



Agenda

January 25, 2018

6:00 p.m.—New River Valley Business Center, Fairlawn

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
 - A. Approval of Minutes for November
 - B. [Approval of Treasurer's Report for November and December](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - 1. VADEQ FY18 Brownfields Assessment Grant
 - 2. NRVCS Vehicle Purchase
 - 3. NRVSS Vehicle Purchase
 - 4. Giles Health & Family Center Vehicle Purchase
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - None
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. **[EXECUTIVE DIRECTOR'S REPORT](#)**
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
 - A. [Regional Commission FY17-18 Work Program Overview](#)
 - Presentation by Regional Commission Staff
 - Commission Discussion
 - B. [Regional Commission Awards – Review Criteria and Process](#)
 - Commission Discussion
 - C. Next Meeting February 22nd at 6:00pm

All meeting materials posted on the Commission website www.nrvrc.org

The New River Valley Regional Commission provides area wide planning for the physical, social, and economic elements of the district; encourages and assists local governments in planning for their future; provides a means of coordinating federal, state, and local efforts to resolve area problems; provides a forum for review of mutual concerns; and implements services upon request of member local governments.



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

N R V R C . O R G

MEMORANDUM

To: NRVRC Board Members
From: Janet McNew, Finance Director
Date: December 20, 2017
Re: November 2017 Financial Statements

The November 2017 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY17-18 budget adopted by the Commission at the June 22, 2017 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, impact the adopted budget.

As of month-end November 2017 (41.7% of the fiscal year), overall year to date revenues are 35.28% and expenses are 35.02% of adopted budget. Monthly revenue lags expense (\$80,207) due to the number of quarter end and benchmark projects that cannot be invoiced at this time. The balance sheet entry, Net Projects, reflects this amount (\$84,712). Year to date revenue position is a positive \$13,882.

The two largest budget expense lines, Salary and Fringe, are in line with budget at 40.73% and 38.73%, respectively. We have previously reported on line items exceeding adopted budget including Printing at 61%, Media Ad/Outreach at 155%, Training/Staff Development at 70%, Insurance at 91%, and Professional Services at 65% of adopted budget. This month, Travel at 46% and Postage at 44%, slightly exceed adopted budget. Travel overage is primarily fall conference travel for EDA and Ridesolutions programs. Postage is heavy due to increased cost of mailing annual reports.

Media Ad/Outreach expenses are related to Workforce operations and are heavy due to authorized expenses for a project that closed in August. The overage in Training/Staff Development is also related to Workforce operations. Printing expense is related to production of the FY17 annual report. Insurance expenses are annual premiums. Professional Services is primarily the audit fee at \$9,240, which is cost shared with Workforce on a 50/50 basis.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pulaski | Rich Creek

Universities

Virginia Tech
Radford University

New River Valley Regional Commission
Agencywide Revenue and Expenditures - November 2017

