

**WEST PIEDMONT PLANNING DISTRICT COMMISSION  
MINUTES  
of the  
May 28, 2009, Meeting**

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

**PRESENT**

**HENRY COUNTY**

Paula Burnette  
Jim Adams  
Wes George

**FRANKLIN COUNTY**

Leland Mitchell  
Marshall Blair  
Bobby Thompson

**ROCKY MOUNT**

Roger Seale  
Ralph Casey  
Jerry Greer

**PITTSYLVANIA COUNTY**

James Astin, Treasurer

**PATRICK COUNTY**

Karl Weiss  
Ron Knight  
Jerry Adams

**MARTINSVILLE**

Kimble Reynolds, Vice-Chairman  
(arrived at 8:05 p.m.)  
Kim Adkins

**ABSENT**

Harry Kolendrianos, Danville, Chairman  
William Pritchett, Pittsylvania County  
Henry Davis, Pittsylvania County  
Kathy Lawson, Martinsville  
Gary Miller, Danville  
Albert K. "Buddy" Rawley, Jr., Danville

**STAFF**

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

**GUESTS**

Tish Lindsey, City of Danville  
Liz Sater, City of Danville  
Liam Leightley, Institute for Advanced Learning and Research

1. **Call to Order and Welcome to Guests**

A quorum was established and the meeting was called to order at 7:30 p.m., with guests present welcomed.

2. **Confirmation of Minutes of the April 23, 2009, Meeting—WPPDC/M(09)3**

Mr. Jim Adams made a motion, seconded by Mr. Blair, to approve the minutes of the April 23, 2009, meeting as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Unanimously approved the minutes of the April 23, 2009, meeting as presented.

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

There were none.

4. **Points Arising from Previous Meetings**

The Executive Director noted that the interbasin transfer letter for Kerr Lake and the SML Pump Storage letter were attached at the back of the April Board minutes in the package. These had been transmitted to the appropriate parties as noted.

THE BOARD:

Noted this report.

5. **Treasurer's Report – April 30, 2009**

Mr. Blair made a motion, seconded by Mr. Greer, to approve the April 30, 2009, Treasurer's Report as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Unanimously approved the April 30, 2009, Treasurer's Report as presented.

6. **Register of Administrative Reviews Under the Virginia Intergovernmental Review Process--May 2009--WPPDC/P(09)26**

The Board noted this informational report.

7. **Intergovernmental Review:**

- **Applicant: Danville Industrial Development Authority**  
**Project: USDA Rural Development Agency Application for a Rural Business Enterprise Grant (RBEG) to Establish a Revolving Loan Fund--WPPDC/P(09)31**

The Industrial Development Authority of Danville was requesting \$99,000 in funding from the USDA's Rural Development agency through its Rural Business Enterprise Grant Program to establish a revolving loan fund. The purpose of the proposed revolving loan fund, or RLF, was to create jobs, encourage investment, and support local entrepreneurs by providing low-interest financing for new businesses or for expanding businesses. The RLF would be administered by the local Industrial Development Authority of Danville—a non-profit organization run by a volunteer board of directors appointed by City Council. According to the application, no administrative costs would be incurred. The day-to-day oversight of the loan program would be administered by the Danville Office of Economic Development, working in conjunction with the Industrial Development Authority. Marketing costs would be minimal and would be absorbed by the Danville Office of Economic Development or the Longwood Small Business Development Center Office. The IDA would have an RLF Loan Committee which would screen applications that were submitted. The funds would be made available to privately owned, start-up businesses that employ 50 or fewer workers, that anticipate gross receipts of less than \$1 million annually, and that are willing to locate in the City of Danville and bring living wage jobs and investment to the area.

The application noted that the City had endured the recent closing and downsizing of several industries that had reached the end of their life cycle. Many residents are losing their jobs and moving out of the area for employment. To counteract this trend and provide newer, higher paying jobs that would begin to draw the population back to the area, the City's Office of Economic Development intended to foster entrepreneurship by actively pursuing and supporting new businesses or businesses entering a growth phase. In the recent economic atmosphere, conventional lenders have become increasingly risk-resistant, and emerging entrepreneurs are finding it difficult, if not impossible, to access capital for their projects. The establishment of a revolving loan fund would give the community a valuable tool by providing new businesses a low-interest loan pool from which to draw funds for start-up expenses, property procurement, working capital, and other business expenses.

