West Piedmont Planning District and its member localities; and

WHEREAS, the localities in the West Piedmont Planning District are eligible for funding through programs administered by the Economic Development Administration; and

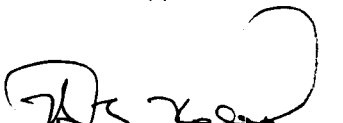
WHEREAS, the Economic Development Administration makes its assistance available through designated economic development districts; and

WHEREAS, the U.S. Department of Commerce, Economic Development Administration, has designated the West Piedmont Planning District as an Economic Development District; and

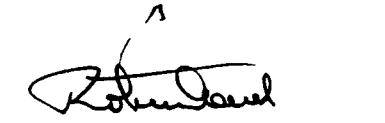
WHEREAS, the Cities of Danville and Martinsville; the Counties of Franklin, Henry, Patrick, and Pittsylvania; and the Town of Rocky Mount—member localities of the West Piedmont Planning District—have elected to be covered by the West Piedmont Planning District Commission's **Comprehensive Economic Development Strategy –2007 Annual Report**;

NOW THEREFORE BE IT RESOLVED that the West Piedmont Planning District in recognizing the benefits of Economic Development District designation approved the Commission's **Comprehensive Economic Development Strategy – 2007 Annual Report** at its meeting on May 31, 2007, for submission to the Economic Development Administration on behalf of its member localities; and

BE IT FURTHER RESOLVED that a copy of this resolution, along with a two copies of the **2007 CEDS Annual Report** be transmitted to the U.S. Department of Commerce, Economic Development Administration, to respectfully request continued support for continued designation of the West Piedmont Planning District as an Economic Development District and its member localities as Redevelopment Areas as well as approval of the **2007 CEDS Annual Report** on behalf of its member localities.



Chairman



Executive Director