

**WEST PIEDMONT PLANNING DISTRICT COMMISSION
MINUTES
of the
May 26, 2011, Meeting**

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

PRESENT

HENRY COUNTY

Jim Adams
Wes George

FRANKLIN COUNTY

Leland Mitchell
Bill Brush

ROCKY MOUNT

Ralph Casey
Jerry Greer
Gregory Walker

PITTSYLVANIA COUNTY

James Astin, Treasurer
James Snead

PATRICK COUNTY

Karl Weiss
Lock Boyce

MARTINSVILLE

Kathy Lawson, Chair
Kim Adkins

DANVILLE

Albert K. "Buddy" Rawley
Verna Graham

ABSENT

Kimble Reynolds, Vice-Chairman, Martinsville
William Pritchett, Pittsylvania County
Gary Miller, Danville
Tommy Slaughter, Henry County
Jerry Adams, Patrick County
Bobby Thompson, Franklin County

STAFF

Robert W. Dowd, AICP, Executive Director
Aaron S. Burdick, Executive Director
Joan Hullett, Deputy Director
Jacob Bullins, Administrative Assistant
Leah Manning, Chief Cartographer/Planner

1. Call to Order and Welcome to Guests

A quorum was established and the meeting was called to order at 7:30 p.m. Mr. Burdick announced that Mrs. Manning would be promoted as Deputy Director upon the retirement of Mrs. Hullett.

2. Confirmation of Minutes of the April 28, 2011, Meeting—WPPDC/M(11)3

Mr. Snead made a motion, seconded by Mr. Walker, to approve the minutes of the April 28, 2011, meeting as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Unanimously approved the minutes of the April 28, 2011, meeting as presented.

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

Mr. Astin notified the Board that the West Piedmont Planning District Commission's Transportation Technical Advisory Committee, at its May 20, 2011, meeting, had presented a Resolution of Appreciation to Mr. Dowd, who had given unsparingly of his time, energy, and knowledge to the betterment of the transportation system in the District and for his dedicated service during the past 34 years. Mr. Astin also noted that Mr. Dowd had been strongly committed to the development of the West Piedmont Regional Rural Long-Range Transportation Plan.

Mr. Snead added that the Danville-Pittsylvania County Metropolitan Planning Organization (MPO) had presented a Resolution of Appreciation to Mr. Dowd at its May 25, 2011, MPO meeting in Danville.

Mrs. Adkins stated that the City of Martinsville had presented Mr. Dowd with a key to the City in recognition of his long, dedicated service.

Mrs. Hullett reported that the Virginia General Assembly had passed a Resolution in recognition of Mr. Dowd's service to the region and the state; she added that the Pittsylvania County Board of Supervisors had presented Mr. Dowd with a Resolution of Appreciation.

4. Points Arising from Previous Meetings:

Approval of Consensus Agenda Items from April 28, 2011, Meeting:

- ***Confirmation of Minutes of March 24, 2011, Meeting – WPPDC/M(11)2 (with change as noted)***
- ***Treasurer's Reports – February 28, 2011 – WPPDC/P(11)14 and March 31, 2011 – WPPDC/P(11)21***
- ***Intergovernmental Review: Town of Gretna Community Development Block Grant Application for Central Business District Revitalization Project – WPPDC/P(11)23***
- ***Intergovernmental Review: Support to Eliminate Poverty Incorporated – USDA Request for Purchase of Equipment to Serve Needs of Head Start Program – WPPDC/P(11)22***
- ***Intergovernmental Review: Danville Metropolitan Planning Organization's Draft FY 2012-15 Transportation Improvement Program - WPPDC/P(11)27***

Mr. Adams made a motion, seconded by Mr. George, to approve the Consensus Agenda items, as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Unanimously approved the Consensus Agenda items presented at the April 28, 2011, Meeting.

5. Treasurer's Report – April 30, 2011 – WPPDC/P(11)28

Mr. Greer made a motion, seconded by Mr. Brush, to approve the April 30, 2011, Treasurer's Report as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Unanimously approved the April 30, 2011, Treasurer's Report as presented.

6. Register of Administrative Reviews Under the Virginia Intergovernmental Review Process--May 2011--WPPDC/P(11)29

Mr. Dowd reviewed the Intergovernmental Review projects, noting that these were Administrative Reviews submitted by the Department of Environmental Quality (DEQ). The Board noted this informational report.

