

**WEST PIEDMONT PLANNING DISTRICT COMMISSION  
MINUTES  
of the  
January 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  
Jim Adams

PATRICK COUNTY

David Young  
Jerry Adams  
Danny Foley

PITTSYLVANIA COUNTY

James Astin, Treasurer  
Henry Davis

MARTINSVILLE

Frank B. Fuller, Jr.  
Kathy Lawson

ROCKY MOUNT

Roger Seale

DANVILLE

Harry Kolendrianos, Chairman  
Stokes Daniels  
Sherman Saunders

FRANKLIN COUNTY

Leland Mitchell

ABSENT

Kimble Reynolds, Vice-Chairman  
Ralph Casey, Rocky Mount  
William Pritchett, Pittsylvania County  
Marshall Blair, Franklin County  
Steve Angle, Rocky Mount  
Russ Johnson, Franklin County

STAFF

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

1. **Call to Order**

The Chairman established the presence of a quorum and called the meeting to order at 7:30 p.m.

2. **Confirmation of Minutes of the December 7, 2006, Meeting—WPPDC/M(06)8**

Mr. Astin made a motion, seconded by Mr. Young, to approve the minutes of the December 7, 2006, meeting. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to approve the minutes of the December 7, 2006, meeting.

3. **Points Arising from Previous Meetings**

The Executive Director updated the Board on real estate matters regarding the 1100 Madison Street property.

**THE BOARD:**

Noted this report.

4. **Treasurer's Report: October 31, 2006—WPPDC/P(07)2**

Following the report by Treasurer Astin, Ms. Burnette made a motion, seconded by Mr. Daniels, to approve the October Treasurer's Report as presented. Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to approve the October 31, 2006, Treasurer's Report as presented.

5. **West Piedmont Planning District Commission Information Center: Quarterly Report of Activities – State Data Affiliate Center and VEC Business & Industry Data Center Programs – Second Quarter – FY 2007 – WPPDC/P(07)1**

**THE BOARD:**

Noted this informational report on data that had been requested of the PDC staff by the private and public sectors for the month of October 2006.

6. **Intergovernmental Review: Stepping Stones Incorporated – Federal Transit Administration Section 5310 Grant Application – FY 2008 – Request for Funding for Purchase of Vehicle—WPPDC/P(07)5**

Stepping Stones Incorporated had submitted an application package to the Virginia Department of Rail and Public Transportation requesting Federal Transit Administration Section 5310 funding to purchase a new fifteen-passenger van with a wheelchair lift to transport the clients of Stepping Stones Inc. as part of its day support program for adults 18 years of age and older. The total purchase cost of the vehicle is estimated to be \$45,000. The new vehicle was intended to replace Stepping Stone's existing vehicle which had over 100,000 miles and was requiring more and more service and maintenance. The agency noted that it intended to keep the older vehicle as a back up to the new vehicle which could be made available to other agencies when needs arise.

The agency indicated that it had provisions for maintaining a new vehicle. The agency head would supervise the transportation program, including documentation for vehicles and supervising drivers and aides. All drivers and van aides have training in: CPR; First Aid; Passenger Assistance; Human Rights; HIPPA; Driving Safety, and currently, Defensive Driving. The agency indicated a willingness to coordinate its transportation effort with other agencies; several agencies were noted as possible partners. The agency stated that it would employ its reserves to provide the necessary matching funds for the capital purchase being sought. Liability is provided on its transportation insurance policy.

Stepping Stones provides 11,440 passenger trips annually and runs a fixed route. Clients are transported to and from the program site in Martinsville to locations in Henry County and Martinsville, serving clients in Fieldale, Preston, Laurel Park, Stanleytown, and Horsepasture areas.

Ms. Burnette asked who would pay for the insurance on the older vehicle if it were made available to other agencies. Ms. Pamela Pritchett of Stepping Stones was present and responded that, in the event this were done, a Stepping Stones driver would have to drive the vehicle for the other agencies and the cost of insurance would have to be worked out with the other agencies.

No adverse comments had been received during the Intergovernmental Review Process.

Ms. Burnette 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.

**7. West Piedmont Planning District Commission – Work Program Activities – January 1, 2006 – December 31, 2006**

The Executive Director informed the Board that at the beginning of each year, the staff--as part of the development of the Commission's Annual Strategy Statement and Work Program and Administrative Budget in conjunction with the Executive Committee--prepared a summary of the PDC's work program activities for the previous calendar year. This information was then distributed to each local government administrator, along with a list of proposed work activities to be undertaken on their behalf during the upcoming fiscal year. All of this information was provided to keep the localities updated on the PDC's work efforts on their behalf and also to give them an opportunity to provide input for the upcoming fiscal year with regard to assistance they may need from the Commission staff.

