

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

January 24, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. R. Alvarez, Radford University; Mr. L. Clevinger, Town of Pulaski; Mr. F. Gerald, Floyd County; Dr. H. Harvey, City of Radford; Mr. T. Cox, City of Radford; Mr. C. Bopp, Pulaski County; Mr. J. Soileau, Virginia Tech; Dr. D. Warren, Pulaski County; Mr. T. Garrett, Town of Narrows; Mr. R. Chambers, Montgomery County; Mrs. A. Perkins, Montgomery County and; Mr. C. Via, Town of Pearisburg.

ABSENT: Mr. S. Weaver, Treasurer, Town of Christiansburg; Mrs. H. Lesko, Town of Blacksburg; Mrs. C. Newcomb, Town of Blacksburg; Mr. G. East, Town of Pulaski; Mr. G. Eaton, Town of Rich Creek; Mr. B. Nicholson, City of Radford; Mr. L. Law, Giles County; Mrs. E. Janney, Floyd County; Mr. H. Showalter, Town of Christiansburg; and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Elijah Sharp and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for November

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

Motion: Mr. Cox moved for the approval of the minutes. Mr. Sullivan seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for November and December

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

Motion: Mr. Bopp moved for the approval of the treasurer's report. Mr. Garrett seconded the motion.

Action: Motion carried unanimously.

III. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Gerald announced he brought Floyd County's contribution of memorabilia, a picture of Buffalo Mountain, to display in the PDC office. Mr. Patton reminded everyone who has not contributed a piece of memorabilia to please do so.

IV. EXECUTIVE COMMITTEE REPORT

Mr. Sullivan gave an overview of the discussion held at the executive committee meeting. He explained how the executive committee discussed the administrative and entrepreneurial services performed by the PDC staff. He

announced the PDC will now be providing administrative support and website design services to the Southwest Virginia Solid Waste Managers Association. The committee also discussed how a vacant staff position is being addressed by two contractors in order to avoid hiring a full time employee since the project is almost complete. The Committee also discussed the significance of Julie Phillips being trained to perform payroll as a backup. The Commission never had back up for this task before and this addresses key operational function of the Commission. They also discussed visiting other regions and how this would be a beneficial tool, and how it had been one of the recommendations of the assessment.

V. PUBLIC ADDRESS

None.

VI. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS

A. Projects (Signed-off by the staff)

1. [13-14] – FY2013 State Revolving Loan Funds Capitalization Application
2. New River Valley Senior Services, Inc. Application to Commonwealth of Virginia Department of Rail and Transportation to purchase (2) nine passenger raised roof with lift vehicles

B. Regular Project Review

1. Virginia Department of Agriculture and Consumer Services Pesticide Performance Partnership Grant Application FY14

Discussion: Dr. Harvey asked about the details of this grant application, Mr. Garrett also noted he would like to hear more details before approving the application. Mr. Byrd read the details of the project from the complete application and noted that complete applications are always available, but to conserve paper only a portion is included in the packet.

Motion: Dr. Harvey moved for the approval. Mr. Sullivan seconded the motion.

Action: Motion was put to vote and passed by an 11 to 1 vote, with 1 abstention, Mr. Via.

2. Department of Transportation Tier 2 Environmental Assessment – I-81 Improvement Study

Discussion: Mr. Garrett noted a lot of time has already been spent on I-81 improvements in this area.

Motion: Ms. Perkins moved for the approval and requested VDOT take into account comments from Christiansburg and those forthcoming from Montgomery County. Mr. Cox seconded the motion.

Action: Motion carried unanimously.

C. Environmental Project Review

1. VPA Permit VPA02069 Reissuance – Radford WTP land application of alum residuals at the New River Valley Airport

Discussion: Mr. Sullivan asked, “What is alum?” Dr. Warren explained it is a chemical used to treat water. He also noted that this is currently being done and there have been no complaints.

Motion: Mr. Cox moved for the approval. Dr. Warren seconded the motion.

Action: Motion carried unanimously, one abstention, Mr. Via.

2. Reissuance of VPDES Permit No. VA0024040 Riner WWTP

Discussion: Dr. Warren noted 100,000 gallons a day sounds like a lot of water and asked where the treated water ends up. Mr. Byrd explained it would ultimately end up in the New River. Mr. Via explained 100,000 gallons a day is the capability of the facility.

Motion: Ms. Perkins moved for the approval. Mr. Garrett seconded the motion.

Action: Motion carried unanimously, one abstention, Mr. Via.

3. Environmental Impact Review: Radford University - College of Humanities and Behavioral Sciences

Discussion: Mr. Alvarez gave an overview of what the building will house and where it will be located on campus. He explained this building would bring faculty in Humanities into one building opposed to the current arrangement of multiple small buildings across campus.. He also noted the review is for the environmental impact and funding for the building is still to be determined.

Motion: Mr. Sullivan moved for the approval. Mr. Soileau seconded the motion.

Action: Motion carried unanimously, two abstentions, Mr. Via and Mr. Alvarez.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He reported: All four travel plans the PDC staff provided support to develop for Safe Routes to School in the region received invitations from VDOT to apply for funding. Schools include Belview Elementary, Auburn campus, Christiansburg Primary and Elementary School in Montgomery County, and Macy McClaugherty Elementary in Pearisburg. Giles County and Pearisburg received funding to improve two boat ramps; he explained PDC staff worked with the two communities to prepare the applications. Mr. Cox noted, the City of Radford has six miles of river frontage and two boat ramps in need of repairs. He mentioned the City may be interested in working with staff next year repairing or replacing these boat ramps. Mr. Sullivan asked, "How much does a boat ramp cost?" Mr. Sharp explained the grants applied for were up to \$100,000.00. Mr. Byrd noted a memorandum was sent to all local governments inquiring about technical assistance projects for FY14, there has been interest from Pulaski County, and the Towns of Christiansburg, Narrows, and Pulaski. The NRV Livability Initiative recently completed a Community Priority Survey; the results were included in the packet. Mr. Cox explained that he would like to see the results from Radford. Mr. Byrd reported that the Planning Commissions for Montgomery County, Blacksburg and Christiansburg asked the Commission to provide an update on the NRV Livability Initiative and to facilitate a BUILT NRV planning game with the group. He reported the PDC is considering submitting a Letter of Intent to a grant program offered through the Virginia Board for People with Disabilities and asked if anyone had any objections. Mr. Garrett asked, if this information was currently available and if the project would be statewide. Mr. Byrd replied, that it is not currently available and that the final product, a training module, would be available on a state wide basis. He gave an update on the stormwater project. He reported Delegate Rush introduced legislation to postpone implementation of local stormwater programs until July 2015. Lastly he reported the PDC roadshow is continuing, Montgomery County and Giles County still need to be scheduled.

VIII. OLD BUSINESS

A. Review and Discuss Agency Assessment

Mr. Patton asked each of the commissioners if they felt they had enough time during the last meeting to prioritize the goals. Everyone replied they did feel they had enough time. Mr. Sullivan asked if there are things missing from the recommendations. Mr. Garrett noted he understood the purpose of the assessment was to set a direction for the Commissioners rather than be a philosophy for the staff. He also noted that while he still agreed with the top five prioritized goals he would not want to restrict the committee too much and he would like to hear their suggestions. All Commissioners agreed and Mr. Sullivan explained they would report back to the Commission verbally with what they plan to put into action.

IX. NEW BUSINESS

A. Transportation Program Updates

Mr. Sharp gave an overview of the Governor's Transportation Plan. He noted there are six main parts to the plan. The six parts are; replace the 17.5 cents/gallon tax with a .8% increase in state sales tax (diesel tax remains the same), increase existing sales tax commitment from .5% to .75% over 5 years, \$15 increase in registration fees, \$100 alternative fuel vehicle fee, market place equity-transportation, and market place equity-local transportation. Mr. Chambers stated that he thinks all people who drive thru Virginia should be taxed and that alternative fuel vehicles should not be additionally taxed. Mr. Garrett noted that it doesn't change the charges on people it only changes where the charges are made.

B. Review Key Legislative Items

Mr. Byrd explained that a list of the VML and VACo legislative priorities was included in the packet. He asked if anyone had any other priorities they would like presented. Mr. Clevinger expressed interest in teachers and other local government employees being able to participate in the state healthcare system.

X. OTHER BUSINESS

Mr. Patton explained that next month's regional focus will be tourism and economic development. He also noted that a guest has been invited from Roanoke Convention & Visitors Bureau.

XI. REGIONAL FOCUS

A. Overview of PDC Financial Operations

Mr. Byrd gave an overview of the financial operations. He explained each of the accounts operated by the PDC and gave the balances of each. PDC is a reimbursement business, which keeps enough operating cash for 6 months of payroll liability. He noted the PDC budget is fluid throughout year and operations are different from local government financial operation. He then explained how the budget is created each year and how the revenue is generated, followed by the PDC's matching obligations and expenses. Mr. Byrd also explained the cost allocation plan. He noted the PDC must be entrepreneurial and noted the average investment ratio for members is 9:1.

The meeting was then adjourned at 7:50 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

February 28, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. L. Clevinger, Town of Pulaski; Mrs. C. Newcomb, Town of Blacksburg; Mr. G. East, Town of Pulaski; Mr. F. Gerald, Floyd County; Mr. T. Cox, City of Radford; Mr. C. Bopp, Pulaski County; Mr. J. Soileau, Virginia Tech; Mr. B. Nicholson, City of Radford; Mr. L. Law, Giles County; Dr. D. Warren, Pulaski County; Mr. T. Garrett, Town of Narrows; Mr. R. Chambers, Montgomery County; Mrs. A. Perkins, Montgomery County; and Mrs. E. Janney, Floyd County.

ABSENT: Mr. R. Alvarez, Radford University; Dr. H. Harvey, City of Radford; Mrs. H. Lesko, Town of Blacksburg; Mr. G. Eaton, Town of Rich Creek; Mr. C. Via, Town of Pearisburg; Mr. H. Showalter, Town of Christiansburg; and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Elijah Sharp, Julie Phillips and Janet McNew.

II. CONSENT AGENDA

A. Approval of Minutes for January

Mr. Patton 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. Cox seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for January

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

Motion: Mr. Cox moved for the approval of the treasurer's report. Mr. Bopp seconded the motion.

Action: Motion carried unanimously.

III. PUBLIC ADDRESS

None.

IV. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Cox announced a steam excursion train will be coming through the City of Radford March 9th. The train will be stopped in Radford from approximately 12:00p.m. until 2:30p.m. allowing passengers to

explore the City. Ms. Newcomb announced an IMAX theater will be coming to Blacksburg in the First and Main shopping center.

V. EXECUTIVE COMMITTEE REPORT

Mr. Sullivan gave an overview of the discussion held at the Executive Committee meeting February 20th. The committee discussed the health plan options for staff and potential changes for FY14. The committee also discussed a request by an academic institution to perform a case study on the NRV Livability Initiative. The committee decided the Commission should not participate in a case study since the project is not complete. He also announced the Livability Initiative will have a leadership forum this summer; the location and date are currently being discussed.

VI. CHAIR'S REPORT

Mr. Patton thanked all localities that contributed memorabilia for display in the PDC office suite and asked those who have not to please get it to the PDC by March 31st. He also mentioned that if a Commissioner is not able to make it to the meeting please let PDC staff know with as much advance notice as possible.

VII. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS

A. Projects (Signed-off by the staff)

1. New River Valley Community Services Application to Commonwealth of Virginia Department of Rail and Transportation to purchase (4) fourteen passenger Body on Chassis Buses
2. Giles Health & Family Center Request for funds from the Commonwealth of Virginia Department of Rail and Transportation to purchase (1) fifteen passenger handicapped-accessible bus

B. Regular Project Review

None.

C. Environmental Project Review

1. V ADEQ Permit VA0075361- Mountain Lake Biological Research Station WWTP

Discussion: Mr. Law indicated the public notice for the project states the facility will release treated sewage into Little Stony Creek which terminates at the New River; he noted that Little Stony Creek sinks into karst and does not flow over land into the river. He recommended this information be considered by DEQ and reevaluate permit conditions.

Motion: Mr. Law moved for the approval with recommendation to DEQ. Ms. Newcomb seconded the motion.

Action: Motion passed unanimously.

2. INGENCO Renewable Development major source construction permit – construction of a landfill gas to electricity generating facility.

Motion: Mr. Clevinger moved for the approval. Ms. Newcomb seconded the motion.

Action: Motion carried unanimously.