7. Environmental Assessment Review: FERC/Mid-Atlantic (Natural Gas Distribution System) Connector Expansion Project – National Park Service – WPPDC/P(11)30

Transcontinental Gas Pipe Line Company, LLC, operates a natural gas transmission pipeline facility that traverses Pittsylvania County and extends to Prince William County in Northern Virginia. TRANSCO had developed an expansion project proposal that was subject to an Environmental Assessment (EA) and the West Piedmont PDC had been invited to comment. The project included the following activities:

- Installation of about 2.8 miles of new 42-inch diameter pipeline looping and replacement in Prince William and Fairfax Counties;
- Modifications at Transco's existing Compressor Stations 165 and 175 in Pittsylvania County and Fluvanna County;
- Installation and relocation of various appurtenant underground and above ground facilities; and
- Abandonment of certain facilities.

The Commission staff reviewed the Conclusions and Recommendations section of the lengthy Environmental Assessment. The EA's recommendation was that the FERC Commission Order contain a finding of no significant impact and include the mitigation measures listed in the EA document as conditions to any Certificate the Commission issued. Mr. Dowd noted that there were no significant issues within the report.

Mr. Snead indicated that Pittsylvania County had no comment, to date, and added that there did not seem to be any conflicts.

Mr. Astin made a motion, seconded by Mr. Rawley, 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. Comprehensive Economic Development Strategy (CEDS) Annual Report:

- **Consideration of Comments Received on 2011 Annual Report of the Comprehensive Economic Development Strategy of the West Piedmont Planning District Commission through the Public Participation Process**

Mrs. Hullett informed the Board of EDA's requirement for the CEDS document to include a public involvement/participation component. As a result of this requirement, staff had placed the CEDS document on the Commission website at www.wppdc.org and subsequently placed advertisements informing the public of availability of the document on the website as well as the 30-day review period for submission of comments and/or questions. The advertisements had been run in the Martinsville Bulletin, Danville Register & Bee, The Franklin News-Post, The Enterprise, and The Star-Tribune. She reported that no comments had been received during the 30-day review period.

- **Consideration of Approval of the 2011 Annual Report of the Comprehensive Economic Development Strategy of the West Piedmont Planning District—WPPDC/P(11)31**

The Deputy Director advised that the Planning District Commission staff had worked with local government administrators and staffs and local economic development organizations to develop the **Regional Comprehensive Economic Development Strategy--2011 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 addition, the report included the following chapters: Organization and Management; Report of Past Year's Activities; The District and Its Economy; Land Use and Environment; West Piedmont Community Profiles; Economic Development: Potentials and Constraints; and Development Strategy.

In accordance with EDA's Regulations and Guidelines, the CEDS included an Evaluation Component, approved at the April Board meeting, which set forth a Program Evaluation for July 1, 2010 – June 30, 2011 and an Implementation Plan for July 1, 2011 – June 30, 2012. It was noted that this component would serve as an evaluation tool for the implementation/action plan set forth in the document.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board approve by resolution the 2011 Annual CEDS report for submission to EDA.

Mr. Astin made a motion, seconded by Mr. Brush, to accept the recommendation of the Executive Committee. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve by resolution the 2011 Annual CEDS report for submission to the U.S. Department of Commerce, Economic Development Administration.

- **Other Updates from the Economic Development Administration's Philadelphia Regional Office**

Mrs. Hullett reported that the Planning District Commission had been informed of the i6 Green Challenge grant application submitted to the Economic Development Administration by the Institute for Advanced Learning and Research (IALR) in conjunction with Virginia Tech. The application, which was supportive of goals laid out in the Comprehensive Economic Development Strategy document, would provide support for the proposed Sustainable Energy Technology Center Innovation Accelerator (SENTEC-IA) – a proof of concept center that would help drive development of a regional innovation cluster. Further, the project was designed to promote job creation, support entrepreneurial-based activities, enable new venture financing, and contribute to economic growth and prosperity in the Region. She informed the Board that, at IALR's invitation, PDC staff would serve on the Industry Advisory Panel that would be established in conjunction with the project. The Panel would be assessing gaps faced by industry and conducting outreach to industry partners who may submit proposals to SENTEC-IA.

The Board noted this informational report.

9. Revision to Fiscal Year 2011 Administrative Budget—WPPDC/P(11)34

Mr. Dowd informed the Board members that the staff had reviewed the FY 2011 Administrative Budget and recommended that the following adjustments be made to cover items as needed. The Board paper included sheets illustrating the adjustments deemed appropriate at year-end. Proposed changes would increase Revenues by \$4,000; this increase was the result of federal funding from the Department of Emergency Management for advertising of the West Piedmont Regional Hazards Mitigation Plan Update. On the operating expenditure budget, changes were to decrease Contract Fees by \$500 and increase Miscellaneous by \$500 and to decrease Travel by \$2,000 and increase Vehicle Operation/Lease/Maintenance by \$2,000. The total operating budget did not change.

At its earlier session, the Executive Committee recommended that the Board authorize the changes in funds for the suggested line items of the FY 2011 Administrative Budget to cover the suggested budget amendments.

