



Agenda

April 26, 2018

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
 - A. Approval of Minutes for March
 - B. [Approval of Treasurer's Report for March](#)
- 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**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. [EXECUTIVE DIRECTOR'S REPORT](#)
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
 - A. [NRV Aging in Place Leadership Team Overview and Accomplishments](#)
Presentation by:
Tina King, NRV Area Agency on Aging
Elisabeth Willis, Town of Blacksburg
Jennifer Wilsie, NRV Regional Commission
Commission Discussion
 - B. 2018 Annual Dinner Event Update
Commission Discussion
 - C. Appointment of Nominating Committee
Appointments by Board Chair

Next Meeting May 24th 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

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MEMORANDUM

To: NRVRC Board Members

From: Janet McNew, Finance Director

Date: April 12, 2018

Re: March 2018 Financial Statements

The March 2018 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review. Financial reports are reviewed by the Executive Committee prior to inclusion in the meeting packet.

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. Another example of fluid operations are the identified revenue sources that fall short of budget. Some may not fund and will be replaced by new projects, other projects are active but may not get underway until the second half of the year resulting in revenue carried forward to next fiscal year.

As of month-end March 2018 (75% of the fiscal year), overall year to date revenues are 69.73% and expenses are 71.51% of adopted budget. Monthly revenue is positive at \$15,505, however, year to date revenue lags expense (\$50,137) primarily due to projects invoiced on a quarterly basis and benchmark projects that cannot be invoiced at this time. This amount is reflected in the balance sheet entry, Net Projects, at (\$65,980). The Accounts Receivable entry, at \$590,728, reflects the impact of Workforce activities on the agency financials. Of the Accounts Receivable total, 75% (\$442,669) are Workforce receivables and current. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible.

The two largest budget expense lines, Salary and Fringe, are in line with budget at 73.59% and 70.24%, respectively. We have previously reported line items exceeding adopted budget including Media Ad/Outreach at 177%, and Insurance at 91% of adopted budget.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

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

Higher Education

Virginia Tech
Radford University
New River Community College

New River Valley Regional Commission
Agencywide Revenue and Expenditures - March 2018