VIII. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He reported: The PDC is assisting the Town of Blacksburg in a staffing capacity role for the HOME Consortium. He also spoke about the requests for technical assistance from members and noted a list of the localities that had contacted the PDC was provided in his report. The NRV Tourism website Committee met in February and expressed a desire to keep the website active. The Commission will cover the cost of website hosting for another year (approx. \$150.00). Mr. Sullivan asked, "Who provides the updates to the website, is it automatic?" Mr. Byrd explained the event section of the website is locally driven and is updated by either the chambers or a designated tourism person, but noted the committee is working with Citizens Cooperative (website designers) about automatic updates from Virginia Tourism Corporation.

Mr. Byrd made note of the PDC's new letterhead and business cards which provide a fresh look for the Commission. He will be attending an annual conference for ARC and NADO in DC mid-March. While there he will visit members of Congress representing Virginia. Mr. Byrd explained he was among a small group of directors across the country invited to attend a session hosted by the Ford Foundation on Rural Wealth Creation which will teach how to maximize local assets.

He also talked about figures Round the Mountain shared from income derived from Heartwood, there was \$250,000 income in 2012, 26% of which was from the NRV. He also spoke about the management and budget for Heartwood. Mr. Sullivan asked, "How is Heartwood doing?" Mr. Byrd replied, it is a work in progress to launch and operate such a unique facility. Some aspects are doing well and other aspects are changing based on learning experiences. Mr. Nicholson asked, "How many artisans are from the NRV?" Mr. Byrd replied the number of artisans by county that are members in RTM and have joined into Heartwood can be obtained and will provide next month.

Mr. Byrd explained he had received news from Aric Bopp at the NRV Economic Alliance that there is concern the Port of Entry at the NRV Airport may close due the retirement of staff. There will be a meeting March 6th at 3:00 pm at the Airport to discuss what this may look like. Mr. Nicholson asked, "Will it be a public meeting?" Mr. Byrd replied, "Yes." Mr. Garrett noted that if the facility is not economically viable, there needs to be a campaign to double the traffic to make economic sense to keep the port. Mr. Byrd noted cost sharing for companies using the airport might be an idea. Dr. Warren explained in the past the NRV Airport had outperformed neighboring airports. Mr. Patton asked if we need to draft a letter expressing the need for this port in the NRV. Ms. Newcomb expressed concern needs to be strongly placed. Mr. Nicholson pointed out that this will have an impact on corporations in our area. Ms. Janney expressed a need to be forceful and support this important infrastructure in the

NRV. Mr. Cox talked about the significance of the airport working with the Alliance and how the port helps attract businesses. It was decided that after the meeting on March 6th a resolution may be drafted for the Commission to consider at their meeting on March 28th, or if the issue is time sensitive, the Commission directed Mr. Byrd to draft a letter of support for the Port.

IX. OLD BUSINESS

A. Update from Agency Assessment Committee

Mr. Sullivan overviewed the preliminary report included in the packet. He noted the committee was made up of Mr. Chambers, Mr. Cox, Dr. Harvey, Mr. Law, and Mr. Nicholson. He explained the committee wanted to start with the recommendations that are already being implemented and explained the order or priority ranking does not mean one item is more important than another, it means the item will be able to be implemented faster. Mr. Sullivan gave a brief summary of each of the eight recommendations and then discussion followed. Mr. Garrett noted that one of the recommendations is to ensure each board member is providing a copy of the minutes to their locality, he noted after the minutes are approved they are six to eight weeks old. He suggested draft minutes be sent to board members by email (if available) within a few days of the meeting. Ms. Janney questioned the recommendation to change the annual dinner to an annual summit; she wanted further information on why it should be changed. Mr. Sullivan explained changing the dinner to a summit would create a learning session in the afternoon which would be attended by members of local planning commissions and a leadership session in the evening which would be attended by local and state leaders. Mr. Garret asked if October is the best time of year to host this type of event. Ms. Perkins explained how important it is to have top elected leaders who will attend the recommended Regional Mayors and Chairs meetings to communicate information back to their fellow elected officials. It was suggested that a summary of those meetings be distributed as well. Ms. Newcomb asked if the committee wants feedback tonight. Mr. Sullivan responded that the intention of the preliminary report is to give the Commissioners time to read over the recommendations and they can email feedback to Mr. Byrd which will then be forwarded to the committee. Dr. Warren noted another board he sits on emails a summary of the meeting to members within a few days of the meeting. It was decided a draft copy of the minutes will be sent out to board members and local government managers after each meeting in order to increase communication between the PDC and members.

X. NEW BUSINESS

A. Rural Transportation Work Plan for FY13-14

Mr. Sharp gave a presentation on the Rural Transportation Work Plan. He began with explaining what the Rural Transportation Work Plan is, he explained the plan includes State Planning & Research Funds, it is administered by VDOT, it is intended for non-urbanized areas or areas outside of the MPO, and it requires 20% local match. Mr. Sharp explained tasks associated with the plan, project budget, and gave an example of a local project. He explained the Route 99 Retail Feasibility Study in the Town of Pulaski is an ongoing local project. Some of the tasks associated with this project are to identify potential economic development opportunities for the Town of

Pulaski, to identify sites for redevelopment and sites for new development, to evaluate transportation enhancements, and to develop conceptual scenario plans. He then overviewed maps of the area to explain the opportunities for the Town. Mr. Sharp talked about the grant writing portion of the plan and how it is used to help localities identify funding for specific projects. Mr. Sharp explained there are 15 to 30 statewide transportation plans that are updated on a regular basis.

Motion: Ms. Perkins moved to adopt the resolution of support for FY2014 Transportation Planning Work Program. Mr. Cox seconded the motion.

Action: Motion carried unanimously.

B. Community Development Block Grant Priorities for FY13-14

Mr. Byrd overviewed a memo in the packet for FY13-14 pertaining to CDBG Priorities. He pointed out it is important to have all identified projects listed.

XI. REGIONAL FOCUS

A. Overview of Managing a Planning District Commission.

Mr. Byrd gave an overview of managing the PDC. He started with reviewing the recommendations he presented at his interview for the Executive Director position with the PDC in August 2009. He talked about focusing on internal successes and how those will transition to external successes. He noted the importance of setting individual staff as well as agency wide goals, building a tenured staff, attending member government meetings as well as sitting down with Town/City Managers and County Administrators, and creating a budget along with financial preparedness. Mr. Byrd explained the PDC has seen advances in the internal side and we are now seeing increased relationships and increases on the quality of service. He overviewed short and long range goals for the PDC. He discussed the need for a new focus on direction, operation issues and the technology plan in place. He also talked about the financial oversight and how the GMS software allows project oversight. He noted the personnel focus on retaining employees is being met by improved personnel policies that offer flexibility, by empowering employees within their projects, and by engaging employees in decisions. He explained the responsibilities he has to the board including, meeting with the Executive Committee in advance of the meeting, prep work in getting the packet together as well as other business items such as program topics or speakers. He also has individual projects and advises staff in their project management roles. He explained how new project ideas are often presented to him and how he works on the front-end of projects to figure out scope, assign to staff, create a budget, then transition to staff after funded. Mr. Byrd talked about the importance of relationships and how it is important that our communities know we understand what they are doing at a certain time, this requires a lot of "out of office" time in meetings, speaking to groups, events and one-on-one appointments. He also noted relationships with organizations such as VAPDC, SERDI, ARC, and NADO are important to bring new ideas and solutions to the region. He talked about what is on the horizon for the organization and the need for a strategic plan and encouraged the board to take the lead on topics facing the region. Finally he mentioned the need for a staffing structure in order for the agency to continue on its

performance trajectory and the ability to staff correctly so the Commission can address future needs in communities across the region. Mr. Garrett asked, “What are ages and experiences with in the PDC and are they far enough apart?” Mr. Byrd replied there are two people with over 20 years of service and several with 10 to 15 years so the agency is pretty balanced. Mr. Sullivan asked, “How long does it take to train a new hire?” Mr. Byrd replied about one to two years to learn the region and to be effective. Ms. Perkins commended Mr. Byrd making the Commission meetings worthwhile, for working with the staff to complete projects and accomplish fantastic things with in our communities, and for great leadership skills. Mr. Bopp noted that the board has good members.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Mr. Cox motioned to adjourn. Ms. Newcomb seconded the motion.

The meeting was then adjourned at 7:55 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

March 28, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. L. Clevinger, Town of Pulaski; Mrs. C. Newcomb, Town of Blacksburg; Mr. F. Gerald, Floyd County; Mr. T. Cox, City of Radford; Mr. C. Bopp, Pulaski County; Mr. J. Soileau, Virginia Tech; Mr. L. Law, Giles County; Mr. T. Garrett, Town of Narrows; Dr. H. Harvey, City of Radford; Mrs. H. Lesko, Town of Blacksburg; and Mr. H. Showalter, Town of Christiansburg.

ABSENT: Dr. D. Warren, Pulaski County; Mr. B. Nicholson, City of Radford; Mr. G. East, Town of Pulaski; Mr. R. Alvarez, Radford University; Mr. G. Eaton, Town of Rich Creek; Mr. C. Via, Town of Pearisburg; Mr. R. Chambers, Montgomery County; Mrs. A. Perkins, Montgomery County; Mrs. E. Janney, Floyd County and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Brad Mecham, Julie Phillips and Janet McNew.

II. CONSENT AGENDA

A. Approval of Minutes for February

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

Motion: Mr. Sullivan moved for the approval of the minutes. Mr. Garrett seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for February

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

Motion: Ms. Newcomb moved for the approval of the treasurer's report. Mr. Soileau seconded the motion.

Action: Motion carried unanimously.

III. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Cox noted a steam excursion train stopped in the City of Radford March 9th and brought over 500 passengers into the City. The train was well received and the gentleman who runs the excursion program noted in the past he has never had a community set up and be as proactive in providing services to the passengers as was done in the City of Radford. Mr. Showalter also noted the Town of Christiansburg

hosted a swim and dive meet at the Aquatic Center which attracted thousands of people. He also showed the memorabilia the Town of Christiansburg contributed to the PDC for their office entrance.

IV. EXECUTIVE COMMITTEE REPORT

Mr. Sullivan gave an overview of the discussion held at the Executive Committee meeting. The committee discussed the health insurance plan options for staff and ways to keep costs in control. The committee also discussed the staffing structure and a possible partnership with The Community Foundation to continue the Livability Initiative after the grant is complete in January 2014.

V. CHAIR'S REPORT

Mr. Patton noted the draft minutes for February had been sent out early and asked if all Commissioners received them, he explained this will continue and the turnaround will be within one week. He also explained the details of the possible Port of Entry closure at the NRV Airport. He explained how much a Port is expected to do annually to stay operational; the expectation is an average of 2,400 transactions. The port at the NRV Airport has an average of 94 transactions; however, the way pieces are counted has changed which does not clearly reflect actual volume for the area. He noted that we need to be supportive of the Port and keeping this economic development resource available to businesses in the New River Valley and beyond. The Commission will consider submitting a letter of support for the Port once more information is obtained from the NRV Economic Development Alliance, which requested data from the US Department of Homeland Security a couple of weeks ago. He also noted what a great job the Commission is doing serving the New River Valley.