Mr. Greer made a motion, seconded by Mr. Casey, to accept the recommendation of the Executive Committee. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the revision to the Fiscal Year 2011 Administrative Budget as presented.

10. Proposed Fiscal Year 2012 Strategy Statement and Work Program—WPPDC/P(11)32

Board members had received a copy of the proposed Work Program and Strategy Statement for the Commission's activities for Fiscal Year 2012 in their meeting package. Mr. Dowd noted that the Work Program consisted of eleven (11) basic work program elements: Regional Planning; Local Planning Assistance; 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 was further subdivided into 'program sub-categories', which provides the details of efforts under each work element.

He informed the group that the proposed Work Program and Strategy Statement had been prepared with some adjustments from the previous Fiscal Year 2011 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. He stated that, under the eleven general strategy areas are 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 and work program were approved, the staff could 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.

A general discussion ensued when Mr. George asked the Board what stance the members would take on the issue of alternative energy. It was the consensus of the Board that at some point in the future the Board may be asked to comment on this issue by a state agency, in a manner similar to other environmental reviews that the PDC is routinely asked to provide comments on.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board approve the Fiscal Year 2012 Strategy Statement and Work Program as presented.

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

THE BOARD:

Voted unanimously to approve the Fiscal Year 2012 Strategy Statement and Work Program as presented.

11. Proposed Fiscal Year 2012 Administrative Budget—WPPDC/P(11)26

Mr. Dowd referred the Board to the Proposed Administrative Budget for Fiscal Year 2012 that had been included in the meeting package. The document included a detailed breakdown of projected revenues and expenditures by line item and had been used as the basis for development of the Fiscal Year 2012 Annual Strategy Statement/Work Program also on the agenda for the Board's consideration. He noted that the operating budget anticipated total revenues of \$494,018, total operating expenditures of \$501,477, and a subsequent operating deficit of \$7,459. With the new budget proposal, comparing Fiscal Year 2011 to Fiscal Year 2012, he noted that the Commission had maintained the current local funding rate of 55 cents per capita; however, a temporary five percent reduction for local contributions had once again been reflected in the Fiscal Year 2012 proposed budget. No salary increases had been included in the proposed budget. There had been an increase of \$9,729 in General Assembly funds and a decrease of \$10,066 in federal funding. When comparing the difference in revenues for the two years, there had been a net decrease of \$337. He noted that when the capital improvements allowances of \$20,400 and the operating deficit of \$7,459, the subsequent difference of receipts over disbursements was a deficit of \$27,859, to be made up from the Fiscal Year 2011 year-end fund balance.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board approve the Fiscal Year 2012 Administrative Budget as presented.

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

THE BOARD:

Voted unanimously to approve the Fiscal Year 2012 Administrative Budget as presented.

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

- ***Rural Transportation Planning Program in conjunction with the VA Department of Transportation --Consideration of Adoption of the West Piedmont Planning District Regional Rural Long-Range Transportation Plan – WPPDC/P(11)33***

Mr. Burdick reported to the Board that the Citizens Information Meeting/Public Hearing for review of the West Piedmont 2035 Regional Rural Long-Range Transportation Plan had been held on April 20, 2011, and referred the Board to the comments received at the meeting, as well as comments received by localities pertaining to their individual projects (see attached). He added that both he and Mr. Dowd had presented the Plan to each of the member local governments and had received resolutions of endorsement from each governing body.

--Next Steps for Regional Rural Long-Range Transportation Plan

Mr. Burdick stated that, following the Board's approval, copies of the Plan along with the additional comments and resolutions would be forwarded to the VDOT District Offices in Salem and Lynchburg for approval; the Plan would then be sent to VDOT's Central Office in Richmond for inclusion in the Statewide Plan.

Mr. Astin noted that at its May 20, 2011, meeting, the Transportation Technical Advisory Committee (TTAC) had adopted a resolution with the additional comments provided through the local government review process recommending that the Board endorse the Plan. Mr. Burdick added that at the TTAC meeting, a Resolution of Recognition and Appreciation was presented to Mr. Dowd for his service and dedication to the betterment of transportation in the Planning District.

Mr. Astin noted that, in its earlier session, the Executive Committee had voted unanimously to recommend that the Board adopt the Plan.

Mr. Greer 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 adopt the 2035 Regional Rural Long-Range Transportation Plan with the additional comments.

--Update on May 12, 2011, Commonwealth Transportation Board Meeting

Mr. Burdick reported that a Public Hearing had been held May 12, 2011, at the Salem VDOT District Office to provide input for the Six-Year Improvement Program. Both he and Mr. Dowd presented a list of project priorities to the CTB for the WPPD member local governments.

