

**WEST PIEDMONT PLANNING DISTRICT COMMISSION
MINUTES
of the
May 22, 2008, 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

PATRICK COUNTY

Karl Weiss

FRANKLIN COUNTY

Bobby Thompson
Marshall Blair

MARTINSVILLE

Kathy Lawson
Kimble Reynolds, Vice-Chairman

ROCKY MOUNT

Roger Seale
Ralph Casey

PITTSYLVANIA COUNTY

James Astin, Treasurer
William Pritchett
Henry Davis

ABSENT

Harry Kolendrianos, Chairman, Danville
Stokes Daniels, Danville
Sherman Saunders, Danville
Jerry Adams, Patrick County
Leland Mitchell, Franklin County
Ron Knight, Patrick County
Jerry Greer, Rocky Mount

STAFF

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

1. **Call to Order**

The meeting was called to order at 7:30 p.m.

2. **Confirmation of Minutes of the April 24, 2008, Meeting—WPPDC/M(08)4**

Mr. Adams made a motion, seconded by Ms. Lawson, to approve the minutes of the April 24, 2008, meeting. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the minutes of the April 24, 2008, meeting.

3. **Treasurer's Report: March 31, 2008—WPPDC/P(08)20**

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

THE BOARD:

Voted unanimously to approve the March 31, 2008, Treasurer's Reports as presented.

4. **Register of Administrative Reviews Under the Virginia Intergovernmental Review Process—May 2008—WPPDC/P(08)28**

THE BOARD:

Noted this informational report.

5. **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 2008 – WPPDC/P(08)29**

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 2008 – March 2008.

6. **Environmental Review: VA Department of Environmental Quality—Replacement of Damaged Maintenance Building – Fairy Stone State Park – VA Department of Conservation and Recreation—WPPDC/P(08)36**

DEQ had requested the Commission's review and comment on an Environmental Impact Report for the planned replacement of a damaged maintenance building, at Fairy Stone State Park, for use by the VA Department of Conservation and Recreation. 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 replacement project would consist of the demolition of an existing maintenance building that had been damaged in a storm, and construction of a replacement maintenance building at the same site. The proposed building project would be located approximately 0.75 miles north-east from the Fairy Stone State Park entrance off Virginia Route 57. The Park is located in both Patrick County and Henry County, but the proposed project is located entirely in Patrick County on 4,537 acres.

Action: Motion by Mr. Astin, seconded by Mr. Thompson, to make a favorable recommendation on the project. Upon vote, the motion carried unanimously.

7. **Intergovernmental Review:**

Applicant: VA Department of Transportation

Project: FY 2009 State Transportation Planning, Research (SPR) Work Program --WPPDC/P(08)24

Description: VDOT had submitted its transportation planning and research program for FY 2009 to the Federal Highway Administration, Richmond Office. The VDOT planning effort included developing updates to various urban area long-range transportation plans such as those developed for the Rocky Mount, Stuart, and the Martinsville-Henry County area in the past. Regarding the urban planning and study areas, as staff is available, the state staff indicated it may make field visits regarding special projects and issues in addition to the VDOT Headquarters and District offices' in-house analyses and studies that consume principal blocks of work effort. The Department staff also works continuously with the Danville MPO staff and City and County staffs to provide planning assistance respective to the Danville-Pittsylvania County Metropolitan Planning Organization Study Area. VDOT's work with the MPOs may include: travel forecasting for highway projects, input on environmental studies, review of projects for plan conformance, evaluation of special traffic situations, consideration of transportation system management options, long-range planning and surveillance, and coordination with consultants and local area representatives in development of various planning tasks, including long-range plan development. Other key efforts include the state multimodal transportation plan; travel demand assistance and modeling; highway needs assessment; the state highway

plan; GIS program; small urban areas plans; rural transportation planning program, including efforts in association with West Piedmont PDC. Much work now involves the statewide and regional rural long-range transportation plan development. The Department also works with the VA Transportation Research Council headquartered at the University of Virginia, Charlottesville, to develop a large number of research efforts each year, which are designed to aid in improving the statewide transportation system network, as well as the enhancement of safety across the system to the extent possible. The cost summary for the planning program was as follows: SPR: 1A--\$33,461,303; 1B--\$1,200,000; 1C--\$9,544,950; SPR: II--\$7,329,447; total--\$51,535,700. Adding the NCRP program at \$961,212 and the LATTs/ITTS program at \$30,000 brings the total to \$52,526,912.

Comments: No adverse comments were received during the Intergovernmental Review Process.

Board

Comment: Ms. Burnette requested that the Executive Director obtain additional information on the budgets for the Salem and Lynchburg Districts as presented in the SPR Work Program.