No negative comments were received during the Intergovernmental Review Process.

Ms. Liz Sater of the City of Danville was present to respond to questions concerning the application.

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

THE BOARD:

Voted unanimously to make a favorable comment on the project.

**8. Intergovernmental Review:**

• **Applicant: City of Danville**

**Project: `USDA Application to Expand the Economic Benefits of Farmers' Market Services and Implement Use of New EBT Project in Farmers' Market Operation--WPPDC/P(09)32**

The City of Danville was requesting \$72,924 in funding from the USDA to expand the economic benefits of its Farmers' Market services as well as implement use of a new Electronic Bank Transfer (EBT) project in its Farmers' Market operation located in Historic Downtown. Funding was being requested for part-time personnel to work under the direction of the City's full-time Market Manager. The staff person to be employed using the grant funds would develop education workshops and training for farmers, EBT users and the public in general. In addition, that staff person, with assistance from the Market Manager, would oversee the development of the Incubator Kitchen to be established with grant funds and be responsible for development of the operational policies for the kitchen. Other responsibilities would include assisting in recruitment of new farmers/vendors and helping with the start-up of the EBT system. Once all the new projects are up and running with procedures, existing full- and part-time City personnel would resume these responsibilities. New programs to be established include:

• **Acquisition of Additional Market Vendors & Farmers**

Beginning in Fall 2009, a series of workshops would be offered to attract new farmers and vendors to the Market. Partners in the effort include the VA Cooperative Extension, VA Department of Agriculture, USDA, VA Tech (Institute for Advanced Learning & Research) and the local Small Business Office. Workshops would conclude by Spring 2010 in time for farmers and producers to begin planting. Existing vendors would be invited to participate. Interested farmers would be provided training on processing EBT cards.

• **Development of an Incubator Kitchen at the Market**

In October 2009, staff would meet with the VA Department of Health to begin the process of updating the kitchen to an approved facility. Upgrades would be made to have the kitchen certified by the Health Department by March 2010. Rules, regulations, standards and policies would be developed for the kitchen's operation. Following a marketing effort, a series of workshops and cooking demonstrations featuring local chefs would be created by Spring 2010 to provide nutritional information to consumers regarding purchasing and using farm fresh produce. Workshops would operate during the market season from April through October.

• **New EBT Project**

In October 2009, staff would begin development of a promotional campaign to encourage farmers to learn about taking EBT cards at the upcoming season. A campaign would be directed to current and new food stamp participants about the opportunity to use their EBT cards at the 2010 Farmers' Market to purchase fresh produce. Clients would also be informed about the new inter-city bus service to be provided by the City to the market. The Danville Dept of Social Services will be a key resource in promoting the EBT service and workshops. The EBT System should be installed in the Market by April 2010 using the City's wireless connection.

An ongoing evaluation process would be carried out to include written evaluation by participating farmers. In addition, the City's Social Services Department will conduct followup with clients to determine the level of interest in the program's services as well as benefits clients have received from these services.

No negative comments were received during the Intergovernmental Review Process.

Ms. Tish Lindsey of the City of Danville was present to respond to questions concerning the application.

Mrs. Burnette made a motion, seconded by Mr. Seale, to make a favorable comment on the application. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to make a favorable comment on the project.

**9. Intergovernmental Review:**

- Applicant: Virginia Department of Environmental Quality  
Project: American Recovery & Reinvestment Act Stimulus State Revolving Loan Fund Capitalization Grant—Henry County--WPPDC/P(09)36

The Virginia Department of Environmental Quality had requested that the Planning District Commission provide comments on its request for an American Recovery and Reinvestment Act (ARRA) stimulus state revolving loan fund capitalization grant for the period from October 1, 2008 through December 31, 2012. Virginia has the opportunity through ARRA Stimulus Funds to fund additional clean water projects, to create jobs and promote economic recovery for wastewater treatment improvements throughout the Commonwealth. The attached proposal plans to fund 32 projects to localities through wastewater loans. Federal funds requested are \$80,203,300; there is no match requirement. A listing of identified projects was included with the Board paper. In the West Piedmont Planning District, only one project was identified as eligible. The Henry County Public Service Authority had a loan assistance project on the list in the amount of \$705,000 for a lift station standby generators project.

