

WEST PIEDMONT PLANNING DISTRICT COMMISSION MINUTES

of the
October 25, 2007, Meeting

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

PRESENT

HENRY COUNTY

Paula Burnette
Charlie Redd

PATRICK COUNTY

Danny Foley

PITTSYLVANIA COUNTY

James Astin, Treasurer
Henry Davis

FRANKLIN COUNTY

Leland Mitchell

ROCKY MOUNT

Ralph Casey
Roger Seale

DANVILLE

Harry Kolendrianos, Chairman
Stokes Daniels
Sherman Saunders

MARTINSVILLE

Kimble Reynolds, Vice-Chairman

ABSENT

Steve Angle, Rocky Mount
Kathy Lawson, Martinsville
Frank B. Fuller, Jr., Martinsville
William Pritchett, Pittsylvania County
Jim Adams, Henry County
Jerry Adams, Patrick County
David Young, Patrick County
Russ Johnson, Franklin County
Marshall Blair, Franklin County

STAFF

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

GUESTS

Larry Saunders, CPA, Larry Saunders & Associates

1. CALL TO ORDER

The Chairman called the meeting to order at 7:30 p.m. and welcomed Mr. Larry Saunders, CPA, of Larry Saunders & Associates.

2. CONFIRMATION OF MINUTES

Mr. Daniels made a motion, seconded by Mr. Seale, to approve the minutes of the August 23, 2007, meeting. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the minutes of the August 23, 2007, meeting.

3. WEST PIEDMONT PLANNING DISTRICT COMMISSION INFORMATION CENTER: QUARTERLY REPORT OF ACTIVITIES: STATE DATA AFFILIATE CENTER AND VEC BUSINESS & INDUSTRY DATA CENTER PROGRAMS—FIRST QUARTER – FY 2008 – WPPDC/P(07)55

THE BOARD:

Noted this informational report.

4. TREASURER'S REPORT: JULY 31, 2007—WPPDC/P(07)57

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

THE BOARD:

Voted unanimously to approve the July 31, 2007, Treasurer's Report as presented.

5. AUDITOR'S REPORT TO THE COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 2007—LARRY SAUNDERS, CPA—WPPDC/P(06)59

The Planning District Commission, as a subdivision of the Commonwealth of Virginia, is required to conduct an annual audit of the Commission's finances and financial conditions, which can include matters such as compliance, internal control, schedule of revenue and expenses, schedules of allocated costs, fringe benefits, and federal financial assistance. A copy of the Auditor's Report of all Commission accounts for the Fiscal Year ending June 30, 2007, as prepared by the Certified Public Accountant firm of Larry Saunders & Associates, CPAs, was distributed with the meeting agenda. Mr. Saunders was present and noted that, in accordance with Generally Accepted Government Auditing Standards, there were no findings related to the financial statements of the Commission. He also advised that there were no findings or questioned costs for Federal Awards in conjunction with the Audit of the Commission. The audit had followed the regulations found under Government Auditing Standards Board Section 34 rules.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board accept the Auditor's Report for the Fiscal Year ending June 30, 2007.

Ms. Burnette made a motion, seconded by Mr. Seale, to accept the Executive Committee's recommendation. Upon vote, the motion carried with Mr. Sherman Saunders abstaining.

THE BOARD:

Voted unanimously to accept the Auditor's Report for the Fiscal Year ending June 30, 2007.

6. REGISTER OF ADMINISTRATIVE REVIEWS UNDER THE VIRGINIA INTERGOVERNMENTAL REVIEW PROCESS—OCTOBER 2007—WPPDC/P(07)59

THE BOARD:

Noted this informational report.

7. INTERGOVERNMENTAL REVIEW:

Applicant: Pittsylvania County Board of Supervisors

Project: Southern Rivers Watershed Enhancement Program Application – Lakeside Drive Sanitary Sewer Project—WPPDC/P(07)62

The Pittsylvania County Board of Supervisors had applied to the VA Department of Housing and Community Development for a Southern Rivers Watershed Enhancement Program grant for sanitary sewer improvements to the neighborhood along Lakeside Drive. The \$261,231 grant would be matched with \$63,250 in local funds. The project would install 1,800 linear feet of sanitary sewer line to correct a failing community septic system. The County had received a notice from the Virginia Department of Health concerning the failing system and considered this problem an emergency need. The project area is on the east side of U.S. Route 29, just west of the Fall Creek tributary to the Dan River. Failing septic systems in this area can drain directly into Fall Creek, which drains to the river. Five households on Lakeside Drive have connection to the failing community septic

individual lots. Other homes are anticipated to connect to the sewer line so that a total of 35 households should benefit. All are in an area with poor soil percolation characteristics for septic type wastewater treatment systems. The direct long-term benefit will be to cease the flow of untreated household wastewater from the failing community septic system. In addition, there will be long-term benefits by improving the natural water quality of Fall Creek and the Dan River. The sanitary sewer outfall on Lakeside Drive will be owned and maintained by the Pittsylvania Service Authority. There will be no acquisition or easement of property except the actual outfall from the end of the street to the existing 18-inch sanitary sewer; the line will be placed in the public right-of-way.