VI. REGIONAL FOCUS

A. Roanoke Convention & Visitors Bureau Overview.

Mr. Landon Howard from the Roanoke Convention & Visitors Bureau gave a presentation and explained what a CVB is and what they do in terms of tourism infrastructure. Before beginning, Mr. Sullivan noted what the Roanoke CVB, along with Mr. Howard, is doing and how it includes more than just the Roanoke area. Mr. Howard explained a CVB is the regions' destination market organization and their job is to define the consumer brand and build an image for the area. The CVB acts as an information broker between the businesses and consumers. They focus on community, consumers, and competition to define a brand identity for the area. Mr. Howard explained the target audience for the area, along with the interests of visitors and the reasons they visit the area. He noted the most recognized brand for the Roanoke area internationally is the Blue Ridge Mountains and nationally it is Virginia Tech. He explained the Roanoke CVB is using the name Virginia's Blue Ridge to define the region. He went on to discuss how the Virginia Vacation Guide contains very limited promotion of the mountains and the need for all of western Virginia to work together on this issue extending from the Shenandoah Valley down to far southwest. Mr. Patton asked, "Who publishes the Virginia Vacation Guide?" Mr. Howard replied, "It is published by the state." Dr. Harvey asked, "If ideas related to Virginia Tech being a nationally recognized brand are positive or negative?" Mr. Howard explained all comments he has received have been positive. Ms. Newcomb asked, "What will be necessary to make the Virginia mountain region happen and be recognizable?" Mr. Howard explained the CVB is currently working with other

areas to see who is interested in working together; he also noted how an area can be marketed individually within a region depending on the needs. Mr. Sullivan asked, “Why do most tourists come to our area?” Mr. Howard replied most visitors come for outdoor activities, while some visit Roanoke for restaurants and the symphony. Mr. Howard explained visitors to the area do not see boundaries; they stay in both Roanoke and in the NRV. Mr. Sullivan asked, “How is the CVB funded?” Mr. Howard replied they are currently funded through a lodging tax agreement with local governments in their area as well as business members outside of the participating localities. Mr. Sullivan also inquired if anyone could join the Roanoke CVB. Mr. Howard indicated businesses outside of the member local governments could pay to be members and receive benefits from the CVB. Mr. Patton then thanked Mr. Howard for giving the presentation and asked Ms. Bleakly from Montgomery County Tourism Development Council if she had any additional comments. Ms. Bleakly noted she is in the final stages of completing the Tourism Strategic Plan for Montgomery County, Blacksburg and Christiansburg. During the plan development process it appears there are opportunities where Montgomery County can work with Roanoke CVB and still have their own identity and have a unique local brand when it makes sense to do so.

VII. EXECUTIVE DIRECTOR’S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He reported: The PDC staff coordinated with the MPO and Virginia Tech to host a meeting with two Commonwealth Transportation Board members to take a closer look at two projects, the Multi-Modal Facility at VT and the Southgate Drive Interchange Project. It was also noted the PDC is preparing a Bike and Pedestrian Master Plan for the MPO.

The Town of Narrows and Taylor Hollow Construction held an open house to showcase a project in downtown Narrows which consisted of renovation of a downtown building with the lower floor being leased to the Town for their town hall and the upstairs was converted to affordable housing. The housing portion of the project utilized funds from the NRV HOME Consortium. Mr. Garrett stated how important it is for a small town to have to have businesses downtown, he notes they now have a grocery store and a bank and are hoping to have more businesses on Main Street.

Mr. Byrd also reported the NRV Commerce Park secured their first tenant, Red Sun Farms. They will be investing \$30 million and create over 200 jobs in five years. He also explained due to impacts from sequestration, the PDC will be receiving a \$10,000 reduction in economic development planning funds from EDA for FY14.

Mr. Byrd explained the Livability Initiative’s interactive community survey, CrowdGauge, will launch in April and gave a list of open houses in the area to provide people without internet access so they can have an opportunity to share their priorities. He also announced the annual Planning Commissioner’s training will be held May 15th at the NRV Business Center. Mr. Patton explained that he will be present for the Planning Commissioners Training and he wants other Commissioners to join him. Mr. Byrd noted the PDC will be working with Pulaski County and the Town of Pulaski to provide technical assistance to identify whether the two governments could work together collecting tax revenue, he explained the PDC

will not offer any recommendations and only provide a report to both localities. He also reported a handout with the NRV sales at Heartwood was distributed, it shows what the average artisan revenue from items at Heartwood.

VIII. OLD BUSINESS

A. Recommendations from the Agency Assessment Committee

Mr. Sullivan explained the final report was included in the packet and noted an additional comment was received from Ms. Janney concerning the change in the annual dinner. The comment from Ms. Janney was as follows; "Floyd County members strongly disagree and are opposed to changing the time for this meeting. The dinner is not the subject but the time is. Our members are working public jobs in the afternoon. It is not always possible to take time off from work and be able to keep a job. They do value the opportunity they currently have being able to share with the other counties. I thought the elected officials should be meeting with their constituents and have been included in our meetings." Mr. Garrett noted the dinner in the past has focused on local Planning Commissioners and asked if they will continue to be invited as they are not listed on the target audience in the recommendation. Mr. Sullivan replied, "Yes they will be included, the intent is to have more of a training session in the afternoon and a gathering of the region in the evening rather than a dinner where each locality would present." Mr. Gerald noted how in the past each community has given a report and he would like that to continue. Mr. Sullivan explained that the intent is to change the event but not to exclude. Ms. Lesko noted that if the target audience is too large it will be hard to find a space to accommodate everyone and noted that it changes the dynamic to include everyone. Mr. Patton noted that it does change; however, it does not mean that anyone will be left out and it will make the entire event better overall.

Motion: Mr. Sullivan moved to approve the recommendation of accepting the Agency Assessment Subcommittee report as presented. Ms. Newcomb seconded the motion.

Amended Motion: Mr. Garrett made a motion to amend the previous motion to hold item two, changes to the annual dinner, until it is discussed further and vote on it at the April meeting. Mr. Cox seconded the amended motion.

Further Discussion: Mr. Patton expressed how this item is very important to him and there is a need to change and explained how all concerns have been honored. Ms. Newcomb noted there is room for improvement within the current dinner structure. Mr. Lesko asked if there is a time limit on the vote. Mr. Patton replied, "No." Mr. Sullivan noted all committee meetings have been open session, everyone was encouraged to comment, and the goal is to reformat the organization into a regional body that convenes.

Action: A roll call vote was conducted on the amended motion:

Mr. Bopp - yes

Mr. Clevinger - no

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - abstain

Dr. Harvey - yes

Mr. Law - yes

Ms. Lesko - yes

Ms. Newcomb - no

Mr. Patton - no

Mr. Showalter - no

Mr. Soileau - no

Mr. Sullivan - no

Mr. Weaver - no

Motion fails; 7 to 6 vote, one abstention.

Action: A roll call vote was conducted on the original motion:

Mr. Bopp - yes

Mr. Clevinger - yes

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - no

Dr. Harvey - yes

Mr. Law - yes

Ms. Lesko - yes

Ms. Newcomb - yes

Mr. Patton - yes

Mr. Showalter - yes

Mr. Soileau - yes

Mr. Sullivan - yes

Mr. Weaver - yes

Motion passed; 13 to 1 vote.

IX. NEW BUSINESS

Mr. Patton began implementing the Agency Assessment Committee's report as follows; item one, Mayors and Chairs meeting, Mr. Byrd will identify a date for the first meeting to take place in the new fiscal year. Item two: Mr. Patton named himself and Dr. Harvey as co-chairs for the NRV Annual Summit, the committee will be determined at another date. Item six, Conduct Fact-Finding Field Visits: Mr. Patton named a committee to report back to the Commission with a complete recommendation as soon as possible. The committee will be Mr. Clevenger, Chair, along with Mr. Garrett, Ms. Perkins, and Mr. Soileau. Item seven, GIS services: There will be a task force

which will include people outside of the Commission as well as board members; the Chair will be Ms. Lesko.

A. Review CEDS Goals, Objectives, and Ranking Criteria

Mr. Mecham gave a presentation on the CEDS Goals, Objectives, and Ranking Criteria. He explained the CEDS is done every year and is sent to the Economic Development Administration (EDA) to identify projects that will benefit the region. He noted the reason the CEDS is done is to qualify projects for EDA funding and provide vision for the regions' economic future. He gave some examples of projects that received EDA funds because they were identified in the CEDS such as, the Corporate Research Center at VT, local hospitals, and most recently a multi-tenant business building within the Floyd County Commerce Park. Mr. Mecham explained the CEDS is created by the CEDS committee and noted that by law there is 51% or more private sector representation. He then overviewed some of the surveys used to determine the needs of the area. The Workforce Investment Board provided a Skills Gap survey which identified the top five soft skills and top seven technical skills needed by employers. The cluster analysis also identified some of the strong economic sectors of the region. The Livability Initiative Community Priority Survey helped identify goals, objectives & strategies by locality. He then explained the goals this year are condensed into seven key areas and the ranking structure for the CEDS is proposed to remain unchanged.

Discussion: Mr. Sullivan asked if the concern or problem of individuals not passing drug testing has come up. Mr. Mecham explained that it is a problem and noted one industry on the CEDS committee brought a different perspective to the committee this by explaining they eliminate 50-60% of applicants because of reading comprehension skills. Ms. Newcomb expressed that this is a problem that needs to be brought to the local school boards attention. Mr. Mecham noted there are two school systems with representatives on the CEDS committee. Mr. Patton asked if each locality is represented on the CEDS committee. Mr. Mecham noted the committee could use more representation from Giles County. Mr. Sullivan expressed a need for the Commission to promote awareness of the NRV and explained this board can be a bridge for our region.

X. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS

A. Projects (Signed-off by the staff)

1. Pulaski County Skyview Sewer Project

B. Regular Project Review

None.

C. Environmental Project Review

1. [13-09] - V ADEQ Pollution Prevention

Motion: Mr. Sullivan moved for the approval with recommendation to DEQ. Dr. Harvey seconded the motion.

Action: Motion passed unanimously.

XI. PUBLIC ADDRESS

None.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Ms. Newcomb motioned to adjourn. Mr. Soileau seconded the motion.

The meeting was then adjourned at 8:05 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

April 25, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. L. Clevinger, Town of Pulaski; Mr. C. Bopp, Pulaski County; Mr. J. Carpenter, Radford University; Mr. R. Chambers, Montgomery County; Mr. G. East, Town of Pulaski; Mr. G. Eaton, Town of Rich Creek; Mr. T. Garrett, Town of Narrows; Mr. F. Gerald, Floyd County; Mrs. E. Janney, Floyd County; Mr. J. Soileau, Virginia Tech; Mr. L. Law, Giles County; Dr. H. Harvey, City of Radford; Mrs. H. Lesko, Town of Blacksburg; Dr. D. Warren, Pulaski County and Mr. J. Vanhoozier, Town of Christiansburg.

ABSENT: Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mrs. C. Newcomb, Town of Blacksburg; Mr. B. Nicholson, City of Radford; Mr. C. Via, Town of Pearisburg; Mr. T. Cox, City of Radford; Mrs. A. Perkins, Montgomery County and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Brad Mecham and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for March

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

Mr. Patton noted on page 6 of the minutes the first line should read, "There will be a task force which will include people outside of the Commission as well as board members."

Motion: Ms. Lesko moved for the approval of the minutes, with the changes noted by Mr. Patton. Mr. Gerald seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for February

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

Motion: Mr. Garrett moved for the approval of the treasurer's report. Dr. Harvey seconded the motion.

Action: Motion carried unanimously.

III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS

A. Projects (Signed-off by the staff)

1. EDA Planning Assistance FY14

B. Regular Project Review
None.

C. Environmental Project Review
None.

IV. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. East noted the Town of Pulaski is currently working on their budget process. Mr. Gerald stated Floyd County has finalized their budget for next year. He also said Floyd County will not have to raise taxes for its residents. Mr. Patton shared an article that was published in Antique Week, which is a national publication, featuring an auction which Mr. Clevinger served as a coin appraiser.

V. EXECUTIVE COMMITTEE REPORT/CHAIR'S REPORT

Mr. Patton welcomed Mr. Carpenter, the Commission's representative from Radford University. Mr. Patton called for the Commission to adopt a resolution of appreciation for Mr. Alvarez, the previous representative from Radford University.

Motion: Mr. Soileau moved for the adoption of the resolution. Mr. Eaton seconded the motion.

Action: Motion carried unanimously.

Mr. Patton also welcomed Mr. Vanhoozier, who attended the meeting in Mr. Showalter's place for the Town of Christiansburg. Mr. Patton gave an overview of the discussion at the Executive Committee meeting. At the April meeting the committee primarily discussed next year's budget and the impact of sequestration. He explained they also discussed the staff position at the Port of Entry in Dublin and noted a letter of support has been sent to U.S. Customs and Border Protection. Lastly, Mr. Patton announced the VAPDC conference this summer will be held July 25-27 and explained the commission can send 3 additional board members. Also, the annual Planning Commissioner training event will be May 15th at the NRV Business Center and board members are encouraged to attend.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A. Regional Transit Coordinating Council Future Meeting Schedule

Mr. Byrd noted a memo was included in the packet. He also noted the feedback received from the group has been positive and the meetings were valuable to the participants. As the memo indicates, the Transit Coordinating Council would like to continue their efforts for another two years.

Mr. Patton called for the Commission to approve the request from the Transit Coordinating Council by extending the meetings for another two years.

Motion: Ms. Lesko moved for the approval. Dr. Warren seconded the motion.

Action: Motion carried, one abstention, Mr. Vanhoozier.