The Supplemental Intended Use Plan included with the Board paper on the project outlined the criteria and methods for distribution of funds, along with other program details.

Mrs. Burnette made a motion, seconded by Mrs. Adkins, 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 project.

**10. Presentation by USDA Rural Development Staff – Anne Herring, Area Director, and Art Powers, Area Specialist**

The Executive Director noted that the presentation by the USDA Rural Development staff had been postponed until a future meeting.

**11. Environmental Reviews:**

- ***Request by VA Department of Environmental Quality for Review of Virginia Department of State Police STARS White Oak Mountain Radio Tower Project—Pittsylvania County--WPPDC/P(09)33***

The Virginia Department of Environmental Quality had requested the Commission's review and comment on an Environmental Impact Report review for the White Oak Mountain Radio Tower Project that is part of the Statewide Agencies Radio System (STARS). The Virginia State Police planned to construct a 300-foot self-supporting lattice tower and associated communications equipment on White Oak Mountain in Pittsylvania County is eleven miles north of Danville, off US Route 29. The Statewide Agencies Radio System program is an upgrade to the State Police's 1977 land mobile radio system. The concept of the program is a shared system composed of the twenty state agencies that use two-way radio communications as regular part of their operations.

The tower and equipment would be enclosed within a 55-foot by 75-foot fenced compound. An emergency power generator would be installed powered by propane fuel from two tanks placed underground. Trenching work would be required to install underground utilities, propane lines, and the grounding system. Best management practices such as silt fencing, seeding, mulching, placing of straw or gravel on all exposed soils shortly after disturbance during construction will be used to prevent soil erosion. Eventually, the tower sites would expand into 94 locations and the network they serve would have alternative paths, or loops, to provide continuous, high reliability in the event of path outages. Forty-five of these tower sites would be used for the actual two-way communications with the user's mobile and portable radios. From these sites, the Commonwealth personnel would receive quality, statewide, mobile radio coverage. STARS would be one of the first geographically statewide systems to employ digital trunked technology in the VHF 150 MHz band. Virginia would also be one of the first states to employ an Integrated Voice and Data (IV&D) land mobile radio architecture, which uses the same mobile radio for both voices and law enforcement computer communications. Virginia would have statewide mobile data coverage. Integrating the voice and data networks saves the Commonwealth the expense of a separate data infrastructure and an additional radio/modem in each vehicle.

The Environmental Impact Report's mitigation section indicated that the proposed project was not anticipated to adversely affect the project site area or surrounding environment. The Virginia State Police planned to adhere to a list of guidelines in an effort to minimize impact to the project site and surrounding

area. The items covered include: observing laws, regulations, and requirements including obtaining and complying with all required permits; following best management practices to prevent erosion; covering disturbed soils or fill to prevent fugitive dust and erosion; removing excess fill and disposing of it to appropriate areas/facilities; wetting down or misting construction areas to prevent temporary impacts to air quality; managing run times of equipment to reduce emissions; managing any hazardous materials to meet regulations; complying with standards and regulations of OSHA to protect workers; and notification of Department of Historic Resources in the advent of finding artifacts and discontinuing work. In the course of the study efforts, the following areas were addressed as was necessary: topography; geology and soils; surface water; flood considerations; ground water; wetlands; Chesapeake Bay and Coastal Resources; threatened and endangered species; cultural resources; hazardous materials; utilities; land use and zoning; air quality.

Mr. Knight made a motion, seconded by Mr. Casey, to make a favorable comment on the environmental review. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to make a favorable comment on the project.

**12. Intergovernmental Review:**

• ***Request by VA Department of Environmental Quality for Review of Mayo River – Rakes Tract Acquisition—Henry County--WPPDC/P(09)37***