FY17-18 Budget		(41.7% of fiscal year)			
Adopted 6/22/2017		November 2017	YTD	Under/Over	% Budget
Anticipated Revenues					
ARC	75,668.00	0.00	34,334.00	41,334.00	45.37%
ARC - Prices Fork	12,000.00	0.00	0.00	12,000.00	0.00%
ARC - Industry Mapping	35,000.00	0.00	0.00	35,000.00	0.00%
LOCAL ASSESSMENT	231,183.48	485.04	221,857.33	9,326.15	95.97%
DHCD - Administrative Grant	75,971.00	0.00	37,985.00	37,986.00	50.00%
EDA	70,000.00	0.00	35,000.00	35,000.00	50.00%
Workforce Fiscal Agent	60,000.00	0.00	40,000.00	20,000.00	66.67%
Workforce Funding	2,141,050.00	122,141.39	717,453.67	1,423,596.33	33.51%
Workforce Pathways Fiscal Agent	50,000.00	0.00	25,000.00	25,000.00	50.00%
VDOT	58,000.00	0.00	15,127.42	42,872.58	26.08%
VDOT - Rocky Knob Project	80,000.00	0.00	2,527.52	77,472.48	3.16%
Floyd Town	0.00	0.00	1,219.46	-1,219.46	0.00%
Floyd Co EDA	4,500.00	0.00	2,129.45	2,370.55	47.32%
Giles County	51,375.00	2,293.04	7,422.53	43,952.47	14.45%
Narrows Town	41,000.00	0.00	0.00	41,000.00	0.00%
Rich Creek Town	8,118.47	0.00	968.81	7,149.66	11.93%
Montgomery County	32,106.83	0.00	1,000.00	31,106.83	3.11%
Blacksburg Town	11,000.00	1,083.33	5,416.65	5,583.35	49.24%
Pulaski County	10,850.00	0.00	2,897.47	7,952.53	26.70%
Pulaski Town	40,000.00	0.00	0.00	40,000.00	0.00%
Miscellaneous (Meetings/Interest/Recovered Costs)	0.00	0.00	211.81	-211.81	0.00%
Virginia's First RIFA	25,000.00	3,083.33	11,416.65	13,583.35	45.67%
NRV MPO	34,625.00	0.00	17,142.58	17,482.42	49.51%
RV-ARC RideSolutions	33,680.00	0.00	10,185.93	23,494.07	30.24%
Dept of Conservation and Recreation	0.00	0.00	750.00	-750.00	0.00%
Dept of Environmental Quality	8,000.00	0.00	1,681.33	6,318.67	21.02%
VA Dept of Emergency Management	14,029.00	0.00	0.00	14,029.00	0.00%
VA Department of Agriculture	17,500.00	0.00	0.00	17,500.00	0.00%
VA Early Childhood Foundation	113,250.00	0.00	0.00	113,250.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	1,000.00	1,000.00	50.00%
New River Health District	25,000.00	0.00	7,754.21	17,245.79	31.02%
ReNew the New	7,330.12	0.00	0.00	7,330.12	0.00%
Smart Beginnings Fund Raising	0.00	0.00	15.00	-15.00	0.00%
Unprogrammed ARC Jan-Jun 2018	34,334.00	0.00	0.00	34,334.00	0.00%
Revenues	3,402,570.90	129,086.13	1,200,496.82	2,202,074.08	35.28%
Expenses					
Salaries	1,104,578.00	93,904.72	449,925.99	654,652.01	40.73%
Fringe Benefits	333,943.00	25,966.06	129,230.92	204,712.08	38.70%
Travel	51,650.00	4,208.89	23,951.91	27,698.09	46.37%
Office Space	68,354.00	4,475.42	23,732.50	44,621.50	34.72%
Communications	49,462.00	1,500.31	8,307.85	41,154.15	16.80%
Office Supplies	36,797.00	895.18	12,838.89	23,958.11	34.89%
Postage	2,575.00	470.65	1,138.14	1,436.86	44.20%
Printing	7,200.00	0.00	4,359.82	2,840.18	60.55%
Copier Usage/Maintenance	4,750.00	206.56	870.06	3,879.94	18.32%
Outreach/Media Adv	10,000.00	508.20	15,496.11	-5,496.11	154.96%
Equipment Rent/Copier	5,819.00	570.84	2,477.68	3,341.32	42.58%
Fleet Vehicles	8,000.00	65.09	1,547.74	6,452.26	19.35%
Dues/Publications	20,760.00	1,256.00	8,560.00	12,200.00	41.23%
Training/Staff Development	21,000.00	202.51	14,730.24	6,269.76	70.14%
Insurance	5,600.00	0.00	5,103.00	497.00	91.13%
Meeting Costs	22,000.00	651.75	4,077.13	17,922.87	18.53%
Capital Outlay (WDB)	6,500.00	0.00	-421.20	6,921.20	-6.48%
Contractual Services	1,608,656.00	73,955.95	468,895.41	1,139,760.59	29.15%
Professional Services Audit/Legal	14,500.00	132.50	9,372.50	5,127.50	64.64%
Miscellaneous/Fees	6,150.00	322.90	2,419.68	3,730.32	39.34%
Expenses	3,388,294.00	209,293.53	1,186,614.37	2,201,679.63	35.02%
Agency Balance	14,276.90	-80,207.40	13,882.45		