B. Review CEDS Project List

Mr. Mecham gave an overview of the CEDS project list for this year. He explained projects are identified by local governments in the region and the CEDS committee. He noted that of the projects listed, eleven are complete and fifteen have been funded or are currently underway. He also noted that total funding for the completed or underway projects in the region is \$107,000,000.

Discussion: Ms. Lesko asked, "Why do projects that are ranked the highest not have dedicated responsible agencies?" Mr. Byrd replied, "They are ranked on project readiness and if it is lacking responsible agents or partners it is something that can be lacking but the project has been identified by the CEDS committee or others as a project of value." Dr. Warren noted that on the handout provided at the meeting the project names Skyview Subdivision/Fairgrounds Area Sewer should not include Fairgrounds Area since that was reduced from the scope of work. Dr. Warren also noted the Fairgrounds still needs sewer improvements.

VIII. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He further reported on the following: The Southwest Creative Economy Conference will be held September 19-20 in Abingdon and noted a new effort "Appalachian Spring" will be highlighted at this conference. The PDC is facilitating a brokerage agreement between four public utility providers, Peppers Ferry Wastewater Treatment, Pulaski County PSA, Blacksburg-Christiansburg-VPI Water Authority and Montgomery County PSA, for the purposes of a utility conduit under the Rt. 114 Bridge. The public utility providers, which are parties to an agreement with the PDC for the utility conduit, are currently in discussions with their respective boards about participation in the project. Mr. Byrd explained the Livability Initiative is currently conducting NRV Tomorrow survey outreach meetings, with an average of 10 or 15 people attending each meeting. He noted the letter that went out in support of the Port of Entry was based on a template the alliance put together and stated if any local government would like the template he will provide it to them. The New River Symposium, an annual meeting focusing on the watershed from NC to WV, will be held May 30-31 at Radford University and 3 PDC staff members will highlight recent work at the Commission. He noted two staff members were invited, and attended, a conference in South Carolina to present their work based on the value their approaches would bring to other regions of the country. The memorabilia from Commission members is almost complete and at the next meeting in May the Commission will be invited to walk down to see the entrance area to the office. Lastly, he explained the budget will be presented a little differently this year, next year's budget will be presented in May and the revised budget will be presented in June.

IX. REGIONAL FOCUS

A. Montgomery County, Blacksburg, Christiansburg Tourism Overview

Ms. Lisa Bleakley, Executive Director, Montgomery County Regional Tourism Office gave a presentation and overview of the operations at the tourism office. She explained the Montgomery County Tourism Office was established in 2011 and in the fall of 2012 she was hired as the first Director. She highlighted the different tourism assets with examples from Blacksburg, Christiansburg and Montgomery County. She noted the partnerships between Blacksburg, Christiansburg and Montgomery County and the surrounding areas. She explained that it will take all localities working together to create a successful tourism program.

B. A video on Appalachian Spring, which is a rural jobs accelerator grant program, was shown by Mr. Byrd. The video gave an overview of the different recreation assets in southwest Virginia as well as the history in the region. Mr. Byrd explained the program is about building recreation resources for the purposes of economic development and enhancing quality of life. A project administrator has been hired to focus on economic metrics. The project will look back at economic indicators from 2002, the year before The Crooked Road started, to evaluate whether any economic changes can be attributed to the creative economy. The concept right now is for this to be a sister organization to The Crooked Road and 'Round the Mountain, but for recreation. He explained this is a 3 year planning process and it will engage communities about assets they would like developed. The project will also work with Virginia Community Capital and People Inc. to develop creative lending solutions for businesses. Planning Districts will be involved by holding community meetings.

X. PUBLIC ADDRESS

None.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Ms. Janney motioned to adjourn. Mr. Bopp seconded the motion.

The meeting was then adjourned at 7:05 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

May 23, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. L. Clevinger, Town of Pulaski; Mr. C. Bopp, Pulaski County; Mr. J. Carpenter, Radford University; Mr. B. Nicholson, City of Radford; Mr. T. Garrett, Town of Narrows; Mr. F. Gerald, Floyd County; Mr. L. Law, Giles County; Dr. H. Harvey, City of Radford; Mrs. H. Lesko, Town of Blacksburg; Mr. T. Cox, City of Radford and Mrs. A. Perkins, Montgomery County.

ABSENT: Mr. S. Weaver, Treasurer, Town of Christiansburg; Mrs. C. Newcomb, Town of Blacksburg; Mr. R. Chambers, Montgomery County; Mr. G. East, Town of Pulaski; Mr. G. Eaton, Town of Rich Creek; Mrs. E. Janney, Floyd County; Mr. J. Soileau, Virginia Tech; Mr. C. Via, Town of Pearisburg; Dr. D. Warren, Pulaski County and Mr. H. Showalter, Town of Christiansburg and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Brad Mecham and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for April

Mr. Patton 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. Carpenter seconded the motion.

Action: Motion carried, two abstentions, Mr. Cox and Mr. Nicholson.

B. Approval of Treasurer's Report for April

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

Motion: Mr. Cox moved for the approval of the treasurer's report. Mr. Sullivan seconded the motion.

Action: Motion carried unanimously.

III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS

A. Projects (Signed-off by the staff)

1. USDA Grant Application – New River Community Action

B. Regular Project Review

None.

C. Environmental Project Review

1. Columbia Gas Transmission, LLC. - Notice of Intent to prepare an Environmental Assessment for the Giles County Project.

IV. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Law stated that Mountain Lake has been plugged and is filling up. He also noted that Pembroke Telephone Cooperative is at 98% coverage for their area and has paid out \$568,000.00 this year back to their members which makes a total of over \$9 million paid back. Mr. Law also explained that Pemtel Telephone gained two land lines last year which is an interesting statistic considering the increase of cell phone use. Mr. Cox noted that the Radford Theater has been bought by three entrepreneurs and is currently being revitalized. Mr. Bopp noted the Raymond Radcliffe Museum in Pulaski is open. Mr. Carpenter noted Radford University's graduation went well and indicated Delegate Yost, a Radford University Alumni, provided the commencement address. He also talked about the construction on campus. Currently Radford University is working on an 114,000 square foot student fitness center as well as a new science building. Mr. Patton talked about his experiences at the New River Community College pinning ceremony for nurses and graduation.

V. EXECUTIVE COMMITTEE REPORT

Mr. Patton called for a motion to cancel the July meeting unless business arises that requires a meeting.

Motion: Mr. Bopp moved to cancel the July meeting. Mr. Sullivan seconded the motion.

Action: Motion carried unanimously.

Mr. Patton also explained that the executive committee proposed the current officers to remain in their positions for the next fiscal year which includes Mr. Patton, Chair; Mr. Sullivan, Vice-Chair; Mr. Weaver, Treasurer; Mr. Clevinger, At-Large and Ms. Lesko, Past Chair. The slate of officers will be voted on at the June meeting.

VI. CHAIR'S REPORT

Mr. Patton reminded the Commissioner's the VAPDC annual conference is July 25 - 27 at Wintergreen. He also thanked those Commissioners who attended the Planning Commissioner Training event. Mr. Patton noted he and Dr. Harvey began planning the annual dinner meeting and explained this year will be a transition into a larger event for 2014 which will mark 45 year anniversary of the Commission. He noted the annual dinner meeting will be held in September or October of 2013.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

A. CEDS 2014 Project Package and Report

Mr. Mecham highlighted some of the major changes in the complete CEDS report. He explained the cluster analysis shows what sectors are growing and what sectors are losing specialization and how that is incorporated into the CEDS this year. He also noted the goals and objectives have been condensed from about thirteen pages down to four to make it more user friendly. There will be a consumer version of the CEDS prepared again this year. He stated the PDC received letters of support from the four counties and the city of Radford. Mr. Mecham explained next years' CEDS will be a five year update and there will be more input from the CEDS committee, Commissioners, and the public.

Mr. Mecham also talked about services the PDC provides on a routine basis and explained a recent example of the NRV Economic Development Alliance requesting data on the top twenty employers in the New River Valley and how the PDC has this information readily available because of the Commission serves as a state Data Center affiliate. The top five employers in the NRV are: Virginia Tech, Radford University, Volvo, Montgomery County School Board, and about 10 companies within the 500 to 199 employee range. He also gave the top five employers in each county. Mr. Garrett expressed concern about school boards being the largest employers in some counties while being the largest consumer of taxes which may not yield a self-sustaining economy. Ms. Lesko stated the region has a lot of smaller employers in specific sectors that are growing. Mr. Cox noted that having more small employers with diverse skill sets can be better than having one large employer. Mr. Mecham explained how the cluster analysis can be used to show job growth within individual sectors and how the EDA website has a tool called "know your region" that tracks job growth. He also stated the NRV is outpacing U.S. job growth rates in several sectors.

Mr. Sullivan pointed out on p. 19 of the CEDS report it indicates a Regional Conference/Civic Center is currently funded and asked for more information about the project. Mr. Mecham noted was an error due to transferring data between spreadsheets and it will be corrected. The project should reflect a "desired" status, but no planning is underway, nor is it funded. Ms. Lesko asked if the information gathered from the Livability Initiative will be incorporated into the five year update. Mr. Mecham responded the priority areas for this years' CEDS update were based on the Livability Initiative public input process and data collected for the project. The cluster analysis and additional information from the Livability Initiative will be utilized in the five year update for next year. Ms. Perkins noted that the Roanoke MPO is pursuing a study of intermodal transportation facility. Mr. Garrett stated that on page 11; priority 3; objective 1 is worded in a way that makes the objective hard to achieve. Mr. Mecham stated that the wording can be changed and received input from Commissioners. Mr. Garrett also pointed out on page 13; objective 2; number 4 may also need to be worded differently. Ms. Lesko suggested the strategy be shortened to, "Improve land use planning and practices to preserve the region's rural character." Mr. Cox asked if the CEDS committee was well represented in all industry sectors. Mr. Byrd replied several sectors are more engaged than in the past; however, representation from the energy sector would be valuable. Mr.

Cox suggested gaining more representation from the biomedical field given the significance of their industry in the cluster analysis. Mr. Mecham noted the staff can provide a list of who is on the CEDS committee and what areas are lacking to try and fill in the gaps. The Commission staff will bring the CEDS committee list to the Commissioners for review in early fall so additional appointments can be made.

Mr. Patton called for the Commission to approve the CEDS 2014 Project Package and Report.

Motion: Ms. Lesko moved for the approval with the changes pointed out by the Commission.

Mr. Cox seconded the motion.

Action: Motion carried unanimously.

B. Resolution of Appreciation for Steve Sandy, Past Chair, Transportation Advisory Committee

Mr. Patton called for the Commission to adopt the Resolution of Appreciation included in the agenda packet.

Motion: Mr. Cox moved to adopt the resolution. Mr. Bopp seconded the motion.

Action: Motion carried unanimously.

C. Closed Session Under Virginia Code 2.2-3711:

Mr. Sullivan moved to enter into a closed session for the purpose of discussing the following: Section 2.2-3711 (1) Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific officers, appointees or employees of any public body. More specifically, impact of FY14 Budget on specific employees of the Commission.

Mr. Cox seconded the motion.

Action: A roll call vote was conducted on the motion:

Mr. Bopp - yes

Mr. Carpenter - yes

Mr. Clevinger - yes

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - yes

Dr. Harvey - yes

Mr. Law - yes

Ms. Lesko - yes

Mr. Nicholson - yes

Mr. Patton - yes

Ms. Perkins - yes

Mr. Sullivan - yes

Motion passed unanimously.

BET IT RESOLVED, the New River Valley Planning District Commission ends their closed meeting to return to regular session.

Action: A roll call vote was conducted.

Mr. Bopp - yes

Mr. Carpenter - yes

Mr. Clevinger - yes

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - yes

Dr. Harvey - yes

Mr. Law - yes

Ms. Lesko - yes

Mr. Nicholson - yes

Mr. Patton - yes

Ms. Perkins - yes

Mr. Sullivan - yes

Motion passed unanimously.

Mr. Patton moved to certify the closed session,

WHEREAS, the New River Valley Planning District Commission has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Planning District Commission hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion conveying the closed meeting were heard, discussed or considered by the Board.

Motion: Mr. Garrett moved to adopt the certification resolution. Mr. Cox seconded the motion.

Action: A roll call vote was conducted on the motion:

Mr. Bopp - yes

Mr. Carpenter - yes

Mr. Clevinger - yes

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - yes

Dr. Harvey - yes

Mr. Law - yes
Ms. Lesko - yes
Mr. Nicholson - yes
Mr. Patton - yes
Ms. Perkins - yes
Mr. Sullivan - yes

Motion passed unanimously.