Action: Motion by Mr. Astin, seconded by Mr. Seale, to make a favorable comment on the project. Upon vote, the motion carried unanimously.

8. Consideration of Approval of the 2008 Annual Report of the Comprehensive Economic Development Strategy of the West Piedmont Planning District—WPPDC/P(08)30

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--2008 Annual Report** 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, 2007 – June 30, 2008 and an Implementation Plan for July 1, 2008– June 30, 2009. 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—2008 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. Seale made a motion, seconded by Ms. Burnette, 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—2008 Annual Report for submission to the Economic Development Administration on behalf of its member localities.

9. Revision to Fiscal Year 2008 Administrative Budget—WPPDC/P(08)30

The staff had reviewed the FY 2008 Administrative Budget and recommended the following adjustments be made to cover items as needed:

- Decrease Revenues by \$4,500 due to a 5% reduction in State funding from the VA Department of Housing and Community Development;
- Decrease Contract Fees line item by \$3,000;
- Decrease Supplies line item by \$1,100;
- Increase Travel line item by \$4,000 (shown on the Treasurer's Report as: Travel budget--\$13,050 and Vehicle Operation/Lease/Maintenance budget--\$3,050);
- Increase Miscellaneous line item by \$100.

The total amount of the operating expenditure budget did not change. Additionally, on the capital expenditures budget, it was recommended that the Office Equipment/Computer System line item be decreased by \$5,000 to cover the loss in revenues.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board approve the budget revision as presented. Mr. Astin made a motion, seconded by Mr. Casey, 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 2008 Administrative Budget as presented.

10. Proposed Fiscal Year 2009 Strategy Statement and Work Program—WPPDC/P(08)23

The Executive Director informed the Board that the Work Program consists on 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 is further subdivided into 'program sub-categories', which provides the details of efforts under each work element.

The proposed Work Program and Strategy Statement had been prepared with some adjustments from the previous Fiscal Year 2008 Work Program after consultation with WPPDC advisors, member jurisdictions, and the WPPDC Work Program and Budget Committee (i.e., Executive Committee), plus consideration for any new efforts requested by the General Assembly, state departments, and state agencies.

Under the eleven general strategy areas were the 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. Once the budget and work program was approved, the staff would then produce a table displaying the details on staffing and financial aspects of projects in a table that shows: 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 would then be totaled to a summary cost per element.

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

Action: Motion by Mr. Thompson, seconded by Mr. Blair, to approve the Fiscal Year 2009 Strategy Statement and Work Program as recommended by the Executive Committee in its capacity as Budget and Work Program Committee. Upon vote, the motion carried unanimously.

11. Proposed Fiscal Year 2009 Administrative Budget—WPPDC/P(08)25

The Executive Director reviewed the Proposed Administrative Budget for Fiscal Year 2009 that begins on July 1, 2008. This document provided a detailed breakdown of projected revenues and expenditures by line item and was used as the basis for development of the Fiscal Year 2009 Annual Strategy/Work Program. He noted that the operating budget anticipated total revenues of \$442,647, total operating expenditures of \$458,158, and a consequent operating deficit of \$15,511.

He also noted that, with the new budget proposal comparing FY 2008 to FY 2009, the Commission had the same amount of local government contributions of \$137,607, a decrease of \$6,997 in federal funds, and a decrease of \$4,500 in General Assembly funds; therefore, when the difference in Expenditures over Revenues for the two years were compared, there was a net decrease of \$21,556. When the capital improvements allowances of \$22,000 were added in on page 3, the final difference of receipts over disbursements rose to a negative \$37,511; difference would be made up from the fund balance left at year-end.

Treasurer Astin noted that the proposed budget was based on a 3% across-the-board salary increase and maintained a per capita contribution rate of 55 cents and that the Executive Committee, at its earlier session, had voted unanimously to recommend that the Board approve the proposed budget as presented.

During discussion, Mr. Davis and Ms. Burnette questioned the figure shown for the difference in expenditures over revenues in the FY 08-09 comparison column of the proposed budget. Ms. Moss explained that the \$10,497 loss in revenues added to the \$11,059 increase in expenditures in the comparison column on the far righthand side of the proposed budget represented the \$21,556 figure. Mr. Thompson and Mr. Dowd also explained the math used in arriving at the \$21,556 figure. Mr. Seale noted that the Board action was to approve the proposed FY 2009 Budget and that the FY 2008 Budget and accompanying comparison was provided for information purposes only. Staff noted that the budget comparison had been included with the proposed budgets since FY 2003. [The May 2001 minutes show that Ms. Burnette had requested that staff include the categorical items of the current as well as proposed budget under consideration for comparative purposes. Prior to that time, the proposed budget had not included the comparison columns as presented in the FY 2009 Proposed Budget.]