New River Valley Regional Commission
Balance Sheet
Period From : 07/01/2017 to 11/30/2017

Assets:

Operating Account	300,022.00
Reserve Funds - Certificate of Deposit	101,296.08
Reserve Funds - MMA	84,679.30
Accounts Receivable	478,928.85
Total Assets:	<u><u>964,926.23</u></u>

Liabilities:

Accounts Payable	77,052.76
Accrued Annual Leave	68,739.75
Accrued Unemployment	21,824.71
Expense Reimbursement	828.36
Total Liabilities:	<u><u>168,445.58</u></u>

Projects:

(Equity Accounts)	Net Projects	-84,712.26
	Current Year Unrestricted	133,262.05
	Unrestricted Net Assets	741,706.35
	Total Projects (Equity)	<u><u>790,256.14</u></u>
	Total Liabilities and Projects	<u><u>958,701.72</u></u>
	Net Difference to be Reconciled	<u><u>6,224.51</u></u>
	Total Adjustment*	6,224.51
	Unreconciled Balance	<u><u>0.00</u></u>

*YTD adjustment to Accrued Leave. Final adjustment will be posted at fiscal year end closeout.



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MEMORANDUM

To: NRVRC Board Members
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Re: December 2017 Financial Statements

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The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY17-18 budget adopted by the Commission at the June 22, 2017 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, impact the adopted budget. For example, revenue lines with a zero balance in the adopted budget section (gray area left side) are new projects and revenue sources added since budget adoption.

As of month-end December 2017 (50% of the fiscal year), overall year to date revenues are 43.32% and expenses are 43.12% of adopted budget. Monthly revenue slightly lags expense (\$1,015) due to some quarter-end and benchmark projects that cannot be invoiced at this time. The balance sheet entry, Net Projects, reflects this amount (\$55,631). Year to date revenue position is a positive \$12,867.

The two largest budget expense lines, Salary and Fringe, are in line with budget at 48.70% and 46.45%, respectively. We have previously reported line items exceeding adopted budget including Printing at 64%, Media Ad/Outreach at 159%, Insurance at 91%, and Professional Services at 65% of adopted budget.

Media Ad/Outreach expenses are related to Workforce operations and are heavy due to authorized expenses for a project that closed in August. In November, we reported a year-to-date overage of 70% in Training/Staff Development also related to Workforce operations. Workforce staff discovered they incorrectly coded a number of invoices and after the \$11,717 adjusting entry, this expense is well in line at 14%. Printing expense is related to production of the FY17 annual report. Insurance expenses are annual premiums. Professional Services is primarily the audit fee at \$9,240, which is cost shared with Workforce on a 50/50 basis.

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**New River Valley Regional Commission
Agencywide Revenue and Expenditures - December 2017**

