

**WEST PIEDMONT PLANNING DISTRICT COMMISSION
CORRECTED MINUTES
of the
October 27, 2011, Meeting**

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

PRESENT

HENRY COUNTY

Wes George
Jim Adams

PITTSYLVANIA COUNTY

James Astin, Treasurer

FRANKLIN COUNTY

Bobby Thompson
Leland Mitchell

MARTINSVILLE

Kathy Lawson, Chair
Kim Adkins

ROCKY MOUNT

Jerry Greer
Gregory Walker

DANVILLE

Verna Graham

PATRICK COUNTY

Karl Weiss
Lock Boyce

ABSENT

Albert K. "Buddy" Rawley, Jr., Vice-Chairman
Kimble Reynolds, Martinsville
Jerry Adams, Patrick County
Ralph Casey, Rocky Mount
Gary Miller, Danville
Bill Brush, Franklin County
James Snead, Pittsylvania County
William Pritchett, Pittsylvania County
Tommy Slaughter, Henry County

STAFF

Aaron Burdick, Executive Director
Leah Manning, Deputy Director
Jacob Bullins, Administrative Assistant

GUESTS

Amber Adams, CPA, Larry Saunders & Associates
Wayne Knox, Director of Planning & Community Development, City of Martinsville

1. CALL TO ORDER

The Chair established that a quorum was present and called the meeting to order at 7:30 p.m. She welcomed guests, Ms. Amber Adams, CPA, of Larry Saunders & Associates, and Mr. Wayne Knox, Director of Planning and Community Development for the City of Martinsville.

2. CONFIRMATION OF MINUTES OF THE AUGUST 25, 2011, MEETING—WPPDC/M(11)5

Mr. Astin made a motion, seconded by Mr. Greer, to approve the minutes of the August 25, 2011, meeting. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the minutes of the August 25, 2011, meeting.

3. REGIONAL FORUM OPPORTUNITY—COMMENTS FROM PUBLIC AND/OR COMMISSIONERS

There were no comments from the public and/or Commissioners.

4. POINTS ARISING FROM PREVIOUS MEETING

There were none.

5. 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 2012 – WPPDC/P(11)41

The Executive Director reviewed the Quarterly Report of Activities, adding that a number of data requests had been received and fulfilled during the past quarter.

THE BOARD:

Noted this informational report.

6. TREASURER'S REPORTS: JUNE 30, 2011—WPPDC/P(11)38; JULY 31, 2011—WPPDC/P(11)43; AUGUST 31, 2011—WPPDC/P(11)44

Mr. Greer made a motion, seconded by Mr. Thompson, to approve the Treasurer's Reports as presented. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the June 30, 2011; July 31, 2011; and August 31, 2011, Treasurer's Reports as presented.

7. AUDITOR'S REPORT TO THE COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 2011—AMBER ADAMS, CPA, LARRY SAUNDERS & ASSOCIATES—WPPDC/P(11)45

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, 2011, as prepared by the Certified Public Accountant firm of Larry Saunders & Associates, CPAs, was distributed with the meeting agenda. Ms. Adams 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. She 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. Ms. Adams noted that some tables had different formatting and categories, but contained the same information as in previous reports.

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, 2011.

Mr. Greer 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 accept the Auditor's Report for the Fiscal Year ending June 30, 2011, as presented.

8. CONSIDERATION OF RE-ADOPTION OF WPPDC DRUG-FREE WORKPLACE POLICY STATEMENT – 2012--WPPDC/P (11)46

As part of the Economic Development Administration planning grant anticipated for submission to EDA in 2012 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 some minor changes were required. The Executive Director noted that the unlawful use of controlled substances was added to the new policy statement as well as changes regarding all times and locations for which employees performed any employment-related duties.

At its earlier session, the Executive Committee voted unanimously to recommend that the Board re-adopt the WPPDC Drug-Free Workplace Policy Statement, as presented.

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

THE BOARD:

Voted unanimously to re-adopt the WPPDC Drug-Free Workplace Policy Statement for 2012 with modifications presented.

9. CONSIDERATION OF RE-ADOPTION OF WPPDC AFFIRMATIVE ACTION PLAN FOR 2012--WPPDC/P(11)47

It was also 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 WPPDC Affirmative Action Plan without modifications.

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 re-adopt the WPPDC Affirmative Action Plan for 2012 without modifications.

