

# WEST PIEDMONT PLANNING DISTRICT COMMISSION MINUTES

of the  
October 23, 2008, Meeting

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

## PRESENT

### HENRY COUNTY

Jim Adams  
Charlie Redd

### PATRICK COUNTY

Karl Weiss  
Ron Knight

### PITTSYLVANIA COUNTY

James Astin, Treasurer  
Henry Davis

### FRANKLIN COUNTY

Leland Mitchell  
Bobby Thompson  
Marshall Blair

### ROCKY MOUNT

Ralph Casey  
Roger Seale  
Jerry Greer

### DANVILLE

Harry Kolendrianos, Chairman

### MARTINSVILLE

Kathy Lawson  
Kim Adkins

## ABSENT

Kimble Reynolds, Jr., Vice-Chairman, Martinsville  
William Pritchett, Pittsylvania County  
Jerry Adams, Patrick County  
Paula Burnette, Henry County  
Buddy Rawley, Danville  
Gary P. Miller, Danville

## 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 and Ms. Kim Adkins, Martinsville's new citizen representative on the Board.

**2. CONFIRMATION OF MINUTES**

Mr. Adams made a motion, seconded by Ms. Lawson, to approve the minutes of the August 28, 2008, meeting. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to approve the minutes of the August 28, 2008, 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 2009 – WPPDC/P(08)49**

**THE BOARD:**

Noted this informational report.

**4. TREASURER'S REPORT: JUNE 30, 2008—WPPDC/P(08)34**

Mr. Blair 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 June 30, 2008, Treasurer's Report as presented.

**5. AUDITOR'S REPORT TO THE COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 2008—LARRY SAUNDERS, CPA—WPPDC/P(08)44**

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, 2008, 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. Mr. Saunders commended Ms. Tammy Moss, the Commission Bookkeeper, on the excellent job she does in keeping the Commission's financial records.

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, 2008.

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

Mr. Saunders also explained the negative difference of expenditures over revenues in the approved FY 2009 operating budget. He noted that there were two factors that contributed to this number. First, when comparing the proposed FY 2009 budget to the FY 2008 budget, revenues were estimated to decrease by \$10,497. Secondly, expenditures were estimated to increase by \$11,059. He stated that, in order to calculate the difference of expenditures over revenues, you take the total revenue number (\$10,497) and you subtract total expenditures (\$11,059). This gave a difference of (\$21,556) as shown on the approved FY 2009 operating budget.

**THE BOARD:**

(a) Voted unanimously to accept the Auditor's Report for the Fiscal Year ending June 30, 2008; and (b) noted Mr. Saunders' explanation of the negative difference of expenditures over revenues in the approved FY 2009 operating budget.

**6. REQUEST FOR LETTER OF SUPPORT: UNITED WAY OF MARTINSVILLE-HENRY COUNTY'S SMART BEGINNINGS PROJECT—WPPDC/P(08)51**

Mr. Astin made a motion, seconded by Mr. Greer, for the Commission to provide a letter of support for the United Way of Martinsville-Henry County's Smart Beginnings Project through funding from the Virginia Early Childhood Foundation. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to provide a letter of support for the United Way of Martinsville-Henry County's Smart Beginnings Project through funding from the Virginia Early Childhood Foundation.

**7. DEQ ENVIRONMENTAL IMPACT REPORT REVIEW: FAIRY STONE STATE PARK EQUESTRIAN CAMPGROUND – DEQ PROJECT NO. 08-205S – VA DEPARTMENT OF CONSERVATION AND RECREATION—WPPDC/P(08)53**

Mr. Astin made a motion, seconded by Mr. Davis, to make a favorable comment to the VA Department of Environmental Quality on the Environmental Impact Report on the proposed development of an equestrian campground in a section of Fairy Stone State Park in Patrick County operated by the VA Department of Conservation. Upon vote, the motion carried unanimously.

The project will be at a location near Hale Creek. There will be two phases; the first will be located some distance up the ridge, to the southwest of an old roadbed. The second will occur within five years on the northwest side of Hale Creek in an old agricultural field. The Board received a paper in the meeting package providing the details of the project and a summary of environmental effects.