Mr. Seale made a motion, seconded by Mr. Casey, to accept the Executive Committee's recommendation. Upon vote, the motion carried, with Ms. Burnette, Ms. Lawson, and Mr. Davis abstaining and Mr. Jim Adams voting in the negative. Ms. Burnette requested further clarification of the \$21,556 figure at the next meeting.

THE BOARD:

Approved the Fiscal Year 2009 Administrative Budget as presented.

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

The Executive Director briefed the Board on work to date on the regional water supply plan, noting that Phase II was progressing. Staff is working to develop resolutions to send to the localities to initiate Phase III of the project. In

addition, a special meeting had been held on drought response and water conservation ordinance development which would be required of the localities as part of the planning process.

THE BOARD:

Noted this report.

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

a. US Department of Commerce, Economic Development Administration

The Executive Director updated the Board on the EDA Conference which he and the Deputy Director had attended in Cleveland, Ohio. Rearrangements for Economic Development Representatives for the various states within the home regions had been discussed. There were also sessions on the development of the CEDS document annually, use of broadband, innovation and the roles that are being created in the economy for the production of biofuels from agricultural areas.

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

The Executive Director informed the Board that the staff was in the midst of holding meetings around the District with local planners, Resident Administrators and traffic engineers, District VDOT representatives in order to delineate road segments or intersections, which we can assign to VDOT's on-call consultant for further study and to make recommendations for improvements which may find their way into future Six Year Improvement Programs. The first session was held in Pittsylvania County. A session was scheduled in Franklin County the week following Board meeting and sessions in June for Patrick County and Martinsville-Henry County.

He also informed the Board that he had been asked to serve on a consultant interview committee of VDOT's where the agency wanted an updated study of the Route 29 corridor across Virginia. The study would take place in the next year.

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

The Executive Director informed the Board that the staff, in its capacity as Administrative Agent for the Danville MPO, was having the following new round of public meetings on study projects that the MPO was working on with the aid of consultant firms:

- IRIS LANE PARKWAY CORRIDOR STUDY: Wednesday, June 4, 2008, from 4-7 p.m. at O.T. Bonner Middle School, 300 Apollo Drive, Danville
- ROUTE 730 AREA TO U.S. ROUTE 29 CONNECTOR STUDY: Thursday, June 5, 2008, from 5-7 p.m. at Danville Regional Airport, 424 Airport Drive, Danville
- U.S. ROUTE 29 ACCESS MANAGEMENT STUDY: Tuesday, June 10, 2008, at 7:00 p.m., Chatham Middle School, 11650 U.S. Highway 20 North, Chatham

In addition to those meetings, the staff was also in the process of developing a new Transportation Improvement Program, or TIP, for the Danville Pittsylvania MPO for FY 2009-2012. On Monday, June 23, 2008, a Public Hearing was scheduled from 5:30 to 6:30 p.m. to be followed by a Policy Board Meeting at 6:35 p.m. at Danville Municipal Building, Second Floor Conference Room, Patton Street. It was also noted that, on June 11, interviews were to be conducted with consultant firms interested in updating the Danville Pittsylvania MPO's Long-Range Transportation Plan.

Work was also underway to get a contract for the access management plan on the Route 718 to Chatham segment of Route 29.

THE BOARD:

Noted these reports.

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

The Executive Director noted that the staff had been working with the Martinsville Staff to complete the Comprehensive Plan and that, earlier that afternoon, they had met with the Planning Commission to conduct a final review and change input session. The next step would be to submit the plan to VDOT for its review. He also noted that the staff was continuing to work with Patrick County on its Comprehensive Plan Update.

THE BOARD:

Noted this report.

15. Report of Nominating Committee for Fiscal Year 2009

Ms. Lawson reported that the Nominating Committee had met and nominated the following slate of officers for Fiscal Year 2009: Harry Kolendrianos, Chairman; Kimble Reynolds, Jr., Vice-Chairman; James E. Astin, Jr., Treasurer.

The Chairman then opened the floor for nominations. Hearing none, Mr. Seale made a motion, seconded by Mr. Davis, 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 2009: 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 2009

The Executive Director advised that Mr. Fred Gehrke had agreed to continue to serve as the Commission's Grievance Officer for Fiscal Year 2009 if the Board so desired.

Mr. Astin made a motion, seconded by Mr. Davis, to appoint Mr. Fred Gehrke to serve as the Commission's Grievance Officer for Fiscal Year 2009. 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 2009.

17. Adjournment

There being no further business, the meeting was adjourned at 8:25 p.m.

Robert W. Dowd, AICP
Executive Director

attachment