10. REGISTER OF ADMINISTRATIVE REVIEWS UNDER THE VIRGINIA INTERGOVERNMENTAL REVIEW PROCESS – SEPTEMBER/OCTOBER 2011—WPPDC/P(11)42

THE BOARD:

Noted this report.

11. INTERGOVERNMENTAL REVIEWS FOLLOWING LETTERS OF SUPPORT FROM THE EXECUTIVE DIRECTOR

a. APPLICANT: CITY OF DANVILLE FOR INDUSTRIAL REVITALIZATION FUND (IRF) GRANT APPLICATION THROUGH VA DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (DHCD) FOR PARKING FACILITY TO SERVE NEW MEDICAL CENTER IN DANVILLE'S RIVER DISTRICT—WPPDC/P(11)48

The Executive Director briefed the Board with information regarding the grant application in the amount of \$600,000 to the VA Department of Housing & Community Development for a parking facility to be utilized by staff and patients served by a new medical center that subsequently complemented the goals and objectives of the City's revitalization plans for the River District.

Mr. Astin made a motion, seconded by Mr. Thompson, to support the project and grant application. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to support the project and IRF grant application to DHCD in the amount of \$600,000.

b. APPLICANT: CITY OF MARTINSVILLE FOR INDUSTRIAL REVITALIZATION FUND (IRF) GRANT APPLICATION THROUGH VA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) FOR HENRY HOTEL RENOVATION PROJECT—WPPDC/P(11)49

Mr. Knox provided the Board with an overview of the project details, stating that the City was requesting a grant in the amount of \$600,000 from the VA Department of Housing and Community Development for assistance in \$3.9 million renovation of the historic Henry Hotel structure in Uptown Martinsville to allow for 21 apartments and additional retail space in the Uptown area. It was noted that this project closely correlated with other Uptown Revitalization Plan projects in Martinsville in conjunction with a CDBG project that the City had ongoing with DHCD.

Mr. Astin made a motion, seconded by Mrs. Adkins, to support the project and grant application. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to support the project and IRF grant application to DHCD in the amount of \$600,000.

c. APPLICANT: PATRICK HENRY COMMUNITY COLLEGE FOR APPALACHIAN REGIONAL COMMISSION (ARC) GRANT APPLICATION FOR GREEN BUILDING TRADES TECHNOLOGY & RENEWABLE ENERGY PROGRAM—WPPDC/P(11)50

The grant application information was reviewed by the Executive Director, noting that this grant in the amount of \$99,988 would be utilized to acquire vital equipment and training tools needed to implement a green technologies program that would enable training for innovative green building trades technology and renewable energy jobs in a growing industry. In addition, this program would aid in job creation and retention to help sustain the regional economy while promoting energy efficiency.

Mr. Greer made a motion, seconded by Mr. Adams, to support this program and grant application. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to support the program and ARC grant application in the amount of \$99,988.

12. UPDATE ON ADOPTION OF REGIONAL WATER SUPPLY PLAN IN CONJUNCTION WITH VA DEPT OF ENVIRONMENTAL QUALITY (DEQ)

The Executive Director advised that each participating locality, with the exception of the Town of Gretna, had formally adopted resolutions approving the West Piedmont Regional Water Supply Plan and Drought Ordinance and any contingency plans. He reported that he would submit the resolutions from each jurisdiction to DEQ and Draper Aden in order to meet the November 2 deadline. The Executive Director indicated that Gretna would hold a public hearing scheduled for November 14, 2011, to satisfy the adoption process. He added that this was acceptable to DEQ.

THE BOARD:

Noted this information.

13. UPDATE ON STATUS OF REGIONAL HAZARD MITIGATION PLAN IN CONJUNCTION WITH VA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM)

The Executive Director stated that the Commission had received a notification of approval from the Federal Emergency Management Agency (FEMA), pending the formal adoption of the West Piedmont Regional Hazard Mitigation Plan by each participating jurisdiction. He advised that each locality was in the process of scheduling public hearings, as required, and meeting dates for the adoption procedure. In addition, the Executive Director informed the Board that the Commission would be responsible for annual updates to be submitted to FEMA and VDEM beginning in January 2013.

THE BOARD:

Noted this information.