**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 – 2009--WPPDC/P(08)47**

The Executive Director noted that, as part of the Economic Development Administration planning grant anticipated for submission to EDA in 2009 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. 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 re-adopt the WPPD Drug-Free Workplace Policy Statement for 2009 without modifications.

**9. CONSIDERATION OF RE-ADOPTION OF WPPD AFFIRMATIVE ACTION PLAN--2009--WPPDC/P(08)48**

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 without modifications.

Mr. Thompson 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 re-adopt the WPPD Affirmative Action Plan for 2009 without modifications.

**10. ANNUAL APPLICATION FOR PLANNING FUNDS FROM THE U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION—WPPDC/P(08)46**

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, 2009, through March 31, 2010, and to allocate Planning District Commission funds for the required match up to a dollar-for-dollar for an EDA Planning Grant.

Mr. Redd 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, 2009, through March 31, 2010, 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 2010—WPPDC/P(08)46**

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 2010 portion of funds the Department is allocating during the Fiscal Year 2010 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 2010 from Fiscal Year 2009 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 2010 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 2010 as required by VDOT with a provision that, if VDOT changes the funding amount up or down, staff can redo the resolution to reflect such change.

Mr. Seale made a motion, seconded by Ms. Adkins, to approve 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 2010 and to allocate the matching funds for the grant as required by VDOT with a provision that, if VDOT changes the funding amount up or down, staff can redo the resolution to reflect such change.

**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 II work efforts on the Regional Water Supply Plan. He also advised that the staff was putting together a contract for Phase III work to be carried out by Draper Aden and would begin the contract negotiation process shortly. He noted that the consultant was working on developing drought response plan drafts for each locality which were a required part of the Regional Water Supply Plan.

**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 beginning efforts to initiate the update of the Regional Comprehensive Economic Development Strategy (CEDS) document for the upcoming year and would be soliciting projects and other input from the localities in the upcoming months.

**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 staff had attended a VDOT-sponsored workshop to aid in carrying out the upcoming phase of the regional rural long-range transportation plan development. He also noted that, as part of the planning process, the staff had worked with local government representatives in identifying 31 detailed study locations, or "hot spots," which would be turned over to VDOT's on-call consultant for further study for inclusion in the plan. Staff had also been working on a regional deficiencies chapter to include in the plan.

**THE BOARD:**

Noted this informational report.

**15. YEAR 2009 REGIONAL PRIORITY TRANSPORTATION PROJECTS LIST FOR PRESENTATION TO THE COMMONWEALTH TRANSPORTATION BOARD AT REGIONAL WORKSHOPS, FALL 2008—WPPDC/P(07)62**

The Executive Director informed the Board that his plan was to get the final date for the Commonwealth Transportation Board meetings and then package the current list of projects to the City Managers and County Administrators after which he would update the list. He indicated that it would be necessary to be flexible, making last minute changes since some governing bodies would not be ready to take this issue up until late November.

**THE BOARD:**

**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 2010—WPPDC/P(08)50**

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board 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 2010 and beyond.

Mr. Astin made a motion, seconded by Mr. Blair, 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 2010 and beyond.

**17. UPDATE ON RAIL PASSENGER SERVICE/DRAFT STATEWIDE RAIL PLAN—WPPDC/P(08)52**

The Executive Director reported that, following up on the presentation on the State Rail Plan and the Amtrak study by Mr. Jerry Fischer of the City of Danville at the last Commission meeting, a letter had been sent to the Governor's Office regarding the Rail Plan and Amtrak Study and their recommendations. Subsequently, Secretary of Transportation Pierce R. Homer had responded to the Commission recognizing the concerns expressed and offering a meeting to discuss the Rail Plan and Amtrak Short-Term Action Report in more detail. The City staff acted to initiate further contact and set up a meeting with key parties to discuss the matters of concern at length. Following this, a meeting had been held with Mr. Kevin Page, the representative of the Virginia Department of Rail and Public Transportation; Mr. Lyle Lacy, Interim Danville City Manager; Mr. Jerry Fischer, Danville Director of Community Development; former Secretary of Transportation Whitt Clement; and the WPPD Executive Director.