FY17-18 Budget		(50.0% of fiscal year)			
Adopted 6/22/2017	December 2017	YTD	Under/Over	% Budget	
Anticipated Revenues					
ARC	75,668.00	0.00	34,334.00	41,334.00	45.37%
ARC - Prices Fork	12,000.00	0.00	0.00	12,000.00	0.00%
ARC - Industry Mapping	35,000.00	0.00	0.00	35,000.00	0.00%
LOCAL ASSESSMENT	231,183.48	0.00	221,857.33	9,326.15	95.97%
DHCD - Administrative Grant	75,971.00	0.00	37,985.00	37,986.00	50.00%
EDA	70,000.00	0.00	35,000.00	35,000.00	50.00%
Workforce Fiscal Agent	60,000.00	0.00	40,000.00	20,000.00	66.67%
Workforce Funding	2,141,050.00	192,518.40	909,972.07	1,231,077.93	42.50%
Workforce Pathways Fiscal Agent	50,000.00	0.00	25,000.00	25,000.00	50.00%
VDOT	58,000.00	20,253.66	35,381.08	22,618.92	61.00%
VDOT - Rocky Knob Project	80,000.00	1,169.28	3,696.80	76,303.20	4.62%
Floyd Town	0.00	1,542.08	2,761.54	-2,761.54	0.00%
Floyd Co EDA	4,500.00	2,022.48	4,151.93	348.07	92.27%
Giles County	51,375.00	550.43	7,972.96	43,402.04	15.52%
Narrows Town	41,000.00	0.00	0.00	41,000.00	0.00%
Rich Creek Town	8,118.47	0.00	968.81	7,149.66	11.93%
Montgomery County	32,106.83	0.00	1,000.00	31,106.83	3.11%
Blacksburg Town	11,000.00	1,083.33	6,499.98	4,500.02	59.09%
Pulaski County	10,850.00	4,400.84	7,298.31	3,551.69	67.27%
Pulaski Town	40,000.00	0.00	0.00	40,000.00	0.00%
Miscellaneous (Meetings/Interest/Recovered Costs)	0.00	35.06	246.87	-246.87	0.00%
Virginia's First RIFA	25,000.00	2,083.33	13,499.98	11,500.02	54.00%
New River Community College	0.00	1,616.41	1,616.41	-1,616.41	0.00%
NRV MPO	34,625.00	7,302.10	24,444.68	10,180.32	70.60%
RV-ARC RideSolutions	33,680.00	8,415.55	18,601.48	15,078.52	55.23%
Dept of Conservation and Recreation	0.00	0.00	750.00	-750.00	0.00%
Dept of Environmental Quality	8,000.00	1,572.12	3,253.45	4,746.55	40.67%
VA Dept of Emergency Management	14,029.00	8,275.59	8,275.59	5,753.41	58.99%
VA Department of Agriculture	17,500.00	8,789.62	8,789.62	8,710.38	50.23%
VA Early Childhood Foundation	113,250.00	0.00	0.00	113,250.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	1,000.00	1,000.00	50.00%
New River Health District	25,000.00	3,493.67	11,247.88	13,752.12	44.99%
ReNew the New	7,330.12	0.00	0.00	7,330.12	0.00%
New River-Highlands RC&D Council	0.00	2,000.00	2,000.00	-2,000.00	0.00%
Region I Planning & Development (WV)	0.00	6,033.29	6,033.29	-6,033.29	0.00%
Smart Beginnings Fund Raising	0.00	300.00	315.00	-315.00	0.00%
Unprogrammed ARC Jan-Jun 2018	34,334.00	0.00	0.00	34,334.00	0.00%
Revenues	3,402,570.90	273,457.24	1,473,954.06	1,928,616.84	43.32%
Expenses					
Salaries	1,104,578.00	88,019.73	537,945.72	566,632.28	48.70%
Fringe Benefits	333,943.00	25,874.00	155,104.92	178,838.08	46.45%
Travel	51,650.00	2,150.42	26,102.33	25,547.67	50.54%
Office Space	68,354.00	5,638.25	29,370.75	38,983.25	42.97%
Communications	49,462.00	1,529.24	9,837.09	39,624.91	19.89%
Office Supplies	36,797.00	1,635.38	14,474.27	22,322.73	39.34%
Postage	2,575.00	162.42	1,300.56	1,274.44	50.51%
Printing	7,200.00	239.38	4,599.20	2,600.80	63.88%
Copier Usage/Maintenance	4,750.00	240.92	1,110.98	3,639.02	23.39%
Outreach/Media Adv	10,000.00	377.00	15,873.11	-5,873.11	158.73%
Equipment Rent/Copier	5,819.00	476.71	2,954.39	2,864.61	50.77%
Fleet Vehicles	8,000.00	212.82	1,760.56	6,239.44	22.01%
Dues/Publications	20,760.00	5,502.36	14,062.36	6,697.64	67.74%
Training/Staff Development	21,000.00	-11,717.19	3,013.05	17,986.95	14.35%
Insurance	5,600.00	0.00	5,103.00	497.00	91.13%
Meeting Costs	22,000.00	958.79	5,035.92	16,964.08	22.89%
Capital Outlay (WDB)	6,500.00	0.00	-421.20	6,921.20	-6.48%
Contractual Services	1,608,656.00	152,896.85	621,792.26	986,863.74	38.65%
Professional Services Audit/Legal	14,500.00	0.00	9,372.50	5,127.50	64.64%
Miscellaneous/Fees	6,150.00	275.26	2,694.94	3,455.06	43.82%
Expenses	3,388,294.00	274,472.34	1,461,086.71	1,927,207.29	43.12%
Agency Balance	14,276.90	-1,015.10	12,867.35		