The Virginia Department of Environmental Quality had requested the Commission's review and comment on an Environmental Impact Review Report for acquisition of land by the Commonwealth of Virginia. The Virginia Department of Conservation and Recreation (DCR) proposed to acquire a property, referred to as the Mayo River or Rakes Property located in Henry County, Virginia and Rockingham County, North Carolina. The purpose of the acquisition was the establishment of a state park in southern Henry County that would lie between the North and South Mayo Rivers, which in part would also complement the development of the Mayo River State Park in North Carolina. The acquisition of the property was in response to the Year 2007 Virginia House Joint Resolution 709 which directed a study on the feasibility of establishing a state park on the North and South Mayo Rivers. This acquisition was viewed as a unique opportunity to partner with the North Carolina state park system to enhance recreational offerings and protect a valuable natural resource in and along the rivers and state borders. The property consists of approximately 332 acres located in Henry County and 19 acres located in Rockingham County, NC for a total of 351 acres. Access via Virginia primary roads is available from Route 220 to the east and Route 58 to the north. The property is located approximately 12 miles Southwest of the City of Martinsville and approximately 13 miles Northwest of Eden, NC. The property has three wells with depths of: 217 ft., 315 ft., and 350 ft. which produce 17 gpm, 8 gpm, and 60 gpm, respectively. A 40 ft. by 58 ft. Quonset hut was erected over a concrete slab approximately five years ago. As an area for hunting recreation, the property has several deer hunting stands erected. The property has an on-site sewage disposal system consisting of a septic tank and drain field located near the Quonset hut; it has not been put into operation.

The Virginia Outdoors Plan identified this area as a desirable location for a future state park. In addition, the acquisition of this property would result in the protection of approximately 351 acres and contributes toward the Governor's goal to preserve 400,000 acres of new historic and open land by the end of the decade. The DCR is committed to avoiding or reducing adverse environmental impacts resulting from the construction and operation of its park facilities throughout the Commonwealth. The DCR's mission stresses conservation and responsible management of its resources. Development and construction activities are not yet proposed for the property. A later Phase II EIR will be submitted to DEQ as required for their coordinated state review prior to construction activities.

The Environmental Impact Report's mitigation section indicates that any development plan would attempt to maximize net benefits of the park to the region and citizens of the Commonwealth by minimizing any environmental impacts. Prior to any development, the property would need to be incorporated into the approved master plan, which by design should objectively avoid sites and development schemes that have a high potential for detrimental environmental impacts. The master plan would also make recommendations, for innovative initiatives such as cooperative management agreements and conservation easements that would further enhance and improve the environmental integrity of the property and park.

In the course of the study efforts the following areas were addressed as was necessary: topography; geology and soils; ground and surface water; floodplain considerations; scenic rivers; wetlands; Chesapeake

Bay and Coastal Resources and hydrologic units; wildlife, including threatened and endangered species, natural heritage; solid and hazardous waste and materials; land use and land cover; air quality.

Mr. Jim Adams made a motion, seconded by Mrs. Burnette, to make a favorable comment on the environmental review. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to make a favorable comment on the environmental review.

**13. Comprehensive Economic Development Strategy (CEDS) Annual Report:**

**a. Request for Additional Project to be included in the 2009 CEDS by City of Danville and Pittsylvania County – Site Improvements at Cane Creek Industrial Park (aka Cane Creek Centre) – WPPDC/P(09)29**

The Executive Director noted that the Board package included letters from the Danville City Manager and Pittsylvania County Administrator requesting that a project be added to the project listing included in the draft Comprehensive Economic Development Strategy distributed to Board members at the April 2009 meeting for consideration of approval at the May 2009 meeting. The proposed project would involve grading and installing sanitary sewer for Lots 3 and 9 at the Cane Creek Industrial Park (aka Cane Creek Centre), a 900-acre regional industrial park on U.S. Route 58 near the Danville airport. To be eligible for EDA funding, projects must be included in a CEDS document developed by the Economic Development District and approved by EDA. The proposed addition to the CEDS document for this project would be as follows:

Project:	Site Improvements at Cane Creek Industrial Park—City of Danville and Pittsylvania County		
Priority:	1 (high)		
Description:	Site improvements at Cane Creek Industrial Park to include grading and sanitary sewer to serve Lots 3 and 9		
Funding Sources:	EDA:	\$2,417,220	
	Applicant:	\$ 426,568	
	Total:	\$2,843,788	
Environmental Impact:	Positive		
Number of Jobs:	800 estimated		

With Board approval, the project would be added to the project list prior to submission of the CEDS document to the U.S. Department of Commerce, Economic Development Administration, Philadelphia Regional Office.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board add this project to the 2009 CEDS project list.

Mr. Seale made a motion, seconded by Mr. Greer, to add this project to the CEDS project list in the 2009 CEDS to be considered for adoption later in the meeting. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to add the above-referenced project to the CEDS project list in the 2009 CEDS to be considered for adoption later in the meeting.