Mr. Patton called to amend the agenda to include consideration of a reduction in force plan and severance agreements.

Motion: Mr. Cox moved to amend the agenda. Dr. Harvey seconded the motion.

Action: Motion carried unanimously.

Mr. Patton called for the Commission to adopt and implement scenario two of the reduction in force plan brought to the Commission by the Executive Committee. Scenario two includes reorganization and realignment of duties by eliminating two positions, Communications Manager and Senior Cartographer, and creates one new position, Data Systems Manager, combining the duties of the two positions into one and realigning duties with existing Commission staff.

Action: a roll call vote was conducted.

Mr. Bopp - yes
Mr. Carpenter - yes
Mr. Clevinger - yes
Mr. Cox - yes
Mr. Garrett - yes
Mr. Gerald - no
Dr. Harvey - yes
Mr. Law - yes
Ms. Lesko - yes
Mr. Nicholson - yes
Mr. Patton - yes
Ms. Perkins - yes
Mr. Sullivan - yes

Motion passed, 12 to 1 vote.

Mr. Sullivan called for the Commission to adopt and implement scenario four in the reduction in force plan brought to the Commission by the Executive Committee. Scenario four includes eliminating the NRV Livability Initiative positions on or before grant closeout January 30, 2014 since funds will be exhausted and the project complete.

Discussion: Mr. Garrett explained he did not see the need for this action as this is carrying out what should be a mutual understanding between the employer and employee since the positions were funded for a specific program for a previously determined timeframe.

Action: a roll call vote was conducted.

Mr. Bopp - yes

Mr. Carpenter - yes

Mr. Clevinger - yes

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - no

Dr. Harvey - yes

Mr. Law - yes

Ms. Lesko - yes

Mr. Nicholson - yes

Mr. Patton - yes

Ms. Perkins - yes

Mr. Sullivan - yes

Motion passed, 12 to 1 vote.

Mr. Patton called for the Commission to approve the separation agreements brought to the Commission by the Executive Committee.

Action: a roll call vote was conducted.

Mr. Bopp - yes

Mr. Carpenter - yes

Mr. Clevinger - yes

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - no

Dr. Harvey - yes

Mr. Law - yes

Ms. Lesko - yes

Mr. Nicholson - yes

Mr. Patton - yes

Ms. Perkins - yes

Mr. Sullivan - yes

Motion passed, 12 to 1 vote.

Mr. Sullivan called for the Commission to empower the Executive Director and Executive Committee to amend the separation agreements as circumstances dictate and guided by Commission legal counsel.

Action: a roll call vote was conducted.

Mr. Bopp - yes

Mr. Carpenter - no

Mr. Clevinger - yes

Mr. Cox - yes

Mr. Garrett - yes

Mr. Gerald - no

Dr. Harvey - yes

Mr. Law - yes

Ms. Lesko - yes

Mr. Nicholson - yes

Mr. Patton - yes

Ms. Perkins - yes

Mr. Sullivan - yes

Motion passed, 11 to 2 vote.

D. Proposed Budget for FY 14

Mr. Patton explained the proposed FY 14 budget is now balanced due to the reduction in force measure the Commission just approved. To accomplish the balanced budget the Commission staff is being reorganized and a realignment of duties will take place. The first reorganization measure is the creation of the Director of Planning and Programming position. This position is a promotion, not a new hire of additional staff, and will primarily be responsible for supporting the Commission workflow to ensure project milestones are accomplished. The position will also participate in project and agency budgeting in order to develop experience in this skill beyond the Executive Director and Director of Finance. The second reorganization measure is the creation of the Data Systems Manager position. This position will be a merging of two positions, Communications Manager and Senior Cartographer, into one position. This position will primarily be responsible for the GIS data, mapping, Commission website support, Data Center duties and minor technology support to staff. Other duties of the Communications Manager will be transferred to existing Commission staff such as external publications (annual report/newsletter) will shift to the Office Manager. Mr. Nicholson noted that this is not only approving the budget but we are also approving the organizational chart. Ms. Lesko stated that the budget, new positions, and organizational chart changes will all be reflected in the motion. Mr. Carpenter asked if the Director of Planning and Programming will receive a salary increase. Mr. Byrd replied, yes, the additional duties merit an increase in salary and the budget presented contains an increase for this position. Mr. Patton explained the staff will receive a cost of living increase and as in past years a pool of merit funds will be available for the Executive Director to provide staff exceeding performance expectations. He also noted the Commissioners who elect to receive compensation for attending the monthly Commission meeting will receive an increase in pay since it has been over 10 years the compensation was last adjusted and the cost of gas to get to meetings has increased significantly as well as the amount

of time Commissioners are putting in to the organization between meetings and at the monthly meeting.

Mr. Patton called for approval of the Organizational Chart as submitted showing both the Director of Planning and Programming and the Data Systems Manager.

Motion: Mr. Cox moved to adopt. Ms. Lesko seconded the motion.

Action: Motion carried unanimously.

Mr. Patton called for approval of the FY 14 Budget as presented.

Motion: Mr. Sullivan moved to adopt the FY14 Budget as presented. Ms. Perkins seconded the motion.

Discussion: Mr. Garrett asked for clarification on the pay increases. Mr. Patton explained the pay increases would be a cost of living, plus a pool of merit for those exceeding performance expectations. Also, Mr. Patton explained the Executive Committee discussed the Executive Director's performance and compensation at their last Executive Committee meeting with Mr. Byrd.

Action: Motion carried. 12 to 1 vote.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He clarified that the staff provided a letter of support to the Roanoke Valley MPO for a study of the potential Elliston Intermodal facility regarding economic opportunity and impacts. Mr. Byrd explained there may be confusion regarding the letter of support based on a story in the Roanoke Times recently stating the Commission supported the development of the project, which is not the case at this time. The Commission supports the study to better understand opportunities and impacts, not construction at this point since more information is needed. A schedule for three meetings regarding planning for agritourism and agribusiness was provided to each Commissioner and Mr. Byrd asked the Commissioners to get the schedule around their communities. He also reported the Livability Initiative will hold an information exchange on June 26, 2013 at Radford University; the event will be co-hosted by The Community Foundation. Mr. Byrd encouraged the Commissioners to attend. Lastly he reported the NRV Livability Initiative Outreach Facilitator, Carol Davis, has accepted a position with the Town of Blacksburg as their Sustainability Manager starting at the end of June. The timing of the position transition will work well for the Commission since outreach for the Livability Initiative is coming to a close with focus shifting toward the final report. Mr. Byrd expressed appreciation for Ms. Davis and the Town of Blacksburg's willingness to allow approximately 1.5 months before the start of the position with the town. This will provide for a smooth transition of duties at the Commission.

X. PUBLIC ADDRESS

None.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Mr. Cox motioned to adjourn. Ms. Perkins seconded the motion.

The meeting was adjourned at 8:45 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

June 27, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. L. Clevinger, Town of Pulaski; Mr. C. Bopp, Pulaski County; Mr. G. East, Town of Pulaski; Mr. J. Carpenter, Radford University; Mr. B. Nicholson, City of Radford; Mr. F. Gerald, Floyd County; Mr. L. Law, Giles County; Dr. H. Harvey, City of Radford; Dr. D. Warren, Pulaski County; Mr. J. Soileau, Virginia Tech; Mrs. C. Newcomb, Town of Blacksburg; and Mrs. A. Perkins, Montgomery County.

ABSENT: Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. R. Chambers, Montgomery County; Mr. T. Garrett, Town of Narrows; Mr. G. Eaton, Town of Rich Creek; Mrs. E. Janney, Floyd County; Mr. C. Via, Town of Pearisburg; Mr. H. Showalter, Town of Christiansburg; Mrs. H. Lesko, Town of Blacksburg; Mr. T. Cox, City of Radford and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Jennifer Wilsie and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for May

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

Motion: Dr. Harvey moved for the approval of the minutes. Ms. Newcomb seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for May

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

Motion: Mr. Bopp moved for the approval of the treasurer's report. Mr. Carpenter 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. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Ms. Newcomb reported the Town of Blacksburg will be completing the road work on College Avenue and will have a ribbon cutting ceremony on August 16, 2013 at 4:30pm. Mr. Carpenter noted Radford University hosted the Virginia American Legion Boys State. He explained it was the first time this has been hosted by Radford University and they had approximately 800 young men participate. Mr. Law reported Pembroke Telephone is applying for a Rural Broadband grant. He explained this would bring broadband fiber from Eggleston to Staffordsville along Route 730. Mr. Law also noted the 78th Annual Newport Agricultural Fair will be held August 9th and 10th. Mr. Law explained he had attended six days of telecommunication seminars. Mr. Nicholson explained how the City of Radford is very appreciative of Radford University hosting Boys State. He also noted the Radford Theater is open and operating and announced the City of Radford will be hosting their annual Fourth of July celebration at Bissett Park. Mr. Nicholson also explained the Main Street Radford program is currently going through a restructuring and some of the scheduled events will be cancelled. Dr. Warren announced the New River Valley Fair will be held in Pulaski County at the end of July. He noted the fair has a focus on agriculture and provide different types of entertainment each evening. Mr. Bopp noted the Raymond Ratcliff museum is open in Pulaski and encouraged everyone to visit. Dr. Warren reported the grading for Red Sun Farms will start this week at the Commerce Park in Pulaski County. Lastly, Mr. Patton announced Floydfest is at the end of July and he also announced the Town of Floyd recently approved a conditional use permit for a new microbrewery and pub in town.

V. EXECUTIVE COMMITTEE REPORT

Mr. Patton explained that the executive committee discussed the upcoming VAPDC Summer Conference and noted he, Mr. Clevinger, and Mr. Byrd will be attending. He also noted he and Mr. Byrd will be meeting with Dr. Lewis, President of the New River Community College, in July about membership in the Commission.

VI. CHAIR'S REPORT

Mr. Patton included his report with the Executive Committee report.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

A. Commission officers for FY14

Mr. Patton called for the Commission to approve the slate of officers brought to the Commission in May by the Executive Committee. This includes the following:

Mr. Patton, Chair
Mr. Sullivan, Vice Chair
Mr. Weaver, Treasurer
Mr. Clevinger, At-Large
Ms. Lesko, Past Chair

Action: Motion carried unanimously.

B. Revised Budget for FY 13

Mr. Patton called for the Commission to approve the revised budget for FY 2013 brought to the Commission by the Executive Committee.

Discussion: Dr. Harvey asked why there is no revenue showing from the City of Radford. Mr. Byrd replied that all of the contributions made by member localities are grouped together in the local assessment revenue. Mr. Nicholson noted for clarification purposes it would be helpful to show the contributions made by each locality broken out as a sub-category of the local assessment.

Action: Motion carried unanimously.

C. Consumer Version of CEDS Document

Discussion: Dr. Harvey noted the NRV Economic Priorities table on page two shows workforce readiness as a top priority. She questioned who is doing this and how does the Commission have a part in facilitating this. Mr. Byrd explained the Workforce Investment Board is currently doing most of this work. He also noted bringing the Community College to the Commission and working with the Universities in our region as well as K - 12 leaders in the future will help close gaps and implement strategies identified in the CEDS. Dr. Harvey noted it would be great if something could be facilitated through the Commission.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He reported there was a letter from the MPO in the packet and a response from Sean Connaughton, Secretary of Transportation, was distributed at the meeting. These letters discuss the impact of public transit funding on the Town of Blacksburg and the City of Radford. He explained the state is currently going with a funding formula similar to other states across the country. He also talked about the Retail Feasibility Study for Route 99 completed by staff for the Town of Pulaski and noted staff will give a presentation to the Board after they present to Town Council. This will give the Board an idea of the skills of staff and show what types of analysis is available for localities. He also noted the June 26th Livability Initiative meeting at Radford University was postponed and will be rescheduled, possibly as a day event with the

Commission's Annual Dinner Meeting. He explained the orientation packets passed out have been given to the newer Commission members and that he wanted everyone to have a copy. He also noted the bio sheet passed around will be an additional part of the orientation to help Commissioners get to know one another and staff. Mr. Patton noted that he pushed for this because he wants the Commission to know each other and he wants to know staff. Mr. Byrd explained how ARC money is used by the Commission and noted that the funding did go down for next fiscal year due to cuts from sequestration. He also noted other funding sources for localities to be aware of are, the Industrial Revitalization Fund which has \$2.1 million available and the Building Collaborative Communities which has \$200,000 available and he asked the Commission to let him know if they need more information on these funding programs. Lastly, he talked about a community visit program between the Alliance, Montgomery County Chamber, the Blacksburg Partnership and the Commission and how they are planning a trip to Chattanooga, TN August 22 and 23. He asked if any Commissioners are interested to please contact him.