New River Valley Regional Commission
Balance Sheet
Period From : 07/01/2017 to 12/31/2017

Assets:

Operating Account	316,739.46
Reserve Funds - Certificate of Deposit	101,296.08
Reserve Funds - MMA	84,679.30
Accounts Receivable	481,887.11
Total Assets:	<u><u>984,601.95</u></u>

Liabilities:

Accounts Payable	100,389.99
Accrued Annual Leave	68,739.75
Accrued Unemployment	21,824.71
Expense Reimbursement	182.90
Total Liabilities:	<u><u>191,137.35</u></u>

Projects:

(Equity Accounts)	Net Projects	-55,631.44
	Current Year Unrestricted	103,166.14
	Unrestricted Net Assets	741,706.35
	Total Projects (Equity)	<u><u>789,241.05</u></u>
	Total Liabilities and Projects	<u><u>980,378.40</u></u>
	Net Difference to be Reconciled	<u><u>4,223.55</u></u>
	Total Adjustment*	4,223.55
	Unreconciled Balance	<u><u>0.00</u></u>

*YTD adjustment to Accrued Leave. Final adjustment will be posted at fiscal year end closeout.



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N R V R C . O R G

January 18, 2018

Executive Director's Report

Economic Development:

- The Town of Narrows received notice of funding for \$699,346 in Community Development Block Grant funds to assist in the revitalization of their downtown. They also received notice of \$392,588 in funds from the Appalachian Regional Commission (ARC) for work that is complementary to their downtown project and includes upfit of a building for an outfitter along Wolf Creek. The Commission supported the planning process and prepared grant applications for both of these awards.
- The Town of Christiansburg received an ARC award for \$35,000 to conduct downtown visioning/planning activities to support downtown becoming a cultural destination.
- GO Virginia Region 2 reviewed six projects at their meeting on January 12th and recommended five to the GO Virginia State Board for approval. Two projects involved industrial site development (grading at Commerce Park was one project); one project was for capacity building to assist a new initiative, the Valley Innovation Council; two other projects addressed talent/workforce development and talent retainment/recruitment. A second round of regional applications will open shortly with a closing date of February 28th.
- The Commission supported the town of Pulaski in their selection process for a part-time downtown coordinator. This is an important function that will drive success of their CDBG downtown revitalization effort currently underway.

Transportation:

- The NRV Rural Transportation Advisory Committee staffed by the Commission will meet on January 30th at 2:00 at the NRV Business Center. Focus will be on identifying potential Smart Scale projects (previous Six-Year Improvement Program) and walking through ranking criteria.
- The NRV Rail 2020 co-hosted a reception in Richmond on January 10th, the opening evening of the 2018 General Assembly session. Attendance was strong with legislators across the state.

Regional:

- The Regional + Local Housing Study proposal was submitted in November to the Virginia Housing Development Authority. Their primary feedback was a desire to see matching funds from local governments. The Commission is working on this item with the four counties, the city, the towns of Blacksburg, Christiansburg, Pulaski and Virginia Tech.
- The Commission submitted a proposal to the Virginia Early Childhood Foundation (Smart Beginnings NRV's primary funder) to conduct an early childhood needs-based strategic plan and development of a fiscal map, an inventory of investments in early childhood.