**b. Request for Additional Project to be included in the 2009 CEDS by the Institute for Advanced Learning & Research – Research-Based Commercialization in Rural Southern Virginia – WPPDC/P(09)35**

The Executive Director referred the Board members to a letter in the Board package from Liam Leightley, Executive Director of The Institute for Advanced Learning and Research in Danville requesting that a project be added to the project listing included in the draft Comprehensive Economic Development Strategy distributed to Board members at the April 2009 meeting for consideration of approval at the May 2009 meeting. To be eligible for EDA funding, projects must be included in a CEDS document developed by the Economic Development District and approved by EDA. The proposed addition to the CEDS document for this project would be as follows:

Applicant:	Institute for Advanced Learning and Research		
Project:	Research-Based Commercialization in Rural Southern Virginia		
Priority:	1		
Description:	Focus on a highly transformative component of the regional economy: building capacity to attract and create high skill and high wage jobs that require significantly higher education and capital investment specifically in automotive performance engineering and plant		

biology by building upon the EDA investment, "Leveraging R&D for Economic Development: A Commercialization System for Southside Virginia." This investment resulted in the completion of market research and analysis projects in five areas, aligned with research priorities at IALR: Automotive Performance Engineering, Information Technology, Plant Biology, Polymers, and Robotics. The results provided the basis for a decision to be made by local economic developers to select Automotive Performance Engineering and Plant Biology for market focus and development of implementation plans. A deliverable from these two studies will be the identification and attraction of specific companies to the region, consistent with these research-based assets in the region and based upon further market research. This new EDA investment will build capacity in the region to (1) focus on two technology-based areas of automotive performance engineering and plant biology and (2) think and behave as a region in terms of economic development.

Funding Sources:	EDA:	\$1,040,000
	Applicant:	\$ 920,000
	VA Tech:	\$ 120,000
	Total:	\$2,080,000
Environmental Impact:	na	
Number of Jobs:	na	

With Board approval, the project will be added to the project list prior to submission of the CEDS document to the U.S. Department of Commerce, Economic Development Administration, Philadelphia Regional Office.

As noted in the correspondence from Dr. Leightley, IALR was awarded a \$925,000 EDA grant in 2006 for a project entitled "Leveraging Research and Development for Economic Development: A Commercialization System for Southside Virginia." A summary of the work completed to date on that project is attached. IALR would like to use the results and outcome of that work to focus regional development efforts in automotive performance engineering and plant biology, especially the emergence of clusters in these sectors. The proposed project would help accomplish this.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board add this project to the 2009 CEDS project list.

Dr. Leightley, Executive Director of the Institute for Advanced Learning and Research, was present to respond to questions.

Mr. Seale made a motion, seconded by Mr. Greer, to add this project to the CEDS project list in the 2009 CEDS to be considered for adoption later in the meeting. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to add the above-referenced project to the CEDS project list in the 2009 CEDS to be considered for adoption later in the meeting.

**c. Consideration of Approval of the 2009 Annual Report of the Comprehensive Economic Development Strategy of the West Piedmont Planning District—WPPDC/P(09)27**

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--2009 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, 2008 – June 30, 2009 and an Implementation Plan for July 1, 2009– June 30, 2010. 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 with the addition of the two projects approved for addition above.

Mrs. Adkins made a motion, seconded by Mr. Seale, to adopt the resolution as presented to approve the 2009 CEDS with the addition of the Cane Creek Centre and IALR projects approved earlier on the agenda. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to adopt a resolution approving the Commission's Comprehensive Economic Development Strategy—2009 Annual Report for submission to the Economic Development Administration on behalf of its member localities including the two additional projects [site development at Cane Creek Centre for Danville-Pittsylvania County and a commercialization project for IALR].

**14. REVISION TO FISCAL YEAR 2009 ADMINISTRATIVE BUDGET—WPPD/P(09)16**

The Executive Director advised that the staff had reviewed the FY 2009 Administrative Budget and recommended the following adjustments be made to cover items as needed:

- Increase Revenues by \$8,218 as a result of an increase in federal funding from the Appalachian Regional Commission in the amount of \$9,500 and a reduction in state funding from the VA Department of Housing and Community Development by \$1,282.
- Decrease Contract Fees line item by \$5,000
- Increase Travel line item by \$4,900 (shown on the Treasurer's Report as: Travel budget--\$14,000 and Vehicle Operation/Lease/Maintenance budget--\$3,000)
- Increase Miscellaneous line item by \$100

The total amount of the operating expenditure budget did not change.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board approve the revision to the Fiscal Year 2009 Administrative Budget as presented.