FY17-18 Budget		(75% of fiscal year)			
Adopted 6/22/2017		March 2018	YTD	Under/Over	% Budget
Anticipated Revenues					
ARC	75,668.00	34,333.00	68,667.00	7,001.00	90.75%
ARC - Prices Fork	12,000.00	2,067.00	4,944.51	7,055.49	41.20%
ARC - Industry Mapping	35,000.00	0.00	0.00	35,000.00	0.00%
LOCAL ASSESSMENT	231,183.48	0.00	226,762.83	4,420.65	98.09%
DHCD - Administrative Grant	75,971.00	0.00	56,978.00	18,993.00	75.00%
EDA	70,000.00	0.00	52,500.00	17,500.00	75.00%
Workforce Fiscal Agent	60,000.00	0.00	50,000.00	10,000.00	83.33%
Workforce Funding	2,141,050.00	247,165.13	1,601,937.80	539,112.20	74.82%
Workforce Pathways Fiscal Agent	50,000.00	0.00	37,500.00	12,500.00	75.00%
VDOT	58,000.00	15,028.39	50,409.47	7,590.53	86.91%
VDOT - Rocky Knob Project	80,000.00	416.12	4,112.92	75,887.08	5.14%
Floyd Town	0.00	4,022.26	6,783.80	-6,783.80	0.00%
Floyd Co EDA	4,500.00	885.70	5,037.63	-537.63	111.95%
Giles County	51,375.00	0.00	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	958.15	3,616.96	4,501.51	44.55%
Montgomery County	32,106.83	2,578.12	3,578.12	28,528.71	11.14%
Blacksburg Town	11,000.00	1,083.33	9,749.97	1,250.03	88.64%
Pulaski County	10,850.00	2,300.18	11,886.68	-1,036.68	109.55%
Pulaski Town	40,000.00	642.58	642.58	39,357.42	1.61%
Miscellaneous (Meetings/Interest/Recovered Costs)	0.00	66.44	506.42	-506.42	0.00%
Virginia's First RIFA	25,000.00	2,083.33	19,749.97	5,250.03	79.00%
New River Community College	0.00	935.73	2,552.14	-2,552.14	0.00%
NRV MPO	34,625.00	12,547.72	37,443.27	-2,818.27	108.14%
RV-ARC RideSolutions	33,680.00	7,879.14	26,480.62	7,199.38	78.62%
Dept of Conservation and Recreation	0.00	0.00	750.00	-750.00	0.00%
Dept of Environmental Quality	8,000.00	2,546.48	5,799.93	2,200.07	72.50%
VA Dept of Emergency Management	14,029.00	0.00	8,275.59	5,753.41	58.99%
VA Department of Agriculture	17,500.00	-208.03	8,581.59	8,918.41	49.04%
VA Early Childhood Foundation	113,250.00	0.00	19,961.50	93,288.50	17.63%
Southwest Virginia SWMA	2,000.00	0.00	2,000.00	0.00	100.00%
New River Health District	25,000.00	5,758.57	17,006.45	7,993.55	68.03%
ReNew the New	7,330.12	0.00	485.20	6,844.92	6.62%
New River-Highlands RC&D Council	0.00	0.00	2,000.00	-2,000.00	0.00%
Region I Planning & Development (WV)	0.00	11,243.45	17,276.74	-17,276.74	0.00%
Smart Beginnings Fund Raising	0.00	0.00	790.00	-790.00	0.00%
Unprogrammed ARC Jan-Jun 2018	34,334.00	0.00	0.00	34,334.00	0.00%
Revenues	3,402,570.90	354,332.79	2,372,740.65	1,029,830.25	69.73%
Expenses					
Salaries	1,104,578.00	92,415.53	812,817.35	291,760.65	73.59%
Fringe Benefits	333,943.00	26,208.47	234,566.36	99,376.64	70.24%
Travel	51,650.00	4,532.60	36,737.70	14,912.30	71.13%
Office Space	68,354.00	10,460.50	50,781.91	17,572.09	74.29%
Communications	49,462.00	2,159.21	15,192.49	34,269.51	30.72%
Office Supplies	36,797.00	3,285.06	25,956.63	10,840.37	70.54%
Postage	2,575.00	485.64	1,848.46	726.54	71.78%
Printing	7,200.00	0.00	4,955.58	2,244.42	68.83%
Copier Usage/Maintenance	4,750.00	184.55	1,535.75	3,214.25	32.33%
Outreach/Media Adv	10,000.00	613.37	17,684.53	-7,684.53	176.85%
Equipment Rent/Copier	5,819.00	476.71	4,384.52	1,434.48	75.35%
Fleet Vehicles	8,000.00	53.94	2,607.30	5,392.70	32.59%
Dues/Publications	20,760.00	456.00	15,278.36	5,481.64	73.60%
Training/Staff Development	21,000.00	1,082.61	7,004.44	13,995.56	33.35%
Insurance	5,600.00	0.00	5,103.00	497.00	91.13%
Meeting Costs	22,000.00	1,771.72	8,271.69	13,728.31	37.60%
Capital Outlay (WDB)	6,500.00	0.00	-421.20	6,921.20	-6.48%
Contractual Services	1,608,656.00	194,254.17	1,165,509.08	443,146.92	72.45%
Professional Services Audit/Legal	14,500.00	0.00	9,372.50	5,127.50	64.64%
Miscellaneous/Fees	6,150.00	388.10	3,691.33	2,458.67	60.02%
Expenses	3,388,294.00	338,828.18	2,422,877.78	965,416.22	71.51%
Agency Balance	14,276.90	15,504.61	-50,137.13		

New River Valley Regional Commission
Balance Sheet
Period From : 07/01/2017 to 3/31/2018

Assets:

Operating Account	151,054.36
Reserve Funds - Certificate of Deposit	101,296.08
Reserve Funds - MMA	84,679.30
Accounts Receivable	590,727.98
Total Assets:	<u><u>\$927,757.72</u></u>

Liabilities:

Accounts Payable	100,908.31
AFLAC Sec125 EmpWH pre-tax	-0.01
Accrued Annual Leave	68,739.75
Accrued Unemployment	23,498.49
Expense Reimbursement	307.12
Total Liabilities:	<u><u>\$193,453.66</u></u>

Projects:

(Equity Accounts)	Net Projects	-65,979.88
	Current Year Unrestricted	50,510.07
	Unrestricted Net Assets	741,706.35
	Total Projects (Equity)	<u><u>\$726,236.54</u></u>
	Total Liabilities and Projects	<u><u>\$919,690.20</u></u>
	Net Difference to be Reconciled*	<u><u>\$8,067.52</u></u>
	<i>Total Adjustments to Post*</i>	<u><u>\$8,067.52</u></u>
	Unreconciled Balance (after adjustment)	<u><u>\$0.00</u></u>

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



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N R V R C . O R G

April 19, 2018

Executive Director's Report

Economic Development:

- Commissions staff recently submitted two Community Development Block Grants (CDBG) for the towns of Pearisburg and Rich Creek. Both projects focus on downtown improvements to fascades and small business development to assist with economic transitions.