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

Mr. Dowd informed the Board that work was underway on four MPO corridor studies with the consultant URS Corporation. He added that the Danville Parks and Recreation Department would be invited to provide input on the proposed trail connector planning process. He also noted that VDOT staff had attended the project kick-off meeting of May 12, 2011 and that URS Corporation had already obtained some aerial photography and traffic counts for the project areas.

- ***--Status of Virginia Association of Metropolitan Planning Organizations (VAMPO); Other MPO Activities***

Mr. Dowd stated that he and Mr. Coy Harville, Pittsylvania County, had attended a VAMPO Meeting in Charlottesville on May 24, 2011.

He informed the Board that, at its May 25, 2011, meeting, the Danville MPO had adopted a resolution for transmittal to the Virginia Delegation to the U.S. Senate and U.S. House of Representatives to actively oppose any language in the National Transportation Act reauthorization that would eliminate existing Metropolitan Planning Organizations under 200,000 population, including the Danville [Pittsylvania County] Metropolitan Planning Organization. The MPO Board had also authorized the MPO Chairman/Administrator (i.e., West Piedmont Planning District Commission Executive Director) to encourage the local government members to pursue actions necessary and appropriate to maintain provision for inclusion of MPOs under 200,000 population in future National Transportation Act language and subsequent federal regulations.

- ***Regional Water Supply Plan Development in conjunction with the VA Department of Environmental Quality***

Mrs. Hullett reported that work with Draper Aden and local government representatives was progressing to finalize the final phase in development of the state-mandated Regional Water Supply Plan in conjunction with the VA Department of Environmental Quality. She advised that the DEQ staff had completed its review of the draft document and that Draper Aden would be making revisions in order to begin a public hearing process to complete plan development by DEQ's November 2, 2011, deadline. She noted that the document included a drought contingency plan and ordinances for each locality. The project planning committee was in the process of pulling together the public hearing procedures for each locality, along with local governing body meeting dates, to be able to meet the November 2 deadline.

- ***Regional Hazard Mitigation Plan Update in conjunction with VA Department of Emergency Management***

Mrs. Hullett updated the Board regarding the required five-year update of the Regional Hazard Mitigation Plan. She advised that Dewberry, the project consultant, had developed a draft Plan and informational brochure that would be posted for review on the PDC website in the near future. Mrs. Hullett stated that, like the Water Supply Plan, this is a state-mandated document and would eventually require a public hearing and adoption by the local governing bodies. It was anticipated that the Plan would be completed in the fall of 2011.

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

Mrs. Manning briefed the Board on an ITS (Intelligent Transportation Systems) Architecture Workshop that she attended on May 25; a descriptive handout was provided to the Board. The workshop, sponsored by VDOT and Iteris, VDOT's consultant, was held to receive feedback from local government and other agencies that implement ITS Architecture. Staff members from Virginia Department of Rail and Public Transportation were also in attendance to discuss the transit applications that were being utilized.

Mr. Burdick reported that staff had been working on the development of a sidewalk study for the Towns of Chatham, Gretna, and Hurt in follow up to a request from Mr. Jeffery Kessler, VDOT Lynchburg District Office. He advised that, upon completion of the project, the information including maps and a sidewalk inventory would be submitted to the VDOT District Office. Mr. Burdick indicated that PDC staff would be open to assist any other member local government with a sidewalk study should they request it.

Mr. Burdick read a resolution of appreciation for the distinguished service of Mr. Dowd, who would retire June 30, 2011. The Board voted unanimously to approve the resolution for presentation.

In other highlights, Mrs. Hullett indicated that this would be her last Board meeting and informed the Board members that she would soon retire. She thanked them for the opportunity to work for the Planning District Commission over the past forty years.

14. Report of Nominating Committee for Fiscal Year 2012: Election of Officers

Mr. Jim Adams advised that a quorum was established and that it had been the consensus of the Nominating Committee to present the slate of officers to the Board for their consideration and also to seek other nominees, if any, from the Board. On behalf of the Committee, he presented the following slate of officers: Kathy Lawson, Chair; Buddy Rawley, Vice-Chairman; Jim Astin, Treasurer.

Mrs. Lawson opened the floor for additional nominations, and none were made. Mr. Adams then made a motion, seconded by Mr. Mitchell, to close the nominations and accept the slate of officers by acclamation as presented by the WPPD Nominating Committee. Upon vote, the motion carried unanimously.

THE BOARD:

Unanimously elected the following officers for Fiscal Year 2012: Kathy Lawson (Martinsville), Chair; Buddy Rawley (Danville), Vice-Chairman; Jim Astin (Pittsylvania County), Treasurer.

15. Adjournment

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

Robert W. Dowd, AICP
Executive Director

Attachments