Mr. Jerry Adams made a motion, seconded by Mr. Knight, 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 2009 Administrative Budget as presented.

**15. PROPOSED FISCAL YEAR 2010 STRATEGY STATEMENT AND WORK PROGRAM—WPPDC/P(09)15**

The Executive Director informed the Committee that the Work Program consists 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 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 2009 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 Fiscal Year 2010 Strategy Statement and Work Program as presented.

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

**THE BOARD:**

Voted unanimously to recommend that the Board approve the Fiscal Year 2010 Strategy Statement and Work Program as presented.

**16. PROPOSED FISCAL YEAR 2010 ADMINISTRATIVE BUDGET—WPPDC/P(09)16**

The Executive Director reviewed the Proposed Administrative Budget for Fiscal Year 2010 that begins on July 1, 2009. 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 2010 Annual Strategy/Work Program. He noted that the operating budget anticipated total revenues of \$465,167, total operating expenditures of \$471,243, and a consequent operating deficit of \$6,076.

He also noted that, with the new budget proposal comparing FY 2009 to FY 2010, the Commission had maintained the current local funding rate of 55 cents per capita; however, a temporary five percent, or \$6,880, reduction for local contributions had been reflected in the FY 2010 proposed budget. He also noted that there had been a decrease of \$6,498 in General Assembly funds; a decrease of \$1,000 in interest income; and an increase of \$28,680 in federal funding. He noted, that when the difference in expenditures over revenues for the two years were compared, there was a net increase of \$1,217. When the capital improvements allowances of \$22,000 and the operating deficit of \$6,076 were added, the final difference of receipts over disbursements for FY 2010 rose to a negative \$28,076. The difference would be made up from the fund balance left at the end of the year.

The proposed budget was based on a 0 percent salary increase for staff and maintained a per capita contribution rate of 55 cents as instructed by the Committee with the temporary 5 percent, or \$6,880, reduction for local contributions.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board approve the Fiscal Year 2010 Administrative Budget as presented.

Mrs. Adkins noted that she was disappointed as a citizen that the localities had decreased their contributions, knowing that the Planning District's workload and demand would be much greater. Additionally, as a citizen, she was disappointed that this was putting the staff in a position not to get a cost of living increase or to be able to hire additional staff.

Mr. Thompson made a motion, seconded by Mr. Seale, to accept the Executive Committee's recommendation. Upon vote, the motion carried with Mrs. Adkins voting in the negative.

**THE BOARD:**

Voted to approve the Fiscal Year 2010 Administrative Budget as presented.

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

The Executive Director informed the Board that work on Phase II of the Water Supply Plan was nearing completion and that Phase III work would be getting underway in July.

**THE BOARD:**

Noted this report.

**18. Briefing on Regional Hazard Mitigation Plan Annual Reporting and Five-Year Update—WPPDC/P(09)34**

The Executive Director advised that the West Piedmont Regional Hazard Mitigation Plan which Dewberry developed for the region would expire on August 8, 2011. This plan had been approved by the VA Department of Emergency Management and FEMA in 2006 to meet the 44 Code of Federal Regulations, Part 201 requirements (as authorized by the Disaster Mitigation Act of 2000). The plan must be updated and resubmitted for approval within five years from the date stamped on the final approval letter in order for a jurisdiction to maintain eligibility for the post-disaster Hazard Mitigation Grant Program (HMPG) and the pre-disaster Unified Hazard Mitigation Assistance (HMA) grant programs which include: Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), and Severe Repetitive Loss (SRL) programs.

Robbie Coates, VDEM's mitigation planning coordinator for the West Piedmont Region had contacted the PDC to set up a meeting with our region's plan steering committee to discuss annual reporting on mitigation strategies and funding sources for the plan revision. The PDC staff recently sent each locality's emergency services coordinator the information required for the annual reporting. Mr. Coates had also noted that VDEM would have some grant funding available to assist with plan updates. In order to put together an application and meet the requirements to be eligible for grant funding, the PDC staff had contacted each locality to see if they would like to have a meeting in mid-July as they did prior to the initial plan development.