14. UPDATES AND REPORTS ON REGIONAL PROJECTS/ACTIVITIES RELATED TO:

a. APPALACHIAN REGIONAL COMMISSION

- **AUTHORIZATION FOR ANNUAL APPLICATION FOR ADMINISTRATIVE GRANT FUNDS FROM THE APPALACHIAN REGIONAL COMMISSION—WPPDC/P(11)51**

The Executive Director explained that the localities of the City of Martinsville and Counties of Henry and Patrick are eligible members of the Appalachian Regional Commission (ARC). In Virginia, planning district commissions serve as "Local Development Districts," or LDDs, with responsibilities similar to those of "Economic Development Districts," or EDDs, in conjunction with the U.S. Department of Commerce, Economic Development Administration. Currently, the West Piedmont Planning District Commission serves as an EDA-designated EDD. He noted that the West Piedmont Planning District Commission was eligible to receive an Appalachian Regional Commission planning grant for the period from January 1, 2012, through December 31, 2012. In addition, the Executive Director informed the Board that the actual grant amount and information had not been received from ARC yet, but that staff would report this information to the Board at the next meeting to be held in December.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board adopt a resolution authorizing the PDC staff to submit an application for funding to the Appalachian Regional Commission for the Planning District Commission's work in the capacity as a Local Development District and to provide the required local match for said grant.

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

THE BOARD:

Voted unanimously to adopt a resolution authorizing the PDC staff to submit an administrative grant application for funding to the Appalachian Regional Commission for the Planning District Commission's work in the capacity as a Local Development District and to provide the required local match for said grant.

- **INTERGOVERNMENTAL REVIEW: APPLICATION TO APPALACHIAN REGIONAL COMMISSION FOR PLANNING GRANT FUNDS FOR ANNUAL LOCAL DEVELOPMENT DISTRICT PROGRAM ACTIVITIES—WPPDC/P(11)52**

The Executive Director advised that, in its capacity as a Local Development District, the Planning District Commission was eligible to receive planning grant monies from the Appalachian Regional Commission. This grant required a 30% match, which was to be allocated from the PDC funds. In the past, the Planning District Commission had submitted its annual grant application to the Appalachian Regional Commission requesting \$40,004 and required a local match in the amount of \$17,144 from the Commission's funds. However, at the time of the meeting, this information was not available; staff notified the Board that the grant information would be made available at the next meeting in December. As part of the grant application, an Intergovernmental Review was required; therefore, this item was placed on the Board agenda for consideration and approval.

Mr. Thompson made a motion, seconded by Mrs. Adkins, to make a favorable comment on the request. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to make a favorable comment on the request.

b. U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION

- **ANNUAL APPLICATION FOR PLANNING FUNDS FROM THE U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION—WPPDC/P(11)53**

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, 2012, through March 31, 2013, and to allocate Planning District Commission funds for the required match up to a dollar-for-dollar amount for an EDA Planning Grant.

Mr. Astin 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 adopt the resolution of intent, as presented, to apply for EDA funds for the period from April 1, 2012, through March 31, 2013, and to allocate Planning District Commission funds for the required match up to a dollar-for-dollar amount for an EDA Planning Grant.

- **REQUEST FOR AMENDMENT TO WPPDC COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) BY CITY OF DANVILLE – COLEMAN SITE DEVELOPMENT FOR ECONOMIC DEVELOPMENT PUPROSES—WPPDC/P(11)54**

The Executive Director stated that the City of Danville had requested an amendment to the 2011 Annual West Piedmont Comprehensive Economic Development Strategy to incorporate a project for the Coleman Site development that would include improvements such as grading, sewer, and electrical infrastructure. The City would request assistance from EDA for grading costs through a Public Works grant application.

Mr. Greer made a motion, seconded by Mr. Astin, to approve the amendment request to include the City of Danville's proposed project in the 2011 Annual West Piedmont CEDS document. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to approve the 2011 Annual West Piedmont CEDS amendment request to include Danville's Coleman Site project.

- **UPDATE ON CEDS STRATEGY COMMITTEE MEETING**

The Deputy Director updated the Board on the September 27, 2011, meeting and activities regarding the newly formed Comprehensive Economic Development Strategy Committee. She reported on specific sections of the document that the Committee had reviewed and noted that the next meeting would be held on November 16.