Ms. Wilsie gave a brief overview of a handout passed around about a Community Design Workshop that will take place August 22 through the NRV Livability Initiative. It will be a discussion about Aging in Place and options available in communities across the region. She encouraged everyone to come out and be a part of the discussion.

X. REGIONAL FOCUS

A. Center for the Arts at Virginia Tech

Ms. Waalkes gave a presentation to overview the Center for the Arts at Virginia Tech. The new center will be 147,000 square feet; it is located on the corner of Main Street and Alumni Mall. It will have a 1,260 seat theater. Ms. Waalkes talked about the activities that will take place at the center and explained that they want the center to be a bridge between the campus and the community. She also went into detail about the formal and informal education that will take place at the center. There will be a ribbon cutting event at the center on Friday November 1st at 10am and she invited all Commissioners to attend.

Mr. Patton asked how the Commission can support the center for the arts. Ms. Waalkes replied continuing to work regionally and increase participation throughout the region. Ms. Perkins asked if there will be transportation from the parking garage and the center. Ms. Waalkes replied they are currently discussing this and noted there are handicapped spots at the center as well as a drop off area. Mr. Soileau noted he has visited the center and encouraged everyone to visit.

XI. PUBLIC ADDRESS

None.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Ms. Newcomb motioned to adjourn. Mr. Law seconded the motion.

The meeting was adjourned at 7:35 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

August 22, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. L. Clevinger, Town of Pulaski; Mr. C. Bopp, Pulaski County; Mr. G. East, Town of Pulaski; Mr. J. Carpenter, Radford University; Mr. K. Marshall, City of Radford; Mr. F. Gerald, Floyd County; Mr. L. Law, Giles County; Mrs. E. Janney, Floyd County; Mr. R. Chambers, Montgomery County; Dr. H. Harvey, City of Radford; Dr. D. Warren, Pulaski County; Mr. J. Soileau, Virginia Tech; Mrs. C. Newcomb, Town of Blacksburg; Mr. H. Showalter, Town of Christiansburg; Mrs. H. Lesko, Town of Blacksburg; Mr. T. Cox, City of Radford and Mrs. A. Perkins, Montgomery County.

ABSENT: Mr. T. Garrett, Town of Narrows; Mr. G. Eaton, Town of Rich Creek; Mr. C. Via, Town of Pearisburg; and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Jennifer Wilsie and Julie Phillips.

After calling the meeting to order Mr. Patton welcomed Mr. Marshall, the Commission's representative from the City of Radford.

II. CONSENT AGENDA

A. Approval of Minutes for June

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

Motion: Mr. Sullivan moved for the approval of the minutes. Ms. Newcomb seconded the motion.

Action: Motion carried; Four abstentions: Mr. Cox, Ms. Lesko, Ms. Janney, and Mr. Showalter.

B. Approval of Treasurer's Report for June and July

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

Motion: Mr. Bopp moved for the approval of the treasurer's report. Mr. Cox seconded the motion.

Action: Motion carried unanimously.

III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS

A. Projects (Signed-off by the staff)

None.

B. Regular Project Review

1. FY2013 Section 319(h) Nonpoint Source Implementation Grant application
Motion: Ms. Lesko moved for the approval. Mr. Cox seconded the motion.
Action: Motion passed unanimously.

C. Environmental Project Review

1. Upper Quad Residential Facility – Virginia Polytechnic Institute & State University

Discussion: Mr. Soileau noted a design competition was implemented for this project and explained it will provide facilities that the Corps of Cadets need within their barracks.

Motion: Mr. Cox moved for the approval. Mr. Bopp seconded the motion.

Action: Motion passed unanimously.

2. VADEQ Permit No. 0027481 Blacksburg Country Club WWTP

Motion: Mr. Sullivan moved for the approval. Dr. Warren seconded the motion.

Action: Motion passed unanimously.

3. VADEQ Permit No. 0088048 Pembroke WWTP

Discussion: Mr. Law noted the environmental review does not indicate where the sludge will be disposed.

Motion: Mr. Law moved for the approval. Ms. Lesko seconded the motion.

Action: Motion passed unanimously.

4. VADEQ Permit No. 0062219 Elliston-Lafayette WWTP

Motion: Ms. Lesko moved for the approval. Mr. Bopp seconded the motion.

Action: Motion passed unanimously.

At this point the Commission took a moment to have an annual group photo taken.

IV. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Bopp reported the Town of Pulaski and Pulaski County announced a new business located in the old Renfro building in town. The business, Falls Stamping and Welding, will supply Volvo with parts. Mr. Showalter noted the Town of Christiansburg sent a request to all localities for information on who funds School Resource Officers; he encouraged everyone to reply back to the Town. Mr. Soileau reported the students are back in town and noted there are some new initiatives on campus. Mr. Carpenter also reported students are in town. He explained there are approximately 2,000 freshmen at Radford University and the number full time students this year should be between 9,500 and 9,800. Ms. Janney expressed appreciation for the support she received from the other Commission Board members. Mr. East complimented City of Radford for the article in Roanoke Business. Mr. Law announced the Newport Fair was a success.

V. EXECUTIVE COMMITTEE REPORT

Mr. Sullivan explained the executive committee report would be discussed with new business.

VI. CHAIR'S REPORT

Mr. Patton reported on the VAPDC conference. He noted all of the speakers were wonderful and touched on four of the speakers and gave a brief overview of what was discussed. He explained John Martin spoke about Virginia's evolving demographics with an emphasis on healthcare and gave an explanation on healing homes; Bill Shelton the Director of the VA Department of Housing and Community Development spoke on Economic Development; Maureen Kelly the Director of Economic Development in Nelson County spoke about bringing together agriculture and tourism; and Charles Flink spoke about the economic impact of greenways on communities. Mr. Patton then thanked the Board for allowing him to attend the conference.

VII. OLD BUSINESS

A. New River Community College Membership in New River Valley Planning District Commission

Discussion: Dr. Warren briefly explained the shared history of New River Community College and the Commission. He explained in the early 1960's the New River Vo-Tech School needed to expand and applied for federal funds. The PDC was the first to review the application for funds and helped to expedite the process. The New River Vo-Tech School was granted Man Power Development Training Act (MDTA) funds. The New River Vo-Tech School became New River Community College because of funds granted through the Appalachian Regional Commission.

Motion: The Chairman recognizes the representative from Virginia Tech: Mr. Soileau motioned to invite the New River Valley Community College to join the New River Valley Planning District Commission as a full member as enabled by Virginia code 15.2-4203. Upon acceptance of this membership invitation New River Community College shall appoint one representative to serve on the Commission, further the Community College shall pay dues annually at the per capita rate as currently established by the Commission of \$1.25 per all New River Community College students who currently live outside of the New River Community College service area which is identical to the Commission's service area. The Chairman recognizes the representative from Radford University: Mr. Carpenter seconded the motion.

Action: A roll call vote was conducted.

Mr. Bopp - aye

Mr. Carpenter - aye

Mr. Chambers - aye

Mr. Clevinger - aye

Mr. Cox - aye

Mr. East - aye

Mr. Gerald - aye

Dr. Harvey - aye

Ms. Janney - aye

Mr. Law - aye

Ms. Lesko - aye

Mr. Marshall - aye

Ms. Newcomb - aye

Mr. Patton - aye

Ms. Perkins - aye
Mr. Soileau - aye
Mr. Sullivan - aye
Dr. Warren - aye
Mr. Weaver - aye

Motion passed unanimously.

VIII. NEW BUSINESS

A. Annual Planning Commission Dinner Meeting

Mr. Patton explained the annual dinner format will be changing to reflect the recommendations made by SERDI in the agency assessment and will include elected officials from across the New River Valley. Mr. Patton explained he and Dr. Harvey are working as a committee to organize the event and they are aiming for the fourth Thursday in October as in previous years. In planning for the event, Mr. Patton explained an idea for a recognition program to call attention to significant contributors to the region. He noted the October date and the considerable amount of changes to the program in light of a short window of time to get everything organized and ready. Mr. Patton also explained he discussed the plans with the executive committee and noted that there is concern about meeting the October date and allowing enough time to plan the recommended changes. Ms. Lesko shared her concern that there is not enough time for the Commissioners to provide feedback. Mr. Sullivan reminded the Commissioners that the goal of the change in format is to be more involved with our elected officials and make them aware of the work the Commission is doing. Mr. Cox asked for parameters to be delineated on the recognition program. Mr. East and Mr. Marshall both noted that they agreed with the concerns voiced by other Commission members regarding the short timeframe and desired input on the recognition program. Dr. Harvey suggested the Commission change the date of the dinner meeting to allow for more time to plan. Mr. Patton asked the Commission if they would prefer to wait until the spring. Mr. Carpenter asked if the recognitions proposed are critical to the change in format for the dinner. Mr. Patton replied, "Yes, he would hope they would be and he noted that the people recognized would reflect who the PDC is and what the PDC is doing." Mr. Marshall suggested instead of recognizing people during the program, perhaps the Commission could have a speaker. This may alleviate the need to postpone the event from fall to spring. Mr. Patton asked the Board to if they wanted to postpone the annual dinner and take more time for input in the planning. It was then decided that the Commission would postpone the revised annual dinner meeting until the spring.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He reported a comment letter, which was included in the packet, was sent to the Department of Rail and Public transportation to address passenger rail extension beyond Roanoke with stops in the New River Valley. He also explained the rescheduled Livability Initiative regional gathering is anticipated to take place in November. The final report is planned to be available at the regional gathering in November then will be open to the public for comment before being presented to the Commission. After the project is complete in late January 2014 the Commission staff will share the report with local governments as a "menu of choices" for them to consider in the future. It will not require action from the localities to consider adoption. Ms. Wilsie gave a brief overview of the Aging in our Communities design workshop held earlier in the day. She reported about seventy people attended and was sponsored by eleven different agencies in the New River Valley. She noted Community Housing Partners facilitated the discussion and brought their design expertise to the event. The ultimate goal of the event is to have a pattern book of ideas to help communities design for all ages. Mr. Law attended the event and explained there were a lot ideas discussed but suggested there

may need to be more options presented for the more rural areas such as Giles County. Mr. Byrd reported the Commission submitted a Phase II application for stormwater development; this would be to assist the localities with implementation of the stormwater regulations forthcoming in July 2014. The Commission is currently positioning to train two staff members to assist the local governments. He also announced there will be a Certified Planning Commissioner program scheduled to take place in Blacksburg; he asked that anyone interested let him know. It was also announced that an audit letter was presented to the commissioners to make them aware of the contents of the audit which is scheduled to take place September 9 - 10. Lastly, Mr. Byrd announced the staff attended a Pulaski Mariners game the week previous and thanked the Town of Pulaski for hosting the Commission staff.

DAY TO SERVE RESOLUTION

Mr. Patton called for a motion to approve the resolution handed out to the Commissioners.

Motion: Mr. Cox moved for the approval of the resolution. Ms. Lesko seconded the motion.

Action: Motion carried unanimously.

X. PUBLIC ADDRESS

None.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Mr. Bopp motioned to adjourn. Ms. Newcomb seconded the motion.

The meeting was adjourned at 7:55 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

September 26, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. C. Bopp, Pulaski County; Mr. J. Carpenter, Radford University; Mr. R. Chambers, Montgomery County; Mr. L. Clevinger, Town of Pulaski; Mr. T. Garrett, Town of Narrows; Mr. F. Gerald, Floyd County; Dr. H. Harvey, City of Radford; Mr. L. Law, Giles County; Mr. K. Marshall, City of Radford; Mrs. A. Perkins, Montgomery County; Mr. J. Soileau, Virginia Tech; and Dr. D. Warren, Pulaski County.

ABSENT: Mr. T. Cox, City of Radford; Mr. G. East, Town of Pulaski; Mr. G. Eaton, Town of Rich Creek; Mrs. E. Janney, Floyd County; Mrs. H. Lesko, Town of Blacksburg; Mrs. C. Newcomb, Town of Blacksburg; Mr. C. Via, Town of Pearisburg; Mr. H. Showalter, Town of Christiansburg and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Brad Mecham and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for August

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

Motion: Mr. Bopp moved for the approval of the minutes. Mr. Carpenter seconded the motion.