Commission:

- We are in the process of selecting a Finance Technician to support the volume of work associated with our fiscal agent duties for external organizations. The position closed on January 17th with a very strong applicant pool.
- I will be facilitating the Blacksburg Town Council retreat on January 25th at the Draper Mercantile in Pulaski County. Their agenda is focused on goal setting and peer learning.



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N R V R C . O R G

MEMORANDUM

To: Regional Commission Board Members
From: Kevin R. Byrd, Executive Director
Date: January 18, 2018
Re: Regional Commission FY17-18 Work Program Overview

Since the Commission will be welcoming five new members to the meeting in January, it appeared to be an opportune time for our staff to deliver an overview of the FY17-18 work program. All 12 staff members will be providing a 'lightning round' format presentation (3 minutes/3-4 slides) with the purpose of introducing themselves and the programs/projects at the Commission. This will be a high-level, quick-moving format so everyone can connect a face with a name as a resource. We hope this will generate follow up questions, discussion and a broad understanding of the Commission.



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N R V R C . O R G

MEMORANDUM

To: Regional Commission Board Members
From: Kevin R. Byrd, Executive Director
Date: January 18, 2018
Re: Annual Commission Awards Process and Criterial for Review/Discussion

In 2014 the Commission initiated an awards program. The Commission identified three award categories, established criteria and solicits nominees each year. The previous award recipients are listed at the end of the memo. Below are the award criteria and the process anticipated for the 2018 awards for review and discussion before launching the call for nominees which will be due by March 13th.

Champion of the Valley: an elected or appointed official (past or present) from within or representing the New River Valley that has made significant contributions for the betterment of the region. Focus will be on candidates that have regional impact, improve communities through their dedication, and collaborative approach.

Citizen of the Valley: an individual or organization within the New River Valley that has made significant contributions toward the betterment of the region. Focus will be on candidates that improve communities through their dedication, collaborative approach and impact.

Friend of the Valley: an individual or organization outside of the New River Valley and has made significant contributions to the betterment of the region. Focus will be on candidates that improve communities through their regional impact, dedication, and collaborative approach.

Please tell us why you think your nominee should be recognized as exemplifying one of the award categories in 750 words or less. This input will be the primary document used to select award recipients. Nominations should include examples of how the candidate contributes within the context of the proposed award category. In addition, you may want to include how the candidate impressed you or has influenced your work, what projects, positions and/or volunteer activities the candidate has been engaged with, and/or why the candidate stands out and should be recognized. Previous nominees may be resubmitted for consideration. The Regional Commission Board of Directors will select the 2018 award recipients by ballot at their meeting on March 22nd

Process:

January – Commission review award criteria and process

February – Release call for award nominees, due March 13th

March – Commission review and select award recipients

April – Contact award recipients to ensure schedule availability for May award presentation

May – Present awards at annual dinner event

Past Award Winners:**Champion of the Valley**

2014 – Joseph Sheffey (Pulaski County Board of Supervisors, retired)

2015 – Congressman Rick Boucher (9th Congressional District, retired)

2016 – Delegate Joseph Yost and William Brown (12th House District in Virginia; Montgomery County Board of Supervisors, retired)

2017 – Chris McKlarney (Giles County Administrator)

Citizen of the Valley

2014 – Dr. Charles Steger (Virginia Tech President, retired)

2015 – Mr. Ken Anderson (Anderson and Associates, retired)

2016 – Penelope Kyle, JD (Radford University President, 2005-2016)

2017 – Woody Crenshaw (Floyd Entrepreneur)

Friend of the Valley

2016 – Mary Moody Northen Foundation (Mountain Lake Lodge)

2017 – Bill Shelton (Director of the Virginia Department of Housing and Community Development)