**THE BOARD:**

Noted this report.

**8. Update on Development of a Regional Water Supply Plan in Conjunction with VA Department of Environmental Quality**

The Executive Director reported that Draper Aden was under contract to develop the regional water supply plan's Phase I work and that a kickoff meeting with the local government representatives on the technical committee had been held. At the meeting, there had been a discussion concerning the information that would need to be given to the consultants by each locality's representatives this winter and spring to keep the work on track. There had also been discussion concerning next year's program, its potential costs, and means of funding the work of the consultant over the next several years, given the lack of grant money that is actually needed and with the knowledge that in-kind cannot be used to pay the consultant over the next two years of Phases II and III. The group had also discussed the role of groundwater studies in the effort and how this might affect project costs. As a result, given the high costs and difficulty, the technical committee had decided to try to avoid groundwater studies and focus study on surface water programs where supplies are surer.

The Executive Director also advised the board that he had worked with Senator Reynolds on putting in a budget amendment to increase the funds to the Department of Environmental Quality to cover more of the county/city local share costs to conduct the development of the state-mandated local and regional water supply plans being developed across the State. He provided the Board members with an estimated local match which would be required of each locality should the region receive a \$40,000 grant as it had for the Phase I development and also without a grant.

He also presented a draft resolution (copy attached) which had been provided by the DEQ staff which the PDC staff would need to transmit to the localities for their adoption anticipating applying for Virginia DEQ grant funds for FY 2008. In parallel with this, the PDC would need to authorize submission of the application on behalf of its participating member localities to obtain DEQ grant funds for the Phase II and Phase III work on the Regional Water Supply Plan. The PDC would also need to authorize staff to contract with the firm of Draper Aden to conduct the next phase or phases of the planning work on behalf of the PDC and localities or to commence a solicitation and contract with other firms if for any reason Draper Aden could not undertake the work by reason of changed circumstances or fails to perform Phase I adequately in the opinion of the WPPDC and Grantor/DEQ. In addition, the staff would need authorization to develop the necessary official letters and/or resolutions to accomplish the first two actions just noted. Resolutions would include substantial language from the sample resolution (see attached) to address the localities' intent to apply and plan. In response to a question from Mr. Daniels, it was noted that all of these actions would be subject to the participation of the localities.

Mr. Young made a motion, seconded by Mr. Adams, to:

- Transmit the attached resolution to the member localities for their adoption for participation in the Regional Water Supply Plan with the appropriate language added for each locality;
- Authorize submission of the application to DEQ on behalf of its participating member localities to obtain DEQ grant funds for the Phase II and Phase III work on the Regional Water Supply Plan;
- Authorize staff to contract with the firm of Draper Aden to conduct the next phase or phases of the planning work on behalf of the PDC and localities or to commence a solicitation and contract with other firms if for any reason Draper Aden could not undertake the work by reason of changed circumstances or fails to perform Phase I adequately in the opinion of the WPPDC and Grantor/DEQ; and
- Authorize the PDC staff to develop the necessary official letters and/or resolutions to accomplish the actions noted above.

Upon vote, the motion carried unanimously.

**THE BOARD:**

Voted unanimously to: a) transmit the attached resolution to the member localities for their adoption for participation in the Regional Water Supply Plan with the appropriate language added for each locality; b) authorize submission of the application to DEQ on behalf of its participating member localities to obtain DEQ grant funds for the Phase II and Phase III work on the Regional Water Supply Plan; c) authorize staff to contract with the firm of Draper Aden to conduct the next phase or phases of the planning work on behalf of the PDC and localities or to commence a solicitation and contract with other firms if for any reason

Draper Aden could not undertake the work by reason of changed circumstances or fails to perform Phase I adequately in the opinion of the WPPDC and Grantor/DEQ; and d) authorize the PDC staff to develop the necessary official letters and/or resolutions to accomplish the actions noted above.

**THE BOARD:**

Noted this report.

**9. Update on General Assembly Session/WPPD Regional Legislative Letter**

The Executive Director advised the group that responses had been received from Senator Roscoe Reynolds and Delegate Ward Armstrong in followup to the Commission's legislative letter. Delegate Armstrong indicated he would be working hard for protecting our interests this year in the General Assembly. Mr. Dowd had worked with Senator Reynolds on putting in a budget amendment to increase the funds to the Department of Environmental Quality to cover more of the county/city local share costs to conduct the development of the state-mandated local and regional water supply plans being developed across the State.