THE BOARD:

Noted this information.

c. RURAL TRANSPORTATION PLANNING PROGRAM IN CONJUNCTION WITH THE VA DEPARTMENT OF TRANSPORTATION

- **AUTHORIZATION TO APPLY FOR RURAL TRANSPORTATION PLANNING ASSISTANCE FUNDS FOR FISCAL YEAR 2013—WPPDC/P(11)55**

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 2013 portion of funds the Department is allocating during the Fiscal Year 2013 for planning district commissions to use in continued development of a rural (non-MPO) transportation planning program. The grant request would include \$58,000 from the Department's SPR funds available and \$14,500 from the Commission in matching amounts, plus any additional amounts in carryover funds to Fiscal Year 2013 from Fiscal Year 2012 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 2013 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 2013 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. Greer made a motion, seconded by Ms. Graham, 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 2013 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.

• **UPDATE ON WORK EFFORTS IN CONJUNCTION WITH VA DEPARTMENT OF TRANSPORTATION IN DEVELOPING A REGIONAL PROJECT PRIORITY LIST**

The Executive Director informed the Board that VDOT had requested that staff prepare a list of project priorities for each locality, adding that VDOT did not require the PDC to rank the applicable projects. He reported that he had presented the project priorities to the Commonwealth Transportation Board on October 3rd at the Lynchburg meeting and on October 26th at the Christiansburg meeting. The Executive Director noted that the previous project priority list had been expanded to cite the specific plans from which each project had been included.

The Executive Director also reviewed some examples of the Inventory of Key Route description sheets for rural road projects within the district that staff had prepared. He commented that the description sheets provided more detailed information specifically needed to complete the projects and noted that VDOT staff found the description sheets very helpful. The Executive Director advised that he planned to meet with Mr. Dana Martin, with the Commonwealth Transportation Board, to review these description sheets after reviewed by the localities.

• **AUTHORIZATION TO SUBMIT LETTERS OF SUPPORT AND RESOLUTIONS FOR LOCAL GOVERNMENT ENHANCEMENT GRANT PROJECTS—FISCAL YEAR 2013—WPPDC/P(11)56**

The Executive Director requested that the Board authorize him and the Chair or Vice-Chair to submit letters of support and resolutions for local government enhancement grant projects, as has been done in the past.

He introduced the Ferrum Bridge Enhancement project to the Board and stated that if the resolution before the Board was adopted, the Executive Director and Chair would follow the procedures as described in the resolution, follow up with Franklin County, and report back to the Board as a matter of record. He noted that the project entails a pedestrian bridge, streetscape, and sidewalks to be constructed for the Ferrum Village area of Franklin County. The Executive Director stated that the grant application submitted to VDOT by Franklin County in the amount of \$900,000 would be matched with funds from the County, Ferrum College, and Ferrum Water Authority.

At its earlier session, the Executive Committee had voted unanimously to recommend that the Board authorize the Chair or Vice-Chair 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 2013 and beyond.

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

THE BOARD:

Voted unanimously to authorize the Chair or Vice-Chair 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 2013 and beyond.

d. **DANVILLE METROPOLITAN PLANNING ORGANIZATION ASSISTANCE PROGRAM IN CONJUNCTION WITH THE VA DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION**

• **UPDATE/STATUS OF MPO PROJECTS**

The Executive Director indicated that additional meetings had been scheduled for the MPO Corridor Studies in conjunction with the consultant, URS Corporation. He reported that a meeting to discuss the Route 863/Moorefield Bridge Road project would be held on November 14 at the Brosville Library, and that a meeting to discuss the Ringgold Depot Trail/Dan Riverwalk Trail connector project would be held on November 15 at the Danville Airport. The Executive Director noted that he would meet with individual stakeholders on the Route 58 Access Management Study.

THE BOARD:

Noted this report.

e. **OTHER REGIONAL ACTIVITIES**

• **WESTERN VIRGINIA TRANSPORTATION EQUIPMENT MANUFACTURING COMPETITIVENESS INITIATIVE**

The Executive Director stated that he had met with Mr. John Provo, Virginia Tech Economic Development Partner, and explained that the Mount Rogers PDC, New River Valley PDC, and Roanoke Valley-Allegheny Regional Commission were working in conjunction with Virginia Tech on the Western Virginia Transportation Equipment Manufacturing Competitiveness Initiative project that involved economic development assistance for transportation equipment manufacturers such as Volvo in those regions of Virginia. He noted that this was a potential economic development project for WPPDC to work with Mr. Provo, as the model could be applied to other business clusterings within the region, such as Goodyear in Danville.