Transportation:

- NRV Rail 2020 will host a regional meeting on April 26th at 3:00 at the Christiansburg Aquatic Center. Agenda items will include updates from state/federal legislators, station ownership study process and recent marketing/outreach efforts.
- The NRV Regional Freight plan was recently completed and presented to the Metropolitan Planning Organization (MPO) Technical Advisory Committee.

Regional:

- Giles and Pulaski County are eligible for POWER funds, a federal program for coal impacted communities. The Commission is in the early stages of conceptualizing a potential broadband expansion project to provide internet service in rural areas to assist with the delivery of telehealth services. Hopefully, the model could be deployed in surrounding counties. A second project is taking shape to expand the New River Water Trail beyond Giles County. If projects materialize, deadline for submittal is July 25th.
- The Regional Commission will be co-hosting with the Community Foundation of the NRV a Funders Forum on May 3rd at Ignite in Christiansburg. The half-day workshop will include presentations from key state, federal and nonprofit funders.

Commission:

- Commission staff is providing interm staffing services for Pulaski County in their planning department as the county wraps up their search for a new Community Development Director.
- Two new employees are joining the Commission at the end of April. Meghan Pfleiderer was hired for the Smart Beginnings NRV Coordinator role. Meghan comes to us with experience in fund development, volunteer management and community engagement with the Children's Home Society of Florida based out of Orlando. She and her family recently relocated to Newport to be closer to family. Over the past year Meghan worked with the Apex Center for Entrepreneurs at Virginia Tech and coordinated their major entrepreneur challenge event.
- Kristie Warack was hired to be our next Data Systems Manager (GIS). Kristie comes to the Commission after working for Blacksburg Transit as a Data Specialist while also serving as a Naturalist for the City of Roanoke at Mill Mountain. She is currently pursuing a graduate certificate in Geospatial Information Technology at Virginia Tech.
- Annual Dinner invitations were mailed to all attendees on April 16th. The event will be on May 15th at Sinkland Farm in Riner. The dinner event will take place 6:00-8:00. Please sign up for one of three mobile workshops which are scheduled for Virginia Tech Transportation Institute (4:00), Montgomery County Animal Care and Adoption Center (4:00) and Sinkland Farm Brewery/Agritourism (4:30). Registration info is on www.nrvrc.org/annualdinner/



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MEMORANDUM

To: NRVRC Board Members

From: Jennifer Wilsie, Senior Planner

Date: April 18, 2018

Re: New River Valley Aging in Place Leadership Team

The New River Valley Aging in Place Leadership Team is a regional, multi-disciplinary group that formed out of the work of the Livability Initiative in 2011. With the staggering rise in the number of citizens ages 65 and older and the statistic that 90% of older adults want and expect to 'age in place,' the Leadership Team acknowledged that the need for older adults to successfully age in their homes and communities was a critical focus.

Since that time, the Leadership Team's activities have included two Aging in Place Workshops in 2013 and 2014 attended by 80 and 125 participants, respectively. With the success of the workshops and the valuable feedback received, the Leadership Team created the NRV Aging in Place Action Plan, with six priority action items to foster focus and momentum within the community for how to address the needs of an aging population. These six action items are 1) conduct a NRV Aging in Place housing survey, 2) Develop a Lifespan Friendly Homes program, 3) Establish a TimeBank in the NRV, 4) Attain Age Friendly Community certification, 5) Create an Aging in Place services onnector, and 6) Encourage land use policies and regulations for lifespan friendly home.

In early 2017, the Aging in Place Leadership Team was approached by AARP and the Lifelong Learning Institute (LLI) to teach a class on Aging in Place. The Leadership Team was excited for the opportunity and ultimately created a comprehensive and interactive Aging in Place Workbook that provides detailed user-friendly information across multiple important life sectors (housing, transportation, health and wellness, personal finance, and connection and growth) including detailed checklists to easily help participants identify how prepared they are to age in place over time.

Additional details and findings from the Aging in Place Workbook classes will be presented at the Regional Commission meeting Thursday, April 26th.

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