Action: Motion carried; One abstention: Mr. Garrett.

B. Approval of Treasurer's Report for August

Mr. Patton 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. Marshall 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. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Gerald reported the ground breaking for the Floyd Innovation Center took place September 24th with a good turnout for the event. Mr. Bopp stated Pulaski County announced Korona, a candle company, will be operating a facility in the county which will hire approximately 170 people. Dr. Warren noted that Korona is the second largest candle maker in the world. He explained Korona started with 25 employees and grew to 800 at their plant in Poland. Mr. Clevinger announced the Town of Pulaski hired Shawn Utt as their Town Manager. Mr. Carpenter stated the official enrollment at Radford University is 9,928.

V. EXECUTIVE COMMITTEE REPORT

Mr. Clevinger reported the Executive Committee discussed the Virginia Local Disability Program which will be discussed later in the meeting. They also discussed the development of the nomination sheets for the awards at the annual meeting. Lastly they discussed the combination of the November and December meetings, which will also be discussed later in the meeting.

VI. CHAIR'S REPORT

Mr. Patton explained he would give his report after the public address portion of the meeting.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

A. FY 13 Annual Report

Mr. Byrd explained the annual report was included in the packet. He noted the report has been revised from the format used in previous years to be an abbreviated version to introduce readers to the organization and overview the accomplishments throughout the year. Mr. Patton noted if any Commissioner wants a specific person to receive the annual report to please let the staff know.

B. CEDS Committee Composition

Mr. Mecham distributed the current listing of CEDS members. He explained the CEDS committee is comprised of at least 51% private sector members. He also noted the committee is looking for additional members representing Healthcare, Telecommunications, Energy, Manufacturing, Public Schools, and a representative from Virginia Tech's Office of Economic Development. He asked if any Commissioners have suggestions for representatives to please let him know.

C. Virginia Local Disability Plan

Mr. Byrd explained the redesigned Virginia Retirement System requires all VRS Hybrid enrollees (hired January 1, 2014 or after) are required to participate in a Local Disability Program whether through the state

VRS system or otherwise. Currently disability coverage is an option for Commission employees through AFLAC, not a component of the Commission benefit package. With the new requirements of Hybrid Plan employees the Commission would have two classes of employees, those included in the Hybrid plan that have disability coverage and those hired before January 1, 2014 who do not. Mr. Byrd recommended opting out of the State plan and evaluate other providers, such as a package from Virginia Municipal League, so equity in benefits is provided to all Commission employees. Mr. Patton asked if anyone has encountered this in their locality. Ms. Perkins explained Montgomery County had a presentation about the disability program and it appears to be expensive for the County. Mr. Garrett explained that the Town of Narrows has decided to opt out of the VRS option.

Mr. Patton called for a motion to opt out of the VRS option.

Motion: Mr. Sullivan moved to adopt the recommendation to opt out. Mr. Carpenter seconded the motion.

Action: Motion carried unanimously.

D. FY 14 Annual Work Program

A hard copy of the FY14 Annual Work Program was distributed at the meeting. Mr. Patton explained this is a tool to know how the Commission is serving the region. Mr. Byrd explained the document was prepared by Elijah Sharp in his new role of Director of Planning and Programs in coordination with staff. Not only does the document help the Commission understand all the services being provided, but it also helps the staff keep workflow balanced throughout the year.

E. November/December Meeting Date

Mr. Patton explained that the November meeting falls on Thanksgiving and noted that the Executive Committee talked about combining the November and December meeting and having it on the third Thursday of November which will be November 21st.

Mr. Patton called for a motion to cancel December's meeting and amend November's meeting to the third Thursday, the 21st of November.

Discussion: Mr. Garrett explained that if this is going to be done routinely the Commission may want to revise the By-laws to have the November and December meetings combined. Mr. Patton agreed and stated the Commission staff will review bylaws and advise the best procedure next month.

Motion: Ms. Perkins moved to adopt the cancellation of the December meeting and the amendment of the November meeting. Mr. Bopp seconded the motion.

Action: Motion carried unanimously.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He reported Mr. William Fralin was appointed to the Commonwealth Transportation Advisory Board and noted that the Commission has confirmed the October 31st date to meet with localities. He explained the November 12th Livability meeting at CrossPointe will be releasing a draft final report that will be available online. At the November 21st Commission meeting the report will be

briefed as well as serve as a time for public comment. He noted the Commission received an Innovation Award from the National Association of Development Organizations for the NRV Tomorrow Interactive Survey. It was also noted that Elijah Sharp took part in a trip to Chattanooga, TN with leaders from Montgomery County to learn more about the community successes in Chattanooga. Mr. Byrd explained he attended the White House Rural Policy Council meeting and overviewed a briefing from the Secretary of Agriculture. Mr. Byrd explained the four pillars of the Secretary's approach to his administration, the desire to increase exportation of food, the need for local and regional food systems, outdoors recreation opportunities for farms, and bio-based economies. Mr. Byrd announced the VAPDC winter conference is scheduled for February 6th and 7th and encouraged Commission members to attend. He also noted a Mayors and Chairs meeting is scheduled for October 23rd and noted VDOT has scheduled a public meeting for the 460 Bypass and Southgate Drive for October 21st. Lastly he asked any Commissioners who have not completed their biography from to please do so.

X. PUBLIC ADDRESS

None.

Mr. Patton gave the Chairs report at this time. He explained the meetings have gone longer than intended recently and asked if the regional focus portion of the meeting should continue. Mr. Sullivan expressed a goal for the meeting length should be one hour and it should be left to the discretion of the Executive Director that if the agenda allows there should be a regional focus. Mr. Patton noted that the review of mutual concerns and Commissioners reports was included in tonight's meeting and explained how important this portion of the meeting is to him and all the Commissioners.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Ms. Perkins motioned to adjourn. Mr. Soileau seconded the motion.

The meeting was adjourned at 6:40 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

October 24, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. C. Bopp, Pulaski County; Mr. J. Carpenter, Radford University; Mr. R. Chambers, Montgomery County; Mr. L. Clevinger, Town of Pulaski; Mr. T. Cox, City of Radford; Mr. T. Garrett, Town of Narrows; Mr. F. Gerald, Floyd County; Dr. H. Harvey, City of Radford; Mrs. H. Lesko, Town of Blacksburg; Mrs. C. Newcomb, Town of Blacksburg; Mrs. A. Perkins, Montgomery County; Mr. J. Soileau, Virginia Tech; and Dr. D. Warren, Pulaski County.

ABSENT: Mr. G. East, Town of Pulaski; Mr. G. Eaton, Town of Rich Creek; Mrs. E. Janney, Floyd County; Mr. L. Law, Giles County; Mr. K. Marshall, City of Radford; Mr. H. Showalter, Town of Christiansburg; Mr. C. Via, Town of Pearisburg and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for September

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

Motion: Ms. Newcomb moved for the approval of the minutes. Mr. Sullivan seconded the motion.

Action: Motion carried; One abstention: Mr. Cox.

B. Approval of Treasurer's Report for August

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

Discussion: Mr. Garrett questioned the insurance line item where the budget had been expended at 800%. Mr. Patton explained the amount over budget was due to the separation agreement last fiscal year.

Motion: Ms. Newcomb moved for the approval of the treasurer's report. Mr. Carpenter 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

1. Reissuance of VPDES Permit VA0079863; Town of Pulaski Water Treatment Plant

Motion: Ms. Lesko moved for the approval. Mr. Cox seconded the motion.

Action: Motion passed unanimously.

IV. PUBLIC ADDRESS
None.

V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Dr. Harvey reported the City of Radford is working on the roundabout on Second Avenue running between the high school and the fitness center. Ms. Newcomb reminded the Commissioners to vote on November 5th.

VI. EXECUTIVE COMMITTEE REPORT

Mr. Sullivan reported the Executive Committee discussed the Annual Commission Dinner Meeting and finding a date in the spring of 2014. They also talked about passenger rail service and the peer to peer training visit which will both be discussed later in the agenda. Mr. Sullivan explained the first NRV Mayors and Chairs meeting was held on October 23rd and noted there was great attendance and the group decided the meetings should take place bi-annually. Lastly, they reviewed the by-laws based on Mr. Garrett's suggestion at the September meeting regarding the November meeting date conflicting with Thanksgiving and noted that the by-laws allow for the meetings to be changed as needed, so no amendments are needed at this time.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a report in the Commission agenda packet. He reported the New River Valley Wireless Authority will hold a briefing for the New River Valley middle mile fiber project on November 13th. He explained there will be a Livability Initiative Information Exchange on November 12th at CrossPointe in Christiansburg. He thanked Mr. Patton and Mr. Sullivan for taking part in the NRV Mayors and Chairs meeting. Lastly he reminded the Commissioner's the next meeting of the Commission will be November 21st.

Mr. Cox asked about the meeting with Ms. Drake of DRPT that took place on October 9th about the passenger rail extension to the NRV. Mr. Cox questioned if the project would happen in the next 10 to 20 years. Mr. Byrd replied, DRPT is focused on getting the rail service to Roanoke now and will address bringing the service to the NRV at a later date. Mr. Cox also asked for clarification of the Appalachian Spring project. Mr. Byrd explained the Appalachian Spring project is a three year grant program that will focus on how to capitalize on outdoor recreation opportunities that exist and opportunities that need to be developed. Mr. Cox asked how this is funded. Mr. Byrd replied it is a federal grant through the Rural Jobs Accelerator Program funded by the Appalachian Regional Commission, the Economic Development Administration, and US Department of Agriculture-Rural Development.

VIII. OLD BUSINESS

- A. New River Community College Invitation to Join the Commission
Mr. Patton distributed an email from Dr. Jack Lewis, President of New River Community College. Dr. Lewis thanked the Commission for the invitation, but declined due to the College's current budget. Mr. Patton stated that the invitation will remain open should New River Community College decide to join at a future date.

IX. NEW BUSINESS

- A. Collaborative Government Initiative
Mr. Byrd explained the Collaborative Government Initiative is an effort by the Virginia Association of Planning District Commissions to bring the state funding of PDCs back to the amount previously funded in 2007 and with the funding provide opportunities for PDCs to be innovative in finding solutions to local challenges. Further, this will give PDCs the ability to explore new projects for their local governments rather than being completely grant driven. The Collaborative Government Initiative also asks the General Assembly to fund the Regional Cooperation Fund and the Broadband Infrastructure Loan Fund.

Mr. Patton called for a motion to support the resolution.

Motion: Mr. Gerald moved to support the resolution. Ms. Lesko seconded the motion.

Action: Motion carried; 15 to 1 vote.

- B. NRV Passenger Rail Working Group
Mr. Patton explained the Executive Committee recommends the Commission accepts the invitation to appoint two representatives to serve on the New River Valley Passenger Rail Working Group. The Executive Committee recommends Mr. Byrd and Mr. Sullivan be the representatives of the Commission.

Discussion: Mr. Soileau noted if either representative was unable to attend he would be interested representing the PDC. Mr. Cox expressed concern for the amount of time these representatives will put in to the working group and questioned how long it may take to extend the rail service to the NRV. Mr. Sullivan responded that it took seven to ten years to get the rail service extended to Roanoke and he suspects it would be a similar time frame for the NRV. Mr. Cox noted the City of Radford has significant interest because the potential exists for a depot in either Christiansburg or Radford. Mr. Byrd stated the City of Radford as well as the Town of Christiansburg and the Town of Pulaski should receive an invitation to be part of the working group and noted the PDC representation would be more of a regional standpoint. Mr. Patton stated Mr. Cox would be added to the recommendation of the Executive Committee. Mr. Garrett suggested there be two representatives and one alternate appointed.

Mr. Patton called for the Commission to approve the recommendation of Mr. Byrd, Mr. Cox, and Mr. Sullivan to serve as representatives (two representatives and one alternate), brought to the Commission by the Executive Committee.

Action: Motion carried unanimously.