No adverse comments were received on the project during the Intergovernmental Review Process.

Mr. Astin made a motion, seconded by Mr. Davis, 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 RE-ADOPTION OF WPPD DRUG-FREE WORKPLACE POLICY STATEMENT - 2008--WPPDC/P(07)53

The Executive Director noted that, as part of the Economic Development Administration planning grant anticipated for submission to EDA in 2008 by the PDC, a Certification of Drug-Free Workplace Requirements was needed as required by the Drug-Free Workplace Act of 1988. In order to comply with the Act and to maintain an updated policy statement, the staff had reviewed the current policy statement and found that no changes were required.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board re-adopt the WPPD Drug-Free Workplace Policy Statement without modifications.

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 re-adopt the WPPD Drug-Free Workplace Policy Statement for 2008 without modifications.

9. CONSIDERATION OF RE-ADOPTION OF WPPD AFFIRMATIVE ACTION PLAN--2008--WPPDC/P(07)54

The Executive Director noted that, on less than a biennial basis, the Commission staff is responsible for reviewing the PDC's Affirmative Action Plan and reporting to the Board any necessary changes and subsequently present a plan or revised plan for renewal adoption. Upon reviewing the document, it had been determined that no changes were necessary at this time.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board re-adopt the WPPD Affirmative Action Plan for 2008 without modifications.

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

THE BOARD:

Voted unanimously to re-adopt the WPPD Affirmative Action Plan for 2008 without modifications.

10. ANNUAL APPLICATION FOR PLANNING FUNDS FROM THE U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION—WPPDC/P(07)52

In July 1992, the U.S. Department of Commerce, Economic Development Administration, announced the designation of the West Piedmont Planning District as an Economic Development District under the provisions of Title IV of the Public Works and Economic Development Act of 1965, as amended. In its capacity as an Economic Development District, the Planning District Commission is eligible to receive planning grant monies from the Economic Development Administration. This grant requires up to a dollar-for-dollar match, which is allocated from the PDC funds.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board adopt the resolution of intent as presented to apply for EDA funds for the period from April 1, 2008, through March 31, 2009, and to allocate Planning District Commission funds for the required match up to a dollar-for-dollar for an EDA Planning Grant.

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 adopt the resolution of intent as presented to apply for EDA funds for the period from April 1, 2008, through March 31, 2009, and to allocate Planning District Commission funds for the required match up to a dollar-for-dollar for an EDA Planning Grant.

11. AUTHORIZATION TO APPLY FOR RURAL TRANSPORTATION PLANNING ASSISTANCE FUNDS FOR FISCAL YEAR 2009—WPPDC/P(07)51

The Executive Director noted that the resolution included with the Board paper, if approved, would be included with an application to the Virginia Department of Transportation to obtain a Fiscal Year 2009 portion of funds the Department is allocating during the Fiscal Year 2009 for planning district commissions to use in continued development of a rural (non-MPO) transportation planning program. The grant request would include \$48,000 from the Department's SPR funds available and \$12,000 from the Commission in matching amounts, plus any additional amounts in carryover funds to Fiscal Year 2009 from Fiscal Year 2008 that remain unexpended and found to qualify for carryover by the Department. The funds expected from VDOT would be included in the upcoming Fiscal Year 2009 WPPDC budget and work program for personnel, indirect costs, and direct costs related to personnel costs in carrying out the program preparations. VDOT had previously allowed limited expenses for materials, software, and hardware to be used in transportation planning and the final application may include these with approval by VDOT.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board adopt the resolution as presented and to allocate the matching funds for the Rural Transportation Planning Grant Assistance for Fiscal Year 2009 as required by VDOT.

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

THE BOARD:

Voted unanimously to adopt the resolution of intent as presented to apply for VDOT Rural Transportation Planning Assistance funds for the period for Fiscal Year 2009 and to allocate the matching funds for the grant as required by VDOT.

12. UPDATE ON DEVELOPMENT OF A REGIONAL WATER SUPPLY PLAN IN CONJUNCTION WITH VA DEPARTMENT OF ENVIRONMENTAL QUALITY

The Executive Director noted that the PDC's consultant, Draper Aden of Blacksburg, was working to finish up the Phase I work efforts on the Regional Water Supply Plan. He also advised that the staff had put together a contract for Phase II work to be carried out by Draper Aden and would begin the contract negotiation process shortly. The Phase I work was principally detailed compilation of a number of categories of data and reports needed in Phase II.