- **HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) INITIATIVE**

Upon the request of Mrs. Adkins, the Executive Director explained that he had been researching the HIDTA program that was initiated in 2007 to obtain assistance from the federal and state government law enforcement agencies for combating drug trafficking in the region. He noted that the counties of Scott, Lee, and Wise had been designated recently for funding assistance through the HIDTA program. Mr. Weiss asked what the requirements were in order to receive the designation. Mr. Burdick replied that the only requirements were to show significant drug activity and the need for assistance.

THE BOARD:

Supported these efforts and asked the Executive Director to research the programs further.

15. 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 last year's letter had been sent to the local government administrators for input and that a Manger's Meeting was scheduled in November to discuss further with the local government managers. He reviewed the changes that had been included in the draft in the Board package, adding that the letter format had been greatly revised from previous letters to make the list more concise. He further stated that an updated letter would be presented at the December Board meeting for Board approval to be submitted to the General Assembly in January 2013.

THE BOARD:

Noted this information.

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

The Executive Director briefed the Board on the Rural Summit meeting that took place on September 12th and 13th in Richmond, noting that Mr. Thompson was a panelist on the Local Foods Initiative discussion, representing Ferrum College. He reported that Mr. Glen Sink of the Virginia Rural Center was one of the speakers at the meeting, and that Mr. Sink wanted to meet with Mr. Burdick in the near future to discuss how the Rural Center could assist with WPPDC's initiatives. Some of the topics covered during the summit included Rural Virginia competition at a global level and with urban centers in the State. He also informed the Board members that Mr. Sink was willing to speak at a future Board meeting, if desired.

He briefed the group on the Virginia Highway Safety Plan meeting that was held in Salem on September 16th, noting that the Strategic Highway Safety Plan was in the process of being updated with a draft available in the coming months (November/December). He added that there were five regions designated in Virginia and that our area was within the Southwestern Region. The Plan, developed by VDOT and DMV, emphasized roadway departures, alcohol-related incidents, intersections, speeding, young drivers, and unrestrained occupants.

The Executive Director indicated that he had attended meetings in Lynchburg (October 3rd) and Christiansburg (October 26th) to present the local and regional priorities to the Commonwealth Transportation Board. As noted earlier, the previous project priority list had been expanded to cite the specific plans from which each project had been included in an effort to help get project funding. He added that VDOT had requested more multi-modal options as possible projects.

He reported that he had addressed the Martinsville Uptown Rotary Club with a presentation on October 20th. He expressed his availability to make future presentations, upon request.

The Deputy Director reported that she and Joe Bonanno, West Piedmont PDC Regional Planner, had attended the 2011 Roanoke River Currents Watershed Conference on October 7th at Ferrum College. She provided an overview of a variety of topics that were presented including water quality monitoring conducted by Ferrum College staff and students, stormwater drainage, and other presentations.

In addition, she reviewed the Local Food Systems Conference that she had attended at Spencer-Penn Centre on October 13th, noting that presentations included discussions regarding the Farms to School projects, food distribution systems, and food safety programs such as GAP (Good Agricultural Practices) Certification among other topics.

The Deputy Director stated that she had also attended a Technical Assistance and Grant Writing Workshop sponsored by the Appalachian Regional Commission on October 27th. She commented that representatives from both federal and state agencies were in attendance and presented very helpful information regarding grant opportunities. She stressed the importance of these conferences that serve to bring a variety of key stakeholders to the same table to discuss and share valuable information.

THE BOARD:

Noted these reports.

17. APPOINTMENT OF COMMITTEES:

At the Chair's suggestion, Mr. Walker moved to appoint the Executive Committee to serve in the capacity of Budget & Work Program Committee and Regional Block Grant Priorities Committee for the upcoming year; this motion was seconded by Mrs. Adkins. Upon vote, the motion carried unanimously.

THE BOARD:

Voted unanimously to accept the appointment of the Executive Committee to serve in the capacity of Budget & Work Program Committee and Regional Block Grant Priorities Committee.

18. ESTABLISH DATE FOR NOVEMBER-DECEMBER BOARD MEETING

The Board agreed to hold its combined November-December meeting on December 8, 2011, tentatively. The final date was to be determined by the following Monday, October 31, 2011, after a check of schedules by Board members.

19. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 p.m., following a motion by Mr. Thompson and seconded by Mr. Greer.

Aaron S. Burdick
Executive Director