The concerns for potential changes in Amtrak service to Danville, options to improving service to Danville and changes in rail infrastructure, rationale for new service from Lynchburg to the District of Columbia, potentials for Amtrak service route changes through North Carolina, and other matters were set before the group. At the end of the session, Mr. Page of the Virginia Department of Rail and Public Transportation had accumulated a list of tasks or questions to explore including further contacts and discussions with Amtrak.

Recognizing that the VDRPT representative would need some time to explore the issues, it was anticipated that the staff could file another report in the future on the rail options being explored. It was assumed that the budget environment of the present and near future would affect the rapidity at which new services would be brought into action.

**THE BOARD:**

Noted this report.

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

The Executive Director informed the Board that Hayes, Seay, Mattern & Mattern projects 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 noted that URS Corporation's work was more involved and taking longer to get substantive work accomplished. He noted that the MPO was close to completing work with VHB Incorporated to have access management study work done on Route 29 inside the Danville-Pittsylvania County MPO boundary; another study was anticipated on Route 29 but in the rural, non-MPO area of the corridor south of Chatham. He also noted that the Long-Range Plan contract had been mailed and that he would be attending a kick-off meeting in Charlottesville for the special statewide Route 29 Study.

**THE BOARD:**

Noted this informational report.

**19. OTHER REGIONAL ACTIVITIES**

The Executive Director noted that a press release had announced additional localities being added to the list of members of the Appalachian Regional Commission (ARC). Henry County, Martinsville, and Patrick County were among those localities being added to the ARC. He advised that the Virginia Department of Housing and Community Development would be the primary point of contact and lead agency for ARC activities. This new

association with a federally-sponsored organization would bring opportunities for a potential for new funding that could be utilized for economic development, community building and development, and supportive utilities and roads, for example. The participation would require an area development plan which would cite needs and desired projects to help meeting those needs. Planning District Commissions serve in a supportive planning capacity to ARC localities in Virginia and receive funding as Local Development Districts. It was noted that the Commission's role as an Economic Development District in conjunction with the U. S. Department of Commerce, Economic Development Administration, would complement the PDC's efforts to assist Henry County, Martinsville, and Patrick County with development of an ARC area development plan.

**20. DISCUSSION OF LEGISLATIVE LETTER FOR UPCOMING GENERAL ASSEMBLY SESSION**

The Executive Director updated the Board on the status of the legislative letter development, noting that he had been coordinating a review with a VACO representative as instructed at the last meeting.

**THE BOARD:**

Noted this report.

**21. HIGHLIGHTS OF COMMISSION AND STAFF ACTIVITIES; OTHER BUSINESS AND REPORTS**

The Executive Director briefed the Board on comprehensive planning and mapping activities underway in conjunction with member localities.

**THE BOARD:**

Noted this report.

**22. COMMITTEE APPOINTMENTS**

Mr. Davis made a motion, seconded by Mr. Mitchell, for the Executive Committee to serve in the capacity, as in previous years, of both the 2009 Regional Block Grant Priorities Committee and 2010 Budget and Work Program Committee. 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 2009.

**23. NEXT MEETING**

The Board agreed to hold the combined November-December Board meeting on December 11th at the Commission Office at 1100 Madison Street, Martinsville. Upon vote, the motion carried unanimously.

**THE BOARD:**

Agreed to hold the combined November-December Board meeting on December 11th at the Commission Office at 1100 Madison Street, Martinsville.

**24. CERTIFICATES OF APPRECIATION**

Mr. Seale made a motion to adopt resolutions of appreciation for the past service of Mr. Stokes Daniels and Mr. Sherman Saunders of Danville. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to adopt resolutions of appreciation for the past service of Mr. Stokes Daniels and Mr. Sherman Saunders of Danville.

**25. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:20 p.m.

Robert W. Dowd, AICP  
Executive Director