THE BOARD:

Noted this report.

13. UPDATES AND REPORTS RELATED TO U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION

The Executive Director reported that the Commission staff was in the process of working on economy chapters of comprehensive plans. He also passed around an informative brochure on the Institute for Advanced Learning and Research in Danville and informed the Board that Tim and Nancy Franklin would be leaving their positions at the Institute for positions in Pennsylvania and that they would be missed by our region.

THE BOARD:

Noted this informational report.

14. UPDATE ON REGIONAL PROJECTS/ACTIVITIES RELATED TO RURAL TRANSPORTATION PLANNING PROGRAM IN CONJUNCTION WITH THE VA DEPARTMENT OF TRANSPORTATION

The Executive Director reported that the Phase I work on the Regional Rural Long-Range Transportation Plan had been completed and submitted to VDOT. He noted that staff would be attending a work session with VDOT officials and PDC staff members from across the state to kick off the Phase II work activities.

THE BOARD:

Noted this informational report.

15. YEAR 2008 REGIONAL PRIORITY TRANSPORTATION PROJECTS LIST FOR PRESENTATION TO THE COMMONWEALTH TRANSPORTATION BOARD AT REGIONAL WORKSHOPS, FALL 2007—WPPDC/P(07)62

The Executive Director updated the Board on the Salem Regional Workshop held on October 24th and noted that the Lynchburg Workshop was scheduled for October 29th. Copies of the letters for each workshop were distributed; these letters were developed using input from the local governments.

THE BOARD:

Noted this report.

16. AUTHORIZATION TO SUBMIT LETTERS OF SUPPORT AND/OR RESOLUTIONS FOR USE IN LOCAL GOVERNMENT ENHANCEMENT GRANT APPLICATIONS TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION – FISCAL YEAR 2009—WPPDC/P(07)55

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board authorize the Chairman or Vice-Chairman to co-sign requests with the Executive Director from local governments for letters of support or resolutions to be used in applications for VDOT Enhancement Grant Program funds for Fiscal Year 2009 and beyond.

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

THE BOARD:

Voted unanimously to authorize the Chairman or Vice-Chairman to co-sign with the Executive Director requests from local governments for letters of support or resolutions to be used in applications for VDOT Enhancement Grant Program funds for Fiscal Year 2009 and beyond.

17. UPDATES AND REPORTS RELATED TO THE DANVILLE MPO PROGRAM IN CONJUNCTION WITH THE VA DEPARTMENT OF TRANSPORTATION

The Executive Director advised the Board that HSMM's projects for the Danville MPO on Route 58 West for access management and on West Main and Memorial for access management were going well and should wrap up by the end of the year. He also noted that URS Corporation's work was more involved and taking longer to get substantive work accomplished. He informed the group that the MPO was close to contracting with VHB Incorporated to have access management study work done on Route 29 inside the Danville-Pittsylvania MPO Boundary and that another study was anticipated on Route 29 in the rural, non-MPO area of the corridor south of Chatham.

THE BOARD:

Noted this informational report.

18. DISCUSSION OF LEGISLATIVE LETTER FOR UPCOMING GENERAL ASSEMBLY SESSION—WPPDC/P(07)61

The Executive Director referred the Board members to last year's legislative letter which had been included in the meeting package. He informed the group that he had solicited input from the local government managers to use in developing the letter for the upcoming General Assembly Session. He also requested that Board members provide him with any input or comments prior to the next meeting.

THE BOARD:

Noted this report.

19. HIGHLIGHTS OF COMMISSION AND STAFF ACTIVITIES; OTHER BUSINESS AND REPORTS

It was reported that staff was working on an update of the Franklin County street map in conjunction with the County staff. In addition, work continued on comprehensive plan updates.

THE BOARD:

Noted this report.

20. APPOINTMENT OF REGIONAL COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE FOR 2008

Mr. Davis made a motion, seconded by Mr. Casey, to appoint the Executive Committee to serve as the Regional Community Development Block Grant Committee for 2008. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to appoint the Executive Committee to serve as the Regional Community Development Block Grant Committee for 2008.

21. NEXT MEETING

Mr. Seale made a motion, seconded by Mr. Astin, to hold the combined November-December Board meeting on December 6th at the Commission Office at 1100 Madison Street, Martinsville. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to hold the combined November-December Board meeting on December 6th at the Commission Office at 1100 Madison Street, Martinsville.

22. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 p.m.