C. Peer to Peer Training Visit

Mr. Clevinger, Chair of the Training Visit Committee, explained a list of potential peer agencies to visit as a training opportunity was included in the packet. He noted that the Land of Sky Regional Council in Asheville, NC was one of two agencies suggested by SERDI in the assessment process. Dr. Warren stated that the list had good options. Ms. Lesko noted Mr. Byrd had given some input during the Executive Committee meeting and asked that he share that with the board. Mr. Byrd explained that these agencies were chosen because they have the comparable issues and experiences the Commission Board of Directors could learn from. This training opportunity is about learning from the host agency experiences and less emphasis on the actual communities within the region. Mr. Sullivan asked if all of the agencies on the list would be accommodating for members of the board to visit. Mr. Byrd replied that all the agencies would host, but noted that he had not spoken to any agencies on the list in great detail. Mr. Cox questioned if the NRVPDC had ever hosted a peer to peer visit and if this is a new program. Mr. Sullivan replied that a peer to peer visit was one of the recommendations that came out of the assessment and Mr. Byrd noted that the ARC peer to peer program has been around for several years, but this board has not taken advantage of it in the past. Mr. Clevinger noted that he and his committee will take the Boards' discussion into consideration and have a recommendation ready to present to the board at the November meeting.

X. REGIONAL FOCUS

A. Homelessness Prevention Presentation; Ann Angert, New River Community Action

Ms. Angert explained that a group of agencies first came together in 1997 to begin to determine the needs of homelessness the New River Valley. The group now consists of members from New River Community Action, New River Family Shelter, the Housing Partnership, the Departments of Social Services from several localities, VA Cares and To Our House. As needs of the New River Valley have grown and the Housing Partnership has applied for more funds to meet these needs they are now required to have a 10-year plan. Ms. Angert expressed the need for help from the local governments in the New River Valley. She asked that each locality have someone appointed to serve on a committee at the Housing Partnership level to draft a 10-year plan to end homelessness in the New River Valley. Ms. Angert gave an overview of New River Community Action's website and provided handouts that outlined the assistance services currently available and contact numbers within each locality. Mr. Patton noted that the Housing Partnership needs help from the NRV localities and asked who localities should contact. Ms. Angert explained she is the person to contact and then distributed business cards.

XI. CHAIR'S REPORT

Mr. Patton explained he wanted to give his report after Ms. Angert's presentation because there is such a great need for an end to homelessness, specifically a men's shelter. He then encouraged the Board members to take the request for help back to their localities. He then reminded the Board the November meeting will be November 21st.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Ms. Perkins motioned to adjourn. Ms. Newcomb seconded the motion.

The meeting was adjourned at 7:35 pm.

Michael Patton, Chair
New River Valley Planning District Commission

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Minutes of the Commission Meeting

held on

November 21, 2013

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

I. CALL TO ORDER

PRESENT: Mr. M. Patton, Chair, Town of Floyd; Mr. K. Sullivan, Vice-Chair, Virginia Tech; Mr. S. Weaver, Treasurer, Town of Christiansburg; Mr. C. Bopp, Pulaski County; Mr. J. Carpenter, Radford University; Mr. R. Chambers, Montgomery County; Mr. L. Clevinger, Town of Pulaski; Mr. G. East, Town of Pulaski; Mr. T. Garrett, Town of Narrows; Mr. F. Gerald, Floyd County; Dr. H. Harvey, City of Radford; Mr. L. Law, Giles County; Mr. K. Marshall, City of Radford; Mrs. A. Perkins, Montgomery County; Mr. H. Showalter, Town of Christiansburg; and Dr. D. Warren, Pulaski County.

ABSENT: Mr. T. Cox, City of Radford; Mr. G. Eaton, Town of Rich Creek; Mrs. E. Janney, Floyd County; Mrs. H. Lesko, Town of Blacksburg; Mrs. C. Newcomb, Town of Blacksburg; Mr. J. Soileau, Virginia Tech; Mr. C. Via, Town of Pearisburg and Mr. R. McCoy, Giles County.

Staff Attendees: Kevin Byrd, Patrick Burton, Brad Mecham, Elijah Sharp, Christy Straight, Jennifer Wilsie and Julie Phillips.

II. CONSENT AGENDA

A. Approval of Minutes for October

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

Motion: Mr. Carpenter moved for the approval of the minutes. Mr. Garrett seconded the motion.

Action: Motion carried unanimously.

B. Approval of Treasurer's Report for October

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

Motion: Mr. Garrett 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

1. Reissuance of VPDES Permit VA0024031; Shawsville Sewage Treatment Plant

Motion: Mr. Law moved for the approval. Mr. Bopp seconded the motion.

Action: Motion carried unanimously.

IV. PUBLIC ADDRESS

None.

V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS

Mr. Garrett reported the Town of Narrows is happy the Route 61 Bridge is open and the town will have a series of events Saturday 11/23 to celebrate. Mr. Burton added how Mr. Garrett brought the concerns for the bridge's structural decline to the Commission and it was added to the regional comments solicited by VDOT for the six year plan, which moved the project forward. Mr. Garrett also noted that the Town is pleased they were able to build the new bridge without tearing the existing bridge down. Mr. Gerald announced the Innovation Center is moving along and the Hollingsworth & Vose Company would be adding 17 jobs in Floyd County. Mr. East reported the Town of Pulaski hired Shawn Utt as their Town Manager and discussed how the Town is moving forward with the Joint Dispatch Project.

VI. EXECUTIVE COMMITTEE REPORT

Mr. Sullivan reported the Executive Committee discussed the Annual Commission Dinner Meeting date and explained the dates available are March 10th, 11th, 12th or 13th. After Commission discussion it was decided to move forward with Wednesday March 12, 2014. Mr. Patton announced the award applications have been passed around and are available on line until January 10, 2014. Mr. Sullivan further explained the executive committee discussed the award nominees should be someone tied to regionalism within the New River Valley.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Byrd provided a summary report in the Commission agenda packet. He reported the New River Valley middle mile fiber project is complete and explained the fiber is open access middle mile meaning the open access allows any internet provider to tap into the fiber resulting in increased bandwidth to deliver service. Further, the middle mile refers to the fiber serving as the equivalent of the interstate road system whereas the local internet providers need to build off the middle mile in order to reach customers. This does not allow consumers to directly connect to the fiber; it is intended to support the private sector in delivery of service. He also reported staff met with Anthony Byrd, Director of the Small Business Development Center for the New River Valley. He noted the center is taking a new direction over the past year in providing support to small businesses and it appears to be effective since the client base is more diversified. The staff at the Commission is pursuing a recommendation from the Livability Initiative/CEDS process to research small business support services available in each county in the region and explore whether services are being networked through the entire region. Lastly he reminded the Commission the December meeting will be cancelled.

VIII. OLD BUSINESS

A. Peer to Peer Training Visit Site Selection

Mr. Clevinger reported the committee recommends the Commission visit Land of Sky Council of Governments in Asheville, NC. He noted this is the closest agency that was recommended and they have many similar issues that would benefit the Commission to learn by visiting.

Mr. Patton called for a second of the motion brought to the Commission by the committee recommending the Commission visit Land of Sky Council of Governments. Mr. Garrett seconded the motion.

Discussion: Mr. Sullivan asked the Commission to briefly discuss the goal of the visit. Mr. Clevinger replied the goal is to observe how their agency operates and it was a recommendation of the assessment performed by SERDI. Mr. Sullivan also asked about the length of the trip. Mr. Byrd replied it will most likely be an overnight trip, arriving mid-day and leaving the next afternoon. Mr. Patton explained how he would like to see a large attendance by the Commissioners. Dr. Harvey asked what the Commission is going to see before the trip to know what to focus on while there. Mr. Byrd explained Asheville has programs where they have combined services in order to provide efficiencies to their members and noted there are similarities between the two regions due to their economies and community needs. Mr. Sullivan asked whether the council in Asheville is involved in tourism. Mr. Byrd responded he did not think tourism was a formal program of their Council of Governments; however, it does inform their work. He also mentioned meetings with external agencies can be arranged while visiting the area.

Action: Motion carried unanimously.

IX. NEW BUSINESS

A. FY 13 Audit Report

Mr. Byrd explained the audit report came back fine. He pointed out that the audit focused heavily on the WIA finances. Mr. Sullivan questioned if the Livability Initiative has a separate audit. Mr. Byrd replied the FY12 audit contained audit tests for the Livability Initiative and the Transportation Equipment Manufacturers Competitiveness Initiative (TEMCI) since those programs had more than \$500,000 in federal funds moving through the Commission. The FY13 audit had additional audit tests for WIA due to a regular cycle which those funds are analyzed and the Commission serves as fiscal agent for WIA.

Mr. Patton called for a motion to approve the audit.

Motion: Mr. Weaver moved to approve. Mr. Carpenter seconded the motion.

Action: Motion carried unanimously.

B. FY 15 Per Capita Assessment Rate (Commission Dues)

Mr. Byrd indicated a memo was distributed overviewing the purpose of the per capita assessment rate. He then explained dues are used as matching funds for programs. Mr. Patton noted that if the dues are reviewed annually and adjusted modestly, if needed, it is easier for the localities to incorporate the change in their budgets opposed to waiting for several years then making a substantial increase. He also reminded the Commissioners that the localities are the owners of the PDC. Mr. Patton explained the Executive

Committee is recommending the rate be increased from \$1.25 to \$1.27 since the last increase was in October 2010, effective July 2011, a \$.02 increase at that time.

Discussion: Mr. Garrett questioned how the additional \$3,500.00 will be used. Mr. Byrd explained the increase will be used toward rent for the Commission office space in FY15, which is increasing; and toward covering indirect costs (rent, phone, copies, and administration time) not allowed on some state/federally funded projects such as the recent stormwater management grants.

Mr. Patton called for the Commission to approve the recommendation of the rate increase to \$1.27 brought to the Commission by the Executive Committee.

Action: Motion carried unanimously.

C. Small Purchase Policy for Non-Professional Services

Mr. Patton referred to a memo outlining the issue and explained having the Commission pass this policy will allow for additional oversight by the Commission and yield flexibility when necessary to move projects forward. Mr. Byrd gave examples of contracts that this policy would apply to and noted that in certain situations procurement of non-professional services can be a hindrance to overall the success of project because of time limitations from funders. He also noted that the Executive Committee would be consulted to the extent possible before the policy was exercised in the future and the full Commission would be briefed on a quarterly basis regarding any procurement for non-professional services that did not utilize competitive bidding.

Discussion: Mr. Carpenter questioned whether the \$100,000.00 refers to the vendor or the project. Mr. Byrd explained it would be per project. Mr. Chambers explained to the Commission how he as a contractor has to increase his rate when going through procurement, and noted that this policy would likely result in cost savings for the Commission. Mr. Sullivan asked about the difference between professional services and non-professional services. Mr. Byrd explained the state code defines a professional service as performed by anyone with a license, such as engineers, architects, etc. Mr. Garrett noted there is no policy number or details for procedure associated with this policy. Mr. Byrd explained the Commission policy manual will be amended to incorporate this policy.

Mr. Patton called for the Commission to approve the small purchase policy brought to the Commission by the Executive Committee.

Action: Motion carried unanimously.

D. Resolution Joining Virginia Local Government Insurance Association.

Mr. Byrd explained this is required to participate in the Virginia Municipal League disability program, which the Commission decided to offer as the required disability coverage at the October meeting.

Mr. Patton called for the Commission to approve joining the Virginia Local Government Insurance Association brought to the Commission by the Executive Committee.

Action: Motion carried unanimously.

X. REGIONAL FOCUS

A. New River Valley Livability Initiative Draft Report Presentation

Mr. Byrd gave an overview of the Livability Initiative project. He began by noting the consortium members, leadership team, and project staff and the roles they played throughout the project as well as explaining the nine topic areas and the seven working groups involved in the project. Mr. Byrd overviewed a project timeline and the four themes that emerged from the project. He explained the report can be found on the Livability Initiative's website at www.nrvlivability.org. The report will be available for public comment until December 12, 2013, it will then be finalized and printed in January of 2014 and presented to local governments starting in February 2014.

Discussion: Mr. Sullivan asked if the data used was from the Census. Mr. Byrd explained all data is cited in the report and multiple sources were utilized; however, the Census is a major source. Mr. Carpenter asked if the regional elected leaders will receive the report. Mr. Byrd explained they would receive and be briefed on the report. Mr. Sullivan commended the staff and noted this report helps call attention to important issues across the region and it opens the opportunity to discuss our challenges and hopefully improve them as we move forward.

XI. CHAIR'S REPORT

Mr. Patton reminded the Commission the December meeting was cancelled. He also noted the award nominations for the annual dinner need to be submitted by January 10, 2014.

Mr. Patton called for a motion to adjourn the meeting.

Motion: Ms. Perkins motioned to adjourn. Mr. Marshall seconded the motion.

The meeting was adjourned at 7:40 pm.

Michael Patton, Chair
New River Valley Planning District Commission