In the event, it was determined that the localities would like to apply for VDEM/FEMA funding for the plan update and would like for the PDC to receive and manage the grant as was done with the initial plan development, it would be necessary for the Board to authorize the Executive Director, if requested by the local governments, to (1) work with the localities to apply for VDEM and/or FEMA grant funds for the five-year update of the West Piedmont Regional Hazard Mitigation Plan which expires on August 8, 2011, with any matching funding to come from the local governing bodies on a per capita basis and (2) to accept and administer the grant if approved and received.

Mr. Astin made a motion, seconded by Mrs. Burnette, to authorize the Executive Director, if requested by the local governments, to (1) work with the localities to apply for VDEM and/or FEMA grant funds for the five-year

update of the West Piedmont Regional Hazard Mitigation Plan which expires on August 8, 2011, with any matching funding to come from the local governing bodies on a per capita basis and (2) to accept and administer the grant if approved and received. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to authorize the Executive Director, if requested by the local governments, to (1) work with the localities to apply for VDEM and/or FEMA grant funds for the five-year update of the West Piedmont Regional Hazard Mitigation Plan which expires on August 8, 2011, with any matching funding to come from the local governing bodies on a per capita basis and (2) to accept and administer the grant if approved and received.

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

- ***Rural Transportation Planning Program in conjunction with the VA Department of Transportation***  
The Executive Director reported that three sections of the Rural Regional Transportation Plan had been completed and put on a Worksite MP Website that contains drafts and final documents for PDC plans. He also advised that that additional Route 29 Statewide Corridor Study Outreach Meetings were being scheduled.
- ***Danville Metropolitan Planning Organization Assistance Program in conjunction with the VA Department of Transportation, Federal Highway Administration***  
The Executive Director reported that the staff, in conjunction with the MPO and its consultant, was completing two access management plans over the summer months. He also noted that work was underway in preparing for public meetings on the Long-Range Range Transportation Plan during the summer months.

**THE BOARD:**

Noted these reports.

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

The Executive Director reported that he had attended the hearing for the Smith Mountain Pump Storage project. He noted that Mr. Mitchell, Russ Johnson, and other members of the Franklin County Board of Supervisors also attended.

He also noted that the City of Danville would be receiving American Recovery and Reinvestment Act Stimulus funding for the Robertson Bridge project.

**THE BOARD:**

Noted these reports.

**21. Report of Nominating Committee for Fiscal Year 2010**

Mr. Seale advised that it had been the consensus of the Nominating Committee to present the slate of officers of the incumbents to the Board for their consideration and also to seek other nominees, if any, from the Board: Harry Kolendrianos, Chairman; Kimble Reynolds, Vice-Chairman; Jim Astin, Treasurer.

During discussion, it was suggested that next year the Nominating Committee members appointed to serve meet after the Board meeting to discuss who would do what and to name a committee chairman. Mrs. Burnette noted that the Committee had been given a list of past officers. She recommended that positions be rotated in the future in order for Board members to share the workload. Mr. Astin noted that everyone on the Board had the talent to serve. Mr. Seale suggested the possibility of maybe next year appointing the committee in March, giving more time to meet and have discussion.

Mr. Jim Adams made a motion, seconded by Mrs. Adkins, that the Board accept the Nominating Committee's recommendation and that the nominations be closed. Upon vote, the motion carried unanimously.

**THE BOARD:**

Unanimously appointed the following slate of officers for Fiscal Year 2010: Harry Kolendrianos, Chairman; Kimble Reynolds, Vice-Chairman; Jim Astin, Treasurer.

**22. Appointment of Grievance Officer for Fiscal Year 2010**

The Executive Director advised that the Executive Committee had voted unanimously to reappoint Mr. Fred Gehrke to serve as the Commission's Grievance Officer for Fiscal Years 2010 and 2011. Mr. Gehrke had agreed to serve in this capacity.

Mr. Seale made a motion, seconded by Mr. Knight, 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 2010 and 2011.

**23. Adjournment**

There being no further business, the meeting was adjourned at 8:50 p.m.

Robert W. Dowd, AICP  
Executive Director