

**NEW RIVER VALLEY REGIONAL COMMISSION**  
**Minutes of the Commission Meeting**  
**held on**  
**November 17th, 2016**  
**6:00 p.m. – New River Valley Business Center, Fairlawn**

**I. CALL TO ORDER**

**PRESENT:** Mr. J. **Carpenter**, Radford University, Chair; Mr. M. **Harvey**, Vice-Chair, Montgomery County; Mr. C. **Bopp**, Pulaski County; Mr. L. **Clevinger**, Town of Pulaski; Mr. H. **Collins**, Town of Christiansburg; Mr. T. **Garrett**, Town of Narrows; Mr. F. **Gerald**, Floyd County; Dr. H. **Harvey**, City of Radford; Mr. H. **Johnson**, Town of Christiansburg; Ms. S. **Journell**, Town of Pearisburg; Mr. W. **Kantsios**, Town of Rich Creek; Mr. M. **Maslaney**, Floyd County; Mr. M. **Patton**, Town of Floyd; Mr. H. **Showalter**, Town of Christiansburg; Mr. K. **Sullivan**, Virginia Tech; and Dr. D. **Warren**, Pulaski County.

**ABSENT:** Mr. L. **Law**, Giles County, Treasurer; Mr. G. **East**, Town of Pulaski; Ms. H. **Lesko**, Town of Blacksburg; Mr. K. **Marshall**, City of Radford; Mr. R. **McCoy**, Giles County; Ms. C. **Newcomb**, Town of Blacksburg; Ms. A. **Perkins**, Montgomery County, and Mr. J. **Soileau**, Virginia Tech.

Staff Attendees: Kevin Byrd, James Jones, Janet McNew, Elijah Sharp, Christy Straight, Jennifer Wilsie and Julie Phillips.

**II. CONSENT AGENDA**

A. Approval of Minutes for October

Mr. Carpenter called for approval of the consent agenda item if there were no questions or changes.

Motion: Mr. Gerald moved for the approval of the minutes. Mr. Harvey seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for October

Mr. Carpenter called for approval of the consent agenda item if there were no questions or changes.

Motion: Mr. Sullivan moved for the approval of the Treasurer's Report. Mr. Showalter seconded the motion.

Action: Motion carried unanimously.

**III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**

A. Projects (Signed-off by the staff)

None

B. Regular Project Review

None

C. Environmental Project Review

None

**IV. PUBLIC ADDRESS**

None

## **V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**

Mr. Harvey expressed his concern about the performance of the Virginia Economic Development Partnership regarding the recently released report prepared by the Virginia Joint Legislative Audit Committee (JLARC).

## **VI. CHAIR'S REPORT**

Mr. Carpenter reported the executive committee met earlier in the month and discussed the updates to the personnel manual, the progress of GO Virginia, and the financial operations presentation. He also noted there will be three resolutions added to the agenda.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

Mr. Byrd provided a summary report in the Commission agenda packet. Mr. Byrd reported he attended a joint local government managers meeting with the New River Valley, Roanoke and Lynchburg regions earlier in the day. One of the key outcomes of the meeting was an approach to populating the new GO Virginia Regional Council. Mr. Byrd explained each PDC region will organize a roundtable discussion among regional leadership to identify seven to eight leaders to serve on the Regional Council for GO Virginia. After the Regional Council is determined, the next step will be to establish an Economic Diversification and Growth Plan for the region. The Comprehensive Economic Development Strategy (CEDS) should be a good starting point to develop the plan. If the General Assembly appropriates the funds in this upcoming session for GO Virginia projects, money will be available in July 2017, provided the Regional Council gets certified by June 30, 2017. Mr. Byrd reported staff continues to support the passenger rail advocacy group and explained NRV Rail 2020 is working on a budget amendment to move funds budgeted for FY19 into FY18 for the Rail Traffic Control Study. Mr. Byrd noted the Mayors and Chairs meeting and the New River Watershed Roundtable meeting will be held December 2<sup>nd</sup> at the Business Center.

## **VIII. OLD BUSINESS**

None.

## **IX. NEW BUSINESS**

### **A. Personnel Manual Update to Comply with Fair Labor Standards Act**

Mr. Byrd overviewed the changes proposed in the personnel manual which was included in the packet. Two minor corrections were identified since the packet was distributed, one on p.3-13, removing the word 'dismissal' and one on p. 3-15, item c. add the word 'employee'.

Motion: Mr. Patton moved to approve the personnel manual with the two changes. Mr. Johnson seconded the motion.

Action: Motion carried unanimously.

### **B. Regional Commission Financial Operations Overview**

Mr. Byrd gave a presentation explaining the Financial Operations. He outlined how the budget is built, the revenue sources and the expenses. Ms. McNew explained the details of the reports included in the monthly Treasurer's report. Mr. Byrd described what is involved in serving as the Workforce Development Board's fiscal agent and other agencies that use the Commission for bookkeeping services.

Mr. Byrd gave examples of the members return on investment from the Commission. Lastly, Mr. Byrd covered the overall financial position of the Commission. Following several years of conservative budgeting and successfully securing diverse revenue streams during each fiscal year, a fund balance exists. He asked the Commissioners to begin thinking of ways the Commission could advance significant regional needs with the resource.

C. FY16 Audit Report

Mr. Byrd overviewed the audit report included in the packet.

Motion: Mr. Harvey made a motion to approve the audit report. Dr. Warren seconded the motion.

Action: Motion carried unanimously.

D. Comprehensive Economic Development Strategy Committee

Mr. Byrd shared a list of proposed members of the CEDS committee included in the packet and called for any additional members.

Motion: Ms. Journell made a motion to approve the CEDS committee as presented. Mr. Garrett seconded the motion.

Action: Motion carried unanimously.

E. December Meeting Cancelled. Next Meeting January 26th.

F. Resolutions of Support and Appreciation

Mr. Carpenter explained a resolution of support for a Montgomery County request to VDOT under the Smart Scale Program for funding an intersection improvement at US Route 460 and Route 637 was distributed at the meeting and called for approval.

Motion: Mr. Harvey made a motion to support the resolution. Mr. Kantsios seconded the motion.

Action: Motion carried unanimously.

Mr. Carpenter presented two resolutions of appreciation for Peter Huber, Pulaski County Administrator and Kenneth Vittum, Pearisburg Town Manager, distributed at the meeting and called for approval.

Motion: Mr. Gerald made a motion to support the resolutions. Mr. Bopp seconded the motion.

Action: Motion carried unanimously.

Mr. Patton shared Dr. Jack Lewis, President of New River Community College, announced his retirement and suggested the Commission prepare a resolution of appreciation in recognition of his service to the region.

Mr. Patton made a motion that a resolution be presented to Dr. Jack Lewis.

Mr. Bopp seconded the motion.

Action: Motion carried unanimously.

Mr. Carpenter called to adjourn the meeting.

The meeting was adjourned at 7:30 pm.

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L. Joe Carpenter, Chair  
New River Valley Regional Commission