**THE BOARD:**

Noted this report.

The Executive Director referred Board members to a letter dated January 25, 2007, from Benny Summerlin, Henry County Administrator, on behalf of the Board of Supervisors to area legislators concerning their opposition to certain aspects of HB 3202 and SB 1417, otherwise referred to as the transportation funding and land use reform packages. Ms. Burnette, a member of the Henry County Board of Supervisors reviewed the letter which stated that "If we [Henry County Board of Supervisors] are interpreting these pieces of legislation correctly, they would shift responsibility for upkeep and maintenance of new subdivision streets from the Commonwealth to the locality without an accompanying revenue stream. Please note that Henry County, as with most counties in the Commonwealth, has no equipment, personnel, or particular expertise in maintaining roads. This dramatic change in policy would be another piece in the longstanding Commonwealth tradition of unfounded mandates." It was noted that "the Board [of Supervisors] also expressed concern over the use of the Commonwealth's General Fund to help pay for transportation. According to research provided by the Virginia Association of Counties (VACo), such a policy would drain \$628 million from the General Fund in the next biennium, affecting resources available for core services such as education and public safety. It is the Board's [of Supervisor's] belief that new and recurring revenue streams are necessary to tackle the transportation crisis in the Commonwealth. This is the only approach that would solve these issues without creating similar problems with core services." Ms. Burnette pointed out that this is a classic example of an unfunded mandate that counties are not prepared to deal with.

Following discussion, Mr. Young made a motion, seconded by Mr. Mitchell, for the Executive Director to draft a letter expressing the WPPD Board's concern with the above-referenced matters. Upon vote, the motion carried unanimously.

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

**a. US Department of Commerce, Economic Development Administration**

The Executive Director advised that work was continuing on the development of the annual update to the Comprehensive Economic Development Strategy document and that staff had solicited projects from the localities in November.

**b. Rural Transportation Planning Program in conjunction with the VA Department of Transportation**

The Executive Director reported that the staff had held a rural transportation technical committee meeting. The committee had reviewed and endorsed a work program for the rural transportation program for the PDC for FY 2008. He informed the Board that staff would be coming back to the Board in February with the final work program after the area VDOT staff planning engineers had a chance to review its content in full. He also noted that staff would be attending a VDOT-PDC workshop on February 13 to review the requirements for the Second Phase of the Regional Rural Long Range Transportation Plan for next year. This would need to be integrated into the PDC program before next month's meeting. The technical committee had also reviewed and accepted a revised version of the Public Participation Plan for use in the rural long-range plan's development and adoption in the future. He noted that his document would also be brought to the Commission for formal adoption. In addition to these items, the technical committee also reviewed commercial, industrial, and residential growth areas that need to be identified/confirmed by the locality staffs, along with mapping of the locations for major freight generators and the key road routes that they are using now and in the future.

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

The Executive Director informed the Board that, in its capacity as Administrative Agent for the Danville MPO, staff was in the midst of working with the firm of URS Corporation in settling the cost details and setting up the pre-contract award audit with VDOT; next up would be finalizing the draft contract for review in anticipation of an approving audit by VDOT. URS would be developing several important corridor studies in Danville-Pittsylvania County growth areas.

He also noted that staff had progressed to sending out a draft contract to Hayes Seay Mattern and Mattern for the two access management studies in Danville on Route 58 West and on Memorial Drive to West Main Street. The pre-contract award audit was underway on that project's cost proposal as well.

**THE BOARD:**

Noted these reports.

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

The Executive Director updated the Board on several projects that the staff was working on including assistance with updates of comprehensive plans.

**THE BOARD:**

Noted this report.

**12. Other Business**

It was reported that the first public outreach meeting had been held on the Franklin County Access Management Guide Book Study that the PDC was conducting with the help of VHB Inc of Richmond. The meeting focused on the definition of access management and potential provisions in an access management approach to dealing with safety issues, crashes, slow downs, and congestion, with some good input from attendees. It was noted that staff would merge some of this work with the work and input received this year from the rural long-range plan effort and outreach meeting held in Franklin County in December.

**13. Adjournment**

There being no further business, the meeting was adjourned at 8:30 p.m.

Robert W. Dowd, AICP  
Executive Director